

Bristol County Business Connect By-Laws

Article I

Name

The name of this group shall be Bristol County Business Connect.

Article II

Purpose/Mission

The purpose and mission of this group is to benefit members by referring business to one another based on a measure of good character and business ethics. Members shall also exchange ideas which may benefit other members. Members are also encouraged to do business with other members; however, there is no requirement that they do so.

Article III

Membership

1. Any person of good character, good business or professional reputation may be eligible for membership, subject to the limitations in section 3 below with respect to business classifications.
2. Membership will be granted once a completed application of membership is received, reviewed, and approved by a majority vote of the Board of Directors.
3. Each member shall be classified in accordance with his/her business or profession. The group shall consist of only one member from each business classification or profession. Membership is personal to the individual member and not by the company represented. If a member is involved in multiple businesses, the member may represent a side interest as long as it does not conflict with another member's business classification or profession. A member's business classification or profession can be changed upon the member's request and approval by a majority vote of the Board of Directors.
4. Membership in another organized networking group is not considered a conflict of interest and is allowed.
5. Membership in Bristol County Business Connect may be terminated by a majority vote of the members present if and when a member is found to be unethical in business dealings.
6. Any member who is absent from two (2) consecutive regularly scheduled meetings of the group (unexcused), or misses 25 percent or more of the meetings in any quarter, and has not requested a leave of absence, may be terminated by a majority vote of the members present.
7. Any member may have an excused absence by notifying an officer or another member who notifies an officer within 24 hours of the scheduled meeting time of his/her inability to attend a meeting.
8. When the membership of a person has been terminated as provided in Article III, Sections 5 or 6, such person may reapply for membership according to the stipulations of these By-Laws, unless found to be unethical in business dealings.

Article IV

Admission of New Members

1. Any member may propose a candidate for membership in accordance with the membership provisions in Article III.

2. Members are encouraged to bring guests to the meetings. Prospective guests must represent an open category.
3. With the intention of building and maintaining Bristol County Business Connect as an organization in which membership is a privilege and honor, it is expected that all members will proudly promote the Bristol County Business Connect mission statement. Because new members are a key to the success of the organization, and the recruitment and admission of new members should be an orderly and structured process. Therefore, the following steps are established regarding the recruitment and admission of new members. The following procedure must be followed after an officer has been notified of the attendance of a potential new member:
 - a. Step One: The Applicant must attend at least one meeting as a guest and must fill out the membership application, which can be obtained from any member.
 - b. Step Two: The Applicant must attend the next scheduled meeting and give a presentation of his or her business to the group.
 - d. Step Three: The Board of Directors will then vote on the acceptance of the Applicant. A majority vote of the Board of Directors is needed for an application to be approved. The President will then notify the Applicant of the acceptance or denial of the application. Once accepted, the new member must receive a copy of the By-Laws and must fill out a member profile.

Article V Officers

1. The officers comprising the Board of Directors shall be: President, Vice President, Treasurer, Secretary, and Time Keeper, along with the Immediate Past President (if still a member).
2. The term of office shall be twelve months, from January 1st through December 31st.
3. A member shall serve not serve more than one term in the same office, unless re-elected by a majority vote of the members present.
4. At the first meeting in November, members of the group will make nominations for each office. The nominations are to be emailed to all members and announced weekly by the Secretary at the remaining November meetings.
5. At the third meeting in November, each individual that has accepted a nomination will speak to the group about why he or she is seeking the position and what he or she can offer the group in that position.
6. Elections will be held at the first regular meeting in December. Votes will be taken by a show of hands unless a member requests written ballots, which shall then be tabulated and reported to the group at the end of the same meeting by the current Secretary.

Article VI Duties of Officers

1. President:

Has overall responsibility for the direction of Bristol County Business Connect. The President shall preside at the weekly meeting and generally guide the affairs of the group. He or she, along with the Vice President, shall be responsible for welcoming new members to the group by a personal visit, phone call, email or letter. The President shall form committees for whatever purposes or projects deemed necessary and shall appoint a chairman for each committee. The

President retains and updates member profiles as needed. The President shall keep a record of the weekly featured speaker and keep a rotation to ensure that all members receive speaking time. The President shall retain and maintain all other records of the group.

2. Vice President:

Shall serve in the President's absence. The Vice President shall have first option of nomination to the office of President for the following twelve month term, unless voted otherwise by the membership. The Vice President will be mentored by the current President with respect to future planning and continued direction of the group. He or she, along with the President, shall be responsible for welcoming new members to the group by a personal visit, phone call, email or letter.

3. Secretary:

Shall keep attendance for all members of the group. He or she shall give a report to the officers of each member's standing as necessary. A special report will be given to the members as necessary. The report will be compiled during the monthly officers' meeting.

4. Treasurer:

Shall maintain the group's checking account and all other financial records for the group. The Treasurer shall report on the financial status of the group weekly and have the most current checking account statement available for review at each weekly meeting.

5. Time Keeper:

Shall track each member's sixty second commercial and the twelve minute featured speaker at each meeting. As the featured speaker, each member shall be given 10 minutes of speaking time and 2 minutes for Q&A, to showcase his or her business.

Article VII Meetings/Order of Business

1. The group shall meet weekly at a time and place selected by the membership for 1 hour and fifteen minutes. A change in time and/or place may be made by a majority vote of the members present.

2. Following one meeting per month, the group's officers must conduct their monthly officers' meeting.

3. Each Member will have the opportunity to provide a 60 second commercial of their business or products. On a rotating schedule, one member each business meeting will have an opportunity to speak as the weekly featured speaker for a total of 10 minutes to introduce themselves, their company, or their products/services, with 2 minutes for Q&A.

4. By a majority vote of the members present, the 12 minute presentation at a future meeting will be reserved for educational purposes.

5. The order of Business Meeting will be as follows:

- a. Open networking (15 minutes)
- b. Call to order, President (1 minute)
- c. Group Introduction (Introduction of Board of Directors; Explanation of the Purpose of the Group; Agenda of the meeting) President (4 minutes)
- d. 60 Second Commercials (10-20 minutes)
- e. Schedule of Upcoming speakers by President (1 minute)
- f. Treasurer's Report (1 minute)
- g. Get-to-know-you (3 minutes)
- h. Introduction of featured speaker by President (1 minute)

- i. Featured speaker (10 minute presentation; 2 minutes Q&A)
- j. Pass Referrals (3 minutes)
- k. Testimonials (3 minutes)
- l. Business Meeting, Minute Training, Best Practices, Announcements (10 minutes)
- m. Closing & Quote of the Day, President (3 minutes)

**Article VIII
Dues**

1. There will be no dues upon inception of Bristol County Business Connect and these By-Laws.
2. Members can change dues with a vote of a majority of members present during the meeting at which an amendment of these By-Laws to include dues is due for vote.
3. If any fee or cost is incurred by the Bristol County Business Connect per the prior approval of the members by a majority vote of the members present, members will split all such fees or costs evenly.

**Article IX
Amending By-Laws**

To approve and/or amend these By-Laws, the following must occur:

1. A member shall propose in writing, during a meeting, the desired changes.
2. Proposed amendments shall be distributed in writing to each member prior to the next meeting for discussion. Any changes to the proposed amendment will be discussed and the proposed amendment will be revised if the change is approved by a majority vote of the members present.
3. The proposed amendment will be voted upon during the next business meeting and must be approved by a majority vote of the members present.

Approved by Members on: _____
Date

President Date

Secretary Date

Vice President Date

Treasurer Date

Time Keeper Date