

## **LAKE NORMAN EXECUTIVE BOARD**

### **MEMBER BYLAWS:**

Revision Approval Date: **October 5, 2022**

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. Weekly meetings are not held in observation of official holidays. Gatherings of a social nature are excluded from the attendance requirement.
- II-2: Attendance Policies
  - (a) Attendance is critical to the group. It is required that a Member attends 75% of the meetings within each calendar quarter. If a Member cannot attend, it is encouraged that they send a substitute (who’s not a member) to the meeting.
  - (b) It is crucial to the success of the group that Members attend meetings in person. However, Members may attend the weekly meetings via virtual attendance (i.e. Zoom) provided they attend at least 50% of meetings per quarter in person. For clarification and to avoid confusion, “in person” shall mean that the Member is physically present at the usual place of meetings (currently North Harbor Club).

- (c) Failure to meet the 75% minimum attendance requirement as described Paragraph (a) and/or abide by the 50% minimum number of in-person meetings as described Paragraph (b) shall be considered a violation of the attendance policy and may subject the Member to the appropriate membership warning and censures described in Paragraph (f) below.
- (d) 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.
- (e) Unless previously approved by the Leadership Team, excessive absences shall result in a re-evaluation of your membership and possible removal from Lake Norman Executive Board as detailed below.
- (f) Membership Warning Policies
  - (i) If a Member's quarterly attendance is in violation of the attendance policy, a Caution is issued. This can be delivered to the member by email by any member of the Leadership Team.
  - (ii) Warning 1: At the point in time that the Leadership Team determines that a Member has had two successive quarters of attendance violation, or one quarter of excessive absences (attendance level less than 50%), a member of the Leadership Team shall privately discuss the attendance policy with the member. At that time, they will request that Member recommit themselves to the LKNXB and improve their 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 and Secretary.
  - (iii) Warning 2: After Warning 1 has been executed and if attendance of the Member remains in violation of the attendance policy, 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 Leadership Team. From that point forward, strict attendance will be kept. If the Member misses 3 meetings over the next 12 scheduled meetings the Membership Committee shall immediately meet and take appropriate action. If the member is removed from the LKNXB, any dues paid will be forfeited. If the former member wants to attempt to rejoin the group, they must submit a membership application and pay the annual membership dues.
- (g) 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: A Member is defined as an individual employed by a stated company.

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 these qualifications.

III-4: There is only one person from each respective profession permitted to join Lake Norman Executive Board. The Membership Committee shall have the final authority relating to classification conflicts.

III-5: Members shall only represent their primary occupation.

III-6: A Member shall not be a member of any other referral group in the Lake Norman area within a 15 mile radius (Exit 23 to Exit 36 of I-77). Membership in organizations that are not based on referrals, such as Rotary International, are permitted.

III-7: The Membership Committee Chair will notify the membership when a new membership application has been submitted. If a Member feels that the applicant's business conflicts or the Member has other concerns, it is the Member's responsibility to notify the Membership Committee in a timely fashion. This needs to occur before the Membership Committee meets to consider the application. If there are no complaints or concerns raised, the Membership Committee will assume the consent of the membership.

III-8: The Membership Committee shall have the final word in membership determination.

III-9: The Lake Norman Executive Board reserves the right to decline membership to any individual for any reason.

III-10: If a Member changes employment, they lose their membership status. However, they are exempt from the 1 year employment requirement and may submit an application representing their new employment immediately. They cannot apply if employed in the same respective profession as before (Section III-4) until the previous company fails to provide a replacement representative (Section III-11). The Membership Committee will re-evaluate the applicant and the new company to determine if still a good fit. If determined to be a good fit, this Member is re-instated. Payment of dues will be the same as a new member.

III-11: When a Member leaves their company, the company has the option to nominate a replacement representative. The replacement representative will be vetted by the Membership Committee in a similar fashion as a new applicant. If found to be acceptable, the replacement representative assumes the former member's dues cycle and LKNXB references. If no acceptable replacement representative is identified in 60 days, that company forfeits this option and the remainder of dues paid.

III-12: A Member may request a Leave of Absence (LOA). Possible considerations shall include but are not limited to personal emergencies, extensive travel especially across time zones, defined

period of duties that conflict with the meeting times, and the unavailability of substitutes. Granting of LOA shall be solely at the discretion of the Membership Committee. LOA can be approved either prior or following the absence. When granted, the meetings during the LOA will not be included in the attendance requirement. When a LOA is granted, the Membership Chair shall inform the Secretary.

III-13: If a Member becomes fully retired and wishes to remain active with the group, the Membership Committee may grant “Honorary Membership” to that Member. As an honorary member, they may attend meetings and gatherings of the organization. Their listing will be removed and their professional category made available. Their annual dues will be reduced to reflect their Honorary status. The Membership Committee may revoke this membership especially if Member becomes inactive.

III-14: Membership will be periodically reviewed by the Membership Committee. A review will be conducted based on the following criteria:

1. Participation and contribution
2. Referrals
3. Attendance

III-15: Memberships may be terminated for failure to comply with the policies and/or Code of Ethics. This will be by written notice.

#### **SECTION IV: ADMINISTRATIVE POLICIES:**

IV-1: The Officers and Leadership Team will be the President, Vice-President, Secretary, Treasurer, and Membership Chair. All positions are by election of the total active members in December, and the term commences with the beginning of the calendar year.

IV-2: Officer Duties

- (a) Officers are expected to attend all meetings and carry out the responsibilities vested by these Lake Norman Executive Board Bylaws.
- (b) President shall conduct the meetings, establish the fulfillment of the group’s high ideals, and pledge themselves to represent the Lake Norman Executive Board in the light of these ideals.
- (c) Vice-President shall support the President in all endeavors, and to conduct the meeting when the President is absent. Will also be responsible for recording the attendance and referral data when the Secretary is not present.
- (d) Secretary shall provide a permanent record of all official meetings and communications of the Leadership Team, will remind the members via weekly email of the meeting place and time, will be responsible for keeping an updated Speaker’s List, record the meeting attendance, and quarterly referral data.
- (e) Treasurer shall provide fiscal leadership through careful attention to the disbursement and receipt of membership funds, is expected to give at least an annual report, and should be prepared to advise the membership on a weekly basis as to the status of the treasury.
- (f) Membership Chair shall maximize the membership and business opportunities available to the group, work closely with the Secretary to review the attendance and referral data, and to inform the Leadership Team of any discrepancies.

- IV-3: The Membership Committee will be comprised of the Membership Chair and 4-6 other members (preferably 4) chosen by the Officers. The Committee shall uphold Section III (Membership Policies).
- IV-4: Dues are \$175 per year per member, are non-refundable and is payable by cash or check only.
- IV-5: The fiscal year is November 1 – October 31. All members' dues will be invoiced on or before November 1st each year.
- IV-6: New members joining within 90 days of the end of a fiscal year may be pro-rated by majority vote of the Leadership Team.
- IV-7: Dues can only be transferred to another person within the same company subject to Membership Committee approval.
- IV-8: All dues are payable by December 1 of each year. If dues remain unpaid after December 15, membership will be terminated and that professional classification will be opened to prospective new members.
- IV-9: 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-10: These By Laws 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.