

Let's Network Member Code of Ethics



- I. Let's Network's Mission – “As we help others... we help ourselves!”**
- A. Our #1 goal is to increase member sales and profits through networking, promoting each member's business, and increasing one another's customer base.
 - B. As a local independent networking group, all application fees and dues stay within Let's Network for the support and promotion of the group; it's members, and community projects.
- II. Board of Directors and Leadership Positions**
- A. President (Board of Directors) - See the Let's Network By-Laws for description. All membership dues are waived annually for this position.
 - B. Treasurer (Board of Directors) - See the Let's Network By-Laws for description. All membership dues are waived annually for this position.
 - C. Secretary (Board of Directors) - See the Let's Network By-Laws for description. All membership dues are waived annually for this position.
 - D. Facilitator - One member of the group will act as a facilitator for the weekly meetings. Their length of term will be six (6) months.
 - i. The duties of facilitator will be as follows:
 - 1. To start and stop the meetings on time.
 - 2. To ensure that the meetings stay on schedule and address the current issues being discussed by the group.
 - 3. To aid the group in sustaining our commitment to the promotion and support of each other's business.
 - ii. To be considered to become facilitator, a member must be committed to the above “duties of facilitator,” have paid their Non-Refundable Application Fee and are in good standing with their Non-Refundable Annual Dues and attendance.
 - iii. The Facilitator reports directly to the Board of Directors
 - iv. As their term comes to an end, the acting facilitator, along with the Board of Directors, will seek out another member to volunteer as the next facilitator.
 - v. The monthly dues are waived for the six (6) month term of the Facilitator. Dues will be reimbursed at the completion of their term.
 - E. Membership Chairperson – Coordinates all aspects of membership. Their length of term will be two (2) years.
 - i. Responsibilities include:
 - 1. Records attendance at each meeting.
 - 2. Notifies members when their Annual Dues are due.
 - 3. Directs new incoming members to the online application and fee process.
 - 4. Enforces attendance policy.
 - 5. Schedules all spotlight and guest speakers.
 - 6. Seeks two volunteers to serve on the membership committee.
 - 7. Trains their replacement at the end of their term.
 - ii. The Membership Chairperson reports directly to the Board of Directors.
 - iii. All membership dues are waived annually for this position.

- F. Marketing Chairperson/Webmaster – Coordinates all marketing aspects of Let’s Network, including managing the website. Their length of term will be two (2) years.
 - i. Marketing Chairperson responsibilities include:
 - 1. Marketing and advertising of Let’s Network both online and in printed materials.
 - 2. Works with printers for all Let’s Network printed materials.
 - 3. Helps to organize mixers and events.
 - ii. Webmaster responsibilities include:
 - 1. Keeps the Let’s Network website up to date.
 - 2. When necessary, trains a committed member on how to update the website.
 - 3. Is the keeper of records and notes pertinent to the website including Web Hosting & Domain Name account information.
 - 4. Provides the Board of Directors with a copy(s) of the latter and anything that Let’s Network would have ownership to in regards to the website.
 - iii. The Marketing Chairperson/Webmaster reports directly to the Board of Directors.
 - iv. All membership dues are waived annually for this position.
- G. Hospitality Coordinator – Coordinates all hospitality aspects at the weekly meetings. There may be more than one Hospitality Coordinator per one (1) year term.
 - i. Hospitality Coordinator responsibilities include:
 - 1. Greets visitors at the weekly meetings and explains to them how the meetings run.
 - 2. Assists with the sale of 50/50 tickets.
 - 3. Assists with collection of the \$2.00 tip for the restaurant server.
 - ii. The Hospitality Coordinator reports directly to the Board of Directors.

III. How to Join/Membership Process

- A. All prospective members must complete the online application. By submission of an application for membership, applicant agrees to abide by the Let’s Network Policies, By-Laws and Members’ Code of Ethics.
 - i. To fill out the online application go to: <http://letsnetwork.org/main/> and click on the link at the top of the page that says, "*Click Here To Join.*"
 - ii. Click on the red "*Click Here To Fill Out Online Application*"
 - iii. You must fill out all of the required information on the online form. (Your home information will not be published on the Let’s Network website. This is for internal use only).
 - iv. All of the information pertaining to your business will be used to create your business bio web page on the Let’s Network website. If you do not want your business information included on the Let’s Network website, it is your responsibility to contact the Membership Chairperson to let him or her know.
- B. Once your membership application has been accepted and approved by the Membership Chairperson, you must pay your annual dues.
 - i. Annual Dues are \$80.00.
 - ii. New applicants are required to pay a one-time Application Fee of \$30.00 in addition to the Annual Dues.
 - iii. See section IV below for instructions on how to pay your dues.

