



TIPMASTERS BY-LAWS

Adopted October 2003, Amended January 2011

ARTICLE I - MEMBERSHIP

- A. Preamble: The position of each member in the Tipmasters Club is unique in that he/she is the only member in the club in his/her particular profession. As such, he/she owes a high professional duty towards any leads furnished him/her by their fellow members, while, at the same time, he/she also occupies a position of trust and loyalty to their own profession.

No individual person that is a member of Tipmasters may be a member or representative of any other organization that has the same purpose and intent as Tipmasters. If a conflict should arise, the board will appoint a committee from the general membership to dispense with said conflict.

B. New Members

1. General: Before a prospective member can be invited as a guest, his/her name must be referred to the Membership Chair. The Chair will check for possible conflicts of occupation and contact any existing members with whom the applicant's occupation could conflict. The Membership Chairman will then present the request to the Board of Directors for provisional approval. If approved, the member will be notified and the prospective member may then be invited to breakfast by the sponsor.
2. Introduction: After a prospective member has been approved by the board as prospective member he/she may be invited to a meeting and will be scheduled to give a brief two minute talk to explain his/her occupation.
3. Approval of Applications: Once the application fees and introduction have been made, the membership must vote on a majority basis of those present at the meeting by written ballot on the applicant with the President deciding any tie vote. The membership vote shall come at least one week subsequent to the introduction of the applicant to the club.
4. Sponsors: When a member sponsors a new member, it is their responsibility to familiarize that member with the functions of the club.
5. Membership Termination: Membership shall normally be terminated involuntarily only by action of the board pursuant to Articles II (A) and III (A). Should the Board vote by a 2/3 majority to terminate a membership for reasons other than the above, such termination must be ratified by a majority of the membership. During the 2 weeks following, the member in question has the right to address the membership before ratification for rejection of termination.

C. Membership Rules

1. Individual is member. The membership in the club belongs to a member and not a company.
2. There are 2 classifications of membership. These are Active and Retired. Once a member is no longer active in his or her business due to retirement, divestiture of interest, sale, or dissolution of the business, s/he can request Retired status from the Board. The Board will have discretion as to whether the status is approved. Once a member has entered Retired status, the position the member held is opened to other applicants.



- a. DUES: Retired members will be assessed dues equal to 25% of the monthly member assessment. If the member attends a meeting during the month, his or her dues will be applied to that breakfast. Any additional meetings and/or social events the Retired member attends will be charged on the member's monthly statement.
 - b. VOTING: Retired members will retain voting rights.
3. To qualify as a retired member you must have been an active member for 10 years. A retired member may vote but cannot run for any office. A retired member will be billed for each meeting or social function that they attend. To retain retired membership, a retired member must attend a minimum of four (4) meetings per calendar year.
 4. Changing of Jobs: If a member changes jobs, the Membership Chair shall be notified and the board must review and approve the new employer to avoid any possible conflicts. No application fee is required; however, an application form shall be completed and submitted to the Secretary to update club records. The member may attend meetings in the interim, but not announce the new employer until the Board meets and approves the change. If the Board or any member of the club perceives a conflict, the member who changes jobs will not be accepted.
 5. Company Acquisitions: If a company for whom a member works is acquired or merged with another company, the same rule applies as with a change of jobs. This is due to the fact that the new company may have conflicts within the club.
 6. Active Employment: Except for retired members, the position a member holds must be in an active business. In the event of unemployment, business dissolution, divestiture of interest or sale of business, a member may hold the classification for a reasonable length of time as determined by the board. After such prescribed time, the member must seek Retired status, if eligible, or forfeit their position in the club if the member is unable to propose an acceptable replacement.
 7. Multiple applicants for the same position: Up to three applications for a vacant or new position will be chronologically accepted by the Membership Chair and submitted to the Board during any month a position becomes open or otherwise sought after. After Board approval, the applicants will be scheduled to speak to the club. The membership, by written ballot, will vote on either a majority or plurality basis with regard to the two or three applicants respectively at a subsequent meeting. A tie vote shall be decided by the President.
 8. Overrule objection: The Board of Directors by a two-thirds (2/3) majority vote may overrule an objection by any member(s) to a prospective applicant.
 9. Disclosure of Business Interest: A prospective member must disclose all business interests on their application for membership to Tipmasters.

