



Mountain Networking Referral Group

BY-LAWS

Last updated June 21, 2017

TABLE OF CONTENTS

Mission Statement.....1

Officers, Committees & Descriptions1

Election of Officers 2

Guidelines for Members 2

Glossary of Terms..... 3

New Member Applicant Information 3

New Member Application & Fees..... 4

Core Structure of MNRG..... 4

By-Laws 5

Meetings 6

Referrals7

Guidelines for a Charitable Gift from MNRG7

Guidelines for a Student Scholarship from MNRG..... 8

MISSION STATEMENT

The purpose of the Mountain Networking Referral Group (MNRG) is to promote small business success for its members by sharing qualified referrals/leads, providing educational activities and promoting group interaction. Givers gain; the more we give the more we gain.

OFFICERS, COMMITTEES AND DESCRIPTIONS

PRESIDENT: Mayra Owen | (770) 833-8842 | MayraLOwen@gmail.com

Presides over meetings of the group. Implements and enforces rules and regulations set forth within the group bylaws and operating procedures. Maintains organizational web presence. Works with all other officers in all aspects of the organization.

VICE PRESIDENT: Dottie Peterson | (706) 400-5540 | Team@blairsvilleprinting.com

Assists the President in his/her duties. Receives and tracks leads and referrals for the group. Records and tracks member participation in referrals, testimonials/closed business, guests, one-on-ones and passes. Presides in the absence of the President.

TREASURER: Scarlett Stephenson | (706) 400-1441 | MountainTop.Organization@gmail.com

Receives moneys from all sources and pays expenses with the consent of the President and Members. Manages accounts receivable and payable. Maintains organizational financial records.

SECRETARY: Jim McEldowney | (706) 400-5716 | info@RusticMountainDecorGA.com

Records and disseminates proceedings of the meetings. Records and tracks group attendance. Advise Membership Marketing Committee of member attendance quarterly. Assists VP & Treasurer as needed in the conduct of their duties.

MEMBERSHIP COMMITTEE

Receives and reviews membership applications to ensure they are appropriate and do not duplicate current membership categories. To determine growth or limit growth as needed. Approves new members and notifies them of acceptance. Monitors members quarterly attendance and issues related notices to lack of attendance or participation and brings to the attention of the President. Assists officers in the planning and implementation of group projects. Develops and orders promotional materials. To include: Business Cards, Flyers, Brochures, Rack Cards, Monthly MNRG Newsletter and Facebook.

PROGRAM MANAGER

Maintains meeting calendar for guest and member presentations.

ELECTION OF OFFICERS Officially approved as of (12/15/16)

The current president will appoint a nominating committee in November to formulate a slate of candidates for the following positions.

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

The slate will be presented to the membership at the first meeting in December and via e-mail. Nominations from the floor at the first December meeting may be made. The final slate will appear in the minutes for all members to review.

Election of officers will be held the second week in December by secret ballot. Those unable to attend meeting may email their vote to the secretary the week of the election.

GUIDELINES FOR MEMBERS

All members of MNRG are expected to conduct themselves in a manner reflecting the quality and standards of a professional businessperson. Please silence cell phones during meetings. We encourage you to bring your good thinking, ideas and dialogue to share with the group as we continue to grow. Guidelines for membership are as follows:

ATTENDANCE

We encourage members to attend weekly but understand your business must come first. However, excessive absences are not beneficial to you or the other members. Members are expected to attend meetings a minimum of once a month unless prior arrangements have been made. Approved 18-8 on April 6, 2017.

If a member is unable to attend during a particular week, they are encouraged to send someone in their place and will not be counted as a missed meeting for attendance. The substitute must be associated with the business they are representing.

At the end of each quarter, attendance will be evaluated by the membership committee. If your attendance fails to meet the required number of meetings your participation will be reviewed by the membership committee and a "Notice of Intentions" will be sent. The member will be asked to respond, letting the membership committee know if they intend to remain with the group. If they wish to remain, their response will be evaluated and they will be notified of the outcome. If they wish to withdraw from the group it will be so noted.

Acceptable absences include: Medical and family emergencies, Inclement weather, Business related.

If you find your schedule prevents you from attending on a regular basis you may need to evaluate the value you bring to and gain from the group. For businesses unable to be represented on a regular basis we suggest new members be allowed to join and your membership be retired.

As of September 13, 2017, an individual may only represent two businesses. This is to ensure quality representation and allow more individuals to be active members in MNRG. (Please note, the one person who is currently representing 3 businesses will be grandfathered in.)

