

TULSA

EXECUTIVE

EXCHANGE

POLICIES AND PROCEDURES

Revision August 3, 2016

TULSA EXECUTIVE EXCHANGE

POLICIES AND PROCEDURES

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MEETING INFORMATION

PLACE: FLEMING'S PRIME STEAKHOUSE
1976 Utica Square
Tulsa, Oklahoma 74114
DATE: First Wednesday of each month (except July)
TIME: 11:45 AM

AGENDA

11:45 AM	Networking
12:00 NOON	Welcome; Introductions & Announcements Lunch
12:10 PM	Introduction of Speaker
12:15 PM	Speaker Presentation
1:00 PM	Thank you to Speaker with gift presentation when applicable.

PARKING:

FLEMING'S has abundance of parking. You may park anywhere in Utica Square

PRESENTING REPORTS/INFORMATION:

Prior to the meeting date, communicate with the President about announcements you want to make. Keep announcements brief and succinct. Discuss handouts that you may want to distribute in the meeting or place on the sign-in table.

ATTENDANCE

REGULAR ATTENDANCE

1. Meetings are held the first Wednesday of every month (except July) beginning at 11:45 AM. Please mark all meeting dates on your calendars.
2. Members are required to attend 8 meetings each calendar year. All members are required to notify the Social Chairman if you are unable to attend a meeting. The Social Chairman will assume you are attending unless she is notified to the contrary.
3. Notification must be made no later than noon on the Monday prior to the Wednesday meeting.
4. Treasurer or her designee shall take attendance at each meeting.
5. If a member is bringing a guest, the member must make a reservation for the guest no later than noon on the Monday prior to the Wednesday meeting. The member will be billed for the guest's meal, as set out in the Dues and Guest section of these Policies and Procedures.
6. Members may make up an absence by attending Retreats to count in the required 8 meetings.

IF YOU ARE UNABLE TO ATTEND A MEETING

1. Inform the Social Chairman by noon Monday preceding the meeting date.
2. If you previously said you would be attending and found later you would be absent, contact the Social Chairman by noon Monday preceding the meeting.
3. Failure to notify the Social Chairman, by noon Monday preceding the meeting, will result in a \$30.00 charge. Waiver of this charge may be granted only by Board approval.

IF YOU HAVE MISSED 4 MEETINGS

1. If you have missed 4 meetings in one calendar year and have not attended a retreat to make up for the missed meeting; then your membership is automatically terminated; however, you may re-apply, as a new member, by following the procedure regarding new members.
2. You will have one month after termination of your membership to re-apply for membership. After that month, the category of your membership will be announced to the membership and open for new member proposals.
3. A member may only re-apply for membership (following termination for reason of 4 absences) once within a consecutive 3 year period.

ADMISSION OF NEW MEMBERS

New members bring in new business and are always welcome to fill vacant categories when they are available. There is currently a limit of thirty-five (35) Active Members. A sponsor should be familiar with the following requirements and considerations prior to proposing a candidate for membership.

- 1 Requirements to sponsor a candidate for membership.
 - a. Sponsor must be an Active Member.
 - b. Sponsor must know the candidate for a minimum of two (2) years.
 - c. Sponsor must complete the TEE Membership Proposal and TEE Information Sheet for the candidate and deliver this information to the Membership Chairman.
- 2 Requirements for candidates for membership.
 - a. Candidate must either own a business or have authority to make executive decisions.
 - b. Candidate must not be a member of a restricted networking organization.
 - c. Candidate must have been in the same business for a minimum of three (3) years.
- 3 Considerations for candidates for membership.
 - a. Would you do business with her or refer business to her?
 - b. Is she an executive? What is her exact position (in the company) and responsibilities?
 - c. What are her professional credentials?
 - d. What kind of referral base is she in contact with during her regular course of business (in order to benefit TEE members)?
 - e. How long has she been in business? (Minimum requirement of three (3) years)
 - f. With what other civic and/or community program is this person involved?
 - g. How long have you known her? (Minimum requirement of two (2) years)
- 2 The Membership Chair will review the membership proposal with the application and information sheet to determine if the application is complete. The Membership Chair will present the completed Membership Proposal with the Application and Information Sheet to the Board at the next scheduled Board Meeting after the proposal was submitted. All applications will be presented to the Board in alphabetical order and not by date of delivery. Upon approval by the Board, the Membership Chair will email the proposed membership to the members at large.
- 3 Any current TEE member may contact the Membership Chair within the time specified in the email, with any problem(s) she might have with the prospective member joining the organization. Any conflict should be confined to the areas of business or personal ethics, or conflict of business category with an existing member. A member should be able to cite, in general terms, actual incidents of such conflict. The Membership Chair will bring any conflict to the Board who will review the proposed member again, given the “new” information. Whatever is disclosed to the Board will remain confidential and will not be disclosed to the prospective member or other members. All comments should be put in writing.

