

East County Referral, Inc.

Policies and Procedures

I. Purpose

- A. East County Referrals is an organization of business persons dedicated to the ideals of bettering their respective careers through the interchange of professional contacts and education.
- B. The goal shall be to expand each member's business contacts through the generation of "referrals" and education.
- C. A "referral" is defined as *contact between two members, or a third party, that could potentially lead to a business transaction.*
- D. East County Referrals, Inc. is a business group, as such membership shall not be used for any other purpose except as defined above.

II Membership Eligibility: **A member is defined as a person whose livelihood is determined and influenced by the amount of business that is conducted in their endeavor. Their livelihood would be directly influenced by the amount of referrals they receive.**

- A. Membership in any other non-service networking group, whose purpose is business referrals, makes an applicant ineligible for membership in East County Referrals, Inc.
- B. There will be no duplication of professional specialization or business service classification. The Board of Directors/Officers, (known herein as the Board), shall assign a classification to each new member upon acceptance of said member's application.
- C. The representative must be directly involved in the day to day operation of the business classification they are representing.
- D. Membership is held by the individual or company whose name is designated on the application as the member/representative and is responsible for dues, fees and assessments.
- E. Prospective members/representatives must attend two consecutive meetings and complete a membership application. At the third meeting, the members will vote on acceptance. The prospective member will not attend the third meeting. If there are two or more negative votes, the application shall be reviewed by the Board of Directors for recommendation to the group which will be followed by a second vote, requiring 2/3 majority of those voting to pass.
- F. **Business or Service must have been in existence for 1 year to establish reputation.**

III Membership Obligation

- A. Each representative shall have one vote. An alternate may represent a member at meetings and has all the responsibilities of the normal representative the alternate does have the right vote in lieu of the member.(Amended-09/1997)
- B. The member shall pay all dues, fees and assessments as required by the Board of Directors.

- C. The member shall abide by the following commitment:
 - 1. The member will always seek to transact business with, and refer business to fellow members whenever possible.
 - 2. **A Member shall** provide a minimum of two referrals per month to fellow members.
 - 3. Member will assist in providing eligible membership candidates to the group.
- D. Weekly attendance is mandatory for all members.
 - 1. Meetings will be held weekly and will effectively start at 7:30am and end promptly at 8:30am. All meeting will be held at a place set by the Board of Directors and voted on by the general membership.
 - 2. If a member cannot attend a meeting, they should send an alternate representative, if possible. **The person holding the membership must make at least one meeting each month.**
 - 3. If a member **or representative** is not present at a weekly meeting and there was no prior notification, then it is an un-excused absence.
 - 4. An excused absence requires prior notification to the voice mail number provided by East County Referrals, Inc.
 - 5. ^(12/07/06) As some professions by nature have a propensity to start earlier in the day (i.e. construction fields) before a new member is voted on they will be allowed to request an exemption in writing, requesting an exemption from the attendance requirement during their busy times. The request would contain an explanation or reason that they are making the request. The exemption would only apply during busy times and the member would be required to call in prior to each absence to receive an excused absence and to give their referrals. This exemption does not eliminate the requirement of 2 referrals per month to stay in good standing.

IV Termination of Membership

- A. Non-payment of dues, fees or assessments, for two consecutive months, will **at the discretion of the board** result in the termination of the membership.
- B. Member understands that if member or alternate misses two consecutive un-excused meetings, their membership may be forfeited upon review by the Board of Directors. If the member **or alternate** has had four excused absences in a row, and misses three more **consecutive** meetings, the membership shall be automatically terminated.
- C. Any member who fails to abide by the Policies and Procedures or bylaws of East County Referrals, Inc., will forfeit that membership.
- D. Membership is non-transferable. If a category is dissolved, sold, transferred, or if the category for which the member has applied for has been retired, changes or the member wishes to change their category, membership is considered terminated and the member must re-apply for membership

- E. Any member may resign from the group provided that all of their indebtedness to the group has been paid. The resignation shall be in writing and submitted to the Board of Directors and shall become effective when accepted by the Board of Directors. Any situation of indebtedness to the group shall be resolved by the Board of Directors.

