

T H E  C H A M B E R
GREATER TALLAHASSEE CHAMBER OF COMMERCE
LEADS GROUPS

BYLAWS

Amended as of 09/26/11

Article I: Name

The name of each group shall be: **Leads Group (#)**. The number shall be assigned by the Tallahassee Chamber of Commerce (hereinafter referred to as "Chamber"). Each group may have a sub name assigned by the individual group members.

Article II: Address

Each group will have a designated location for the weekly meetings. The Leads Group may meet at other locations, from time to time, as designated by its members. The group may also have a separate mailing address from its meeting address.

Article III: Purpose

The purpose of the Leads Group shall be to provide a direct networking opportunity through weekly group meetings for Chamber members to:

- A. **Generate referrals** – by implementing and maintaining a method for exchanging business leads between members;
- B. **Build relationships** – by developing, providing and sharing in activities that are found best to promote networking and lead exchanging for the benefit of its members; and
- C. **Share best business practices** – by encouraging business growth and professional development.

Article IV: Membership

All Leads Group members and prospective members must be a current member in good standing with the Chamber. Chamber member "companies" hold the memberships not the attending representatives. The member company is responsible for designating a company representative to attend and adhere to the Leads Group bylaws.

No member shall be seen in a conflicting or competing light with another current member or category in good standing, as to his/her need for Leads/Referrals or Marketing of Products/Services. These member companies shall not be a member of more than one Leads Group in the Chamber. Members may change from one Leads Group to another only once with the approval of the Chamber's Vice President of Membership and Marketing and the respective Leads Group Chairs. Each Leads Group shall be capped at a maximum of 50 members.

A member cannot be associated with any other organization that restricts their ability to give leads within the Chamber Leads Group Program. A Leads Group member cannot recruit members within the Leads Group Program to join another organization outside the Chamber which restricts generation of leads.

Article V: Membership Process

- A. A prospective member may visit each Leads Group one time and is requested to complete forms provided as documentation of their first visit. These forms are then submitted immediately to the Chamber by Leads Group Officers. If there is not an opening for the prospective member's business category, the prospective member has the option to be placed on the Chamber's Leads Group waiting list.
- B. When a Leads Group confirms an opening for their business category the prospective member will be provided with a copy of the bylaws and the Leads Group Application, which must be completed and returned to the Leads Group Officers by the third consecutive meeting. The prospective member shall serve on a probationary status for a period of 3 consecutive meetings, after which their retention as a regular Leads Group member shall be subject to the approval of the Leads Group Officers. Upon approval of the Leads Group Officers, the new member will be added to the Leads Group roster. An application is required to be on file with the Leads Group's Secretary and Chamber for all new and prospective members. No new applicant will be considered until this document is received.
- C. Final approval of all Leads Group applicants is provided by the Chamber's Vice President of Membership Advancement as specified by **Article 7: Governance**.
- D. Upon application, new members must pay dues in the amount specified by **Article 6: Dues**.

Article VI: Dues

Each Leads Group is responsible for setting the amount of dues to be paid by each member. Each member (and additional company representatives who attend regularly) must pay dues. Dues are to be collected in the following manner:

- A. Quarterly: dues to be paid by the second meeting of each quarter
- B. Annually: a ten percent discount will be given if paid by the first meeting of the fiscal year (October 1).

New member dues paid at any other time shall be prorated at the monthly rate only. Any member who does not pay their dues by the second meeting of each quarter will be responsible for a \$5.00 late fee.

Monies collected by each Leads Group will cover costs (applicable to each group's meeting format) such as: copies, printing, promotional items, food, room rental fees and any other expense approved by the Chamber for the benefit of the group. The purchase of alcohol with group funds is prohibited.

Dues shall be reviewed annually and set by the Leads Group Committee with a majority (50 percent, plus one) vote by members in good standing for the following year. Dues are non-refundable.

Article VII: Governance

Leads Groups shall be governed by the official board of directors of the Chamber. The Leads Group program falls directly under the Membership Advancement Committee and shall be managed accordingly by the Director, Member Recruitment and Retention. The Director, Member Recruitment and Retention will facilitate a meeting with all the Leads Group Chairs, collectively, at least once a quarter to discuss the groups' productivity, growth, challenges, etc. Further, a designated Chamber staff person of the Membership Advancement Department will attend the groups' meetings at least once a month. In addition, the Chamber has formed a Leads Advisory Council (LAC) to assist the groups in carrying out the mission and goals of the Leads Group program.

In the event of a vacancy, the Chamber should be immediately notified and will work with the Leads Group to appoint a suitable replacement until the next election.

