

# Greater Reading Chamber of Commerce and Industry Leads Group By-Laws

Release 1.3, 05/18/2011

- I. Mission
  1. To meet weekly with the purpose of exchanging qualified referrals among members.
- II. Investment
  1. \$120 annually per group
    - a. If your company is planning to attend more than one group you will be charged for each additional group.
  2. The annual membership is from March 1- February 28. The first year investment will be prorated based on member's start date.
  3. Plus any food expense, if applicable
- III. Membership
  1. In order to participate in a Leads Group, one must first be a member in good standing with the Greater Reading Chamber of Commerce and Industry.
  2. Only one representative from each business category is permitted.
  3. The average group size is expected to be between 25 and 40 people.
  4. From time to time two per category may be permitted while another group is forming.
- IV. Business Categories
  1. See appendix A
- V. Leads Group Organization (Leadership group)
  1. President Responsibilities
    - a. Presiding over weekly meetings.
    - b. Run and organize organizing group meetings and announce any group business.
    - c. Make announcements or address any business matters at regular meetings.
  2. Vice President/President Elect Responsibilities
    - a. Run meeting in president's absence.
    - b. Oversee the grievance process.
  3. Secretary Responsibilities
    - a. Keep track of referrals given and received by each member.
    - b. Keep track of attendance.
    - c. Any administrative emails or information that needs to be dispersed to entire group.
  4. Membership Chair Responsibilities
    - a. Coordinate with GRCCI to help track membership dues and meal cost.
    - b. Chair membership committee.
  5. Sergeant at Arms Responsibilities
    - a. Greet members and guest at sign-in table.
    - b. Announce any guest to the group.

- c. Monitor time of meeting and keep meeting on pace to finish on time.
    - d. Coordinate weekly speakers.
  - 6. The Leadership Group shall convene monthly.
  - 7. Leadership Group Terms
    - a. The initial president will be appointed by the Chamber for the first year. After the first year, they will be elected by the members of the group.
    - b. The other members of the organizing group will be elected by the members of the group on or after the second meeting, for the first year.
    - c. The members of the organizing group will be elected annually one month before the anniversary for a one year term. There is a term limit of two years.

VI. Committees

- 1. The group will have a Membership Committee
  - a. It is responsible for growing and maintaining membership and monitoring any conflict of interest between members.

VII. Meetings

- 1. Meeting shall be held once a week at a location and time to be determined.
- 2. Every meeting will include a 30 second commercial/introduction from each member. Each meeting will also include a 10 minute presentation by a member to be determined ahead of said meeting.
- 3. After introductions and announcements, each member shall stand up and announce their referral for the day. In lieu of a referral, members can give a testimonial about a fellow member of the group, or positive feedback from a referral. If a member does not have a referral or testimonial, they must still stand up and say so.
- 4. Attendance: Every member must attend at least 75% of the meetings per year. Missing 3 meetings in a row will result in a formal review by the Leadership Group, and possible expulsion from the group.

VIII. Guests and prospective members

- 1. Guests will be given 1 minute to introduce themselves and their business.
- 2. A guest must attend 3 consecutive meetings to become a member.
- 3. After the second meeting, the prospective members' position will be reserved, however if they do not attend the third meeting, or have not made a decision to join after the third meeting, their position will be free for new applicants.
- 4. The guest will be accepted as a new member after they have completed an application and voted on by the group.

IX. Referrals

- 1. A qualified referral is giving the name and phone number to another member and the referred person is expecting the call. You do not have to

wait until the meeting to give the referral. Referral forms will be completed at each meeting.

2. There is no guarantee that the referral will meet with the member to whom he was referred or do any business.
3. Each member is required to give a minimum of 4 referrals per quarter.
4. Two consecutive quarters with less than 2 referrals each will result in a formal review by the Leadership Group and possible expulsion.
5. Any member with less than 8 referrals per year will also be up for review by the Leadership Group for possible expulsion.
6. Cross-referrals count toward your tally for each quarter. A cross-referral is giving a referral to a member in another associated Chamber Leads Group. Documentation of cross-referrals must be given to the Secretary for tracking.

X. Complaints and disputes

1. All complaints must be submitted in writing to the Vice President for review by the organizing group.
2. All complaints will be addressed by the organizing group and responded to in writing within two weeks of the filing of any complaint.
3. If the resolution is not satisfactory to the complaining member, or the complaint involves a member of the Leadership Group, then the issue will be escalated to a meeting between all parties and an independent group- comprised of a Chamber staff person (or board member), a member of the Engagement Committee and a third person not affiliated to any of the before mentioned parties, at which point all decisions and resolutions are binding and final.