

# Networking Referral Group of Rochester Bylaws

## *Mission Statement*

*The Mission of the Networking Referral Group of Rochester is to develop relationships and friendships of a high ethical nature to establish trust with other business professionals in order to share business opportunities, business referrals and business leads. Individuals wishing to join the group should want to be part of a vibrant group and to gain or hone their group leader and participant skills.*

## **Article I Definitions**

- **Referralheads:** The Officers of the organization.
- **Member:** A member of the organization.
- **Transferring Members:** All members who were still active members of Cliffhangers as of the date they joined NRG.
- **Closed meeting:** The first meeting of each month – members only.
- **Open meetings:** All other meetings
- **Business Referral:** A contact has been made with the person being referred. They are expecting to be contacted by the person to whom the referral is given.
- **Business Lead:** The person giving the lead is aware of an opportunity for the person receiving the lead, but no contact has been made so the recipient will be making a “cold call”

## **Article 2 Referralheads**

The governing body of this organization shall be the Referralheads consisting of the officers of this organization, namely, the current president, secretary, treasurer, membership chair and immediate past president.

## **Article 3 Election of Officers**

**Section 1** – At the Closed meetings in April and October, prior to the meeting for election of officers in May and November, the president shall ask for nominations by members of the organization for secretary, treasurer and membership chairperson. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as the organization may determine. If it is determined to have a nominating committee, such committee shall be appointed as the organization may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the first meeting in November and the first meeting in May. All positions must be filled. The candidates for secretary, treasurer and membership chairperson receiving a majority of the votes shall be declared elected to their respective offices for a six month term and shall assume office on the first of January or July. The president shall assume office as described in Article 4, Section 1.

**Section 2** – A vacancy in the Referralheads shall be filled by action of the remaining Referralheads.

## **Article 4 Duties of Officers**

**Section 1** – *President.* It shall be the duty of the president to preside at meetings of the organization and the Referralheads and to perform other duties as determined by the Referralheads. The president is in the office for one month with the term starting at the end of the first (general) meeting of the month, and ending at the end of the first (general) meeting of the following month. A list for determining the

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sequence of all members to ascend to the presider role shall be determined at the first General meeting of the organization. New members will be added to the list just above the name of the previous presider. When the bottom of the list is reached, the sequence goes back to the top again. If a presider is presiding when his/her turn for Marketing Magician or Greeter comes up, he/she is skipped for the that position until next time. If the presider is unable to preside over a meeting, the presider is to ask the presider for the *previous* month to preside over the meeting to be missed. If that person is unable, the person for the month before the previous month is asked, and so on. Upon leaving office, the presider shall turn over to the incoming presider any and all organization property (consisting of items such as tent signs, referral /lead slips, the business cards “tray”, and Presider Cell Phone).

**Section 2 – Secretary.** It shall be the duty of the secretary to keep membership records; record attendance at meetings; be the recipient of emails sent to the [info@](mailto:info@) email address from the Web site and from advertisements, send out news releases and notices of the organization and Referralheads and report as required to the membership, including quarterly reports of membership at the Closed meetings in January, April, July and October of each year including changes in membership and a monthly attendance report within 15 days of the last meeting of the month and perform other duties as usually pertain to the office of secretary. Upon leaving office, the Secretary shall turn over to the incoming Secretary all notes and records, and any other organization property.

**Section 3 – Treasurer.** It shall be the duty of the treasurer to have custody of all funds, accounting for them to the organization quarterly and at any other time upon demand by the Referralheads, and to perform other duties as pertains to the office of treasurer. The treasurer shall be responsible for collecting Room dues from all members, either monthly or allowing individuals to prepay for several months at a time. Upon leaving office, the treasurer shall turn over to the incoming treasurer all funds, books of accounts, and any other organization property.

**Section 4 – Membership Chairperson** It shall be the duty of the membership chairperson to insure that new members are invited to join the organization, welcomed into the organization, are familiarized with the “workings” of the group and its bylaws. The membership chairperson shall also be responsible for investigating prospective new member applicants and for resolving any conflicts that may arise concerning attendance or other *issues* that might result in a member being asked to leave the group. The membership chairperson is encouraged to form a membership team and assign one person to be responsible for each task listed here. Upon leaving office, the Membership Chairperson shall turn over to the incoming Membership Chairperson all notes and records and any other organization property.

### Article 5 Meetings

**Section 1 – Election of Officers Meeting.** Officers shall be elected to serve for the ensuing six-month period at the Closed meeting in May and November.

**Section 2 –** The regular weekly meetings of this organization shall be held as prescribed by the Referralheads. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the organization. All members in good standing in the organization, on the day of the regular meeting, must be counted as present or absent.

**Section 3 –** A majority of the membership shall constitute a quorum at the Closed meetings of the organization.

**Section 4 –** Regular meetings of the membership shall be held at the Closed meeting each month. Special meetings of the Referralheads shall be called by the presider whenever deemed necessary, or upon the request of two of the team members, due notice having been given.

