



Chapter Election Procedures 2026

It's that time again, time to start the 2026 Chapter Elections process.

A chapter's continued success depends on strong leadership. Following the election checklist will help the chapter find the best candidates for the position. The LeTip Bylaws which govern all LeTip chapter activities, provide the guidelines of these annual elections and can be found in the LeTip Wired document library. Search Bylaws, then Article VII Elections.

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Before we get started, these two items the current board will want to point out to the Nominating Committee to announce to the entire chapter. This way only those candidates who can commit to a board position and are eligible will submit to be nominated.

The following board positions are elected annually:
President, Vice President, Secretary, Treasurer, Tip Master, and Membership Chair.
(Committee chairs are filled by the newly elected chapter president).

Board Position Requirements

1. Per the Bylaws only members with a Blue badge or higher are preferred when available in the chapter, however, a member must at least hold a Green badge or higher to run for the President board position.
2. All Board members must attend the semi-annual Board Member Training Seminars or have an alternate chapter member attend in their place. Non-attendance by a board member can result in a penalty.
3. The new chapter president is required to sign and return LeTip Confidential Protected Materials Pack, pages 9 - 15 to LeTip International after the chapter elections.
4. The new board officers are required to sign and return the Oath of Office and Commitment of Integrity page 10 - 11 to LeTip International after the chapter elections.



Election Checklist

Follow the suggested time frame on the next page to ensure the chapter's new board members are updated in LeTip Wired and the chapter's elections area completed before the 2026 Spring Board Training Seminar in May.

Election Checklist

❑ **First meeting in February**, at least 6 weeks prior to the date of the annual meeting, Immediate Past President appoints 3-5 members to a Nominating Committee. Should there be no immediate Past President the current President will appoint. (Nominating Committee may run for officer, however, they need to resign from the committee and announce to the membership their intention to run no later than the 3rd week in February.)

- ❑ **(1st week in Feb)** Election Surveys – Committee distributes to every member.
- Chapters meeting in person: Committee passes survey out during the meeting.
 - Chapters meeting virtually: Committee emails or mails a copy of survey to every member.
 - Chapters meeting hybrid: Committee passes out survey to the members at the meeting and emails or mails a copy to the members meeting virtually. Members complete & return during the time usually allotted to the speaker during a meeting and the members who were emailed or mailed surveys should send them back to the committee ASAP.

Election Surveys page 3, can also be found in LeTip Wired under the Document Library. Type “Election Survey” in the search field to print or save a .PDF copy of the file to email or mail chapter members.

- ❑ **(2nd week in Feb)** Committee tallies the Election Surveys and submits candidates to the chapter.

- ❑ **(3rd week in Feb – 2nd week in Mar)** chapter nominees are presented, and the elections are held. Only members who are present at the meeting cast votes on the nominees.
- Chapters meeting in person: Ballots passed out during the meeting to members in attendance. Ballots at in person meetings are turned into the Vice President to count with the committee.
 - Chapters meeting virtually: Ballots emailed during the meeting to members in attendance. Ballots are emailed back to the Vice President and committee to count.
 - Chapters meeting hybrid: Ballots passed out during the meeting to members in attendance and emailed to the members attending virtually. Ballots are turned in at the meeting and emailed back to the Vice President and committee to count.

Using Zoom, voting can also be done on virtual meetings using the polling tool and members cast their vote during the virtual poll.

- ❑ **(3rd-4th week Mar)** The newly elected board members should start being updated in LeTip Wired or submitted to LeTip International, Inc. to be updated so the new board receives communication notices from LeTip International regarding Board Training Seminar and important announcements.

- ❑ **(April Chapter board meeting)** – The newly elected board should shadow the old board during transition period, month of April. The Election Survey forms will guide the new president in selecting committee chairs. The new board will set the chapter’s annual goals.

- ❑ **(4th week in Apr)** Newly elected chapter president selects the chapter committee chair members.

- ❑ **(May)** First chapter meeting in May, newly elected board takes over running the chapter meeting.

