

RUTHERFORD BUSINESS BUILDERS

“A Professional Business Referral Group”

BY-LAWS AND POLICIES

Amended February 10, 2022

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 \$25 per meeting attended starting with the 3rd meeting attended.

A person will become a member when all the following has occurred:

1) They have attended at least one full meeting.

2) They have completed a membership application and paid application fee.

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 for network and referral connections two (2) Thursdays a month on the 1st and 3rd Thursday from 11:30 am to 12:30 pm. At 11:00 am to 11:25, the meeting location will be open for prospective members to meet with other members, the Membership Chair/additional Board Members, as well as a time for additional networking among members. Please have all food orders completed and turned in by this time. 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

11-11:25 am: Networking time & time to place orders. Please make sure orders are placed by 11:25 am to avoid meeting interruption.

11:29 am: Please set cell phones to silent or vibrate. Please do not talk while others are talking. Meeting Facilitator will monitor time and keep group on schedule.

1) 11:30 am: President opens the meeting at 11:30 am sharp. Leads the Pledge of Allegiance

2) Greeting and announcements (Board reports will be given at this time, if Board meeting day)

3) Mission Statement Read

4) Officer Introductions & explanation of Referral process by Referral Reporter or President

5) President then introduces the Sponsor/Featured member of the month. Featured sponsor gives a 2-minute commercial, describing who they are, what they do, and any specials they have. Featured member then introduces the meeting speaker or guest speaker. Speaker will present for at least 10 minutes but no more than 15 minutes. Designated speaker will be allowed to display products or services

6) Each member gives a 30 second commercial. (60 seconds will be permitted if less members are present, and group can remain on schedule.) Guests will be introduced by inviting member when they give their commercial. Guest will then be allowed to give a 60 second commercial.

7) Referrals passed or entered online. Binder with business cards passed. Members should make sure their slot is full of cards for others to take as needed.

8) If time permits, testimonials and recommendations given among members.

9) President closes meeting promptly at 12:30 pm.*

* 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 and should place their order with the server outside of the room.

RBB Meeting Schedule Format

1st Thursday of month: Board Meeting Business, Announcements, introductions, network (NO SPEAKERS)

2nd Thursday of Month: NO Meeting

3rd Thursday of the month: Guest/Sponsor Member/Charity speaker

4th Thursday of the Month: Board Meeting

5th Thursday of the Month: NO Meeting

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 attend 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) To stay in good standing with the membership you must attend 50% of the regular meetings or attend an extra event such as after hours or special event (at least 2 Meetings/events in a month)

e) In the event that a member has missed 4 consecutive meetings in a set month, 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.

f) 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 \$100.00 is due before prospective member can be approved, unless a discount is offered as approved by the Board.

b) No annual renewal fee.

c) \$25.00 monthly dues (payable at 1st week of month).

d) In January, members can pay all 12 months in advance for a discounted rate of \$250.00 (two months free).

e) The membership application and monthly fees are non-refundable.

f) Payments can be received by Cash, Check, and Online credit/debit card.

g) Online payments should include a 3% transaction fee.

h) If membership dues are late there will be a 5% late fee added.

i) Board members receive a \$50.00 discount or \$4/month on dues during the term the member serves on the Board.

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 the website.

Remaining group funds can be used for a “RBB Member Relations Fund” which is intended to donate money to active members who are experiencing life changing events like medical expenses, illness, birth or adoption of children, death of an immediate family member, care of a spouse or partner who is ill which affects the member’s ability to earn through his/her business, and other such life altering events as it applies specifically to each member’s situation. An active member can propose the use of these funds to the current Rutherford Business Builders Board of Directors (Board). The Board should vote to approve funds in an amount not to exceed \$50 per occurrence. Vote may pass by a majority of the Board members. A member receiving the member relation funds must be current on dues and active in the group or on an approved leave of absence. Members not in good standing are not eligible to receive member relation funds. Nonmembers are not eligible to receive member relation funds. Members of Rutherford Business Builders may also personally donate or provide gift(s) towards these events. This \$50 limit does not apply to donations by Rutherford Business Builders to a charity or nonprofit donation. 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 1st 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 1st 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

Board Meetings will take place on the 4th Thursday of the month at the normal meeting location from 11:30-12:30 pm unless otherwise scheduled.

For Members to be on the Board, they must be fully current on membership dues/fees and be an outstanding representative of Rutherford Business Builders.

Board Members receive a \$50 discount on membership dues while serving on the Board.

1. President
2. Vice President
3. Treasurer

4. Secretary
5. Referral Reporter
6. Membership Mentor/Growth
7. Speaker Coordinator
8. Social Media Coordinator

Additional Chair members

Meeting facilitator

Planning commissioner

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-must be an outstanding member for a Year by showing 100% willingness to the group, attendance and always up to date on dues and referrals

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

Vice President- Must have good attendance

- 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
- Makes itineraries/ agendas of meetings
- Creates forms that may be needed at normal RBB Meetings
- Restock forms in "The BOX"

Treasurer-Must be a member for a year, and have some knowledge on account keeping and records

- 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
- Speaks with members that are past due

Referral Reporter- must know excel

- 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 on the 2nd and 3rd week of the month
 - Set up Sponsor/featured members for the month
 - 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 of upcoming special speakers

Additional Seats

Meeting facilitator

- Makes sure time is managed at normal RBB Meetings and Members are respectful when others present/speak
- Set timer for speakers and introduction/commercials

Planning Commissioner

- Head Chair of planning committee Meetings held on 2nd Friday of February & September
- Helps organize & coordinate before/after hours and other special events
- Future thinker on how to help grow group