

CTLF Strategic Connections (aka Strategic Connections) is a program of Colorado Thought Leaders Forum. Strategic Connections members are deeply known and can lean on one another without hesitation because they are a part of a thriving, committed, fun community that allows them to experience personal and professional breakthroughs and outcomes. By actively taking part in Strategic Connections activities, members can:

- a. develop strong relationships with fellow members who share CTLF's HEART-level values
- b. grow their influence by serving others consistently
- c. generate new business opportunities for one another

MEMBERSHIP

Section 1: Membership owner

- a. Memberships are for the individual designated on the membership application and nontransferable. Only the person designated on the membership application may attend Strategic Connections meetings and activities.
- b. If the individual leaves the chapter or is terminated, membership rights are forfeited.
- c. An individual may, pending written approval of the Advisory Boards of both chapters, and CTLF, transfer membership to another chapter for such reasons as deemed acceptable by both chapters. See Program Terms of Service for more detail.
- d. If the individual changes industry categories, a new application must be immediately submitted, and administrative fees will be waived. Approval is at the chapter Advisory Board's discretion.
- e. If an individual leaves their company, and wants to remain in the chapter, they must re-apply under their new company affiliation. Administrative fees will be waived and approval is at the chapter Advisory Board's discretion. If the individual does not wish to re-apply under their new role, the membership will be terminated.
- f. If a company pays for an employee's membership fees and that member leaves the company, the company will get the first right of refusal to apply for the seat. However, the chapter Advisory Board and CTLF have the discretion to approve the membership.

Section 2: Member agrees to:

- a. Uphold CTLF's HEART-level values and abide by Strategic Connections Program Terms of Service.
- b. Attend regularly scheduled meetings
 - i. Notify CTLF and chapter Advisory Board if unable to attend a meeting 24-hours in advance of the scheduled meeting time.
 - ii. No more than three (3) excused absences per twelve (12) month membership term will be allowed. Unexcused absences are not allowed except in the case of an emergency.
- c. Pay fees promptly (see Section 3).
- d. Comply with CTLF standards prohibiting abuse, violence, harassment, or exclusion of anyone based on race, religion, gender, disability, or sexual orientation.
- e. Become familiar with the information in the New Member Packet and attend New Member Orientation during first three (3) months of membership (where applicable).
- f. Preserve the confidentiality of leads, rosters, and Strategic Connections materials and methods. The dissemination or disclosure of such information to any nonmember, or the solicitation of members to a competing organization, shall be considered in violation of the Program Terms of Service and therefore shall be grounds for immediate termination, without refund of dues or fees, as well as such member being liable for civil damages, attorney fees, and court costs, should legal action be required.

- g. Limit trade promotional activities within the Strategic Connections to member's designated industry categories and shall not infringe upon the industry categories of other members.
- h. Contribute general information that may assist other members to acquire additional business.
- i. Actively refer business leads to chapter members and make a reasonable attempt to facilitate introductions; provide a minimum of two (2) written leads per month.
- j. Act promptly on all business referrals received, follow them diligently, make every reasonable attempt to affect business, and provide feedback to the referral giver.
- k. Give Strategic Connections colleagues preference when it comes to transacting business, as appropriate.
- l. Participate in chapter activities and meet with other members outside of meetings to get to know them personally and professionally. This is all for the purpose of building relationships and providing quality referrals with personal introductions.
- m. Invite a minimum of two (2) qualified guests per year of membership.
- n. Not solicit funds at any chapter meeting or organized CTLF function; it is the member's duty to inform guests of this policy.
- o. Report to the Advisory Board any knowledge of a breach of the Member Agreement by a member. If a member is not comfortable informing a breach to an Advisory Board member, they may contact CTLF with their concern.

Section 3: Membership Fees

- a. New Member Fees
 - i. Each new member shall pay annual membership and an administrative fee in accordance with Strategic Connections' payment terms they select on their application.
 - ii. Membership fees are annual but can be set up on a payment plan annually or quarterly
 - 1. Autopay by credit card is required for members who opt for quarterly payment plans.
 - iii. Said fees shall be submitted immediately upon approval of the application to CTLF.
 - iv. Membership fees are nonrefundable.
- b. Membership Renewals
 - i. Payments will be automatically processed on the date of renewal.
 - ii. Renewal shall be automatic unless CTLF receives written notice of intention not to renew within thirty (30) days of the renewal date.
 - iii. Members shall be notified at least sixty (60) days prior to the anniversary date of such membership of amounts due.
 - iv. Failure to notify Strategic Connections Advisory Board or CTLF of termination of membership at least thirty (30) days prior to the renewal date forfeits a refund.
- c. Delinquencies
 - i. Thirty (30) days delinquent
 - 1. Any member who is more than thirty (30) days late in paying dues may be prohibited from attending any Strategic Connections function until the account is current.
 - 2. Any member who is more than thirty (30) days past due will be assessed a \$25 late fee per month for administrative expenses.
 - 3. CTLF sends thirty (30) days past due notice and informs the chapter Advisory Board of member's account status.
 - ii. Sixty (60) days delinquent
 - 1. Any member who is more than sixty (60) days late paying dues will be dropped from Strategic Connections and CTLF Membership.

2. CTLF will inform the chapter Advisory Board of members' pending termination seven (7) days prior.
 3. Without resolution by the past due date, CTLF will send the member the formal drop notification.
 4. The member's industry category will be opened to new members.
- d. Membership Reinstatement
- i. A \$25 late fee (per month) plus a new member application and administrative fee will be required for reinstatement.

Section 4: Tenure

The membership term is twelve (12) months from the date of membership approval.

Section 5: Termination

- a. Resignation shall be in writing to CTLF. All outstanding fees must be paid. No portion of membership or administrative fees shall be refunded. Membership fees are annual and will not be prorated upon resignation.
- b. Strategic Connections may terminate or elect not to invite a member to renew if it deems the member's participation in the chapter is not aligned with the spirit and goals of Strategic Connections or the values of CTLF. This includes, but is not limited to:
 - i. Failure to meet the attendance requirement*
 - ii. Failure to pay membership fees within sixty (60) days of the invoice date
 - iii. Failure to fulfill responsibilities in Section 2
 - iv. Conviction of any felony
 - v. Filing for bankruptcy
 - vi. Failure to abide by the Strategic Connections Program Terms of Service and subsequent changes.

*Membership privileges may be forfeited for any member who misses more than three (3) meetings per 12-month membership term. Formal, written appeal for reinstatement may be made to the Advisory Board in cases of extenuating circumstances. Attendance shall be determined by the attendance records maintained by CTLF. In the event of membership forfeiture, no portion of the fees shall be refunded.

Section 6: Notification of Termination and Appeal

A CTLF representative shall contact the member and inform them of pending termination. Said member may submit a written appeal within five (5) business days for the chapter Advisory Board's consideration. The Advisory Board shall review the appeal within five (5) business days and notify said member, in writing, of the final decision. Should termination take place, the said member remains liable for any and all outstanding dues or assessments. The Advisory Board President shall notify CTLF, in writing, of the termination of any member and reasons for such termination.

- a. Members who have been terminated for any of the stated reasons in Section 5, except failure to maintain confidentiality, conviction of a felony, harassment, abuse, or violence shall be eligible for future membership in any Strategic Connections chapter.

This document serves as a formal agreement between CTLF and undersigned member.