GLOSSARY OF TERMS

Dedication to the group is a priority. At each meeting during the "I HAVE" section, each member is required to participate in one of the following ways:

- 1. REFERRAL:** A legitimate "warm" referral of business for another member of the group.
- 2. TESTIMONIAL/CLOSED BUSINESS:** A legitimate compliment for another based on a previous business transaction. A report of closed or completed business from a previous referral.
- 3. ONE-ON-ONE:** Time spent between two members discussing business in an attempt to learn more about one another both on a professional level as well as on a personal level. One on one meetings are very important as it is difficult to make referrals to someone whose business you don't know or who you don't know personally.
- 4. GUESTS:** Bringing a guest is great as it affords the opportunity to introduce potential members. A guest may come twice before becoming a member. Habitually bringing a guest instead of participating in one of the other options will be addressed by the Membership Committee.
- 5. PASS:** Though it is not preferred, simply saying PASS will eliminate awkward situations. If you have nothing, just say "PASS". We do not need to know the particulars of why you are passing, just say "PASS".

NEW MEMBER APPLICANT INFORMATION

We are a group of business minded people, business owners, administrators and professionals working together to achieve the common goal of growing our business.

We take pride in selecting businesses that are devoted to growing their business. We are exclusive to our members and thus the organization is a "closed group" style organization. This allows members to be more aware of others in the group, their needs, their customer base, etc. By being a closed group, the feeling of competition with the group is virtually eliminated.

Individual members develop a professional relationship, as well as a personal relationship with each other. This ensures members are more confident in recommending the services of others within the group.

A membership committee is responsible for deciding if a particular business in their particular service category is going to be beneficial to our organization, and will our organization be beneficial to them? Is the particular category already filled by another business in the group? Determine our growth to limit membership or to grow our membership.

Our weekly meetings are important, and we encourage you to attend each week if possible. If you are unable to attend, we recommend you send someone from your office (if applicable) in your place. During the weekly meeting we exchange referrals, experiences and welcome new guests. The group offers educational opportunities for you to participate in (if interested) and share community events that we may want to participate in to grow our business. As a member we encourage you to bring: a referral, testimonial, guest or share a one-on-one.

Mountain Networking Referral Group meets every Thursday at 8:00 am and end at 9:00 am at locations determine by the agenda. We follow the Union County school guidelines for closures in the event of inclement weather, holiday schedule and will not meet on weeks when school is not in session. During the summer the group will meet every other week.

As of September 13, 2017 an individual may only represent two businesses. This is to ensure quality representation and allow more individuals to be active members in MNRG. (Please note the one person who is currently representing 3 businesses will be grandfathered in.)

NEW MEMBER APPLICATION & FEES

Non-members are welcome to attend one meeting as our guest before submitting an application. We thank you for your interest in the Mountain Networking Referral Group. Applications are available from any member of the group and fees to be paid at the time of acceptance.

Application Fee (one-time): \$50.00 plus first quarterly

Quarterly Dues: \$25.00 (\$100 annually)

Additional Business Quarterly Dues: \$12.50

We encourage all members to pay for an annual membership at the beginning of the calendar year when a 10% discount will be applied.

Returning Members that have left the group and wish to rejoin, if within 6 months of departure, will need Committee approval. Upon approval, there will be no application fee required and all back quarterly dues will need to be fulfilled. After 6 months a returning member will be treated as a new member.

CORE STRUCTURE OF MNRG

ONE MINUTE "ELEVATOR" PRESENTATIONS

Members will present a weekly "elevator" presentation, length of time determined by the President, to introduce themselves and their business to the group. The weekly presentations allow members to become familiar with each other and their business. We encourage all members, particularly new members, to schedule one-on-one time with each member of the group to get to know them better.

Binders are provided to each member as they join; each business should ensure they have a flyer or hand out available for the binders. These serve as a reference guide for the member and a tool when talking to others

about a referral. We also exchange business cards on a regular basis; each member will have a small supply to use when referring your business.

TEN-MINUTE PRESENTATIONS

“Ten-minute” presentations typically introduce your business in greater detail. Any member of the group can request time on an up-coming agenda to have ten minutes of floor time. New members will use these presentations to introduce their business to the group, and we recommend you ask for time on the agenda during the first 30-60 days of joining. The presentations make a nice addition to our binders so bring copies to hand out. Members can also use the Ten Minute presentation time to give the group updates about their business, or introduce a new product or service.

EDUCATIONAL OPPORTUNITIES

Our group occasionally hosts educational sessions on topics the group has agreed would be beneficial. An Educational Chairperson provides a motivational “thought for the week” during meetings and manages requests for topics, including helping the group to arrange for training. Any session, either during the meeting or after-hours, is optional. Some after hour sessions may charge a fee; if you elect to participate you will be responsible for payment. These sessions are intended to grow our skills and benefit our businesses, be sure you surface topics you are personally interested in to the Educational Chair.

