

POLICIES & PROCEDURES FOR MARKETING CONNECTION GROUPS

OFFICERS

- 1) Each group shall have the following officers (board):

President: Develops meeting agenda, group roster and facilitates meeting.

Vice President: Runs meeting when President is not in attendance. Follows up with prospective members. Heads membership committee.

Secretary/Treasurer: Tracks and announces referrals and attendance of group members. Remind members of upcoming meetings.

- 2) Election for new group officers will take place in November with officers taking office in January of the following year.
- 3) Additional officers may be added at the discretion of the board with approval of full membership.
- 4) Each officer shall arrange for a replacement if they are unable to attend a meeting.
- 5) The Vice President shall set up a membership committee, which will have authority to review applications for new members to determine competitive conflicts and review quarterly the status of the members.
- 6) The officers and chamber staff representatives may hold a quarterly business luncheon meeting. This quarterly meeting is to be paid for from the group treasury.
- 7) The following procedures will be followed if an officer vacates his/her position before the end of his/her term of office.
 - A) In the event that the President vacates his/her position before the end of his/her term, the Vice President will immediately fill the position.
 - B) If the Vice-President refuses the Presidential position, the Membership Director and the Chamber President/CEO will then appoint an individual within the group to complete the term.
 - C) If the group's Vice President or Secretary vacates his/her position before term end at the following group meeting, the President will inform group members of the vacancy.
 - D) Group members who are interested in filling the position of Vice President or Secretary for the remainder of the term will then have one week to contact President of the Group. Any interested group member must meet all guidelines concerning membership and have a minimum of six months of active membership.

1. President will review prospective candidates with Chamber Membership Director and President/CEO.
 2. An election will then be held at which time two thirds of active group members are in attendance. This will occur within one month of the announced resignation
 3. If no one volunteers to complete the term of Vice President or Secretary, the Group President will appoint a group member to fulfill the term upon a review by the Chamber Membership Director and President/CEO.
- E) Group member running for office must have a minimum of six months active membership with dues paid.

MEETINGS AND DUES

- 8) Meetings shall be held twice each month, as voted by membership and reviewed by Chamber. The cost of the meals will be paid out of the quarterly dues. Dues are currently \$50.00 per quarter.
 - A) Any change in meeting format extending beyond one meeting and/or guidelines needs approval by Chamber.
- 9) Members are encouraged to bring a guest to designated meetings.
- 10) Expenses for mixers, extracurricular activities, awards, etc., over \$100 may be paid out of the Group treasury after being voted on at a regularly scheduled meeting by members present. All in attendance must be in agreement. Those not in attendance will not have a vote.
 - A) Any activity to be funded from group dues over \$500 needs approval by Chamber.
 - B) At no time is group able to fund an activity in excess of dues lowest point during previous quarter. Chamber bookkeeper needs to be contacted to determine funds available before activity.
 - C) No contracts will be signed unless authorized and approved by the Chamber. The Chamber President/CEO must execute all contracts.
- 11) Group dues less meal payments shall fund the Group treasury. The Group treasury will remain in a separate account held by the McHenry Area Chamber of Commerce, to be spent only with the permission of the president of the Group, acting in accord with the membership. Should the Group decide to end its affiliation with the McHenry Area Chamber of Commerce, the Group's treasury will be returned to the McHenry Area Chamber of Commerce.

MEMBERSHIP

- 12) To be eligible for Group membership, an individual must be a current member or must join the McHenry Area Chamber of Commerce within one month and remain a Chamber member in good standing.
- 13) Membership shall be limited to twenty-five, subject to a vote by group membership and prior ratification by the Chamber of Commerce.
- 14) Membership shall consist of one member from each type of business or profession or company to avoid duplication. New member applications shall be reviewed for competitive reasons by Vice President leading membership committee, President and Secretary Treasurer.
- 15) In the event that an application for membership is received from a business or profession that directly competes with a current member's business activities, that member will have one week to contact the Vice President or membership committee after application is brought before general membership of the group. If for any reason the member is not in attendance at said meeting and later brings forth complaint, that complaint is null and void. Group officers and membership committee will make every effort to review the application to limit possible conflicts before application is brought before group.
- 16) Members are permitted to promote to group members what is directly indicated on their application upon joining the group. Should member expand their organization into new ventures, he/she needs to bring forth a new application to be reviewed by President, Vice President, Secretary-Treasurer and membership committee and later group for ratification. Ratification is accomplished by 3/4 approval of those in attendance. Any member with complaint will have one week to contact membership committee. Should new venture compete with another group member, for the purposes of the group, member with new venture will not be able to promote new venture in group setting.
- 17) Regular attendance at meetings is required to remain active in the Group. If a member has missed two meetings per quarter, he/she will be contacted by Vice President or member of the membership committee to determine whether he/she intends to remain in the Marketing Connection. Members should phone a group officer at least one day before a meeting if a meeting is to be missed. Members who do not regularly attend meetings and do not actively participate in the Group may be asked at the discretion of the Officers to leave the group. The Chamber will maintain a waiting list indicating the next organization waiting to be involved in a Marketing Connection Group to be drawn upon to fill a vacancy at the discretion of group officers.
- 18) Should a member leave an organization, the Vice President or member of the membership committee will within one week after the announcement contact the organization for a replacement. Should no replacement be available, the Vice President will contact the Chamber office to determine if there is an acceptable applicant on waiting list to fill organizational slot. Should there not be a waiting list at Chamber office, the group will be informed that such a vacancy exists.

- 19) The goal of each member is to bring a monthly average of one referral/lead per meeting. Referrals may be cold, warm or hot.
- 20) Each individual group will be responsible for meeting regulations, agendas, awards, fines, etc.

DISCIPLINE

- 21) Should any group member have conflict with another group member, a case must be presented before a group officer (President, Vice President or Secretary/Treasurer). A meeting will then be scheduled with group officers and parties to conflict to determine resolution of conflict. Chamber will be notified of meeting.
- 22) Changes to the by-laws without the McHenry Area Chamber of Commerce approval could result in disbandment of group.
- 23) All McHenry Area Chamber of Commerce By-laws and Procedures dated February 1998 prevail over all groups, committees and councils, etc. guidelines/by-laws. All Executive Board decisions shall prevail over all groups, committees, councils etc.

10/14/02

6/1/05 - MC3 has amended item 19 to include guests as a referral. The Chamber president has approved this amendment.

The Chamber has networking groups that are available to members to join. Each group meets twice a month to exchange ideas, network and share new business leads. Each group, which is limited to 30 members, represents non-competing business categories.