



## IMPACT Southwest Michigan Welcome and Bylaws

### **Welcome to IMPACT Southwest Michigan!**

Thank you for choosing **IMPACT Southwest Michigan**. Your membership and participation are highly valued and we hope that, with the organization's help, you will achieve all your business goals!

Being a member of **IMPACT Southwest Michigan** means having a team of highly committed sales professionals. We each become one another's outside sales force. In addition, **IMPACT Southwest Michigan** serves as a closely-knit, wide ranging business support group, building strong business (and often personal) relationships.

Each member of **IMPACT Southwest Michigan** represents one business category (we call them core professions or services), and they are exclusive. Our goal is not to compete with each other for business, rather to help build each other's businesses.

# IMPACT Southwest Michigan Bylaws

## MEMBERSHIP

### 1. Becoming a Member

- a. All attending guests and applicants must have an invitation from a current member. Members are to contact the Membership Chair prior to the meeting to alert her of attending guests.
- b. Guests are invited to attend two meetings prior to making the commitment to join.
- c. Membership Applications will be discussed and voted on by the Board of Directors.
- d. Membership approval is based upon numerous things, including, but not limited to: a vacant core profession; a core profession that will further the mission of the organization; a member whose presence will enhance the organization.

### 2. Membership Requirements

- a. To be eligible for membership, a member must represent an available core profession within the chapter. In instances where a member provides more than one product or service, she must designate a SINGLE core business.
- b. IMPACT Southwest Michigan must receive a completed and signed Membership Application, accompanied by the prorated Membership Fee.
- c. When there are multiple applications for the same core profession, membership is granted to the member who submits her application first, complete with Membership Fee. "First" will be determined by the Membership Chair.
- d. To remain a member in good standing, members must remain current in their dues. Annual Membership Fees are due on or before the first scheduled meeting of the calendar year.
- e. In the event a member decides to resign from IMPACT Southwest Michigan, a notification must be given to the Membership chair. If an officer or chairperson resigns, those having previously held the positions fill in until they can be filled.
- f. Membership fees are not refundable.

### 3. Member Responsibilities

- a. This IMPACT Southwest Michigan chapter is as successful as we choose to make it. To that end, attendance is vital to our overall success. *More about this in the section entitled "Attendance."*
- b. Each member is expected to show respect toward other members at all times.
- c. In order to ensure the vitality of IMPACT Southwest Michigan, it is important that we attain and maintain our maximum membership of 30. To achieve that goal, all members must be devoted to inviting guests and developing new members. The more members and the wider the core profession range, the greater the opportunity for business referral generation.
- d. All IMPACT Southwest Michigan members are expected to assume leadership (board, committees, etc.) positions within the chapter. Officer and board positions are set up on a yearly rotating basis to allow all members the opportunity to develop and apply their leadership and organizational skills. *Specific officer and board terms and duties are listed in the section entitled "Officers, Committees, Duties and Board of Directors."*

- e. Members who have held officer and board positions must wait 12 months before holding the same position. No consecutive terms.
- f. Board Members are expected to keep their dues current.
- g. Members are expected to keep all contact information current with the Membership Chair, reporting any changes of address, phone, email, etc. as soon as possible.

## **OFFICERS, COMMITTEES, DUTIES AND BOARD OF DIRECTORS**

An open invitation will be extended to current members for Board positions in **OCTOBER** for the following year. If you are a current member, and have not held a board position, we ask you to consider serving on the Board and/or a Committee.

All officers and committees for the following year will be nominated at the second to last meeting of the calendar year and voted upon at the last meeting of the calendar year. Each will serve a one year term.

Votes may be cast in person or via email no later than 5pm on the election date.

By the first meeting of the year, new members will be approved and announced.

At the first meeting of the year, committees will be established for spring, fall, and Christmas events.

Should an Officer or Committee Member need to leave their position, the President will appoint a temporary member to fill in until a new Officer can be elected. Should the President need to leave the position, the Past President will fill in until a new one can be elected.

### **1. President**

- a. The President is responsible for facilitating a well-organized and productive meeting while ensuring the chapter continues to build momentum. The President is expected to be a role model of attendance and should arrive at the meeting prior to the start to greet current members and guests.
- b. Should the President need to miss a meeting, the Past President fills in for her.
- c. The President is responsible to ensure that any conflicts or complaints are resolved fairly and in a timely manner. These are presented to the President at a time apart from the weekly meetings.
- d. The President sends a reminder 48 hours prior to each meeting or event. She also advises the membership of any changes in meeting day, time or location.

### **2. Past President**

- a. The most recent prior President guides the new President into her position with suggestions and advice (as requested).
- b. She also fills in for the President in the latter's absence or if she steps down from her position.

### **3. Secretary**

- a. The Secretary takes notes during the meeting, recording spotlight highlights, special announcements from the President and other members, upcoming events and news of interest.

- b. Incorporating all her notes with member attendance information from the Membership Chair and treasury information from the Treasurer, the Secretary compiles the minutes and sends them to the President within 48 hours of the meeting.
- c. The Secretary may also be asked by the Treasurer to assist in her duties.
- d. In the event the Secretary is not able to attend a meeting, she will inform the Past Secretary (or another replacement) who will take notes, compile the minutes and send them to the President.

