

EXECUTIVE NETWORKING ORGANIZATION

TABLE OF CONTENTS

Letter from the President	2
Board of Directors.....	3
Bylaws.....	4
A Leads Group.....	16
Do's and Don'ts of a Business Brief.....	17
Open House Format	18
Website	20
Events.....	21
Membership Application	22



EXECUTIVE NETWORKING ORGANIZATION

Dear Member and Colleague:

Welcome to the Executive Networking Organization (ENO)!

Congratulations on joining a well-respected networking organization that strives to provide you, our valued members, with the tools and resources to take your business to the next level. Becoming an ENO member means that you've taken a step in the right direction to tap into the power of an already established community of successful business professionals.

One thing we are all passionate about is helping people and helping others achieve more! What an opportunity to grow your professional network with like-minded people – that you also enjoy being around! With approximately 65 members, our visibility in the business community provides a unique and powerful avenue for both increasing revenue and building personal relationships. Your role as a member in ENO, as well as your participation, are critical in fulfilling the mission of our organization.

We are delighted to present your Membership Handbook to you. The enclosed information is designed to serve as an introduction to ENO and provide resources about your membership along with specific benefits of being a member of ENO.

The ENO Board of Directors are here to support you so please know that you can call on any of us to assist you with questions you have along the way. Best wishes and sincerest thanks for having chosen ENO as the organization to represent *your* business interests.



Joel T. Johnson

Joel Johnson
2024 ENO Board President

EXECUTIVE NETWORKING ORGANIZATION

2025 BOARD of DIRECTORS

OFFICERS:

President	Joel Johnson	501-707-3548	joel.johnson@piroofing.com
Vice President / ByLaws	Austin Kimbrough	501-227-0619	pinnacleautomotive501@gmail.com
Secretary / Parliamentarian	Ben Peet	501-734-9633	peetspest@gmail.com
Treasurer	Ron White	501-661-0505	ron@allegralittlerock.com
Retention/Orientation	Cathy Harville	(501) 975-3610	Cathy.harville007@yahoo.com
Membership	Dan Chapman	501-753-4605	dan.chapman777@gmail.com
Leads Chair/ Business Briefs	Ben Temple	501-472-4915	templehouse7@gmail.com
Open Houses/Events	Paige Sallis	501-225-3444	paige.sallis@clientfirststaffing.com
Executive Director	JTed Lewis	501-666-3196	jtedlewis@gmail.com

EXECUTIVE NETWORKING ORGANIZATION

2023 ENO Board Nominees

- | | |
|--------------------|-----------------------|
| 1. Larry Barnes | Accepted Events |
| 2. Melissa Henshaw | Accepted Treasurer |
| 3. Daron Plumer | Accepted |
| 4. Wes Crank | Accepted Leads and BB |
| 5. Rene Simmons | Accepted Retention |

- | | |
|----------------|------|
| Mike Davidson | No |
| Paige Salas | No |
| Doug Greenwood | No |
| Aaron Houff | Text |
| Chris Jenkins | 2024 |
| Jeff Ward | |
| Phillip Wells | |
| Lisa Buehler | No |

Positions to fill

1. President Joel
2. Vice President John
3. Treasurer David
4. Retention and Orientation Andrea
5. Leads and Business Brief's Frank
6. Technology Tony

Board Members staying on

1. Events Seth
2. Membership Nolen
3. Secretary Kim

EXECUTIVE NETWORKING ORGANIZATION

EXECUTIVE NETWORKING ORGANIZATION BYLAWS

Amended November 2014

ARTICLE I

NAME OF ORGANIZATION

The name of this organization is **EXECUTIVE NETWORKING ORGANIZATION** ("ENO").

ARTICLE II

STATEMENT OF PURPOSE

The fundamental mission and purpose of ENO is to promote the business of each Member company through:

1. Direct business between Member firms;
2. Business leads and business referrals;
3. Sharing information about the business community in Arkansas;
4. Providing a positive atmosphere which will lead to establishing quality personal and business relationships.

ARTICLE III

ACTIVITIES OF ENO

ENO shall carry out its objectives primarily through bi- weekly lunch meetings, scheduled open houses, and other events the Board deems appropriate.

There may be a special meeting each year, known as the Board Workshop. The specific time, place, cost and format shall be determined by the Board.

