



Where Relationships and Referrals Connect

I. Purpose

- a. "Where Relationships and Referrals Connect"*

II. The Agenda

a. Open Meeting

- i. All members and guests should arrive by 7:30 AM.

b. Open Networking

- i. There will be 15 to 20 minutes of causal networking time to welcome guests and allow members to establish better relationships.

c. 30 to 60 Second Commercials

- i. Each Member and Guest will be allowed 30 to 60 seconds to introduce themselves and their business to the group. (Time is based on number of people present)
ii. Each Commercial should be timed with a timer.

d. Spotlight Speaker

- i. This is an earned privilege for all members in good standing.
ii. Instead of a 60 second commercial, each week two Members will have the opportunity to present for 10 minutes to the entire group

e. Optional Time

- i. Update from your Leadership Team

f. Referrals, Leads, and Needs

- i. Referrals: This is a direct piece of business to be shared with a Member. Referring Member will need to complete a referral slip and deliver it to the referred Member.
ii. Leads: Not a direct piece of business, but an open ended "update" as possible lead source that could turn into business. This could be a blanket statement to the group.
iii. Needs: A Member can share that they or someone they know is in need of a particular service. Recommendations can be made for that need.

g. 50/50 Raffle drawing and Door Prize

- i. 50/50 Raffle: This is how the chapter raises monies to pay for some of the expenses of the chapter. The Raffle is done during each meeting.
ii. Door Prizes: A door prize should be provided by the Spotlight speaker and there will be a drawing from the Referral slips to choose the winner.

h. Close of Meeting

- i. 9:00 a.m.

III. 5th Thursday

a. Purpose

- i. This is an additional meeting held whenever there is a "Fifth Thursday" in the month
ii. There are no speakers during a 5th Thursday meeting
iii. Attendance is tracked as present or excused; absences are not counted for this meeting
iv. The purpose of this meeting is education and networking

b. Education



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c. Speed Networking

- i. Each member will be able to connect with one or two other Members for a given time to discuss the Referrals, Leads, and Needs that were just shared with the group

IV. Membership

a. New Members Rules:

- i. Membership Dues:
 1. None
- ii. Membership Application:
 1. One must attend 3 consecutive meetings to submit an application.
 2. Applicant must then submit the application to be reviewed by Leadership Team.
 3. If Approved, Applicant will be added to the Membership List.

b. Member Rules:

- i. We are a "closed" networking group which means that only one Company/Member will be allowed per Occupation/Profession.
- ii. Existing Members must maintain an attendance record to prove their commitment to the group.
 1. If any Member misses 3 consecutive meetings, they will be removed from the Membership List and their Occupation/Profession will become available to someone new
 2. If any Member misses 2 or more meetings in a quarter, their membership will be reviewed by the Board of Directors at their quarterly meeting.
 3. Members subject to review will be given the opportunity to "explain" their absences. Prior to the review, an email will be sent to the Member advising them their membership is in jeopardy.
 4. The Board has the authority to cancel membership
 5. Referrals can only be passed to Members on the Membership List
 6. A member is considered present if a substitute is provided
 7. Attendance is tracked on a quarterly basis
- iii. Multi-level Marketing:
 1. Persons associated with multi-level marketing structures will be allowed membership; however, they will be limited to only soliciting their product(s) to other members.
 2. Any member that solicits their "Business Model" and attempts in recruiting, will have their membership terminated with agreement from the Leadership Team.

V. Leadership Team:

a. Explanation

- i. The Leadership Team is rotated every six (6) months with terms beginning January and July
- ii. The Leadership Team consists of the President, Vice President, Treasurer and Public Relations

b. President:

- i. Runs the meetings as per the Agenda.
- ii. Maintain the Atmosphere and Attitude of the Meetings.
- iii. Provides training for support team



Connection Corner Constitution

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iv. Maintains the File box

c. Vice President:

- i. Track and Maintain Attendance – Spread-sheeted
- ii. Track and Maintain Referrals – Spread-sheeted
- iii. Provides quarterly Reports on Attendance and Referrals to each member

d. Treasurer:

- i. Maintains a Checking Account for the benefit of the Chapter
- ii. Collects Breakfast Dues and Pays our venue
- iii. Maintain Balances for the 50/50 Raffle
- iv. Prepares the Agenda and Prints them for each Meeting.

e. Public Relations:

- i. Blast emails to Group Members about any current events via Meeting Wizard
- ii. Post Newspaper Ads highlighting the Spotlight Speakers.
- iii. Sends Email to members with 2 consecutive absences

f. Board of Directors

- i. The purpose is to provide direction and to create the rules and constitution of the group. Through combining the previous leadership with the current the Board will ensure a smooth transition while maintaining the original integrity of the group.
- ii. The Board is responsible for succession planning, identifying potential leadership from current members.
- iii. The Board is responsible for addressing and acting on disciplinary issues within the Leadership team.
- iv. The Board of Directors is a decision making team consisting of seven (7) members: the current Leadership Team President, Vice President, Treasurer and Public Relations plus the preceding Leadership Team President, Vice President and Treasurer.
- v. The Board will meet quarterly and must have a quorum of four (4) board members for voting
- vi. The Board will periodically review the constitution for modifications
- vii. The Board will review any members due to non-attendance

g. Support Team:

- i. Visitor Host/Hostess (2)
 1. Greet visitors
 2. Ask visitors to complete the Visitor Form and provide 2 business cards (one card is given to the VP and the other to the Treasurer)
 3. Introduces Visitors to a member
- ii. Raffle Ticket Sales (2)
- iii. Member Business Card box (1)