**Section 5 –** A majority of the Referralheads shall constitute a quorum.

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## Article 6 Attendance

**Section 1** – All members are expected to be at every meeting. If unable to attend, one of two actions is to be taken by the member: 1) Ask another person to attend for you (ideally someone new to the group—perhaps a business associate, colleague or employee), or 2) Email or call to notify the Secretary of the need to miss the meeting.

**Section 2** – If a member misses a meeting without sending another person, or notifying the Secretary of the need to be absent, the Secretary shall email the member following the missed meeting asking for a reason. If the member responds and resumes attending subsequent meetings, no further action is taken. If the member does not respond by the next meeting and does not show up for that meeting, the Secretary will send an email and will call the member advising that missing one more meeting will result in that person being removed from the membership and their business category opened.

## Article 7 Fees and Dues

**Section 1** – The membership dues for new or "returning" (former) members shall be \$250.00 for the first year and \$175.00 annually thereafter. *Transferring member's* will ALL pay \$100 due September 1, 2007 to cover startup expenses, including getting the Web site built, then on the first of the month following expiration of Cliffhanger's membership each Transferring members' remaining \$150 would be due. Once everyone is "transitioned" (next July), the renewal fee will be \$175 for everyone. All dues are payable at the first meeting of each month after which previous membership expired. There will be a \$50 late fee the following month. Transferring members desiring a full Web site on the NRG site will be asked to pay the entire \$250 up front which would pay for membership through one year after their Cliffhanger renewal date.

**Section 2** – Room Dues – Shall be \$20.00 per month with a \$5.00 late fee if not paid by the end of the month being paid for. May be paid for several months ahead. New members must prepay first three months with initial membership dues as described in Article 11, Section 4.

**Section 3** – All fees and dues are nonrefundable.

## Article 8 Method of Voting

The business of this organization shall be transacted by voting by "a show of hands" except the election of Referralheads members, which shall be by ballot. The Referralheads may determine that a specific resolution be considered by ballot rather than by a show of hands vote.

## Article 9 Other Positions

**Section 1** – Marketing Magician – Presents a bit of "marketing magic" at the beginning of each meeting. This is a rotating position each week that follows the same list used for the rotating Presider position.

**Section 2** - Greeter – Arrives promptly at 7:00, puts up (and takes down) the outside signs and assists with setup and greets any guests and introduces them to other members. After the meeting, coordinates with the Membership Chairperson to follow up during the week with any guests to invite them back a second time. This is a rotating position each month that follows the same list used for the rotating Presider position. For the General meetings, the Greeter will still put up and take down the outside signs and will assist with setup.

**Section 3** – Presenter – The member who gives the "feature" presentation (5-7 minutes) at a meeting. This is a rotating position each week that follows a list maintained by the Secretary.

**Section 4** – Timer – Keeps track of the time to notify members at 40 seconds and presenter at 7 minutes.

**Section 5** -- Additional ad hoc positions and committees may be appointed by the Referralheads as needed.

**Section 6** – The holder of each position and each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the presider or the Referralheads.

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Except where special authority is given by the Referralheads, such committees shall not take action until a report has been made and approved by the Referralheads.

**Section 7** -- Each chairperson shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the Referralheads on all committee activities.

## **Article 10 Leave of Absence**

Upon written application to the Referralheads, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the organization for a 3 month period. Additional applications may be submitted.

## **Article 11 Method of Electing Members**

**Section 1** – To be considered for membership, a prospective member must:

1. not be in a business category that is already represented by a current member
2. not be a representative of a Multi-Level Marketing organization
3. attend two meetings and
4. complete and submit a Membership Application form to the Membership Chair.

**Section 2** – When a Membership Application is received, the Membership Chair shall contact any current members who are in related business categories to see if potential conflicts exist, shall contact the references listed on the application form and shall take any other such action as deemed necessary to determine if the applicant will make a good member.

**Section 3** – At the next Closed meeting, the Membership Chair will present the member to the group for a group vote. The members shall approve or disapprove the individual and the Membership Chair or his/her representative shall notify the applicant of the group's decision.

**Section 4** – If the decision is favorable, the prospective member shall be informed of the privileges and responsibilities of membership and shall be asked to bring full payment (includes Membership dues and three months room dues) to the next meeting. At that meeting, a mentor shall be assigned to the individual by the Membership Chair to provide an orientation to the group at a convenient time. After the orientation, the new member should be scheduled into the Presenter list within the next four Open meetings.

## **Article 12. Resolutions**

The organization shall not consider any resolution or motion to commit the organization on any matter until the Referralheads has considered it. Such resolutions or motions, if offered at a organization meeting, shall be referred to the Referralheads without discussion

## **Article 13 Order of Business**

The order of business shall be as prescribed in the separate documents:

- Order of Business – Open Meetings and
- Order of Business – Closed Meetings

## **Article 14 Amendments**

These bylaws may be amended at any closed meeting, a quorum being present, by a two-thirds vote of all members present.

## **Article 15 Contact Information**

The contact information for the organization shall be posted on the Web site