#### **4. Treasurer**

- a. The Treasurer is responsible for collecting, allocating and recording membership fees, dues and any other monies associated with the chapter.
- b. As money is collected from members, the Treasurer will provide a receipt, with a copy to be kept by the chapter. Receipts will also be kept for any outgoing funds.
- c. The Treasurer is responsible for the safekeeping of all chapter funds. In the event that any money is lost, under any circumstances (including, but not limited to fire, theft, misuse, etc.), it is the Treasurer's responsibility to replace those funds in full by the group's next meeting. With the exception of bank error.
- d. Any purchase over \$150 requires a vote of the board.
- e. Purchases for chapter supplies, etc. will be reimbursed by the Treasurer with an accompanying receipt.
- f. The Treasurer makes a report to the membership at each meeting, which is recorded in the Secretary's minutes. For transparency, any member can ask to see financial records at any time.
- g. All **IMPACT Southwest Michigan** checks must be signed by both the Treasurer and another member, preferably the President.

#### **5. Membership Chair**

- a. The Membership Chair acts as greeters for all guests and sends a follow-up email thanking them for attending with some other general information.
- b. The Membership Chair receives all applications for membership and reviews them prior to presenting them to the Board of Directors for a vote.
- c. The Membership Chair is advised in advance of all guests that may be in attendance at the meetings. This is done either via contact from members or by direct contact from the guest themselves. She also records guests' names, phone numbers, email addresses and core businesses.
- d. Members contact the Membership Chair if they will be absent. The attendance report (both excused and unexcused) is then given to the Secretary for the minutes. She also notifies the President when attendance issues arise.

#### **6. Board of Directors**

- a. The Board of Directors consists of the President, Past President, Secretary, Treasurer, and Membership Chair.
- b. The Board votes on new members as presented to them by the Membership Committee. These votes can take place electronically.
- c. The Board meets as needed to discuss chapter issues.

## 7. Miscellaneous Positions (to be determined on an as-needed basis)

- a. Social Chair - to coordinate soirees, social events and community events.
- b. Community Ambassador - to act as liaison with community, providing membership with upcoming events.

## MEETING STRUCTURE

1. Meetings are held twice a month, unless otherwise announced. Scheduled meetings may change as a result of holidays, weather, etc.
2. It is recommended that members arrive 15 minutes prior to the start of the meeting to ensure their business card slot is full and to distribute any materials. It is especially important for the spotlight speaker to arrive early if she needs to do any advance set up.
3. Following is a general meeting agenda. This agenda may change as agreed upon by the membership. It may also be usurped entirely for special meetings (e.g. elections, outside speakers, etc.).
  - a. Call to order and welcome - Done by the President (5 minutes)
  - b. Introductions - Each member introduces herself and her business, and describes for the group the kind of lead or business assistance she needs over the next two weeks. These introductions should be kept to a maximum of 30 seconds. Recruiting for business associates is not permitted among **IMPACT Southwest Michigan** members. (15 minutes if at maximum membership)
    1. If the member brought a guest, she introduces her at this time.
    2. Guests are allowed to introduce themselves and hand out business cards.
  - c. Education Moment - The designated member gives a 15-minute educational presentation. Topics may include, but are not limited to, business education, personal growth, leadership, etc.
  - d. Member Spotlight - The designated member gives a 20-minute overview of her business, with special focus on how **IMPACT Southwest Michigan** can help her reach her goals and what kinds of referrals will be most beneficial. (20 minutes)

PLEASE NOTE: If you are the scheduled Spotlight speaker and are unable to present, it is YOUR responsibility to find a replacement by trading with an upcoming member's spotlight. Please report any changes to the President as promptly as possible.
  - e. Chapter Business - The President reviews business matters for the group and the Treasurer makes her report. (10 minutes)
  - f. Shout outs, referrals and upcoming networking events. (10 minutes)
  - g. President adjourns the meeting.
4. Staying on time and on target is of the utmost importance, both for members and for our host location. Any lengthy discussions should be conducted outside the meeting time and at a location convenient for all.

## ATTENDANCE

1. The chapter President will send a reminder email at least 48 hours prior to each scheduled meeting.
2. It is your responsibility to contact the Membership Chair personally via telephone or email PRIOR to the meeting time if you are unable to attend.
3. Members are permitted 5 (five) excused absences per calendar year. After that, if the Board of Directors sees fit, a discussion may ensue regarding the member's absences.

4. Failure to contact the Membership Chair prior to the meeting will result in an unexcused absence. In the event of 3 (three) unexcused absences, the **Board of Directors** will review the circumstances to determine the member's future with the organization.
5. Leaves of Absence are available to allow members to miss meetings for an extended period of time. To qualify for a leave, the following criteria must be met:
  - a. The Membership Chair must be notified of Leave requests along with the reason and the length of time requested.
  - b. Leave purposes are limited to the following: medical (including maternity, self or family), professional development, personal emergency or crisis.
6. The Membership Chair and the Board of Directors must vote to approve Leaves of Absence, including the length of time. If either or both do not agree with the Leave request, further discussion with the member will be in order.

## **BYLAWS CHANGES/REVISIONS**

1. All Bylaw changes or revisions will be recommended by the Board of Directors and presented to the group as a written recommendation and posted in the minutes. At the next regularly scheduled meeting it will be voted upon by the membership of the entire group. Votes may be cast in person or via email no later than 5pm on the day prior to meeting.
2. The chapter President will update any revisions after voted on and send a review to the Prior President to confirm as recommended and approved.