

**CONSTITUTION AND BYLAWS**  
**(Ver.01:101109)**

**ARTICLE I**  
**Name and Jurisdiction**

**Section 1 - Name of Organization**

This organization shall be known as Lebanon New Business Generation

**Section 2 - Jurisdiction**

Jurisdiction of the organization shall embrace all members statewide

**ARTICLE II**  
**Objectives**

**Section 1** - To promote business and referrals for its membership.

**ARTICLE III**  
**Membership**

**Section 1 - Eligibility**

- A. A business may apply for membership for no more than one category. It must be a legitimate business endeavor and must not conflict with another member's business.
- B. There shall be only one business per business category.
- C. A prospective member shall be allowed to attend two regular meetings before submitting an application. However, membership shall be awarded on a first come, first serve basis.
- D. In the result of two perspective members with conflicting business both submitting applications at the same time, a drawing will be held whereas the winner will be awarded the membership.
- E. Membership is limited to thirty (30) businesses. This number is defined only by meeting space and maintaining the strict meeting timeline.

**Section 2 - Membership Rights**

- A. Members shall have the right to object to an application of prospective members to the Executive Board. If the Board declines an application, the applicant may appeal to the member body.
- B. Membership Voting
  - 1. A quorum of the total membership is required to hold a vote.
  - 2. A majority vote of 51% of the quorum is required to pass or fail a proposed change.
  - 3. A motion requires a second before discussion is called for.

**Section 3 - Acceptance**

New members agree to accept and follow rules and laws governing this organization.

**Section 4 - Loss of Membership**

- A. Membership may be terminated for any of the following reasons with a vote the quorum.
- B. Excessive absenteeism (see Article VI Section 5).
- C. Misrepresenting your business or profession on the application.
- D. Misconduct or unethical business organization practices.

## **ARTICLE IV Dues**

### **Section 1 - Payment**

- A. Dues shall be \$36.00 per year, beginning in October.
  - 1. Dues for new & renewing members joining January - March \$27.00
  - 2. Dues for new & renewing members joining April - June \$18.00
  - 3. Dues for new & renewing members joining July - September \$9.00
- B. The first Wednesday of September will mark the beginning of official meetings for the year.
- C. Annual business schedule will be as follows:
  - 1. Fiscal year is September 1<sup>st</sup> – August 31<sup>st</sup>
  - 2. Summer session is July and August - Attendance is optional; business will be conducted as normal
  - 3. Dues must be paid in full on or before the first Thursday in October
- D. Dues are non-refundable under any circumstance.

### **Section 2 - Change in Dues**

- A. The exact nature of the proposed changes will be widely publicized to the members before a vote is taken.
- B. Reason for the change shall be clearly explained.
- C. Requires a vote of the quorum.

## **ARTICLE V Accounting**

### **Section 1 - Revenue**

- A. All moneys received shall be deposited in a bank account.
- B. All accounts shall have two authorized signatures from the Executive Board; Treasurer and either President, Vice President, or Secretary.

### **Section 2 - Withdrawals/Expenditures**

- A. One signature is required for signing any checks or withdrawal.
- B. The President can approve and sign for any purchase \$100 or less without approval from the membership.
- C. The Executive Board shall propose all expenditures or withdrawals over \$100.00.
- D. The proposed expenditure is then voted on by the quorum.

### **Section 3 - Reporting**

Membership shall be given a financial report at beginning of each quarter.

## **ARTICLE VI**

### **Meetings**

#### **Section 1 - Protocol**

All business and meetings shall be conducted according to the Roberts Rules of Order.

#### **Section 2 - Time and Place**

- A. Meetings shall be held every first Thursday at 7:30 AM to 9:00 AM unless a motion is made to change the time.
- B. Meetings shall be held the appointed establishment.
- C. Any offsite meetings will be announced and discussed at a prior meeting so all members are aware of the change in venue.
- D. Meetings will not be held on major holidays, i.e. 4<sup>th</sup> of July.
- E. Special meetings may be called by the President or the Executive Committee.

#### **Section 3 - Order of Business**

The order of business at the regular meetings shall be as follows:

- A. Opening greeting and pledge
- B. Introduction of officers
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Past President
- C. Introduction of members and guests
- D. Introductions should not exceed 15-seconds.
  - 1. Member who invited the guest should be the one to introduce the guest
  - 2. If the inviting member is not available the member who introduced themselves previous to the guest should do the introduction.
- E. Honorable mentions for those who called into the phone line before 7:00AM.
- F. Pass on leads and present any testimonials
  - 1. Internal leads should be quickly announced and not expounded upon.
  - 2. External leads and testimonials should be on topic and presented quickly.
- G. Treasurers report (quarterly)
- H. Speaker of the day (10-15 minute presentation)
- I. Old Business
- J. New Business
- K. Announcements (Public & Community Announcements)
- L. Adjournment

#### **Section 4 - Motions and Issues**

When voting, only one idea may be conveyed per motion and issue; each item will be addressed and voted on separately.

