

**BY LAWS  
JERSEY SHORE BUSINESS NETWORK, INC.**

**Established July, 1998**



**Mission Statement**

**The Jersey Shore Business Network, Inc. is an organization of business professionals dedicated to honest, ethical and moral business standards. The purpose of this organization is the exchange of business referrals. Each business category is represented by only one member and conflicts of interest are not allowed.**

**Article I-Name**

This organization shall be known as the **Jersey Shore Business Network, Inc.**

**Article II-Purpose**

*Section 1:* The **Jersey Shore Business Network, Inc.** is a group of business persons committed to improving their respective careers through the exchange of referrals. One member represents each business category or occupation and conflicts of interest are disallowed.

*Section 2:* A referral is defined as a contact initiated by a member that contains the potential to generate a business transaction for a member. The contact must be expecting to be contacted by the member.

**Article III-Membership and Classification**

*Section 1:* Members must maintain an active status.

a) The Board of Directors has the right to extend a "leave of absence" to a member in good standing, based on a Board of Director's vote, after reviewing the members' participation in the organization. The leave of absence can be for vacation, illness or other personal reasons. The leave of absence must be reviewed every month by the Board of Directors.

*Section 2:*

a) The active membership shall reside within the community or have community interest within the local area. Each member is given one vote.

b) The membership of this group will fill a specific category. Members may only occupy one category and must work full time in that category.

c) Prospective members must attend at least two consecutive meeting and submit an application to the membership chairperson. A group social is considered a meeting. Prospective members cannot attend a third meeting. If an application has been submitted, a written membership vote will be taken at the third meeting, proxy votes will not be allowed. Three no votes shall be sufficient to deny an applicant membership, unless there are more than thirty members. If the group has more than 30 members, then twenty percent (20%) of negative votes will be required in order to deny a prospective membership application. The Board of Directors shall have the authority to override the no votes in a quorum vote if; the no votes were cast for the purpose of keeping a prospective member out for the purpose of saving category coverage for a member who is not holding that category, or for any type of religious, racial or sexual bias.

- d) **SPEAK-OFF.** If two people apply for the same category within a two-week interval, a speak-off will occur in the third week. A five-minute presentation by each person will be required at that meeting. Ballots will be passed and the person receiving the majority of written votes will become the member. Inspections and membership checks must be completed prior to the speak-off.
- e) An alternate may represent the member. The Board of Directors must approve any alternate in writing. An approved alternate must attend 10 meetings a year, but never more than 3 consecutive meetings. The alternate cannot hold any office or committee positions and has no voting rights.
- f) Individual membership cannot be sold or transferred.
- g) Occasionally, a slight overlap of occupations will occur and conflicts of interest become apparent. If an existing member anticipates a conflict he or she will advise the membership chairperson, at which time the Board will be notified. The prospective members must then submit a letter outlining how he or she will specifically represent the group. The Board of Directors must approve the letter.
- h) The individual who is applying for the category shall be the owner of the membership, unless it is specifically noted on the application that the company that the individual represents, shall be the owner of the membership. If the company owns the membership and the individual who represents them leaves, they will be allowed to replace the individual within the next three meetings. The Board of Directors must approve the new individual.
- i) If an individual owns a category and changes employers or categories, the changes must be approved by the Board of Directors.
- j) Company memberships are terminated if the company is sold. Membership is not transferable to the new owners. New owners must reapply for membership.

*Section 3:* Any member may resign from **Jersey Shore Business Network, Inc**, provided that all of his or her indebtedness has been paid. Resignation must be submitted to the Board of Directors in writing. All membership fees are non-refundable.