ARTICLE IV

MEMBERSHIP

SECTION 1 – DEFINITION OF MEMBERSHIP

A membership ("Member") in this organization is held jointly in the name of the individual who represents that membership in the organization (the "**Designated Representative**") and the associated corporation, partnership, sole proprietorship, professional association or other business organization (the "**Business Entity**").

EXECUTIVE NETWORKING ORGANIZATION

SECTION 2 - ELIGIBILITY REQUIREMENTS

1. Each Member shall represent a trade, business, occupational or professional classification, and only one membership shall be allowed for each such classification. There can be several people involved within the same industry; however, each member would represent one sector of that industry. There may be industries that are broken down into different sectors with separate members representing each sector. Questions regarding this practice should be directed to the Membership Chair.
2. The Designated Representative shall be the person who best represents that business, such as the owner in a sole proprietorship, a partner in a partnership, a primary executive officer in a corporation or a major principal in an association. A person in a different capacity may be considered as the Designated Representative. The eligibility of that person in the role of Designated Representative is to be determined by a vote of the Board of Directors.
3. The Designated Representative shall be capable of performing all of the responsibilities and obligations of membership.
4. The Business Entity must have been in business for one (1) year or more.
5. The Business Entity and the Designated Representative must be approved by the Membership Committee, the Board and the general membership of the organization as hereafter provided in these bylaws.
6. Membership shall not be denied on the basis of sex, religion, race, color, creed, national origin, or political affiliation.

SECTION 3 - NOMINATION AND ADMISSION OF NEW MEMBERS

Any Member of the organization may nominate a new member by submitting in writing to the Membership & Recruitment Committee a completed membership application form. Any relevant information that the nominating Member may have should also be included. The nominating Member need not be further involved in the approval process but may speak on behalf of the nominee.

The Membership & Recruitment Committee shall investigate the nomination with respect to all matters that may be of importance to ENO. The Membership & Recruitment Committee shall specifically consider:

1. Both the nominated Business Entity's and the nominated Designated Representative's general reputation and standing in the community.
2. The suitability of the proposed classification for the nominated Business Entity and any potential conflict with other classifications.
3. The suitability of the nominated Designated Representative for that business.

EXECUTIVE NETWORKING ORGANIZATION

The Membership & Recruitment Committee Chairman will distribute each application and the Membership & Recruitment Committee's recommendation via email to all members of the Board for their review. The Board will have three (3) business days in which to respond if they have any concerns or questions regarding the applicant. If there are questions or concerns raised regarding the application, further action will be tabled until the next scheduled Board of Directors meeting, at which time the application will be discussed, and voted on by the Board. If the application is approved by the Board it will then be presented to the general membership for consideration. If the application is denied by the Board, it will not be presented to the general membership for review. The Board denial is final and the nominating Member shall be notified.

Upon approval for presentation to the general membership, the application shall be distributed via e-mail to all Members. Any Member in Good Standing shall have the right to object to the nomination by filing an objection via e-mail with the Membership & Recruitment Committee Chairman within five (5) business days after distribution of the notice. Any objections so filed shall be considered by the Board at its next regular meeting and the decision of the Board shall be final. If no objections are timely filed, the nominee shall be considered eligible for membership and the nominating Member shall be notified. The nominee should be invited to attend the next regularly scheduled lunch as the guest of ENO to observe meeting functions and operations. The invitation for membership will expire if not accepted within thirty (30) days. Acceptance of membership shall include payment of all fees due as a new Member. Upon mutual acceptance of membership, the Retention and Orientation Committee shall schedule an orientation of the new Member as provided in **Article VII, Section 2.**

SECTION 4 – ASSOCIATE REPRESENTATIVES

Any Member who desires to have additional representation in ENO may submit an application to the Membership & Recruitment Committee for a second representative from a Member Business Entity (an "**Associate Representative**"). The Board must approve all applications for Associate Representatives. The acceptance of an Associate Representative by ENO automatically places upon the Associate Representative the same responsibilities as the Designated Representative, including fees, leads, referrals and attendance requirements. However, there will not be an initiation fee. The acceptance by ENO of an Associate Representative does not modify or change the responsibilities and duties of the Designated Representative.

