

Business Resource Network (BRN) By-Laws

BRN is a collection of motivated business people who use the strength of relationships to grow their business. Active participation and the sincere desire to help everyone prosper make the BRN a dynamic and energetic resource that can increase word of mouth marketing dramatically.

BRN meets 8:00 a.m. every Friday at the Harford County Chamber of Commerce office. Attendance is mandatory and BRN members must belong to the Harford County Chamber of Commerce (HCCC). Each member is the only representative of an industry and is expected to contribute a minimum of 2 referrals a month and schedule (1) one on one meeting with another member. Fees are \$120 per year (July-June) and are prorated per quadrimester based upon date of acceptance. You may not be a member of the Wednesday morning Harford Business Network, which meets at the Chamber, due to conflict of interest.

Roles and Responsibilities

1. BRN Organization

Leadership of the BRN consists of the president, vice president, treasurer and secretary. The president, vice president, treasurer and secretary are also the “officers” of the BRN.

A. Leadership Committee

The leadership committee meets as needed to plan and improve the operations of BRN. Ideas and suggestions from all BRN members are funneled through the committee, which investigates, consolidates, and presents results to the general membership for a vote. The leadership committee consists of the president, vice president, treasurer and secretary. The Leadership acts as the membership committee and approves new member applications, informs the group of chamber activities, resolves industry conflicts, updates the BRN brochure, communicates recruitment and open industries weekly to the group.

B. President

The President is the pulse of the BRN. (S)he coordinates and presides over the weekly meetings and oversees all committees. In addition, (s)he is the contact person for inquiries about BRN. The President may make purchases for the benefit of BRN with the BRN funds of less than \$100 without approval of the general membership or leadership committee.

C. Vice President

The Vice President is responsible for the BRN President's duties when the BRN President is absent. In addition, (s)he is in charge of scheduling and organizing the speaker list.

D. Treasurer

The Treasurer collects and keeps track of dues, that are deposited in a local financial institution. The Treasurer is also responsible for monitoring monthly bank statements, communicating their balances to the group, and sending new member packets to new members and visitors with a set of these by-laws and procedures.

E. Secretary

The Secretary keeps track of and addresses weekly attendance issues, maintains the list of active members, and monitors the referral activity within the BRN.

F. Ad-hoc Committees

Ad-hoc committees for various initiative may be established as needed and dissolved upon completion of duties and/or goals.

2. Procedures

A. BRN Meetings

The President of BRN facilitates the weekly meetings that include activities such as infomercials, committee status reports, special business, referral passing and networking. Decisions that affect the BRN as a whole (such as operational changes, spending of reserve dues, or large-scale projects) are put to the general membership where each member casts one vote.

B. Committees

Motions are decided by a majority vote of committee members with each member entitled to one vote. The chairperson is the leader of the committee and decides any ties. Committee members may step down at any time. Terms are determined based on the committee's purpose and terminate accordingly. Committee members must be a member of BRN for 3 months to be eligible to hold a committee position.

C. Nominations and Election of Officers

The election of officers is held annually. All active members in good standing may vote for new officers. All members who have been active members in the BRN for at least one (1) year and are in good standing are eligible to hold office.

Nominations will be submitted no later than the last meeting held in November each year. Members may self-nominate; however, a member may not be nominated for more than one office.

Procedure:

- The President will disseminate nomination slips to each member soliciting nominations for each of the four (4) offices.
- Members may submit no more than one nominee per office.
- Nominees must be willing to serve in the capacity for which they are being nominated.
- Nominees must receive two (2) or more nominations from the group submissions for a particular office for the nomination to be considered.
- The President will tally the nominations and the Treasurer will review and validate the tallies. The President will communicate with each of the nominees to confirm their willingness to serve and acceptance of the nomination.

Voting will take place at the second meeting in December each year by paper ballot. If a BRN member cannot attend said meeting, an absentee ballot may be submitted. All absentee ballots must be submitted VIA EMAIL and received by the BRN President no later than 5:00 p.m. on the Thursday immediately preceding the second meeting in December.

The new officers will be installed and take office at the commencement of the first meeting held in January of the following year.

The officers (president, vice president, treasurer and secretary) will serve one-year terms with a limit of two consecutive terms for their position. If nominated and elected, an officer may be eligible again to serve in their same position after vacating the position for one (1) term. If any officer is unable to fulfill their term, the Leadership Committee will appoint a successor to fill the vacancy. The committee may consider any other nominee(s) who were candidates for the vacant post during the previous election.

D. Authority

The following details the authority of BRN. If a member is dissatisfied by the result of a decision, the issue may be put before the next level of authority for another vote (one is the highest and three is the lowest)

1. Majority vote of BRN members
2. Majority vote of the leadership committee
3. President

E. Distribution of Money

Membership dues are escrowed in a local financial institution. The Treasurer is responsible for the collection and disbursement of money. Only the treasurer or BRN President can deposit money funds. If a member is authorized to spend money on

behalf of BRN, and uses his or her personal money, any receipts must be turned in to the Treasurer with two signatures of leadership committee members for reimbursement.

3. Membership Requirements

A. HCCC - in accordance to the HCCC, members and/or their companies must be a member of the HCCC.

B. Attendance - Individuals join BRN, not companies. You may have a substitute, from your company, fill in and attend a BRN meeting if you are unable to attend without it counting as an absence. Members are expected to attend all meetings, which are held at 8:00 a.m. every Friday morning at the HCCC. Attendance is taken at each meeting. It is the member's responsibility to initial the attendance sheet. Members are allowed to miss 6 meetings in 6 months (July - December or January - June) and may not miss more than 3 meetings consecutively. After the sixth absence or 4th in a row, the member may be removed from BRN without refund of dues, at the discretion of the leadership committee. This is a no-fault policy, so please ensure that your schedule will comply before submitting an application.

C. Referral Requirements - members are expected to contribute a minimum of (2) referrals per month with a limit of (1) "me" referral, and a minimum of (1) one on one. If a member does not pass the minimum number of referrals for three (3) months in a row, their membership may be revoked and their category reopened at the discretion of the leadership committee. They may reapply after 6 months.

D. Change of Employer

If a member leaves their employer, the member must reapply for membership, but does not pay any additional dues if their membership is approved. The member's previous employer may send a new representative who must apply for membership and must pay new member dues. If circumstances arise where both the member and the previous employer's representative are applying for the same industry "seat", the Leadership Committee will have discretion to determine how the seat will be filled.

E. Prospective Members

Prospective members must visit/attend two (2) consecutive BRN Meetings. Following those visits, BRN will provide feedback and the Leadership Committee will approve/decline a new member application. If multiple candidates apply for the same industry "seat", BRN will provide feedback to the Leadership Committee following all candidate visits. The Leadership Committee will have discretion to determine how the seat will be filled.