



VISION STATEMENT

BUILDING BUSINESS THROUGH REFERRALS,
RELATIONSHIPS AND RESPECT.

Fond du Lac Business Builders Operational Procedure Manual

Election of Executive Committee

The current Executive Committee will open the floor to nominations for a new Secretary/Pres-Elect during the last business meeting of the current term. Selection and approval of the team by the majority of members present will be completed at this meeting with the Team elect's term being effective with the next business meeting. All members are expected to serve on the Executive Committee during the life of their membership.

Executive Committee Responsibilities

Coordinate and conduct all weekly meetings.

Maintain attendance and referral log.

Control the collections of membership fees and disbursement of approved expenses.

Prepare and distribute current meeting minutes to the membership prior to the next weekly meeting.

Induct applications into the general membership.

Executive Committee

The makeup of the Executive Committee will include the three elected members. Past President, President and Secretary/President-Elect. The Executive Committee will meet on an "as needed" basis.

Executive Committee Responsibilities

Review and enforce existing policies and make recommendations to the general membership for addendum and/or additions to policies.

Review new member applications for potential induction into the general membership.

Weekly Meetings

Are to be held every Wednesday morning from 7:30 a.m. until 8:30 a.m. at a predetermined member's business facility. Informal networking will be conducted from 7:15 a.m. until 7:30 a.m. with the formal meeting commencing at 7:30 a.m. Meeting content will include one-minute member introductions, guest introductions, and individual business "showcasing" and/or roundtable discussions. All members are expected to attend and participate in the weekly meetings.

Attendance

Though not mandatory, is very essential for the success of the individual and the group. All members are expected to attend every meeting. The Executive Committee will review the continuing membership of any member who has missed three consecutive meetings without notifying a member of the Exec Committee of their absence. All members unable to attend a meeting are advised to notify a member of the Exec Committee via email or telephone. Unexcused absences will be fined \$1.00 per meeting. Continuous, unexcused absences may result in loss of membership. In such cases, the member will be notified by a member of the Executive Committee of their loss of active membership in FDLBB.

Business Meetings

The third meeting of the month will be dedicated to discussing open membership applications, resolving current group/business issues and the presenting of referrals, attendance and treasury reports by the Executive Committee.

Quorum: 50% of voting member organizations shall constitute a quorum. (A voting membership is the organization member, therefore; two members attending from the same organization will be one vote.) All business of the FDL Business Builders shall require a quorum to be conducted.

Membership

Business representatives, wishing to make applications, will submit their request to the Executive Committee using the Fond du Lac Business Builders application form. Forms are available from the President and our website. All applications will be reviewed by the Executive Committee with the Executive Committee making a recommendation for approval or denial to the general membership within three weeks of receipt of the application. New applicants are required to attend three meetings within a three-month period prior to submitting their application. This will give the current membership a chance to get to know the applying member before making a decision on them. Criteria for acceptance into membership will include but not be limited to:

- No conflict with existing business membership segments.
- Applicant's ability to pass referrals to fellow members.
- Applicant's dedication to be an active member of the group, e.g. meeting attendance, assume Leadership roles etc.
- Applicant has no conflicting interests with other referral networking groups

Approved applicants will be sworn in by a member of the Executive Committee, using the Fond du Lac Business Builders Vision & Mission Statement. All members will be assessed annual dues of \$25.00 to cover administrative expenses. All members will be up for renewal January 1st of the year. Members joining the fourth quarter of the year will not be subject to renewal on January 1st until their second year of membership. New members will receive a copy of the Vision & Mission Statement, Membership By-laws, and Operation Procedure Manual.

Termination of Membership

A member may terminate their membership by notifying the Executive Committee of their intent. The Executive Committee may recommend to the general membership a cause for involuntary termination of a member based upon poor attendance, conflicts with other business segments already represented and/or non adherence to the Fond du Lac Business Builders Mission Statement. Business segments vacated by a departing member are immediately open for new applicants.