#### **Article IV**

*Section 1:* Members must adhere to the following practices:

- a) Always have a fellow member satisfy business or personal needs whenever possible.
- b) Sponsor at least one new member in the group in each calendar year of membership.
- c) Provide a minimum of two (2) business opportunity referrals to any other group members each month.
- d) In the event that a member (or the approved alternate) misses three consecutive meetings or more than 50% of the scheduled meetings in a quarter, without prior written notice with a reason acceptable to the Board of Directors, then the membership shall be subject to forfeiture. The member shall be notified in writing or e-mail, by the President or his Designee, that he/she is in violation of the attendance policy and will be given 10 days to respond to the Board of Directors. If no response is received, the membership shall be forfeited.
- e) To report in writing, any known unethical activity, by another member, to the Ethics Committee.
- f) Display other member's brochures in your place of business if possible.
- g) Comply fully with the Code of Conduct of the Jersey Shore Business Network, Inc.

*Section 2:* Any member who has not paid his quarterly dues within 15 days of the due date, shall be assessed a fine of \$25.00. Any member who is in arrears in the payment of dues after 30 days SHALL BE SUSPENDED and shall be so notified in writing or e-mail by the President or his designee. To remain a member after the 30 days has passed, the suspended member must within 15 days of the suspension date, pay his/her dues AND a \$50 fine on Date, and upon making written application for reinstatement to the Board of Directors, may by a majority vote of the Board of Directors (quorum required), be reinstated. If no written response has been received during the 15 day Suspension period, then the membership shall be forfeited.

*Suspension* is defined as a members voting and all other rights being terminated during the term of the suspension.

*Termination* is defined as a member being immediately and completely terminated from the group, however any liabilities created as a direct result of any act(s) of the member prior to the Termination, shall remain the obligation of the terminated member and not of the group.

*Section 3:* At the discretion of the Board of Directors, any member, without excuse, who fails to regularly attend meetings or does not participate in the group activities, may, upon majority vote of the Board of Directors (quorum required), be terminated from the group. Written notice or E-Mail of Termination shall be sent by the **President or his designee** to the member. The Board of Directors shall review periodically, each member's participation in the groups activities based upon the following criteria:

- a) Attendance at regular meetings, which is **VITAL TO THE SUCCESS OF THE ORGANIZATION.**
- b) Participation in Group activities and functions, i.e. socials, luncheons, trade shows, business card exchanges, etc.
- c) Guest invitations and number of new members sponsored.
- d) Number of business opportunity referrals generated.

*Section 4:* The Board of Directors is authorized to suspend or terminate a member of the group "FOR CAUSE", which is defined as;

- a) Any conduct involving vulgarity is generally offensive, or that is socially unacceptable.
- b) Any disreputable acts that diminish the public's image of the group or any of its members.
- c) Any activity that violates the founding purpose and or goals of the group.
- d) Willful failure or refusal to adhere to these bylaws.
- e) Conviction of any crime(s).
- f) Conduct unbecoming a member or which causes severe embarrassment, either personally or in the business community, to any other member of the group.
- g) Engaging in any personal or business misconduct of such a serious nature, that a continued presence in the group, may be detrimental to the group or any of its members.
- h) Willful failure to pay any just debt, which is owed by the member.

*Section 5:* The Chairman of the Ethics Committee shall receive all alleged "For Cause" violations in a written format (with a copy to the President) and shall then review and investigate (as required) them with the committee, unless the chairman is the alleged violator. In that event, the President shall receive the written violation and immediately appoint an alternate Chairman and or another member to the committee. The Ethics Committee shall use the formula listed in Section 5.1 to validate the alleged violation. Following the review and any subsequent investigation, a written summation with any recommendations will be submitted to the President for appropriate action. That action is immediately call a meeting of the Board of Directors and the alleged violator. All present will be provided with a written copy of the Ethics Committee report and a final review of the matter will be conducted for the specific purpose of resolving the mater. A quorum of the Board of Directors is required and Roberts Rules of Order will be followed. The Board will then excuse the violator, deliberate on the

matter and shall vote their conscience. **The vote of the Board of Directors shall be final and binding.**

*Section 5.1:* Ethics Check Formula (If the answer to any of these questions is no, the violation is validated and subject to investigation and review)

- A. Is it legal? Has the member violated any civil law, our Code of Conduct or the JSBN By-Laws?
- B. Is it Balanced? Is it fair to all concerned in the short term as well as the long term? Does it promote win-win relationships? Has the action or inaction benefited one person at another person's real expense)
- C. How Will It Make Me Feel About Myself? Will it make me proud? Would I feel good if it were published in the newspaper? Would I feel good if my family knew about it?

