Superior Service for Business & Community
www.SuperiorChamber.com
124 E. Coal Creek Drive, Superior, CO 80027 ↖ Phone (303) 554-0789 ↖ Fax (303) 499-1340

Wednesday Leads Group Bylaws

MISSION STATEMENT
The Wednesday Leads Group is an organization of professionals who are dedicated to the growth and development of business by exchanging quality leads and networking within the group.

WHEN AND WHERE
The Wednesday Leads Group meets every Wednesday from 12:00 p.m. – 1:00 p.m.
The group will meet in person at a location to be determined.

WHO
We welcome any member of the Superior Chamber of Commerce who is interested in empowered networking and lead generation for building business and creating value for the customers they serve. Please find the application for the Superior Chamber of Commerce on their website.

COST
Membership dues are $30.00 per six-month semester, and these dues are to be paid by January 31st and July 31st of each year. The next semester's dues will additionally be paid if a business joins within 60 days of the semester's end. No refunds will be given at any time. Membership will terminate if dues are not paid in full and on time. Points in the group are earned for activities related to lead generation and networking, and the member earning the most points at the end of each semester will not have to pay dues for the following semester. Additionally, the member with the second highest points at the end of each semester will only pay half their dues for the following semester. See the "Points Structure" section on the next page for details on earning points.

ELIGIBILITY REQUIREMENTS
1. Every Leads Group member must be a member of the Superior Chamber of Commerce and in good standing with the Chamber.
2. Members cannot be a member of any other Superior Chamber of Commerce sponsored leads group.
3. All fees must be paid in full to remain eligible for membership. See the "cost" section above for further explanation.
4. Members are to attend meetings regularly. See the "Accountability" section on the next page for further explanation.
5. Each member is encouraged to earn a minimum of 35 points per semester. See "Points Structure" section. This promotes the networking vision of the group.

Niches and Conflicts of Interest
1. Members may represent only one business niche (not a business category). A business niche is defined as a type of product or service within an overarching business category. For example, a niche would be banking, mortgage lending, investment advising, insurance services, tax planning, etc. An example of the business category for these niches (which is broader) would be Finance.

2. Business niche representation must be specific and will be self-declared either on a members' application or on a Membership Information Form. A list of niches represented in the Group will be made available to the membership.
3. Members may be personally involved in more than one business category but may only represent one niche within the Leads Group.
4. A conflict of interest may arise when a new applicant wishes to represent a niche that is already represented within the Group. The presence of a conflict of interest will be discussed between the existing member(s) who is (are) most affected, the prospective member, and the Membership Committee. Ultimately, the Membership Committee/Leadership Team will vote to determine if it's a direct conflict (representing the exact same thing as an existing member - not permissible) or an indirect conflict (representing a product/service in a related business category - permissible) before the prospective member is brought to the full membership for a vote.
5. Conflicts of interest may also arise among existing members due to the changing structure of a member's business. In this case, members are strongly encouraged to resolve the conflict independently. If members cannot resolve the conflict themselves, they may request moderation by the Membership Committee. If one of the conflicts arises with one of the members on Membership, then the Moderator stands in for them.

Application and Membership:

1. A maximum of 30 businesses will be admitted to the group.
2. Business representatives who are interested in membership must attend two (2) meetings as a guest.
3. Prospective members may apply for membership by completing an online application form that will be forwarded to a member of the Membership Committee.
4. The Membership Committee will conduct a review of the submitted application, including identification of any potential direct conflict of interest with any other member of the Lead Group.
5. The Membership Committee will present a review of the application and a recommendation on the application to the full membership no sooner than two (2) weeks following the last meeting attended by the applicant. This presentation will include a discussion of any direct conflict of interest with existing members of the Leads Group and whether that conflict has been resolved. If the conflict cannot be resolved, the Membership Committee will advise the applicant within a (2) week time frame that they are not eligible to join the Leads Group at this time.
6. An applicant may not attend additional meetings while their application is under review unless the Membership Committee requests that they attend a third meeting to make a presentation to the Leads Group regarding their application.
7. If it is determined that there is no direct conflict of interest, members will then vote to approve the application.
8. When a vacancy in a business niche occurs, the vacancy may not be filled for a minimum of four (4) weeks, to allow the required two (2) meeting attendance by potential new members, and the required two (2) week review by the Membership Committee.
9. Terminating a Leads Group membership does not automatically terminate membership in the Chamber, the Chamber staff should be contacted directly.