- ❑ **(May)** First new board meeting. Agenda includes plan for ceremony to acknowledge prior board.

- ❑ **(May)** Newly elected board members meet to start planning 2026 goals.

2026 Election Survey

The success of a LeTip Chapter lies in member participation, whether on the board of directors, or holding various chair positions by joining a committee. Everyone has a wide range of skills and talents to contribute to the chapter. Please give every chapter member a copy of the survey and ask them to complete the survey below and consider how they can add to the success of the chapter and everyone's business!

**Election survey is available to download at www.letipwired.com
(Document Library – Search: Election Survey)**

Chapter Election Survey

Member's Name: _____

1. Are you interested in serving on the board of directors? Yes No
If so, which position(s) interest you? (Prioritize, using a "1" as your first choice, followed by 2, 3, 4, etc.)
To serve as a chapter president, the member must have earned a Green badge or higher and board members must attend the Spring and Fall annual Board Training Seminars per the LeTip Bylaws.
____ President ____ Vice President ____ Treasurer ____ Secretary ____ Tip Master ____ Membership
2. Are you interested in holding a committee chair position? Yes No
If so, which position(s) interest you? (Prioritize, using a "1" as your first choice, followed by 2, 3, 4, etc.)
____ Business Mixer ____ Program Director ____ Inspector ____ Seminar Director ____ Mentor
____ Visitation ____ Sergeant-at-Arms ____ Ethics ____ Publicity Director ____ Social Media
3. If you are not interested in holding a board or committee chair position, on which committee would you like to join? (Prioritize, using a "1" as your first choice, followed by 2, 3, 4, etc.)
____ Tip Master Committee ____ Treasurer Committee ____ Membership Committee
____ Publicity Committee ____ Business Mixer Committee ____ Program Committee Other*
*(Larger chapters membership often have additional committees to support their membership)
4. What other ways might you be able to support your chapter this year? Do you have any special talents that you feel might benefit your chapter?

**Please complete this form and return it during the chapter meeting in person or
save the file and email it to the election committee if meeting virtually.**

New President Requirements

The new President's first task is to complete and submit the following items to LeTip International, so the chapter's records are updated and completed before the 2026, Spring Board Training Seminar. **Return the following items by email to sjones@letip.com or mail to LeTip International, Inc. 7895 West Sunset Road, Ste 101 - Las Vegas, NV 89113 no later than March 27, 2026, by 5:00 PM PST.** Chapter board members can also update the new elected officers in LeTip Wired under the board tools (board positions).

- ☐ **2026 New Officer & Chapter Information updated in LeTip Wired**
 - Chapter President updates new board in LeTip Wired, notify LeTip once completed
 - Or email the new board to sjones@letip.com so LeTip can update the new board in LeTip Wired
- ☐ **New President's mailing address verified & updated if needed in LeTipWired.com**
(Address provided where to send new members badges & card caddies)
 - On your wired profile page, provide shipping information or by default it ships to your business
 - Please No P.O. Boxes, a physical mailing address is required
- ☐ **2026 New Chapter Committee Chair Information updated in LeTip Wired**
 - Chapter President updates new committee chairs in LeTip Wired once selected
 - Or return the form on page 8 to LeTip so LeTip can update the new committee members
- ☐ **LeTip Confidential Protected Materials Pack signed & returned to LeTip**
Enclosed on pages 9 – 15, also available in LeTip Wired Document Library. Search: Confidential
 - Return to LeTip once signed – on the Commitment of Integrity page, the whole board signs**This must be returned to LeTip corporate office per the license agreement.**
- ☐ **2026 Chapter Goals Worksheet completed & returned to LeTip International**
Chapter goals are covered on page 5
 - Chapter goals form can be found in LeTip Wired Document Library. Search: Chapter GoalsReturn to LeTip once completed to be filed with the chapter's Wired chapter document page

Please make sure the new board officers are updated in LeTip Wired so your chapter board does not miss the board training and any important notices from LeTip International.

