

a) The current officers will comprise an Ethics Committee of three (3).

b) In the event that the complaining member and/or the member against whom the complaint is lodged is a current officer, the remaining officer(s) will appoint the appropriate number of alternates. The vacancies on the committee will first be filled by members of the **Membership Committee, then immediate past officers,** and then by the membership at large.

4) **Nominating Committee** is an ad-hoc committee that will have at most six members. The present and immediate past officers will comprise the committee.

PURPOSE

The Pasadena-Arcadia Networking Group is an unaffiliated networking group which offers all the advantages of the larger organizations with none of the big financial drawbacks.

We are for the small-business person who knows the advantages of networking with other businesses of good reputation and offering quality products and services.

Our goal is to help each others businesses grow and prosper through the bringing in of qualified business opportunities.

POLICIES & PROCEDURES

DEFINITIONS

1) **Members:** Membership is granted to a business/company. The membership is represented by a person or persons who own or are employed by the member business/company. Each membership has only one vote.

2) **Substitutes:** A substitute is defined as a person representing the member business/company, but not affiliated therewith.

3) **Visitors:** A visitor is defined as an individual who is evaluating the group for membership.

VISITORS

Members are encouraged to bring visitors who are good candidates for membership.

1) **Payments Made by Visitor(s)**

a) **First Visit:** The first meeting is free.

b) **Second & Subsequent Visits:** The second and subsequent visits (to number no more than four (4)), are to be paid for by the visitor at the meeting dues assessment rate.

2) **Visitor Day Exception:** It may be determined by the membership or committee in charge of a Visitor day, that, because of the number of people expected, those attending will be assessed a fee.

STEPS TO BECOMING A MEMBER

1) **First Meeting:** During this meeting the visitor will introduce him/herself to the group, and the group is encouraged to ask questions of the visitor. At this meeting, the visitor will be handed an application (along with a new membership packet) and encouraged to fill out the application and hand it to the Vice President / Membership Committee at the end of the meeting. *No Business Opportunities are passed to a visitor until he/she becomes a member.*

2) **Second Meeting:** It is expected that by the end of this meeting the visitor will have completed an application and handed it to the Vice President / Membership Committee for evaluation. If not, there is no third meeting without officer approval.

3) **Third Meeting:** All efforts will be put forth to have the application evaluated in time to notify the visitor of acceptance or rejection before this meeting. In the event that the application evaluation is not complete, the visitor will be so notified and asked to attend.

4) **Fourth Meeting:** By this meeting, the evaluation should be complete and the visitor so notified.

NEW MEMBER INSTALLATION

1) The installation ceremony, conducted by the President, consists of:

a) The new member reading aloud the first four (4) of the numbered items at the bottom of the membership application.

b) The membership being asked to stand and confirm their willingness to look for business opportunities for the new member.

MEDICAL & MATERNITY LEAVE

1) Medical and Maternity Leave will be limited to two (2) months during which

a) The annual dues assessment will continue to run.

b) 50 percent of the meeting dues will be assessed.

2) If Leave must extend beyond two (2) months and a permanent substitute can not be provided by the member/member's employer, the business category will be reopened.

ELECTION / APPOINTMENT OF OFFICERS

1) The Nominating Committee will put forth the name of the person they evaluate as the best member to be President. The committee will also prepare recommendations for the supporting offices to be given to the President upon election. One of the qualifications that should be considered for each office is past attendance.

2) Nominations for the President will be taken from the

floor, and an election will ensue. Any member may request an election by secret ballot, and it will be done.

3) After being duly elected, the President will appoint the Vice President and the Treasurer, taking into consideration recommendations from the Nominating Committee.

DOOR PRIZES

1) Each speaker in turn will bring a door prize.

2) The recipient will be chosen from those who have brought business opportunities and visitors to the group.

REOPENING A MEMBER'S CATEGORY

1) A member's category may be reopened

a) Nonattendance (See also *Medical / Maternity Leave*)

- A member has had four (4) unsubstituted / unexcused absences in a row.

- A member has had five (5) unsubstituted / unexcused absences within the six-month officers' term. (October-March & April-September).