SECTION 5 – HONORARY MEMBERS

When a Designated Representative or Associate Representative, in Good Standing on the records of ENO, retires from business entirely, the Board may invite him to continue membership in ENO with different requirements (an "**Honorary Member**") under the following conditions:

1. Honorary Members shall not be liable for regular monthly dues.
2. Honorary Members shall not have the right to vote or hold office in ENO.
3. Honorary Members shall be billed regularly by ENO to cover the cost of any meetings attended.
4. Honorary Membership shall be forfeited if the Honorary Member goes into business of any kind or accepts gainful employment.

EXECUTIVE NETWORKING ORGANIZATION

SECTION 6 – CHANGES IN MEMBERSHIP, REPRESENTATIVE OR CLASSIFICATION

1. If the ownership of any Member Business Entity changes hands, in whole or in substantial part, or if there is a change in the local management, or the primary classification of the Business Entity, the membership held by that Member is automatically suspended for a period not to exceed sixty (60) days. If, within that sixty-day period, the new owner, owners, or management shall apply for and be approved for membership as provided in Section 3 of this Article, the membership shall be reinstated without payment of the membership fee. Otherwise, the membership shall terminate at the end of the sixty-day period.
2. A Member Business Entity wishing to change its Designated Representative should make application to the Board. In all cases, the Board shall be the sole judge of a person's qualifications to serve as a Designated Representative.
3. Any Member Business Entity wishing to change classification to one not otherwise represented shall make application to the Board which shall consider such request in accordance with Section 3 of this Article.

If the Designated Representative and the Business Entity represented by that person dissolve or terminate their relationship, that membership is suspended for a period not to exceed sixty (60) days. If either Designated Representative or Business Entity singularly wish to remain in ENO and in the same classification and can otherwise meet all requirements stated in these bylaws for membership, the Board may so allow by majority vote. If both entities wish to remain in the ENO and otherwise meet all of the requirements of these bylaws for membership, the Board by majority vote may decide between them. If either remains a member, **Article IV, Section 2.4** is waived.

In the event of a suspension outlined in Article IV Section 6, neither the Business Entity nor the Designated representative shall enjoy any of the benefits of ENO including but not limited to attending ENO Functions. The suspension shall also relieve them of the obligation to pay dues during the suspension. The Board, in its sole discretion, by majority vote may waive the suspension period or limit or extend its duration.

EXECUTIVE NETWORKING ORGANIZATION

ARTICLE V

OBLIGATIONS AND RESPONSIBILITIES OF MEMBERS

SECTION 1 - REFERRALS AND BUSINESS LEADS

Every Member of ENO is considered a dependable source of supply and is therefore obligated to give satisfactory service equal to or superior to his competitors as to price, quality, quantity, delivery, maintenance, etc... Doing business with another Member and extending credit is an individual decision. Should a Member not abide by the predetermined terms of the transaction, the offended Member may file a grievance with the Board and, after a hearing, the Board may impose sanctions, including expulsion, upon the offending Member. While ENO does not warrant quality, price or payment, it is important to the total membership that all Members execute transactions honestly and honor all commitments made to other Members. In order to build and maintain a method of exchanging and interchanging business information between Members that might be beneficial to each other, each Member shall:

1. Familiarize themselves with the business interests of fellow Members to the extent that they recognize opportunities for helping them.
2. Give fellow Members every possible preference in business transactions, other things being equal.
3. Recommend the services and products of his fellow Members to friends and business associates at all proper times
4. Act promptly on all information received, making every reasonable attempt to turn it into business.

SECTION 2 - ATTENDANCE REQUIREMENTS

All Member Business Entities, by and through their Designated Representatives, should attend a minimum of fifty percent (50%) of all required meetings of ENO, including Open Houses. For this purpose, attendance will be based on a trailing 12 month average. It is not based on a calendar year of January thru December. A review of attendance by The Board at a Board meeting would be for the most recent 12 months prior to the Board meeting. A Member failing to meet the attendance requirement is no longer in Good Standing.

When a Member is not in Good Standing, another Member may submit an application for a competing business per the requirements of **Article IV Section Three**. The Designated Representative of the Member not in Good Standing shall be notified of the application by the Board. Should that application be approved per **Article IV Section Three**, the Member not in Good Standing shall be terminated and notified by the Board. The Board will review the attendance of all Members periodically. After considering the reasons for a Member's absence, the Board may, in extreme or unusual circumstances, waive this attendance requirement by a majority vote of the Board.

A Member not in Good Standing due to failure to meet the attendance requirements may return to the status of Member in Good Standing when their attendance meets or exceeds the requirements stated above, providing they are not terminated by the procedures outlined herein.

