

## **Mission**

PowerTipps is an association of small business people dedicated to generating new business for each other through networking and sharing leads and referrals.



## **Membership Qualifications:**

Membership is restricted to only one business in each business category.

A member of PowerTipps may not be a member representing their business in another tip, lead, referral, or similar organization.

Exceptions to this include other PowerTipps "branches" (e.g. PowerTipps Spokane – PowerTipps Coeur d Alene), Chambers of Commerce, or Service Groups (e.g. Rotary, Kiwanis, Elks, Eagle, Moose, Lyons, Men/Women in Business) and approved Trade Associations/Professional groups like medical associations.

Members must be business owners or be an employee of the business represented.

Members representing multi-level marketing products may use their membership only to promote their product and may not use their membership for recruitment of associates or representatives.

Members will uphold good business ethics and standards of care/service, and further, members understand that a continued documented breach of business ethics and/or standards will result in forfeiture of their membership in PowerTipps.

## **Pre-Qualification of Potential Members**

Potential new members will be coordinated by the Sponsor through the Vice President to eliminate possible conflict

### **Membership Application:**

To apply for PowerTips membership, a prospective member must attend two meetings and obtain a sponsor. At the **second meeting**, the applicant completes and submits a MEMBERSHIP APPLICATION, along with the \$20.00 initiation fee, \$100.00 annual membership fee (pro-rated - amounts determined by the Treasurer) and \$10.00 one-time fee for webmaster listing for PowerTips web page (\$80.00 value) to the board.

### **Membership Dues:**

Annual membership dues must be received on or before the first day in January. A \$10.00 late fee will be applied for dues received after January 31<sup>st</sup> or unpaid memberships maybe terminated at that time.

Dues for **new** PowerTips membership will be calculated by the Treasurer and will be pro-rated based on a formula determining the days remaining in the calendar year for the new membership.

### **Business Categories**

Business categories for new members will be determined during the vetting process. Categories will be specific in order to avoid overlap. Members will only be allowed to promote their business in their own category and may not alter their defined category without agreement from the sitting PowerTips board.

### **Transition of Membership**

When a business is sold or changes hands, PowerTips membership will transfer with the ownership of the business with the stipulation that the new business owner must complete an application, be vetted in the normal manner, attend three meetings, be confirmed by a membership vote and comply with PowerTips bylaws.

## **Membership Waiting List**

PowerTips will include process for maintaining a list of businesses requesting membership, who's opportunity for membership is denied due to the fact that an existing member occupies the business category.

The stipulation for being placed on that list will include:

- The business must provide a documented request to be included on the list. A letter/email to the Secretary or other sitting board member will satisfy this need accompanied by a completed membership application form.
- The Secretary will maintain the list of those requesting this consideration including the date of the request.
- When a business category is vacated, the Secretary will review the list to determine if there is a possible candidate and, if one is found, contact the requestor. Eligibility is based on the date of their request. (on a first-come-first-serve basis)
- The potential new member must qualify for membership within the existing membership guidelines.

## **The Vetting Process:**

The application **MUST** be received at least one week in advance of the membership confirmation vote. The application will be reviewed by the Vice President (and/or other board members), references noted on the application will be contacted and, assuming the application is complete and in order, a business category will be assigned. Any issues with the application will be communicated to the applicant and sponsoring member for resolution. When the review is complete, the applicant will be notified of issues that would result in a recommendation that the application not be accepted prior to the next scheduled meeting.