- A member has had eight (8) substituted / excused absences within the six-month officers' term.

b) Operating in an unbusiness-like fashion

c) Medical or Maternity Leave extending past two (2) months without a permanent substitute provided by member/member's employer.

d) The member has brought three (3) baseless accusations before the Ethics Committee within a period of two (2) consecutive officer terms.

2) **Notification to member** of termination or imminent termination

a) The Vice President, over the signature of the Membership Committee, will notify any member of termination due to any of the above reasons.

b) Notification of possible termination for attendance violation begins with first (1st) unsubstituted / unexcused absence or the fifth (5th) substituted / excused absence within the six-month officers' term.

- The first contact is with a phone call to determine the reason and if we can be of any help.

- The next and subsequent contacts are by mail over the signature of the Membership Committee with a copy kept with the member's application.

- The final letter will be sent when the unsubstituted / unexcused and/or substituted / excused absences reach the numbers noted above.



PASADENA-ARCADIA NETWORKING GROUP

BYLAWS

Policies & Procedures

2000 DECEMBER

WELCOME TO PASADENA-ARCADIA NETWORKING GROUP

This is your copy of the bylaws and purpose, policies & procedures of Pasadena-Arcadia Networking Group.

We want all of our members to feel ownership in their organization. To this end, we encourage all our members to take a turn as an office holder and/or committee person.

If you have a concern or want a bylaw or policy change, please put it in writing and submit your issues to the President, Vice President or Membership Committee.

BYLAWS

NAME

The name of our group is *Pasadena-Arcadia Networking Group* also to be known as *PAN*.

PASADENA-ARCADIA NETWORKING GROUP COMMITMENT TO MEMBERS

1) **Support:** We will support each individual in a positive and professional environment. Should disputes or conflicts arise, *PAN* will provide confidential procedures through an ad-hoc Ethics Committee.

2) **Development:** We consider input from members as a commitment to ongoing development and rejuvenation.

a) **Amendments:** Amendments to bylaws, procedures and administration policies will be up for review and voted on on a quarterly basis. Request for review by the majority of the members (51%) will result in an emergency session. Problems in the interim will be resolved by an ad-hoc Ethics Committee.

3) **Exclusivity:**

a) *PAN* allows only one (1) member in each business category. In the case of apparent duplication, the person already in the group will decide if there is a conflict with the proposed new member.

b) If necessary the member in question may ask that an ad-hoc Ethics Committee be formed to hear arguments and decide the question.

4) **Business Conflict Resolution:**

a) If a member believes that another member has failed to fulfill his/her professional responsibility to the member(s) or to a referral or has engaged in conduct considered to be detrimental to the group, the complaining member may ask (after due effort at resolution by him/herself with the party) that an ad-hoc Ethics Committee be formed (See *Committees*). The complaining member must submit the facts in writing. The Ethics Committee must forward the complaint to the member against whom the complaint is lodged within 14 days. And this member must contact the Ethics Committee within 14 days so that the matter may be resolved. The Ethics Committee will meet and, after considering the facts of

the case, decide on the gravity of the situation and work to resolve differences. If resolution is impossible, the committee will determine if the member against whom the complaint was lodged shall be reprimanded or terminated. If the vote is in favor of termination, a committee member will notify the member in question that he/she will be terminated. The deliberations on this subject by the Ethics Committee will be kept strictly confidential, and the decision is final.

b) The member against whom a complaint is lodged may cross-complain. The procedure for which is the same as for the original complaint.

c) A member who brings three (3) baseless matters to the Ethics Committee within a period of two consecutive officer terms will be terminated.

MEMBERS' COMMITMENT TO PASADENA-ARCADIA NETWORKING GROUP

1) **Professionalism:** Each member will conduct his/her business in a professional manner and in accordance with the ethical standards established by that industry or profession.

2) **Support:** Each member will represent the group in a manner that builds trust and goodwill within *PAN* and between the community and *PAN*.

3) **Commitment:** Each member understands the mutual commitment through regular attendance, the passing of business opportunities and inviting visitors who will enhance *PAN*.