- C. Creating your Let's Network Web Page/Business Bio
 - i. Provide a picture or logo representing your business. This will be used to create the banner for both the home page & your business bio page on the Let's Network website. Pictures should be horizontal (wider rather than tall). If you know how to use Photoshop, the dimensions are 600 pixels wide by 180 pixels high.
 - ii. Either email your pictures and/or logo to letsnetwork@letsnetwork.org or burn them on a disc and bring them to a meeting. Please save them with one of the following extensions: jpeg, jpg or pdf.
 - iii. If you have any questions regarding this process, please contact the Webmaster.
- D. Applicants must complete all of the above in order to fulfill the membership process.

IV. Dues

- A. Annual Dues are \$80.00.
- B. New applicants are required to pay a one-time Application Fee of \$30.00 in addition to the Annual Dues.
- C. Annual Dues are paid once a year and are due no later than the third week after member's anniversary date.
- D. All Annual Dues and Application Fees are non-refundable.
- E. How to pay your dues (Prices apply to first time applicants)
 - i. If you are paying by cash or check, the total amount is \$110.00. Please make checks payable to "Let's Network."
 - ii. If you are paying by credit or debit card using Pay Pal, the amount is \$113.29 (Pay Pal charges a 2.99% transaction fee, which is subject to change).
 - 1. To pay using Pay Pal go to www.paypal.com
 - 2. If you already have a Pay Pal account, log in and select the "Send Money" tab. If you don't have a Pay Pal account, you will need to set one up (it's free) before you can send money. After you have set up your account, click on the "Send Money" tab.
 - 3. Enter the following email address in the "to" box: letsnetworkemail@gmail.com
 - 4. The amount to be paid is \$113.29 (this includes the 2.99% transaction fee).
 - 5. Select "Services/Other"
 - 6. Fill in the remaining fields, which should be self-explanatory.
 - 7. If you have any questions regarding using the Pay Pal account, please contact the Treasurer or Membership Chairperson.

V. Types of Membership

- A. Individual Membership: If a Member joins as an individual they are expected to attend and participate fully in the group. Because each member is accepted with their understanding that regular attendance is of the utmost importance, it has been decided that: A representative may attend on the individual member's behalf (*See Section C below for rules regarding representatives for Individual Membership*), but for no more than six (6) meetings in a calendar year. The individual Member will be required to either attend the balance of the meetings in person, or they may choose to utilize their absences by not being in attendance.

This, in effect, means the member will not terminate their own membership until they have reached a total of nine (9) total absences in a calendar year, or three (3) consecutive absences. The six meetings attended by a representative will not count against their absences. These generous allowances are designed to be used for unforeseen or emergency situations, as utilizing all these options would not be in your or the group's best interest.

- B. Business Membership: If the member joins as a business, they shall have the right, as an employer, to send any employee to represent that business. A person is deemed to be an actual employee if they work directly for and are paid by the Business Member according to State and Federal Statutes. An assigned employee shall be afforded the same rights as the business member.
- C. Rules Regarding Representatives for Individual Membership: Representatives must agree to only represent the member. They have no right to participate in any group decisions, volunteer for any duties, or hold any office. The actual Member must present any concerns regarding the group. The representatives are not allowed to promote himself or herself or another business in any manner; through word of mouth or literature. If they do so, the Member will be notified and that particular representative may no longer be allowed to attend. No individual member can have a representative for more than six meetings per calendar year.
- D. Multi-Level Status: In the case of multi-level organizations, where there are independent consultants and/or "down-lines", each person is considered a singular unit and shall not be construed as interchangeable.
- E. "Gifting" the Membership: Membership cannot be "gifted" to someone else, as this would undermine the whole concept of the waiting list for open categories. The interested party must submit an application for consideration of membership and may be allowed to join or may be put on a waiting list for that position. Current members have priority if the newly opened category can be utilized within their membership description. (Ex: In the case of overlapping categories).