## **Duties and Responsibilities:**

The duties and responsibilities of officers and members of PowerTipps will consist of the following:

- **President –**
  - presides over meetings and manage all general issues relative to PowerTipps.
  - enforce bylaws.
  - works with the board and Past President's Advisory group to resolve outstanding concerns and to develop long range strategies for enhancing PowerTipps.
- **Vice President --**
  - conducts meetings in the President's absence.
  - coordinates guests and potential new members to discourage conflict.
  - greets members and guests at general meetings.
  - executes the vetting process.
- **Secretary --**
  - collects Tipp Tickets and submissions for processing.
  - updates and maintains speaker/PowerHour schedule, the directory and sign-in sheet
  - takes meeting notes
  - keeps attendance records
  - is keeper of the PowerTipps business card box.
- **Treasurer --**
  - keeps balanced bank account
  - provides prompt deposit of all collected monies
  - provides monthly account reports.
  - in charge of fines and dues.
- **The Board (Pres, VP, Secretary & Treasurer)**
  - act as contact for all members on issues, matters or concerns that they would like to have considered involving PowerTipps processes and bylaws.
- **Immediate Past President --**

- contacts members and applicants on issues of attendance.
- coaches current board.
- **General Members** -- Members are responsible for:
  - identifying and communicating opportunities for business and referrals to members within the PowerTipps group. A goal of 2 referrals per member, per week has been set.
  - maintaining their own promotional materials, to keep business card box stocked
  - a short (apx 30 seconds) promotional message at weekly meetings. Promotional messages should be limited to information regarding the members business category.
  - identifying potential new members and ensuring that the candidates are screened through the Vice President prior to attending their first meeting.
- **Sponsors** -- Is responsible for:
  - the initial screening of potential members they will sponsor for membership to ensure they meet the standards of quality expected of a PowerTipps member.
  - providing those they sponsor with a membership application (available on-line) and orientation.  
**NOTE:** Potential new members should be chosen based on the quality of their business, business/personal integrity and based on the sponsors experience with the potential member business.
- **Past President's Advisory Committee**
  - consists of all active, dues paying members that have held the office of PowerTipps President.
  - The purpose of the committee is to provide advice on outstanding issues when requested by the board and a long-range perspective to the sitting board.

## **PowerTipps Board Elections**

PowerTipps President, Vice President, Treasurer and Secretary

will be elected each December and June to serve a six-month term from January to June and from July to December, respectively. The election will consist of nominations the first or second week of December and June, followed by silent voting the last Friday meeting in December and June. The votes are tallied by two members.

In the event that the President resigns before the six-month term is expired, the Vice-President will assume that position. The Vice-Presidential slot, and any other vacant slot on the Board will be filled by a nomination process and election by the membership.

The previous term's President will automatically serve as the Member at Large for the remainder of the term.

### **Meeting Attendance**

Meetings begin each Friday morning, promptly, at 7:00 am and meet for approximately one hour. Regular attendance is required. No more than two absences in each two-month period are allowed. Members must notify the President, Vice-President or Secretary of the board, in advance, for excused absences. If a member is absent more than the acceptable number, the member will be contacted to determine their desire or ability to remain in PowerTipps. If the member cannot attend on a consistent basis, the member's business category will be opened for new members and no refund of dues or fees will be provided.

### **Dues and Fines**

#### **Dues:**

- \$ 20.00 Initiation Fee
- \$100.00 Annual Membership Fee (pro-rated)
- \$ 10.00 one-time fee for webmaster listing for PowerTipps web page
- Initial fees are due when the Membership Application is submitted

- Paid annually on, **or before** January 1<sup>st</sup> of each year.

**Fines:**

- 50¢ if late to the meeting
- 25¢ if no tip or referral given
- 25¢ if name badge not worn to meeting
- 25¢ if no guest brought during membership drive
- \$1.00 if absent the previous week
- \$1.00 if cell phone goes off during the meeting

**Past President's Club:** (voted by membership in 1st Quarter 2004 - Bill Dick, President)

It was proposed by the board and agreed to by vote of the general membership that, for each term of presidency, PowerTipps provide a dinner for members of the past presidents club. This group was determined to be the previous four presidents and the current board. This event is intended to:

1. To create a venue where the new president could learn from the experiences of their recent predecessors.  
**NOTE:** Lessons learned will be documented by each ongoing administration in a "President's Journal" to be discussed in these meetings and passed on to each newly elected president.
2. To create a program that would help the presidency be a more desirable job so that more people would run for the position.