

# LeTip International, Inc. Bylaws (Jan 16, 2024 Revised)

## **Article I - Name**

### **Section 1.1. The Naming of Chapters**

All chapters must include the words “LeTip of” and shall be entitled to use the LeTip name, provided LeTip International, Inc., continues to consent to such use. LeTip Corporate must approve chapter name.

### **Section 1.2. Changing a Chapter Name**

The name of a chapter shall not be changed without the prior consent of, and associated fee paid to, LeTip International, Inc.

### **Section 1.3. Chapter Meeting Venues**

Chapter meetings shall be held at a restaurant, hotel, or country club. [Please see the Document Library for the Member’s Venue Agreement.](#) Meetings may also be held in local community rooms normally available to the general public, however, meetings cannot be held within any religious sanctuary unless open to the public for normal meeting purposes. Virtual meetings will be acceptable and encouraged especially during times of pandemics or other world interferences.

## **Article II - LeTip Defined**

### **Section 2.1. The LeTip Creed**

The LeTip Creed clearly defines our common values and is the foundation of our corporate culture. LeTip members are expected to abide by these principles. The LeTip Creed **may not be altered** in any manner at any time and is to be read aloud by the entire membership at the beginning of every chapter meeting, with the exception of virtual chapter meetings where one member reads aloud. The LeTip Creed is as follows:

*“LeTip is a professional organization of business individuals, dedicated to the highest standards of competence and service. Our purpose is the exchange of business tips. Members will, at all times, maintain the highest professional integrity. Each business category is represented by one member and conflicts of interest are disallowed.”*

### **Section 2.2. Category Exclusivity**

LeTip is an organization of businesspeople dedicated to the ideals of bettering their respective careers through the interchange of business tips. Each occupational endeavor (category) is represented by one member and conflicts of interest are disallowed. Barter clubs, exchange organizations, prepaid legal services, and similar organizations that could create conflicts of interest with existing or future LeTip members are not allowed to join.

### **Section 2.3. Defining a Tip**

Definition of a Tip: “My qualified business Tip is for a company or person who is interested in a specific service or product and is expecting a call from a LeTip member.” A Tip is further defined as a contact between two members or when one member generates a contact between another member and a non-member, which could potentially lead to a business transaction. An official Tip Form is used for all guests. A Tip counts and is only considered a Qualified Tip, when the Tip is submitted through LeTip Wired and/or LeTip Wired Mobile app. Incomplete Tips missing contact information (i.e., full name, phone and/or optional email and Tip details) will not be counted as a Qualified Tip.

[\(a\) An Inter-chapter Tip does qualify towards a member’s four Tips per month minimum.](#)

(b) An Escrow Tip is for potential business with guests who are in attendance at a LeTip chapter meeting. The Escrow Tip is only activated when the guest becomes a member. At that point an Escrow Tip can be counted as a Tip. An Escrow Tip is never passed at a meeting, it is placed in the Tip Bucket during the 30-second commercials and each week the TipMaster reads them aloud. **Virtual chapters will submit an Escrow tip through LeTip Wired and Tip Master will read them aloud at the meeting during committee reports.**

#### **Section 2.4. Intention**

The basic goal of a chapter shall be to exchange business Tips and extend loyalty in the form of Tips to other chapter members. A LeTip Chapter has no exclusivity in any geographic location. **If a category you are looking to do business with is not available in your chapter, we suggest you look to LeTip Wired and use someone that is part of LeTip, as an Inter-Chapter Tip.**

#### **Section 2.5. Political & Community Interests**

A chapter shall not be used, in any way, for political purposes, nor shall it actively participate in the political candidacy of any person or cause. Political, religious and community movement apparel (included but not limited to t-shirts, hats, buttons), printed materials and other items that can be considered advertising for a political party, candidate or movement shall not be allowed at LeTip functions, chapter meetings and virtual meetings. LeTip International does not recognize any particular charities. Requests for donations for charities from any chapter member within the chapter should come outside of their LeTip meeting, business mixers, and LeTip events. LeTip Wired's Messaging function should not be used for solicitation for any of these purposes. This request would be considered a function outside of LeTip and is not allowed at LeTip events. LeTip members are welcome to engage in such activities but must do so as an individual and not representing LeTip International nor their chapter.

### **Article III - Membership**

#### **Section 3.1. Active Membership**

Chapter membership shall be of the active class only.

(a) The Board of Directors has the right to extend a "leave of absence" to a member who is in compliance with attendance, tipping, and current dues obligations. A request for a leave of absence must be submitted in writing (**please see the Document Library for LOA form**) to the Board and can only be granted for a period of 30 days. Member shall prepay chapter dues for the period of requested leave. A majority vote, quorum required, by the Board of Directors after reviewing the member's participation in total, in the affirmative is required. This may be granted for vacation, illness, accident, or personal reasons. Members wishing to extend a leave of absence must resubmit in writing every 30 days for Board's review and decision. **The Board reserves the right to extend a leave of absence beyond 30 days with unanimous vote, without the member submitting the additional request.**

#### **Section 3.2. Membership Requirements**

(a) The active membership of a chapter shall consist of **business individuals** of good character and community standing, residing, or having other community interest within the area of the chapter. Each active member is limited to one vote when voting in a new chapter member.

(b) The active membership of a chapter shall be composed of occupations in the Official Category List found in the Document Library at [www.letipwired.com](http://www.letipwired.com). A member can only control and promote one of these categories. To request a new official category, a chapter shall submit in writing to LeTip International, a brief description and definition for the proposed category. LeTip International will review and notify the chapter of its decision. If a chapter proposes to vote on the application of a prospective member and that prospective member is in an occupation that is not on the Official Category

List, the chapter must obtain approval of that occupation as a new official category before voting on the application.

