



Business Leaders Networking Group—Affiliate of the Cary Grove Area Chamber of Commerce

Policies & Procedures

I. Officers

1. The following are the officers and duties which comprise the Executive Board:

President:	Develops meeting agenda and facilitates meeting.
Vice President:	Co-facilitates meeting. Heads membership committee.
Secretary:	Tracks and announces referrals each week. Tracks attendance of group members. Report on minutes of previous week's meeting.
Treasurer:	Provides budget update each quarter. Tracks status of membership dues and sends reminders as needed.
Operations Manager:	Coordinates activities and special events. Oversees meeting facilities.

2. Elections for new officers will take place the first Thursday of November. New Executive Board will take office on January 1 of the following year. New candidates will be nominated no less than one month prior to the elections. Officers terms to be no less than and no more than one year. Officers may be elected to other board positions. Length of term may be extended with unanimous membership vote.
 - A. New candidates must be in good standing with Power Partners and the Chamber.
 - B. If there are not enough new candidates to fill all Executive Board positions, current officers in those positions will automatically continue service if so desired.
 - C. If a current officer is found to be in poor standing with Power Partners or the Chamber, he/she will be given a two week probationary period to correct the situation. If the officer remains in poor standing after two weeks, he/she will be removed from office. An interim officer will be appointed by the remaining officers until the next election.

3. Additional officers may be added at the discretion of the Executive Board.

4. Each officer shall arrange for a replacement among other members of the Executive Board whenever possible if he/she is unable to attend a meeting.

5. The Vice President shall set up a membership committee, which will have authority to review applications for new membership to determine competitive conflicts and review quarterly the status of 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 in office.
 - A. In the event 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 remaining three officers will determine who assumes the presidency for the remainder of the term.
- C. If the Vice President, Secretary, Treasurer or Marketing Officer vacates his/her position before the end of his/her term, the President will inform group members of the vacancy at the next scheduled meeting.
- D. Members interested in filling the position of Vice President, Secretary, Treasurer or Marketing Officer for the remainder of the term will have one week to notify the President of their interest. Any interested member must meet the requirements for election of a new candidate.
- E. Vice President, or interim head of the membership committee, will review prospective candidates with the membership committee.
- F. An election will then be held at a meeting which must be attended by a minimum two-thirds of active members. This will occur within one month of the announced resignation.
- G. If no one volunteers to complete the term of Vice President, Secretary, Treasurer or Marketing Officer, the President will appoint a member to fulfill the term.

II. Meetings and Dues

1. Meetings shall be held each Thursday, from 7:30 to 8:45 a.m., as voted by membership and reviewed by the Chamber. Dues are currently \$20.00 per quarter, paid to the Treasurer.
 - A. Quarterly dues are payable in full at the first scheduled meeting of the new quarter.
 - B. Any change in the meeting format extending beyond existing meeting guidelines requires approval by a super majority, which is 66%.
2. Members are encouraged to bring guests to scheduled meetings as often as possible.
3. Expenses for mixers, extracurricular activities, awards, etc., exceeding \$100 may be paid out of the group's 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, unless contested by a member.
 - A. Any activity to be funded from group dues exceeding \$500 requires Executive Board approval.
 - B. At no time is the group able to fund an activity in excess of dues lowest point during the previous quarter. The Treasurer needs to determine if funds are available before committing to any activity.
 - C. No contracts will be signed unless authorized and approved by the Executive Board.
4. The group's treasury shall be funded by group dues. The treasury will remain in a separate account held by the Power Partners of Cary Grove, to be spent only with the permission of the President, acting in accord with the membership. Should the group decide to end its affiliation with the Cary Grove Area Chamber of Commerce, the group's treasury will be returned to the members.

III. Membership

1. To be eligible for group membership, an individual must be a current member or must join the Cary Grove Area Chamber of Commerce within two months of being accepted into Power Partners and must remain a Chamber member in good standing.

2. Membership shall be limited to twenty-five, subject to a vote by the group membership.
3. Membership shall consist of one member from each type of business and profession or company to avoid duplication. New member applications shall be reviewed for competitive reasons by the Vice President and the membership committee.
 - A. Potential new members must petition for membership by completing a written application and making payment of a \$10 application fee. This fee will be refunded only if applicant fails to receive approval for membership. If applicant withdraws his/her request for membership, the fee is forfeited.
 - B. Members removed from active status as a result of failure to pay dues in a timely fashion will be subject to all new applicant fees and procedures.
4. New applicants petitioning for membership must attend three meetings consecutively.
5. In the event 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 the general membership of the group. If for any reason the member is not in attendance at said meeting and later brings forth a complaint, that complaint is null and void. Group officers and the membership committee will make every effort to review applications to limit possible conflicts before the application is brought before the group.
6. Members are permitted to promote to the group what is directly indicated on their application upon joining the group. Should a member expand his/her organization into new ventures, he/she needs to bring forth a new application to be reviewed by the Vice President and the membership committee and later presented to the group for ratification. Ratification is accomplished by 3/4 approval of those in attendance. Any member with a complaint will have one week to contact the membership committee. Should a new venture compete with another group member, for the purposes of the group the member with the new venture will not be allowed to promote the new venture within the group setting.
7. 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 the Vice President or a member of the membership committee to determine whether he/she intends to remain as an active member in Power Partners. Members should phone or email a group officer, preferably the President, at least one day prior to a meeting 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.
 - A. Unexcused absences (failure to notify an officer prior to missing a meeting) will result in a \$5 charge per occurrence. This penalty is to be collected by the Treasurer at the next scheduled meeting following the unexcused absence and donated to a charity designated by Power Partners for that quarter.
8. Should a member leave an organization, the Vice President or a 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 a waiting list to fill this organizational slot. Should there not be a waiting list at the Chamber office, the group will be informed that such a vacancy exists. Every effort by each member to find a suitable replacement should be made at once.
9. The goal is for each member to provide a monthly average of one qualified referral per meeting to another group member. Referrals are better than leads and we require one per quarter to remain active in the group.
10. Each individual will be responsible for his/her own conduct in regard to meeting attendance, regulations, dues, agendas, awards, fines, communications, etc.

IV. Discipline

1. Should any group member have conflict with another group member, a case must be presented before a group officer. A meeting will then be scheduled with group officers and both parties in order to determine a resolution of the conflict.
2. Appeal of any decision made by the Executive Board requires a formal appeal sent to the President requesting a review of “new circumstances” which would alter the decision.
3. All current Cary Grove Area Chamber of Commerce Bylaws and Procedures prevail over all members in our group and violation of these rules could require discipline by Power Partners of Cary Grove. Contact the President of Power Partners or the Cary Grove Area Chamber of Commerce office for a copy of these Bylaws.

These articles amended and approved by unanimous vote of the Executive Board, November 2006. Presented to the Power Partners of Cary Grove full membership during meeting held December 21, 2006 at the Village Hall in Fox River Grove. Revision changing Marketing Director Executive Board position to Operations Manager with subsequent revision of duties, passed by unanimous vote of membership at meeting held January 18, 2007 at the Village Hall in Fox River Grove.