

## Progressive Referral Group of Lancaster

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### Article 1: Name

This organization shall be known as the Progressive Referral Group of Lancaster (PRGL), with its principal place of organization in Lancaster, Ohio. This organization shall be entitled to use said names as long as PRGL consents to such use.

### Article 2: Purpose

The purpose of PRGL is to function as a catalyst for the improvement and growth of member businesses by developing relationships, sharing information regarding each members' business and by the free interchange of social and professional contacts and referrals.

### Article 3: Classifications and Prospective Members

#### **Classification:-**

Classification is the representation of any service, product or profession as agreed to by current PRGL membership.

#### **Prospective Members:**

Prospective members are welcome to visit a maximum of two (2) meetings to determine if they would like to become a member of PRGL. If a prospective member decides to join PRGL, they shall complete an application and return it to any current PRGL member who will then present the application to the current PRGL President. The prospective member may also email the application to the PRGL administrator. Once the application has been received, the President will present the application to the membership. The prospective member will be asked not to attend the next scheduled meeting. This will allow the membership to vote by quorum to determine if an invitation to join the group will be extended to the prospective member.

Members who are in good standing shall determine if a prospective member's business duplicates a current member. **In that case**, the PRGL member in good standing could agree that the new member restrict their business promotion to that which is unique to the prospective member.

### Article 4: Conditions of Membership

In joining PRGL, members must agree to each of the following:

- Attend at least two (2) meetings per calendar month. If a member cannot attend, the said member is expected to send a different representative from their business.
- Members will promptly pay their quarterly dues. New members shall be responsible for pro-rated dues during the first quarter of membership to the Treasurer **within two (2) weeks** of receiving the invoice.

**Article 4: Conditions of Membership (continued)**

- It is the goal of the PRGL that each member will give at least **one (1)** Referral per quarter. A Referral, in this case, is a contact in which each member of the contact triangle (The person or business facilitating/providing the contact, the person or business receiving the contact, and the person or business being serviced). New members are exempt from this requirement of membership for the quarter in which they become a member of PRGL. Repeat and continued business amongst members would suffice as a referral.
- All members complying with these conditions of membership are classified as being in good standing. Any member that has not paid the current dues or attended at least 2 meetings per month in a given quarter, will be sent a notice stating that fees are past due and/or attendance must improve. As a result, the profession represented may become available to another prospective member. This duty will be the shared responsibility of the Secretary (attendance) and Treasurer (dues). If the member has not paid dues or attendance has not improved by the end of the current quarter, the board will determine a member's situation on a case-by-case basis. The profession represented may be declared open once the President brings it to the membership for approval. Any dues paid for future quarters will **NOT** be refunded if a member terminates their membership before the end of said quarter.
- All members are required to supply PRGL with an adequate number of business cards to fill the members and guest speaker padfolios.
- In the event a member needs to cancel or reschedule to speak at a meeting, the member should contact the current Vice-President of the group so they can find a replacement speaker and reschedule the member. This call should be made at least 24 hours prior to their presentation.

**Article 5: Revenue**

The fiscal year of PRGL is January 1<sup>st</sup> to December 31<sup>st</sup>. Quarterly dues shall be set by the PRGL membership. A discount of \$10 will be given if four (4) consecutive quarters are paid in advance.

Any income received shall not inure to the benefit of any individual officer or member. PRGL will keep \$1500.00 of the yearly dues in reserve by December 31<sup>st</sup> of that calendar year.

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### **Article 6: Miscellaneous**

PRGL does not discriminate on the basis of race, age, religion, sex, national origin, or disability.

Multi-level marketing companies are not eligible for membership in PRGL. A member may be affiliated with a multi-level marketing company; however, said member may not overly recruit PRGL membership during weekly meetings.

### **Article 7: Board of Directors**

A Board of Directors shall govern the PRGL. The board shall consist of the following positions that are all voluntary and unpaid:

#### **President (Lead Facilitator)**

- Runs weekly meetings.
- Sends weekly meeting reminders
- Send notices of possible membership termination.
- Facilitates business or issues that may arise and require a vote from the group.
- Presents new member applications to group for a quorum vote.
- Informs membership candidates of their acceptance or rejection into membership.
- Facilitates the nomination of new officers one month prior to the end of their term.
- Finds a venue for the Christmas party (may enlist members help).
- Schedules, and attends executive board meetings (once a quarter minimum).

#### **Vice-President**

##### **(Lead Coordinator for Scheduling Speakers)**

- Responsible for scheduling weekly speakers for the group (Including scheduling new member's presentation.)
- Emailing weekly reminders to the upcoming speaker/speakers for the week.
- Responsible for finding a substitute speaker if a member or guest must cancel.
- Responsible for acting as President in the President's absence.
- Assists the President as needed.
- Attends Executive Board meetings.

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### Secretary

- Records and distributes weekly meeting minutes via email to members.
- Keeps a record of attendance for all members.
- Informs the President when specific members are not in compliance with membership requirements.
- Keeps an orderly file of all official documentation, including (but not limited to) by-laws, current membership list, membership applications, passing on PRGL records to their elected replacement, etc.
- The Secretary will call the meeting to order if the President or Vice President are unavailable.
- In the secretary's absence the Treasurer should call the meeting to order and preside during the meeting.
- In the unlikely event no officers are present, the meeting will be deemed as an informal gathering. Members will then be responsible for paying for their own meals.
- Attends Executive Board meetings.

### Treasurer

- The Treasurer is responsible for managing all the funds for the group.
- The Treasurer must maintain a checking account in the name of "Progressive Referral Group of Lancaster."
- The Treasurer pays for weekly breakfasts and any other disbursement voted upon or deemed necessary for the group.
- Report the weekly balance in the checking account.
- Receive and record membership dues.
- Send quarterly/annual dues statements.
- Remind members of overdue dues.
- Report to the Executive Board on any members who have not paid their dues.
- Balance the checking account monthly.
- Remit monthly statements and balance sheets for a complete calendar year to be reviewed.
- Attend and pay for Executive Board member meetings from PRGL funds.

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### **These listed officers shall serve the following terms:**

- The Treasurer shall serve for one (1) uninterrupted fiscal year and may be re-nominated and renewed annually
- The Secretary will serve one (1) uninterrupted fiscal year and may be re-nominated and renewed annually
- The President and Vice-President will serve one (1) six-month term.

### **At the end of said terms, the positions occupied by various members of the Board shall rotate as follows:**

- The Vice-President shall assume the role of President and the sitting President will leave the Board of Directors.
- The membership at large shall nominate and vote on a member to assume the role of Vice-President one month prior to the end of the current Vice President's term.

An Executive Committee shall consist of the current Board of Directors plus one Ad Hoc current PRGL Member in good standing. The Ad Hoc member will serve a one-year term. The purpose of said committee is to provide recommendations for the betterment of the group. Any recommendations brought forth must be voted on by a quorum of current members.

### **Article 8: Quorum**

A quorum of 50% plus one of the attending members entitled to vote shall be necessary for the transaction of business at weekly meetings. Only active members (one member per business) actually present shall be counted in determining if a quorum exists and are eligible to vote. Rare circumstances may require a vote by email. In which case the same rules for a quorum would apply.