

Plainfield Business Referral, Inc.

By-Laws

Purpose and Mission Statement

This organization shall exist to help our business expand and grow by referring new customers, clients and businesses to one another, and to advertise and promote our businesses.

Membership

Business owners or representatives of a business entity located in or doing business in the greater Plainfield area shall be eligible for membership. However, membership will be restricted to only one member/associate from any category or type of business. If there are conflicts regarding membership qualifications, these may be brought to the general membership or to the current leadership team. Any sitting associate may challenge the application/membership of a proposed associate. (Existing business has first right of refusal.) New members/business may be self-referred, or proposed for membership by any current associate.

- **Process**

Prospective associates will complete an application form and informational questionnaire and pay a \$10.00 application fee once accepted.

- **Dues**

Dues (discussed in Addendum) are to be paid in order to maintain membership. Failure to be current with dues may be cause for termination of membership.

Format

Meetings are held weekly and last one hour. Meetings utilize the following process:

- Introductions and thirty second "commercial" by each member/associate
- Verbal and written referrals are passed
- Discussion of any old or new business
- Two ten minute presentations by associates to provide information, innovations, "sales" or anything that might promote one's business
- Thirty second commercial
- Announce speakers for next meeting
- Closing remarks

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Leadership

The organization's leadership team is comprised of a president/chairman, secretary, and treasurer.

- The president/chairman will conduct meetings and facilitate organization's function and cooperation, and may serve as a community liaison.
- The secretary will assist the chairman by maintaining membership lists, assisting in projects, and will assume chairman's duties in the chairman's absence.
- The treasurer will maintain all financial records, collect application fees and dues, and pay all authorized expenses including reimbursables. The treasurer will provide a monthly financial report to the membership, and in the absence of other officers, will assume leadership function.

The leadership team will serve a six month term (Jan and July) and will be appointed by acclamation of the membership.

Attendance

Members are encouraged to attend all scheduled meetings. Meetings are currently held weekly at a specified local restaurant.

- After twelve non-excused absences per year, associates will be contacted and informed their membership may be in jeopardy.
- Associates missing three meetings in a row will be contacted and informed their membership may be in jeopardy.
- Associates not complying with the requirements of attendance or who are exhibiting behaviors or attitudes detrimental to the organization may have their membership terminated. Potential terminations must be voted on by the general membership.
- **Tardiness**
Once the meeting is started at 7:30 a.m. any members or guests arriving after the start of the meeting may lose their initial thirty second commercial.

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ADDENDUM TO THE BY LAWS

MEMBERSHIP

Membership in the Plainfield Business Referral Club will be limited to one business entity per member.

- a. If a member has a second, unrelated business, he may apply for supplemental membership of the second business entity. That business, as long as it does not conflict with a business that is already established in the organization, will be subject to standard initiation fees and quarterly dues.
- b. No member will be allowed to represent more than two qualified and accepted business entities.
- c. Any member who has a very closely related second business to that which is represented in the group, may briefly refer to that business but may not promote that business directly unless a separate membership is requested and approved for that business entity, as per section a. of this proposal.

AMMENDMENT JUNE 2008

Officers will be elected/affirmed for one year terms. An office of Vice President shall be added to be ellected/affirmed at the same time as other officers. The ellection/affirmation process shall take place in June and the new officers in place for the first meeting in July.