

# **RUTHERFORD BUSINESS BUILDERS**

## **“A Professional Business Referral Group”**

### **BY-LAWS AND POLICIES**

#### **Our Mission Statement:**

Rutherford Business Builders (“RBB”) is a group of local business professionals who exchange qualified business referrals and establish a referral network with which to grow and strengthen their businesses.

#### **Membership Requirements:**

- a) Active membership shall consist of individuals and businesses of good character and community standing, residing, or having other community interest within the area. Each member shall have one vote.
- b) A member can only control and promote one category as determined by the Board of Directors “Board”.
- c) A visitor or guest may attend up to 2 meetings before either (1) applying for membership or (2) paying a fee of \$20 per meeting attended starting with the 3<sup>rd</sup> meeting attended. A person will become a member when all of the following has occurred:
  - 1) They have attended at least one full meeting.
  - 2) They have completed a membership application.
  - 3) The Board will send an email to all existing members to approve/disapprove the prospective member. The prospective member will be approved for membership if 80% of the existing members approve of their membership. All no votes will be reviewed by the Board.
  - 4) If two or more people or companies apply for the same category, each prospective member will have 5 minutes at the following meeting to present the reason why they would like to become a member and how they can benefit the group. RBB members will then vote on which applicant is accepted.

#### **Category Exclusivity:**

Each member of RBB shall represent an industry category as approved by the group upon acceptance of membership. The category represented by the member will be the focus of the member’s efforts, presentations, and discussions within the group. A member will not represent other affiliations or industries outside of their approved category.

#### **Other networking groups and affiliations:**

We encourage members to join other networking groups in order to meet people and be involved in the community. Members shall not use other affiliations to the detriment of any RBB group member (for example: soliciting services for another networking group over a current RBB member), instead, please use those affiliations to find new potential members for RBB and/or to solicit services for other RBB members. Other affiliations should be made known to a Board member.

### **Meeting Time and Format:**

- a) The group meets each Thursday from 11:00 am to 12:00 pm. However, there are occasions where the meeting may run over the allotted time, in this case the meeting will continue as long as necessary and guests are allowed to leave at their convenience.
- b) The meeting is designed for each member to educate the entire group as to their business products, services, and goals.
- c) Meeting agenda is as follows:

#### **Please set cell phones to silent or vibrate!!!!!!**

- 1) Pledge of Allegiance (starts at 11:05 am)
  - 2) Greeting and announcements (Board report will be given at this time)
  - 3) Mission Statement Read
  - 4) Officer Introductions
  - 5) 60 second commercials, person to the left of the speaker will begin the commercials. Guests will be introduced by inviting member
  - 6) Assigned speaker will present for 10 minutes or for the remaining time not to go past 5 minutes to 12:00. Designated speaker will be allowed to display products or services
  - 7) Testimonials and referrals given
- d) Out of respect for members' schedules, meetings must begin and end on time. In the event a member is late, they should join the meeting without interruption.

### **Definition of a Qualified Referral:**

- a) A qualified referral is specific written and detailed information passed from one member to another.
- b) A qualified referral must include the complete name and telephone number of the lead.
- c) A brief description of the nature of the nature of business being referred.
- d) The referring member must have informed the person or business that they will be contacted by the referring member.
- e) Members will be expected to actively promote and refer each affiliate business member.
- f) A referral is any lead, recurring or nonrecurring, a member generated for another member.

**Attendance:**

- a) You must be committed to attend every meeting. You are making an investment, and to gain full benefit from it, you should be in attendance at every meeting.
- b) If you are aware that you will need to miss a meeting, please place a courtesy call, email, or text to one of the Board members to inform the group of your absence.
- c) An alternate may attend the meeting on your behalf to represent your company; however, you are expected to attend every meeting.
- d) In the event that a member has missed 4 consecutive meetings, they may forfeit their membership (unless they have been approved for a leave of absence by the Board – see e below) and may need to re-apply to the group. Extenuating circumstances will be reviewed and approved by the Board.
- e) A member may request a leave of absence from the Board for family, medical, or other reasons. The leave of absence must be approved by the Board based on a majority vote in order for the member to stay in good standing status. The leave of absence should have a set end date as approved by the Board on a case-by-case basis.

**Membership Dues:**

- a) A one-time application fee of \$75.00 is due before prospective member can be approved.
- b) No annual renewal fee.
- c) \$15.00 monthly dues (payable at 1<sup>st</sup> week of month).
- d) In January, members can pay all 12 months in advance for a discounted rate of \$150.00.
- e) The membership and monthly fees are non-refundable.
- f) Board members receive a \$50.00 discount on dues during each year the member serves on the Board. If they pay their dues annually in January.