## **Article V- Officers**

*Section 1:* The officers of this group shall be a President, Vice President, Secretary, Treasurer, Sgt. At Arms, who shall be elected annually. Officers may hold an office until their successors are duly elected or appointed as provided by these bylaws. In the event that any office becomes vacant for any reason whatsoever, the vacancy shall be filled forthwith by Board of Directors.

*Section 2:* The President shall serve as the executive officer of the group, preside at all meetings of the membership, be an ex officio member of all committees, exercise general supervision over affairs of the group, perform such other duties as are ordinarily incumbent upon a President and report to the Board of Directors.

*Section 3:* The Vice President shall perform such duties that are ordinarily incumbent upon a Vice President and such other duties as may be assigned by the President or the Board of Directors.

*Section 4:* The Secretary shall keep and maintain the minutes of the meetings of the Board of Directors and business meetings, and shall conduct all correspondence as may be required by the President of the Board of Directors and shall generally perform such duties that are ordinarily incumbent upon a Secretary.

*Section 5:* The Treasurer shall keep and maintain records of all financial actions of the group, which shall include all records of membership initiation fees, dues, fines and all monies collected and dispersed. The Treasurer shall prepare quarterly and annual statements for the group and generally perform such duties that are ordinarily incumbent upon a Treasurer.

*Section 6:* The Sergeant At Arms shall be responsible for maintaining order at weekly meetings, the collection of dues and fines from members, and perform such other duties as may be assigned by the president or the Board of Directors.

## **Article VI- Board of Directors**

*Section 1:* There shall be a Board of Directors, which shall consist of the President, the Past President, the Vice President, the Secretary, the Treasurer, Sgt at Arms and two members at large to be elected by the membership, all of whom have the right to vote. The President shall preside over the Board of Directors and be the Chairman of the Board. In the event of a directorship becoming vacant for any reason whatsoever, such vacancy shall be filled by action of the Board of Directors, and such appointee shall serve for the duration of the term of the individual being replaced. Each director shall be an active member in good standing.

*Section 2:* The Board of Directors shall have control and management of the group's activities, determine all policies, discipline members, and generally supervise the affairs of the group.

*Section 3:* The Board of Directors shall meet prior to or immediately following the first meeting of each month, or more often as determined by the Board of Directors. A majority of the Board of Directors shall constitute a quorum for the transaction of business. A majority vote of those present (quorum required) shall be necessary to give effect to any action of the Board.

## **Article VII- Election Procedure**

*Section 1:* The election of officers and directors shall be held at a regular meeting before March 30<sup>th</sup>. The annual meeting will be the second regular meeting in April.

*Section 2:* Voting shall be by written ballot and shall not be cumulative. There shall be no voting proxy or absentee ballot.

*Section 3:* At a regular meeting of the group, prior to February 14, the President shall appoint an Election Committee consisting of two Election Chairpersons. The chairpersons shall be any members who are not currently in office and interested in re-election. The Election Chairpersons shall contact each and every member who is eligible to run for office, to ascertain if there is any interest. No one should be nominated for an office unless he/she has consented to his or her name being entered in such election.

Section 4: At the second meeting in March, the list of Candidates shall be submitted in writing to the Board of Directors and on the Floor during the regular meeting. Each candidate as he/she is announced, must be nominated and seconded to be added to the election ballot.

