

# Bylaws of the Lakes Area Business Alliance Team

## Lakes Area Chamber of Commerce

### —Recitals—

Lakes Area Business Alliance Team (“LABAT”) is a “hard networking & qualified referral sharing” team of Lakes Area Chamber of Commerce (“LACC”) members whose primary goal is to develop strong relationships amongst its members for the consistent exchange of ideas, resources and referrals. Bi-weekly LABAT meetings are structured to provide a supportive system of giving and receiving business referrals.

The group is sponsored by LACC and draws its authority for operation from the LACC Board of Directors. Any formal action of the group will require the affirmative vote of a majority of all of the participants of the group. Any modification to these guidelines must be submitted to and approved by the Chamber.

### —Terms—

- (I) **Group Membership.** Each LABAT group is limited to Twenty-Five (25) members.
  - (A) Each LABAT member must be a member of LACC whose dues are current. A LABAT member is represented by the business owner or an employee.
  - (B) Each separately paid LACC membership is eligible to seek membership in any One (1) LABAT group, so long as that member’s registered Chamber business category or categories (“classification”) is/are open. If a LACC member has more than one business, they are permitted to only promote the business registered with LABAT.
  - (C) Any member whose LABAT group membership was ended in any way—including via automatic termination—must reapply for membership as a prospective member under these bylaws’ section II and may only proceed through this application process after the conclusion of the next full Six (6) Months term (“term”) after the end of their group membership, with said terms beginning on January 1 and July 1 of each year.
- (II) **Prospective Members.** Anyone wishing to join when a group is full will be referred to the Chamber and put on a waiting list for an opening in an existing group and/or formation of a new LABAT group.
  - (A) Prospective members of LABAT must submit a membership application for approval by the LABAT Officer Team, who shall forward a copy thereof to the LACC office.
  - (B) One (1) member from (1) each classification (2) with a primary focus on a distinct subset of services or products within that classification (“primary focus”) is permitted to join each group.
  - (C) At the time of submittal of application, the prospective member must commit to their specific primary focus, as multiple of the same classifications are encouraged to join as long as they have a different primary focus. The prospective member must not market, advertise, or otherwise hold their business out to the public in any way that they offer services or products within the primary focus of an existing member of the group.
  - (D) If multiple applications are submitted for the same classification, the date of start of Chamber membership shall be considered but not dispositive. Non-selected prospectives will be waitlisted.
- (III) **Meetings.** Meetings are held at least twice monthly and must begin and end on time.
  - (A) Day, time (One (1) Hour), and location are decided by the LABAT group and approved by LACC.
  - (B) Each group is recommended to meet in a different municipality being served by LACC.
- (IV) **Courtesy.** When anyone is speaking, there shall be no interruptions. Respecting all timelines helps meetings to conclude on time, allowing time afterwards for further questions or conversations.
  - (A) There shall be no side conversations during the business commercials and presentations.
  - (B) Business commercials shall not exceed Sixty (60) Seconds. Based on the size of the group, the President may reduce this time in order to keep the meeting timely.

- (C) Exhibitor promotions shall not exceed Two (2) Minutes, though the President may reduce this time in order to keep the meeting timely.
  - (D) Speaker presentations shall not exceed Ten (10) Minutes total and are recommended to equal Eight (8) Minutes for presentation plus Two (2) Minutes for Q&A.
  - (E) Questions and comments about a speaker presentation are restricted to the designated Q&A portion or to a scheduled face-to-face meeting with the speaker.
- (V) **Tardiness, Early Departure.** Each meeting is One (1) Hour long and begins promptly per its agenda.
- (A) Arriving after the business commercials begin is considered tardiness and automatic surrender of the tardy member's business commercial at that meeting.
  - (B) Leaving a meeting prior to exchanging referrals also constitutes tardiness.
  - (C) Consecutive instances of tardiness and/or early departures shall result in dismissal of the member after written warnings, majority vote by the LABAT Officer Team, and approval by LACC.
- (VI) **Absenteeism.** Attendance is essential.
- (A) A member membership in the LABAT group is automatically terminated after the next absence following Four (4) absences—which is no more than Two (2) absences with a sub engaged and Two (2) absences without a sub engaged—during any term. See bylaws on subs below.
  - (B) If a member misses their Second (2<sup>nd</sup>) or Third (3<sup>rd</sup>) meeting within any Six (6) Months period, a written warning will be issued on each occasion. After the next absence following their Fourth (4<sup>th</sup>) absence, the member's membership in the group is automatically terminated.
  - (C) If a member in good standing is absent for an extended period due to a diagnosed medical issue, they may request a medical leave to retain their classification for up to Six (6) Months upon approval by the group's Officer Team and LACC.
  - (D) A member in good standing may receive up to a One (1) Year leave of absence on religious grounds upon approval by the group's Officer Team and LACC.
- (VII) **Substitutes.** Subs shall promote the business for which they are subbing.
- (A) Subs must be LACC members in good standing and their own classification must not already be filled by a group member.
  - (B) Sub engagement shall not result in essentially a permanent sub or alternate. A sub may be engaged by a group member up to Two (2) times in any Six (6) Months period, and exceeding this shall result in automatic termination of the engaging member's membership in the group.
  - (C) Each LABAT group shall timely coordinate with LACC in maintaining an updated list of subs to share with the other groups.
- (VIII) **Visitors.** Prospective members may visit a LABAT group Two (2) times for purposes of evaluating the group and deciding if they wish to join it.
- (A) Visitors shall give their name, business name, and short description of their business.
  - (B) Visitors may inform the LABAT Officer Team if they are interested in membership by submitting the LABAT Application for Membership. If they are not a LACC member, they must first become a LACC member submitting their LABAT application.
- (IX) **Officers.** LABAT Officer Team members are elected—one person per position—by majority vote of the LABAT group every Six (6) Months term, with each term beginning on January 1 and July 1.
- (A) Officers must be active LABAT group members who have held the preceding role in the sequence described below in section IX(B) within the last Two (2) terms.
  - (B) Specific officer positions may be held no more than Two (2) consecutive terms and shall only be held by an individual in the following sequence: Secretary, then Vice-President, then President.