**Use of Group Funds:**

Dues and membership fees received “group funds” will be used first for administration of the group including but not exclusive to marketing materials/campaigns, purchase of forms and supplies, meeting expenses, and website maintenance. Remaining group funds can be used for Christmas gifts within the group or for friends of the group and nonprofit donations. All uses of group funds should be approved by the Board.

**Members “Not In Good Standing”:**

In the event that a member cannot meet any or all of the following criteria, his/her membership will be deemed “Not In Good Standing.”

- a) Member has attended less than 50% attendance in any given month.
- b) Member has produced less than 2 qualified referrals in any given month.
- c) Member is 2 or more months past due. Member is considered past due after 1<sup>st</sup> Thursday of that month.

The member “Not in Good Standing” will still be considered a member; however, if a prospective member in that category wishes to join the group, their membership is in jeopardy of being terminated.

#### **Cause for Termination:**

The Board of Directors is authorized, as herein provided, to suspend from membership for a period of not more than 6 months, or expel from membership for “Fair Cause” as used in this section means:

- a) Any conduct that brings the group into public disrepute or violates the purpose for which the group was formed.
- b) Any willful failure to abide by the by-laws or rules of the group.
- c) Any felony conviction or any crime involving moral turpitude.
- d) Any conduct that causes any member to come into public dispute.
- e) Any failure to pay any debt to the group or other member who is due and valid.
- f) Any personal or professional misconduct, as serious in nature as to render their continued presence as a member of the group personally or professionally obnoxious or detrimental to the other members of the group.
- g) All members more than 3 months past due after the 1<sup>st</sup> Thursday of the month of being 3 months late.
- h) Any other by-laws included in this document.

#### **Termination Procedures:**

- a) The Board shall review all violations of the provisions of the section above.
- b) All alleged violations of the (cause for termination) provisions shall be in writing and addressed by the entire Board.
- c) The alleged violator shall be given a complete and updated copy of the By-laws.
- d) The Board of Directors vote shall be final and binding.

#### **Ethics Committee:**

In the event that there is a dispute or issue between existing members, the Board will create a “Ethics Committee,” to resolve such problems. The Ethics Committee will be comprised of at least one Board member or no fewer than 3 non-Board members. The 3 non-Board members must not be affiliated in any way with the affected members of the dispute. The Board member will act as an arbitrator amongst the non-Board members. The non-Board members will determine the outcome of the dispute, and all resolutions are final.

**Board of Directors:**

1. **President**
2. **Vice President**
3. **Treasurer**
4. **Secretary**
5. **Referral Reporter**
6. **Membership Mentor/Growth**
7. **Speaker Coordinator**
8. **Social Media Coordinator**

**Duties of the Board of Directors:**

In addition to the duties of the Board outlined below, all Board members attest to not act in self-dealing or self-interest when carrying out their Board responsibilities. All Board members will act in the best interest of the group as a whole.

**\*\*\*\* The By-Laws will be reviewed and amended by Board of Directors as necessary.**

## RBB Board Position Descriptions

### ***President***

- Leads the regular meetings
- Leads the Board meetings
- Coordinates special events for the group
- Thought leadership
- Offers assistance in dispute resolution
- Breaks down the room at the end of each regular lunch meeting

### ***Vice President***

- Assists the President as needed
- Tracks attendance at regular lunch meetings
- Fills in for the President in leading the regular meeting when the President is not in attendance
- Prepares the attendance report for each Board meeting
- Emails members to encourage attendance when they have missed consecutive meetings

### ***Secretary***

- Takes notes at Board meetings and types them out.
- Sends minutes to the board members prior to the next Board meeting

### ***Treasurer***

- Writes receipts and tracks payments for dues and membership fees
- Reconciles the monthly bank statement
- Takes deposits to the bank as needed
- Writes checks and tracks petty cash
- Prepares dues and rolling bank balance report for each Board meeting

### ***Referral Reporter***

- Tracks referrals passed from each regular lunch meeting
- Collects finalized amounts on completed leads
- Prepares the referrals passed report for each Board meeting

### ***New Member Coordinator***

- Makes guests feel welcome at regular lunch meetings and special events.
- Ensures guests receive the welcome packet
- Speak with guests about becoming members
- Tracks the number of guests at regular lunch meetings
- Prepares the number of guests report for each Board meeting
- Tracks the members bringing guests to the regular lunch meetings

***Social Media Coordinator***

- Manages the groups Facebook account
- Offers suggestions and coordinates marketing via social media for the group
- Ensures the group consistently has a presence in social media especially focusing on announcements of special events, guest speakers, and regular lunch meetings
- Prepares a social media visibility report using the Facebook reporting tools for each Board meeting

***Speaker Coordinator***

- Schedules speakers (members and guest speakers) for regular lunch meetings
- Announces guest speakers to the group
- Obtain special speaker information and send to social media coordinator to post to Facebook
- Communicates upcoming speaker dates to the speakers one week in advance and markets and communicates and reminds the group through email and announcements re upcoming special speakers