(c) Prospective members must attend two consecutive meetings and may submit their application as early as the first meeting to the Membership Chair or the LeTip Representative. (A chapter business mixer is considered a meeting.) Prospective members are encouraged to attend the third meeting during which a written membership vote will be taken. The prospect will be excused after the 30 second commercial portion of the meeting and before the vote is taken. Voting by proxy is not permitted. The President will call all “no” votes to verify reason using confidentiality. Three “no” votes shall be sufficient to deny an applicant’s membership unless there are more than 30 members in the chapter. If there are more than 30 members, then the actual number of members shall be computed from the beginning of the quarter in which the vote is taken. Ten percent (10%) of that number shall be required to vote “no” to deny an applicant’s membership. (Example: The chapter has 52 members as of the beginning of the quarter. It will then take ten percent (10%) of that number, or 5.2 votes. Since you cannot have fractional votes, the number is rounded up to six (6) votes to deny membership.) Name and telephone number must appear on all no votes. The only exception to approving the finality of “no” votes, is if the Board of Directors decides, in a quorum vote **of the board**, that the “no” votes were intended to exclude a prospective member for the purpose of saving category coverage for a member who is not holding that category, or for any type of religious, racial, or sexual bias.

(d) **Speak-off:** If two or more people apply for the same category within a two-week interval, a speak-off will occur in the third week during a regular meeting of the chapter. Prior to a speak-off, only those applicants who have turned in a membership application along with payment to the chapter, and have completed inspections, will be eligible to participate in the speak-off. (If only one applicant completes those requirements, then there shall be no speak-off and the chapter shall vote on that person’s application). A five-minute presentation by each eligible applicant will be required at that meeting. **All participating parties shall be heard one at a time. All speak-off participants will be asked to leave the room, log off from a virtual meeting, or go into a breakout room until each participant has spoken. Each person involved in the speak-off will not hear the other person’s speech. After each person has spoken, the President will dismiss each from the remainder of the meeting.** Ballots will be passed, and the person receiving the majority of written votes will become the member. **The President will notify each applicant with the speak-off result.** Chapters shall contact LeTip International headquarters for a speak-off procedure outline or may download a copy from the **LeTip Wired Document Library at [www.letipwired.com](http://www.letipwired.com)**. Chapters shall **send the names and contact information of those who lost the speak-off to LeTip International so that LeTip International can help those applicants find another chapter.**

(e) **An alternate may represent a member up to 6 times per year**, if that person is well versed in the business and represents the same business. The alternate must be approved in writing by the Board of Directors prior to attending a meeting. Of the 6 allowable meetings, an alternate may represent the member for no more than two consecutive meetings. Attending more than 6 times per year could result in a loss of membership. An alternate cannot hold any office or committee position and has no voting rights. This alternate is not interchangeable but can only attend to keep the attendance policy in force.

(f) Individual memberships are non-transferable and cannot be sold. Membership is determined and recorded by how the membership is paid. If paid by company check or credit card it is determined to be company owned, regardless as to how it is listed on the **LeTip Wired** application.

(g) A company may belong to any number of LeTip Chapters; however, the company must have **a minimum of five full-time employees**, and each chapter must be represented by a different competent

person from that company. A separate membership fee is required for each person of the company joining the chapter. No individual shall be eligible who holds membership in a similar club, category specific, or barter group. Membership in chambers of commerce is encouraged. **When the membership fees are paid by the company, the applicant is the owner of the seat and the member of the chapter.**

(h) Membership shall be owned by the individual or the company that pays the initial membership fee. If the individual or company leaves the chapter in any manner, rights to the membership are forfeited.

(i) Split Categories: Occasionally, a slight overlap of occupations will occur, and conflicts of interest become apparent. In case of a conflict, the proposed member must write a letter outlining how they will represent the chapter prior to being considered for membership. The letter must be approved by the Board of Directors. Copies of the letter must be provided to LeTip International by attaching to application and a copy to the member with whom the conflict overlaps. Both members must agree and sign the letter. If either of the members who split a category leaves the chapter for any reason, the category automatically reverts to the remaining member. This does not have to be split if the current member can fulfill the category obligations.

(j) If the individual member changes their company or category which they represent, and owns the membership, the chapter membership shall have the right to approve or disapprove the new company or category.

(k) If the membership is company owned and the company chooses to replace their member, the chapter membership shall have the right to approve or disapprove the new member. The chapter Secretary shall advise the company in writing of the decision made by the chapter.

(l) Company memberships are automatically terminated if the company is sold. Membership is not transferable to the new owners. New owners may apply for membership and pay the membership fee to both LeTip International, Inc and the chapter.

(m) A company membership cannot be terminated because of an individual's activity while representing that company; **it is the individual who is terminated.** When this occurs, the company must receive a letter from the chapter explaining the situation, e.g., absenteeism, and ask if the company wishes to replace the terminated or resigned member. The company must respond to the letter within **thirty (30)** days to maintain its position in the chapter. The company membership fee must be current. The chapter must vote on the replacement. If not voted in, a letter must be sent to the company. The company **membership** has the **opportunity to send a maximum of 3 replacements and** respond again as listed above.

(n) A company membership is terminated when its renewal fee is not paid by the company and lapses 30 days from the due date. Individuals who represent the company are also terminated.

(o) **Royal Purple**, Platinum and Gold Badge holders (Lifetime Members) after being absent from LeTip for more than one year, must pay to "rejoin" **at the current rate**, however, will be exempt from the annual renewal dues.

### **Section 3.3. Membership Resignations**

Any member may resign from a chapter, provided that all their indebtedness to the chapter has been paid. Any member who is not current with the chapter at time of their resignation, must be sent into corporate as a Terminated member **due to non-payment of dues or reasons so egregious they cannot stay in the chapter**, rather **than** a Resigned member. **Membership and renewal dues are non-refundable.**

(a) All resignations shall be submitted (via LeTip Wired, email or text) to the Board of Directors and shall become effective when accepted by the Board. **The Board shall upload in LeTip Wired all member resignations to LeTip International within two (2) weeks of Board acceptance.**

### **Section 3.4. Re-sponsoring Resigned Members**

A resigned member may be re-sponsored into a chapter if that member has been resigned for more than one year. If less than a year, member shall return under the original sponsor's name.