*Section 5:* On Election Day, which shall be the last meeting in March, the Election Committee Chairpersons shall be responsible for issuing ballots to each member as they arrive for the meeting, and for placing said ballots in a ballot box to be selected by the Chairpersons. Each ballot shall be signed for. The election shall be opened from 7:15 a.m. until 7:45 a.m. When the election is closed, the chairpersons shall adjourn to a separate area to count the elections ballots and then shall turn over the results to the President, who shall read the results officially into the minutes of the meeting. A majority of votes shall be required in order to win an election. In the event that there is only one person running for a particular office, then the President shall cast the one vote required for election purposes. In the event of a tie for the election, a run-off election shall be held at the next meeting. If the tie exists after the run-off, the tie shall be decided by a majority vote by the Board of Directors and the following Board of Directors meeting.

*Section 6:* In case of a vacancy in the office of President, the Vice President shall succeed to the office. Vacancies in any other office will be filled by the Board of Directors.

*Section 7:* In the event, after election and prior to installation, a disability or inability of an officer-designate or director, the position will be filled by the Board of Directors.

*Section 8:* Eligibility. For a member to be eligible to run for office, he/she must meet the following criteria: Be member in good standing and have been a member for a minimum of one (1) year. Only members in good standing may vote. If there are no members nominated with more than 1 year of membership, then a person with less than the required time may be nominated.

*Section 9:* A quorum of a general meeting of the group shall be defined as an amount equal to or greater than 50% plus one of the active members present.

## **Article VIII- Meetings**

*Section 1:* This group shall hold a weekly breakfast meeting starting at 7:30 A.M. on such day and place as shall be determined by the Board of Directors. The meeting shall feature group members only as Speaker and Greeter. The format of the meetings may be changed upon approval of the Board of Directors. Problems or complaints will not be aired at the regular meeting but will be referred to the Board of Directors. The group may hold such other meetings as the Board of Directors may desire. The regular business meetings shall end at 8:30 A.M. except on special occasions as approved by the Board of Directors. The Board of Directors may add a second speaker as necessary as the size of the group grows.

*Section 2:* Badges shall be worn at all weekly morning meetings.

*Section 3:* The annual meeting of this group shall be the second regular meeting in April. Newly elected officers will be installed at this time. The membership of this chapter shall be given at least two weeks notice of the date and place of the annual meeting.

## Article IX- Revenue

*Section 1:* Each new member of this group shall pay a membership fee. The payment of said fee, is to be a pre-requisite to membership payable prior to becoming a member. Membership fee is **non-refundable** unless the applicant is refused membership.

*Section 2:* Annual renewal fees may be assessed by the Board of Directors and shall be due yearly, on the anniversary month of joining and payable to Jersey Shore Business Network, Inc.

*Section 3:* The Dues of the Group, the amount of which is set by the Board of Directors, shall be due and payable to the Treasurer of the Group in quarterly amounts. The quarterly dues for the Group are due to the Treasurer of the Group on the following Calendar Dates each year; January 1, April 1, July 1 and September 1

*Section 4:* The fiscal year of this group shall be from January 1<sup>st</sup> of each year until December 31<sup>st</sup> of the same year.

*Section 3:* A member shall be regarded in good standing if he or she is not more than 15 days in arrears in payment of any indebtedness. (Not including weekly fines)

## Article X- Committees

*Section 1:* The Board of Directors shall determine the number and purpose of all committees necessary to achieve the objectives of this group.

*Section 2:* The President, with the Board of Directors approval, shall appoint a chairperson and members for all operating committees and shall announce these appointment or any changes within 30 days.

*Section 3:* The Social Committee shall promote quarterly evening socials for all members and spouses. These socials shall be held at places approved by the general membership and will replace the regular weekly business meeting.

*Section 4:* Committee on Attendance. The President or his designee shall take attendance at each meeting. The President or his designee will also communicate with any member whose attendance is **with a** written warning or E-mail. All members should promote full attendance at all scheduled meetings.

