



## **BYLAWS**

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## **Mission**

Cabarrus Business Network is a business networking group with a primary focus of growing our businesses through quality referrals.

## **What We Do**

We will provide an environment where business professionals are introduced to each other and share the common goal of recommending members' products and services to their respective network. Our measurement of success will be based on how our members' businesses grow due to their involvement with the Cabarrus Business Network.

## **Meetings**

We meet the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of every month from 7:45 – 9:15 am at the Cabarrus Country Club, located at 3247 Weddington Road in Concord.

## **Board**

The board consists of the following positions: President, Vice President, Treasurer, Membership Committee Chair, Communication Committee Chair, Education Coordinator and Community Involvement Committee Chair. The board positions of President and Vice President each serve a one-year term. The Vice President is elected each year and succeeds the President after serving as Vice President for one year. All other board positions are based on a two-year, overlapping term, with three positions up for election in one year, and the remaining three in the next.

The board meets the 4<sup>th</sup> Wednesday of every month from 7:45 – 9:15 at Keller Williams, 6001 Gateway Center Drive in Kannapolis.

Following are job descriptions for each board position:

### **President**

- Leadership responsibilities for the board and the group as a whole
- Responsible for defining strategy and driving direction
- Leadership of board meetings
- Chair of the Steering Committee

### **Vice President**

- Leadership responsibilities for the group in the absence of the President
- Responsibility of explaining and passing the business card box
- Cleanup of materials such as nametags, sign-in sheet and resource library
- Keep inventory of thank you notes and gift cards, and order more as needed
- Write and mail thank you notes to outside speakers, and include gift card

## **Treasurer**

- Responsibility of all funds collected and dispersed by CBN
- Responsibility of all bank accounts created by CBN
- Collection of fees and dues from membership
- Provide financial report to board and to membership on a monthly basis
- Ownership of legal & tax structure, and requirements for compliance
- Chair of the Finance Committee

## **Communication Committee Chair**

- Ownership of one-on-one meetings, referrals and results tracking
- Provide monthly reports to the board and to the membership
- Ownership of all communication efforts related to CBN:
  - Website design and functionality – work with board committees regarding their requirements for the site
  - Ensuring that the website content is current
  - The development and production of marketing material, collateral, promotional items
- Chair of the Communication Committee

## **Membership Committee Chair**

- Ownership of recruiting efforts
- Ownership of guest and membership policies
- Ownership of application process, qualification of candidates, reference checking, membership roster, attendance tracking
- Notification to applicants following board votes
- Reporting to the board regarding applications received, reference checks, recommendations for membership
- Chair of the Membership Committee

## **Education Coordinator**

- Overall responsibility for coordinating educational opportunities for the membership.  
This includes:
  - Ensuring a quality educational component and presenter for each meeting
  - The selection and collection/purchase of reference material.
  - Ownership of process for how material is accessed.
  - Ensuring tools, worksheets, etc. are available via the website
- Responsibility for any multi-media equipment owned by CBN
- Chair of the Education Committee

## **Community Involvement Committee Chair**

- Overall responsibility for selecting and recommending opportunities for CBN to consider
- Organizing how CBN members are to participate, and communicating this to the membership
- Chair of the Community Involvement Committee
- Report monthly to the board and membership

## **Membership Policies**

Membership is by invitation only and is limited to one seat per industry. Network marketing/multi-level marketing businesses will not be considered for membership. Seats are available on a first-come, first-serve basis, and the board reserves the right to make appropriate selections when two or more applications for the same seat are being considered at the same time. The board commits to making selections based on the overall good of the group, and will evaluate what each applicant brings to the group, and their level of commitment.

Membership is granted to an individual, not a company. Members must limit their networking activities within Cabarrus Business Network to the defined seat, particularly where overlapping could occur. For example, an insurance agent may also provide financial services, so he/she would have to promote that service ONLY within the group. If a member promotes an overlapping service which is not defined in their particular seat, they will be approached by a board member with a friendly reminder. If the member continues to promote an overlapping service, their seat will become open.

## **Membership Fees**

There is a \$25 non-refundable application fee for prospective members. This is to be submitted with the application.

