

# Policies and Procedures

## “Joliet Chamber Business Builders”

### *Section 1*

#### **Objective**

The Joliet Chamber Business Builders is an affiliated group of the Joliet Region Chamber of Commerce & Industry, whose objective is to help businesses grow through a weekly networking meeting. The purpose of the meeting will be to generate new business through quality leads and referrals. This will be accomplished by strong commitment, communication, and friendship.

### *Section 2*

#### **Membership**

The Business Builder group shall consist of no more than thirty-five (35) active members. These members shall be of businesses and/or organizations that do not compete. In order to be eligible for the Business Builder group, one must meet the following:

- a) be employed by a business or organization
- b) the business or organization must be a member of the Joliet Region Chamber of Commerce & Industry
- c) the business or organization membership must be in good standing with the Chamber of Commerce
- d) not present direct competition to an already existing member of the Business Builders
- e) be the person who will be in regular attendance of meetings
- f) be able to designate an alternative representative to attend all meetings in their absence, who will actively participate in place of the absent member

### *Section 3*

#### **Obligation**

- a) All members are expected to provide valid business leads/referrals on a regular basis. There will be no set quota, but the member will be expected to actively participate on a continuing basis.
- b) All members or their alternative representative are expected to be in attendance regularly for all weekly meetings. If a member or alternative representative has more than three (3) consecutive unexcused absences (failure to notify group

- member or fill out planned absence sheet), their status shall be called before the group for a vote on removal.
- c) More than 6 absences by a member or alternative representative (*does not matter if they are excused or unexcused*) in a six month period will be cause for the member to have their status called before the group for a vote on removal. April/Sept -October/March.
  - d) Members are expected to participate in a “Spotlight Talk” about themselves and their business in order to help other members learn more about their company.
  - e) Members are expected to pay their group fee and dues in a timely manner.

#### *Section 4*

### **Selection of Members**

- a) An application of membership shall be submitted to either the President or the office of the Joliet Region Chamber of Commerce & Industry. The President and the Chamber of Commerce, before acceptance into the Business Builders, will review the information provided by the applicant to ensure no competition exists and that the applicant is in good standing with the Chamber.
- b) All applicants are asked to attend one meeting before acceptance into the Business Builder group.
- c) The applicant may be denied membership based on eligibility requirements. If competition exists (group has final approval), the applicant may be offered the chance to join other possible related groups. If the applicant is not in good standing with the Chamber, they will be given no more than one week in order to take care of the matter.
- d) Once the applicant has been approved, the applicant will become an official member upon payment of fees and dues.
- e) An individual of the same business may not participate in another similar group associated with the Joliet Region Chamber of Commerce & Industry. If by chance a member has been removed from a Business Builder group, he or she will be asked to wait at least one quarter before joining another similar group.

#### *Section 5*

### **Meeting**

- a) Regular Breakfast/Lunch meetings of the Business Builders shall take place on the day determined by the Joliet Chamber. The Joliet Chamber shall also determine time and location.
- b) Meetings will be conducted with any number of Business Builder members in attendance.
- c) It will be the responsibility of the individual presiding and members to make sure the meeting runs in an orderly fashion.

- d) It will be the responsibility of the member to pay for his or her own breakfast or lunch.
- e) Guests will be allowed to attend one (1) Business Builder meeting. They will also be responsible for their own breakfast or lunch unless the individual who invited them would like to pick up their cost.
- f) All guests will be asked to make a presentation as to why they are interested in the Business Builder group.

### *Section 6*

#### **Fees and Dues**

- a) An initiation fee of \$30 shall be payable upon acceptance of the applicant. A monthly maintenance due of \$10 shall be paid on a six (6) month session basis. These dues shall be collected by the first week of each session.
- b) Dues are subject to be prorated for those joining during the course of a six (6) month session.
- c) The Joliet Chamber and the governing board of the Business Builder group will review any request for a leave of absence. A leave of absence will ensure the member that the group will not allow a competitor to join during their leave.

### *Section 7*

#### **Governing Board**

- a) A governing board as elected by the Business Builder members shall manage the affairs of the Business Builder group. The governing board shall act upon nominations and applications as well as establishing and refining policies and procedures.
- b) The term of office for all governing board members shall be six (6) months.
- c) Each governing board member shall hold their office until his or her successor has been elected and qualified.
- d) A vacancy may be filled by appointment of the governing board until the next election.
- e) Any governing board member may be removed by a majority vote of the board when, in its best judgment, the interests of the Business Builders will be served.

### *Section 8*

#### **Duties of Governing Board**

It shall ultimately be the joint responsibility of the Governing Board and the Members of the Business Builders to recruit new members in order to maintain a full group of thirty-five (35) members.

- a) The President shall preside over all meetings of the Business Builders. Also, the President will be responsible for coordination of all functions of the governing board. The President shall be the leader to the members and hold a relationship with the Joliet Region Chamber of Commerce & Industry. The President shall be responsible for the business card “box.”
- b) The Vice President shall assist the President in all duties and will be responsible for presiding over meetings in the absence of the President. The Vice President shall be responsible for recording all leads/referrals shared. Also, the Vice President shall be responsible for the orientation of all new members.
- c) The Secretary shall oversee all funds in relation to the Business Builder group. The Secretary shall record attendance and be responsible for keeping the minutes of all meetings. Also, the secretary will be responsible for notifying members of meeting dates and times, as well as any other information pertaining to the group.
- d) The Governing Board shall be in charge of arranging the weekly “Spotlight Talks” and any seminars or special programs approved by the governing board. Also, the Governing Board will be responsible for the production of an informational brochure highlighting each member of the Business Builder group.
- e) The Chamber Ex-officio shall work with the Business Builder group and the governing board to advise of upcoming Chamber events and programs and of member/applicant information. Also, the Chamber Ex-officio will help to promote the Business Builder group, as well as awarding those who have been recognized by the group for achievement.

\*\*\*The Joliet Chamber Business Builders was established in March/April of 2004\*\*\*