

Business Connection Brea Basic Rules Rev: 9/29/2015

1. **PURPOSE:** We are an exclusive leads group committed to promotion our business and the businesses of others in the group

2. **MEETINGS:** Every Tuesday from 7:30-8:30 AM. The meeting is called to order at 7:30 AM.

3. **DUES:** There is a \$35 dollar initiation fee to join the group. Dues are \$10.00/month, collected the first Tuesday of each month. Dues may be paid a year in advance at the reduced rate of \$100 for the year. If dues are not collected on the first Tuesday of the month, a reminder will be sent to the delinquent member within one week. After two weeks of non-payment dues for that current month, a late fee of \$10 will be assessed. If no attempt is made to pay the dues within the calendar month, the President, Vice President, Secretary, Membership Chair, and Treasurer (henceforth known as "the board") will have a vote to remove delinquent member. A past member may re-join the group by paying the initiation fee and dues by schedule above..

4. **SELF-INTRODUCTION:** 30 Seconds (at discretion of leadership) to promote your product or service.

5. **ATTENDANCE:** To maintain your exclusive position, you must be in attendance on a consistent basis. If you must miss more than one meeting in a 30 day period, you are required to contact the membership chairperson to maintain your membership. As a courtesy, the membership chair will contact the member to determine the member's status. If no contact is made by the member, your exclusive position is considered available and may be filled without additional warning. Any pre-paid dues will be forfeited by the member.

6. **TARDINESS:** Introductions will be first after flag salute and moment of silence, then the speaker. Failure to be on time for self –introductions forfeits your opportunity to introduce your business.

7. **OPPORTUNITY:** for presenting is offered to members in good standing (dues current and has attended or has excused absences for 3 out of 4 meetings per month)for at least one month with the group and scheduled through sign ups with the board.

8. **PRESENTATIONS:** should be 10-15 minutes in length. Talking about their business or a topic of their choosing. Assigned time keeper will hold up their hand at 10 minute mark to allow presenter to stay in allotted time.

9. **WEB SITE:** Offers the opportunity to have your business featured with other members of the group. After 60 days as a member in good standing, your name will appear on the member page. Website should be updated every other month with updates to roster or upcoming events.

10. **WEB SITE ADDRESS:** www.bcbrea.com

11. **OFFICERS:** includes President, Vice President, and Treasurer, and are elected for 6 months. Elections take place in June and December of each year. Members will elect at least two people for each position and a vote will be held at second to last meeting of every term. Need majority vote by members. Board appoints secretary, and membership chairpersons. Current officers may be re-elected.

12. JOB DESCRIPTIONS

- a. President: scheduling and running weekly meetings, preparing agendas, sending out agendas.
 - b. Vice President: Take place of president when president can't run meeting. Introduce speaker of the day. Count weekly leads.
 - c. Treasurer- Manage group's bank account. Collect monthly dues. If dues are not given on time, send out email. If dues are not collected, treasurer lets president and board know of the delinquent meeting. Reimburse members for approved out of pocket expenses.
 - d. Secretary- Take weekly meeting notes and minutes and sends membership an email with the notes every week.
 - e. Membership- Takes attendance, contacts members that are absent within one month of missed meeting. Let's board know of unexcused delinquent member. Keeps track of member's attendance at outside events as well as point incentive program. (article 16)
13. **LEADS:** Referrals are the core of our existence. It is expected that each member actively provide leads/referrals to the group on a regular basis. Complete a leads form and give one copy to the vice president. A quarter is required to be donated to the club if you do not have a lead.
14. **GUESTS:** and new members are the responsibility of all members. Be clear on the business category they will represent, as there is no allowance for duplications in the group. Guests will

state their name and business in the promotions. They may pass out business cards and any other information at the first meeting.

15. **ATTENDANCE AT OUTSIDE EVENTS:** It is encouraged for members to represent the group at outside functions by wearing their name badges. Doing this promotes the business connection and helps to grow the connection.
16. **LEAD, GUEST, AND EVENT INCENTIVE PROGRAM:** To help promote attendance, leads, guests, and attendance at outside events members will receive one point for attendance at meetings, one point for attending outside meeting (need to let Membership Chairperson know), one point per lead brought, one point for bringing guest to meeting, and two points for sponsoring a new member. Points will be tallied at end of 6 month term by the Membership Chairperson. They will then present prizes that will be determined by board for 1st 2nd and 3rd place point tallies.
17. **NEW MEMBERS:** are to fill out biography for introductions during presentations as well as lead guide, and are to put business cards in business card box as well as card holder. Each new member is to be given the lead guide, business card holder, group guidelines, and name tag.
18. **NAME TAGS:** If member needs to order new name tag for any reason, including but not limited to lost name tag, name change, business change, etc. Cost for replacement name tag is at the expense of the member replacing tag.
19. **CELL PHONES:** Please keep cell phones on mute or off.
20. **SIDE CONVERSATIONS:** In order to keep the meetings running as smoothly as possible, it is important for all members to give attention to the person who is either presenting or who has the floor at the moment. If a member wishes to speak, please indicate the desire to do so, and the person who has the floor at the time will call on you at the appropriate time.
21. **TERM BEGINNING REVIEW OF GUIDELINES:** At the beginning of each new term guidelines are to be gone over and passed out to the current members and assessed for any changes. Changes are then to be voted on with quorum.
22. **REMOVAL FROM GROUP:** If, for any reason, a member is removed from the group, that person's business category becomes available. A vote will be held by Board of whether to accept

member to group. If this member wishes to re-join the group they will join with "New Member" status and pay normal costs of joining.