- (C) Each member must serve as an officer for at least One (1) term out of the following number of terms: One-Third (1/3)—rounded up to the next whole number—of the number of group members as of the end of the preceding term.
- (D) President:
  - (1) Runs the meetings and, based on attendance size, may adjust the time of agenda items in order to complete the meeting on time.
  - (2) Supervises the entire LABAT Officer Team and assists other officers whenever needed.
  - (3) Is responsible for promptly enforcing all bylaws, code of ethics, and other rules—including but not limited to courtesy, tardiness, and absences—upon members, subs, and visitors.
  - (4) Proposes formal actions—including membership termination—for majority vote by the group.
  - (5) Formulates, presents, and implements an actionable plan to improve the group’s effectiveness throughout the term.
  - (6) Endeavors to increase and maintain group’s membership, including but not limited to fully attending at least Six (6) LACC events within the Six (6) Months term and explicitly promoting the group to the event attendees.

- (E) Vice President:
  - (1) Runs the meetings in the President’s absence.
  - (2) Ensures that all group members are LACC members in good standing.
  - (3) Educates new members on LABAT policies, procedures, guidelines, and code of ethics.
  - (4) Maintains the membership roster sheet and LABAT Actions (see Code of Ethics) records, including business card distribution, and provides the LACC office with a monthly report of LABAT Actions and any changes to the Membership Roster.
  - (5) Intakes prospective member applications and ensures that the group does not exceed maximum membership; retains a copy of each application and provides a copy to LACC.

- (F) Secretary:
  - (1) Manages the speaker rotation, processes applications for review by Officer Team and LACC.
  - (2) Emails the meeting roster and agenda to the group at least Twenty-Four (24) Hours in advance; brings extra copies to meetings; notifies the sub list of upcoming sub openings.
  - (3) Performs miscellaneous administrative duties as instructed by the President.

- (X) **Dissolution.** Dissolution of a LABAT group may occur at LACC’s discretion for the following reasons:
  - (A) At any time a LABAT group’s membership falls below Six (6) members. Upon occurrence, the affected group will be placed on probation for Sixty (60) Days to attempt to revive membership totals to at least Six (6) members. If this fails, the LABAT group will be dissolved and its remaining members will be absorbed into another group so long as their classifications are unfilled.
  - (B) If a leadership team is not elected by the end of the last meeting of the current officer term.
  - (C) If each term’s Officer Team has not received training within Thirty (30) Days of the start of their term of service. (The President must call the LACC office to set up a training date for new officers.)

- (XI) **Entire Agreement.** Addenda including but not limited to the LABAT Meeting Agenda, LABAT Code of Ethics, LABAT Application for Membership, and LABAT Bio are incorporated into and form part of these terms to which Applicant agrees to bind both himself/herself individually and the business on whose behalf Applicant signs this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name, LACC Member Business: \_\_\_\_\_

—LABAT Code of Ethics—

The following Code of Ethics is provided to ensure that all LABAT Networking Groups and their members remain respectful, productive, team-oriented, and consistent, so the organization will be successful.

**Upon acceptance to Lakes Area Chamber of Commerce LABAT, I agree to abide by the following Code of Ethics throughout the term of my involvement in this networking group.**