#### **Section 5 - Attendance**

- A. A member shall attend every meeting or be represented by a proxy.

- B. In the case where the proxy is an existing Lebanon NBG member, a proxy is defined as an occasional and temporary surrogate.
- C. Any business may be represented by multiple co-workers.
- D. A member shall not miss more than four meetings during the year without approval from the board of directors.
- E. The board of directors shall consider and vote to excuse extended leave of absences due to vacations, business travel, sabbaticals, health issues, family health issues, pregnancy, surgery, legal issues, financial crisis as well as other critical and unavoidable matters.
- F. The board may retroactively excuse absences.
- G. Weather related issues, dangerous weather, storms or conditions where schools and government buildings are closed will not count as absent. At no time does Lebanon NBG wish to risk the welfare and safety of our membership.
- H. Members who miss five meetings in the fiscal quarter will forfeit their membership and their business category will open up. (exceptions see "E & F" above)
  - 1. Past member may reapply for the forfeited post as long as the category has not already been filled.
  - 2. Past member will be responsible for paying dues as if a new member.

**Section 6 - Guests**

- A. A member shall be allowed to bring prospective members as guests to the meetings.
- B. Guests will not have any membership or voting rights.
- C. Guest are invited to have a full breakfast courtesy of Lebanon New Business Generation
  - 1. Offer is available one time only on the guest's first visit.
  - 2. Breakfast cost shall be considered reasonable for the current venue.

**ARTICLE VII  
Officers**

**Section 1 - Positions**

Officers of this organization shall be President, Vice President, Secretary, Treasurer, and Past President.

- A. Officers are elected during the month of September.
- B. Officers are not compensated with payment.
- C. President, Vice President and Secretary get ½ off of their annual dues.
- D. Treasurer receives 100% off of dues.

**Section 2 - Vacancies**

Any vacancy on the Executive Board can be filled by appointment by the President (Vice President if the President resigns) and approval of the quorum.

**Section 3 - Duties of officers**

The duties of the officers shall be as follows:

## **President**

- A. Shall convene regularly scheduled and board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice President, Secretary, Treasurer and Past President.
- B. President should be a signatory on the Lebanon NBG business checking account, but this may be delegated to another officer.
- C. President shall be the representative to outside organizations and press.
- D. President cannot place a motion before the organization; however the president does have voting rights.

## **Vice President**

- A. Act on issues in place of the President, and in the event of the President's absence, shall preside at weekly meetings.
- B. May be a signatory on the Lebanon NBG business checking account.
- C. Assist the President in maintaining order at the meetings.
- D. Shall act as one member of the membership & marketing committee.
- E. The Vice President shall act as the membership chair
- F. Will maintain the waiting list.
- G. Contact fourth absentees of pending membership expiration.

## **Secretary**

- A. Keep updated list of all members' names, addresses, phone numbers and email addresses.
- B. May be a signatory on the Lebanon NBG business checking account.
- C. Keep minutes for each meeting
- D. Keep attendance
- E. Keeps record of speakers and speaker schedule
- F. Keeps record of guests
- G. Delivers all required documents to the webmaster to post to the Lebanon NBG website at lebanonnbg.com. This information should be delivered within two business days following each meeting.

## **Treasurer**

- A. Receive all monies paid to the organization.
- B. Will be a signatory on the Lebanon NBG business checking account.
- C. Keep accurate and true accounts of all transactions
- D. Keep accurate records of all membership dues status.
- E. Present a Treasurers Report to the membership at beginning of each quarter.
- F. Maintain and review organizational budget.

## **Executive Board**

- A. The executive committee to preside at each meeting in the following order: President, Vice President, Secretary, Treasurer and immediate past President.
- B. Review all applications for membership. Approve and grant exceptions for hardship.
- C. Hear and try to settle grievances and disputes among members. Any grievance will not carry over to new members. Old committee will settle grievances.
- D. Coordinate trade show(s) each year.
- E. Coordinate referral development for members. Prepare expense reports for pre-approval for submission to the body for discussion and approval.
- F. [At least one Board Member must be on any committee created.](#)

**Term of Office**

- A. The Executive Board members shall serve in office of a term of one year, October through September.
- B. There are no term limits if a member wants to continue in their position with approval of the members.

*Version History:*

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