ARTICLE II – ATTENDANCE

- A. General: No member may have more than six absences in a row or a total of sixteen absences per calendar year. The monthly dues assessment to members shall include a notification of annual absences after a member has reached 12 absences during a given calendar year. The Secretary shall contact any member who has missed 4 meetings in a row to advise them of their situation.



- B. Attendance: A member is considered present (in attendance) if he/she attends the meeting, After Hours or Board Meeting and signs the Attendance Sheet.

ARTICLE III - FEES

- A. Dues: Monthly dues, as set by the Board of Directors, are assessed to each member to cover the costs of meals. Bills are due when received and become delinquent 30 days thereafter. If the dues are not paid, the member will be subject to review by the board.
- B. Initiation Fee: The initiation fee is \$100.00 and shall be paid when the New Member application is submitted.
- C. Commission Fees: A business sale of goods or service resulting in a commission paid to the receiving member are assessed a fee. The minimum is \$0.25 and maximum is \$5.00 (technically defined as 5% of your commission or gross margin.) For a significant sale, defined as either a large single purchase (such as a vehicle) or a contract for monthly and quarterly service, the fee will be \$5.00 for the former and \$5.00 per annum for the latter.
- D. Assessments
Functions: Each member is assessed for the annual Installation Banquet and each social function, whether or not he/she attends. Any guest reservations either indicated in advance and/or attending with a member will be billed to the member. The Board will set the assessment for each function and announce to the club prior to distribution of the attendance sheets for the function.
- E. Guests
 - i. Prospective Member Guest: The club pays for the first breakfast for a prospective member, provided they have been cleared through the Membership Chair. Other guests are billable to the host member.
 - ii. Non-Prospective Member Guests: The member pays for the guest's meal. The guest's occupation should not be discussed unless the guest is the host's family member or someone with the same occupation as the host.
- F. Weekly Door Prize: Each member will place \$1.00 into a "Door Prize Kitty" to be awarded via a random drawing. The winning member must have given a lead during the week prior to the meeting.

ARTICLE IV - LEADS & SALES

- A. Giving Leads: When you have a lead for a fellow Tipmaster contact the member immediately, giving the member the necessary information.
- B. Reporting Sales: When you made a sale resulting from a lead given to you by a fellow member, you should fill out the Tip sheet recording the required fee to be billed on your next statement. The tip sheet should be signed even if there is no activity by the member.

ARTICLE V - THE BOARD OF DIRECTORS AND BOARD MEETINGS

- A. The Board of Directors of Tipmasters shall include the following: The President, the Vice-President, the Secretary, the Treasurer, the Tipmaster, and the immediate Past President.
- B. Board meetings will be held no less than quarterly. The announcement of the board meeting shall take place at the regular meeting at least one week prior. The place and exact time will be set by the President. All members of the board should attend.



- C. The Membership Chair, Entertainment Chair and Technology Chair as well as other individuals may, from time to time, be invited to attend. Any member may attend at any time.
- D. The Board may entertain any club business at that time and will retain the discretionary power to set and adjust dues and fees. The Board will also specifically be responsible for scheduling, budgeting and assessing for all entertainment events.

ARTICLE VI - OFFICERS AND THEIR DUTIES

- A. The Officers of the club shall be a President, a Vice-President, a Secretary, a Treasurer, and the Tipmaster.
- B. The term of office shall be one year. No officer shall be eligible for the same office for more than one consecutive term.
- C. The duty of the President is to preside at the weekly meeting, and in general, to guide: the affairs of the club. The President has the authority to appoint a Sergeant-at-Arms to enforce order and/or rules of the club for any length of time deemed necessary. The President has the authority to appoint Committee Chairs to coordinate committee activity. The President shall serve as Chairman of the Board of Directors.
- D. The Vice-President shall be an aid to the President and perform the duties of the President in his/her absence. The Vice-President shall also be the Program Chairman and is responsible for scheduling Member Speakers. The Program Chairman shall notify all member speakers of time limitations. The Vice-President shall serve on the Board of Directors and is responsible for presenting outside, non-member guest speakers to the Board for their approval.
- E. The Treasurer shall receive all club moneys, make a weekly deposit of same, and disburse funds in accordance with the budget adopted by the club, or upon order of the Board of Directors. An accurate record of all receipts and disbursements shall be maintained. The Treasurer shall prepare monthly written reports to the Board and at the regular weekly meetings. The Treasurer shall serve on the Board of Directors.
 - 1. If a qualified, active member of the club is able to perform the financial duties of Treasurer, this position may be left open in lieu of a member being elected to perform these duties. The nominating committee will not propose names nor will nominations from the floor be accepted.
 - 2. Said member will not have status as a Board Member or Officer of Tipmasters and may receive reasonable compensation to perform the services.
 - 3. In order for this change to take effect, a 2/3 vote of members present of the general membership is required.
- F. The Secretary shall keep in permanent form, the minutes of the Board meetings and reports of all officers and committee chairmen and maintain the attendance records. Also upon request, minutes on any regular meeting shall be recorded and kept in permanent form. The Secretary shall serve on the Board of Directors.
- G. The Tipmaster shall keep records on all sales and leads and report Tip fees to the Treasurer and shall also be responsible for developing programs to promote the giving and receiving of leads. The Tipmaster shall serve on the Board of Directors