"See Addendum C"

Article VIII: Committees

Each Leads Group shall have a Committee to be comprised of a Chair, Vice Chair/ Membership Chair, Secretary and Treasurer who shall be elected by a majority vote (50% plus one) of the group's membership in good standing, to serve a term from October 1 through September 30. They shall serve until their successors are duly elected and active. These bylaws allow for temporary or permanent chairs and committees as each Leads Group sees fit. All elected officers will participate on the committee to properly guide the Leads Group.

"See Addendum A"

Article IX: Committee Member Duties

A. The **Chair** shall:

1. Preside at all weekly group meetings and committee meetings, and appoint additional committees as needed.
2. Attend the Chamber's quarterly Leads Group Chairs' meetings.
3. Be responsible for notifying any member who has not maintained attendance requirements and report member status to Leads Secretary.
4. Notify any member who is in breach of by-laws and work with Chamber staff to resolve.

B. The **Vice Chair/Membership Chair** shall:

1. Preside at all meetings inclusive of committee meetings at the Chair's request.
2. Lead and organize program committee, presentations and guests.
3. Mentor new members.

C. The **Secretary** shall:

1. Keep minutes of committee meetings.
2. Maintain current membership list and email updated roster to the Chamber before the 1st of each month.
3. Maintain an attendance record (sheet) of each meeting for members to sign in.
4. Lead and organize the Membership Process (in coordination with designated staff of the Chamber) by faxing new member applications on a weekly basis.
5. Have Visitors complete the Welcome/Guest form (to be completed and faxed to the Chamber weekly) and provide guests with a Leads Group Fact Sheet.

The **Treasurer** shall:

1. Be responsible for all financial transactions of the Leads Group and shall present a financial report to the group and the Chamber's Executive Vice President of Finance and Operations by the 20th of each month (for the previous month.)
2. Keep accurate records on all dues, deposits, weekly fees and Leads Group expenses.
3. Be responsible for collecting any monies from members as prescribed by the committee.
4. Prepare and send dues invoices at least 14 days before the end of each quarter.

Invoices may serve as a receipt unless a separate receipt is requested by a member.

E. **Special Requirements regarding the Leads Groups Bank Accounts:**

1. The name of on each Leads Group bank account shall be: Tallahassee Chamber of Commerce Leads Group (#).
2. The bank account should reflect the Chamber's Tax ID#.
3. The Chamber's Executive Vice President of Finance and Operations must be a signer on the account.
4. The Chamber's Executive Vice President of Finance and Operations must approve any group expense which exceeds \$499.
5. Debit/Credit Cards are prohibited from being acquired on a Leads Group bank account.

Article X: Ownership

The Leads Group name and all materials with the Leads Group designation are property of the Chamber. The use of the Chamber logo or materials must be approved by the Chamber's Vice President of Membership and Marketing before use. All Leads Groups are considered an entity of the Chamber and all Leads Groups must agree to the policies and procedures of the Chamber.

Article XI: Meetings and Attendance

General meetings shall be held weekly for at least one hour. All members are expected to attend all meetings. Four (4) absences in a quarter shall be considered grounds for probation as described in **Article 13: Default**. Members may send a company representative as a substitute in their absence.

Each Leads Group shall determine and state rules and penalties relating to late arrivals. A member is late if he/she arrives after the Chair or a designated committee member has started the meeting. The meeting is to begin promptly at the designated starting time of the group.

Article XII: Code of Ethics

As a member of the Leads Group, one promises to abide by the following Code of Ethics:

- A. To uphold the highest level of professionalism.
- B. To operate their business with truth and integrity.
- C. To consider their customers' needs foremost.
- D. To advise their customers accurately, truthfully and honestly.
- E. To respond promptly to all referrals.
- F. To cooperate in a good business spirit with fellow Leads Group members.
- G. To place principle before personalities.

Article XIII: Default

The following events constitute a default hereunder:

- A. Failure to keep all fees and dues current.
- B. Failure to comply with all bylaws as written.
- C. Unethical conduct that would have an adverse effect on the Leads Group, its members or the Chamber.
- D. Any breach of confidentiality.
- E. Failure to attend meetings regularly. If a member company representative misses four (4) meetings in a quarter, they will be removed from the roster and their category will be re-opened to the member on the waiting list. A member company representative who is removed from the roster will be considered on "probation" and will need to attend 4 consecutive meetings to be added back to the roster if the category is open upon returning for the first of the 4 consecutive meetings.
- F. Only one (1) probation period is allowed for non-attendance, any exception must be approved by the Leads Advisory Council.

In the event of said default, the Leads Group Chair shall notify the member company representative. Upon the member company representative's failure to cure default, the Member shall be deemed to be in default of the bylaws and the Leads Group Committee shall have the right to terminate the Leads Group Member and retain all monies collected hereunder from the Member as liquidated damages. Instances of member termination must be communicated to the Chamber's Vice President of Membership and Marketing who shall have the final approval of all terminations.