### **Section 3.5. Membership Transfers**

A member transferring from one chapter to another, must first request a chapter transfer in LeTip Wired and submit the online chapter transfer application and a payment using a checking account or credit card. When the member's current chapter board approves the submitted application, the chapter board of the member's new chapter shall be notified of the chapter transfer request. Once the new chapter board approves the chapter transfer, the member's payment will be automatically charged, and the member's membership moved from the old chapter to the new chapter. The member transferring will be considered a member of the current chapter until the board of the current chapter has approved the chapter transfer application. Once this is done, the category is open in the chapter being departed from whether or not the transferring member is voted into the new chapter. The member transferring must make an effort to replace him or herself in the chapter before the transfer is complete.

### **Section 3.6. Member Information Changes**

All changes in a member's contact information must be forwarded, by the member, to LeTip International within 30 days of any change. This would include any changes made directly to the website under the members profile on LeTip Wired. These changes include name, category or business name. Failure to do so, may result in penalties when paying renewals. Late fees will not be waived for non-notification of address change.

### **Section 3.7. Membership Bylaws Acceptance**

Any person who is proposed and accepted for membership, in any LeTip Chapter, shall be deemed to have accepted these bylaws and subsequent changes, and shall be bound by them in all respects, including the use of LeTip Wired for tipping.

## **Article IV - Termination of Membership**

### **Section 4.1. Membership Commitments**

Members are required to sign and abide by the following LeTip International Commitments (a) through (l), except to the extent such commitment conflicts with any stated code of conduct, code of ethics, or other rule governing the member by any professional organization regulating the member. In such cases, the LeTip Bylaw provision shall not apply to such affected member. **LeTip International, Inc. maintains the rights to move (transfer) a member terminated by a Chapters Board of Directors to another chapter.**

(a) Have a fellow member satisfy my business or individual needs whenever possible.

(b) Sponsor one new applicant, who becomes a member of LeTip, in my first year or membership may be forfeited. If I sponsor **one new member per year, my annual renewal rate will remain the same for next year.**

(c) If I, or my alternate, miss 2 consecutive unexcused meetings, or 4 meetings in a calendar quarter, excused or not, membership shall be under review by the Board for **resignation. I shall notify the Vice President by text, call, or email (preferably) 24 hours in advance (unless I have an emergency) prior to the chapter meeting if I will not attend or will be late.** Arriving late or leaving early at a meeting is not

acceptable and for attendance purposes, will count as an excused meeting for calendar quarter attendance.

(d) Excused absence: sick, vacation, unusual circumstance such as jury duty, or family funeral will be noted as such for attendance purposes with a call to the Vice President. Unexcused absence: non-communication with the Vice President, no call, no show.

(e) Report any **alleged** breach of ethics **in writing pertinent to section 4.7** to the Ethics Committee Chairperson within 24 to 48 hours of breach.

(f) Provide a **minimum of 4** tips per month to any chapter member. **Inter-Chapter Tips count as a tip and towards Top Tipper of the month award.**

(g) Display **and hand out LeTip** chapter brochures at my place of business or **use a digital format with email.**

(h) Understand that membership and renewal dues are **non-refundable.**

(i) Conform to LeTip International Bylaws, Rules & Regulations, and subsequent changes.

(j) **All new members are required to** attend a Network Training Seminar (NTS) within **90** days of joining. Failure to do so may be cause for membership **resignation.** New member is not allowed to be placed on the schedule for Showboating, Greeting or Speaking until obligations of NTS are fulfilled. It is strongly suggested that new members do not send their ten letters until after the NTS. **NTS is available to all members at any time, at no additional cost.**

(k) Follow and comply with outlined procedures in LeTip International's Flip Chart.

**(l) Virtual and/or hybrid meetings are official meetings, a digital flip chart, LeTip ByLaws, attendance, tipping all rules and regulations of an in-person meeting apply.**

#### **Section 4.2. Public Policy Document**

Members who are concerned about their category's compliance with professional Code of Ethics may request LeTip International's Public Policy Document.

#### **Section 4.3. Membership Arrears**

Any member being in arrears in the payment of dues and/or financial obligations to LeTip International or the local chapter, shall stand suspended and shall be notified forthwith in writing by LeTip International or the Secretary of the chapter. When in arrears with LeTip International, Inc., a notice will be sent not only to the member but to the entire board. Member is not allowed to attend chapter meetings until member is current with payment of arrears. **Member** must apply for reinstatement to the Board of Directors, may by majority vote of the Board of Directors (quorum required) or the Regional Director, **LeTip Vice President or LeTip Corporate** be reinstated within 21 days of the date of aforesaid written notice from LeTip International or the chapter Secretary. In case such member is not reinstated within 21 days of the date of aforesaid written notice, the member shall be dropped from the membership automatically and shall be so notified forthwith in writing by the Secretary of the chapter.

