



Where Relationships and Referrals Connect

I. Meetings

a. Purpose

Build Relationships that lead to Referrals.

b. When

- i. Meetings are held on the first and third Thursday of each month at 7:30 a.m.
- ii. In the event a holiday falls close to meeting date, Members can vote to move meetings to second and fourth Thursday of said month only. Meetings will return to first and third Thursday on subsequent months.

c. Where

- i. Meetings are held at Der Dutchman, 3713 Bahia Vista, Sarasota, FL 34232.

II. 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 will 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 one Member will have the opportunity to present for 10 minutes to the entire group.

e. 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.

f. Optional Time

- i. Update from your Leadership Team.

g. Educational Moment

- i. A member will provide a short educational moment on any subject of their choice.
- ii. A member will be asked to volunteer an educational moment for the following meeting or one will be chosen by the President.

h. 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.



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- 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.

i. Close of Meeting

- i. 9:00 a.m.

III. Membership

a. Members Rules:

i. Membership Dues:

- 1. Paid monthly, current rate = \$30.00 which includes breakfast.
- 2. Fee for entire month will be collected at the first meeting of each month.
- 3. Guest/Visitors first meeting is free. Each meeting after until a member is \$15.00/ meeting.

ii. Membership Application:

- 1. Guests 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 and announced at next Meeting.

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. Members are asked to provide a substitute in the event they are absent. A member is considered present if a substitute is provided.
- 6. Attendance is tracked on a quarterly basis.
- 7. Member must pay for membership dues even when absent.
- 8. Referrals can only be passed to Members on the Membership List.

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.

IV. Leadership Team:

a. Explanation

- i. The Leadership Team is rotated every calendar year with term beginning January.



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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.

c. Vice President:

- i. Runs the meeting as per the Agenda in event of President's Absence.
- ii. Prepares the Agenda and Prints them for each Meeting.
- iii. Track and Maintain Referrals.
- iv. Provides Quarterly Reports to each Member.
- v. Maintains all forms and file box along with the duties associated with file box.

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 and sell tickets.
- iv. Track and maintain attendance.
- v. Provide Quarterly Reports to each Member.

e. Public Relations:

- i. Blast emails to Group Members about any current events.
- ii. Blasts emails highlighting the Spotlight Speaker.
- iii. Sends email to Members with 2 consecutive absences.
- iv. Post meeting on Meetup and update Meetup page regularly.
- v. Greet visitors.
 1. 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).
 2. Introduces Visitors to Members.

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.