EXECUTIVE NETWORKING ORGANIZATION

SECTION 3 - OTHER RESPONSIBILITIES

1. **OPEN HOUSES:** Members shall host, or co-host at least one (1) Open House every three (3) years for the express purpose of familiarizing the membership with their business. Co-hosted Open Houses shall not exceed four (4) co-hosts.
2. **MEMBERSHIP FEE:** There will be an initial membership fee upon membership acceptance that is due immediately.
3. **DUES:** Each Member shall pay quarterly dues. Dues invoices shall go out by the 10th day of the first month of each quarter, and are due by the 10th day of the second month of the quarter. If dues are not paid on or before the last day of the third month in the quarter the Member may be terminated by a majority vote of the Board.
4. **GUEST ATTENDANCE:** Guests may be invited to attend any meeting or function of ENO. However, if there is any possibility of a competition/classification issue with another Member, the issue must be resolved with the President in advance of making the invitation. Guests shall not be allowed to address the group or make a presentation. The immediate family of the Designated Representative, employees and dates of Members are welcome to attend. However, such attendance shall not be in lieu of the Designated Representative's attendance requirements. The inviting Member is responsible for any expenses incurred by the guest at any ENO functions.

SECTION 4 – OTHER NETWORKING ORGANIZATIONS

1. A business in ENO may be in more than one networking organization. However, the Designated Representative for the business cannot be involved in another networking organization while fulfilling their responsibilities within ENO. Should a Designated Representative choose to engage in another networking organization, the business represented in ENO by that Designated Representative will no longer be considered as a Member in Good Standing and shall be subject to the terms outlined in Article V Section 5. Should the business choose to submit a different Designated Representative, the Board will consider the application subject to its policies.
2. A networking organization is defined as a group whose primary purpose is to share leads and business with other members of their group. The ENO Board shall have the final decision with regard to whether another organization is a networking organization as it pertains to Article V, Section 4.

SECTION 5– GOOD STANDING

Members complying with all membership requirements set forth in these by-laws shall be entitled to all rights and privileges of membership ("Good Standing"). Any Member failing to meet the requirements and obligations set forth in these by-laws, including but not limited to Article V, in particular those obligations of attendance, dues and membership in other networking organizations shall NOT be in Good Standing and shall NOT be entitled to all rights and benefits enjoyed by Members in Good Standing. Notwithstanding anything else contained herein, Members NOT in Good Standing may not have the privilege of speaking to the membership at regularly scheduled meetings ("Business Brief"), may not host Open Houses and shall not be allowed to prevent the introduction a new Member in the same category of that Member Business Entity.

EXECUTIVE NETWORKING ORGANIZATION

ARTICLE VI

ELECTIONS

SECTION 1 – BOARD OF DIRECTORS

From the membership, there shall be elected Members, in Good Standing, to direct the affairs of ENO. These Members shall serve as a board (the “**Board of Directors**” or the “**Board**”) and each Member shall individually serve ENO in the capacity for which elected (a “**Director**”). There shall be nine (9) Members comprising the Board of Directors.

SECTION 2- ELIGIBILITY FOR OFFICE

Any Member in Good Standing (except Associate and Honorary Members) shall be eligible to hold a non-officer directorship provided they have been a Member for a minimum of one (1) year. Candidates for President must be a current Board member with at least one year of experience serving on The Board.

SECTION 3 - TERMS OF OFFICE

The Board will consist of 9 Directors. Each Director will serve a term of two years. Directors 2,4,6,8 (Even Directors) will be elected by the Membership to begin their term in the even number years. Directors 1,3,5,7,9 (Odd Directors) will be elected by the Membership to begin their term in the odd numbered calendar years. Should a Director be elected by the Board to serve as an Officer, he/she maintains their status as an Even Director or Odd Director with regard to re election by the Membership to the Board. The one year term of an Officer begins when elected by his fellow Board Members at the first Board meeting in January and expires when the first meeting in January of the following year is called to order. Except the President who retains one power to oversee the election of the next President as outlined later in this section.

