



Rules and Expectations-Membership Agreement – Rev. May 2025

In order for a networking group to be productive, successful and fun all members must familiar with the expectations, rules, and regulations. The following is a list of minimum expectations for Network 128 members.

We would like to have members producing qualified referrals that may lead to new clients and or new members. There are many other ways members can add value and experience in each area described below and if they do they should enjoy a successful tenure at Network 128.

Member expectations:

1. Attendance- Attend all meetings, however, when needed members will be excused for up to two (2) meetings over a six (6) month period. Attendance is tracked at every meeting by the membership committee from January 1st to June 30th and from July 1st to December 31st. Members are required to have a substitute for at least one of the two excused meetings. The person substituting cannot be a current member of Network 128 or have any industry conflict with and existing member.

If a member cannot attend a meeting they are required to contact the Membership Director, Bernie Heine, at Heine@ProfessionalBizCoach.com, (781) 696-6226, or the President of Network 128, Bill McDonough at bill@scribendi.net, 339.244.4222 before the meeting commences and no later than prior to the meeting starting. If a member misses more than two meetings in half a years' time, the board will review the reasons for the absences and contact the member regarding their commitment to the group. Depending on the specific circumstances of the case, this may lead to the member being asked to leave.

2. Meetings are on Zoom, and start at 7:30 am and end at 9:00 am every third Tuesday of the month. Members are expected to arrive a few minutes before the meeting to help insure the meetings start on time. Early departure is not accepted, however, in the unexpected event that a member must leave early, he/she must let the president know in advance. Early departure is tracked by the membership committee to prevent abuse and may be grounds for termination. In addition, late arrivals will also be tracked as it is imperative for our members to show up on-time

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as you would for any client meeting. Showing respect to fellow members is vital and one way to do this is to show up on-time.

3. We encourage our members to bring a visitor at least 3 times per year. Visitors should not have an industry conflict with an existing member.
4. If you are interested in assuming a leadership role within our group please notify the President of your intentions. There are many tasks ranging from organizing speakers, social networking activities, tracking attendance, increasing our web presence, and much more.
5. Be a voice for Network 128 by inviting interesting guest speakers. This may lead to them becoming new members. Please contact our speaker coordinator, John Gleason, at jgleason@supportingstrategies.com if you know someone who would like to be a speaker.
6. Provide information on members' industry or other economic or regional data that may benefit the members for informational purposes.
7. Be proactive and genuinely interested in building relationships with other members by maintaining contact with other members in between meetings. Conduct ongoing "one on one meetings" and joint-venture activities to help develop trust and knowledge between members.
8. Contact all received referrals and connections/introductions within a reasonable time frame.
9. Network 128 Leadership will be monitoring the progress of all members to ensure that new members understand the Network 128 methodology and subsequently become the best members that they can, and that seasoned members stay active and follow expectations.
10. Open seat procedures- In order to preserve category exclusivity, only one active member may hold an approved category at a time unless the membership votes to open a new category.

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From time to time, the group may decide that it would be advantageous to add a membership category that requires recommendations for a new member. Or a member may choose to leave the group for personal reasons, a change in position, or retirement, necessitating the filling of the vacant seat. A seat also becomes vacant if a member resigns, relocates outside the Network 128 service area, accepts a position that conflicts with their registered category, or is removed from membership under these rules.

The Membership Director runs the process and declares the vacancy at the next regular meeting. From that point, the seat is considered open, and the recruitment process begins.

Before recruiting a new member, the current members should confirm or define the category in writing. For a replacement seat, this usually means reaffirming the existing category description. For a new seat, the membership votes to approve the category name and scope, so there is no ambiguity later about what business types qualify.

Recruitment is member-driven. Each member is encouraged to nominate one qualified candidate at the next meeting or within 3 weeks of the vacancy being declared. Nominations are submitted to the Membership Director in writing, with a brief note explaining why the candidate is a good fit. Self-nominations are not permitted.

Candidates should operate primarily within the Network 128 geographic area, hold a senior position in business development and/or be a business owner, preferably have at least five years of experience and professional credentials appropriate to the category, have no active conflicts of interest with existing members, and not currently hold membership in a directly competing referral group.

The Membership Director reviews all nominations for basic eligibility before contacting any candidate. Candidates who do not meet baseline requirements may be respectfully declined at this stage. Qualified candidates are contacted by the nominating member with an invitation to learn more about Network 128.

Candidates who express interest complete a written application that covers business name, category, and years in operation, a brief description of their ideal referral partner and the clients they serve, professional references, minimum 2-3, and acknowledgment that they have read and understand the group's attendance and participation requirements. Applications are submitted to the Membership Director and reviewed by the full membership before the guest process begins.

An approved applicant is invited to attend one to two regular meetings as a guest before any membership decision is made. The guest is introduced by their nominating member and is given a standard time slot to present their business, using the same format as members. The

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candidate must complete one-on-one meetings with at least 75% of the current membership before a vote is scheduled.

Once the guest appearances and one-on-ones are complete, the Membership Director sends out an email to all members. Members vote on a "0 to 5" scale, with "0" being least desirable and "5" most desirable. Approval requires a vote of "4" or "5" from at least two-thirds of active members. In addition, any current member may veto an applicant. A single veto prevents admission unless the veto is withdrawn before final action. A candidate who does not pass the vote or is vetoed shall be informed by the Membership Director that the group is moving in a different direction.

Once the vote passes and no veto remains in effect the new member receives a formal welcome letter with specifics on dues, attendance expectations, and meeting agenda format, the nominating member serves as their onboarding contact for the first 60 days, and the new member's category is recorded, and no further candidates in that category are considered until the seat is next vacant.

The target timeline is as follows: vacancy declared, Day 0; nominations collected, within 3 weeks; initial screening complete, within 3 weeks of deadline; application submitted, within 3 weeks of invitation; guest appearances, 1-2 appearances, starting after approval of application; one-on-ones completed, within 6 weeks of first guest appearance; membership vote, after the next regular meeting after the 75% threshold is met.

11. New members will have an introductory period through their first four (4) months of membership. If the leadership team determines that your membership is not for any reason the best match for Network 128 then you may be asked to vacate your membership to Network 128.

12. Members are encouraged to join the Network 128 group on the Network 128 LinkedIn site.

13. New members should meet with the balance of the members that they did not meet during the application process in a timely manner.

14. The membership fee is \$200 per annum. New members who join on or after September 1st will receive a 50% discount for that year's membership only. Dues are for the calendar year and



are due by January 15th every year. Failure to pay dues on time could result in immediate termination of your membership.

Your membership will commence on the date below after you have signed the Membership Agreement and your membership fee is made. If for any reason your

membership is revoked by the Leadership Team during this four (4) month introductory period you will be refunded 50% of your membership fee.

By signing below you agree without prejudice to honor the rules and guidelines set forth by Network 128 and agree to all of the expectations and conditions detailed in this Membership Agreement. It is required for membership for all members to sign this agreement and provide a copy to the Membership Committee in a timely manner.

Member Signature: _____

President or

Membership Director

Signature: _____

Date: _____