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1. PURPOSE AND GOALS:
2. VISION STATEMENT: To be the Nation’s leader in debt relief and client experience.
3. MISSION STATEMENT: We inspire and empower people affected by debt, by providing exceptional service with a strong commitment to excellence.

In order to accomplish our Vision and Mission, the Genius Makers recognize that it is imperative that our team members feel happy and safe in their work environment. The Genius Makers further recognize that in order to achieve excellence and offer our clients exceptional service, we need to develop our team members by guiding and shaping them into better versions of themselves. It is our common goal to achieve excellence through leadership growth, personal growth, group collaboration and individual understanding. The ultimate purpose of the Genius Makers Leadership Development Class is to create great Leaders who:

* coach team members to understand and expand their capabilities;
* assist team members to realize their full potential;
* practice excellent communication, and listen to the concerns and aspirations of the team members;
* are self-aware, highly conscious of their own behavior, and take full and sincere accountability for their behavior;
* are fair and consistent in their words and actions;
* practice the principles of continuous development, improvement, coaching, inspiration and encouragement of team members;
* actively seek improvements to efficiency and effectiveness, and respond openly to proposals from team members;
* break down barriers that obstruct team members' commitment, involvement and pride in their work;
* provide feedback, encouragement and recognition.

It is our common goal to build a culture with:

* a strong sense of direction and purpose, shared by all team members;
* well understood values and beliefs, explicitly or implicitly stated, that form the basis for all behavior;
* a high degree of trust in each other, in management, and in other functions and departments;
* team members who are highly motivated, and who possess a great sense of self-worth and achievement;
* managers who listen, encourage, develop and help their team members;
* pro-activity, learning, problem solving and innovation at all levels;
* a focus on clients, processes and improvement techniques, so that we can concentrate on adding value and pleasing clients;
* a “Giver” reciprocity style.

II. CORE VALUES: It is the intent of the Genius Makers that the core values of our organizations are deeply ingrained principles that guide all our actions and serve as cultural cornerstones. It is our intent that our core values are never compromised, either for convenience or short-term economic gain. The core values below are the source of our organizations distinctiveness, and must be maintained at all costs.

1. INTEGRITY: Simply put, the core values of honesty and ethics translate into doing the right thing, in a fair and responsible way. It is our intent that our organizations are built on a foundation of honesty and integrity such that we can build and maintain strong, trusting relationships with our clients, team members and managers.
2. ATTITUDE: The Genius Makers recognizes that while skills and experience are important characteristics of a team member, attitude plays just as big, if not bigger, of a role. It is the intent of the Genius Makers to seek out and retain team members that share our core values in order to ensure a harmonious, professional environment and a productive team. Below are key attitudes that the Genius Makers agree are important:
	1. RESPECT FOR OTHERS: Respect in the workplace that doesn't solely extend to team members’ interactions with management. The Genius Makers shall seek team members that respect our clients, co-workers, and vendors, and just as importantly, respect themselves. In short, the Genius Makers are seeking team members that are willing to treat others politely and professionally, even if they disagree with the other person's point of view.
	2. INFECTIOUS ENTHUSIASM: The Genius Makers shall seek and retain team members that are enthusiastic about life in general, and that radiate positive energy that rub off on everyone around them. We are looking for team members that dive into every project with interest, are eager to learns new skills and ideas, and quickly apply them to their work. For team members that are not naturally born with positive energy, it is our mission as Leaders of our organization to develop such traits and encourage our team members and managers to approach every situation, positive or negative, as a challenge and an opportunity. It is our ultimate goal to extend the enthusiastic attitude toward clients, team members, and everything we do.
	3. COMMITMENT TO THE JOB: The Genius Makers agree that we are seeking to employ and retain team members who are not only committed to the goals and initiatives that affect the bottom line. We are also looking for team members who are committed to their particular positions and show a willingness to do whatever it takes to fulfill the duties of their positions, as well as a willingness to help develop new ideas to make our organizations even better.
	4. INNOVATIVE IDEAS: The Genius Makers are looking for team members that can think outside of the box and find innovative new ways to accomplish existing tasks and approaching goals.
	5. HELPFULNESS: The Genius Makers recognize that it is important to have a helpful attitude at work, both when assisting clients with their needs, and when helping team members accomplish overall company goals.
3. WORK ETHIC: The Genius Makers define worth ethic as a belief in the moral benefit and importance of work and its inherent ability to strengthen character. We are looking to retain and develop team members with a strong work ethic who take personal pride in putting in their best efforts.

