

Bylaws for the Quakertown Business Networking Group
These bylaws may also be used by and any sister groups thereof.

ARTICLE I – ORGANIZATION

The name of the organization shall be Quakertown Business Networking Group.

ARTICLE II – PURPOSE

The following is the purpose for which this organization has been organized: to network and promote each other's businesses.

ARTICLE III – MEMBERSHIP

Membership in this organization shall be open to all who want to promote their businesses, and are willing to abide by these bylaws.

ARTICLE IV – MEETINGS

Regular meetings of this organization shall be held every Tuesday morning. They shall begin at 7:30 with networking and sign in. The formal portion of the meeting shall begin at 7:45am and last until 8:30am at the Kaulton Diner.

Board meetings shall be held once per month at a time and location decided by the board members.

ARTICLE V – VOTING

At all meetings, except for the election of officers, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Those interested in running for office must submit their names to the Vice President 60 days before the election is to take place. The Vice President will provide to the membership, the preliminary ballot to be voted upon 30 days before the election and will accept new nominations up to one week before the election. Elections will take place during the first meeting in December.

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers.

At all votes by ballot, the President of such meeting shall prior to the commencement of balloting, appoint a committee of two people, who shall act as "Inspectors of Election". At the conclusion of such balloting, the Inspectors of Election will certify in writing to the President the results of the vote.

No Inspector of Election shall be an officer, a candidate for office, or shall be personally interested in the question voted upon.

In the case of a tie, the President will be the deciding vote. In the case where the President is personally interested in the vote, the Vice President shall make the decision on ties.

ARTICLE VI – ORDER OF BUSINESS

1. Introduction, President:

- a. Explain the purpose of the group
 - b. Introduce the board members
 - c. Explain how the meeting will go (30 second commercials and 10 min speakers)
 - d. Talk about requirements of membership
 - e. Make sure everyone signed in
 - f. Silence phones
2. Introduction of Speakers, Speaker Committee
 3. 30-second Commercials and Business Card Exchange, Vice President
 4. Schedule Up-coming Speakers, Speaker Committee
 5. Notes for the Good of the Group, Vice President
 6. Testimonials, Vice President
 7. Closing, President

ARTICLE VII – OFFICERS

The initial officers of the organization shall be as follows:

President: Tracy McGovern

Vice President: Dennis Becker

Secretary: Danielle Broadhurst

Treasurer: Terri Wittman

Committee Director: Heather Landes

Membership: Thomas Marino

Speaker: Dolores Merrell

President:

- In charge of running the meeting
- Oversees the group and all committees
- Resolves any disputes or problems

Vice- President:

- Runs the meeting in the absence of the President
- Times the 30 second commercials during the meetings
- Oversees and acts as a member of the Membership Committee when needed.

Secretary:

- Takes notes at meetings & distributes to members
- Takes notes at board meetings and distributes to board members
- Maintains a master copy of the QBNG bylaws

Treasurer:

- Takes care of all financial affairs
- Deposits money and writes checks
- Involved in all money matters
- Ensures that holdings cannot exceed \$2000
- In the case that holdings exceed \$2000, the board will decide on how to spend the excess amount
- Shall report current holdings including a weekly activity summary at every board meeting

Committee Director:

Oversees all committees and ensures the committees are in place and functioning. Conveys reports to the Executive Board.

The Director shall attend committee meetings at his discretion, but is responsible for gathering a committee report from the chairman of each committee after each committee meeting and prior to the next Executive Board meeting. As an ad hoc member of each committee, the Director may take notes, contribute his expertise and opinion, and has the right to vote on committee business.

There shall be two types of committees: Standing Committees and Special Committees. Each committee is charged with determining the best methods to execute their responsibilities. A Standing Committee is a permanent ongoing committee. A Special Committee is formed for a specific purpose and is dissolved after said purpose is achieved.

Although the initial chairman of a committee may be a volunteer, as each committee begins functioning with more than one member, the committee shall vote to fill the position of chairman. The chairman is responsible to report on the committee's business and progress to the Committee Director prior to the next QBNG Executive Board meeting. Each committee chairman is not a member of the Executive Board and will only attend those meetings upon invitation.

Standing Committees:

- Membership
 - Responsible for increasing and maintaining the membership of QBNG
 - Maintaining current membership list
 - Maintaining attendance and leads
 - Business Card Exchanges
 - Membership drives
 - Event booth (such as with the Chambers of Commerce)
 - Other events and projects as the committee or Executive Board determines
- Marketing
 - Responsible for the written, graphic and visual promotion of QBNG
 - Brochure
 - Poster
 - Press releases
 - Website
 - Promotions to aid the Membership Committee
 - Other projects as the committee or Executive Board determines

Special Committees:

- Holiday Party
 - Responsible for a December social event to include members, spouses and guests
 - May be established as a sub-committee of the Membership Committee
- By-Laws
 - Responsible for developing an organizational constitution and by-laws document
- Audit
 - Responsible for an audit of the financial books

Other committees may be added as necessary.

Terms:

- 2 year terms, starting in 2008: Vice President, Secretary, and Committee Director
- 2 year terms, starting in 2009: President and Treasurer

Officers shall by virtue of their office be members of the Board of Directors. The founder of this group, Barbara Ayling, will always have a permanent seat on the board, regardless of her position as an officer.

All terms begin on January 1st and end on December 31st. All officers elect shall be entitled to attend the December Board meeting before the beginning of their term. All outgoing officers shall be required to attend the January board meeting after the end of their term.

No officers shall for reason of his office be entitled to receive any salary, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer. All members of the board shall be exempt from annual renewal fees while in term.

ARTICLE VIII – COMMITTEES

The Committee Director, with the approval of the President shall determine committees.

ARTICLE IX – DUES AND MEMBERSHIP

The dues of this organization shall be \$10 per meeting and shall be payable on meeting date, regardless of whether breakfast is ordered.

New members shall be required to pay a \$10 admin/card caddy fee plus a \$20 annual fee.

All members shall be required to pay a \$20 annual fee on the month of their anniversary of membership.

Members shall attend 2 meetings per month. Any member that does not attend a meeting during a period of 30 consecutive days shall be notified via a call from the Vice President of the Board that their membership is in jeopardy. A list of the members that receive a call shall be reviewed by the board each month and a decision will be made by vote to continue or discontinue their membership.

ARTICLE X – AMENDMENTS

These By-Laws may be altered, amended, repealed, or added to by an affirmative vote by the majority of the board members.

_____ President	_____ Date	_____ Vice President	_____ Date
_____ Secretary	_____ Date	_____ Treasurer	_____ Date
_____ Committee Directory	_____ Date		