



TEAMs Rules & Guidelines

TEAM is an acronym for Together Everyone Achieves More. These leads groups provide a central meeting place for Members to exchange leads with each other and to help grow their businesses through referrals from trusted sources – other Members!

Membership Requirements

To be eligible for Membership on a TEAMs, a company must:

- Be a Member of the Naperville Area Chamber of Commerce.
- Maintain a Chamber membership in good standing status and be current on all Membership dues.
- Be a business, incorporation, LLC.
- Not be in direct competition with any other TEAMs Member.
 - The NACC determines whether the Member is eligible and if any conflicts of interest may occur. The NACC representative may discuss the potential conflicts with the TEAMs Chair. The NACC will make the final decision on whether the companies are in direct competition with one another.

The representative to the company must:

- Be an employee of the Member organization they represent.
- Be the person who will regularly attend scheduled meetings.
- Be able to act for and in the name of the Member Company.
- Designate an associate to attend all meetings in their absence, who will be empowered to act on behalf of the Member Company without further action.

Prospective Members

- Prospective TEAMs Member may be invited to a meeting by NACC staff liaison, any Member of the TEAMs, or by an at-large Chamber Member. NACC liaison approval is required before a visit can be confirmed.
- Prospective members are encouraged to visit each TEAM to identify their best fit.
- If approved by NACC liaison, the prospective Member may attend up to two meetings. After attending one or two meetings, the prospective Member can choose to fill out an official TEAMs application.

Application & Approval Procedures

- Prospective members interested in officially joining a TEAM, will fill out an official TEAMs application.
- Once the Member has confirmed membership requirements and submitted dues, they will be notified of their acceptance, will receive calendar invites, will be added to the official TEAMs email and introduced to TEAMs leadership.
- If the desired TEAM has met TEAMS capacity, Members will be placed on TEAMs waitlist and notified via email if a spot opens or be encouraged to join other available TEAMS.
- Membership on a TEAM represents the business, not the individual. If a TEAMS member leaves, the business has the first option of filling the vacancy with another employee.
- No TEAMs shall vote for a Member to join a TEAMs or to be removed.

Obligations of Member

- Members are expected to generate qualified business referrals on a continuing basis to other Members. Members of all TEAMs are required to provide qualified leads to other Members. Leads include: a business introduction, sale made, and/or referral provided.
- Upon acceptance to the TEAM, the Chair will put the new Member on the “Craft Talk” schedule to present within three months of joining.
- Attendance requirements (to be followed as Chair/TEAMs determines):
 - If a Member must be absent, he or she needs to contact the Chamber Liaison and TEAMs Chair/Co-Chairs before the meeting.
 - If **TWO** meetings within a six-month period are missed, TEAMs leadership will contact the Member at end of fourth month and inform them of the delinquency by either email or phone call. If there is no response from the Member and they miss **ONE** more meeting within the six-month period, the position will no longer be held.
 - Members may request a 3-month leave of absence from the TEAMs. All TEAMs dues and Membership fees must be paid in full prior to the leave of absence being granted. Any absence must be approved by the Chamber liaison.
- Socials and special events are strongly encouraged for members to attend; however, attendance policy only is applied to regularly scheduled meetings.
- Members are expected to participate in presenting a “Craft Talk” about their business to help other Members learn more about them and their company.
- Members cannot be involved in other networking TEAMs within the Chamber and a company can be on no more than two TEAMs at a time within the Chamber.
- Be personally accountable for Customer Satisfaction.
- A Member cannot knowingly or recklessly make or publish false or misleading statements, whether such statements are intended to gain an unfair advantage.
- A Member is required to use professional courtesy and consideration at all Chamber events and meetings to both TEAMs/Chamber Members and Chamber Staff following the NACC Membership Code of Conduct.

- If any competing issues arise, the parties involved must notify the TEAMs staff liaison and Chair/Co-Chairs. The Chamber asks the Members to seek to mitigate any competing issues amongst themselves in a professional and cordial manner. If there is no reconciliation amongst the Members, the TEAMs liaison will conduct a meeting between the parties to mediate the conflicts.
- Failure to fulfill any of the obligations imposed under this Article may result in revocation of membership privileges in the TEAMs.

Dues and Meetings

- TEAMs dues run on a semiannual basis.
- Each Member shall pay 6-month session dues of \$225.00 for morning meetings and \$275.00 for afternoon meetings. Annual payments are opt-in via request sent to billing@naperville.net
- Members are expected to pay their dues by their first meeting and thereafter by the first meeting of the new six-month period. The Chamber will invoice the Member.
- If dues are unpaid after 30 days of the January and July billing, a formal letter will be sent. TEAMs dues will follow general NACC Invoice Overdue policies.
- Dues are not refundable.

Marketing, Social and Fundraisers

All marketing, social and fundraisers using TEAMs branding needs to be approved by the Naperville Area Chamber of Commerce Director of Membership & Marketing.

NACC Schedule & TEAM Meetings

- TEAMs meetings are as important to the NACC as they are to you, however, scheduled TEAMs meetings will be cancelled when the NACC offices are closed. If your TEAM is during the lunch hour – the dollars allocated for lunch will be credited to another lunch and/or a more expensive lunch will be provided on a later date.
- Every effort will be made to avoid overlapping meetings in the NACC Conference Room. When this is unavoidable, TEAMs will be asked to meet off sight. This is a nice time to meet at a Member's business location.
- Although every effort is made to avoid overlapping NACC Signature Events with our TEAMs meetings, there may be times that this may be unavoidable due to location and speaker availability. If this cannot be avoided, the TEAMs meeting will be cancelled. We encourage all our TEAMs Members to join us for these events. If your TEAMs meeting is during the lunch hour, the dollars allocated for lunch will be credited to another lunch at a later date.

Acknowledgements & Agreement

TEAMs are dependent upon the full and active participation of their respective Members. I understand that failure to abide by the rules noted will be subject to review and potentially lead to dismissal from the group by the NACC TEAMs liaison.

By joining TEAMs, I am confirming that I have read the NACC TEAMs Rules & Guidelines, agree to abide by them, and will recommit to them when joining a TEAM, and/or on a renewal basis to continue my participation in TEAMs.