

# **BYLAWS OF BEST NETWORK**

## **ARTICLE I**

### **Name**

The name of this Association shall be BEST (Business Excellence of the Southern Tier) Network, hereinafter known as BEST.

## **ARTICLE II**

### **Purpose**

- A.** BEST is an Association of non-competing, professional business people who meet on a bi-weekly basis to share information pertaining to the local business communities as well as each individual business.
- B.** Information is shared in the form of leads. These leads are shared as a group in an effort to help members expand their businesses and keep themselves aware of changes in the community.

## **ARTICLE III**

### **Members**

- A.** Membership in BEST is not restricted by reason of race, color, religion, sex, National origin or age.
- B.** Each member is allowed to represent only one business field EXCLUSIVELY. This Principle of Exclusivity encourages the free and easy exchanges of leads among members, minimizing competitiveness when two or more same-field businesses vie with each other for the same lead.
- C.** Prospective member applications must be reviewed by the Board, after conflicts and references have been checked, before a prospective member may be allowed to join. An applicant shall be eligible to join no sooner than 2 weeks from their date of application.

**D.** To remain active, members have a responsibility to attend at least 1 or 2 meetings a month and are required to provide leads bi-weekly to share with other members. Members who expect to miss more than 2 consecutive meetings should contact a Board member with an explanation.

**E.** Each BEST member is expected to use the leads obtained through or Association EXCLUSIVELY for the business under which membership was granted. BEST uses the honor system. If that trust is violated, the offended member may bring the matter up to the Board.

**F. Membership Fees:**

1. This is an initial fee of \$10.00 to join BEST to cover costs such as providing members with start-up information, association pamphlets, etc.
2. Membership dues of \$10 a quarter are due at the beginning of each calendar quarter: January, April, July, and October. A late fee of \$5 will be assessed on dues not paid until the following quarter.
3. When a member receives business from a lead supplied by another member, the recipient of business lead pays the Association \$1.00. This is a token "Thank You" to BEST and the member who provided the lead. All dollars collected will be used to help fund BEST activities. When payment of the \$1.00 is made for a lead sale, the Treasurer must be notified of the name of payer and the name of the member who supplied the lead. This information will be used in future recognition of contributing members.

**G. Leads**

1. Leads are the essence of BEST. If a member is unable to attend a meeting, leads, will still be sent regularly.

**H. Meetings**

1. BEST membership will meet every other Tuesday for one hour to exchange leads and update member businesses on activities within the Southern Tier.
2. Showcase Presentation. At each meeting up to two members will be allowed time (10 minute maximum) for a Showcase Presentation of the products and/or services offered by his/her business. This is an opportunity to get their message across to new members as well as existing members who may have overlooked a possible lead for another BEST member.
3. Members may request that their business be the subject of a 15 minute brainstorming session with one week request to the Board.

## **I. Guests**

1. BEST members are always encouraged to bring guests as potential application for BEST membership. Most importantly, it is the inviting member's responsibilities to check with the Board to ascertain if there is a duplicate business-field representation of the guest with a current member's business. The Board shall review prospective member applications, after conflicts and references have been checked, before a prospective member may join. An application shall be eligible to join no sooner than 2 weeks from the date of their application.

**J. Membership Deactivation.** Members may be deactivated from BEST for the following reasons. A Board member will notify members regarding deactivation.

1. Attendance: Upon recommendation of the Board, when a member fails to attend at least 1 of 2 monthly meetings without a valid explanation of reason, a deactivation notice may be sent to that member.
2. Bylaw violation: the Board may deactivate a member for a serious bylaw violation.
3. Complaints: if an Association member renders a poor quality of product of service, resulting in on direct customer complaint to BEST, that member may be deactivated from the Associations after review and majority approval for deactivation by the Board.
4. Dues: failure to pay dues by the end of the current quarter may result in deactivation of membership.
5. Leads: failure to turn in a minimum of 4 leads per quarter may result in the Board review of deactivation.