*Section 5:* The Committee on Membership shall set objectives to increase membership by marketing the group and filling any vacant categories. Any marketing concept and expense must be approved by the general membership

*Section 6:* The Ethics Committee shall be comprised of three (3) active members and shall report to the Board of Directors.

*Section 7:* The Program Committee shall publish a 90-day schedule consisting of 1 greeter and 1 speaker for each business meeting. Each member shall have the opportunity to speak at least once during the 90 days. As membership grows, the group will go to 2 speakers at each meeting as determined by the Board of Directors. The Speaker has the option of bringing and showboating literature or any other printed materials that promote his/her business on the day that he/her speaks.

*Section 8:* The Referral Coordinator shall keep track of all business referrals given. Incentives shall be awarded at each quarterly social to the 3 members with the highest number of referrals for the quarter.

*Section 9:* The Publicity Committee shall promote all outside activities such as Chamber of Commerce, media articles, advertising and anything related to promoting the group's activities and growth.

## Article XI- Fines and Rewards

### Section 1: Fines

Fines are assessed during the weekly meeting that the offense occurs, except for absences, which will be assessed the following week.

1. No identification badge	\$ 1.00
2. No referral	\$ 1.00
3. Arrivals past <b>7:30am</b>	<b>\$ 3.00</b>
4. Meeting starting past 7:30 A.M.	\$ 1.00
5. Speaker no-show without replacement	\$10.00
6. Meeting ends after 8:35 A.M.	\$ 5.00
7. Greeter/Showboater arrives after 7:15 A.M.	\$ 1.00
8. Absences	\$ 2.00
9. Delinquent Dues or Assessments	\$10.00
10. Leaving meeting early	<b>\$ 3.00</b>
11. Greeter/Showboater-no show	\$ 5.00

Fines may be increased or decreased by the Board of Directors.

### Section 2: Rewards

1. Each new member brought in.	\$20.00
2. Largest number of referrals brought in previous Month (minimum 4)	\$ 5.00

**Section 3:** The Board of Directors may approve of incentives or awards to be utilized as incentive to encourage referrals for members who are receiving referrals below the average of the group. Such incentives or rewards shall not be set up in a way, which will result in an increase of dues to the group.

## Article XII – Code of Conduct

The members of the Jersey Shore Business Network, Inc, subscribe to a Code of Conduct with the highest moral and ethical standards. Each member has the following primary moral obligations to the people they serve. Since rational people act knowingly and freely, violations of these obligations raise the presumption of moral wrong.

These duties bind the fabric of our civilization, and make social life and personal relationships possible. They also reinforce commercial and business operation as well. When injustice rules relationships and harmful actions re the norm, social life and business relationships cannot survive.

- A) Honesty: Lying or misrepresentation is understood to me a deliberate attempt to mislead others.
- B) Loyalty: A person who has placed faith and loyalty in you is entitled to a comparative degree of faith and loyalty from you in return.
- C) Fairness: Treat others as you would have them treat you in return. Justice seeks reciprocal action
- D) Promise: The freedom to make promises comes with the obligation to keep them.

## Article XIII- Miscellaneous

**Section 1:** Any person who accepts membership to Jersey Shore Business Network Inc. must accept these bylaws and any changes to them, as a condition of membership and shall be bound by them in all respects.

## Article XIV- Conflicts of Interest

**Section 1:** The Board of Directors shall meet and decide any conflicts of interest, and shall be responsible for the designation of all membership categories.

## **Article XV- Filing Status**

*Section 1:* The Jersey Shore Business Network, Inc., shall maintain the appropriate tax status as required by the Internal Revenue Service and the State of New Jersey.

## **Article XVI- Amendments**

*Section 1:* Any amendments of these by-laws may be adopted by two-thirds (2/3) vote of the active members present at any meeting of this group, a quorum being present. Written notice of the proposed amendment shall have been given the members at least two (2) weeks prior to the meeting.

**REVISED: JULY 11, 2007**