

Peters Township Networkers Association

By – Laws & Member Policies

Article I – Name and Mission

Peters Township Networkers Association's mission is to help businesses grow by developing relationships through a professional networking organization that promotes referrals by word of mouth and social media. Through weekly meetings that include educational presentations, thoughtful discussions, and time to get to know each other and our businesses, members will be able to grow relationships and learn to trust and respect each other and be confident in referring their networks to members of the group.

Peters Township Networkers Association is based in Venetia, PA and services areas all over Allegheny, Washington and other surrounding counties.

Article II – Membership and Eligibility

To be considered for membership, one must first complete an application for membership. There is no fee to apply. Applications will be reviewed and voted on by the membership committee, with approval requiring a simple majority vote. Only one person from each professional classification is permitted to join. New members will choose the professional category they would like to represent. The categories are listed on the PTNG Professional Classification list, Addendum A. A member must pick a single category that represents their primary book of business through the application process. If the member operates portions of their business across multiple service areas, the member can represent these additional categories at the discretion of the board until primary representation for those categories are assigned (additional categories must be under the same general category which are bolded in Appendix A). Categories may be added or changed due to unforeseen circumstances through the following process: the executive board and membership committee will jointly review and approve necessary changes to the professional classification list, after which the updated list must be ratified by a majority vote of the board.

New member terms can begin at any point throughout the year and will be rolling admissions. Memberships will be valid for one year, ending on the last day of the month you became a member. The fee for annual membership is \$300 and is due when you join.

Visitors are always welcome. We allow a visitor to attend two meetings free of charge to see if the group is a fit for them. After these initial meeting visits, visitors will have to apply and be accepted for membership and pay dues to continue attending meetings in the future.

The expectations of each member include but are not limited to the following:

Members must not be absent for more than 6 meetings in a 6-month period with no more than 3 consecutive absences. Members are permitted these six "excused absences" and must still update the form with their referrals for the week.

Members may have substitutes attend the meeting in their place to avoid using an excused absence. Substitutes may be employees of the same profession and/or same firm, professionals from other firms, family members or friends who are willing to represent the member with their company information and referrals for the week.

Attendance is key for the success of the group. We understand that life happens, and emergencies arise but please be mindful of the other members' level of time commitment. Disciplinary action including dismissal from the group may be taken if the attendance policy is abused excessively based on the following procedures:

If you miss 6 meetings in a 6-month period or miss 3 consecutive meetings but send a substitute in your place, it is not considered an absence. If you miss 3 consecutive meetings or 6 meetings in a 6-month period with no substitute, you will officially be put on probation. During the probation period of 3 months, you must physically be present or have a substitute present, or you may be asked to leave the group at the discretion of the board. If there is another organization in your same category that is interested in your position during probation, and you miss a meeting during probation, the new organization will be able to take your position if voted in by the membership committee. If, at the end of your 12-month membership, you have been on probation and missed again during the probation period, you may be asked to resign your position at the end of your term. If there is an extenuating circumstance such as illness, death in the family, surgery, etc...an extended leave of absence may be granted at the discretion of the board.

Weekly meet ups between members outside the regularly scheduled meetings are not required but strongly encouraged. Time for one-on-one meetings between group members may be allowed for during some of the weekly meetings.

Members are required to pass as many referrals as possible to other members, but at a minimum provide one referral each week. If members do not provide a referral more than 3 times in a 6-month period, they may be asked to leave the group at the discretion of the board. The same process for absences as described above will apply. Even if you are unable to attend a meeting, a referral can still be given using the google referral form. The success of the group is dependent upon the process of building trust and growing a referral basis. If there is wide disparity between referrals given to referrals received, or if a member is discovered referring business to competitive groups regularly, disciplinary action may be taken. If there is a unique situation where you have a strong personal relationship with someone in the same business category as someone in the group, we ask that you refer both the person in this group as well as your personal relationship as a double referral.

Executive Board will Consist of the Following Officers:

Roles and responsibilities of each officer may evolve at the discretion and majority vote of the group.

President: Will lead the weekly meetings according to the scheduled agenda or according to the regular weekly meeting requirements.

Vice President: Will keep log of membership referral activity and report to the group monthly or quarterly as needed. Vice President will assume President's responsibilities in the event the President is absent.

Treasurer: Will collect, deposit, and record membership fees and remind members when fees are due. Will record expenses and keep track of budget.

Secretary: Will keep record of the meeting minutes and post to group page and provide reminder of old business when necessary for upcoming meetings. Secretary will also take attendance and post to group page.