#### **Section 4.4. Membership Review**

The Board of Directors shall review the individual's active membership in the chapter based on the following criteria: regular attendance at chapter meetings, which is vital to the successful functioning of the chapter, and individual membership participation in chapter activities *i.e., attendance, tipping, etc.*

(a) The Board of Directors will then measure the personal involvement and attendance at regular chapter meetings of each active member. At the discretion of the Board of Directors, any active member who, without excuse, shall fail to regularly attend chapter meetings and/or actively participate in the activities of this chapter shall, at the direction of a majority vote of the Board of Directors (quorum required), be *resigned* and notified in writing by the chapter. *Should the member have a company owned membership, the chapter must notify the company that their member has been resigned.*

#### **Section 4.5. Good Cause Termination**

*LeTip International reserves the right to terminate your membership at any time with or without the Good Cause Termination process and/or the chapter's notice or approval.* The Board of Directors is authorized, as herein provided, to suspend from membership for a period of not more than one (1) year, or expel from membership, any member of a chapter for good cause, the entire ethics process must be used when terminating a member for good cause. (See Section 4.6. for Procedure). "Good Cause" as used in this Section, means:

- (a) Any willful failure or refusal to abide by the articles, bylaws, or rules of the chapter.
- (b) Any conduct that brings the chapter into public disrepute or violates the purpose for which the chapter is formed.
- (c) Any conduct that causes any member to come into public dispute.
- (d) Any conduct unbecoming of a professional person resulting in severe embarrassment, either personally or in the business community, to any other member.
- (e) Any personal or professional misconduct, or breach of the *Bylaws* of a chapter, so serious in nature as to render their continued presence as a member of the chapter personally or professionally obnoxious or detrimental to the other members of the chapter.
- (f) In the event of a sexual harassment claim, all parties must immediately cease all communication, visitations, and tipping.*
- (g) Any willful failure or refusal to pay any assessments levied pursuant to the provisions of LeTip Bylaws.
- (h) Any willful failure or refusal to pay any just debt to the chapter which is validly due and owing by such member.
- (i) Any felony conviction or any crime involving moral turpitude that may be discovered prior to or during membership.
- (j) Any member attempting to change the Chapter name to other than LeTip, and/or recruiting LeTip members to a similar organization, shall be terminated *and shall bypass the Good Cause Termination process.* When said member is shown as Terminated within the system, they will not be permitted to rejoin, and their profile marked as banned.

#### **Section 4.6. Procedure**

The Ethics Committee shall review all violations of the Good Cause provisions of Section 4.5. and make its recommendation to the Board of Directors. Any and all alleged violations of the Good Cause provisions of Section 4.5. shall be in writing, and addressed to the Chairperson of the Ethics Committee, unless the Chairperson is the alleged violator, in which case the writing shall be addressed to the President. The Chairperson of the Ethics Committee shall forward a copy of the writing to the President, immediately upon its receipt **and all Ethic complaints submitted in writing to remain confidential and only discussed between the Ethics Chairperson and the two appointed Committee members. Reference Ethics Rules and Regulations in the Chapter Reference Guide.**

(a) If the **Ethics Committee Chair** is the alleged violator, then the President shall immediately appoint a new temporary Chairperson to hear, with the other two members of the Committee, the alleged violation.

(b) If a **Member** of the Ethics Committee is the alleged violator, then the President shall immediately appoint a new temporary member to hear, with the Chairperson and the other member of the Committee, the alleged violation.

**(c) If the member submitting the Ethics complaint in writing feels there is a conflict of interest with the Ethics Chairperson and/or one of the two appointed committee members, they may request the chapter President appoint a new Ethics Chairperson or committee member to conduct the Ethics complaint investigation.**

(d) The Ethics Committee shall abide by the Bylaws of LeTip International, with reference to the manner of conducting their investigation. A copy of the Bylaws of LeTip International shall be used by each Committee member and the alleged violator.

(e) The result of the Committee's investigation of the alleged violation and the alleged violator shall be submitted to the President, in writing **no later than ten (10) days** after the completion of their investigation. If the alleged violator is the President, then the result shall be submitted, as aforesaid, to the Vice-President **and kept permanently confidential.**

(f) Upon receipt of the Committee's investigation report, the President, or Vice-President, as the case may be, shall immediately call a meeting of the Board of Directors. The board meeting, as called (quorum required) shall be conducted in accordance with the Bylaws of LeTip International. Each member of the Board and the alleged violator shall use a complete and up-to-date copy of the Bylaws of LeTip International. The Board of Directors vote shall be final and binding **and kept permanently confidential. LeTip International, Inc. and any applicable insurance carrier may not defend and indemnify a chapter in a legal action if any member of the Board or Ethics Committee of that chapter does not abide to the confidentiality requirements of this Section 4.6.**

#### **Section 4.7. Definitions**

(a) **Suspensions:** All voting and other rights of the member are terminated during the suspension period. However, a suspended member shall not be relieved of any liability for payment of dues, or assessments levied during the suspension period.



(b) **Expulsion:** Chapter membership is immediately and conclusively terminated. However, said member shall not be relieved of any liability for payment of chapter dues, or assessments accrued, prior to the hearing on the charge against the member and shall be shown as banned.

(c) **Probation:** Subjection of an individual to a period of testing and trial to ascertain fitness as a member. This period of time should be a minimum of two weeks and not longer than 90 days. If the member does not pass the probation period of time, membership is immediately terminated, and notification will come from the board of directors.

(d) **Leave of Absence:** A member must request a leave of absence in writing to the Board of Directors for up to 30 days at a time. Member must be in good standing. A member is allowed only 30 days maximum on a leave and must be reconsidered with a written request for additional time off every 30 days. Leaves do not have to be honored. Discretion considered by the board. Member must comply with chapter dues and International dues. Attempts should be made to fulfill tipping requirements. If in arrears with dues member could be terminated.

(e) **Maternity and Paternity and/or Family Leave:** A member may request Maternity, Paternity or Family leaves for 90 days if member is in good standing. Such request shall be made in writing to the chapter Board. A member on such leave shall attempt fulfill tipping requirements.

#### **Section 4.8. Termination of Rights**

An expelled member shall not be eligible for re-admission to any LeTip Chapter. Member rights, use of LeTip International property, use of any and all chapter property, shall cease immediately upon expulsion.

