

MBA Referral Groups Bylaws
MILLARD BUSINESS ASSOCIATION
REFERRAL GROUP BY-LAWS
REVISED MARCH 9TH, 2015 (ALW)

ARTICLE I – NAME

The name of the organization will be REFERRAL GROUP NAME which will meet: DAY OF WEEK, TIME FRAME, AND LOCATION

ARTICLE II – PURPOSE

The Millard Business Association has been organized to develop business networking opportunities among its members. REFERRAL GROUP NAME is a Millard Business Association referral group that allows only one representative from each profession to join.

The purpose of REFERRAL GROUP NAME is to generate good business referrals through networking with other professionals. Being a member of REFERRAL GROUP NAME is like having numerous salespeople working for you. Members carry a card file with everyone's business card in them. When members speak with a client, associate or friend who mentions a need that is represented by the group, members can provide a referral to fill that need. "Word of mouth" is the most cost-effective form of advertising. People get their best business through referrals.

REFERRAL GROUP NAME provides a structured environment for the development and exchange of good business referrals. It is important to develop personal relationships in order to increase and maintain one's word-of-mouth based business. It is through this relational process that we learn more about each other's businesses and feel comfortable referring one another.

As a business professional, we all need an edge over our competition. How many people are doing what you do? As a REFERRAL GROUP NAME member, you have an edge over your competitors because you are building respect, relationships and referrals.

The organization is neither a civic nor a social organization, but may undertake civic or social activities upon approval by a majority of active members.

ARTICLE III – FEES

\$50 every six months. Payment for dues may vary depending on the referral group. It is their discretion to dictate when during the calendar year. There is no initiation fee. The semi-annual dues are \$50.00 and are used for the following expenses: visitor brochures, membership packets, referral forms, business card holders, and name tag lanyards, sponsorship of business opportunities, guest lunches and group socials.

Meal Expense:

In addition to the regular dues, each member may incur an expense that will be used to cover the cost of the member's weekly meals. Members are responsible for the cost of all meals, even for those for meetings they can't attend.

ARTICLE IV MEMBERSHIP

Qualifications for Referral Group Membership:

- Company and member must be in good standing with the Millard Business Association.
- Only one member per business or professional category is allowed.

In order to protect the MBA, all Referral Groups are required to have checking accounts with a bank designated by the MBA.

The Millard Business Association recommends that its members belong to only one MBA Referral Group at a time.

The referral group shall have a minimum of 6 members and cannot exceed 24 members.

If one member representing a business or profession changes said profession to one which is represented by another member, such member may not stay in the group but may transfer to another referral group if his/her new business category is not represented in that group. The replacement for the resigning member will not automatically come from the resigning member's company. A proposed replacement member from the resigning member's company will be treated as a new membership applicant.

A member or MBA representative may sponsor a prospective member and present him or her to the group as a guest at any weekly meeting.

Prospective new members, if they are in good standing with the MBA, may apply for membership in an MBA Referral Group. The prospective member must be voted in by the existing members of the Referral Group before he/she can be considered a member

of the Referral Group. In the case of multiple prospects from the same industry applying for membership in the same Referral Group at the same time, the Referral Group shall vote on the one who best fits the needs of the Referral Group.

ARTICLE V – ATTENDANCE

Active participation of all members is the KEY to SUCCESS of the Group. Absences should be avoided whenever possible. Attendance records will be kept by the Group's designated Officer.

Attendance requirements:

Members are expected to demonstrate their commitment through consistent attendance. Each member is only allowed to miss a maximum of 6 times during the 6 month period with of 3 being unexcused absence. You must notify an Officer that you will not be attending otherwise it will be considered an unexcused absence.

When an absence is unavoidable, send a substitute (ie: office staff, employee, etc..). You will not receive an absence when you send a substitute.

MEETING CANCELLATIONS: MBA referral group meetings shall be canceled when Millard Public Schools closes school due to weather related issues.

ARTICLE VI – DELINQUENT MEMBERS

A member whose dues are more than 45 days delinquent shall be contacted by the Millard Business Association for immediate payment. If the delinquent dues are not paid on or before the weekly meeting following such contact, the delinquent member shall be dropped from the membership roster and his or her business category shall be reopened.

After a three month waiting period, a member who has been dropped from membership for non-attendance may request reinstatement if that member's business category has not been filled. A former member may reapply for membership and such application shall be considered in the same manner as an application for new members.