VI. Member Conduct

- A. Members are expected to help promote each other's business by creating leads, referrals and contacts.
- B. Members are expected to attend regularly or send a representative in his or her place when possible if they cannot attend a meeting.
- C. Members are expected to abide by the Members' Code of Ethics.
- D. It is the members' responsibility to notify the Membership Chairperson whenever there is a change in address, phone, or status.
- E. In extreme cases, a member can be asked to leave the group by a majority vote of the Board of Directors for the following reasons:
 - a. Documented unethical business practices.
 - b. Disruptive or problem behavior when representing Let's Network.
 - c. Complaints from members or referrals.

VII. Attendance & Late Policies

- A. Members missing any nine (9) meetings in a calendar year (besides approved holidays), or missing three (3) consecutive meetings, will automatically lose their membership status and membership dues & fees. Members can avoid receiving up to six (6) absences by sending someone to represent them. This generous absence policy should allow for most normal or emergency situations that may arise in the course of a year.
- B. After 60 days, a dropped member may reapply if their category is still available.
- C. Members seeking a temporary leave of absence should contact the Membership Chairperson to discuss whether their particular set of circumstances warrants a temporary leave of absence. The final decision will be made by two or more of the Membership Committee and, if necessary, will be brought before the Board of Directors for a final vote. The decision to grant such a leave will be based on the member's previous attendance record, seriousness of the circumstances, unavailability of a representative, length of leave, and the general effect on the continuity of the group.
- D. Meetings start promptly at 7:40 a.m. Members arriving after 7:50 a.m. will be counted as absent.

VIII. Member Disputes & Overlapping Products or Services

- A. When a member quits or loses their membership status, their category becomes immediately available to a qualified applicant on a first-come basis. In the case of overlapping categories, current members have priority. Some categories have an active waiting list kept by the Membership Chairperson.
- B. When two or more businesses find they have overlapping products or services, it is the responsibility of those parties involved to find a resolution to the conflict. The first business that joins Let's Network will have primary consideration regarding their product or services. If a resolution cannot be reached, the problem may go before the Membership Committee. This committee will be made up of volunteer members and the Membership Chairperson with no involvement regarding the conflict in question.
- C. If you have any concerns regarding the group or the rules, you are asked to approach the appropriate member to resolve the problem. Do not use the meeting to bring up matters that can be handled on a personal level.

IX. Meetings

- A. Meetings are held most Tuesdays except when on or near holidays. Check the website calendar which lists all spotlight speakers and dark days.
- B. Meetings start promptly at 7:40 a.m. and will conclude at approximately 8:35 a.m. Members are encouraged to arrive as early as 7:15am to network with their fellow members.
- C. Introductions of each business are limited to 30 seconds for members and 60 seconds for visitors (if time allows).
- D. Introductions of each business are conducted from a random starting point, as decided by the Facilitator, and continued sequentially around the group, one time only.
- E. Should you arrive after introductions have already begun, you are asked to abstain from introducing yourself for that day.
- F. Each member will have an opportunity to be the Spotlight Speaker on a rotational basis, as decided by the Membership Chairperson.

- i. The Spotlight Speaker is given 10 minutes to present their business to the entire group.
 - ii. If you cannot speak the day you are scheduled, it is your responsibility to let the Membership Chairperson know so he or she can replace you.
 - iii. The Spotlight Speaker is asked to provide a door prize with a minimum \$25.00 value on their scheduled day.
- G. If you must bring a child to the meeting, the child must be able to sit quietly throughout the duration of the meeting.
- H. Denny's Restaurant does not charge Let's Network for the use of the room and their staff must set-up and breakdown the tables and chairs for our meetings. For this reason, each person attending the meeting, regardless of whether they ate or drank anything, is required to give a two-dollar (\$2.00) tip/donation for the server. Exact change is preferred.
- I. Meeting Agenda
 - 7:15 – 7:40 AM — Open networking, meet & greet
 - 7:40 – 8:00 AM — Meeting begins • 30 second introduction per member; 60 second introduction per guest (if time allows)
 - 8:00– 8:10 AM — Featured Spotlight Speaker
 - 8:10– 8:20 AM — Sharing referrals and completed business transactions.
 - 8:20– 8:25 AM — Discussion of old & new business
 - 8:25– 8:30 AM — Membership status
 - 8:30– 8:35 AM — Door prize & 50/50 drawings

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