### **Article V - Chapter (Voting) Officers**

#### **Section 5.1. Description**

The chapter officers who can vote shall be President, Vice-President, Secretary, Treasurer, TipMaster and Membership Chair, and will be elected annually. The immediate Past President serves on the Board with voting rights for one year immediately following his/her term in office. Each officer shall have one vote and all votes are equal in chapter leadership and guidance. Officers may hold an office indefinitely or until a successor is duly elected or appointed as provided by LeTip Bylaws. In the event that any office becomes vacant for any reason whatsoever, the vacancy shall be appointed forthwith by the Board of Directors. All officers other than the President are expected to chair a committee of at least one other member. Each such committee shall designate one member to act as a substitute for each officer in the event that officer cannot fulfill the officer's duties.

#### **Section 5.2. President Duties**

The President shall preside at all meetings of the membership, be an ex-officio member of all committees, holding all accountable to the LeTip Bylaws and procedures, perform such other duties as are ordinarily incumbent upon a President, and report to the Board of Directors. The President **must attend the semi-annual Board Member Seminars and have earned a green badge or higher. If the President (or alternate member) does not attend training, the President will incur a penalty.** The President shall always maintain impartiality. In the event of a vote by the members, the President will note the number of members present. The President shall not vote unless the President's vote is necessary to prevent a tie.

#### **Section 5.3. Vice President Duties**

The Vice President shall act as the liaison between the chapter and all committees. Fill-in for the absent committee chairs at meetings the chair cannot attend. Take weekly attendance using LeTip Wired,

distribute an attendance report each month to the Board of Directors, perform such duties that are ordinarily incumbent upon the Vice President. Complete assignments that may be assigned by the President or the Board of Directors. The Vice President is responsible for the professional appearance of the venue at each meeting. The Vice President must attend the semi-annual Board Member Seminar. **If the Vice President (or alternate member) does not attend training, the Vice President will incur a penalty.** The Vice President is the only authorized person in the chapter to be allowed to order supplies on behalf of the chapter. In the absence of the Vice President, the President may place an order. **As per the Chapter Reference Guide, the Vice President should form a committee to assist.**

#### **Section 5.4. Secretary Duties**

The Secretary shall keep and maintain the minutes of the meetings of the Board of Directors and shall conduct all **official** correspondence as may be required by the President or Board of Directors and shall generally perform such duties that are ordinarily incumbent upon a Secretary. **The Secretary is given two minutes to speak about LeTip's Communicare Newsletter at weekly meetings. The Secretary shall retain all chapter records for a minimum period of seven years.** The Secretary must attend the semi-annual Board Member Seminar. **If the Secretary (or alternate member) does not attend training, the chapter will incur a penalty.**

#### **Section 5.5. Treasurer Duties**

The Treasurer shall keep and maintain records of all financial actions of the chapter, including membership initiation fees, dues, fines and all monies collected and disbursed. **All applications are expected to be sent through LeTip Wired. In the event a paper application is received,** the Treasurer shall send new member applications and payment to LeTip International headquarters, prepare quarterly and annual statements for the chapter's Board and perform such duties that are ordinarily incumbent upon a Treasurer. **No mention of the chapter financial status shall be shared at a regular meeting. Financial status shall only be shared at the chapter board meeting.** The Treasurer must attend semi-annual Board Member Seminars. **If the Treasurer (or alternate member) does not attend training, the chapter will incur a penalty.**

#### **Section 5.6. TipMaster Duties**

The TipMaster shall at all times provide **guests** with official LeTip International Tip forms (regular and escrow Tips) **and remind members to submit Tips through LeTip Wired.** TipMaster shall monitor Tip quality, track revenues generated by each member, and provide a written monthly report to the chapter. TipMaster must select a committee to help oversee Tipping Contests, Quarterly Roundtable on Tipping, and other programs learned through LeTip training. The TipMaster is responsible for holding four Tipping Round Tables per year and must attend the semi-annual Board Member Seminars. **If the TipMaster (or alternate member) does not attend training, the chapter will incur a penalty.**

#### **Section 5.7. Membership Chair Duties**

The Membership Chair shall oversee guests at all meetings, liaison with Chambers of Commerce, promote LeTip International Membership Drives and create **Chapter Membership Drives.** The Membership Chair will hold four (4) annual Membership Roundtables and coordinate the schedule with the Business Mixer Chair's four (4) Business Mixers per year. The Membership Chair must attend the semi-annual Board Member Seminars. **If the Membership Chair (or alternate member) does not attend training, the chapter will incur a penalty.** The Membership Chair should have a committee of at least one substitute if missing.

#### **Section 5.8. Past President Duties**

The immediate Past President serves on the board with voting rights for a period of not more than one (1) year immediately following their term in office. If the chapter President serves two years in a row,

immediate Past President shall not be a voting member for the second year and the Board shall have six voting members only. The Past President oversees the Ethics chair and chapter election committee. Past Presidents shall select the ethics committee if an ethics complaint is submitted in writing to the Ethics chair. Past President shall select the election committee and oversee the chapter election process to ensure the nominations and elections are held on time. If there is no active Past President, the President shall select a former Past President to manage the election committee and any Ethics complaints.

## **Article VI - Board of Directors**

### **Section 6.1. Compliance**

Each LeTip Chapter, once chartered, shall be governed by a Board of Directors. The Regional Director and/or current officer of LeTip International, Inc., may remove any officer, member of the Board or committee person, or any chapter member, who shall knowingly and willfully violate or fail to comply with the Bylaws and Flip Chart of a LeTip Chapter, as provided by LeTip International. Voting members of the Board must opt into receiving all LeTip International, Inc. emails. Failure to accept or be notified can be cause for removal of board position.