At Large: Will maintain group google sheet and provide insight regarding group policies, planning and having a vote on group issues.

In addition to the executive board, special committees may be formed, including but not limited to:

New membership / welcome committee (Chair)

Conflict Resolution/ Disciplinary Committee (Chair)

Planning / Events/ Continuing Education (Chair)

Social Media (Chair)

In order to maintain consistency while also getting new people involved in the leadership of the group, a portion of the board positions will be up for re-election each year. During even years, the Vice President and Treasurer will be up for re-election and during odd years, the President, Secretary and At-Large will be up for re-election. The vote will take place in the fourth quarter with the term starting on Jan 1 of the following year. The board will be responsible for keeping the by-laws up to date and voting on any outstanding issues or changes that need to be made.

Each year we will seek volunteers to lead our special committees and will conduct a vote if more than one person is interested in the position.

The vote will take place electronically, so it is anonymous.

Article III – Yearly Planning and Weekly Meeting Structure

The executive board will meet at least twice a year or more often if needed to plan special meeting agenda (s) or long-term planning and budgeting and to vote on any outstanding issues.

At least one regularly scheduled meeting will be designated as a special planning meeting in the fourth quarter of every year to prepare for winter breaks/holidays, upcoming new year events and to discuss any other items relevant to the success of the group and it's members.

Regularly scheduled weekly meetings will be approximately 90-minutes and will follow the following format:

11:30am Arrival/ Open Meeting / Networking Time

11:45 Call to Attention / Announcements

11:50 60 Second Commercials & Referrals (timed)

12:15 Member Spotlight (timed 10 – 15 minutes)

12:30 New Business/Old Business/Open Discussion/One to Ones/Table Topics

12:45 Networking Time / One to Ones

Actual times may vary depending upon member/visitor attendance and old/new business. Location is currently at Atria's in Peters Township and lunch can be ordered during the meetings.

- A. Members are encouraged to arrive early or at least on time to allow for time to network with other members of the group.
- B. President opens the meeting and introduces any visitors. 60 second commercials will start and should include your profession, a little about your business, what you can do to help others and what a good referral looks like for you. Referrals will be given at the end of the commercial.
- C. Member spotlight will focus on one individual member's career presentation. The presentation should be between 10 and 15 minutes. Education is encouraged and should remain the top priority of the presenter. Remember to leave some time for questions.
- D. New Business/Old Business will be discussed. Finish any tabled discussions from prior week if applicable. Other board member reports if applicable. Briefly focus on weeks ahead, presenters, educational speakers and other events or special topics to be addressed.
- E. Adjourn.

Quarterly Networking Events / Open Houses / Educational Events

Each quarter there will be a special networking event that will be held outside of the group's primary meeting time. These events are optional to attend but are highly encouraged. The event can be an open house style event or educational networking event that members of the community can attend regardless of their professional category. The purpose of these events will be to provide a networking opportunity outside of the group to help grow all our individual businesses and to help grow the Peters Township Networkers Association. The event committee will plan the event.

In addition to a networking event, a guest speaker will speak during our meeting time up to once a quarter if possible, on a topic that is relevant to the group and decided upon by majority board vote.

Article IV - Special Circumstances / Conflict Resolution / Termination

In the event a member believes there is a conflict of interest or an egregious disregard of the group's mission, he or she shall report the matter to an executive board member and/or the conflict resolution chair to privately voice and report the alleged grievance. To maintain the integrity of the group and the process, the grievance shall not be discussed by the reporting member with any other member(s) of the group. The grievance shall be investigated with the utmost discretion by the executive board member and the conflict resolution chair. If it has been determined that the conduct rises to the level of requiring discipline the offending member will be promptly notified. Remember you are not only representing yourself but also your company.

Each member of the dispute will have 24 hours to provide evidence, verbal or written, to the Conflict Resolution Chair and the Executive Board to determine if appropriate disciplinary measures should be taken. A meeting may be arranged between the member, Conflict Resolution Chair and Executive Board so the affected member(s) has/have the opportunity to further present his/her side of the conflict and to provide evidence or an explanation for the perceived misconduct. In the event an amicable resolution is unable to be reached to maintain the membership of the offending party or parties in the group, then, at the sole discretion of the board and conflict resolution chair, the member(s) at fault shall be discharged from the group. The balance of the membership fees may be prorated or forfeited depending on the offense and at the discretion of the board.

Code of Ethics:

I will provide quality service to any referrals I receive through this networking group.

I will always be truthful with the members of the group and with the people who are referred to me.

I will keep a positive attitude and not talk negatively in any way about any member of the group.

I will live up to the ethical standards of my profession.