Article XIV: Amendments

These bylaws will be reviewed at least annually and are subject to change as deemed necessary by the Leads Group Chairs for the good of the Leads Group Program with final approval by the Chamber.

Approved and adopted as the Bylaws of the Tallahassee Chamber of Commerce Leads Groups this 29th day January of 2009.

Amy Lindner, Manager, Member Recruitment/Retention
Greater Tallahassee Chamber of Commerce

Stu Bevis, Ex. VP, Finance & Operations
Greater Tallahassee Chamber of Commerce

Addendum A 10/01/09

The officers of each Leads Group shall identify and confirm the Nomination Committee by August 1st to include no less than four individuals consisting of at least two current officers, one or more members at large and one Chamber staff person.

The Nomination Committee shall confirm and present a slate of confirmed nominees by August 31st. The Leads Group should vote on new officers on or before the 2nd week of September where votes shall be tallied and results announced at the same meeting. New terms begin October 1 through September 30. Leads Group members not in attendance may submit a written vote via proxy.

Addendum B 07/14/09

The Leads Chairman must be elected annually and may only serve two consecutive terms. Past Chairman may be re-elected after vacating the position for one year.

Addendum C 07/31/09

Leads Advisory Council (LAC)
Council Profile and Leads Program Benchmarks

Council Structure:

- Members of the Leads Advisory Council (LAC) are appointed by the Chamber
- The Council will meet quarterly and be reviewed by the Chamber annually
- The Council will consist of a chair, up to four advisors, and a Chamber staff person to mirror the Leads Group committee structure. As such, the advisors will provide best practice assistance for Leads Group chair, vice chair, secretary, and treasurer positions.

Regarding NEW Leads Groups, the LAC will:

- Assist the Chamber in launching a new Leads Group as deemed by the Chamber
- Govern Access Tallahassee Leads Groups
- Act as support tool for new Leads Groups
- Aide in the training and development of all new Leads Groups
- Facilitate nominations and installation of new Leads Group officers
- Maintain a presence within the Leads Group, until it is determined that the Leads Group is fully functional and newly trained leadership is in place (goal is within 60 days)
- Assist in recommending meeting venues

Regarding CURRENT Leads Groups, the LAC will:

- Act as a support tool for existing Leads Groups
- Upon request of a Leads Group or the Chamber, visit other Leads Groups to share best practices
- Make recommendations to the Chamber with regards to discrepancies in the Leads Group Bylaws
- Upon the request of the Chamber, assist in growing a Leads Group that falls below 12 members
- Assist Chamber to facilitate annual training of newly elected Leads Group officers

Addendum D 09/14/09

Leads Group Officers should hold only one position at a time within the group unless authorized by the Chamber.

Addendum E 02/05/10

Leads Groups may invite elected officials or appointed Chamber representatives to discuss issues relating and/or pertaining to the business community upon majority vote of its Leads Group members who are in good standing.

Leads Groups will not provide any particular political organization/candidate a platform or forum to promote their candidacy or political issues.

Addendum F 02/05/10

Leads Group members are welcome and encouraged to participate in social media websites such as Facebook and Twitter. The Chamber requires everyone who participates in online commentary on behalf of the Chamber to follow the Social Media Guidelines in correspondence with the Leads Group bylaws.

1. Purpose of social media with the Chamber

The Chamber encourages the Leads Group members to promote community involvement, interaction within the group, and Chamber-related programs and events. When the Chamber's group page publishes information, please republish the information to reach a broader audience and continue to communicate with the business community.

2. Be Professional

- You are representing our business community, keep communications on the Chamber pages professional and business and community related.
- Please be respectful of everyone, regardless of who they are. Refrain from any comments that may be interpreted as demeaning or inflammatory, etc.
- Be smart. What you publish is widely accessible and will be around for a long time, so consider the content carefully.
- Please don't comment anonymously. Include your name and, when appropriate, your company name and your title.

3. Chamber Admin Privileges

- The Chamber will create all official group or account pages and will be responsible for monitoring them periodically. If you have a question or suggestion about how the Chamber is using social media, please let us hear your ideas.
- For the benefit of everyone, we reserve the right to manage all social media content using the Chamber name or brand. Inappropriate postings and management of group pages will result in removal from group and suspension of admin privileges
- Leads Groups Officers will be included as administrators to each of the social media accounts created specific to their Leads Group. Any additional administrators added to an account must be appointed by the Chamber or recommended by a Leads Group Officers pending Chamber approval.

4. Respect copyrights and fair use

- Always give people proper credit for their work, and make sure you have the right to use something with attribution before you publish.
- If you have any questions or ideas concerning these guidelines, we're always happy to hear from our members. Please contact the Chamber's communications and marketing department and let us know what you think. Thank you