- F. When a membership is terminated, or a category is changed or a member's business is dissolved, sold, transferred or terminated, that category shall remain open/unoccupied, for four consecutive meeting to allow an equal opportunity for the visitation of possible candidates interested in joining the organization. The president must announce the vacancy for four consecutive meetings. A moratorium of visitation for this vacancy shall exist for 14 days from the date of announcement of the vacancy. Visitation may begin the meeting following the end of the moratorium.

- G. If a member is found guilty of violating any public laws in the conduct of business or conducts business in a less than professional manner, membership may be terminated with a 2/3 majority vote of the members voting as requested by the Board.

- H. If registered member does not attend at least one meeting per month, membership will be reviewed for terminations by the board.

- I. ***If member or alternative does not make the recommended referrals for three months in a row, his/her membership will be up for review by the board with termination to follow. Recommendations by board may/may not be sent for a vote by group.***

V. Dues, Fees, Assessments and Refunds

The initial membership fee shall be a one time charge of \$100.00, as set by the Board of Directors, and may be increased to an appropriate amount if the Board deems it necessary. The \$40 monthly dues charge will be amortized depending upon when during the month that a new applicant applies and (is voted in).

If their first official meeting falls on the first of the month then a full \$40 dues charge will be charged.

If their first official meeting falls on the second week of the month then the charge would be lowered by \$10 to \$30.

If their first official meeting falls on the third week of the month then the charge would be lowered by \$20 to \$20.

If their first official meeting falls on the fourth week of the month then the charge would be lowered by \$30 to \$10.

If their first official meeting falls on the fifth week of the month then the charge would be \$0.00
(09-05-2011 change for amortizing dues)

- A. ***Check should be attached to applicants application and will be refunded if applicant is not voted in.***
- B. Additional assessments will be voted on a per item basis. A 2/3 majority vote of all members voting will be necessary to approve additional assessments.
- C. *Dues are \$40.00 per month. Others who attend the weekly meetings, are charged \$7.50 for their breakfast. Prospective members may attend two meetings without charge as a guest of the group.*
- D. Each person will pay \$.25 for each of the following:
 - 1. Arriving late.
 - 2. No referrals
 - 3. No guest
 - 4. No name badge
 - 5. Un-excused absence
 - 6. **Cell phone disruption during meeting.**

VI. Officers

- A. The officers shall be President, Vice-President, Secretary and Treasurer. There will be two Members - At - Large. Officers will be elected annually. (09-05-2011) Officers may not hold the same office for more than two consecutive terms, except as Treasurer. The treasurer may hold office for as long as specified by the Board. In the event that any office becomes vacant for any reason what so ever, the vacancy shall be appointed by the Board.
- B. The president shall serve as the executive officer; preside at all meetings of the membership, exercise general supervision over the affairs of the group and report to the Board of Directors.
- C. The Vice-President will be an ex-officio member of all committees and is Chairman of the Membership Committee. The Vice-President shall create and maintain the speakers list ***and notify each speaker one week prior to his/her presentation. The vice-president is additionally in charge of all committee chairs.***
- D. The Secretary will keep and maintain the minutes of all meetings and maintain a current membership roster and any other records pertaining to the operation of the group. ***Will also keep an up to date record of attendance and a record of all referrals made by each member.***
- E. The Treasurer will keep and maintain records of all financial transactions which will include all records of membership fees, dues and assessments and all monies collected and disbursed. The Treasurer will prepare monthly financial

reports and other financial reports as requested by the Board. The treasurer may serve a term as long as specified by the Board.

- F. The two Members - at - Large are voting members of the Board and can be assigned such duties as designated by the Board. One of the Members - at Large shall be responsible for setting up the meeting room prior to the regular weekly meeting and the other Member - at - Large may assist in arranging socials. ***This member - at large, will be in charge of all social activities and in charge of the social committee.***

- G. ^(12/23/12) It is hereby requested that the President create a position that would retain and maintain the official documents of East County Referrals Inc. This position would be The Archive Committee and will be headed by the Archive Chair person who would report to the Vice President.

