



Conejo **NETWORKING**

A group of business professionals who support each other in promoting their business and professional development, encouraging the exchange of information, ideas and business referrals.

Handbook of Policies & Procedures

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Welcome to Conejo Networking



Conejo Networking is a group of business professionals who support each other in promoting their business and professional development, encouraging the exchange of information, ideas and business referrals.

We are an exciting business networking group of men and women, active in the Conejo Valley. Our meetings and other networking activities provide an effective way for the business person to develop new leads and expand their business in an exciting and supportive environment.

Members are provided an opportunity to give presentations about their business or service in a relaxed and friendly weekly breakfast setting. Members benefit from the opportunity to network, practice and polish their public speaking skills, and to help develop an effective business presentation.

Membership responsibilities include regular attendance, maintaining the highest business and professional ethics and practices, active participation in meetings, timely payment of fees and dues, and helping to promote fellow Conejo Networking members.

Membership Eligibility & Responsibilities

New members are proposed by the acting officers and must be approved by a two-thirds majority vote of the membership.

A member in good standing is current in quarterly fees.*

A member may represent only one business category.

Business categories must be approved by a simple majority vote of the membership.

A member may change to another open category if approved by a simple majority vote of the membership.

* Dues and fees subject to change without notice.

ATTENDANCE

Members are excused from one meeting per month. Additional and excessive absence may result in a member's ineligibility.

A waiver may be granted under special circumstances, such as illness, loss of family member, business travel away from the area or vacations.

Members unable to attend a meeting, or those planning to arrive late or leave early should notify the president or other acting officer. Members unable to attend may send a substitute in their place to represent their business.



POLICIES AND PROCEDURES

A monthly fee for the cost of meals will be paid quarterly. Any member who is unable to attend a meeting is still required to pay the full dues.



If a member requires an extended leave of absence, the acting officers may consider waiving the cost of dues.

Dues are payable two weeks prior to quarter start and are considered late the first meeting of the quarter. A fee of \$10.00 is imposed if dues are not paid two weeks into the quarter, and an additional \$25.00 per week for each subsequent week that due go unpaid. Failure to pay dues on time may result in attendance at the meeting may be restricted until all the dues and fees are paid in full.

Failure to pay will result in the opening of the non-paying member's category.

Payment may be made by cash or check.

Any checks returned due to non-sufficient funds will incur a fee of \$25.00*. All outstanding fees must be received before attendance at further meetings is permitted. If more than one check issued to the Treasurer is returned for non-sufficient funds, this may result in a member's ineligibility.

* NSF Fees subject to change without notice.

PRACTICING GOOD BUSINESS ETHICS

Conejo Networking Members Agree to the following:

I will provide the quality of products and/or services at the price that I have quoted.

I will be truthful and build goodwill among members and their referrals, never harming or hurting them.

I will follow up on the referrals I receive.

I will display a positive and supportive attitude.

I will handle all business relationships with professional integrity and live up to the ethical standards of my profession.



I will post no false or libelous statements and abide by good business and professional ethics when posting articles on the Conejo Networking website.

If a member has more than one business affiliation, that member may not solicit their other businesses during the networking group meeting and should handle inquiries involving their other business with professional integrity.

Claims of unethical or illegal business practices should first be addressed directly to the person or persons involved, and if a satisfactory conclusion is not reached, then the member can bring the claim to the president or one of the other acting officers. If it is determined that a member has acted in violation of Good Business Ethics, the acting officers may revoke a member's eligibility and open their category.

Meetings

SCHEDULE

Meetings shall be held as scheduled. Meeting agenda is determined by the group

but is tailored to include the established format of promotionals, presentations and leads.



VISITORS

A visitor may attend up to two consecutive meetings before applying for membership. The cost of the two meals will be covered by the treasury.

If the visitor applies for membership, they will not attend the next meeting and a vote will be taken to determine the suitability of the visitor to become a member. This may include review of their professional credentials and business standing in the community.

A simple majority vote of the membership is required to become a Conejo Networking member. Conejo Networking reserves the right to deny membership to an applicant without providing justification. If Conejo Networking denies membership, an acting officer will notify the applicant of the group's decision.