4) **Attendance:** Members must be willing to commit to attending weekly meetings. A member's category may be reopened if attendance requirements are not met. See *Reopening a Member's Category* under *Policies & Procedures*.

5) **Meeting Dues:** Meeting dues will be assessed in an amount determined by the officers and agreed to by members. Meeting dues are payable whether the member is in attendance, absent or substituted. Medical and Maternity Leave are the only exceptions.

6) **Annual Dues:** Annual dues will be assessed in an amount determined by the officers and agreed to by members.

7) **Professional Responsibility:** includes, but is not limited to:

a) Doing only good quality work for clients or customers

b) Charging a reasonable fee or price to clients or customers

c) Responding in a timely fashion to a referral or to any inquiry from a client or customer

d) Performing the job for the amount quoted and within the time agreed upon

8) **Termination:**

a) **Member-initiated Termination:** Written notification of the intent to withdraw from the group will be given to the Vice President or a member of the Membership Committee.

b) **PAN-initiated Termination:** See *Reopening a Member's Category* under *Policies & Procedures*.

ADMINISTRATIVE STRUCTURE

PAN supports its commitment to members through its elected officers and its permanent and ad-hoc committees.

1) **Officers:** Each office is to be filled individually, and no person may serve in two or more positions at the same time. *PAN* has the following officers:

a) President

b) Vice President

c) Treasurer

2) **Officer Honorarium:** Annual Dues will be deferred during the time a member is filling the position of an officer.

3) **Term of Office:** The term of office for all positions shall be six (6) months and shall run from October through March and April through September. A person may serve for two (2) consecutive terms (either in the same position or in different positions), but must wait at least 1 year before seeking/taking another office.

4) **Officer Meetings:** All officers should be available for meetings as necessary. Any officer may call for a meeting of officers.

a) It is expected that officers will meet a minimum of three times during their term of office.

5) **Officer Functions:**

a) The **President** shall:

- Chair and run meetings

- Work closely with all ad-hoc committees

- Preside over the Nominating Committee

- Prepare ballots for officer elections (See *Election / Appointment of Officers*)

- Conduct new member orientation

- Direct that a membership roster (brochure) of members is prepared and distributed as needed

- In the absence of the Treasurer, provide for the collection of meeting / annual dues assessments and see that they are given to the treasurer

- In the absence of the Vice President, provide for the taking of attendance and counting of Business Opportunity Slips

- Install new members

b) The **Vice President** shall:

- In the absence of the President, chair and run meetings

- In the absence of the President and Treasurer, provide for the collection of meeting / annual dues assessments and see that they are given to the treasurer

- Setup and keep an attendance record of all members

- Chair the **Membership Committee**

- With the help of the **Membership Committee**, review all applications submitted, which includes, but is not limited to:

- Checking all references

- Verifying license is current and incumbrance free

- Communicate acceptance or nonacceptance to potential members

- With the help of the **Membership Committee**, collect and record number and distribution of *Business Opportunity Slips*

- Over the signature of the **Membership Committee**, notify any member that he/she is in danger of / or is being terminated per *Reopening a Member's Category* under *Policies & Procedures*.

- At the beginning of each month announce the person(s) giving the most business opportunities and bringing most visitors for the previous month

c) The **Treasurer** shall:

- Collect meeting / annual dues assessments

- Establish and keep an accurate bookkeeping system for monies and attendance

- Notify members when their dues are due and payable

- Provide receipts for cash payment of meeting / annual dues assessments and as requested by members. It is expected that, in most cases, the cancelled check used to pay the assessment will be accepted by the member as his/her receipt.

- Give a monthly report to the membership

- Chair the **Speaker / Greeter Rotation Committee**

COMMITTEES

1) **Membership Committee** is appointed by the Vice President and shall consist of a minimum of three people, including the Vice President.

2) **Speaker / Greeter Rotation Committee** is appointed by the Treasurer and shall consist of a minimum of two people, including the Treasurer.

3) **Ethics Committee** is an ad-hoc committee to be convened as necessary.