

The Networking Team By-Laws

1. **The Networking Team.** The Networking Team (TNT) is a not-for-profit professional business and networking organization comprised of business professionals currently actively engaged in the sale of business products and/or services.

Purpose of TNT:

To Network, Build Relationships, Grow Our Businesses, and Have Fun!

Mission of TNT:

To create a professional environment conducive to networking, relationship building, and the possibility for creating business referrals in order to assist in growing each of our members' individual businesses.

Vision of TNT: Growing our businesses through support, education, and motivation.

2. **TNT Leadership.** The TNT Officer Team (OT) will be selected to serve a six-month term and will consist of three officers: President (TNTP), Vice President/Secretary (VPS) and Treasurer (TNNT). The OT will be responsible for conducting the business of the group. No one member of the OT will commit the entire group to anything without consulting the other two first. Only members in good standing, with at least one year of membership, qualify to be nominated/elected to the OT.

During their tenure in office, the OT will continue to pay their own dues. In recognition of their service, TNT will pay the next six months dues for OT members who complete their term. Members of the OT may serve two consecutive 6-month terms, and then may serve again once one six-month "cycle" has passed.

- a. The **President (TNTP)** will preside over the meetings and will be the arbiter as it relates to utilization of Robert's Rules Of Order. Moreover, the TNTP will be the face and voice of TNT to the public. Specific duties are as follows:
 - 1) Set the agenda for, and preside over, the weekly meetings.
 - 2) Organize and oversee progress of committees, request needed volunteers and offer guidance when needed.
 - 3) Conduct all TNT business and act as the TNT representative with any outside entities and individuals.
 - 4) Review Treasurer's reports and sign checks.
 - 5) Ensure that the TNT By-Laws are followed.
 - 6) Maintain the schedule for speakers along with a designated member assisting, currently the Education Coordinator.
- b. The **Vice President/Secretary (VPS)** will preside at the weekly meetings in the absence of the President. More specific duties of the VPS include the following, plus other such duties as may be required at the direction of the President:
 - 1) Track attendance and notify members when they are close to the maximum number of absences allowed in the By-Laws-laws.
 - 2) Track the guests who attend and who invited them.

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- 3) Maintain an updated member roster.
 - 4) Monitor and report to OT on individual TNT member referral volume.
 - 5) Take nominations for officers.
 - 6) Create ballots and oversee the election of new officers.
 - 7) Coordinate the counting of ballots with the Treasurer.
 - 8) Communicate with TNT members via email about matters of interest (updated member rosters, visitors and other items as required).
 - 9) Communicate with Membership Committee in regard to members in violation of By-Laws Laws.
- c. The **Treasurer (TNNT)** will maintain the group's bank account and records, and will pay all approved/authorized bills. Duties of the Treasurer include the following:
- 1) Collect the money each week for guests, new members and monthly dues.
 - 2) Make bank deposits each week.
 - 3) Prepare the monthly Profit & Loss Statement and Balance Sheet, and report to the group at the second meeting of each new month.
 - 4) Reconcile the Bank Statement monthly.
 - 5) Write checks for meals and any bills as approved by the OT or membership.
 - 6) Report members overdue on fees to the President and/or Vice President.
- d. The **Education Coordinator (EC)** will be appointed by the President, with advice and consent from the other members of the OT, for the President's term of office.
- 1) The EC will have up to four minutes per meeting to educate the membership on a topic of value or interest.
 - 2) Items for education will include but not be limited to book reviews and training on appropriate business topics.
 - 3) Assign members for the Education Segment as needed.
 - 4) Assist the President in maintaining the Presentation Schedules.
- e. **Election of the Officer Team**
- 1) The OT is selected from the membership. Elections will occur in March and September; the six-month terms will begin in April and October.
 - 2) The current-sitting OT will serve as the nominating committee. They will consider nominations from TNT members and will select nominees for the offices.
 - 3) Notice of the election shall be given at least two weeks prior at the appropriate meetings and via email.
 - 4) On the day of the election, nominations may also be taken from the floor.
 - 5) Nominees for these positions will be ratified by a simple majority vote of the membership. If a run-off is required because no one candidate receives a majority of votes, the top two candidates will have a run-off to determine the winner.

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6) Voting shall be by secret ballot unless there is only one person running for office.

3. **Weekly Meeting and Format.** The weekly meeting will begin at 7:15 a.m. on each Tuesday and will end by 8:30 a.m. The first fifteen minutes of the meeting are specifically devoted to networking, meeting and greeting. The normal program agenda, beginning at 7:30 a.m., will consist of one 60-second presentation, one or two business presentations by members in rotation, an exchange of referrals, unsolicited testimonials and announcements not pertaining to any individual members' business.

