

## **B2B Networking Group of Joliet, Inc. Bylaws**

### **Purpose**

1. To help members expand their business by referring new customers, clients, and businesses to one another.
2. To advertise our businesses consistently to B2B Networking Group members.

### **Business Expectations**

1. The development of a group like this is the burden of the participants to accomplish. For clarity sake, it is very important that the nature of the cycle of growth be defined. This is not a market that can be bought up by advertising or mailings. At best, the B2B group can be augmented by the contributions of each member of the group. This group will grow by the overt recruitment efforts of its membership. Therefore, one of the two primary duties of membership includes an expectation that each member is responsible for the direct recruitment of new members. It should be a minimum goal for each member to recruit 2 new members during the first year.
2. The second expectation of the members is that they participate in the referral process that facilitates important introductions to businesses in your current client list or those that you might discover. Using a system of "Business Inclusion", we can help each member become a "Center of Influence" to reach a larger marketplace. The goal is that each member work hard at being a Center of Influence by actively supporting other members.
3. Each meeting will have a time where members will share introductions and referrals to the key people each member will develop for the other members of the group. This is the primary reason for our meeting since these introductions should be a modest source of new business for our members.
4. The duty of each member to recruit like-minded individuals to become members of the group and to open his/her network to the other members of the group by:
  - Actively provide referrals/leads
  - Continue to add to his/her network
  - Take the time to get to know, like, and ultimately trust each member of the group
  - Participate in the monthly joint meetings with other chapters as available

## **Weekly Meeting Agenda**

- First 30-second commercial – Each attendee gets 30 seconds to present their business to the group.
- Referral Time – Go around the table with referrals being offered.
- Business Spotlight – One business will be given 20 minutes to explain various aspects of their business to those in attendance. As time allows, questions about the business can be addressed.
- Event Announcements – Event announcements by any member will be presented to the group.
- Group Business – Any group business will be discussed.
- Closing 30-second commercial – Each attendee gets 30 seconds to present their business to the group.
- Close the Meeting.

## **Membership Process**

1. Any person who wants to increase business success by meeting with people for the purpose of giving and receiving quality business referrals is a potential candidate for Business Referrals.
2. Prospective new members are encouraged to attend regularly scheduled meetings up to a maximum of four. During that time, a copy of the current by-laws and a business profile template will be provided.
3. The candidate will be required to submit and present a completed business profile for review by the group on or before their fourth meeting. Once the presentation has been made, the candidate will be asked to refrain from further attendance until notified by the group.
4. At the next regularly scheduled meeting following the presentation, the candidate and business profile will be reviewed by the existing membership to determine suitability for membership and for any potential business conflicts with current members. Subsequent to that review, a vote will be taken to either confirm or not confirm the candidate's application for membership. A simple majority vote of those members present is required.
5. The candidate will be notified of the outcome in person, by phone, and/or by email prior to the next scheduled meeting.

## **Standard for Membership**

1. The business requesting membership must be predominantly commercial rather than retail. While the applicant may have business to consumer as part of their business, the primary focus of the applicant must be business to business.
2. Expectations of all members of the group are:
  - a. To strive for 90% attendance to all weekly meetings.
  - b. To actively participate in the referral / introduction process by giving introductions as well as getting introductions.
  - c. To bring other good candidates into the B2B group as opportunity provides.
  - d. Membership dues are paid based on the following schedule:
    - i. Initiation and next quarter's dues (prorated as necessary) are paid within 30 days of acceptance into the group.
    - ii. Quarterly dues are paid no later than Mar 15, Jun 15, Sep 15 and Dec 15 for the following quarter.
3. If unable to attend a meeting, a member may send a replacement to stand in for him/her at that meeting. This replacement may or may not be from the member company. If not part of the member company, during the first round of introductions, the replacement will give the 30-second commercial of the business he/she is representing. For the closing 30-second commercial, the replacement may provide information for his/her business and distribute business cards.
4. Exclusive seats are a privilege granted based upon participation. Membership into the B2B Networking group provides each person the opportunity to develop a strong relationship with other business people focused on growing their business through helping others.

## **Revocation of Exclusive Seat**

1. Holding an exclusive seat within the B2B Networking Group is a privilege, not a right, and is based upon regular attendance at the weekly meetings and having dues paid in a timely manner. Should a member's attendance record fall into one of the conditions listed below or membership dues not be paid on schedule, the other members of the group have the option to revoke the exclusive seat assigned to that member. (See Revocation Process below.) In addition, the remaining members may solicit and/or consider another like business for membership to replace the one revoked. The conditions under which this may occur are:
  - a. The member is absent without explanation or communication for three meetings in a row.
  - b. The member is absent six or more times (with or without explanation) during any running six month period.
  - c. Member is delinquent in paying dues.

## **Revocation Process**

1. Should a member's attendance record fall into one of the conditions described above, the following steps will be taken:
  - a. The member will be notified in person, by phone and/or by e-mail.
  - b. The member will have one week to respond and/or refute the record.
  - c. If a response is NOT received, the full membership will be notified by email that a revocation vote will be taken at the next regularly scheduled meeting. A 75% majority vote of members present is required for removal.
  - d. If a response IS received, the remaining members will consider the response at the next regularly scheduled meeting. Subsequent to that review, a vote will be taken to either confirm or not confirm the member's revocation. A 75% majority vote of those members present is required for removal.
2. Once an exclusive seat is revoked, that member may not be considered for ANY exclusive seat for a minimum of six months. The member may, though, continue to attend meetings as desired until either the six months has passed, or a replacement for the exclusive seat has been accepted into the group.

## **Officers**

As a not-for-profit corporation at least one officer is required. Our group has chosen to have three officers, elected on a semi-annual basis by a 75% majority vote of membership present at the meeting. The officer board is strictly an administrative body for the group meant to carry out the wishes of the group. It does not have sole decision making ability nor is it meant to circumvent the will of the membership. As a general rule, someone must be a member in good standing for a minimum of 6 months prior to assuming an officer position.

While the Treasurer will manage the group's checking account, he/she will not have signing authority. Either the President or Secretary will be required to sign checks.

The Joliet B2B Business Networking Group has the following officers:

- President:
  - Chairs the weekly meeting
  - Notifies members of any delinquency of payments or when excessive absences occur
  - Develops and maintains speaker list
  - Recommends establishment of committees as appropriate

- Secretary:
  - Takes and disseminates minutes of weekly meeting with 48 hours of the meeting
  - Chairs the weekly meeting if the President is unavailable
  - Maintains the weekly attendance record
- Treasurer:
  - Maintains the corporation checking account
  - Collects and deposits initiation fees and quarterly dues
  - Provides financial statements to the group on a quarterly basis or when requested by the group
  - Maintains dues payment records