Visitors who apply for and accept membership must read and acknowledge the guidelines in this handbook, pay annual dues to Conejo Networking, and the cost of meals for remaining meetings in that quarter.

Executive Acting Officers

PRESIDENT

It is the responsibility of the President to preside over each meeting and to ensure that the organization and the acting officers run the meeting in a professional and organized manner.

The President will examine the financial records of Conejo Networking on a regular basis.

The President can request a meeting of the acting officers at any time.

VICE PRESIDENT

The Vice President presides over the meetings in the absence of the President.

The Vice President keeps a detailed log of referrals within the group. This log should include details of who the referral was from, who the referral was to, if the referral was within the group or outside the group.

It should also include follow up to ensure that that person who was referred followed up on the lead.

SECRETARY

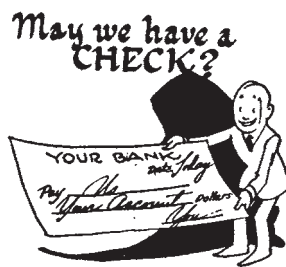
The Secretary records and maintains detailed and accurate minutes of all meetings; regularly scheduled weekly, acting officers', emergency executive officers' and/or any other meetings regarding Conejo Networking. The Secretary shall keep possession, maintain and make available all files and supplies as may be reasonably needed for all scheduled meetings.

TREASURER

The Treasurer is collects membership dues and quarterly fees, depositing these into the Conejo Networking group's checking account. The Treasurer is responsible for delivering a quarterly financial report to the president and oral report to the membership.

The Treasurer reviews the accuracy of any bills received, including the restaurant bills.

All bills need to be signed off by the Treasurer. The Treasurer is to pay bills by writing checks from the Conejo Networking group's checking account or paying by credit card. Bills paid from the group's account should be limited to expenses related to meals, administrative costs and marketing for Conejo Networking.



Acting Officers

ETHICS CHAIR

The Ethics Chair is responsible for upholding the policies and procedures in the Conejo Networking handbook. Members shall advise the President on subjects not specifically defined in this handbook.

MEMBERSHIP CHAIR

The Membership Chair supports the President and Vice President's membership responsibilities. The Membership Chair should greet all visitors, contact absent members and follow-up with prospective members. When visitors attend, the Membership Chairperson should obtain a business card and any promotional material and provide this to the President before the meeting commences.

The Membership Chair provides an information packet to each member that includes this Conejo Networking Membership Handbook.

Each member is responsible for providing biographical material to the Membership Chair to ensure inclusion in the Conejo Networking Website. The Membership Chair ensures that an original copy of the signed Policies & Procedures and Waiver of Liability is returned to the President.

WEBSITE CHAIR

The Website Chair is responsible for maintaining the 24/7 operation of Conejo Networking website.



Terms of Office

TERM

Offices are held for a term of 6 months.

Elections are held in the month of June for installation of officers during the first meeting in July.

Elections are held in the month of December for installation of officers during the first meeting in January.

ELECTION OF OFFICERS

The acting officers nominate new officers.

The President and acting officers organize solicitation of potential Officers four weeks prior to elections. Officers are nominated two weeks prior to elections, and voted on by written ballot by all members present or by written proxy. Proxies need to be received prior to the election.

VACANCIES

Any officer resigning their position shall give notice in writing one month before vacating the position. If an Officer fails to attend three consecutive meetings (unexcused) or fails to perform the duties of their office, they may either resign voluntarily or face possible removal by the other Officers.

Acting Officers' Meetings

The Acting Officers will meet no less than once quarterly to review Practices, Procedures, Finances, and any other timely or appropriate issues.

Disbandment of Conejo Networking

Conejo Networking retains the right to disband the Group at any time. In the event of disbandment, President and Treasurer shall notify the group of the disbandment and close the bank account. The Treasurer will then disburse funds to remaining members.

Revisions

Changes or updates to this handbook of Policies and Procedures will be voted on by the acting officers and presented to the general membership for a simple majority vote.