(a) Any LeTip Chapter, which by design and/or intent, which fails to conduct its affairs within and by the guidelines of these Bylaws, as determined by the Regional Director or current Officer of LeTip International, is subject to denial of the use of the name LeTip. The chapter is subject to termination by LeTip International. Dissolution of a chapter under this section is subject to review by the Officers and Directors of LeTip International and their decision shall be final. If a chapter is dissolved, the chapter is required to send all supplies back to LeTip International, Inc. If chapter has only one member, the chapter's funds and supplies remain with the chapter.

(b) The President will be removed from office for failing to follow the procedures outlined in the Flip Chart.

### **Section 6.2. Positions**

There shall be a Board of Directors, which shall consist of seven (7) members: President, immediate Past President (1 year only), Vice-President, Secretary, Treasurer, TipMaster and Membership Chair, all of whom, other than the immediate Past President, shall be elected by the membership. The immediate Past President serves on the Board with voting rights for only one year, immediately following his/her term in office. If a President serves two years in a row, the Board reverts back to six voting members only. Past President at that point will not be a voting member but will be responsible for ethics and elections.

### **Section 6.3. Authority**

The Board of Directors shall have control and management of the chapter's activities, determine all policies, discipline members, and generally supervise the affairs of the chapter, in accordance with the Bylaws.

### **Section 6.4. Meetings**

The Board of Directors shall meet the first week of each month, on a day prior to their weekly meeting day. A majority and a minimum of 4 members of the Board of Directors shall constitute a quorum for the transaction of business and shall be necessary to give effect to any action of the Board.

## **Article VII - Elections**

### **Section 7.1. Procedure**

The election of officers and directors shall be held at a regular meeting **in the month of March** prior to March 20th. The annual meeting will be the first regular meeting in May when new officers and directors shall be installed.

### **Section 7.2. Voting**

Voting shall be by written ballot **or electronic poll in case of a virtual meeting. There shall be no voting by proxy or absentee ballot. Only LeTip chapter members may vote. Alternates and guests may not vote.** First year chapters see Article XIII.

### **Section 7.3. Nominating Committee**

At **the first** chapter meeting during the month of February, at least six (6) weeks prior to the date of the annual meeting, the **immediate Past** President shall appoint a committee to be known and serve as the Nominating Committee. **Should there be no immediate Past President, the current President will appoint a Past President or other member to appoint the Nominating Committee.** This Committee shall consist of any 3 to 5 members other than the current Board of Directors. The **immediate Past** President shall designate the Chairman of this Committee. **Nominating Committee members may run for office, however, they must resign from the Nominating Committee and announce to the membership their intention to run no later than the third week in February.** The duties of this Committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot for the election of such officers and directors. **Only members with Blue badges or higher are preferred when available in the chapter, however, a Green Badge is required to be eligible to hold the office of President.**

### **Section 7.4. Submission of Nominees**

At least 5 weeks before the annual meeting, the Nominating Committee shall submit a list of nominees to the chapter. At least **6** weeks before the annual meeting (**first week of May**), nominations from the floor, during a regular chapter meeting, may be made for any office, which together, with the list submitted by the Nominating Committee, shall then constitute the submission list of nominees for the election of officers and directors. Nominations from the floor must be in the form of a petition **approved** by five members in good standing. Each member, to be considered for an office, may only run for one position.

### **Section 7.5. Committee on Elections**

**On Election Day**, prior to March 20th, the President shall appoint a committee to be known as the Committee on Elections consisting of not more than 5 members. The duties of this Committee shall be to distribute, collect, and count the ballots and report the results to the President, who shall announce the same to the chapter. A majority of all votes cast shall be necessary to determine the choice of any officer to be elected. **In the event that any ballot does not show a majority for any nominee for any particular office, the President shall immediately designate a time and place for further balloting for such office.** Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be **removed** and, in each ballot, the same procedure shall be followed until one (1) nominee shall have received a majority of all votes cast. **In the case of a virtual meeting, votes shall be conducted via virtual polling.**

### **Section 7.6. Succession**

**In the case of a vacancy in the office of President, the Vice President shall succeed to the office.** In the case of a vacancy in the office of the Vice President, Treasurer, Secretary, or other Board members, the vacancy shall be appointed by the Board of Directors.

### **Section 7.7. Vacancy**

In the event, after election and prior to installation, an officer designates or a director, is unable to complete their obligation, the vacancy shall be appointed by the Board of Directors.

### **Section 7.8. Eligibility**

Only members in good standing shall be eligible to hold office and vote.

## **Article VIII - Meetings**

### **Section 8.1. Description**

A chapter shall hold a weekly business meeting from **7:01 AM sharp to 8:31 AM sharp**. The Pledge of Allegiance (USA only) begins at **7:16 AM sharp** on such day and place as shall be determined by the chapter's Board of Directors. Luncheon chapters meet from **11:31 AM sharp to 1:01 PM sharp** and The Pledge of Allegiance (USA only), starts at **11:46 AM sharp**. **Virtual meeting times may vary, but first need approval from LeTip International's corporate office.** The meeting's Showboater, Greeter, and Speaker must be chapter members. Problems or complaints will not be aired during a regular meeting but will be referred to the Board of Directors. The chapter may hold such other meetings as the Board of Directors may desire. Regular meetings shall end promptly except on special occasions as approved by the Board of Directors. Chapters of 20 members or more will have **two** Showboaters, **two** Greeters, and **two** Speakers. Chapters of 50 members or more will have **three** Showboaters, **three** Greeters, and **three** Speakers.

### **Section 8.2. Badges and Lapel Pins**

Badges and lapel pins shall be worn at all weekly meetings **and Business Mixers**. Lapel pins shall not be attached to badge.

### **Section 8.3. Annual Chapter Meeting**

A chapter's Annual Meeting shall be the first regular weekly meeting in May. Newly elected officers will be installed at this time. The membership of a chapter shall be given at least 2 weeks' notice of the date and place of the annual meeting.