III. GROUND RULES AND GUIDELINES

A. GENERAL EXPECTATIONS: It is generally expected of the Genius Makers that every member is interested in, committed to, and willing to dedicate their time, energy and efforts to learn, grow and become better versions of themselves, as well as to coach team members to understand and expand their capabilities, and realize their full potential.

B. MEETINGS:

* 1. TIMES/PLACES: The Genius Makers Leadership Development Class shall be held every first (1st) and third (3rd) Thursday of the month at 12 noon in the GLG Conference Room.
	2. COMMUNICATIONS: All communications regarding The Genius Makers Leadership Development Class shall be done through the Genius Makers CRM (www.debtleadership.com). All homework will be assigned through the CRM and must be turned in through the CRM. It is every Genius Makers’ responsibility to be knowledgeable and up to date on meetings dates, times and places. Every Genius Maker is further expected to actively participate and engage with the CRM.

* 1. ETIQUETTE DURING MEETINGS: Being part of the Genius Makers Leadership Development Class requires being a professional at all times, including inside and outside of the office. Leaders must be role models and are to treat others the way they want to be treated. All Genius Makers are expected and required to adhere to our core values, and any disagreements must be handled person to person in accordance with our core values.
	2. PREPARATION PRIOR TO MEETINGS: The Genius Makers acknowledge and understand that learning to lead takes time, practice and will inevitably result in [mistakes](https://www.thebalance.com/difficult-manager-moments-2275817)before we truly grasp the reality of this difficult, yet rewarding, role. It is important to understand and appreciate that the Leaders of this organization are investing much time, money, and resources in training to improve our client experience, our leadership culture, ourselves, and our business results. It is important that this investment generate the desired results. Attaining our goals and objectives requires that our Genius Makers be active participants in the process: before, during and after our Genius Makers Leadership Development Class. As such, preparation, in-class participation, and post-training application and follow-up, is vital and a must. In short, the team members’ full commitment to this growth and learning experience is crucial. In this regard, homework assignments are designed to ensure that Genius Makers are engaged and are getting, as well as bringing, value to the meetings.
	3. POLICIES REGARDING HOMEWORK, LATENESS AND ATTENDANCE: In order to encourage full participation as set forth above, the following rules and procedures have been enacted, to be effective immediately:
		1. HOMEWORK: Homework is to be turned in on the day it is due, which is on the day of the Genius Makers Leadership Development Class. Homework must be turned in via the Genius Makers CRM. If a Genius Maker fails to turn in the homework on the day it is due, the team member will be allowed into the Genius Makers Leadership Development Class. However, overdue homework must be turned in on the day before the following Genius Makers Leadership Development Class, along with any new assignments due during that class.
			+ Failure to turn in missing homework by the following Genius Makers Leadership Development Class will result in the team member being excluded from that Class. The exclusion shall last until the next Genius Makers Leadership Development Class.
		2. ABSENCES: It is the intent of the Genius Makers that all team members be active participants in the learning and growth process as set forth above. As such, being present at every Leadership Development Class is imperative. Every team member must be present, on time, and ready for instruction before the start of class.
			+ If a Genius Maker misses class three (3) times in a six (6) month time period, the Genius Makers Executive Committee shall be required to meet and vote on whether the team member should be permanently removed from future classes. A majority vote of the Executive Committee will be required for removal of the team member as a result of excessive absences as defined above.
		3. LATENESS: We encourage every team member to show up 5-10 minutes early, fully prepared. If a team member is late on one (1) occasion, a meeting must be scheduled with the Chairman to discuss the issue. If a team member is late on a second (2nd) occasion, a one-page essay about their commitment to the Genius Makers Leadership Development Class must be written and posted on the Genius Makers CRM. Being late on a third (3rd) occasion will result in the team member being excluded from that meeting. Any additional lateness beyond the third (3rd) late will result in a meeting of the Executive Committee to evaluate the team member’s commitment and possible further consequences.