These documents can also be downloaded at www.letipwired.com
(Document library – search 2026 Election Packet)

2026 Chapter Goals

Why set Chapter Goals?

Successful business people and chapters set goals. Setting short or long-term goals gives you vision on where you want to be. Goals motivate individuals to remain focused, organized and on track to achieve. If the chapter members do not know where the group is heading, the chapter will never get there. LeTip knows that once a chapter reaches 16 members it is sustainable and when a chapter has 22 members the chapter on average passes over \$300,000 in business a year. Chapters over 30+ members pass over a million plus a year which puts **"Dollars In Your Pocket!"™**



What type of goals do successful chapters set?

Tips passed per member – LeTip Bylaws set a minimum of 4 Tips per month per member. Successful chapters use this as a basis for setting goals with their members. Tracking best tippers adds to the momentum as members seek to be recognized monthly and annually. In order to count the tip must be passed in LeTip Wired.

\$'s passed – Many successful LeTip chapters use the “value per seat” terminology. When a guest is shown how much business is conducted amongst the chapter members, it becomes an incentive to join. Value per seat cannot be calculated unless the chapter is tracking closed tips and tip dollar (\$) amount in LeTip Wired.

of Members – LeTip has seen direct correlations between the amount of business passed and the size of a group (16 sustainable, 22 should pass \$300k annually, 30+ members pass one million dollars annually). This is the main reason to grow your membership.

of Guests – National averages show that for every 4 guests a chapter has, 1 will become a new member. Tracking guest per month and per member in Wired is suggested to keep on track.

Value of a Seat – One of the best recruiting tools for new members and one of the best retention tools for current members is seeing what a seat in the chapter is worth. (Value of tips in the past year)

Tips to new member – Successful chapters try to tip their new members in the first 30 days to ensure that the member starts to see value early. LeTip is a long-term success process, but today's business environment seeks immediate results.

Training – Successful chapters stem from successful members. LeTip provides training to all new members which has a direct correlation on the success of those new members within the LeTip process. All chapters should set a goal of all new members taking training within 60 days of joining. All new members have already paid for Network Training Seminar when they join, and they can register for NTS on their LeTip Wired dashboard at no additional cost.

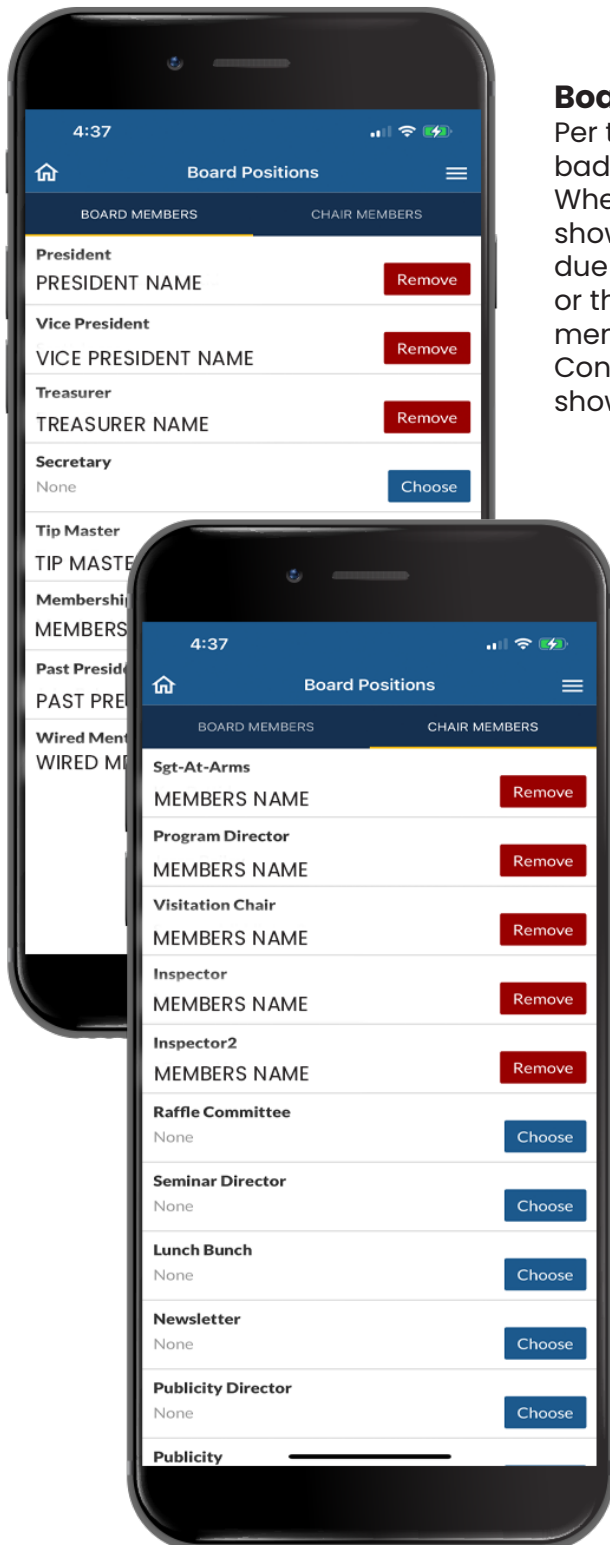
Badge Color – All members agree to become Green Badge holders within the first year of their membership. The Board can see members join dates on the chapter roster and Badge color to encourage timely transition.

