

**Westside Business Builders  
Leads Group – Bylaws  
Established November 3, 2004  
Approved December 2017**

**MISSION STATEMENT**

To provide members with a forum to increase all members' business, broaden their business networking capabilities, learn about other relevant occupations and their functions and increase their marketing knowledge with the long term goal of increasing their business opportunities.-The goals of the group are to be placed above the individual members' in the knowledge that support will ultimately come back to the individual.

**POSITIONS**

**Board of Directors**

- |                           |                                   |
|---------------------------|-----------------------------------|
| ▪ <b>President</b>        | ▪ <b>Website Coordinator</b>      |
| ▪ <b>Vice President</b>   | ▪ <b>Social Media Coordinator</b> |
| ▪ <b>Recorder</b>         | ▪ <b>Attendance Recorder</b>      |
| ▪ <b>Treasurer</b>        | ▪ <b>Background Check</b>         |
| ▪ <b>Membership Chair</b> | ▪ <b>Researcher</b>               |

All Director positions shall be approved by majority vote of the voting members. When a Board position becomes available, members who have not previously held a position are encouraged to fill the positions first. If no one volunteers, the positions may be filled by past Board members.

The Board shall meet a minimum of once every quarter with more meetings as necessary.

The Board shall prepare and submit budget based on previous year's expenditures to the membership for approval.

When a member wishes to serve on the Board, they must first complete one term of service on the Membership Committee.

Members are encouraged to fill a 6-month rotating Board Position following the first 6 months of membership and after serving on the Membership Committee.

## **DUTIES**

### **President**

1. Nominate the new Vice President
2. Prepare weekly meeting agenda.
3. Preside over and conduct each meeting in a timely manner.
4. Welcome visitors and new members.
5. Ensure each member has equal opportunity to participate in group meetings and activities.
6. Oversee Fiduciary responsibilities of the group.
7. Maintain Meeting Agenda Archives for permanent record keeping and distribute.
8. Maintain presentation calendar and make available to members.

### **Vice President**

1. Work closely with the President, and (in his/her absence) represent the President at any and all meetings and events.
2. Assist President in orderly execution of meeting agenda.
3. Time introductions and presentations.
4. Track referrals received as well as given and verify their validity; provide monthly report.
5. Assume the President's role at the end of their six month term.

### **Recorder**

1. Record minutes for Board meetings.
2. Collect and record all appropriate dues including annual and monthly dues.
3. Submit all dues checks to treasurer for bank deposit.

### **Attendance Recorder**

1. Maintain weekly attendance records and report to Recorder accordingly.
2. Alert membership Chair of any attendance issues.
3. Closely monitor absences; notify members regarding issues of attendance.
4. Maintain membership list and send via email to all members.
5. Maintain 2<sup>nd</sup> key for Post Office box in Golden

### **Membership Chair**

1. Arrive early to all meetings to greet members and visitors.
2. Communicate with all potential members regarding membership issues.
3. Provide all needed documentation to potential members.
4. Collect completed membership applications, background-check forms and related fees; submit fees to recorder
5. Email request to members for approval of new member
6. Notify candidates of approval status. Formal welcome at following meeting.
7. Collect written membership complaints, issues, etc., and meet with Membership Committee for recommendation to the Board for action.
8. Coordinate members to fill business card books (purple books) as needed.
9. Delegate 2 persons from membership committee to arrive at 7:45am to greet members and visitors.
10. Delegate responsibilities for obtaining a website bio and picture of new applicant within 30 days of membership approval. This information is then provided to the Website Coordinator.
11. Keep inventory of all documents and supplies related to the group. Responsible for re-printing and replenishing necessary documents, i.e. attendance sheets, referral tracking charts.

## **Membership Committee**

1. Support the membership chair.
2. Take charge of collection and distribution of all business cards; maintain business card box and keep current.

## **Treasurer**

1. Maintain records pertaining to group's bank account(s); deposits, payables, reconciliation; coordinate with Recorder to balance receivables.
2. Present financial statement quarterly from bookkeeper
3. Liaison between bank and group to ensure accurate and current signature card: i.e., President, Vice President, and Treasurer. (Two signers are required on each check over \$250).
4. Liaison between meetings facility and group regarding matters of menu, schedule, and fees.
5. The Treasurer shall keep the post office box key and check the box regularly for mail at the Post Office in Golden.
6. The Treasurer shall coordinate with the bookkeeper to produce monthly P&L and Balance sheets for review by the Board and retain on file.
7. At the end of the calendar year, submit year-end P&L and Balance sheet to CPA to file 990N form to the IRS early the following calendar year.

## **Website Coordinator**

1. Maintain application and plug in updates
2. Add/remove/update member information, including contact information, member photo, link to external websites, bio monthly
3. Personally renew hosting annually or term specified; reimbursement from group
4. Personally renew domain registration annually or term specified reimbursement from group
5. Maintain and archive with recorder passwords for site interface, hosting and domains

### **Social Media Coordinator**

1. Maintain LinkedIn group and expand social media connections and SEO as needed/desired by group.
2. Add/update activities, events and bylaws as needed.