ARTICLE VII – SPEAKERS

- A. Speakers: The Vice-President will schedule members, on a rotating basis, to give a ten-minute talk. This is a member's opportunity to familiarize fellow members with the type of product or service you sell or perform. Important - Get the point across to your fellow members as to the type of leads you are looking for.
- B. Scheduling Speakers: If a scheduled speaker is absent from the meeting on the day scheduled to speak, or if a member scheduled to speak declines to speak and does not notify the Vice-President prior to Noon the Monday prior to the meeting, the member automatically forfeits their turn.
- C. No political candidates shall be invited to speak.

ARTICLE VIII – ELECTIONS

- A. Election of officers will be by written ballot during the month of January each year, with installation to take place within one month thereafter. To run for office, a member must have been in the club a minimum of one year. If only one qualified member per office is nominated and accepts the nomination, a vote by acclamation is acceptable in lieu of a written ballot.
- B. The nominating committee consists of all past presidents. The Committee shall meet and prepare a slate of candidates for election. The number of nominees shall be determined by the committee. The committee should prepare the nominees at least three weeks prior to the scheduled election.
- C. Two weeks in advance of the election, the President shall announce the nominees to the membership at a regular weekly meeting.
- D. One week prior to election, the President at a regular meeting shall repeat the lists of nominees from the Nominating Committee and also accept nominations from the floor. Floor nominations must be duly seconded.
- E. The candidate receiving more than fifty percent of the vote of members present will fill the office. If three or more candidates are nominated and one candidate does not receive more than 50% of the votes cast in the first ballot, the two candidates receiving the highest vote will be voted on in a second ballot. In the event there is a tie between any two candidates in the second ballot, the said tie shall be broken by a majority of the Board of Directors in attendance at the meeting.
- F. Schedule:
 - 1st Wednesday Announcement of Election and meeting of Nominating Committee
 - 2nd Wednesday (c above) Announcement of Slate of Officers by Nominating Committee
 - 3rd Wednesday (d above) Repeat nominees and take Additional Nominations from the floor
 - 4th Wednesday (e above) Nominations are reopened and closed. Elections are held.

ARTICLE IX – VACANCIES

- A. In the event an office (exclusive of the office of President) or a seat on the Board of Directors should become vacant, the President at the next regular meeting will make the announcement to the membership and election will then be conducted, as per Article VIII of the By-Laws.
- B. In the event the office of President becomes vacant, the Vice-President shall automatically become the President.



ARTICLE X - COMMITTEES

A. Entertainment Committee Chair:

1. The Chair shall be responsible for the scheduling and arrangement of all social events.

B. Membership Committee Chair:

1. The Chair shall be responsible for keeping an up-to-date list of all members in good standing.
2. The Chair shall be prepared to make a report at all meetings on any matters pertaining to membership.
3. The Chair shall adhere to Article III with regard to prospective members.

C. Technology Committee Chair

1. The chair shall be responsible for maintaining all electronic, digital and social media of the club including the website, www.tipmasters.org for official club business.

ARTICLE XI ISSUES NOT ANSWERED BY THESE BY-LAWS

The Board of Directors shall have final authority to decide any issue that arises which is either not addressed or specifically answered by these by-laws. Such an issue must be decided by a majority vote of the Board with the President deciding any tie vote.

ARTICLE XII – AMENDMENTS

- A. The Board of Directors of Tipmasters may propose an amendment to these By-Laws by a two-thirds (2/3) majority vote. In order for a By-Law change to take effect, a 2/3 vote of ratification of the general membership in attendance is required.
- B. A minimum of two regularly scheduled meetings must elapse between the proposal of amendments to the members and the final vote.
- C. The effective date (or implementation) of an approved amendment is immediate.