Sponsor – All members should strive to sponsor at least one new member per year. Sponsoring at least one new member a year also will lock in their previous renewal rate for the following year.

Chapter Goal Template available in LeTip Wired Document Library. Search: Chapter Goals

Board Member Tools (Assigning Positions)

Only assigned board members have the ability to set and change the board and committee chair positions. Wired mobile app makes this really easy and quick to update. Simply tap the Red “Remove” button to remove a member from the board or committee chair position. Then tap on the Blue “Choose” button to find the member from the chapter roster to assign to the position or committee chair. It’s that easy!



Board Positions

Per the LeTip bylaws a member must hold a Green badge or above to hold the chapter President position. When assigning a member to a position, if they do not show on the chapter roster options to select, it may be due to their account being terminated for non-renewal or their application has not been approved for a new member or company replacement member yet. Contact LeTip to verify status if a member does not show on the roster.

Remove

Find the member, tap the Red “Remove” button next to their name to remove them from the board or committee chair position.

Assign

After the prior member has been removed, tap the Blue “Choose” button to add a new member to fill the board position or committee chair.

Chapter Elections

Each year after the new board is voted on, the outgoing board goes into LeTip Wired and updates the chapter’s new board and chapter committee positions.

This helps to ensure the new board and the committee members are notified when LeTip sends out important information regarding LeTip and membership. The President position definitely needs to be updated right away to ensure the new member’s badges and card caddies are being mailed to the proper person.

2026 New Officer & Chapter Information

The chapter new officer and information can be updated in LeTipWired.com under (board tools - board positions) or you can email the updated information to sjones@letip.com. If the chapter updates the new officers in LeTip Wired please send us an email so we can check the chapter off as updated for 2026.

Return this form to LeTip once your new boards have been elected so the information can be updated.

Chapters Info - Provide the Chapters current meeting location, day and time (PRINT CLEARLY)

Chapter Name: LeTip of _____

Meeting Venue _____

Venue Address _____

City _____ State _____ Zip _____

Meeting Day _____ Time _____

Chapter Website: www. _____

New Officers (voting members) Print Clearly & provide contact email

President _____ email _____ cell # _____

Vice President _____ email _____ cell # _____

Secretary _____ email _____ cell # _____

Treasurer _____ email _____ cell # _____

Tip Master _____ email _____ cell # _____

Membership Chair _____ email _____ cell # _____

Past President _____ email _____ cell # _____

President's mailing address (Receives new members badges & caddies) No P.O. Box

Chapter President _____

Mailing Address _____

City _____ State _____ Zip _____

Please provide a valid mailing address to ensure that your chapter supplies & member badges promptly arrive via USPS or UPS.