- a. Members will be assigned a business presentation date in rotation. The allotted time will be determined by number of members, plus other factors that may impact the total meeting time.
- b. If a member is going to miss a meeting when they are scheduled to speak, it is that individual member's responsibility to find a replacement or forfeit their speaker slot in that rotation. Finding a replacement speaker is to be done outside the meeting time. If a member misses their scheduled day without finding a replacement, that member's time will not be re-scheduled.

4. **Membership.** A Membership Committee (MC) will be formed from among the membership and will work in conjunction with the OT on all matters dealing with membership and member issues including applications, discipline, and other membership actions as may be determined by the OT. MC shall maintain member applications, guest packets, and new member packets.

- a. MC will consist of 3-5 members in good standing. MC Chair will be chosen from these members by the members themselves.
- b. Before prospective members may submit an application for membership in our group, they must first attend TWO regular meetings of TNT. After attending, the prospective member may submit an application for membership subject to MC review and approval. In the event that more than one candidate for the same category should apply, each candidate will have a full 48 hours to submit a completed application for review by the MC.
- c. MC will check with references and other sources of input (including any noteworthy input from current members), and review the By-Laws. Existing members will have an opportunity to voice their concerns or recommendations prior to the MC's final decision.
- d. Upon approval a formal announcement of membership will be made to the membership as a whole at a regular meeting or via email.
- e. MC chair will work with OT in regard to member disputes. The process for disputes shall be mediation between the affected members, the OT and at least one member of the MC. No other members will be involved in member disputes.
- f. MC chair and OT will work in conjunction to determine when and if a member should be asked to leave the group. Members may be issued either a written warning or terminated for violations of the By-Laws and/or repeated interference with the purpose of TNT as determined by the MCC and OT. In the event that

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the member in question is on the OT and termination is required, the MC will ask all good standing members to vote on the determined discipline. Termination of memberships will come from the OT.

5. **Business Category Exclusivity.** One person (or team) will represent each business category. Should a conflict arise, the MC in consultation with the member affected will determine if the new category (and/or business) will be allowed. The decision of the MC will be final.
6. **Business Category Multiplicity.** Each existing member shall represent only one primary business category. An exception will allow a member to represent a second category only if there is no other member representing that category as their primary. The second business represented will be relinquished if a new member applies to TNT in that category as their primary. The member representing two categories must indicate which is the primary and which is the secondary category when they make application for membership. This primary/secondary election can be changed upon notice to and approval by the MC.
7. **Giving and Receiving Referrals.** To get full value from TNT, members are encouraged to support, build relationships with, and refer when appropriate fellow TNT members. TNT will provide a two-part slip for members to use, with one part going to the recipient and one to the VPS for compiling totals.
 - a. Members may seek referrals for fellow TNT members. They will give the referral to the member via a referral slip, phone call or email. During the weekly meeting, each member may share the referrals they shared for that week.
 - b. A referral shall include the name and contact information of the person or business that has a need for the services or products of a referred member.
 - c. The VPS will track the number of referrals given in the group. The VPS will monitor, and report as needed to the OT, individual referral volume. At this time, any member may announce the number of sales they made as a result of the referrals they received.
9. **One-On-One Meetings.** Members are strongly encouraged to meet with other members on a one-on-one basis, to learn more about each other's business. The more we know about who we know, the better able we are to refer business to them. The reward for such activity is the increase you will reap in your own business from referrals that come to you. At the Table Top meetings, business cards will be drawn to determine one-on-one meetings between members.
10. **Membership Fees.**
 - a. There will be a new member initiation fee of an amount determined by the membership, currently \$45, payable with acceptance of the application to the MC. This one-time fee may be raised or lowered by majority vote of the membership, as proposed by the OT. Member teams will incur one initiation fee, one monthly fee, plus a second meal fee weekly (or two monthly fees –

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- member's choice). Previous members returning to the group may not be assessed a new initiation fee.
- b. An additional monthly fee, currently \$50, is required to cover the cost of the weekly meal and minor operating expenses. This monthly fee is due on the first Tuesday meeting of each month and is considered late if not paid by the second Tuesday meeting of the month. A penalty of \$5 will be imposed if fees are not paid by the end of the meeting of the second week.
 - c. New members joining mid-month will have their dues pro-rated at \$13.00 per week remaining in the month.
 - d. Upon proposal of the OT, the fees may be raised or lowered by a majority vote of the membership so as to maintain a balance of at least \$400 in the treasury at the end of each month. The \$400 minimum balance approximates the cost of each week's meal bill, based on a membership of 30 people.
 - e. Any member of TNT who is in arrears must become current by the third week or their membership will be terminated. Special arrangements may be made with the consent of the OT for appropriate payment of monthly dues within 7 calendar days.
 - f. Members planning to be absent during the dues-paying time of the month shall make arrangements with the TNT Treasure to pay fees in advance.
 - g. Members who have checks returned as "Insufficient Funds" will pay all bank fees incurred by TNT.