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ACCOUNTABILITY

1. All members are required to attend regularly. If a member is unable to attend, he or she may enlist a substitute to attend in their place. This substitute must be employed by the same company as the absent member.
2. Unless previously approved, any member with three (3) unexcused absences or more than eight (8) total absences per semester may have their membership revoked without a refund.
3. Attendance will be taken at each meeting, and late arrivals are responsible for making sure they get credit for the day. A $1 late fee will be collected by the Treasurer for late arrivals or no RSVP to the Recorder by 11:00 am on the day of the meeting.
4. If members do not attend the recommended minimum number of meetings or attain the minimum number of points per semester, the Membership Committee will evaluate their continued status as a member and make recommendations to the full membership.
5. Each quarter, the Membership Committee will review attendance and accumulated points of all members.

Leave of absence:

1. Leave of Absence requests for up to six (6) weeks must be submitted to the Membership Committee in writing, including the reason for the leave and the planned time range. Membership committee will evaluate and can approve Leave of Absence requests for up to six (6) weeks without consulting the full membership.
2. Leave of absence requests for longer than six (6) weeks must follow the above guidelines and be approved by the full membership.

Leads: All leads are tracked, and it is strongly encouraged to maintain the ongoing minimum standard of 35 points per semester for membership. Each member is responsible for making sure the Recorder accurately tallies his/her points earned.

POINT STRUCTURE

Type of Point	***Description***	***Number of Points Earned***
Power Points	Focused points for the month *(determined by Points/Attendance person)*	4
Recurring Business Relationship	Having an account relationship with another member on an ongoing basis *(Ex: Financial/insurance account, service plan, property under management, etc)*	4 per semester *(per relationship, not account)*
Lead Passed *	Potential business passed between members	3
Lead Closed *	Lead that was passed which turned into business for recipient member	3
Professional Intro *	Introduction of leads member to someone who can help their business. Or passing along an introduction for a job posting.	2
Cyber Lead	Online referral/review of a member business *(Must include contact info or web address, not just "liking" others' comments)*	2
Events	Attending a Superior Chamber event/meeting or group member's event. Or, inviting a member to a non-chamber event that could benefit their business.	2
Guest	A member brings a guest to a Wednesday Leads Group meeting	2
Guest Joins Group	A member's guest joins the Wednesday Leads Group	2

Cross Marketing	Promoting a member business through cross marketing efforts	2
Member Meeting	Members have a face-to-face, virtual, or phone meeting (not text messaging) for at least 15 minutes where **business** is discussed. Although members can have as many Member Meetings as they like, points earned will be capped at 3/week. *(Does not include talking to people at Events, no double dipping!)*	1

** Definition of a qualified Lead or Professional Introduction: An appropriate name and phone number must accompany the lead and the person being referred must be aware that the member will contact him/her.*

MEETING FORMAT

Meetings are organized using the following basic structure, which may change from time to time without notice. An agenda specific to each week's meeting will be e-mailed to the members before each meeting.
The agenda will include the officers' names and positions.

12:00 – 12:05 ***Welcome to Members and Guests***

Welcome to members and guests. The membership process is explained to any guests.

12:05 – 12:25 ***Introductions and Lead Sharing***

Introductions are to be no more than 30 seconds per person. Please keep lead sharing, success stories, meetings and good news as concise as possible to ensure everyone has sufficient time to speak.

12:25 – 12:30 ***Leads Group Administration***

Updates on attendance & points, membership, speakers, and treasury.

12:30 – 12:50 ***Presentation***

Presentations are to run 20 minutes for leads group members (members may share the presentation period with another member) and 30 minutes for outside speakers. During presentations, members are welcome to discuss topics they believe will promote themselves and their business effectively or topics that are of value to the group. However, out of courtesy, presenters cannot actively sell a product or service of another member.

12:50 – 1:00 ***News and Other Business***

Chamber information & upcoming events, voting on new members/motions, shout outs, and inspiration of the week are shared.

LEADERSHIP AND RESPONSIBILITY

Each semester the group will vote on who will serve in the officer positions for the next semester. Officers must represent the best interests of the group and fully adhere to the mission statement. It is strongly recommended that officers communicate regularly with each other regarding the group. Officers have the authority to make the following decisions without a group vote: agenda for any meeting, spending funds (not to exceed $100), the direction of the group, and recommendations for policy change. All decisions by the officers will require unanimous agreement by all officers to become effective. Anyone who has not previously held an officer position is encouraged to nominate himself/herself for a position. Officers will earn a 50% discount off their membership dues while they serve.

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MODERATOR
Presides over the meetings, regulates the time during the meetings, and distributes the weekly agenda via email. Additionally, the Moderator acts as a liaison between the group and potential new members, and s/he presents new ideas to the group. His/her name will be in the monthly Superior Chamber of Commerce newsletter as the contact for the leads group on all business issues. Any Leads Group member interested in running for the position of Moderator must have been a member of the Leads Group for at least six months and must have held a prior officer position.