2026 New Committee Chair Information

LeTip chapter members not on the board play just as big a role in the chapter's success. Encourage members to serve on a committee. This will give them more exposure and chapter recognition, and by serving on a committee they take more chapter ownership in wanting the chapter and its members to succeed.

Once your newly elected chapter president selects the committee chairs, please take a minute to fill out the sections below and return this document to LeTip International once completed by email (sjones@letip.com) or mail. Or update the information in LeTipWired.com under (board tools - board positions) and once completed send an email to LeTip so we can check the chapter off as updated for 2026.

Return this form to LeTip or update the data in LeTipWired.com and notify LeTip of completion once your president has selected the committee chairs

Committee Chairs (Please Print Clearly & contact email)

Sgt-at-Arms _____	email _____	cell # _____
Program Director _____	email _____	cell # _____
Visitation Chair _____	email _____	cell # _____
Inspector (1) _____	email _____	cell # _____
Inspector (2) _____	email _____	cell # _____
Seminar Director _____	email _____	cell # _____
Publicity Chair _____	email _____	cell # _____
Social Media _____	email _____	cell # _____
Website Coordinator _____	email _____	cell # _____
Mentor Chair _____	email _____	cell # _____
Business Mixer _____	email _____	cell # _____
Ethics Chair _____	email _____	cell # _____



Confidential, Protected Material

The Uniform Trade Secrets Act 3426, protects the enclosed, proprietary material and, as such, it may not be reproduced, copied or otherwise transmitted without the expressed written consent of LeTip International, Inc.

The use of this material, and its distribution, is for the express use of LeTip members-in-good-standing. This binder, and its contents, are for the, sole use of the below signed LeTip Chapter President, and as such, may not be used by anyone other than this person.

In the event that the President steps down from the presidency, and/or the Chapter elects a new President, all materials in this binder, and all materials belonging to LeTip International, Inc., must be entrusted to the new President. The resigning President must notify LeTip International, Inc., in writing, of the change of presidency.

In the event that the below signed Chapter President ceases to be an active, member-in-good-standing of LeTip International, Inc., this material shall be returned within 15 days, to the nearest representative of LeTip International, Inc., in person or via U.S. Mail. Written notification of this change shall also be sent to LeTip corporate headquarters.

The undersigned Chapter President herein acknowledges the conditions, as set in the above, and further acknowledges this material as the sole property of LeTip International, Inc. The use of this material for purposes other than stated herein, or by anyone other than below signed Chapter President of LeTip International, Inc., constitutes a violation and may result in prosecution under the Uniform Trade Secrets Act 3426.

Date ____/____/____

President's Signature _____

Please print the following information legibly:

President's Name _____

Chapter Name _____

Please sign and return these documents to LeTip International by mail or scan to sjones@letip.com

Additional copies are available at www.letipwired.com under the documents library - chapter elections



Oath of Office

The office to which you have been elected is one of dignity and importance. The members of your Chapter will look to you for leadership and, to this end, you are charged at all times to set a standard of excellence by your example.

For the benefit of your members, you must at all times, seriously and resolutely, follow the Bylaws, Policies and Procedures of LeTip. In so doing you will ensure that all members are treated with respect and fairness, receive the maximum opportunity, and derive maximum benefit from their membership.

Your knowledge of the LeTip Bylaws, Policies and Procedures will be critical to the effectiveness of your leadership. These are the foundation blocks of all successful Chapters and are essential to maintain a healthy, growing and profitable chapter and membership.

You may, from time to time, be called upon to make difficult decisions and to lead the Board of Directors in resolving difficult matters. It is at these times that your leadership will truly be measured by your willingness to assume responsibility and to be the anchor of authority upon which all others may depend. Your commitment, and responsibility for the Chapter will, to a large extent, determine its achievements in the coming year.

Would you all stand, raise your right hand, and repeat after me.