An example would be that Director 2 is elected by the Membership in October of 2011 to serve a two year term on the Board beginning in the even calendar year of 2012. After serving one year on the Board, Director 2 is elected by the Board in the first meeting in January of 2013 to serve as an Officer. At the October Membership meeting in 2013, this Officer (who holds the Board position of an Even Director) is required to run for re election to the Board as an Even Director should they wish to continue serving on the Board. If not re elected to the Board by the Membership, this Director's term will cease at the first meeting in January of 2014. If re elected to the Board by the Membership, this Director would serve a two year term beginning with the first meeting in January 2014. However, his/her term as Officer would terminate when the first meeting in January of 2014 is called to order per the rules outlined in this section. This Even Director would be eligible to run for any Officer position at the first Board meeting in January 2014 as long as he/she meets the qualifications for that position.

EXECUTIVE NETWORKING ORGANIZATION

As another example, Director 2 is elected by the Membership in October of 2011 to serve a two year term on the Board beginning in the even calendar year of 2012. This Even Director is elected at the first Board meeting in January of 2012 by his fellow Board Members to serve as an Officer for which he meets the qualifications of that office. This Even Director who now holds an Officer position is not up for re election to the Board in October 2012 because he was elected to a two year term as an Even Director. However, when the first Board meeting in January 2013 is called to order, the Officer position held by Director 2 will end per the rules outlined in this section. Director 2 would be eligible to run for any Officer position at that January 2013 Board meeting as long as he/she meets the qualifications for that Office.

If a Director ends his 2 year Director's term on the Board as President of the Board, he/she shall automatically become an ex-officio, non-voting member of the Board until the retirement of the next President. However, he/she retains the right to run for re election by the Membership to a Director position on the Board with all the rights and privileges of any Director thereby postponing the move to the ex-officio position.

If a President has a year left as a Director on the Board, and for any reason is not elected to serve as President in their final year on the Board, he/she may hold any other officer position or may simply serve as a Director for the remainder of their Board term. He/she will remain eligible to run for re election to the Board by the Membership at anytime in the future. He/she may also elect to forgo their final year of service on the Board and move directly to becoming the ex-officio, non-voting member of the Board until the retirement of the next President. The Board would fill the Vacancy in the Director position following the rules in Article VI Section 6- Vacancies.

All Directors shall hold their Directorship until their successor has been elected and their successor's term has begun at the first Board Meeting in January. The term for each Director is to begin with the first Board Meeting in January of the year following their election by the Membership. The first Board Meeting in January will be brought to Order by the then presiding President. When the meeting is brought to order it marks the official transition of Directors leaving or joining the Board as a result of the election by the Membership the previous October. It also marks the termination of Officer positions except that the President retains one power and that is the capacity to oversee the election of a President. The first item on the agenda must be to open the floor for nominations for the Office of President. The President whose term is expiring may run for re election to the Office of President. However, he may not vote in the election for the Office of President. The Board shall vote and the winner must receive a majority (5 or more) of the votes on the Board. If one candidate does not receive a majority (5 or more) of the votes there shall be a runoff between the top two candidates. In the event of a tie, the most recent Ex-Officio President shall break the tie. Once a President has been elected, he automatically assumes the Office of President and the previous President is removed from Office immediately. The previous President retains the rights stated earlier in this section that they are entitled to based on their election to the Board by the Membership.

The second item on the Agenda will be the election of the remaining Officers. The new President will preside over the election of each Officer separately. Each candidate must receive a majority vote (5 or more) of the Board to be elected to the Office. Once all Offices have been filled, the President will appoint committee members unless otherwise stated herein.

Directors whose terms expired when the meeting was called to order are no longer Members of the Board and have no rights as Directors or Officers except that the President retains the power to oversee the election to fill the Office of President. This power is retained even if the President's term as Director expired at the calling to Order of the meeting.

EXECUTIVE NETWORKING ORGANIZATION

SECTION 4 - DATE OF ELECTION

The election of Directors, whose terms expire in that year shall be annually on the date of the last regular meeting in October.

SECTION 5 - NOMINATIONS

At the September Board meeting, the Board shall nominate one (1) eligible Member for each of the expiring Director positions. Directors 1,3,5,7,9 (Odd Directors) will need nominations for terms beginning in the Odd years. Directors 2,4,6,8 (Even Directors) will need nominations for terms beginning in the even years. Current Officers are referred to as their Director Positions for the purpose of election by The Membership to The Board. The Membership votes on Director positions only. The Membership does not vote on Officer Positions. Officers are selected following the guidelines in Article VI Section 3 Terms of Office. The membership shall be notified of the nominations by announcing at the first regular meeting in October and by e-mail list distribution the same day as the first regular meeting in October. Any Member in Good Standing may submit additional nominations to the Executive Director by the end of business of the first Wednesday following the announcement, at which time nominations shall close. On the first business day following the close of nominations, the Executive Director shall distribute the ballot by e-mail to all Members.