### **Background Check Researcher**

1. Insure applicants background check form is completed properly.
2. Confirm applicant has provided a check payable to WSBB with recorder.
3. Research applicants' background (nationwide) to determine any court recorded criminal convictions.
4. Notify Membership Chair of search results: "pass" or "fail."

### **MEETINGS**

1. Visitors are welcome at all meetings except when ~~not~~ in competition with current member.
2. Meetings (attendance mandatory) held every Wednesday.
3. New items of business to be included on the agenda must be submitted via email to the President and Vice President no later than Monday evening of each week, for the following Wednesday meeting.

### **MEMBERSHIP ELIGIBILITY & ADMISSION POLICIES**

1. Only one person per professional classification. Member can raise concerns whether an applicant competes with their classification (final determination to be made by the Board). Membership cannot exceed 44 members.
2. A visitor may attend a maximum of 2 meetings.
3. All applicants for membership must complete the membership application form and the background check form with non-refundable fee.
4. Upon approval of background check and member approval of all individuals voting, (via email vote) new member will pay initial application fee and first month dues.
5. Members in good standing that have left the group for personal reasons may re-apply for membership and must follow the same

application process as new members, including a membership vote, with the following special criteria:

- a. Their membership classification is still open
- b. They pay the standard application fee, first month dues, and background check fee.

\* background check will be waived if re-applying within 1 year of their initial background check

## **MEMBER RESPONSIBILITIES**

### **Dues**

1. Annual dues will be due upon anniversary date.
2. Monthly dues at first meeting of the month.
3. All dues and fees are non-refundable, non transferable.
4. Any Member that is more than 6 weeks delinquent in dues payments will have their membership revoked and their professional classification will be opened immediately.
5. All current dues/fees amounts will be listed in the Membership packet. Any changes to dues/fees will be voted upon by the membership per voting procedures.

### **Attendance**

1. Members are expected to attend weekly meetings or provide a substitute that represents the members business (not their own) and who is not affiliated with WSBB
2. Members are allowed to miss 6 meetings in a 6 month period. (Jan-June/July-Dec) Upon incurring the 7<sup>th</sup> absence their category will be opened and their membership withdrawn.

### **Leave of Absence**

1. Leave of absence (for health reasons) can be applied for by written request and will be granted upon Board review and approval.
2. If granted, member is responsible for all dues during absence.

### **Voting**

1. All voting is done by email.

2. Candidates for membership require 2/3 majority approval of members voting–
3. Items of business may only be brought to a vote by a motion at a regular business meeting.
4. Items of business voted on must be passed by a majority (51%) of members voting.
5. All votes will be tallied by the President after a 2-business day voting period, unless a majority of the entire membership has voted either yay or nay. Votes received after closing will not be counted.
6. Result of vote will be emailed to membership including the number of yays and nays within 2 business days.
7. Members on leave of absence may participate in the vote as long as their dues are current.

### **Referrals**

Giving another member's business card or name/phone number to outside person **and** getting permission for member to call on the referral.

**OR**

If a member purchases another member's products or services, they may count only one purchase as a referral to that member during that six month period.

**OR**

Bringing a visitor to a weekly meeting.

Number of referrals: there will be no required minimum.

### **CODE OF ETHICS**

The "Member Code of Ethics" is to be read aloud by all members upon induction of a new member.

#### **Each member:**

- Will provide quality services at the price quoted
- Will be truthful with the members and their referrals.
- Will build goodwill and trust among members and their referrals.

- Will take responsibility for following up on the referrals received.
- Will hold a volunteer position after their first 6 months of membership
- Will display a positive and supportive attitude with other group members.
- Will live up to the ethical Standards of their profession

Any member may be expelled by the Board of Directors for violation of the Code of Ethics. There must be one written letter of complaint from other members outlining said violation(s). The President will call a special meeting of the Board of Directors to discuss the details of the complaints. If the Board determines there is just cause for possible dismissal, the President will notify the member in writing and invite the member to meet with the Board if they so choose. The Board of Directors will then arrange a meeting with the member that has been charged with the violation(s) to have an opportunity to discuss the complaint. The Board of Directors shall then hold an additional private meeting to decide if the member should be dismissed or allowed to retain his or her membership. A two-thirds vote of the Board shall be necessary to expel or retain the member. The member will then be sent a letter to notify them of the Board's decision. If the Board votes to expel the member, the general membership will then be notified by email of that decision. (note: if the decision is to retain the member, there is no need to notify or discuss the matter with general membership, but the members issuing complaints will be informed by the President of the Board's decision.)

## **EXPENDITURES**

The following items are considered “pre-approved expenses.”

They include:

1. Reproduction/printing for all forms used by the group.
2. Bank fees.
3. Office supplies.
4. Business Card folios for new members.
5. Meetings, Social Events, Facility rental.
6. Quarterly web hosting fees and annual domain renewal.
7. Research for background checks.
8. Fees related to taxes



Additional expenses that may arise must be voted upon and approved by all members voting.

### **DISSOLUTION**

If WSBB, for any reason, needs to be dissolved any left over funds will be given to another non-profit agency as approved by majority of remaining membership (i.e. Jeffco Action Center, Golden Visitors Center, etc)

### **AMENDING THE BY-LAWS**

Any amendment changes must be submitted as new business (see “Meetings”), and must have a majority vote of those voting to be approved.