

LAKE NORMAN EXECUTIVE BOARD

MEMBER BYLAWS

Revision Approval Date: **May 24, 2017**

Welcome to Lake Norman Executive Board. Please note that this information is important for *all* members. We urge you to review this material closely and please read the "Policy" section.

Success as a member in Lake Norman Executive Board means you need to be a positive and supportive member, which is built on mutual support and respect. This requires a commitment to your fellow members as well as to yourself.

SECTION I: CODE OF ETHICS:

- I-1: Provide quality and professional services
- I-2: Be truthful with the members and their referrals
- I-3: Build goodwill, trust and respect among the members and their referrals
- I-4: Take responsibility for following up on referrals received
- I-5: Stand by the ethical standards of your profession
- I-6: Display a positive and supportive attitude with the members

SECTION II: GENERAL POLICIES:

- II-1: The weekly meetings commence every Wednesday at 6:00 PM and will run for 90 minutes ending at 7:30 PM, unless otherwise specified. Members are expected to be present, at a minimum, for the formal element of the meeting which commences at 6:30 p.m. To be considered "in attendance" a member must be present for 50% of the formal meeting.
- II-2: ***Attendance is critical to the group.*** It is **required** that a member attends 75% of the meetings within a 3 (three) month period. If a member cannot attend, it is encouraged that he or she send a substitute (not another member) to the meeting.

It is understood that there are times when a member may not be able to attend the meeting. Should this be the case, the ***President, Vice President or Secretary*** should be notified of your absence.

Unless previously approved by the leadership team, excessive absences ***will*** result in a re-evaluation of your membership and possible removal from Lake Norman Executive Board as detailed below.

- II-2a: Warning 1: At the point in time that the leadership team determines that a Member has had excessive absences (absentee level of 50% or more), a member of the leadership team shall privately discuss the attendance policy with the member. At that time, they will request that member recommit himself/herself to the LKNXB and improve his/her attendance practices. The leadership team member will clearly indicate to the member that Warning 1 has been issued. This should be emailed to the member and "cc'd" to the membership chair.
- II-2b: Warning 2: After Warning 1 has been executed and attendance of the member has not been rectified, then a member of the leadership team will notify the member that Warning 2 has been issued and the member will enter a probationary phase. This should be confirmed by email to the member and be "cc'd" to the members of the Executive Board and the Membership Chair. From that point forward, strict attendance will be kept. If the member misses 3 times over the next 12 scheduled meetings the member is automatically removed from the LKNXB and any dues paid will be forfeited. If the former member wants to attempt to rejoin the group, he/she must submit a membership application and pay the annual membership dues.
- II-3: Members are required to bring bona-fide referrals and/or visitors to the weekly meetings.

SECTION III: MEMBERSHIP POLICIES

- III-1: Visitors may attend (2) two meetings, before an application must be submitted for review. If the visitor has submitted their application, they may continue to attend the meetings until a decision is rendered by the membership committee.
- III-2: The member is defined as the company and not the individual.
- III-3: Qualifications for membership:
- Applicant must have been with the same company for at least 1 year
 - Applicant must be either an owner, manager, or sales representative of the company
- Note: Only the Membership Committee may make exceptions to this requirement.
- III-4: If a member changes companies, he/she must submit a new application so that the Membership Committee can re-evaluate the member and his/her new company for good fit.
- III-5: If a member chooses not to apply for membership at their new company, it will be the policy of this Board to first offer the position to a member in the former company provided they meet qualifications. They may maintain the former members' dues cycle.
- III-6: There is only *one person from each respective profession* permitted to join Lake Norman Executive Board. The Membership Committee *will* have the **final** authority relating to classification conflicts.

- III-7: Members *must only* represent their *primary* occupation.
- III-8: A member may be a member of only one referral group in the Lake Norman area within a 15-mile radius. (Exit 23 to Exit 36 of I-77)
- III-9: Any, and all leave of absences from the group must be approved by the Membership Committee in advance.
- III-10: The Membership Committee Chair will notify the membership when a new membership application has been submitted. Should a proposed member who has completed their membership application be in conflict with a classification of an existing member, it is the member's responsibility to notify his or concerns to the Membership Committee. This needs to be completed before the application is approved for membership. If there are no complaints or concerns raised, the Membership Committee will assume the consent of the membership.
- III-11: Memberships may be terminated for failure to comply with the policies and/or Code of Ethics. This will be by a written notice.
- III-12: The Membership Committee has the final word in membership determination.
- III-13: The Lake Norman Executive Board reserves the right to decline membership to any individual for any reason.
- III-14: Membership will be reviewed by the Membership Committee. A review will be conducted based on the following criteria:
1. Review of membership
 2. Participation and contribution
 3. Referrals
 4. Attendance

SECTION IV: ADMINISTRATIVE POLICIES:

- IV-1: The Officers & leadership group will be the President, Vice-President, Secretary, Treasurer, and Communications & Membership Committee Chairmen. All positions commence at the beginning of the calendar year.
- IV-2: The Membership Committee will be comprised of 5-7 members, preferably 5 members. If there is an even number of members and there is a vote which results in a tie, the Vice President shall break the tie.
- IV-3: Dues are \$150.00 per year per member, are non-refundable and payable by cash or check only.
- IV-4: Our fiscal year is defined as 11/1-10/31. All members' dues will be invoiced on or before November 1st each year.

- IV-5: New member dues shall be \$150.00 which shall be dues for the current fiscal year. New members joining within 90 days of the end of a fiscal year may be pro-rated by majority vote of the officers listed in Section IV-1 above.
- IV-6: Dues can only be transferred to another person within the same company subject to Membership Committee approval.
- IV-7: All dues are payable by 12/01 of each year. If dues remain unpaid after 12/15, your membership will be terminated and your professional classification will be opened to prospective members.
- IV-8: Special assessments for extraordinary costs and expenses may be assessed when approved by 2/3 majority of active members in good standing. A special assessment cannot exceed \$25.00. Only one special assessment is allowed in a calendar year.
- IV-9: These Bylaws shall govern the actions of the Lake Norman Executive Board. They can be altered only by 2/3 majority vote of all active members in good standing.