The duties of the Archive Chair would be to maintain a secure place for the official documents, such as minutes, Membership Applications, Official Letters to Members, Tax returns and Accounting information from the treasure, plus any other documentation that the Board of Directors deems necessary.

This position is being established (backdated to Jan 1, 2011) and the Archive Chair will not be responsible for any documentation prior to that date. The position will deemed to be permanent with the stipulation that the Archive Chair may resign at any time, for any reason or the position will change if the Archive Chair resigns from the Group.

VII. Board of Directors

- A. The organization is governed by a Board of Directors consisting of the President, immediate Past - President, Vice President, the Secretary, the Treasurer and two Members - at - Large. In the event of a directorship becomes vacant for any reason, such vacancy will be filled by appointment by the Board of Directors at the next board meeting. Appointee will serve the duration of the term of the individual being replaced.
- B. The Board of Directors will meet at least once per month. ^(12/07/06) Board meetings are to be held on the last Thursday in every month, allowing the board to present any issues to the membership on the 1st Thursday of the month.

VIII. Election Procedures

- A. The election of Officers and Directors will be held at a regular meeting at least two weeks before the new term.
- B. Voting will be by ballot. If a member will be absent, that member may vote in writing by proxy.
- C. At a regular meeting, at least four weeks prior to the date of the election, the Board will appoint a Nominating Committee, consisting of three non-board members. The duties of this committee will be to make nominations and to

prepare a ballot for the election of such officers and directors.

- D. At least two weeks before the election, the Nominating Committee will submit a list of nominees. At least one week before the election, nominations may be made from the floor, with the approval of the person being nominated.

IX Committees

- A. The Board will determine the number and purpose of all special and standing committees necessary for the achievement of the objectives and purpose of the organization.
- B. Suggested committees are the membership, social, public relations and newsletter.
- C. All committee chairs will report to the vice president.

X. Leave of Absence

- A. Members in good standing, who have been a member for more than two years, may submit a request to the group for a leave of absence for no more than four months. The request must be approved with a 2/3 majority vote of those members voting.
- B. Regular dues must continue to be paid during the leave of absence.

XI. Miscellaneous

- A. Anything not covered under these Policies and Procedures, shall be submitted to the Board for approval. This includes use of the Referral's name and logo in advertising and any special membership situations that should arise.
- B. Any additions to these Policies and Procedures for the benefit of the organization must be in conformity with the bylaws of East County Referrals, Inc. , and must be in the form of an addendum.
- C. Any changes to these Policies and Procedures shall be submitted in writing to the membership present at a regular meeting. A 2/3 majority vote of those voting will be required at the following meeting to accept the change.
- D. New member lunches will be held on an as needed basis.
- E. Each week, two members will be provided the opportunity to educate the membership about their business. A *Showcase* speaker will be permitted five minutes and a *Principle* speaker will be given 15 minutes.
- F. ^(12/07/06) The President shall follow the following agenda for weekly meetings:
- a. Pledge
 - b. Officer reports
 - c. Referrals
 - d. Speakers
 - e. New or Old business discussion

Any new or on-going discussion concerning general business shall be done on the 1st Thursday of the month, prior to opening the floor to networking.

- G. ^(09/12/13) The group will showcase a member's place of business a minimum of once

a quarter. This showcase will be classified as (Members Business Exposure) and all members , plus their spouses or better halves are encouraged to attend. The member hosting the “Members Business Exposure” will supply all food and beverages and will be reimbursed (\$175.00) BY East County Referrals Inc.

XII. First Meeting of the Month

- A. During the first meeting of the month, emphasis will be placed (09/12/13) on the business of East County Referrals Inc. and business building without either a Showcase or Principle speaker. However, a non-member speaker may be brought in on occasional basis during this meeting to make a presentation that will be to the betterment of the membership, (they may not speak to promote their business).
- B. When needed, a new member may be permitted to make a showcase presentation at this meeting to facilitate integration into the group.

XIII. General

- A. East County Referrals, Inc. does not endorse or promote political candidates. Sexual harassment or discrimination will not be tolerated by the group.