IV. REQUIREMENTS FOR ENTRY INTO GENIUS MAKERS LEADERSHIP DEVELOPMENT CLASS:

A. CHARACTER REQUIREMENTS: It is imperative that any team member that is part of the Genius Makers Leadership Development Class have the three core values of Integrity, Attitude, and Work Ethic as defined above. These core values are all encompassing and include, but are not limited to, the following character traits:

i. accountability;

ii. trustworthiness;

iii. the ability to influence others in a positive way;

iv. respectful and respect worthy;

v. humble;

vi. emotionally intelligent;

vii. professional;

viii. self-aware; and

ix. willing to share their knowledge and experience.

B. INVITING NEW MEMBERS IN: In order to be invited into the Genius Makers Leadership Development Class, the Direct Manager of the team member must first invite the team member into two (2) classes. To get invited permanently, the Direct Manager must inform the Chairman of the Genius Makers Executive Committee that they would like the team member to become a Genius Maker. From the first time that a candidate is invited into a class, any member of the Executive Committee will have the opportunity to vet out the candidate in any way they deem fit. Any information learned through the vetting process should be shared with the Executive Committee such that the Committee can vote with all needed information before them.

 i. VOTING: Voting will take place once a month on the first (1st) Thursday of every month, directly after the Genius Makers Leadership Development Class. A majority vote of the Executive Committee is required for approval of the candidate into the Genius Makers Leadership Development Class. If the vote is a tie, a majority vote of the entire Genius Makers Leadership Development Class is required to approve the candidate into the class.

V. REMOVAL OF TEAM MEMBER: It is imperative that every Genius Maker adhere to the core values, character requirements, and expectations embodied in this Charter. Failure to do so may result in disciplinary action, which may result in the removal of the team member from the Genius Makers Leadership Development Class. Removal and/or suspension of a team member from the Genius Makers Leadership Development Class can take place via a majority vote by the Genius Makers Executive Committee.

VI. RE-ENTRY REQUIREMENTS: Re-entry of a team member to the Genius Makers Leadership Development Class shall be the same as for Entry.

VII. GENIUS MAKERS EXECUTIVE COMMITTEE: The Genius Makers Executive Committee was created in order to put together this Charter which will dictate how the Genius Makers Leadership Development Class is run.

A. INITIAL MEMBERS: The initial members of the Genius Makers Executive Committee are comprised of the following Genius Makers:

* Arash Khairi, the Chairman
* Robert Moskovith
* Yana Gershfeld
* Kevin Rice
* Armen Tatiyants
* Dezmund Harris
* Stefhany Dorbecker

B. SIZE OF EXECUTIVE COMMITTEE: The initial Genius Makers Executive Committee is comprised of seven (7) Genius Makers as set forth above. Set number shall remain the same until the Genius Makers Executive Committee deems it necessary to vote on whether that number should change.

C. TERM: Each member of the Genius Makers Executive Committee shall serve a term of one (1) year beginning on March 1, 2018, and ending on March 1, 2019.

D. ELECTION OF EXECUTIVE COMMITTEE MEMBERS: It is the intention of the Genius Makers Executive Committee that the Executive Committee be ever changing and evolving under the influence of new Genius Makers, such that the Genius Makers Leadership Development Class never becomes stagnant. To accomplish this goal, the Executive Committee has enacted the following policy regarding election of new members:

i. ELECTION OF NEW COMMITTEE MEMBERS: It is the intent of the Executive Committee to replace three (3) Executive Committee Members at every election. The voting and selection procedure shall be as follows:

FIRST ANNUAL ELECTION:

 a. VOLUNTARY REMOVAL OF EXISTING COMMITTEE MEMBERS: At the first annual election, any three (3) members of the Executive Committee can be replaced. Three (3) Executive Committee members shall first have the opportunity to volunteer to leave the Executive Committee.

 b. PICKING STRAWS FOR REMOVAL OF EXISTING COMMITTEE MEMBERS: if there are no volunteers to leave the Executive Committee, or there are less than three (3) volunteers, in order to decide who shall leave the Executive Committee, the remaining Executive Committee members will pull straws to determine who will leave the Executive Committee.

 c. VOTING-IN NEW MEMBERS OF THE EXECUTIVE COMMITTEE: Replacement of Executive Committee members with New members to be added to the Genius Makers Executive Committee shall be handled as follows:

* Members of the Genius Makers Leadership Development Class shall first have an opportunity to volunteer to be on the Executive Committee
* If there are no volunteers from the Genius Makers Class, or if there are not enough volunteers to fill the three (3) requisite vacancies, anyone can be nominated by a Genius Maker.
* The entire Genius Makers Leadership Development Class shall vote on the volunteers and/or nominees. Each vote shall count as one vote and no one can vote for more than one member. Any ties will be broken by a majority vote of the then existing Executive Committee.

SUBSEQUENT ANNUAL ELECTIONS: At every Subsequent Annual Election of New Executive Committee members after the First Annual Election, the voting and selection procedure shall be as follows:

 a. VOLUNTARY REMOVAL OF EXISTING COMMITTEE MEMBERS: At each subsequent annual election, three (3) members of the Executive Committee must be replaced. With every subsequent re-election of Executive Committee Members, it is the intention to replace three Senior Executive Committee Members so that the Executive Committee will continue to grow and be diverse. Three Senior (3) Executive Committee members shall first have the opportunity to volunteer to leave the Executive Committee.

 b. PICKING STRAWS FOR REMOVAL OF EXISTING SENIOR COMMITTEE MEMBERS: if there are no volunteers to leave the Executive Committee or there are less than three (3) volunteers, in order to decide who shall leave the Executive Committee, the remaining Senior Executive Committee members will pull straws to determine who will leave the Executive Committee.

 c. VOTING-IN NEW MEMBERS OF THE EXECUTIVE COMMITTEE: Voting in New Members shall be the same as for the First Annual Election.

E. VACANCIES ON EXECUTIVE COMMITTEE: Any vacancies created during the term of the Executive Committee shall be filled the same way as with New Members being voted in. The Vote shall take place at the first available opportunity following the creation of/knowledge of the vacancy, right after the Genius Makers Leadership Development Class.

F. ELECTION OF CHAIRMAN: The Chairman of the Genius Makers Executive Committee shall serve a one (1) year term. A new Chairmen shall be elected annually, immediately after the annual Election of Executive Committee Members. A majority vote by the newly elected Executive Committee is required to vote a new Chairman in.

i. CHAIRMAN’S POWERS AND RESPONSIBILITIES: The Chairman of the Executive Committee is a Senior member that possesses the trust and respect of all Genius Makers. As such, the Chairman is endowed with the right and power to handle all aspects regarding the structure and flow of the Genius Makers Leadership Development Class. The Chairman has the power to create additional committees if deemed necessary or desirable to further our goals, including but not limited to, a Book Club Committee, a CRM Committee, a Finance Committee, a Team Outings Committee, etc… The Chairman also has the right to delegate any tasks to a Genius Maker as deemed necessary.

G. APPROVAL OF GENIUS MAKERS CHARTER:

By signing below, every Genius Maker understands, agrees and hereby approves the within Charter, promising to abide by its terms and the principles embodied within.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Arash Khairi

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Robert Moskovith

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Yana Gershfeld

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Armen Tatiyants

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dezmund Harris

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Glenn Badgett

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Kevin Rice

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 Erick Cordoba

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 Stefhany Dorbecker

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 Krystal Velarde

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 Desmond Drummond

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 Joshua Labovitz

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 Yvette Maldonado

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 Gabe Bevilacqua

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 Uclid Arias

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 Michelle Gomez