

**NOTICE**

Note: This is an overview of the LEAP Policies & Procedures and Bylaws which are subject to change.

**LEAP Standards & Ethics**

LEAP is a place where business professionals come together to network, refer and learn. Members and guests alike should feel comfortable sharing ideas and information about their businesses without the use of profanity, sexism, racism or bigotry. We strive to grow, learn and profit. To that end, we expect that each meeting attendee, whether member or guest, will conduct themselves in a professional manner.

Our code of ethics: Members must maintain an ethical conduct including but not limited to: honesty, fairness, leadership, accountability, integrity, compassion, respect, responsibility, loyalty, respect for the law, transparency, and environmental concerns.

**LEAP Chapter Bylaws**

**Chapter Leadership**

Each chapter shall have a minimum of 5 active members with a Chapter President, a Vice-President, and a Secretary/Treasurer constituting the core Chapter Leadership. Additional leadership positions may be elected and serve in the following positions: Membership, Social Media, Events Advisor and Technical Support. The President may only serve 2 consecutive terms, while all others may serve multiple terms. All leadership positions shall be nominated and elected each year from October to November for the coming year.

**Leadership Duties & Responsibilities**

The duties of Leadership revolve around organization, and facilitation to ensure the group operates smoothly and achieves its goals. Here’s a breakdown of responsibilities:

Leadership and Vision

1. Set Goals: Define clear objectives for the group, such as increasing member engagement, expanding membership, or hosting impactful events.
2. Provide Direction: Ensure the group stays aligned with its mission and purpose.
3. Act as Role Models: Exemplify professionalism, enthusiasm, and a commitment to networking.

Meeting Facilitation

1. Run Meetings: Preside over regular meetings, ensuring they are productive and run on time.
2. Prepare Agendas: Collaborate with other leaders or members to create and distribute meeting agendas.
3. Encourage Participation: Foster an inclusive environment where all members feel encouraged to contribute.

Membership Development

1. Recruit Members: Promote the group and attract new, relevant members.
2. Onboard New Members: Ensure new members understand the group’s goals, structure, and expectations.
3. Retention Efforts: Engage current members by addressing their needs and ensuring they see value in participation.

Event Planning

1. Organize Events: Oversee the planning and execution of networking events, workshops, or guest speaker sessions.
2. Delegate Responsibilities: Assign tasks to committees or individual members for event preparation and execution.

Communication and Collaboration

1. Serve as a Liaison: Act as the point of contact for members, potential members, and external stakeholders.
2. Promote the Group: Leverage social media, newsletters, or community boards to advertise meetings and events.
3. Manage Relationships: Build and maintain relationships with other organizations or individuals that align with the group’s mission.

Administrative Tasks

1. Monitor Finances: Work with the treasurer to ensure the group’s budget is managed responsibly.
2. Maintain Records: Oversee the documentation of meeting minutes, attendance, and other administrative records.
3. Enforce Policies: Ensure the group adheres to bylaws, codes of conduct, or other governing documents.

Conflict Resolution

1. Mediate Issues: Address disputes or concerns among members diplomatically.
2. Maintain Order: Ensure meetings and events are conducted in a professional and respectful manner.

Strategic Development

1. Evaluate Progress: Regularly assess the group’s activities and initiatives to identify areas for improvement.
2. Adapt Strategies: Respond to feedback and changing circumstances to keep the group dynamic and relevant.

Succession Planning

1. Mentor Future Leaders: Train and support the next generation of leadership within the group.
2. Facilitate Transitions: Ensure a smooth handover of responsibilities to incoming leadership.

These duties may vary depending on the group’s size, mission, and structure, but the primary role is to guide the group toward achieving its networking and professional development objectives.

**Leadership Resignation**

If a Chapter President resigns from their leadership position before the annual voting period, the Vice-President shall assume the position of President. If any other person in a leadership position resigns before the end of their term, the President may appoint an interim replacement or call for a special election.

**Chapter Closing - Holidays or Weather**

All LEAP Chapters follow the open/close schedule of the school district where the Chapter conducts business, except for the Summer Break. Should the local area public schools for that district be closed for bad weather, or holidays, the Chapter will also close. The Chapter Leadership should notify all members, LEAP Staff, and their meeting venue that they will not be meeting as soon as the school district has determined to close their schools. All Chapters shall meet during the summer; however they may elect to take a summer vacation break not to exceed 2 weeks.

**Needed to authorize a purchase**

Any purchase made by the chapter over $500 shall require a majority vote by the LEAP Chapter Leadership.

**Member Business Conflicts**

Should a conflict arise by two members of a similar industry wanting to join and can not be resolved by the two parties; then the entire leadership team must vote on an action to be taken on the matter (either allowing both members to stay/join or removal/denial of a member).

**Problem With Another Member**

1) 3 or more members of a Chapter may request the Chapter Leader be removed. This should be done by notifying the LEAP Board Chairperson.

2) If a majority of the Chapter leadership requests that a member be removed, the Chapter Leader or a LEAP Board Director will remove the member(s) from the Chapter. This is only accomplished by a legitimate reason for the removal.

3) Any request to remove any member, said member will receive a formal written notification of a meeting to discuss the member’s removal and allow said member a chance for a fair and impartial hearing over the cause for removal.

4) Members filing the complaint can transfer membership to another Chapter or can partner with LEAP Business Networking board to start a new Chapter that does not conflict with the existing Chapter in the same geographical area.

**New Chapter Creation**

For a Chapter to be added to LEAP as an official group, the Chapter must have 5 Active Members, and petition the LEAP Board for approval, to start a new Chapter. The partitioner shall complete the New Chapter application and meet with the LEAP Board at its earliest convenience. Once a new Chapter has been authorized to become Active, a New Chapter Filing fee of $100 must be paid to the LEAP Board Treasure.

