PowerNet

Power Network

Bylaws

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## Article 1 Name and Purpose

### Section 1 Name

The name of this organization shall be PowerNet. PowerNet is the official name of this chapter.

### Section 2 Purpose

The purpose of PowerNet is to provide a vehicle for its members to grow their individual businesses through networking, mentoring, providing individuals growth opportunities and providing hot referrals among members.

## Article 2 Membership

### Section 1 Exclusivity

1. No two members may represent competing businesses. Members who engage in competing businesses may agree between themselves to promote only portions of their business that is not promoted by the other.
2. A member that represents two businesses must designate which business is their primary business for this group. If another potential member engages in a business that competes with the original member’s secondary business, the original member must discontinue promoting their secondary business. The new member will have exclusive rights to promote their business.
3. Visitors may not promote their business if it competes with a members business.

### Section 2 Application Process

1. Potential members must fill out an application including references and submit it to a member of the membership committee along with a onetime application fee of $50.
2. A member of the membership committee will call references and report the results to the committee as a whole.
3. The membership committee reserves the right to check Better Business Bureau rating, appropriate licensing boards and reasonable agencies if they deem it necessary.
4. The membership committee will vote using a simple majority to accept or reject the applicant.
5. The Vice President will vote to break any ties.
6. Members wishing to change their business must submit to the same application process as potential members.
7. Previous members who have withdrawn their membership must re-apply for membership.
8. Previous members who have lost their membership may not re-apply for a period of one year.
9. All decisions of the membership committee are final.

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### Section 3 Responsibilities

1. Members must attend a minimum of 90% of the regular weekly meetings.
	1. A member may designate a substitute to represent them during the meeting. The substitute may not be a member of PowerNet. The substitute will give the member’s commercial message.
		1. There is a limit of 4 substitutes allowed per year.
		2. The following are not considered substitutions:

Spouse of the member.

Business partner of the member.

Employee of the member.

* + 1. Members must be on time and must stay until the meeting is adjourned. Being late twice, leaving early twice or a combination of each shall be recorded as one absence.
	1. Three absences in one quarter are grounds for termination of membership.
	2. The member is obligated to meet all other responsibilities of membership during any week of absence from the chapter meeting.
1. Members are encouraged to provide a minimum of 3 referrals a month.
	1. A qualifying referral includes the name and contact information of the person being referred.
	2. The person being referred must agree to have the PowerNet member contact them for the purpose of doing business.
2. Members are encouraged to complete a minimum of 1 one-to-one a month.
	1. A one-to-one is a planned meeting between 2 PowerNet members where they get to know each other personally and they get to know how each conducts their business.
	2. The purpose of a one-to-one is to foster trust and help members become comfortable referring each other for business purposes.
	3. This time may be used to explain that a business opportunity exists with their business.
	4. This is not a time to conduct sales calls. Members shall provide an inside referral to another member to invite a sales call or transaction.
	5. A one-to-one shall be a minimum of one hour long.
	6. Members report the results of the one-to-one to general membership during the “I have” portion of the meeting.
3. Member Conduct
	1. Each member shall conduct themselves in a professional manner in all chapter activities and shall demonstrate respect to other members.
	2. Sexual harassment of any kind shall not be tolerated.

## Article 3 Visitors

Section 1 Attendance

* 1. Visitors may attend PowerNet meetings twice before they must apply for membership.
	2. Visitors are responsible for paying the treasurer for the meeting venue fee for their visit. The executive team may adopt a policy to waive payment for the visitor’s first visit.

Section 2 Conduct

1. Visitors may give a commercial message after all members have given theirs and if their business has not been represented by a member.
2. Visitors may stand and deliver a testimonial of the group during the” I Have” portion of the meeting.

## Article 4 Meetings

Section 1 Regular meetings

1. Regular membership meetings shall be conducted once a week.
2. This meeting shall be no more than 90 minutes long.
3. PowerNet shall not serve nor allow alcohol during any meeting with the exception of social events where no business is conducted.
4. A regular meeting shall consist of
	* 1. Group business reports required by Article 6.
		2. Educational message of not longer than five minutes.
		3. Mentor reports, as needed.
		4. Membership reports, as needed.
		5. Commercial messages by members and visitors. The length of the messages shall be determined by the President depending on chapter size but shall not be less than 30 seconds.
		6. A fifteen minute open-networking break in the middle of the meeting.
		7. Individual presentations from group members. The length of the presentation shall be determined by the President depending on chapter size but shall not be less than 6 minutes.
		8. 30 second “I have” segment. This segment is limited to passing referrals, reporting on one-to-ones, and giving testimonials of other members’ businesses.

Section 2 Executive Team Meetings

1. Executive Team meetings shall be conducted at least once a quarter.
2. All leadership members and committee members are invited to attend.
3. The president conducts the Executive Team meeting.

Section 3 Committee meetings

Committees shall conduct meetings as needed.

Section 4 Cancellation of meetings

1. Cancellations of regular meetings due to weather shall follow school cancellations of a school district agreed upon by the general membership.
2. School delays due to weather will not cancel a scheduled meeting but will give latitude to excuse an absence if the member cannot in good conscience make it to the meeting site safely.
3. Meetings shall be cancelled during the week of Thanksgiving and Christmas or when they fall on a national holiday—i.e. 4th of July.

