

MAYFIELD NETWORK GROUP CONSTITUTION

Whereas the members of the Mayfield Network Group (MNG or Group) have agreed to meet on a regular basis for the purpose of promoting their respective businesses:

I. OFFICERS

1. The Group shall have three elected officers: the Chairperson, Sergeant-at-Arms, and Treasurer, as well as an authorized member with second signature authority on the MNG bank account in case of emergency.
2. The Chairperson shall be elected for a twelve (12) month period and shall have the following responsibilities:
 - a) Chair weekly meetings;
 - b) Track attendance;
 - c) Oversee appointment of individuals to job positions and their commitments;
 - d) Organize and administer the Group;
 - e) Oversee new concepts with involved members;
 - f) Assist members to prepare presentations;
 - g) Keep member list up to date, and distribute an up-to-date copy to every member as required or requested when a new member joins.
3. The Sergeant-at-Arms shall be elected for a twelve (12) month period and shall have the following responsibilities:
 - a) Provide new members with a copy of the Constitution;
 - b) Help the Chairperson maintain order during the meeting;
 - c) Assess fines;
 - d) Assist with special projects and social events;
 - e) Act as secretary as required.
4. The Treasurer shall be elected for a twelve (12) month period and shall have the following responsibilities:
 - a) Be in charge of all money (collects fees and penalties);
 - b) Provide quarterly accounting to the membership;
 - c) Prepare final accounting for Dec. 31 year end, file the necessary tax papers and pass records on to the newly elected Treasurer;
 - d) Make a current financial statement available to any member upon request;
 - e) Advise and negotiate with the restaurant on minimum plate guarantees, meal planning and contract terms with restaurant;
 - f) Track attendance.
5. Past Chairperson: The past Chairperson shall carry out the present Chairperson's duties in his/her absence and run the next election.

II. ELECTIONS:

1. Elections will be held in the first meeting of November each year and the newly or re-elected members will commence their terms on the first meeting of January, for a term of one year.
2. From November to the end of December, current executive members will assist with the transition of their duties to new members but will remain as executive members until December 31st.

III. MEMBERSHIP FEES

1. Fees are payable quarterly in advance on the 1st of Jan, Apr, July, Oct
2. The three (3) MNG officers may be exempt from the January fees the year following their elected term.
3. The member who maintains the group web site may be exempt from the January fees for the year following their service to the MNG.
4. Should any member's fees be in arrears, the Executive Committee may remove the member from the membership at their discretion.
5. Fee rates are as set by the members and will be determined by a majority of the membership present at the meeting.

IV. MEMBERS

1. There shall be a maximum of forty (40) members.
2. The role of the member is to attend MNG meetings, provide tips and leads to the other members in an effort to provide other members with opportunities to increase their business and invite suitable candidates to meetings for consideration for membership.
3. To avoid a conflict of interest, unless there is agreement by both members who represent similar business interests, there shall be only one member from any full-time specific business category. Members are to represent only one full-time specific business category that represents their main business focus.
4. Members are encouraged to invite guest who do not represent a business category that is currently held by any member in good standing.
5. Once a prospective member has attended three consecutive meetings and has declared an interest in joining MNG, membership will be ratified by a unanimous vote, in camera, of the members present.
6. The Chairperson shall schedule time for each member to have the opportunity to make a presentation to the MNG.
7. "Special Member" status may be granted, at the discretion of the Executive, to a long-standing member who has requested to retain membership in the club without representing or promoting any business or category. This member must continue to pay 50% of the fees and will be exempt from participating in any and all MNG votes.

V. ATTENDANCE

1. Weekly attendance is **expected** and required for membership.
2. The meeting shall commence at 7:30 am **SHARP** and end at 8:30 am.
3. In the event a member is unable to attend a meeting, the member shall inform another member or executive of his/her inability to attend. A member may appoint an alternate to attend as a co-member on his/her behalf.

4. If a member misses three (3) consecutive meetings without notification to a member, executive or fails to participate in the Group, a review by the Executive Committee will determine if membership should continue.

VI. LEADS

1. Each member is expected to provide at least one lead or have a guest per meeting.
2. A lead is information of a general or specific nature that may benefit another member's business.
3. Doing direct business or exchanging business-to-business services or using a service of a Group member is also a lead.
4. Sources of leads are to be kept confidential unless otherwise mentioned.
5. Failure to provide a lead, tardiness and cell phone ringing during the meeting will result in a fine (at the discretion of the Sergeant-at-Arms.)

VII. AMENDMENTS

1. The Constitution may only be amended by a 2/3 majority of members present at the meeting.
2. The Chairperson shall determine the vote by counting a show of hands.
3. Proposals for amendments to the Constitution are welcome and to be provided in writing to the Chairperson prior to the meeting.

VIII. IDEAS

1. Members should provide the Chairperson with ideas regarding guest speakers, social activities, improvements to the Group and the format of the meeting, prior to the meeting.

IX. EVENT SUBSIDY

1. The MNG may provide a subsidy to its members for events sponsored by the MNG. The amount of the subsidy will be approved by the majority of the members present at the meeting.

X. LOTTERY POOL

1. The MNG shall purchase lottery tickets under a subscription agreement. Only members whose fees are up to date and paid for the quarter with the Group at the time of the draw of the winning ticket are declared to be joint owners equally in respect of the tickets purchased under any subscription agreement.
2. A copy of the lottery subscription agreement between MNG and the Western Canada Lottery foundation shall be provided to all members. This agreement will clearly state the lottery draw numbers selected for the duration of said agreement.
3. The Treasurer accepts no financial or legal responsibility for any issues which may arise as a result of this lottery pool.

4. A separate lottery group subscription agreement is required to be signed by each member who wishes to participate in the lottery pool. The Treasurer will provide to each participating member, two (2) duly signed and witnessed copies of the Lottery agreement, one (1) copy is to be held by the member and the second copy is to be maintain by the treasurer for the MNG.

GENERAL PRACTICES

Attendance:

Wednesdays

7:15 - 7:30 am Meet & Greet

7:30 am (sharp) for leads and networking

8:10 – 8:30 for presenters

If you are unable to remain for the entire meeting, it is expected that you make members aware in advance. Depart discreetly and do not disturb the meeting participants. Should the meeting exceed the 8:30 am closing time members may, if necessary, leave quietly.

Dress Code:

Business casual

Member Fees:

Fees are \$180.00 per quarter and may at the discretion of the membership be changed.

The first meeting is free.

Presentations:

Twenty (20) minutes as scheduled by the Chairperson on a rotating basis.

The content is left to the discretion of the member. The purpose of the presentation is to inform MNG membership and guests about the nature of your business. It is recommended that you plan ahead and prepare a presentation that will educate and inform other members how to help grow your business. Describe what a good opportunity or lead is for you. This presentation will help you give the membership better insight into what you do and hopefully this will result in better leads and support.

Informative handouts and may also be distributed as part of a presentation.

Guest Speakers:

Occasionally the membership may invite a guest speaker to provide an informative and educational presentation that is not directly related to the sale of a product or service.

Sponsorship/Guests:

Please contact a member of the Executive to confirm that your guest will not be in conflict if you are not sure. There is no cost for the first meeting of a guest who is invited as a potential member. For all other guest meals the cost is \$15, payable to the Treasurer.

For clarification or comments on the rules of the Group, see a member of the Executive Committee.

Amended March 27, 2002

Amended September 18, 2002

Revised the 2nd of November 2005

Revised the 7th of February 2006

Revised the 19th of April, 2006

Revised August 07, 2013

(Preceding all others on record at this time)