Notwithstanding the above, a member may obtain a leave of absence from active participation in the organization for any reasonable cause upon approval of the majority of the group.

ARTICLE VII – MEETINGS

The meetings will be conducted by the President of the group or by a Group Officer in the President's absence.

Guests are welcome at any meeting with a maximum of two visits per person.

Members should state their name and company before giving their leads.

Leads given are to be noteworthy and viable accounts of happenings that hopefully will result in new business to one or more members of the organization.

Also, during the referral session, members shall acknowledge any leads that resulted in new business for that member.

Suggested Meeting Agenda/Suggested Times

1.) Small Group Discussions (10-15 mins)

2.) President/Vice President – Announcements, MBA Announcements, Treasurer Report, & Visitor Introductions (15 mins)

3.) Speaker Presentation (10 mins)

4.) Q&A for the Speaker (5 mins)

** The speaker may bring a door prize (value of \$20-25) to give at the end of the presentation.

5.) One Minute Presentations

6.) Networking, Referrals, & Testimonials

SPEAKER PRESENTATION:

Each week, a different member receives the opportunity to make an extended presentation of his or her business. The purpose of the presentation is to educate fellow members, build professional respect, and generate more referrals. The presentation should be 10 minutes in length and should include handouts, literature, samples etc.

ARTICLE VIII – GROUP OFFICERS

The officers of the group shall be the President, Vice President, Treasurer, and Secretary. The election of the Officers will be for six month terms running from January 1st to June 30th and from July 1st to December 31st.

Election will be made by secret ballot. A simple majority will determine the winners. Any vacancy in the Officers shall be voted on by the members. A simple majority will determine the winner.

Any Officer may be removed upon motion made in writing signed by at least five (5) members and a majority vote of the membership.

Duties of the Officers shall be as follows:

Each Officer shall be responsible for the performance of his or her duties at each meeting, and is authorized to assign his or her duties to another as a substitute during absences or another Officer must handle the absent officers responsibilities.

President: The President shall preside at the weekly meetings, provide follow-up on visitors, maintain speaker rotation, provide updates on the MBA website (as deemed necessary), maintain all forms and supplies and provide follow-up on absent members. The President shall also be responsible for welcoming and supervising the induction of each new member into the organization.

Vice President: Shall act for the President in the President's absences. His or her duties shall also include providing a monthly referral report, maintain membership roster, assist in the follow-up on absent members, and provide weekly MBA updates.

Treasurer: Shall act for the President and Vice President if not in attendance, will collect referral group member dues (annual MBA dues are paid directly to the Association), collect quarterly meal payments (if necessary), pay restaurant expenses (if necessary), report financial standing, and maintain an accurate checkbook ledger, deposit funds and request checks from the MBA.

Secretary: Shall act for the President, Vice President, and Treasurer if not in attendance, and maintain meeting minutes for each meeting.

If all 4 Officers are absent either a past officer or another member will be appointed to handle officer's responsibilities.

In cases where an officer is no longer employed by the company that paid for the membership, the replacement shall be treated as a new member and the group shall vote on their membership to the group. A special election shall be held to replace the officer's position.

A member must be a member of the group for at least 3 months to run for an Officer position.

ARTICLE IX – REFERRAL GROUP BANK ACCOUNT

The bank account of the Referral Group must be at the same bank as the accounts of the Millard Business Association.

The bank statement for the account must be sent to the Treasurer of the MBA by the bank. A copy of the Statement will then be sent to the Treasurer of the Referral Group.

ARTICLE X – MBA RESPONSIBILITIES

Staff person to give occasional updates on upcoming Millard Business Association activities.

Help in obtaining new members.

Maintain “wait list” for the group that will be updated on the Millard Business Association’s web site.

Help resolve business category conflicts.

Maintain group roster on the Millard Business Association web site. It is therefore imperative that all Referral Groups maintain current and accurate roster information.

ARTICLE XI -CODE OF ETHICS

I will be truthful with the members and their referrals.

I will build good will and trust among members and their referrals.

I will take responsibility for following up on the referrals I receive. I will live up to the ethical standards of my profession.

I will be positive and supportive toward the members of the Referral Group.

I will keep any sensitive information within the confines of the Referral Group.

** The Referral Group By-Laws may be amended by affirmation vote of the MBA Board of Directors. The MBA reserves the right to alter these By-Laws at any time.