RECORDER
Keeps track of points for all leads passed each week as well as tracking leads group meeting attendance. Recorder is responsible for sending attendance warning emails to members with excessive absences, as well as the Membership Committee to keep them informed. Those warnings will be sent when a member has reached 2 unexcused absences, 5 excused absences, and 7 excused absences. The maximum allowable absences per semester before the Membership Committee can terminate membership is 3 unexcused or 8 excused. Recorder is responsible for informing the Membership Committee if a member reaches the maximum number of absences for a semester.

TREASURER
Keeps track of the leads group's funds including current dues paid by members, outstanding dues and monies used for leads group social activities. The Treasurer is also responsible for keeping receipts, collecting tardy funds, and s/he will strive to ensure all membership dues are paid as timely as possible.

SPEAKER COORDINATOR
Organizes the speaker schedule for member presentations as well as working to obtain outside speakers to present to the group.

MEMBERSHIP COMMITTEE
Committee of three individuals from the group to discuss guests and who the group should reach out to for membership. Also, will discuss what kinds of businesses the group should seek out, potential direct conflicts with guests who have attended, and brainstorm ideas related to guests and membership in general.
The committee will consist of the following positions determined by the Membership Committee at the beginning of each semester or when a vacancy takes place.

Membership Lead: Responsible for streamlining inquiries between Executive Director, online leads meeting guest requests, and coordinating meeting attendance with guests referred by members.
Responsibilities include the following:

- Leads membership committee meetings and/or referring prospective members to talk with current members if there are any direct conflict-of-interest concerns.
- Informs the prospective member applicant if they were voted into the group or not.
- Serves as the main point of contact for any membership issues or conflicts within the group.

Membership Info Coordinator: Responsible for providing WLG membership bylaws, application and membership contact list to prospective members who have no readily apparent direct conflicts of interest. Responsibilities include the following:

- Reaches out to the prospective member with up-to-date Membership info and meets with them to discuss any questions or concerns about WLG membership.
- Maintains and updates the list of current members.
- Secures this info in a central location for ready access to Member Applications/Membership Information Forms for any business changes that might bring potential direct conflicts of interest.

Membership Vetting Coordinator: Person responsible for verifying that WLG membership eligibility requirements are met, verifying the professional and business are legitimate and in good standing in the community and confirming the prospective member is a Superior Chamber member in good standing before they attend their first member meeting.
Responsibilities include the following:

- Asks standard vetting questions, arranging for the Membership Committee meeting to discuss the applicant and gives the prospective member's vetting summary to the WLG in preparation for the voting process.
- Shares a summary of the applicant information with the group within the 2-week period of the vetting process and in advance of the vote.
- Ensures that the WLG is informed that a vote on a new member will be taking place at the specific meeting date. This allows time for members to submit an absentee vote if they cannot attend that meeting.

CODE OF CONDUCT

MEMBERS

1. Arrive no later than noon so meetings can start in a timely fashion and to avoid being a nuisance to other group members.
2. If you are late and there are not enough chairs, please do not go searching for one as it's very disruptive. If you are not on time, you run the risk of needing to stand, so it is best to arrive early to ensure a seat.
3. If extra seats are needed, please use the chairs located in the common area. Do not take chairs from other conference rooms.
4. The ~~conference~~ room doors are to remain closed during the meeting and networking times.
5. As our time is limited, please make sure to keep your introductions to no more than 30 seconds, and do not interrupt when others have the floor.

GUESTS

1. The leads group member must notify the Membership Committee if a guest is attending a meeting.
2. Out of courtesy to existing members, it is encouraged that, before inviting a guest to the Leads Group, members discuss the potential visitor with any existing member who may have a direct conflict with that visitor.
3. You are responsible for letting your guest know where we are located and what time the meeting starts (as well as the importance of being punctual to the meeting).
4. If there aren't enough chairs, you are responsible for setting one aside for your guest as well as returning it once the meeting adjourns, as needed.
5. Members will introduce their guest (name and business only).

6. Guests will introduce themselves and pass out business cards during the Introductions and Leads Sharing portion of the meeting.

BYLAWS

1. All Wednesday Leads Group members may propose wording changes to address policy and process changes for a vote to be accepted or rejected by the group.
2. The Membership Committee will formally update Wednesday Leads Group Bylaws according to changes that have been accepted by the group.
3. Bylaws may be subject to oversight by the Superior Chamber Board of Directors to ensure fairness and legality.

SUPERIOR CHAMBER POLICIES & ALIGNMENT

The Wednesday Leads Group operates as a program of the Superior Chamber of Commerce. All Leads Group policies, procedures, and decisions must align with and remain subordinate to the Superior Chamber of Commerce bylaws, policies, and Code of Conduct. In the event of a conflict between these bylaws and the Superior Chamber of Commerce bylaws, the Chamber bylaws shall prevail. The Executive Director of the Superior Chamber of Commerce retains final authority regarding program oversight and governance alignment.