SECTION 6 - VACANCIES

Any Vacancy of a Director Position, either by resignation or removal, shall be filled for the remainder of that Director's term by a majority vote of the Members of The Board. If the departing Director had been an Officer of The Board, the Board must elect a Board Member to fill that Officer position except that the Office of President would be filled by the Vice President even if the Vice President did not meet the one year requirement and the Board would then elect a new Vice President. This newly elected Officer may or may not be the person that was elected to fill the vacated Director position, but must be a person that meets all of the eligibility requirements for the office being elected to fill.

SECTION 7 - ELECTION PROCESS

1. All elections shall be by secret ballot and majority vote.
2. Any ballot containing more or less votes for Director than the number to be elected shall be declared void.
3. All nominees for Director positions shall run against each other. The nominee with the most votes is assigned the lowest numbered Director position available. The nominee with the next highest number of votes is assigned the next Director position available. Follow this pattern until all available Director positions are filled.
4. In the event of a tie for the highest numbered Director position available, a run-off election shall be held for that position at the next regular meeting.

EXECUTIVE NETWORKING ORGANIZATION

5. The newly elected Directors shall take office at the first Board meeting in January of the year following their election.
6. There shall be no discussion from the floor of the qualification of any nominee.
7. All members shall be entitled to vote. Any Member unable to attend the election meeting may submit their ballot in advance to the Executive Director. All ballots must be submitted by the end of the election meeting. No late ballots will be counted.

SECTION 8 – RECALL OF A DIRECTOR

A Director, Officers included, may be recalled and removed from the Board by a majority vote of the entire number of Members in Good Standing, not a majority of Members present. For such a vote to be considered, a complaint against the Director must be filed with the Board or the Grievance Committee and investigated by the Grievance Committee with a written report summarizing the findings of the Committee regarding the claims against said Director. The Grievance Committee shall consider the complaint absent the attendance or participation of the Director against whom the complaint was lodged. If the Grievance Committee finds the complaint to be factual and compelling for the consideration of the Members, the Board shall authorize and direct the President to announce at a subsequent meeting, within thirty (30) days of the Board's decision, of the Members that the recall shall be considered at the next regular meeting of the Members. The vote shall be taken as described above at that subsequent meeting. If the Grievance Committee finds the complaint to be non-factual or not compelling, the Board, by majority vote, shall reject the complaint. The Board's decision to reject is final and the grievance shall not be submitted to the members. The complaint may only be re-submitted to the Board if there is a significant change in the facts surrounding the complaint.

ARTICLE VII

STANDING COMMITTEES

Unless indicated otherwise in the following sections and as previously indicated in Article VII, Section 2, the President shall appoint Members to all standing or temporary committees. Each committee shall be composed of an odd number of no more than five (5) Members.

SECTION 1 - MEMBERSHIP & RECRUITMENT COMMITTEE

The Membership & Recruitment Committee shall serve the Board of Directors as reflected in Article IV, Section 3.

SECTION 2 – FINANCE COMMITTEE

The Finance Committee shall be chaired by the Treasurer and shall consist additionally of at least one (1) Director and at least one Member. All Finance Committee members shall be nominated by the Treasurer and shall serve upon approval by the Board.

EXECUTIVE NETWORKING ORGANIZATION

SECTION 3 - RETENTION & ORIENTATION COMMITTEE

The Retention and Orientation Committee shall have the responsibility for retaining and maintaining membership throughout the year through the active encouragement of the membership to regularly attend meetings of ENO.

The committee shall meet with new Members and orient them as to ENO and obligations of membership.

SECTION 4 – LEADS COMMITTEE

The Leads Committee shall be responsible for providing creative stimuli for the production of leads, and shall periodically review the results of the leads program and report to the membership.

SECTION 5 - OPEN HOUSE COMMITTEE

The Open House Committee shall have the responsibility for scheduling Open Houses for ENO. The committee shall see that each Member in Good Standing meets the obligation to hold an Open House. The committee shall have a plan and program to assist all Members with the proper protocol for scheduling, organizing and monitoring the performance of Open Houses. Only Members in Good Standing shall be scheduled to be a host or co-host of any Open House.