**Chapter Termination Requirements**

For a Chapter to be terminated (shut down), the Chapter current President must request approval from the LEAP Board with applicable reasons. Upon approval, LEAP will issue a Certificate of Credit to all remaining members for them to be able to transfer to any other Chapter or join a future Chapter. However, it is the responsibility of the member to ask for the Certificate of Credit. This is not automatic. No refunds will be given.

**Membership Bylaws**

**Membership Requirements**

As of October 1, 2024, to be eligible for membership, the following must be completed in a timely fashion.

1. Must attend at least 6 meetings within a 2-month period.
2. Must complete 4, 1 on 1’s with existing members of the chapter and at least 2 of the 4 occurring with persons holding a leadership position.
3. Complete and submit the application form along with the application fee of $25.
4. Upon acceptance of the application and the fee, the leadership of the chapter shall hold a vote whereby a simple majority may approve the membership.
5. Once approved, to complete membership qualification, new members must pay the annual membership dues as set forth by the LEAP Board and Chapter.
6. Must conduct themselves to the LEAP Standards & Ethics (see above)

**Attendance**

All members must attend personally or have a substitute attend all meetings. We allow our members to miss no more than three (3) meetings and/or have up to three (3) substitutes in any given quarter.

A substitute may be an employee of the members’ business, or maybe an outside guest. An outside guest may only act as a substitute once, and may discuss their own personal business, as well as the members business they are substituting for.

If there is a non-compliance with this attendance rule, the Chapter Leadership Team may revoke the membership, after giving the member adequate time to give cause and/or remedy the attendance short fall. If the membership should be revoked, no refunds or credits will be given. If there is a special and unusual circumstance for the member to miss more than is allowed or need to appoint an employee of the members business, that member needs to request a special waiver of this requirement, and it needs to carry a majority vote on by the Chapter Leadership team.

**Renewals and Dues**

All members must renew their membership each October for the following year at the rate determined by the LEAP Board. If dues are not paid by the end of October, the members’ position would be subject to replacement. If said dues are not paid prior to yearend, the member will be considered as having withdrawn from the group. If said membership is withdrawn and member should decide to return then individual will be subject to a new member application fee, annual dues and go through the voting process by the Membership Committee.

Each chapter treasurer will produce a list of paid members for the secretary of the chapter in order to produce an update to the weekly agenda.

**Network Marketing/Direct Sales Policy**

We gladly welcome Networking Marketing representatives to all applicable Chapters. We do allow multi-level marketing organization or members of them to join. To protect the sanctity of the time of the meetings and the reputation of our organization, no recruiting information/pitches are allowed to be mentioned during any LEAP 45 second commercials or during the Spotlight presentation. The first violation of this will result in a written warning. Upon a second violation the member may be immediately removed from the Chapter. If the membership should be revoked, no refunds or credits will be given.

**Quality of Referrals**

Members should only pass referrals that they have spoken to and know that are currently seeking another member’s services. LEAP does not approve of members passing “cold leads/cold calls” to each other.

**Conduct During Meetings**

* Be on time / If walking in late please refrain from making a scene by interrupting the meeting with apologies. Just take a seat as quickly as possible.
* We allow 45-seconds to give a 30-second commercial of the members’ business, and then 15 seconds to answer the question of the day. Please adhere to the structure of commercials as much as possible, but please know at the end of the 45 seconds an alarm will designate to wrap it up. Here is the structured format of a good commercial:
1. Your Name
2. Your Business (Industry)
3. One Beneficial Product Value or Service Advantage
4. What referrals are you looking for today.
5. Answer the daily question.
* Do Not speak out of turn, respect the other people that are talking in the group. Also, do not have side conversations while someone is giving their commercial.
* Do Not ask questions of someone giving their 45 second commercial. This delays us getting to everyone in a timely fashion and will cut into any Presentation or Activity time, allowing us to end the meeting on time. If you have a question, ask it after the meeting or schedule a 1 on 1.
* Be professional and please refrain from use of profanity, derogatory talk, gossip, and other negative communication.
* Please silence all electronic devices and limit their usage during the meeting. If you must take a call, please step out of the meeting with as little disruption as possible.
* If a chapter’s meeting is being hosted in a restaurant, please order food and PLEASE Tip the servers well. Most locations do not charge LEAP and if a member does not order a meal the server does not make any money, SO PLEASE place a tip in the Tip Jar for the server. The staff takes good care of us and we expect members to always be polite to the hosting staff/venues and its employees.
* Have your food order request ready before the server gets to you. If possible, we will have menus pre-printed so you can select your order.
* Please wear professional attire that corresponds to your industry. Remember first impressions go a long way.
* Be polite and welcoming to all other members and all visitors regardless of personal conflict, conflicting industries, etc.
* If any issues between two or more members arise, Please refrain from any disparaging remarks in or outside the meeting. Please be mature and address any differences outside of the meeting and talk directly with the other party.
* Always Follow the instructions/directions of the Chapter Leader or event host.
* You are to positively speak about the chapter, regional, and corporate leadership always.
* If a member has any complaint, they may request a leadership meeting to discuss or request a LEAP Board member to arbitrate the situation.

**Membership Change**

As with many business owners, changes in business affiliations do occur from time to time and if a member chooses to change their business (industry) designation, they may do so, as long as the new business designation does not conflict with another member’s position. The member must request a change and upon the Chapter Leadership approval, the member shall pay the chapter a $25 change fee. The member will not be required to complete any additional requirements.

**Membership Revocation**

Members must adhere to the LEAP Standards & Ethics and all membership requirements. Any violations will be subject to membership removal, following notice to the member and a meeting with the member, after which the Chapter leadership team may elect to remove said member.