Effective Date: 04/01/2018

Greenville Business Network (GBN)

Bylaws

**Article I: Purpose**

The purpose of the Greenville Business Network shall be to support and refer local business to local business.  We will accomplish this through networking, socials, and membership drive.

**Article II: Membership**
Membership consists of only one entity per professional specialty.

1. Each person can represent more than (1)-one business entity. Dues will be paid for each business entity.
2. The GBN bylaws can be amended at any regular meeting of the GBN by a simple vote, majority of those present prevails.
3. New potential members will submit an application to the Board of Directors with their professional specialty. The Board of Directors will meet within 1-(one) week and notify the applicant of approval or declination of said application. The Board of Directors will also contact the applicant by phone, email, or in person to state their decision. If approved, the new member will be asked to bring business cards and dues to the next meeting.

**Article III: Attendance**

Meeting attendance is very important and all members should prioritize our meeting schedule.

1. Meetings are typically held on the 2nd and 4th Wednesday of each month at 7:30am. This schedule may vary due to holidays or GBN socials.
2. A GBN member in good standing is permitted to allow a substitute to fill in and give their commercial. This shall count as attended for the GBN member who is unavailable for the meeting.
3. If a member has (4)-four unexcused absences in any calendar year they will forego membership and their professional specialty will become available for new members.
4. Medical & emergency absences will be determined on a case-by-case situation by the Board of Directors.
5. Inclement weather
	1. In the event a member is unable to attend a scheduled meeting due to severe weather it will not be counted as an absence.
	2. If Greenville High School is cancelled due to inclement weather on the same day as a GBN meeting is scheduled, the GBN meeting will also be cancelled.
6. A 90-day leave of absence is permitted at the Board of Director’s discretion. If you are a member in good standing and are required either for business or personal reasons to take a 90 day leave of absence, you may do so without foregoing membership.
7. Meeting Etiquette
8. Members will arrive to meetings in a prompt fashion and be ready with a well-prepared 60-second commercial and referral passing.
	1. In order to provide the maximum respect for the members that arrive in a timely manner, members arriving after the business meeting begins will be welcomed but not allowed to make their presentation.
	2. Handouts are encouraged but must be passed out before the GBN meeting begins to limit disruptions during the presentations.

**Article IV: Referrals**

1. Each member will respond to each referral in a timely and professional manner.
2. Each member will conduct their business with GBN members and referrals with a high level of ethical standards.
3. GBN will adopt the golden rule, ”treat others as you want to be treated."
4. Information provided at GBN meetings should be treated as confidential.

**Article V: Networking**

Members are encouraged to set-up breakfast or lunch meetings with each other and to attend socials scheduled by the GBN. This will help members better understand each other's business offerings.

**Article VI: Dues**

1. Dues for membership are $100.00 per calendar year
	1. Dues are due March 1st of each year.
	2. In the event of nonpayment by March 1st, a $20 administration fee will be added to the member’s account.
	3. In the event of nonpayment by April 1st, the member will be dismissed from the GBN and their professional specialty will become available for new members.
2. Dues for new members joining will be $100.00. If joining mid-year, dues will be prorated quarterly for the current year.
3. Dues are not refundable.
4. Dues will be deposited in an appropriate bank account and held for use by the GBN in an acceptable manner as determined by the majority of members present and voting at any regular meeting of the GBN. In determining acceptable uses of GBN funds, members will restrict considerations to those that directly benefit the GBN such as business perpetuation, promotional advertising, membership drives and socials, member training, supplies, rent, etc. Charitable opportunities, if considered, will only be approved by all members present and voting at the meeting by private ballot. In order to be carried, the vote must be a 100% in favor. Any single dissident, abstention or nay vote will prevail as a nay vote for the entire membership and the voting will immediately cease, issue resolved in the negative.
5. In the event the GBN ceases to exist, the GBN will hold a Special Meeting to determine where any funds on deposit at the time of the disillusion will be dispersed. Any other property owned will be dispersed among members on a first come basis.

**Article VII: Officers**

1. Officers will serve a (1) year term. Elections will be held during the last meeting of the calendar year by private ballot.
2. The Board of Directors is comprised of the elected officers.
3. The Board of Director’s dues are waived during their year in office.

**Article VIII: Duties of Officers**

The duties of the officers shall be such as are specified in these bylaws.

1. President:
	1. Run Meetings
	2. Appoint and oversee special committees as he/she sees necessary
	3. Oversee Board of Directors
2. Vice-President:
	1. Act for the President in his/her absence
	2. Responsible for follow-up with guest/visitors of GBN
	3. Assist the President and Secretary in his/her work
	4. Keep business card file up-to-date
	5. Prepare Welcome Packets for new members
	6. Will assume the President's position following his/her term as Vice President
3. Secretary:
	1. Keep a record of attendance
	2. Keep a membership list up-to-date with changes in membership and distribute to all members
	3. Notify all members of meetings and events with calendar
	4. Keep a permanent file of all important documents/forms
	5. Take minutes at each meeting and distribute to membership
4. Treasurer:
	1. Collect dues from membership; keep an accurate record of credits and debits; pay bills authorized by Board of Directors
	2. Give quarterly reports to membership during GBN meeting.
	3. Notify Members and Board of any failure to pay dues.