I,

(state your full name)

do solemnly swear (or affirm) that I will faithfully execute the office of

(state position: President, Vice-President, Secretary, Treasurer, TipMaster, Membership Chair)

of my chapter

(state name of your chapter)

and will to the best of my ability, exemplify excellence in leadership through performance of my office. I will, at all times, by word and deed, support the Principles, Bylaws and the Policies of LeTip International, and in so doing, fulfill my obligations to my chapter and my membership



Commitment of Integrity

1. To the best of my ability, I will follow the LeTip Bylaws, Policies and Procedures. I understand that these documents provide the foundation for Chapter success, and as a member of the Board of Directors, my Chapter depends on my personal commitment to follow the Bylaws.
2. When making chapter decisions, I will refer to the LeTip Bylaws, Policies and Procedures as my code of ethics. To the best of my ability, I will not allow anyone to alter these rules, regardless of their best intentions.
3. If I must vote to terminate a good friend or business acquaintance, due to a non-adherence of the LeTip Bylaws, Policies and Procedures, understanding that as a leader in a Professional Business Organization, my responsibility is always to my Chapter.
4. LeTip International is committed to helping every Chapter and Member reach its fullest potential. I agree to make, and keep, that same commitment to my Chapter
5. The chapter President and board will consult LeTip International with any questions pertaining to the LeTip Bylaws, Policies and Procedures.

Chapter Name

President's signature

Secretary's signature

Vice-President's signature

TipMaster's signature

Treasurer's signature

Membership Chair's signature



License Agreement

This Agreement is effective immediately, by and between LeTip International, Inc., a California Corporation, hereinafter referred to as “LETIP”, and _____, a chapter functioning under the Bylaws and regulation of LETIP located within the city of _____, state of _____, hereinafter referred to as “CHAPTER”, for the following purposes and on the following terms and conditions:

Article I Recitals

Section 1.01. LETIP is the creator and owner of a Trademark, covering the mark “LETIP” and all derivations thereof, including artwork, websites, and any other uses heretofore created;

Section 1.02. LETIP intends to grant to CHAPTER the non-exclusive right to the use of such mark, in its marketing of such chapter, including but not limited to web cite uses, and any other advertising to which such mark can be affixed, and any other artwork or additional or changed marks hereafter created by LETIP;

Section 1.03. LETIP has the exclusive right to enter into this Non-Exclusive Licensing Agreement, and further agrees to be totally bound by this agreement;

Section 1.04. CHAPTER is desirous of associating itself with LETIP and of acquiring the rights to the use of such mark, including any marketing thereof;

Section 1.05. The exclusive area of use shall be the continental United States of America and Canada.

Now, therefore, the parties agree as follows:

Article II Mark to be provided by LETIP

Section 2.01. LETIP agrees to provide to CHAPTER the right to the use of the mark so long as CHAPTER remains in good standing as a chapter of LETIP.

Section 2.02. So long as CHAPTER remains in good standing with LETIP, then LETIP shall authorize the use of its trade mark as identified herein to CHAPTER and all derivations thereof until such time as CHAPTER terminates its relationship with LETIP. CHAPTER shall not have the right to sell, assign, market, and otherwise deal in and with such mark in any way, shape or form.



Section 2.03. This contract (Agreement) shall be for the location of the CHAPTER only and the specific CHAPTER herein identified, and no other.

Article III Obligations of CHAPTER for License

Section 3.01. CHAPTER agrees to provide to LETIP, in written form, any information LETIP may request with regard to the chapter's use of the mark, at any time.

Section 3.02. CHAPTER agrees that this license agreement shall extend to any and all names used by chapter while functioning through LETIP.

Section 3.03. LETIP shall have full access, upon reasonable notice to CHAPTER of all data, facilities, artwork, marks, applications, books and records, which in anyway relate to the use of the mark and its pending application within the contents and intent of this agreement.

Section 3.04. LETIP, in its sole discretion, shall have the absolute right to terminate this agreement, with thirty-days (30) prior written notice to CHAPTER. At the end of such period, all obligations, responsibilities, contracts, rights, duties, privileges, etc. between the parties, shall be terminated. Such termination by LETIP may be with or without cause, and without any recourse by CHAPTER to LETIP.

