

**The Lunch Bunch Leads Group III  
("Lunch Bunch" or "Leads Group")  
Evergreen Area Chamber of Commerce  
BYLAWS**

**I. PURPOSE:**

- A. Build community, personal and business relationships among members of the group.
- B. Exchange qualified business leads with one another on a regular basis.
- C. Encourage member interaction outside of regular meetings.

**II. STRUCTURE OF MEETINGS:**

- A. 11:25 – Leadership Committee - Confirm Roster, Bylaws and Agenda
- B. 11:30 – Call to order / Recognition of Guests
- C. 11:35 – 30-second Introductions by all (Elevator Pitch)
- D. 11:45 – Attendance / Exchange Leads via Lead Forms & Verbally
- E. 11:55 – Two 10-minute presentation by two members
- F. 12:15 – Leadership Committee Reports / Old Business / New Business / Updates on Member Information
- G. 12:25 – Wrap up and adjourn at 12:30 (optional lunch afterwards)

**III. MEMBERSHIP REQUIREMENTS:**

- A. All Lunch Bunch "Active Members" must maintain membership in the Evergreen Area Chamber of Commerce (EACC.)
- B. Only one Lunch Bunch Active Member is allowed per type of profession or service industry ("Category").

- C. Lunch Bunch Membership will be determined upon acceptance by the Leads Group and payment of the Leads Group dues.
- D. Acceptance into Lunch Bunch "Active Membership" will be determined on a first-come, first-served basis. Applicants may choose to be placed on a waiting list for future openings. In the case of two or more applicants in the same Category, the applicant who has been on the waiting list the longest will be selected. If there is a tie, the applicant with the longest standing as a member of EACC will be selected. If an accepted applicant fails to pay dues upon acceptance they will lose their place on the waiting list.
- E. In order to maintain "Active Member" status, members must:
  - 1. Pay their annual Leads Group dues in full no later than the second meeting after the member's joinder date, renewal date or other such due date for the payment of annual dues;
  - 2. Accomplish both of the following:
    - a. Attend at least 3 meetings per quarter. Each member is allowed a designated alternate to represent them at meetings; and
    - b. Submit at least 2 qualified leads per quarter. Leads can be made by either: (i) making a referral to another member; or (ii) bringing a guest to a meeting.
- F. A Category is "Protected" ONLY if the incumbent member is an Active Member.
- G. If no longer qualified as Active Members, members become "Past Members."
- H. Past Members may become Active Members by paying their Leads Group III dues and requesting reinstatement to Active Membership during any subsequent quarter in which there are no applicants for that Category.

- I. The Membership Chair shall report the status of all Active Members, Past Members and Applicants for Membership at the beginning of each Lunch Bunch meeting.

**IV. SPONSORING PROSPECTIVE MEMBERS (GUESTS):**

- A. If a Category is Protected, guests in that Category are not allowed to attend a meeting.
- B. If a Category is Unprotected or Vacant, members are encouraged to seek guests in that category and invite them to attend a meeting.
  1. A guest may attend one meeting prior to joining
  2. A lunch will be provided for each guest who attends only if the sponsoring member RSVPs that guest to the Membership Chair by Friday prior to the Tuesday meeting
  3. Guests may pass their business cards to others at the meeting, but may not leave extras on file.
- C. Guests are allowed to join the group ONLY after the Category is vacated.
- D. A Category is automatically vacated if an Active Member becomes a Past Member or resigns.
- E. If a Category turns over in the middle of a year, dues are prorated for the new Active Member and the Past Member is entitled to a partial refund of paid-up dues.

**V. DUES:**

- A. Leads Group III dues shall be \$40 per calendar year due on the first of each year. Such dues are non-refundable except as otherwise noted.
- B. Members' dues will be collected by the Treasurer and kept in a bank checking account. The Treasurer shall briefly report on

the balance of funds and expenditures at the beginning of each meeting.

- C. Funds will be used first to cover administrative expenses for the group. Members may vote on how to spend excess monies available.

## **VI. LEADERSHIP:**

- A. The Leadership Committee shall be composed of the President, Secretary, Treasurer and Membership Chair.
- B. The Leadership Committee will serve for a period of 1 year. Leads Group III shall vote on their successors from recommendations of the outgoing officers and other members.
- C. The President shall run the meetings, assist in member qualifications, schedule member presentations and arrange for meeting places.
- D. The Secretary will maintain membership information and attendance, publish minutes of every meeting and issue reminders to all members in advance of every meeting.
- E. The Treasurer shall bank and maintain an accounting of all funds, send quarterly billings to members, and assist in the quarterly review of member status.
- F. The Membership Chair
  - 1. Shall coordinate with members on a variety of ways to increase membership enrollment through incentives, advertising and marketing.
  - 2. Shall follow up with all guests and their sponsors to encourage attendance and membership.
  - 3. Shall provide each new member with a copy of these Bylaws, a roster of the membership and Leadership Committee, blank leads forms, a Business Card Carrier and a copy of the book Endless Referrals by Bob Burg.