## **ARTICLE IV**

### **Board of Directors**

- A.** The BEST Board is an instrumentality of the Association's members. It has only such power as is delegated to it by vote of the Associations' members referring matters to them.
- B.** Board membership shall consist of all BEST officers and others persons deemed suitable by general consensus of the sitting Board members.

- C. Board meetings will be held prior to regular meetings and at special times as deemed necessary by the general membership or the Board members.
- D. Appoint 2 Board members to conduct an audit of the BEST funds in October and April. Results will be reported to the Board who will then report to the membership.

## **ARTICLE V**

### **Officers**

- A. BEST's business years starts January 1<sup>st</sup> and ends December 31<sup>st</sup>. Terms of office for all officers shall be for a period of one year, coinciding with BEST's business years.
- B. Elections shall be held each November. Names of the officer candidates will be made available to the membership at the 1<sup>st</sup> meeting of November for a vote. At that time nominations will be accepted from the floor. Results of the elections will be announced at the end of the meeting. Elected officers will be installed at the 1<sup>st</sup> meeting in January. The presence of each BEST member during election week is very important.
- C. A list of officers and responsibilities of each position:

- 1. President:

Responsibilities include:

- a. Stimulate and encourage member participation in BEST activities to maintain the stability, continuity and success of all members.
- b. Conduct all membership meetings.
- c. Direct and organize all Board meetings as well as address all items brought before the Board by presenting them to all BEST members at a regular business meeting for a majority vote.
- d. Keep informed about all membership lists, reports and press reports.
- e. If the President cannot preside at a Board or membership meeting, the following order will be observed to preside at the meeting in question: VP Membership, VP Programs, Secretary/Treasure.
- f. Issue Meeting Notes, Meeting Agenda and Update Roster, no later than 1 week prior to each meeting.
- g. Official spokesperson of BEST to public and media. Liaison to Chamber of Commerce functions pertaining to BEST.

## 2. Vice-President Membership:

Responsibilities include:

- a. Screening of guests and prospective members to avoid conflicts of business interest with other current members.
- b. Responsible for all information material to be made available to membership at each meeting.
- c. Present a Membership Report to general membership at every meeting.
- d. Record and present any membership-related awards at each meeting.
- e. Inform the Board about all changes in membership.

## 3. Vice-President Programs:

Responsibilities include:

- a. Plan the programs of BEST and present this plan to the Board for discussion and acceptance and then final presentations to the membership.
- b. Direct membership through the leads portion of membership meetings.
- c. Set goals for organizational lead production and encourage the membership.
- d. Compile a regular report of the above responsibilities.
- e. Maintain a calendar of dates for reservations for individual brainstorming and membership Showcase Presentations, inviting new members to participate.

## 4. Secretary/Treasure:

Responsibilities include:

- a. Handle intra-Association correspondence when needed.
- b. Update bylaws as changes occur.
- c. Keep track of meeting attendance thru use of sign-in-sheets.
- d. Custodian of BEST supplies and materials
- e. Track lead production and publish status reports in conjunction of sign-in-sheets.
- f. Maintain and be custodian of the BEST checking account. This account will be in the name of the Treasure and President. All account statements will be sent to the Treasure with copies of all transitions sent to the President.
- g. Issue quarterly dues reminders, collect all dues, dues reminders to unpaid members, \$1 lead payments and any other funds due BEST.

- h. Provide a Treasure's report for membership at the last meeting of each quarter.
  - i. Pay all bills approved in writing by the President within 3 to 10 days after receipt.
5. Sergeant at Arms:
- Responsibilities include:
- a. Keep track of timely matters: Start and endings of meetings and timekeeper of Showcase Presentations.
  - b. Keep order and semblance to weekly meetings.
  - c. Will constitute a 5<sup>th</sup> vote of the Board.

## **ARTICLE V1**

### By-Laws

BEST By-Laws can be amended when a member recommends a change at one meeting and that change is accepted by a majority vote by attending members at the following meeting.