## **Article IX - Miscellaneous**

### **Section 9.1. Materials**

LeTip International, Inc. shall provide and make available literature, brochures, banners, notebooks, badges and advertising specialties.

### **Section 9.2. Advertising**

Any advertising program or publication for the public, must be submitted to LeTip International for approval. Corporate Guidelines & Trademark Policies are available from LeTip International **on LeTip Wired**.

## **Article X - Revenue**

### **Section 10.1. Membership Dues**

Membership dues and annual renewal dues will be established by LeTip International, Inc. Each new member of a chapter shall pay membership dues to LeTip International. The payment of said dues is a prerequisite to admission to membership in a chapter and must be paid prior to becoming a member. The membership dues **are non-refundable** unless applicant is refused membership.

(a) Membership dues shall be paid before admission to a chapter. Payments are to be made by two separate **payments**. The first portion of the membership dues shall be sent to LeTip International, Inc. The **chapter** membership dues shall be paid directly to the member's chapter.

### **Section 10.2. Renewal Dues**

Membership renewal dues shall be paid annually in the anniversary month of the member's enrollment. Annual renewal dues are not acceptable if made payable to a member's chapter. These dues must be made payable to, and remitted to, LeTip International, Inc. **Members may choose to set up annual auto renewal payment on their LeTip Wired account. The member's renewal shall automatically charge a credit card on file in the anniversary month of the member's enrollment. It is the member's responsibility to opt out of auto renewal if they choose to no longer be automatically charged in their anniversary month.**

### **Section 10.3. Good Standing**

A member shall be regarded in good standing if not more than 30 days in arrears in payment of any indebtedness and **meeting tip requirements and attendance. Reference Article IV, Section 4.3 Membership Arrears.** Exceptions: Article XII Reminders and Rewards, numbers 1 through 22.

### **Section 10.4. Fiscal Year**

The fiscal year of a chapter shall be from April 1st of each year through March 31st of the following year.

### **Section 10.5. Quarterly Chapter Dues**

Quarterly chapter dues shall be set by each chapter's Board of Directors and paid directly to the chapter.

## **Article XI - Committees**

### **Section 11.1. Appointment of Committees**

The Board of Directors shall, immediately following its election, appoint a Sergeant-at-Arms and all Chairpersons of the committees listed below, and announce such appointments no later than April 15th.

### **Section 11.2. Sergeant-at-Arms Duties**

The Chapter Sergeant-at-Arms shall enforce meeting times, maintain order, manage and circulate the Tip Bucket, ensure members are wearing badges and lapel pins correctly, oversee **new member** voting ballots, announce reminder rates, welcome late guests and monitor the speaker and commercial times. **They attend all chapter board meetings, but do not have a vote. The Sergeant-at-Arms shall act at the chapter's peacekeeper at meetings.**

### **Section 11.3. Seminar Director Duties**

The Seminar Director shall coordinate all LeTip International Seminars for the Board of Directors and Chairpersons, which entails completing reservation forms, collecting payment from the chapter's Treasurer. **Chapters and members can register and pay for a seminar, training or event through the LeTip Wired webstore or by contacting LeTip International.**

### **Section 11.4. Business Mixer Duties**

The Business Mixer Chairperson shall promote four (4) business mixers per year for members and their guests. **Under no circumstances** shall the chapter provide **alcohol** to members or guests. The Business Mixer replaces the weekly **business** meeting and attendance is mandatory. **The Business Mixer Chairperson will work with the Membership Chair to coordinate.**

### **Section 11.5. Ethics Chair Duties**

The Ethics Chair shall head a committee of two (2) non-biased, active chapter members appointed by the President, **if an immediate Past President is not available**, as needed. Current Board members are not eligible. The Ethics Chair shall complete a monthly Chapter Performance Evaluation and send to Regional Director and LeTip Corporate upon completion. **The Performance Evaluation form can be found in the LeTip Wired Document Library.**

### **Section 11.6. Program Director Duties**

The Program Director shall designate one, two or three members to be Showboaters (week 1), **Official Greeters** (week 2), Speakers (week 3). Chapters with 20 + members must have two (2) of the foregoing each week and chapters with 50 + members **may** have three (3) of each. Program Director must request and receive a professional introduction from each member to professionally introduce the speakers each week. A copy of this schedule must be given to the Vice President the first week of each month.

**The Program Director shall set the weekly program on LeTip Wired. The Program Director shall ensure that each member's professional introduction should be added to the member's bio in LeTip Wired.**

### **Section 11.7. Publicity Director/Social Media Chair Duties**

The Publicity Director shall promote chapter activities through the media, such as business mixers, elections, speakers, or other events. The Publicity Director shall also be encouraged to attend regular Board of Director meetings but will not be eligible to vote. Publicity Director shall ensure that new members and newly installed Board members are introduced to the public through the media. The Publicity Director shall use all means of publicity including social media. A chapter may also appoint a Social Media Chair to promote the chapter through the use of social media.

### **Section 11.8. Mentor Chair Duties**

The Mentor Chair **or a Mentor Committee member** shall attend all Lunch Bunches and Network Training Seminars with each new member. **The Mentor Chair shall assign a mentor to guide and train a new member in the LeTip Bylaws, practices, and procedures. The Mentor Chair shall ensure that the mentor and the new member have completed the LeTip Mentor Checklist in a timely fashion and not later than 30 days after the new member joins the chapter. The Mentor Chair shall ensure that mentors attend all Lunch Bunches with each new member. The Mentor Chair may appoint a committee to assist him or her in these duties.**

### **Section 11.9. Inspector Duties**

The Chapter shall **have a minimum of two Chapter Inspectors. The Chapter Inspectors shall visit** prospective members at their place of business, verify employment and confirm they are allowed or licensed to do business in their chosen category. The Inspectors explain voting procedures and presents findings, (without any open discussion), to the membership. Prior to the next meeting, the Inspector, must notify the Board of any **objectionable** prospect(s).

