



## BYLAWS

### Mission Statement

The Mastermind Networking Group (TMNG) is a group of financial services professionals who put each client's interests first and seek like-minded people to collaborate with, support, and share business opportunities. The primary focus of the group is share referral with each other to promote new business development.

The group also focuses on providing a forum for member professional growth and support.

### Policies

#### **I. Group Policies**

- A. There will be no more than thirty (30) non-competing businesses in the People Like Us Group (TMNG).
- B. The representative from each firm must be "permanent," with one (1) representative per company, per group. Substitutions subject to approval by the TMNG Executive Committee due to extenuating circumstances.
- C. A prospective member may visit TMNG meetings no more than three (3) times, and ONLY at the approval of the Chairperson, or his/her designated representative.
- D. The group meets each Wednesday for one (1) hour from 9:00 a.m. to 10:00 a.m. On the last Wednesday of each month, the meeting is extended by thirty (30) minutes, to allow extra time to cover group business, special discussions, and additional presentations.
- E. The group holds an optional social event to provide time for casual conversations. This social event is scheduled to be held during the last week of each calendar quarter.

## II. Membership Policies

- A. Membership applications must be processed and approved by the Chairperson and Treasurer, or his/her designated representatives. Restrictions may apply at the discretion of the TMNG Executive Committee.
- B. New TMNG members will receive the TMNG Bylaws, along with an application to be signed and returned. Once accepted, payment of first year dues are to be paid. Payment of dues is non-refundable.
- C. Regular weekly meeting attendance is required, allowing for no more than fifty percent (50%) meeting absences quarterly. The Chairperson with group consent may approve exceptions to the attendance policy (i.e., illness, leave of absence, etc.).
- D. Full participation in bringing “leads and/or referrals” to exchange is required, but quotas or limits are up to the group consent and may be changed by the majority vote of the group.
- E. A member can be removed by recommendation of the Executive Committee and a vote of at least fifty present (50%) of the members.

## III. Officers & Responsibilities

### Chairperson

- Responsible for conducting *weekly* meeting.
- Delegates’ responsibilities to officers and other members as needed, including coordinating meeting details with restaurant / facility.

### Treasurer

- Maintains a bank account for the TMNG group.
- Keeps a record of all funds received and disbursed.
- Submits a record of bank account activity to the group on a quarterly basis.

### Secretary

- Monitors, tracks and defines leads and/or referrals.
- Keeps records of attendance.
- Assist in any other support functions when needed.

### Membership / Greeter

- Welcomes and greets guests and members.
- Keeps record of guest’s visits.
- Verifies membership for applicants to join group.
- With Chairperson and group members, helps create and arrange for group brochure updates.

\*The Executive Committee of TMNG is made up of the four (4) officers noted above.

#### **IV. Election of Officers**

- A. The Chairperson and other officers of TMNG are chosen by the vote of members in good standing as of the date of the annual election.
- B. Newly elected officers take over at the first group meeting held in each calendar year for a term of service of one (1) year. Officers may not hold the same office continuously more than two (2) years.
- C. The Chairperson shall call for nominations for officers for the following year at both the first and second meetings in November. Nominations shall be closed at the end of the second meeting.
- D. Written notice of the slate of nominees and the date and time of the elections shall be mailed to the membership no later than November 15th of each year.
- E. The Chairperson shall oversee the election of new officers at the group meeting held in the first week of December.
- F. Participation of more than 50% of those members in good standing shall constitute a quorum for this vote. If a quorum is not present, the election shall be deferred until the next regular meeting of the group, until such a time as a quorum is present.
- G. The Chairperson or officer may resign at any time, without cause, and be replaced by an individual chosen by the group for the remainder of that officer's term.
- H. The Chairperson or other officers may be removed, for cause, by a two-thirds majority vote of the all members in good standing.
- I. All elections, or other actions taken, must be preceded, in writing, by a notification to all members, no less than fifteen (15) days prior to the action. Voting may be done by either open, or secret ballot at the discretion of the group.

#### **V. Dues Policies**

- A. On January 1st of each calendar year, an invoice in the amount of \$120.00 will be issued to each TMNG member to cover the dues for the entire proceeding calendar year.
- B. In the event a new member joins any of TMNG during the course of the year, the dues will be calculated and assessed on a prorated monthly basis. The dues will be calculated the month that the new member joins TMNG.
- C. Membership dues and any other fees are non-refundable.