
Referral Pros Bylaws

Purpose

These rules shall govern the long-term operation of the unincorporated business association known as Referral Pros, its membership responsibilities, and offices.

Referral Pros meets twice a month to build strong relationships and encourage business referrals between members.

Definitions

Absence	This occurs when a member does not attend a meeting and has not invited a substitute to take their place, or when the substitute does not attend.
Board Meeting	A meeting conducted no less than once per year for the purpose of considering business and establishing policies.
Category	A specific type of business that serves a market niche.
Dues	Monies paid to the Treasurer to maintain membership in good standing of Referral Pros.
Executive Committee	Includes the President, Vice President, Treasurer, Secretary, Membership Chair, Education Coordinator, Member Chair, and Visitor Chair.

Member	An individual or individuals representing a single category of business.
Officer	An individual who assists in the operation of Referral Pros as outlined by the roles and responsibilities of their office defined in these bylaws.
Termination	This occurs when a Member leaves the organization, either by resigning or by action by the board and membership committee.

Roles and Responsibilities

Referral Pros shall consist of the Board offices as defined below. A member shall be an individual of the general population of Referral Pros.

The **Board** shall consist of the following offices: President, Vice President, Treasurer, Secretary, Education Coordinator, and Membership Chair. The general membership shall elect members in good standing to the Board; Board members shall elect officers. The Board shall have the authority to create committees as they see fit for the completion of tasks not defined in the bylaws.

The **President** shall be an elected office held by a single individual for a term of one (1) year of service. The same individual may hold the office of President for multiple terms without limit. Election to the office shall be by a simple majority vote of Board members in good standing in attendance at the election meeting. The President shall moderate all meetings for the duration of their term or appoint a suitable substitute, in the event the Vice President is not available. The President may hold no other office in Referral Pros

while in the office of President. The President will also have a seat on the Membership Committee.

The **Vice President** shall be responsible for scheduling speakers, tracking attendance, and tracking referrals. The Vice President maintains and organizes the Speaker Roster, reminds the Speaker to be prepared with a door prize, and introduces the Speaker at meetings. The office of Vice President shall be for an elected term of one (1) year with no term limits. A member who holds the office of Vice President may additionally hold any other office, except President, concurrently during their term. The Vice President shall assume the chair of meetings that the President cannot moderate.

The **Treasurer** shall oversee all Referral Pros finances. They are responsible for collecting all dues and fees, accounting for them properly, paying all bills from group funds, and making a regular financial report to the board.

The **Secretary** shall take notes at all Board meetings and oversee corporate records except as otherwise noted in these bylaws.

The **Education Coordinator** researches and presents an Education Moment at every meeting to explain and reinforce good business practices for members, or delegates and reminds another volunteer member that they are presenting the Education Moment.

The **Visitor Chair** shall greet all visitors and make them feel welcome. They shall attempt to get the visitor's name and contact information for follow up. The Visitor Chair should introduce the visitor to members and other guests.

A **Member** is an individual who occupies a single business category and is in good standing with Referral Pros. Members are responsible for paying dues either at each meeting or by the first of the month for the entire month. Failure to pay dues and fees may result in action by the Membership Committee. Non-payment may result in termination. Members may not belong to another business referral group and are encouraged to meet with other members outside the designated general meeting time.

The **Member Chair** heads the Membership Committee and notifies members of Referral Pros of prospective new members. The Member Chair shall receive and review membership applications and may assign them to a member of the Membership Committee for evaluation.

The **Membership Committee** shall consist of from one (1) to three (3) members in good standing. They shall receive applications for membership, which they shall give to the Member Chair. They shall also identify possible conflicts of interest between members and prospective members and resolve them. In areas where there is conflict, the prospective member shall meet with the current member and attempt to negotiate a resolution. The Membership Committee shall consider any lawful objection by a member to the joining of any prospective member.

The Membership Committee shall evaluate all disputes brought before it by members. The Committee shall also evaluate the standing of any member as instructed to do so by the President. The evaluation of a member's standing shall include but is not limited to Attendance, Tardiness, Referrals, and Business Ethics. The membership committee may not make an evaluation on any member regarding any subject issue that is a legally protected class such as Race, Gender, Age, Affiliations, or for any other reason prohibited by law. Individuals on the Membership Committee shall serve a term of one (1) year. Members are not limited to the number of times that they can be appointed to the Committee.

Governing Rules

Agenda: The President shall follow the established Agenda agreed on by the Board for meetings.

Application for Membership. The Member Chair will receive all new applications for membership and pass those applications to the Membership Committee for review. A Committee member shall contact a prospective member's references, confirm the facts provided by the prospective member, acquire additional information as needed, and

report back to the Committee. The Membership Committee shall then evaluate and vote on the application. If approved, the applicant shall become a member.

Meeting: Referral Pros shall meet on the first and third Thursdays of the month at 1:00 pm until 2:30 pm. The Board may change the meeting time and place at their discretion.

Attendance: In order to maintain membership, a member should attend regularly. A member shall count as having attended if 1) the member arrives before the meeting is at least one-half completed or 2) the member sends a suitable substitute to act as his/her representative.

Dues: Dues should be set by a vote of the whole membership to cover the expenses of the organization. This shall include, but not be limited to, the paying of the regular meeting lunch bill.

Disciplinary Action: The Membership Committee evaluation of a member must be initiated by either the President or a simple majority vote of the Board. Once an evaluation of a member is initiated, the Membership Committee shall contact the member being evaluated for an explanation from the member's perspective. Once the committee has heard from the member or has waited a reasonable amount of time for a response, the Membership Committee will meet to discuss potential actions. The Committee can recommend and/or impose "No action," "Probation," "Termination," "Excused," or other courses of action within the bounds of all State and Federal Laws.

Voting: The President shall inform members of items they will be asked to vote on at the meeting prior to the one where voting will occur.

Board Meetings

The President shall schedule a Board Meeting at least once a year. During the Board Meeting, the President shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice President, Treasurer, Membership Chair, Education Coordinator, Member Chair, and Visitor Chair.

During the annual Board Meeting, officers will:

- Review the financial records for the past fiscal year
- Recommend and approve changes to monthly meeting dues and membership fees
- Review the Bylaws
- Address other business issues as the Board sees fit