Career/Employer Changes

Members who switch careers or employers must reapply for membership. All new member procedures and policies, as detailed under **Member**, will apply to such applicants. A business does not have a "right of ownership" in the general membership. If a business segment is vacated by a departing employee, the business must submit a replacement employee's application for review and acceptance into membership. Once that business segment is reopened, it must remain open for a minimum of two weeks. This will allow members an opportunity to invite guests who may have been interested but were not allowed because that segment was filled. If multiple applications are received from like business segments, the Executive Committee will make the final selection for membership based upon submitted criteria and review with references.

Referrals

All members are expected to actively refer business to the business segment representatives in the Fond du Lac Business Builders. Members passing referrals to other members should include the name, contact phone numbers and a brief description of the nature of the referral on the back of the referring member's business card. Referrals can be passed during the weekly meetings or if time is of essence, verbal contact can be made outside of regular scheduled meetings. **Important: All referrals must be recorded on the Referral Status Book which is available at all weekly meetings.**

Business Showcasing

Showcasing is an opportunity for a member to present a "show & tell" on their business to the general membership. Showcase presentations will be scheduled during weekly meetings with the exception of the monthly business meeting. All members are required to showcase their business at least once per year. Presentations, which should last at least 20 minutes, can be given at the member's place of business or at one of the general location meeting places.

General Introductions

At the President's discretion, all members may be asked to introduce themselves at the start of the weekly meetings. The introductions should be limited to one minute in length and should focus on key elements of the business being introduced. Business specials, referrals and testimonials about other member's business should be presented during the introduction as well.

Round Table Discussion

Members are expected to present business topics for general discussion during weekly business meetings. Topics should pertain to operational issues which other members may have some insight into, as well as ideas for, improving personal and/or business growth.

Fond du Lac Business Builders
Building Business through Referrals, Relationships & Respect

Fond du Lac Business Builders is an interactive networking group of area business representatives. Our prime objective is to grow our business with the help of reliable referrals. Members are not only expected to participate, active participation is mandatory.

- **An Executive Committee**, consisting of the Past President, current president, and Vice President/Secretary will serve for a term of six months in each of three positions. After serving as Secretary/President-Elect, that position shall serve as President.
- **Meetings** will be held every Wednesday morning from 7:30 a.m. until 8:30 a.m. at a predetermined member's business or other designated meeting place. Members are encouraged to attend up to 15 minutes early to participate in informal networking. The meeting will be dedicated to introductions, "showcasing" and round table discussions.. The third week of the month will be a "business" meeting devoted to addressing and resolving current group/business issues.
- **Membership** will be limited to one business segment representative. No partial or total "like business type" will be accepted. Membership applications will be accepted using the Fond du Lac Business Builders Application Form. Application fee must be submitted with application. All applications will be reviewed by the Executive Committee, with the Executive Committee making recommendation for acceptance.
- **Funding:** \$25.00 annual dues will be assessed all members to cover administrative costs. Additional expenses, which have been approved by the membership, will be paid from existing fund balances. If fund balances are inadequate, all members will share equally in satisfying the outstanding expenses.
- **Finances:** No member shall encumber the group with a financial obligation unless the expenditure has previously been approved by a quorum of member organizations. The Executive Committee shall present a budget annually to the membership and shall be limited to expending organization funds for budgeted items on behalf of the business builders not to exceed \$25.00 on any item.
- **Attendance**, though not mandatory, is essential for the success of the individual and the group. All members are expected to attend every meeting. The Executive Committee will review the continuing membership of any member who has missed three consecutive meetings without notifying a member of the committee of their existing conflict. Unexcused absences will be assessed a \$1 fine. Any member losing their membership status will be notified by a member of the Executive Committee of such action.
- **Guests** must be approved by the general membership prior to their attendance to insure that no conflict of "business type" exists with current members. Guests may attend a maximum of three meetings. Guests are not permitted to attend monthly business meetings.