SECTION 6 - BYLAWS COMMITTEE

The Bylaws Committee shall have the duty to see that the Members of ENO are kept thoroughly familiar with its objectives, methods of operation and membership obligations by such ways and means as the committee deems best. The committee shall review and suggest necessary amendments to the bylaws at least once each year.

SECTION 7 - GRIEVANCE COMMITTEE

The Grievance Committee shall be composed of the Board and they shall act in closed session and by secret ballot. A Board member shall not sit in judgment of himself or herself. Upon a complaint in writing being filed with the committee, it shall be the duty of this committee within thirty (30) days after the filing of the complaint to inquire into the allegations set forth in the complaint, and take such action as the best interests of ENO may warrant. The minutes of the meeting of the Board of Directors shall record only the name of the Member making the complaint, the name of the Member against whom the complaint was filed and the Board's decision on the matter. All documents regarding the complaint shall be destroyed after recording the Board's decision.

EXECUTIVE NETWORKING ORGANIZATION

SECTION 8 – COMMITTEE REPORTS

The Committees for Membership & Recruitment, Open House and Retention & Orientation shall provide monthly reports to the Members at the second (2nd) regular meeting of each month. The Finance Committee shall provide a report of the end of the previous quarter at the 2nd regular meeting of the next quarter. All other committees shall provide annual reports as scheduled by the Board. The Finance Committee reports shall include, but may not be limited to, the organization's income, expenses and asset balance each month.

Additionally, with the Board's participation and prior approval for presentation, the Finance Committee shall prepare and present, to the Members before the end of each calendar year, a budget for the operations of the organization during the upcoming calendar year.

SECTION 9 - COMMITTEE TERMS

Unless otherwise set forth herein, all committee members shall be appointed each year by the President at the Board's first meeting of that year and the term of office shall be for one (1) year.

ARTICLE VIII

AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Members by a majority vote of the membership in favor of such amendment, provided a copy of such amendment has been e-mailed to the Members at least seven (7) days before the meeting at which same is considered.

ARTICLE IX

POLICIES

The Board of Directors shall from time to time establish policies clarifying the guidelines set forth in these bylaws. These policies shall be set forth in writing apart from the bylaws.

EXECUTIVE NETWORKING ORGANIZATION

ARTICLE X

INDEMNIFICATION

The corporation shall indemnify and hold harmless each director and officer (except the Executive Director) now or hereafter serving the organization from and against any and all claims and liabilities to which he may be or become subject by reason of his being or having been a director or officer of the organization and/or by reason of his alleged acts or omissions as a director or officer at the time any such claim or liability is asserted and shall reimburse each such director or officer for all legal and other expenses, including attorney's fees, reasonably incurred by him in connection with the defense of any such claims or liabilities and, with the approval of the Board of Directors, for amounts paid or agreed to be paid in connection the reasonable settlements made before final adjudication; provided, however, that no director or officer shall be indemnified against any claim or liability arising out of his own gross negligence or willful misconduct, nor shall any director or officer be indemnified against or reimbursed for any expenses incurred in defending or settling any such claims or liabilities, unless in the judgment of the directors of the organization the director or officers against whom the claim or liability is assessed has not been guilty of gross negligence or willful misconduct. The right of indemnification hereby granted shall be in addition to and not exclusive of, other rights in which any director or officer may be entitled as a matter of law.

Executive
NETWORKING
Organization

EXECUTIVE NETWORKING ORGANIZATION

A LEADS GROUP

One of the primary missions of the Executive Network Organization is to share Leads among the membership.

What is a Lead?

A lead is any event or project that may benefit another Member's business. It can be a specific Lead intended for one specific business. An example would be a person you know is looking for a new dentist. You would pass that lead along to the Dentist in the group.

A Lead could also be for the good of the group. An example would be a Lead that a new business is coming to the area. Many members may be able to provide services such as an Architect, Contractor, Office Furniture, Phones, Signs, Printing, Commercial Real Estate Broker etc.

How Do You Share a Lead?

There are many ways to share a Lead. First, you can simply contact the Member directly. Provide them the Lead information and they will take it from there. This can be done at any time.

Secondly, you can share the Lead openly at any Wednesday lunch meeting. Simply fill out a Leads Sheet and during the Leads section raise your hand and you will be called upon to read your Lead to the group. Then hand your Leads Sheet to the executive director and you will be entered into the Leads drawing at each Lunch. The Winner will receive a fun gift.