- 4 If there is a conflict that prohibits a prospective member from joining TEE the Membership Chairman will notify the sponsor, and in general terms, the reason for the conflict.
- 5 After Board and membership approval, the Membership Chairman will send a letter inviting the candidate to be an In-Process Member and attach a copy of the TEE bylaws and policies and procedures. (Sponsor will also receive a copy of the letter sent to the candidate).
- 6 Once the Board and TEE Active Membership approves a candidate and the candidate accepts the invitation; then the other applications are returned to their sponsor and may be re-submitted when there is another opening.
- 7 In order to become an Active Member, the In-Process Member must attend three (3) consecutive meetings in a twelve (12) month period. If the In-Process Member fails to attend three (3) consecutive meetings in a twelve (12) month period then she will need to re-apply for membership through the normal process. The Holiday Party cannot be counted as the first of the three (3) consecutive meetings. Retreats are not open to candidates or In-Process Members.
- 8 Upon completion of the three (3) consecutive meetings, the Membership Chairman will announce the new member at the TEE general meeting.
- 9 The Membership Chairman will create or assign a Welcoming Committee for each new member. The Welcoming Committee will invite the new member to lunch and be available if the new member has questions about TEE.
- 10 A current member is eligible to change her membership category without meeting the new member requirements, provided no other conflicts exist and she submits an application to the Board for approval.

DUES AND GUEST CHARGES

MEMBERSHIP DUES

AMOUNT: \$480.00 per calendar year
DUE: \$120.00 by the 10th of each calendar quarter
BILLING: The Treasurer will mail bills for your records. You can send a check directly to the Treasurer or give the check to her at the first quarter meeting.

“IN PROCESS” MEMBER CHARGES

AMOUNT: First meeting free, then reverts to member dues
DUE: \$120.00 by the 10th of each calendar quarter
BILLING: The Treasurer will mail bills for your records. You can send a check directly to the Treasurer or give the check to her at the first quarter meeting.

GUEST CHARGES

AMOUNT: Actual cost of meal plus \$5.00.
DUE: The first of each quarter when you pay your membership dues.
BILLING: Guest charges will be added to the member's quarterly bill.

PROGRAM INFORMATION

MEMBER SPEAKERS

Members are encouraged to speak at a monthly meeting. This is an opportunity to present your product or service and give more detailed information on your customer preference. If you have not had an opportunity to speak about your business and would like to volunteer, please coordinate this with the Program Chairman.

Presentations are usually 15-20 minutes long. Audio/Visual equipment may be provided if necessary. Speakers are encouraged to bring literature or visuals.

GUEST SPEAKERS

In addition to member speakers we arrange for guest speakers to present programs to our organization on topics of interest which do not conflict with membership business categories. No honorarium (speaker fee) is provided. However, lunch, parking and an optional \$100 contribution to the speaker's selected charity may be provided for the guest speaker (usually the \$100 contribution is for speakers from non-profit organizations).

Please contact the Program Chairman to suggest an outside speaker.

It is the responsibility of the Program Chairman to:

1. Arrange the speakers
2. Present contribution to guest speaker or their charity
3. Write a thank you note on behalf of the club to guest speakers

OPEN MEETINGS

GUESTS: The Program Committee may schedule meetings through the year with speakers & topics of interest to TEE members and other business professionals. Members may invite guests who may or may not be prospective members, without any type of approval, when the Program Committee has designated it as an Open Meeting.

CLOSED MEETINGS

WHEN: The Program Committee may schedule one or more closed meetings, which will be announced in advance.

PROGRAM: The meeting(s) are an opportunity to conduct specific TEE business or networking activities.

GUESTS: No outside guest or prospective members visiting for the first time are invited to this meeting.

HOLIDAY PARTY

WHEN: The DECEMBER meeting.

PROGRAM: No formal program or speaker. Members enjoy lunch and cocktails and time to network and visit with members of TEE.