## Article 5 Leadership Team

### Section 1 Leadership Team Members and Duties

1. President
	1. Conducts weekly meetings, and quarterly leadership meetings.
	2. Supervises the leadership team and ensures understanding and completion of responsibilities.
	3. Delegates as needed to leadership team.
	4. Displays a positive attitude and is responsible for creating a positive atmosphere for all meetings.
2. Vice President
	1. Tracks and reports on attendance, referrals, one-to-one’s and closed business.
	2. Notifies membership committee when members are not meeting requirements.
	3. Supervises membership committee and arbitrates/leads those discussions.
	4. Maintains and updates Membership Roster (may be delegated).
3. Secretary
	1. Works with Vice President to track and report on attendance.
	2. Supervises the calendar of weekly presentations by members.
	3. Introduces speakers.
4. Treasurer
	1. Handles finances.
	2. Pays bill to venues when required.
	3. Shall submitted reports of the financial condition to the membership and audit committee on a regular basis.
	4. Runs Jokers Wild and other fundraising events
5. Membership Committee Coordinator
	1. Supervises the processing of new member applications with membership committee:
		1. Calling references
		2. Identifying business conflicts
		3. Makes acceptance decisions with committee and VP.
	2. Addresses attendance issues with help from the committee.
	3. Handles performance issues
6. Mentor Coordinator
	1. Assembles mentoring team and ensures all mentors are trained.
	2. Assigns mentors to PowerNet members wanting a mentor.
	3. Assigns new members to mentor in a timely manner.
7. Education Coordinator
	1. Chooses subjects to be addressed for weekly meeting with emphasis on skills.
	2. Looks for methods to improve the group’s abilities and assigning members to train.
	3. Assigns a Purpose and Overview thought and a closing positive thought weekly.
8. Visitor Host Team Coordinator and Team Members:
	1. Arrives prior to meeting in order to greet visitors, obtain business cards, welcome and introduce visitors to group.
	2. Introduce visitors to membership committee and stays after meeting.
	3. Follows up with thank you card, e-mail or call to visitors to insure they felt welcome.
9. Special Events Coordinator
	1. Organizes all social events for PowerNet.
	2. Looks for other events that might be of interest to members
10. Whip/Timer
	1. Ensures members adhere to time constraints for all meeting segments to ensure the meeting does not exceed 1½ hours.
	2. Manages president and speakers for good time management.
11. Technology Coordinator
	1. Maintains website for PowerNet and integrates with entire PowerNet network.
	2. Teaches members how to use social websites to promote business.

### Section 3 Committees

1. Membership Committee
	1. Membership committee shall consist of 4 members the coordinator and the Vice President.
	2. Membership committee members shall function at the request of the coordinator.
2. Visitor Host Committee
	1. Visitor Host committee shall consist of the Visitor Host Coordinator and three members.
	2. Committee members function at the direction of the Visitor Host Committee Coordinator.

### Section 4 Filling Leadership Team Positions

1. Leadership team positions are for a term of one year beginning May 1st of each year. Outgoing leadership team members are responsible for training new team members.
2. Members may serve multiple terms.
3. All PowerNet members may submit nominations for leadership positions.
4. The outgoing leadership team will come to a consensus for replacing leadership positions through discussion and vote.
5. The potential leader shall be approached by a leadership team member to accept the position agreed upon by the leadership team.
6. The general membership shall ratify the new leadership team prior to them taking office.
7. Vacancies
	1. Nominations for new leadership team members shall be received by the secretary then passed to the rest of the leadership team prior to the next Executive Leadership Team meeting.
	2. The Executive Leadership Team will vote to fill the vacancy.
	3. Vacancies will be filled only to the end of the current term.

### Section 3 Executive Leadership Team

1. The Executive Leadership Team shall consist of the following Leadership Team members:
	1. President,
	2. Vice President,
	3. Secretary,
	4. Treasurer, and
	5. Membership Coordinator.
2. The Executive Leadership Team shall:
	1. Represent the chapter in all official communications.
	2. Provide direction to the chapter and set policy in matters not specified in these bylaws.

## Article 6 Grievances

1. All grievances shall be submitted in writing to the Vice President or Membership Committee Coordinator.
2. The second party shall submit a response in writing outlining their response.
3. The membership committee will consider the information presented by the parties involved in a confidential manner.
4. The membership committee may ask for clarification if they deem it necessary.
5. After reviewing all submitted information the committee may:
	1. Terminate membership,
	2. Suspend membership,
	3. Dismiss complaint, or
	4. Provide arbitration where the two parties work out their differences with a member of the committee present.
6. All decisions by this committee are final.

## Article 7 Finances

### Section 1 Dues and Fees

1. Meeting Fees
	1. The chapter does not collect membership dues.
	2. The chapter may charge members for the costs of the meeting venue. This fee may include meals as required by the meeting venue.
		1. Meeting fees shall be due at the first meeting of the month for the entire month.
		2. Members who have not paid their meeting fees by the end of the second meeting shall incur a late fee determined by the executive team.
		3. Members who have not paid their meeting fees by the start of the third meeting shall not be allowed to attend the meeting which will be counted as an absence.

### Section 2 Fundraising

1. Money to run the group may come from volunteer donations from the members.
2. The Joker’s Wild game or other fundraising activities may be conducted by the chapter if there is no conflict with applicable laws.

### Section 3 Audit Committee

1. The President shall appoint an audit committee of no less than three members,
2. Members may not be a signatory on any of the financial accounts of the chapter or received any financial compensation for services or products provided to the chapter during the audit period.
3. The audit shall be conducted each quarter ending from the start of the term of office.
4. The committee shall report to the general membership their findings at a regular meeting.

##

## Article 8 Bylaw Amendments

The Bylaws may be amended by a two thirds majority of the executive leadership team.

The Bylaws are adopted this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_, 2019.

\_\_\_*Originals signed*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Vice President

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Secretary

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Treasurer

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Membership Coordinator