If you have already shared the Lead with the intended Member prior to the lunch, complete the Leads Sheet and turn it in for the Leads drawing at the Wednesday lunch.

What is a Leads Sheet?

A Leads Sheet is a simple sheet of paper that allows you to put your name as the referring Member. The name of the Member the Lead is intended for, or simply the Good of the Group.

The details of the Lead including any contact information that would be helpful. The Lead will also be forwarded via email to the intended Member or included in the Newsletter for the Good of the Group. The Leads Sheet will be attached to the reminder email that is sent prior to each scheduled Wednesday lunch. There will also be blank Leads Sheets on your table at lunch.

The more Leads you share, the more that will come back to you. Share Leads and watch your business grow.

EXECUTIVE NETWORKING ORGANIZATION

DO'S AND DON'TS OF A BUSINESS BRIEF

Thank you for sharing information about your business with our organization. The purpose of a BUSINESS BRIEF is to inform the Association membership about your business in such a way that you will increase the number of LEADS directed toward you to help increase your revenue. You have five minutes to make your presentation. When speaking it helps to remember Leaders are like Eagles....not that we have either of those here ...but it helps to remember it just the same.

The following guidelines should be observed when presenting the highlights of your business.

DO SHARE:

1. Do share what you do, what your product/service is and where you are located.
2. Do give a brief description of your business in terms of size, age and structure.
3. Do keep it to five minutes.
4. Be more or less specific.
5. Do share examples of interesting projects, equipment or services you provide.
6. Do share samples of leads you have received as well as any help you have received from other members in ENO. Remember we are a group of glory hounds.
7. Do tell how the membership can benefit you. Again, this group likes to feel good about themselves.
8. Do tell how a prospect would benefit by doing business with you.
9. Do vary your words so as to use various words. We, as narcissists have short attention spans.

DON'T SHARE:

1. Don't share info that is too technical...your audience may not understand the technical terms.
2. Don't share your whole life history.... especially if you are considered dull by others.
3. Don't never use double negatives.
4. Don't use profanity.
5. Don't be nervous in front of this group....none of us alone is as dumb as all of us together.
6. Don't dangle your participles.
7. And, really, who needs rhetorical questions?
8. And finally.... Dude.....really... you only have FIVE minutes.

EXECUTIVE NETWORKING ORGANIZATION

OPEN HOUSE FORMAT

The OPEN HOUSE can be the biggest asset you have as a member of ENO. It is more than a social function because it allows you the unique opportunity to present to association members the full range of goods or services you provide. It also permits you to show the more subtle aspects of your business, especially ones that are not readily apparent under your classification. WHAT A RARE OPPORTUNITY TO HAVE SUCH A CAPTIVE AUDIENCE!!!!

The following guidelines and procedures have been developed as general suggestions for your use. Occasionally, unique opportunities or circumstances arise that make deviations from these guidelines advisable. If you have any questions or suggestions, please contact a member of the Board. The association is always looking for ways to improve the open house format!

GENERAL GUIDELINES

1. The open house can start as early as 5:30 p.m. or as late as 6:00 p.m. and normally runs for an hour and a half to two hours.
2. Dress is always casual unless specified otherwise.
3. Refreshments/food are at the discretion of the member host, but you should let the members know what to expect.
4. If you are a retailer and wish to have items specially priced for the open house, feel free to do so. But remember, ENO is not a "discount" club so you are under no obligation to do so.
5. Door prizes are also at the discretion of the member host. If possible, let members know in advance about door prizes. Multiple door prizes are probably more effective than one big one. A spouse-only door prize might be helpful if this lends itself to your business.
6. All of your personnel should have on nametags that clearly identify them as a member of your organization. A business card in a clear plastic holder is particularly effective.
7. Invitations should be mailed/e-mailed out approximately two to three weeks in advance. The invitations should include any special directions necessary to get to your business. A street address should always be included. In addition, mention any special door prizes (or sales) that are appropriate. E-mails once per week leading up to the event is encouraged.
8. The sole purpose of your open house is to improve your business with other ENO members. It should, therefore, be limited to members, their spouses and guests and your personnel. You are, however, encouraged to invite any industry personnel such as factory reps who would be helpful to the presentation of your business to ENO members.