

Waupaca Area Chamber of Commerce LEADS Network

ARTICLE I – PURPOSE

The purpose of this organization will be to exchange leads, ideas, and information through the fellowship of members of diverse professions. Ultimately, a successful LEADS Group will further business and financial interests between members. The exchange of business between members is encouraged, but it is not a requirement of membership in the organization.

ARTICLE II – FEES

The membership of \$40.00 annually is due at the time of acceptance by the Board of Directors of the Waupaca Area Chamber of Commerce. Members will be billed annually according to their month of application. No initiation fee is required at this time.

ARTICLE III – MEMBERSHIP

- A. Qualifications for membership include:
 - 1. Only one membership per business or professional category is permitted. If there is duplication of a represented profession by a potential new member, there must be a consensus between both parties and majority vote of the entire membership.
 - 2. The business must be a member of the Waupaca Area Chamber in good standing.
 - 3. Members may participate in only one group.
 - 4. Membership shall be limited to 18 members.
- B. If a member representing one business or profession switches to another category already represented within the group, that member shall be required to transfer to another LEADS Group so long as the new business/professional category is not currently represented.
- C. The membership belongs to the member's business. The business is responsible for filling a vacancy created by the original representative.
- D. Members of the group or Chamber representative may invite prospective members as a guest to any meeting. Prospective members are required to fill out an application. It is the responsibility of the LEADS Group Chair to inform the Chamber staff of prospective members that have attended meetings.

ARTICLE IV – ATTENDANCE

Regular, active participation is essential; therefore, absences should be avoided. Attendance records will be kept by the LEADS Group Secretary and forwarded to the Chamber on a weekly basis.

- A. Attendance Requirements:
 - 1. Members are required to attend 75% of all meetings
 - 2. Members will be placed on probation for failure to attend required meetings; only one probation per twelve-month period is permitted
 - 3. If a member is unable to attend, another representative of your company or organization may serve in your capacity. This will not count against your attendance for the quarter.

ARTICLE V – DELINQUENT MEMBERS

- A. The Chamber staff shall contact members whose dues are delinquent more than 60 days. Payment of delinquent dues is required prior to the next meeting to avoid being dropped from the membership roster and the LEADS group.
- B. Members dropped from the roster for non-attendance may request reinstatement after a three-month period if the business category has not been filled.
- C. A leave of absence may be obtained by a member for a reasonable cause, subject to the approval of the membership majority.

ARTICLE VI – MEETINGS

- A. Meetings will be held at least two times per month at a time (approximately 1 to 1 ½ hour in length), date, and location determined by the majority of members. The Chamber office may be available if the schedule permits.
- B. Meetings will be conducted in an orderly, professional, and timely fashion.
- C. The Chair of the LEADS Group will conduct the meeting. In the absence of the Chair, the Vice-Chair will handle the meeting
- D. Members may bring guests to any meeting; however, there shall be a maximum of two visits per person.
- E. Members should state their name and company before giving their lead.
- F. Leads
 - 1. Leads should comprise of pertinent information that could result in new business to one or more members of the group.
 - 2. Leads should include the company name, nature of the business, events transpiring, and contact names within the company.
 - 3. Members are required to give six leads per year to the respective group.
 - 4. Leads that successfully result in new business for a member should be acknowledged by the benefiting member.
- G. Meeting Agenda
 - I. Welcome – Chair
 - II. Member Introductions (1 minute each)
 - III. Guest Introductions (2 minutes)
 - IV. Chamber news, upcoming events, etc. (3 minutes) (staff)
 - V. Leads exchange (25 minutes)
 - VI. Member speaker of the day (10 minutes)
 - VII. Old and New Business (5 minutes)
 - VIII. Adjournment – Chair

ARTICLE VII – GROUP OFFICERS

- A. The officers of the group shall consist of Chair, Vice-Chair, Secretary, and Immediate Past-Chair. These four officers and a Chamber representative shall constitute the Executive Committee.
- B. The Executive Committee will serve as a Nominating Committee to recommend a slate of officers, having received prior consent to serve from the nominees. Nominations may also be made from the floor.

- C. The officers will serve for one year.
- D. A simple majority of secret ballot votes shall determine winners.
- E. The Executive Committee shall fill any vacancies for the remainder of the term.
- F. Any officer may be removed upon a motion made in writing and signed by at least five members and a majority membership vote.
- G. Duties of the officers shall be as follows:
 - 1. Each officer is responsible to perform required duties at each meeting and is authorized to assign duties to a substitute during an absence.
 - 2. The Chair shall preside at meetings and shall be responsible for overseeing the group and the Executive Committee. The Chair shall also welcome new members and visitors to the group.
 - 3. The Vice-Chair shall act in the Chair's stead during absences.
 - 4. The Secretary shall maintain a current list of active members, recording the attendance at each meeting. The secretary shall announce the list of members in good standing at the last meeting of each month. The Secretary shall provide attendance reports to the staff of the Chamber.
 - 5. The Immediate Past-Chair shall serve as a member of the Executive Committee.
 - 6. The Executive Committee shall oversee all routine business affairs of the group.

ARTICLE IX – CHAMBER RESPONSIBILITIES

- A. Bill and Collect dues annually
- B. Keep a file of attendance records submitted by the Secretary
- C. Provide announcements to Chair to give an update of upcoming Chamber activities
- D. Assist in obtaining new members
- E. Maintain a “wait list”
- F. Help resolve business category conflicts
- G. Maintain group roster
- H. Provide assistance in coordinating events

The Waupaca Area Chamber shall act as facilitator, but not as an active participant. The Chamber will not provide business leads to the group's members.

The By-Laws of the LEADS Group may be amended by affirmation vote of two-thirds of its members in attendance; however, amendments may not be proposed and voted upon at the same meeting. The Board of Directors of the Chamber must also approve any By-Law changes. The Chamber Board of Directors reserves the right to alter these By-Laws at any time.

WAUPACA AREA CHAMBER OF COMMERCE

LEADS Network

Application

Date: _____

Company Name: _____

Applicant's Name: _____

Title/Position: _____

Address: _____

City: _____ **Zip:** _____

Telephone: _____ **Cellphone:** _____

E-Mail : _____

Website: _____

Business Category: _____

Description of Products/Services Provided: _____

I agree to abide by the by-laws of the WACC Leads Network.

Signature

Date

Return Application with Payment (\$40) to:
Waupaca Area Chamber of Commerce
221 S Main St
Waupaca WI 54981
Fax 715-258-7868

Questions: Terri@WaupacaAreaChamber.com or 715-258-7343