11. Treasury

- a. The TNT bank account will be maintained by the TNTT.
- b. Any item to be purchased for TNT purposes or meetings should be reviewed among the OT to verify if that expenditure is a legitimate expense. If over \$25.00, it is mandatory that it be presented to the group for a vote.
- c. Funds in the TNT treasury are to be used for food bills at our meetings and for all OT-authorized supplies. TNT money will not be used for any gifts or memorials for any member or other cause unless specifically ratified by the membership by a 2/3 majority vote.
- d. If at any time the current TNT account falls below \$400, (based on 30 members at \$13.00 each) the OT shall meet to determine if any action is needed. Possibilities include increasing monthly dues and/or initiation fees. Such changes in fee structure must be presented to the membership for ratification.
- e. Upon the turnover of the files at the Officer Team change, the bank account will continue to be maintained at a financial institution. The names and tax payer ID's on the account must be changed to those of the new President and Vice President as quickly and in the most efficient manner possible.
- f. The integrity of the Treasury is maintained by ensuring only the Treasurer has possession of the checks, but only the President and Vice President are signatories on the account.
- g. An audit of the Treasury records will be conducted by the previous Treasurer midway through the current OT tenure, or if not available, by the VP/Secretary.

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12. **Attendance and Absence.** Attendance is the life-blood of any networking organization.
- a. A member may send a substitute to take their place. It is the member's responsibility to ensure that the substitute is aware of the procedures of the meeting. The substitute is to represent the member's business only.
 - b. Members are to let an OT member know if they are going to be absent. Absence notification is to be accomplished prior to the meeting.
 - c. Any member who is absent more than twelve (12) times in a calendar year may be asked to leave the group. Absences will be calculated and pro-rated per month, (i.e., if a particular membership begins in March, there will be ten (10) absences allowed for that calendar year). The VPS will notify members and the MC in writing who are at or within three absences of that limit of absences.
 - d. A member who misses two meetings in a row without contacting an OT officer will be on probation; it is assumed you may be leaving the group. If that member misses a third meeting in a row without contacting an OT officer, that member will be terminated and that category announced as open.
 - e. A member who has been terminated may be reinstated upon approval of the OT and MC with an additional Initiation Fee and payment of all monthly dues previously in arrears.

13. **Leaves of Absence.**

- a. Only members in good standing may ask for a leave of absence. "Member in good standing" is defined as a member whose fees are current and is not in violation of attendance rules.
- b. Absences incurred during a leave will not be counted against the yearly total permitted.
- c. Fees must be paid in full in advance for the entire leave of absence, at a rate of 50% of the monthly dues in effect at that time.
- d. The leave shall be at the discretion of OT and MC.
- e. The leave shall be taken in one (1) month increments, for no more than 2 months.

14. **Paperwork and Product Distribution.** Paperwork/flyers may be placed at the individual places or on the side tables prior to each meeting. Nothing will be "passed around" during the commercials. During a member's extended business presentation, that member may distribute materials as desired.

15. **Guests and Visitors**

- a. Members are to notify the President of the name and business category of invited guests prior to each meeting.
- b. A waiting list of applicants shall be maintained by the President for business categories already occupied.
- c. The guest fee is \$13.00, including meal. The member who invited the guest may pay for the meal. A guest may visit no more than twice.

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- d. Members must inform their invited guests about procedures of our weekly meeting, to include but not be limited to:
 1. The meeting time, the options for their commercials, and the cell phone policy.
 2. Limit of two guest visits prior to membership application.
 3. The guest fee, by cash or check.

16. **Rule Changes.** Proposed changes to the rules require at least two weeks notice given at meetings. Decisions to rule change proposals will be ratified by a simple majority vote except as noted above.

17. **Cell Phones.** Cell phones must be turned off or to “vibrate/silent” mode during meetings. The penalty for a cell phone ringing during the meeting time will be \$1.00. Guests need to be reminded to turn off their phones also, but are not assessed a penalty during their first meeting with us. Thereafter, the usual \$1 assessment will be levied to them.

18. **Attendance of Children.** No children under 16 are allowed at TNT meetings.