



Business Alliance | Bylaws & Procedures

Mission Statement

The mission of Business Alliance is to increase business for its members through a structured leads exchange program within a relationship-based environment.

Benefits

- Membership in the Chamber's most successful and exclusive networking program.
- Exchange leads and develop valuable contacts that can lead to increased revenue and lasting business relationships.
- Develop skills and tools to grow your business.
- Speaking opportunities and professional presentation practice.
- Professional development opportunities.

Agreement

- *Business Alliance is open to active Chamber members only. Business Alliance participation requires an additional fee on top of Chamber membership. All payments must be current to participate in Business Alliance.*
- There is only one representative from any given industry in each group; exceptions are made with approval of current Business Alliance members.
- More than one representative of any given company may participate in the Business Alliance program only when there are no other members of that industry on the waiting list.
- The decision as to which representative of any given company shall participate in Business Alliance rests solely with the partner company.
- All members are expected to meet outside of the regular meetings to learn more about each other's businesses in "One to Ones," described below.
- The group will meet at the Chamber on each 2nd and 4th Fridays of every month from 7:30-9:00am.
- Meeting times will only be changed with the consent of a majority (50% + 1) of members.

Dues

- Annual dues are \$200 for each semester, or \$400 annually. This is addition to Chamber membership dues (rates may vary based on the size and type of business).
 - The Chamber reserves the right to increase dues if and when it sees fit.
- Dues must be paid by the end of the first month of each semester. If dues are not paid by the following dates, a late fee of \$20 per unpaid meeting will be assessed.
 - First Semester: end of January.
 - Second Semester: end of July.



Meetings and Attendance

- Meetings start at 7:30 am sharp on the 2nd and 4th Fridays of every month, unless otherwise stated.
 - We will make decisions annually as to which meetings will be cancelled due to holidays, but it is usually no more than 2 per year.
- Substitutes are allowed and will prevent you from being counted absent. You may not have a substitute more than 2 meetings per semester.
- Arriving tardy at two meetings will be equivalent to one meeting absence.
- If you miss 2 meetings in a 6-month period, you will be on probation.
- If you miss 3 meetings in a 6-month period, your position can be declared vacant at the sole discretion of the Chamber and the Chairs.
- If your position is declared vacant, you must again apply and be accepted for the position.
- At 8:00am, the networking portion of the meeting ends and we start our formal meeting.
 - This is not a grace period for being late. Networking is the reason Business Alliance works and is critical to our success. We recommend you arrive at 7:30 am to maximize your networking opportunity.

Guest Policy

- A “guest” is anyone who attends a Business Alliance meeting but has not signed up through the Chamber to participate.
- Guests are welcome to attend a Business Alliance meeting, but their participation in the group’s activities will be limited at the discretion of the chair (e.g., if the guest is in the same industry as a partner of the group, they may be asked not to promote their business in any way).
- Guests may not attend a group more than twice. After attending two meetings as a guest, he or she needs will be required to either apply for the group, or discontinue attendance.

Rotation of Participation in Business Alliance Groups

- Business Alliance semester is six months long (Jan – June, July - Dec)
- A Chamber partner is guaranteed a position in an Alliance group only for the term for which their payment has been accepted. At the finish of that person’s term, if a waiting list exists in their industry, the partner will have to give up their seat in a group to the next person on the waiting list. The only exception to this policy is when a partner joins a group after the half-way point in the term, in which case they are given equal priority with those on the waiting list for the following term. Other exceptions will be made at the discretion of the Chamber and the Business Alliance Leadership.
- At the start of each term, priority in group placements is given to partners of the waiting list; partners of the waiting list are invited to join a group based on chronological order.
- Once everyone on the waiting list who is eligible to join a group has been invited to participate, partnership in Business Alliance is open to anyone on a first-come, first-served basis.
- Partnership in a Business Alliance group cannot be “reserved” for anyone; a member is only considered a partner of a group once their payment is accepted by the Chamber.
- A partner of a currently running group may not be added onto the waiting list until the term is complete.



Referrals (Leads) and Closed Business

- Always use Chamber-provided forms to record referrals and closed business, so they can be tracked.
 - All submitted forms must have complete and accurate contact information included.
 - Incomplete or illegible forms will not be counted in overall tracking.
- You must bring (at least) 1 referral or 1 visitor to each meeting. Referrals and visitors do not roll over. For instance, if you brought 2 referrals to one meeting, you would still need to bring at least 1 referral or 1 visitor to the next meeting.
- If the above goals are not met in one semester, your membership in Business Alliance will be put on probation. Failure to meet these goals in one year will result in your position being declared vacant at the sole discretion of the Chamber.

Presentations

- Infomercials
 - Each member will give a mini “infomercial” presentation each week that lasts 30 seconds or less, as determined by the leadership team.
 - Presentations should be used to tell the group who you are, what you do, and the kind of referral you want.
 - Each presentation should end with describing “a good referral for me is _____”.
- Member Presentations
 - At least once a semester, each member will be given the opportunity to present in front of the group for 10 minutes.
 - Presentations can cover what each member does in more depth, or can be utilized as a practice space for any upcoming presentations the speaker may have.

One to Ones

- One to Ones will be tracked on Chamber-provided forms
- Each member is required to participate in two One to Ones each month
- Each member must have at least one “One to One” with all other members each semester, contingent on availability.
 - The "One to One" is the best way to get to know the members personally. These meetings can take many forms, but it is suggested that members spend no less than 30-minutes together, taking the chance to tell another member what you do and how they can help you.



Leadership

- The Chamber will provide a liaison to Business Alliance who will manage the following:
 - Scheduling meeting and booking meeting rooms
 - Reminding members about weekly meetings
 - Ordering catering for each meeting
 - Tracking which members have, or have not, completed the goals required to continue Business Alliance membership and communicating this information to the Chairs
- Business Alliance will have 2 Co-Chairs
 - Co-Chairs will be selected in January of each year
 - Term: 2 years
 - No Co-Chair will serve more than two consecutive terms
 - Elections for Co-Chairs will alternate years: Co-Chairs will not serve their two years in tandem.
 - Co-Chairs will receive the following benefits:
 - Business Alliance membership fee waived
 - Access to other Chamber events, when applicable
 - Leadership development opportunities
 - Co-Chairs responsibilities include, but are not limited to:
 - Running twice-monthly meetings
 - Sourcing speakers, when applicable
 - Providing training for new members, as it relates to One to Ones, referrals, presentations, and infomercials
 - Communicating with members who are not meeting their requirements about assistance or next steps

Ethics / Discipline

- The Chamber may refuse admission of a Business Alliance partner or remove a partner from their group for any one of the following reasons:
 - Repeated unexcused absences
 - Repeated tardiness
 - Failure to give leads
 - Inappropriate or disrespectful behavior