GUESTS: No outside guest or prospective members visiting for the first time are invited to this party. All Past TEE Presidents are invited to this meeting at no cost. The Program Chair will ensure that Past Presidents receive invitation/notice to this meeting in advance. They are encouraged, but not required, to participate in the gift exchange or other Holiday activity to be conducted at this meeting.

HOLIDAY ACTIVITY: A gift exchange or other special holiday activity may be planned for this meeting, as determined by the Program Committee.

RETREAT INFORMATION

TEE sponsors a number of retreats open only to its Active and Associate Members every year. Candidates and In-Process Members are not eligible to attend Retreats. Following are the guidelines with regard to retreats:

1. In January, the Board will approve a budget which will include the annual holiday party, retreats and changeover meeting for that calendar year.
2. In January, the Treasurer will give the Retreat Chairman an estimate of the funds available for retreats during the upcoming year.

3. The TEE Board must approve all retreats before they can be presented to the general membership.
4. If an emergency arises with regard to a retreat, the Retreat Chair must contact all members of the Board, preferably by email, so that all Board members have an opportunity to consider a proposal to resolve the emergency.
5. The Board of Directors will determine a registration fee and will designate a “no show” fine equal to the actual per person cost of the event for each function.
6. The Retreat Chair will choose the cutoff date for registration and cancellation of special events and communicate it to the membership.
7. No refunds will be provided after the announced cancellation date, unless the Board of Directors decides that the “no show” fine will be waived.
8. If the membership is surveyed on preferences for retreats, the survey must be completed early in the year.
9. Active Members may make up an absence by attending a Retreat to count in the required 8 general meetings.

AFTER HOURS EVENTS

1. After Hours Events are informal events hosted by an Active or Associate Member in a volunteer basis. All TEE Members are welcome to attend the After Hours Events, including In-Process Members.
2. There will not be more than one After Hours Event on any one calendar quarter.
3. All After Hour Events proposals shall be submitted to the Board, through the TEE Retreat Chairman, for Board approval of the date and time.

ETHICAL CONSIDERATIONS

If any activity undertaken by the organization is deemed by a member to be against her professional or personal ethics, then that member may refrain from entering into such activity if she so desires. It shall be left to the sole judgment of said member to determine if such object or activity is unacceptable to her.

Each member’s business must reflect the standards of professionalism Tulsa Executive Exchange is endeavoring to maintain. It must be reputable, financially sound, highly specialized, maintain appropriate licensing and pursue product excellence.

Each member must reflect the standard of professionalism Tulsa Executive Exchange is endeavoring to maintain. She must possess educational and professional credentials and achievements appropriate to her field, specialized skills, and be active in and concerned about the community. She must also convey a professional personal image in her attire and social skills.

If the actions of a member harms another member or her business, the matter should be brought to the attention of the Board of Directors to determine the appropriate manner of resolution.

ELECTION OF OFFICERS

NOMINATIONS

A nominating committee meets and selects a slate of officers. Any Active Member of the TEE organization is eligible for a board position. Those interested in volunteering for a board position should contact the President by September 1 of every year.

ELECTIONS

Officers are elected every year. Voting is held in November and New Officers begin their 1 year term the following January.

BOARD POSITION ROTATION

With the exception of the President Elect, who automatically becomes President, no Board Officer automatically slides into another Board position.

MEMBER NEWS

Responding appropriately to member news such as illness, loss or awards requires the participation of all members to keep others informed.

The President-Elect will be responsible for correspondence in these events. If you know of anything concerning a member call the President-Elect. [Typically, she will send a card from the group. However, the Board may determine when a different response is appropriate.] In addition, an announcement will be made to members at the next meeting. It will then be up to each member to respond as they feel appropriate.

HEARTFELT MEMBER NEWS IDEAS: Illness, hospitalization, family or other tragedy, death of loved ones.

HAPPY MEMBER NEWS IDEAS: Got that big deal, overcoming an obstacle, promotion, significant award, did something they are real proud of.

PROMOTIONAL INFORMATION: All promotional information, solicitations or advertisements for a TEE Members business shall be sent by the member through their individual e-mails or contacts and not sent to the membership through official TEE group distribution or the TEE website.

MEMBERSHIP HISTORY

The Historian will keep records of significant events/media articles about members/event pictures/and membership resumes. These items will be maintained in an appropriate manner and may be posted and archived on the Organization's website.

All members are encouraged to submit articles about themselves or any other member to the historian and/or website chairman.