### **Section 11.10. Visitation Chair Duties**

The Chapter Visitation Chair shall schedule member visitations immediately following the **first meeting of the month**, record these appointments, and follow up with any noncompliant member who owes a non-visited member. A copy of this schedule must be giving to the Vice President each month.

### **Section 11.11. Special Committees**

The Board of Directors shall determine the number and purpose of all special committees necessary to achieve the objectives and purposes of a chapter.

## **Article XII - Rewards and Reminders**

### **Section 12.1. Program Reminders**

Program Reminders 1 through 22 are assessed during the meeting and must be paid within 24 hours after the meeting. Nonpayment can result in immediate loss of membership. IOU's are unacceptable. Number 23 is assessed by LeTip International and must be paid within 14 days of receiving the notice. Nonpayment will result in immediate loss of a chapter's charter.

(a) Program Reminders are set at a **minimum amount** by LeTip International, Inc. and may be increased at the discretion of the Board of Directors.

1. No new member letters sent (weekly).....	\$10	minimum
2. No Membership Badge.....	\$1	minimum
3. Overlook Unknown Greeter .....	\$1	minimum
4. No Lapel Pin.....	\$1	minimum
5. No Guest.....	25¢	minimum
6. No Tip.....	\$1	minimum
7. Late to Meeting .....	\$1	minimum
8. Meeting starts late (Sgt) .....	\$5	minimum
9. Fail to Showboat.....	\$10	minimum
10. Fail to be Greeter or Speaker.....	\$10	minimum
11. Meeting ends late (Pres).....	\$5	minimum
12. Showboater arrives late .....	\$1	minimum
13. Greeter arrives late .....	\$1	minimum
14. Unexcused Absence .....	\$1	minimum
15. No Guest on Fiver-Day .....	\$5	minimum
16. Absent - Business Mixer .....	\$10	minimum
17. Delinquent Dues (per week).....	\$10	minimum
18. Absent - Power Seminar.....	\$10	minimum
19. No Visitation (paid to member not visited).....	\$5	minimum
20. Absent - Board Meeting .....	\$10	minimum
21. Phone/Pager ring at Meeting .....	\$20	minimum
22.*Category infringement.....	\$25	minimum
23.**Absent-Board Member Seminar.....	\$300	minimum
24. 1 <sup>st</sup> Chapter dues (paid only once for lifetime in chapter) .....	\$40	minimum

\* The Board of Directors may, at its discretion, impose this Program Reminder per category infringement occurrence. Category definitions are established by LeTip International, Inc.

\*\* Board Members must attend (or send LeTip member substitutes) or the chapter is assessed a **minimum of \$300**.

### **Section 12.2. Program Rewards**

The qualifying number for Tips **submitted through LeTip Wired** may change at the discretion of the Board of Directors.

1. Pass 5 or more LeTip Brochures (**what LeTip can do for you...**) or chapter rosters to qualified prospects during the previous week..... \$1. minimum
2. Pass 4 qualified Tips at meeting.....\$1. minimum



- 3. Pass 4 outside Tips at meeting.....\$5. Minimum
- 4. Bring a qualified potential member while the Poker Folder holder.....\$10 minimum
- 5. LeTip Grand Slam (4 tips, 1 qualified guest, lapel pin and name badge worn at meeting)  
.....\$10. Minimum

**Article XIII - First Year Chapters**

**Section 13.1. First Year Chapters**

LeTip Chapters in their first year shall abide by the following:

- (a) A Representative of LeTip International will be the acting President until all officers and committee people are appointed **for all new chapters meeting in person or virtually.**
- (b) The LeTip International Representative shall settle all conflicts of interest, determine membership categories and give final membership approval.
- (c) Article III Section 2: (c) “Prospective members must attend two consecutive meetings and must submit their application **through LeTip Wired** or the LeTip Representative.” This ruling may be waived only by the LeTip International representative. **The LeTip representative or Corporate will do the background check on the applicant.**
- (d) Reminders, attendance & other requirements deemed necessary for the establishment of a new chapter are at the discretion of the authorized representative of LeTip International, and as such, shall have the full effect and force of these Bylaws. Failure on the part of a member to fully comply shall be deemed a violation of the Bylaws and cause for termination.

**Article XIV - Chapter Responsibility**

**Section 14.1. Filing Status**

Each chapter is a separate and distinct entity from LeTip International, Inc. Each chapter is responsible for its own legal status, financial documentation, **and** Federal and **S**tate tax filings. Chapter rules and structure of LeTip International shall be followed at all times, and each chapter is individually responsible for its actions and/or omissions in failing to follow such rules and regulations. Chapter Treasurers are responsible for contacting the IRS and their state taxing authorities, to ascertain the appropriate filing status and to secure State and Federal ID numbers. Any income received shall be applied only for the purposes of the organization, and no part of the income shall benefit any officer or member.

**Article XV - Amendments**

**Section 15.1. Proposal of Amendments**

Amendment(s) to the LeTip Bylaws may be adopted by a two-thirds vote of the active members present at any chapter meeting **with** a quorum being present. Written notice of the proposed amendment shall have been given to the members at least two (2) weeks prior to the meeting. There shall be no voting by proxy. (For further information on amendments, see Article XVI).

**Article XVI - Amendment Approval**

**Section 16.1. Approval of Amendments**

Amendment(s) to the LeTip Bylaws shall not be effective unless approved by LeTip International, Inc.

**“Give, get, grow...repeat”™ “Dollars in your pocket!”™**

Please visit our website and social media sites  
for additional LeTip information

[www.letip.com](http://www.letip.com)

[www.letipwired.com](http://www.letipwired.com)

[www.facebook.com/letipintl](http://www.facebook.com/letipintl)

[www.linkedin.com/company/letip](http://www.linkedin.com/company/letip)

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