Membership carries an annual fee of \$100. This fee is assessed on a calendar year basis, and will be renewed each year. Invoices will be sent the first week of December of the year prior to the renewal year. These payments must be paid by the last business day of January of that year to avoid a \$25 late fee. If the renewal fee and late fee are not received by the last business day of February, that seat will be open. Members who join throughout the year will be responsible for a prorated share of the fee. Proration is 25% per quarter:

## **Attendance**

Members are expected to attend regularly. The strength of the group is highly dependent upon membership faithfulness and participation on a consistent basis. When members are not present, they will miss out on potential leads and referrals, as well as deprive the rest of the membership of the same.

While some absences are unavoidable (out of town, sickness, etc.), members are requested to treat meetings as a priority in their schedule.

Should a member miss two meetings in a row, the Membership Committee Chair (or designated member of the Membership Committee) will contact them to validate their situation and determine ongoing interest.

Should a member miss three meetings in a row, or three meetings in a single quarter, the seat will become open. Interested parties must go through the membership process to fill the vacant seat.

Members who must miss a meeting may send a substitute in their place to avoid being counted as absent. Substitutes must represent the MEMBER business (not their own), and be prepared to promote the member's business to the group. A member may be represented by a substitute one time per quarter.

Any exceptions to these policies must be approved by the board.

## **Membership Process**

1. Guests must be invited or sponsored by a current member. The sponsoring member will introduce their guest(s) during the meeting.
2. After their first visit, guests will be provided a membership application from any Membership Committee member if they are considering joining. Applications, along with the \$25 application fee, can be submitted for consideration after the first meeting, but applicants must attend two of three consecutive meetings before being considered by the full board.
3. Upon receipt of the application, the Membership Committee will review, validate an available seat, and contact references. Should there be a potential overlap with an existing filled seat the applicant should work with that seat occupant to determine if there is room for the seat. The Membership Committee will provide a report to the board with a recommendation regarding potential membership.
4. It is the duty of the Guest Sponsor, the Membership Committee and the board to determine if applicants bring value to the organization and are committed to active participation. Each prospective member will be asked to review and sign a membership agreement (attached) reflecting this commitment.
5. The membership committee will notify the applicant that they must coordinate and complete two "one-on-one" meetings with two of the board members prior to the next board meeting.
6. The board considers new applicants at each monthly board meeting. Upon completion of #1-#5 above, the applicant will be asked to attend the next board meeting. Board members will be given the opportunity to ask questions of the applicants.

The board will vote on new members at each board meeting, and new members will be announced at the next official meeting.

New members are required to submit payment of the annual fee (or prorated amount, whichever is appropriate) to the treasurer within 30 days of becoming a member.

## **Guest policy**

Guests are invited to attend, as long as the seat they may wish to occupy is vacant. Guests may visit twice, and they would be expected to go through the membership process to continue participating. Guests that have submitted an application for membership may continue to attend meetings until the board votes on their potential membership.

Members may invite guests for seats that are currently open. No guests may be invited who would fill a seat that is currently occupied. Should a potential overlap exist, it is the responsibility of the inviting member to determine if the guest should attend.

Members should notify the Membership Committee via email of their intention to invite, along with the invitee's contact information and business specialty or focus.

## **Sponsorship of Guests**

A member should be prepared to sponsor guests the member personally invites. This is known as sponsorship.

The sponsor of a guest is expected to ensure that the guest is clear on requirements for membership. This includes ensuring the guest is introduced to board members, attends two of three consecutive meetings, and submits their application in a timely manner.

## **Code of Conduct**

- As business people, it is paramount that we conduct ourselves with integrity and honesty in our business dealings. We wish to lead by example, and to treat each other and our respective clients and customers in the way we would wish to be treated.
- Business between members, where appropriate, is encouraged. However, simply prospecting the group with sales pitches is discouraged. This tactic is short sighted, distracting to the goals of the group, and not welcome. It misses the real benefit of participating in a networking group.
- When members conduct business with each other, it is expected that they do so in a fashion that keeps the reputation of the Cabarrus Business Network untarnished. Ethical behavior is expected, and the board is committed to a high level of expectation in this area.
- We seek to create an environment that is professional, honest, and ethical in all our dealings. As members, our dealings with each other, with our customers, vendors, and partners should reflect these goals.
- Issues between members should be addressed by and between the members themselves, in a professional way, with a commitment to preserve the reputation of the Cabarrus Business Network in the community.
- Concerns may be raised for the board's consideration, but the board will seek to review any issues in light of the overall good of the network, not individual members. Where the reputation of the Cabarrus Business Network is at risk, the board reserves the right to take appropriate action, which can include active involvement in resolution of the issue (when and where the issue can affect the reputation of the group), up to and including removal of membership.