

SBB

Building Business is Our Mission

By-Laws (Revised and Approved July 2011)

NAME: The name of the organization shall be the Shasta Business Builders: A Business Networking Leads Group.

PURPOSE: The organization shall provide structured educational, networking and referral opportunities to the businesses who are active members of Shasta Business Builders.

MEMBERSHIP: Each new application shall be considered individually on the basis of the open category of business as presented. A person may attend up to two meetings before deciding whether to apply. Applications will be reviewed by the Membership Committee to determine the best fit for both the group and the individual applying, based on shared values and ability to contribute to each other's success.

Only one member per profession and one profession per member will be accepted. Shasta Business Builders membership will be capped at 30 members. If a member has more than one business, they will need to choose which they would like to represent in the group. Also, each member is welcome to participate in other informal networking groups. However, members may not belong to another formal, referral/leads group (BNI, LeTip, PNA, B2B, etc.).

Name and company name of all new applicants will be posted on the Membership Team e-mail distribution list. If a current Leadership or Membership Team member has any objection to a proposed member, it is their responsibility to contact the membership committee before the application is processed to express their concerns. A member that sponsors a new member should be included in the Leadership Teams discussion, but the sponsor would not have a vote in approving membership. Once the application has been accepted, and the new member notified of acceptance, no objections will be considered. A sponsoring member should be advised of the status of a proposed new member application, whether accepted for membership or rejected, once the vote has been taken.

MEETINGS: One regular meeting shall be held weekly, on every Tuesday from 7:00am to 8:15am. If the meeting falls on a holiday, the group will vote on canceling or moving the date.

RIGHT TO FLOOR AND VOTING AND QUORUM: Any member present at any meeting shall have the right to the floor to speak. Voting on any topic of discussion shall be limited to one (1) vote per member. A Quorum is defined as 60% of the membership. A simple majority of a quorum is required to pass any discussion item. Once a quorum has been established at a meeting it is considered that the quorum has been established for the entire meeting.

THE LEADERSHIP TEAM: consists of the President, Vice President (2-VP Membership, VP Administration), Secretary/Treasurer. Each position is a 1 year commitment. The Leadership Team positions will receive 12 months membership fee compensation, as long as commitments are held for 1 year. In the absence of the President, the Vice President will act as President. In the absence of both the President and Vice President either the Secretary/Treasurer will act as President.

VOLUNTEER POSITIONS:

Membership Committee, Visitor Hosts, as well as Education Coordinator, and Event Coordinator are each 1 year commitments filled by volunteers on a rotating basis. The Membership Committee and Visitor Hosts must consist of 3-4 members. If there are no volunteers, or more than one volunteer for each position, then an election by the Leadership Team will be made.

ADDITIONAL COMMITTEES:

The Membership Committee shall consist of 3-4 members, including the Vice President, who have been with SBB at least 6 months. The Membership Committee is a 12 month service that coincides with the Leadership Team's term. The Membership Committee is chaired by the Vice President, who is a voting member of the committee. The Membership Committee is responsible for screening applications for membership in SBB according to the SBB guidelines and in accordance with the Membership Committee Application Review Procedures. The Membership Committee completes the screening process following the suggested guidelines and notifies prospective members, and their sponsor, of their status, acceptance or non acceptance. No applicant should wait more than two weeks before notification of the status of their application. In the event an application is not accepted, the committee returns the application and payment immediately. The Membership Committee evaluates the participation of existing members, reviewing attendance records and notifies members (who have missed 3 or more meetings within any 6 month period) by, phone, email or letter, . Similar notifications must be sent to members who continuously show up late or leave early. In the absence of the Membership Committee, the Leadership Team may act as an interim Membership Committee until one is established.

The Education Coordinator provides or delegates a member to provide a weekly education piece or business tip weekly.

The Visitor Hosts welcome and greet all visitors and potential members, provide informational handouts and explain briefly how weekly meetings are run. The Host Committee will track and report monthly to the Membership Committee on the status of visitors and the number of visitors who became new members.

REGISTRATION DUES AND FEES: Club registration is \$100, which includes the first quarters dues of \$25. On going dues are currently \$25 per quarter and may change if expenses increase beyond projections. The registration fee and first quarterly payment are to be paid no later than at the first meeting attended after acceptance of application. Dues are due quarterly. If dues are not paid by the due date, membership may be suspended until the Membership Committee makes a decision on what action will be taken.

ATTENDANCE: Because the success of the group is dependent on each member learning about and developing a relationship with other members, we expect our members to make attendance a priority. If a person misses more than 3 meetings in a six month period, the Membership Committee will contact the member to see how attendance can be improved. If attendance continues to drop below the minimum accepted level, a member may be asked to resign. If a member has a substitute attend to represent them at the meeting, it will not be considered an absence. Absences that will be longer than missing 3 meetings in a 6 month period MAY be approved by the Leadership Team if requested in writing by the member.

Medical Leave: Should it become necessary for a member to take a medical leave the leadership committee will evaluate each request on a case by case basis.

CONSTITUTION AND BY-LAWS REVISION: These By-Laws may be amended or revised by submitting, in writing, the proposed revision or amendment to the meeting facilitator at any meeting as new business. In order for a proposed change to be considered, the proposed change must be presented in the form of a motion requiring a second and simple majority of the quorum that was established at the beginning of the meeting. Before a motion to change Shasta Business Builders bylaws can be voted on it must be presented at two meetings and all members wishing to speak to the change have be given that opportunity.

The rules contained in Roberts Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of this Organization.