



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 and TEAMS dues.
- Be a licensed business, incorporation, LLC or not-for-profit
- Not be direct industry 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 agrees to:

- 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

- A prospective TEAMS Member may be invited to a meeting by NACC staff liaison, any Member of the TEAMS, by an at-large Chamber Member. NACC staff liaison approval is required before a guest visit can be confirmed.
- A guest may visit each of the (4) TEAMS a maximum of (2) times each.
- When ready to submit an application, the Guest must first have a Chamber Membership with a zero balance.

Application & Approval Procedures

- Prospective Members interested in officially joining a TEAM, will fill out an official TEAMS application.

- 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 is industry specific and is first come, first served for joining a TEAM.
- 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.
- The Chamber reserves the right to populate all TEAMS, and similarly, remove Members at their discretion.
- 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 group and be introduced to TEAMS leadership prior to the next meeting.

TEAMS Guidelines

- Members of TEAMS generate qualified business referrals on a continuing basis for other TEAMS Members.
- Members have the opportunity to present a “Craft Talk” so other TEAMS Members can learn more about their organization. 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:
 - Excused absence: Prior contact with TEAMS Chair and/or staff Liaison to inform of missed meeting.
 - Unexcused absence: No prior contact with TEAMS Chair and/or staff Liaison to inform of missed meeting.
- TEAMS are dependent upon the full and active participation of their respective Members. TEAMS Members are encouraged to send an alternative from their organization to fill their seat for that meeting. If a Member must be absent, he or she needs to contact the Chamber Liaison and/or TEAMS Chair before the meeting for it to count as an excused absence.
- Members should make every attempt to attend at least 75% of meetings on TEAMS six-month timeline that encompasses January and July cycle.
- If **TWO consecutive** meetings are missed without informing TEAM Chair or Chamber Liaison prior to absences, NACC staff will contact the Member and inform them of the delinquency. If there is no response from the Member and they miss **ONE** more meeting, the position will no longer be held. A formal letter will be sent via email.
- Members may request a 3-month leave of absence at any point of the year. 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 NACC staff liaison.
- Socials and special events are common among TEAMS; however, attendance policy only is applied to regularly scheduled meetings.

- Individuals may be involved with one networking TEAM at a time within the Chamber. A Member organization may participate in up to (2) TEAMS, with a different organization contact per TEAM.
- TEAMS Members are to abide by the [NACC Code of Conduct](#).
- If any competing issues arise, parties involved must notify the NACC staff liaison. 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 NACC staff will conduct a meeting between the parties to mediate the conflicts.
- All marketing, social and fundraisers using TEAMS branding needs to be approved by the Naperville Area Chamber of Commerce Director of Membership & Marketing.

Dues and Meetings

- TEAMS dues run on a semiannual basis. 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.
- If dues are unpaid after 30 days of the January and July billing cycles, a formal letter will be sent. TEAMS dues will follow general NACC Invoice Overdue policies of an additional \$35 late fee.
- Dues are prorated for any Member joining a TEAM after the start of the 6 month session. Dues are not refundable.
- As of 2026, Morning teams are \$400 annually or \$250 semi-annually, afternoon teams are \$500 or \$275.

NACC Event Scheduling Conflicts

- NACC acknowledges that TEAMS meetings are as important to the NACC as they are to TEAMS Members. 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 offsite. This can be an opportunity to meet at a Member's business location.
- Although every effort is made to avoid overlapping NACC Signature Events with 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. NACC encourages TEAMS Members to attend NACC Signature Events. For any afternoon TEAM meeting that needs to be rescheduled, the dollars allocated for lunch will be credited to another lunch at a later date.

Acknowledgements & Agreement

Upon submission of my TEAMS application, I acknowledge that I have read the NACC Teams Rules & Guidelines and agree to abide by them continuously to remain eligible for participation.

Signature _____

Date _____

Welcome to NACC TEAMS!