MARKETING

The MNRG is a member of the Towns, and Union County Chamber of Commerce. A MNRG “Rack Card” is available at each Chamber. The cards include a list of all members of the group. These cards will be updated periodically as new members join, and made available to you as a member as well. We encourage you to put these on display in your businesses to help promote the MNRG.

BY-LAWS

We have had many years of experience with other types of networking groups. We encourage a competition free environment by restricting membership to only one company selling a specific product. The requirements may appear to be stringent but they are done in this fashion because it works. Joining our group requires a very real commitment from you.

We will follow the Union County School closure for inclement weather.

The commitment that you make is really a promise that we all make to each other.

What we provide for our members:

- Structured training and meeting formats
- Referrals from other trusted members
- Exposure to people outside of your county
- We serve the mountain area of North Georgia and surrounding areas
- Your profile on MNRG website
- Your profile in our professional brochure
- Your profile distributed by other members

- Brochure also distributed by other groups, chambers, Department of Economic Development, etc.
- Cross-links on the websites of other members where applicable
- The best, most cost-effective way of growing your business

WHAT WE REQUIRE FROM OUR MEMBERS

Cost is \$50 one time application fee and \$100 annually or \$25 paid quarterly. NOTE: A 10% discount will apply for an annual payment received by January 31 of the applicable membership year. All payments due by end of the first month of the quarter.

- You can do a one-on-one or bring a guest, a new referral, or a testimonial to every meeting
- A one-on-one meeting is done so that you can get to know each other and each other's business model
- Report your gross revenue gained from referrals so that we may track our progress

MEETINGS

TIME AND LOCATION

Mountain Networking Referral Group meets every Thursday at 8:00 am at locations determine by the agenda (every other Thursday at 8:00 am in the summer months).

- All government holidays are observed
- We follow the Union County school system closures for inclement weather

ATTENDANCE

Every member is expected to attend every meeting, but at least one meeting every four weeks is mandatory. Approved 18-8 on April 6, 2017.

CONDUCT

Our meetings are very informal, however all members will conduct themselves professionally and respectfully. Please be respectful of other members by:

- Turning off your cell phone or putting it on vibrate
- Not texting during the meeting
- If you must make a call or text, please leave the room to do so
- Please do not have side conversations during the member presentations

MEETING AGENDA

8:00am – Meeting starts

Welcome/Prayer

Guest Recognition

Review and approval of Minutes

Reports: Treasurer, Membership, Referral & Income Generated

Elevator Speech presentations

Referrals, Testimonials & One-on-One Reports

Guest Presentations

Old Business/New Business

Adjournment

Networking

REFERRALS

Referrals are the most important part of the Mountain Networking Referral Group and as such, we will be tracking them one of two ways:

A. Paper (carbonless) Form

- The white copy goes to the member receiving the referral
- The yellow copy goes to the member tracking referrals for MNRG
- The pink copy is retained by the member making the referral

The member making the referral completes the information on the left side of the form. The member receiving the referral completes the information on the right side of the form, noting whether a sale was made, the date of the sale, and the amount of revenue generated. For recurring revenue, estimate the amount received over 12 months. Recurring revenue is only tracked for the initial 12-month period. The completed white copy is then returned to the member tracking referrals for MNRG. It will be matched with the pink copy previously received and entered as a completed referral.

B. Online Submission (member login required)

GUIDELINES FOR A CHARITABLE GIFT FROM MNRG Approved on February 23, 2017

- Complete Application to Treasurer by deadline twice a year: May/October
- Officers review the requests
- 2-week notice of vote to membership
- Secretary notifies requesting entity of decision equaling yes or no to funding
- Treasurer mails check if decision is "yes" to funding

Criteria for all applicants:

- Applicant must be a 501(c)3 business or a "community recognized charity" in Towns, Union or Fannin counties.
- The entity must make a presentation to the officers of how the funding will be used.
- There will be a \$250 limit per year for any one entity.
- The Board will make the recommendation and final vote will be by membership.

GUIDELINES FOR STUDENT SCHOLARSHIP FROM MNRG Approved on April 6, 2017

- Applicant must be a high school graduate or hold GED equivalent from Towns, Union, Fannin or Rabun County
- Freshman standing at a technical college or college or university
- This is a need-based scholarship. The MNRG Student Scholarship Chair will work with high school counselors
- This is a one-time need-based award of \$500 per year (\$250 per semester)
- The scholarship will be awarded to one recipient per year. Children or grandchildren of MNRG members are not eligible.
- The completed application will be reviewed by the Board of Officers then presented to the membership. Recipient will come speak to the membership.

Creation of a new position: MNRG Student Scholarship Chair to work with high school counselors as this is proposed to be a need-based award for a young person who has overcome an adversity.