Section 3.05. LETIP shall have the absolute right to assign this agreement, and all rights therein, to any corporation, LLC, or other legal entity, so long as such entity agrees to be bound by all terms, conditions, and obligations of this agreement.

Article IV Miscellaneous

Section 4.01. TERM OF AGREEMENT. This agreement and all rights, obligations, responsibilities and benefits accruing hereunder shall continue until terminated as provided for herein.

Section 4.02. REPRESENTATION OF COUNSEL. This Agreement has been drawn by JOSEPH A. PASTORE of SOREM & PASTORE, LAWYERS. The Agreement was drawn at the request of LETIP, and at all times relevant, said attorney represented LETIP. CHAPTER has been advised of this fact, and by its signature to this Agreement acknowledges that said counsel represented LETIP and not CHAPTER. CHAPTER was advised to seek counsel of its own choosing to interpret this Agreement and to represent CHAPTER with regard to this Agreement.



Section 4.03. Agreement To Perform Necessary Acts. Each party to this Agreement agrees to perform any further acts and execute and deliver any documents that may be reasonably necessary to carry out the provisions of this Agreement.

Section 4.04. Amendments. The provisions of this Agreement may be waived, altered, amended, or repealed, in whole or in part, only on the written consent of all the parties to this Agreement.

Section 4.05. Successors And Assigns. This Agreement shall be binding on, and shall inure to the benefit of the parties to it and their respective heirs, legal representatives, successors, and assigns. CHAPTER'S interest herein may not be anticipated, assigned or encumbered, and LETIP may legally disregard any attempted assignment, whether by statute, operation of law or judicial intervention.

Section 4.06. Validity Of Agreement. It is intended that each paragraph of this Agreement shall be viewed as separate and divisible, and in the event that any paragraph shall be held to be invalid, the remaining paragraphs shall continue to be in full force and effect.

Section 4.07. Notices. All notices, requests, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or within 72 hours after mailing, if mailed to the party to whom notice is to be given, by First Class Mail, Registered or Certified, postage prepaid, and properly addressed to the party at its address that any party may designate by written notice to the other pursuant to this paragraph.

Section 4.08. Governing Law. This Agreement shall be construed in accordance with, and governed by the laws of the State of California.

Section 4.09. Entire Agreement. This instrument contains the entire agreement of the parties relating to the rights granted and obligations assumed in this instrument. Any prior oral or written agreements, or oral representations or modifications concerning the parties agreement or this instrument or any attachments hereto, shall be of no force or effect.

Section 4.10. Gender And Number. Whenever used herein, the masculine, feminine and neuter genders and the singular and plural numbers shall each be deemed to include the other whenever the context so indicates.

Section 4.11. Attorney's Fees. If any party brings any action or proceeding against the other to enforce, protect, or establish any right or remedy under the Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs as may be awarded by the Court. Arbitration is an action or proceeding for the purpose of this provision.



Section 4.12. Arbitration. If any differences shall arise between the parties hereto as to their rights or liabilities under the foregoing instrument, or any instrument made in pursuance of the stipulations hereinbefore contained for more completely carrying this instrument into effect, such difference shall be settled by an arbitrator and his decision shall be final as to the contents and interpretation of such instrument or instruments, and as to the proper mode of carrying the same into effect. Said arbitration is to be conducted under the rules of the American Arbitration Association and the Rules of Evidence and Discovery as found in the Nevada Evidence Code and Nevada Code of Civil Procedure. Such arbitration shall be held within the City of Las Vegas, Clark County, State of Nevada, and such location shall be the only location of proper venue with regard to this agreement.

This Agreement is executed effective the day stated above and by the parties indicated below.

LETIP INTERNATIONAL, INC.

By:  _____

Summer Middleton, C.E.O.

CHAPTER

By: _____

(Name of President)

(Name of Chapter)