

Laguna Niguel Networkers Program

POLICY MANUAL

July 1-December 31, 2011

www.NiguelNetworkers.com

MISSION STATEMENT

The Laguna Niguel Networkers (LNN) meet on a weekly basis for the sole purpose of assisting one another to expand and grow their businesses by passing qualified referrals to attending Chamber members.

MEMBERSHIP

Any person who is a member of the Laguna Niguel Chamber of Commerce in good standing is eligible to join the LNN. The member must join the LNN in the same category as he/she joined the Chamber. If a member wishes to be listed in two separate categories of business, the member must first change or add the category through the Chamber office. **The LNCC membership sales rep may attend meetings and pay at the LNN member rate.**

DUES

The membership fee of the LNN is a one-time fee of \$30 and includes a Laguna Niguel Chamber name badge and inclusion in the members section of the Niguel Networkers website (www.NiguelNetworkers.com). A guest may attend the networking luncheon **TWICE** without joining. On the third visit, the guest must become a member of the Laguna Niguel Chamber of Commerce and pay the \$30 membership fee to become a member of the LNN.

COST/LOCATION OF THE LUNCHEON MEETINGS

The cost to attend the weekly networking luncheons will be the budgeted, prevailing rate of the location as negotiated by the Officers, plus \$5 more for non-members; member cost will be extended to guests being paid for by a member that is present. Lunches will be conducted at a Laguna Niguel Chamber member restaurant in good standing. The President and Vice President will decide any lunch location changes with input from the attending members. The President of the LNN must give a one-month cancellation notice to the restaurant when moving the meetings to a new location.

ATTENDANCE

Although attendance is not a condition of good standing within the LNN, it is important to attend the networking luncheons on a regular basis to build effective relationships with the members. The meeting begins promptly at 11:15am for check-in and open networking. All members and guests must be seated for lunch by 11:30am. The volunteers will not be available to check in guests or members after that time. Any late arrivals after 11:30am, but before 11:45am, may sign in on the late list and will be restricted to a single, predetermined menu item. Any person or persons arriving after 11:45am will not be admitted.

CONDUCT OF MEMBERS

This is a professional organization and therefore all members shall conduct themselves in a professional manner during the meetings. All members are expected to be respectful of their fellow LNN in the following manners:

1. Being silent when others are speaking
2. Silencing of cell phones during the meeting
3. Taking only the allotted time for introductions
4. Following up on all qualified referrals
5. Passing only qualified referrals
6. Arriving to meetings on time and staying until the program is completed
7. Be courteous to those that are speaking
8. Promotional material may be placed on the display table provided at the entrance to the meeting. The speaker is the only one that has the privilege of placing promotional material on the tables.

SPEAKER'S RULES

1. All speakers need to be a member of the LNN for a minimum of six weeks
2. Needs to attend at least LNN six meetings
3. Needs to be professionally dressed in business attire
4. It is the privilege only of the weekly speaker to pass out before or during their presentation any printed material and/or samples at the lunch tables.

TERMINATION OF MEMBERSHIP

1. Any member may resign from the LNN.
2. No member shall be entitled to any refund of membership dues upon resignation.
3. Any member may be terminated by three-fourths vote of the officers of the LNN at any meeting for conduct unbecoming of a member or conduct prejudicial to the aims or objectives of the LNN, after notice and opportunity for response is provided.
4. If a Niguel Networker Member drops their Chamber membership for more than 6 months and renews at a later date, that member must renew their Niguel Networker's Membership as well.

OFFICERS OF THE LNN PROGRAM

Officers will be selected by the members to serve as officers for a period of six months (January-June and July-December). Every effort will be made to elect new officers to allow LNN members a chance to be an officer of the LNN. LNN members may volunteer to serve in the following positions: President, Vice-President, Secretary, and Treasurer. The duties and responsibilities of these positions include but are not limited to the following:

All Officers

1. Rotate presiding over the LNN Programs
2. Rotate coordinating payment collections and check-in at beginning of meeting.
3. Officers to arrive at the meeting by 11:00am

President

1. Is responsible for the meetings to run properly and may delegate someone to conduct all of the LNN meetings
2. Keeps order and the flow of the meetings on time. Meetings begin at 11:30am and adjourn at 12:45pm
3. Creates press releases for the Chamber's newsletter and submits them via email to info@lagunaniguelchamber.net by the 5th of the month prior to publications
4. Presides over the LNN Programs and Officers' Meetings

Vice President

1. Is responsible for the meetings to run properly and delegates someone to conduct all of the LNN meetings in the absence of the President
2. Schedule speakers and maintain a speaker list

Treasurer

1. Coordinate payment collections and counts the money with Chamber staff prior to leaving the event
2. In the absence of a paid staff members - the treasurer or another officer or Board member collects money for dues and luncheons and immediately following the meeting, counts the money with a Board member & delivers the funds back to the Chamber office
3. There will be an additional month added to the term of the Treasurer to train the incoming treasurer on how to handle admission and reconcile funds
4. Treasurer to pick up and/or coordinate pick up of Networkers box from Chamber office and delivery to location by 11:00am

Secretary

1. Records & tracks all visitors coming to the meetings, keeps a record of attendance and keeps a record of the number of referrals.
2. Sends messages to the membership via email by Sunday evening announcing the next meeting
3. Sends notices to the Chamber office of meeting dates and speaker for that week
4. Sets and schedules the weekly rotation of officers to lead the meeting (if applicable) and the officer to check in the members and guests.

Election of Officers

1. **Six-weeks before the end of the existing term** (Mid-November & Mid-May) - Elections will be announced at the meeting and electronically. A sign-up sheet will be passed around at each successive meeting up to election day to allow for volunteers to sign up for their preferred position. More than one person can sign up for a position and any volunteer may sign up for multiple positions they may be interested in.
2. **Two-weeks before the end of the existing term** – the election of officers will be held by secret ballot; this ballot to be prepared in advance to include only the individuals who indicated on the signup sheet in the prior 4 weeks that they were interested in a position.
3. **Officer Transition**
 - A. **Within 24-hours** - Newly elected officers of the program will be advised via telephone
 - B. **Within the Two-weeks prior to the beginning of their term** - A transition meeting will be held with both outgoing and new officers
 - C. **One-week prior to the beginning of their term** - Newly elected officers of the program will be announced at the meeting
 - D. **Last meeting prior to the beginning of their term** - The outgoing officers will transition to the new officers.

List the Current Officers (January 2011-June 2011)

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| 1. PRESIDENT | Pamela St. Pierre, AXA Advisors |
| 2. VICE PRESIDENT | Michael Coley, Coley Accountancy |
| 3. SECRETARY | Judy Field, Coldwell Banker/Prepaid Legal |
| 4. TREASURER | Carol Graff, Carol's Mobile Notary |
| 5. BOARD LIASON | Steve Rettig, Harcourts USA Real Estate |

Updated 7/1/2011