- (I) I commit to actively supporting and promoting fellow Chamber members' businesses by providing a minimum of One (1) of the following LABAT Actions per meeting, i.e. Two (2) per Month:
  - (A) Qualified Referral
  - (B) Warm Lead
  - (C) Supportive Action, including but not limited to:
    - (1) LACC event/meeting attendance (not including LABAT meetings);
    - (2) One-on-one in-person meeting;
    - (3) Closed business (revenue-generating);
    - (4) Bringing a guest to a LABAT meeting.
- (II) I understand that referrals are to be given to **LABAT members only** and **never to visitors**.
- (III) I commit to following up in a timely and professional manner with all referrals that I receive.
- (IV) I commit to providing products and services as quoted and on time to all referrals that I receive.
- (V) I commit to serving as an officer on the Officer Team—including fulfilling all of the duties per the bylaws—for at least One (1) term out of every period of time specified in the bylaws.
- (VI) I commit to investing my time via one-on-one meetings with fellow members to achieve a working relationship, meaningful knowledge of their business, and understanding of the referrals that they are interested in receiving. I commit that, during each one-on-one, I will remain ethical and fair to all of my fellow LABAT members by only discussing and sharing business information limited to my current registered Chamber category.
- (VII) I commit to attending our LABAT meetings as scheduled and on time. I understand that my category of business is valuable and that, upon a Fifth (5<sup>th</sup>) absence—which is no more than Two (2) absences with a sub engaged and Two (2) absences without a sub engaged—within any term, I will be excused from the group. I understand that I will not be eligible to reapply until the next full Six (6) Months term is over and that terms begin on January 1 and July 1 of each year.
- (VIII) I commit to being a member in good standing with the LACC, meaning that my membership dues will remain up-to-date during my tenure in the LABAT networking group.
- (IX) I will display a positive and supportive attitude toward the LABAT group and LACC.
- (X) I will fulfill the ethical standards of my profession.
- (XI) I understand that formally signed and submitted complaints received by the LABAT President will be forwarded to the LACC Executive Director for submittal to the LACC Board of Directors for resolution.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name, LACC Member Business: \_\_\_\_\_

**—LABAT Application for Membership—**

<b>Date:</b>	<b>Applicant Full Name:</b>		
Desired LABAT Group:	Sponsor:	Sponsor Phone:	
Full Business Name (as registered with State of MI):			
Registered Chamber Business Category:			
Business Phone:	Cell Phone:	Home Phone:	
Email:		Website:	
Business Address:			
Detailed Description of Profession and Services/Products (according to registered Chamber category):			
<b>This Section for LABAT Officer Team Only</b>			
Accepted:	Date:	Waitlisted:	Date:
Assigned LABAT Group:	Group Meeting Date & Time:		
Comments:			

**—LABAT Member Bio—**

<b>Business Information</b>	<b>Personal Information</b>
Name of Business:	City/Twp of Residence:
Position:                      Experience:	Family Info:
Profession, Industry:	Interests:
Business Location:	Hobbies:
<b>Help Your Group Get to Know You</b>	
My goals for joining LABAT are...	
People don't usually know that I...	
My key to success is...	

**—LABAT Meeting Agenda—**

Each meeting begins punctually with 15 minutes of Open Networking. The LABAT Officers must arrive at least 15 minutes prior to the designated meeting time to welcome members and visitors. Start times vary per group, but the format is the same for all groups no matter what time their meetings start. Below is the agenda for a meeting starting at 8:30AM.

At the President's discretion, time adjustments may need to be made based on the size of the group.

**8:15AM** Open Networking

- Visitors are introduced to members of the group.

**8:30AM** Opening Comments: President

- Introduction of LABAT Officers, visitors, and subs.

**8:35AM** Networking Education: Educational Coordinator

**8:40AM** Reports: Vice President and Secretary

- New member induction: Vice President.
- Outstanding applications & professions needed: Vice President.
- LACC and community announcements: Secretary.
- LABAT group data update (# of referrals, etc.): Secretary.

**8:45AM** Business Commercials (60 Seconds): All Group Members

- Pass the business card box around the table.
- After the members, visitors may give their name, business name, and short description.

**9:00AM** Exhibitor (1-2 Minutes)

- Promotion of exhibitor's business and/or events.

**9:03AM** Speaker Rotation and Introduction of the Meeting's Speaker: Secretary

**9:05AM** Speaker Presentation (e.g. 8-Minute Presentation + 2-Minute Q&A): Speaker

**9:15AM** Referrals & Testimonials (30-60 Seconds per Member)

- E.g. "I have \_\_\_ referrals today..."
- E.g. "I have a testimonial about a group member/LABAT..."

**9:25AM** Wrap-Up, Next Meeting Date: President

**9:30AM** Adjournment

**Post-Meeting Items**

- Conference room clean-up: all LABAT members.
- Visitor orientation & information: Officer Team.
- New member orientation: Officer Team.

## —Foundation of a 60-Second Commercial—

Wondering where to start? Feel free to use this worksheet to develop a memorable introduction. A 60-second commercial can be broken down into Five (5) sections. Each section is designed to allow you to share specific information about yourself and your business with the members of your group.

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### Section 1: Introduction (e.g. 18 seconds)

- Name:
- Position and company name:
- Overview of products and services, including:

### Section 2: Tell a Story (e.g. 20 seconds)

- Briefly describe One (1) of the products/services I offer, i.e. breaking down your service or product into its most basic form:
- What makes me different from your competition:
- Share a specific, recent story that exemplifies what makes me different:

### Section 3: Ask for the Business (e.g. 10 seconds)

- A good referral for me is specifically:

### Section 4: Call to Action (e.g. 5 seconds)

- E.g. "So if you hear or know of someone whom I can help, please introduce us via email or phone call."

### Section 5: Memory Hook (e.g. 7 seconds)

- My Memory Hook (vivid, short, and easy to remember) is: