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A. **HBBA Membership**

- 1. **HBBA, Inc Organization**
 - HBBA, Inc is a registered 501(c)(6) nonprofit business association. Our chapter exists under their organizational umbrella and is subject to the decisions of the HBBA Executive Board which is composed of elected members across all HBBA chapters. Executive Board members, their contact information, and the election process can be found on the HBBA website.
 - HBBA, Inc's Bylaws are available on the HBBA website. You can also request a copy from our Chapter's General Member.
 - The following Chapter Policies are intended to support the HBBA, Inc Bylaws. In the event of any conflict, discrepancy, or inconsistency between these Chapter Policies and the most recent version of the HBBA, Inc Bylaws the terms of the HBBA, Inc Bylaws will control.
- 2. **Our Chapter's Leadership**
 - A value of our chapter is the frequent rotation and inclusion of all members in leadership roles on the Chapter Board.
 - Chapter Board positions are elected by our members for two-year terms.
 - Chapter elections are held annually in Q4 and are facilitated by our Chapter General Member. Terms beginning January 1 of even years are the roles of Chapter President, Membership Chair, and Treasurer. Terms beginning January 1 of odd years are Vice President, Secretary, and General Member.
 - Our Chapter Board is comprised of the following positions:
 - Chapter President
 - Responsibilities include leading chapter meetings, attending a monthly President's Call of all HBBA Chapter Presidents, coordinating with the HBBA Executive Board Treasurer to be a signer on the chapter bank account (along with the Chapter Treasurer), communicating HBBA organization-wide initiatives and events to chapter members, filling in for the General Member if that person

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- is involved in a conflict, and tending to Chapter Board matters as they arise.
 - Vice President
 - Responsibilities include managing the attendance record of members, filling in for the President in their absence to run the chapter meetings, and tending to Chapter Board matters as they arise.
 - General Member
 - Responsibilities include being the chapter's HBBA bylaw expert, reviewing HBBA bylaws/ethics/chapter policies with new members, serving as mediator for members in conflict (see section F, point #2), and tending to Chapter Board matters as they arise.
 - Secretary
 - Responsibilities include preparing the chapter meeting agenda, managing the rotation of member's presentations, informing members when they are scheduled to present in a chapter meeting, and tending to Chapter Board matters as they arise.
 - Treasurer
 - Responsibilities include coordinating with the HBBA Executive Board Treasurer to be a signer on the chapter bank account (along with the Chapter President) and to coordinate payment of annual dues, to calculate and communicate a payment plan for member's annual dues (see section E, point #2), calculate and communicate a prorated payment plan for new member's dues (see section E, point #1), and tending to Chapter Board matters as they arise.
 - Membership Chair
 - Responsibilities include connecting with guests to inform them of the membership process (see section B, point #1), facilitating votes for membership applications (see section B, point #2), requesting edits for our chapter's webpage, and tending to Chapter Board matters as they arise.
- 3. Termination of Membership
 - Both the HBBA, Inc Executive Board as well as our Chapter Board have the power to terminate any individual's membership in our group with cause.

B. New Member Qualifications & Member Vote Procedure

1. Prerequisites of Applying
 - A guest must visit 2 group meetings (do not need to be consecutive, but the visits do need to occur within 3 months) and have 2 one-on-one referral meetings with members prior to applying for membership.
 - Industry seats are exclusive in HBBA. If there is overlap in products/services of an existing member they need to coordinate the boundaries of who, where, and when overlapping items will be shared with the group. The existing member does not have to relinquish any of their business to the prospective member. If no boundaries can be agreed upon, the existing member is to inform the Chapter's Membership Chair. If boundaries can be agreed upon, the existing member is to send the specifics in writing to the Chapter's General Member and Membership Chair who will verify that both the member and prospective member agree to the terms outlined.
2. Application and Member Vote Process
 - Once a member has met the prerequisites of applying they are welcome to apply for membership with the Chapter's Membership Chair anytime within 3 months of their last group meeting visit.
 - Once the application is received the Chapter Membership Chair will circulate the application and ask each member to confidentially vote. Applicants require a $\frac{2}{3}$ majority approval of members to be accepted as a new member.
 - By discretion of the Chapter's Membership Chair, the context of any "no" vote from a member can be escalated to the Chapter Board for discussion. The Chapter Board can decide to remove the applicant from consideration for membership by a simple majority vote.
 - Every final member vote total is to be shared confidentially from the Chapter's Membership Chair to the President.

C. Member Attendance Requirements

1. Unexcused Absences
 - An "unexcused absence" occurs when a member is not at a group meeting and does not coordinate a substitute to fill in.
 - Members who receive 3 unexcused absences in a calendar year may be asked to leave the chapter by the Chapter Board.
 - Members will be approached by a member of the Chapter Board after the 2nd unexcused absence to be reminded of this attendance policy and informed of their record.

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- When a new member joins during the calendar year they will receive a prorated number of unexcused absences, rounded up to the nearest whole number.
 - A new member's attendance for the year will not start until they are voted in as a member of the chapter (visiting dates and absences between are not counted).
2. Excused Absences
- Members are individually responsible to coordinate a substitute to attend in their place for any meeting that they will not be in attendance for. By doing so the member will receive an "excused absence" and it will not count against them in their annual allotment of unexcused absences. There is no limit to the number of excused absences a member can accrue.
 - Members are asked to proactively inform the President and Vice President when they will not be in attendance and who their substitute will be.
 - The Chapter President has discretion to excuse any member's absence due to emergency circumstances. There is no limit to the number of absences the Chapter President can excuse. If the absence is for the Chapter President, the Chapter Board can excuse the absence with a simple majority vote.
3. Extended Absences
- Members can request an extended leave of absence as needed. Some of the ways this may be utilized could be medical leave, parental leave, bereavement, and others.
 - Approval of an extended absence is at the sole discretion of the Chapter President. If the leave is for the Chapter President, the Chapter Board can approve with a simple majority vote.
 - To request an extended absence the member needs to proactively communicate the situation as early as possible, specifically the meeting dates they anticipate missing and what date they expect to return.
 - If the member needs to lengthen the approved period of meeting date range it is important that the member communicate their needs as proactively as possible to the Chapter President, whose approval of the updated date range is at their sole discretion.
 - If a member does not return to the group by the approved date their absences will be treated as unexcused from that point forward.
 - Members are not required to provide a substitute to fill in for their meeting absences, though that is still appreciated when possible.

D. Visiting Guests, Including Substitutes

1. Overlapping Business Between Guests & Members
 - Members inviting guests are to connect their guest to any group member prior to their visit if there is business overlap with a member. The member can decide if or however much of the overlapping business the guest is allowed to share during the business spotlight portion of the meeting.
2. Business Spotlight During the Meeting
 - All guests will have the chance to share during the business spotlights portion of group meetings and are subject to the same time restrictions as everyone else.
 - Substitutes may read or share about the member they are filling in for (not required). If they do, substitutes will then also be offered an additional turn to share about their own business.

E. Member Dues

1. New Member Dues
 - New members are to pay a prorated annual dues amount in relation to the number of group meetings having passed/remaining for that calendar year. The Chapter Treasurer is responsible for calculating this amount, informing the new member of the amount due, and by what methods they are to pay it.
 - Payment of new member dues is to be received no later than 30 days after notification of an individual's acceptance into the group. Failure to pay within this timeframe will result in the revocation of the membership. The industry seat occupied by that individual would be open for anyone to apply/join, with the option for the now-former member to reapply as well.
2. Annual Membership Dues
 - Membership in our HBBA chapter requires annual dues. The HBBA Executive Board sets an individual's membership amount due annually to the overall organization for budget items such as all-chapter events, website maintenance, professional web conferencing, etc. Our Chapter Board is to annually approve any additional amount to charge for the Chapter's own budget items (such as chapter events, room rental, etc.).
 - The Chapter Treasurer will provide the total amount for annual dues (HBBA Executive Board dues + our Chapter's additional dues), as well as payment process information to our chapter members at least 30 days prior to the payment due date.

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- An individual's HBBA membership will be suspended (not able to attend meetings or send a substitute) if their annual dues payment is not received by the Chapter Treasurer on/before the due date, or an alternative plan has been communicated by the individual member and agreed upon by the Chapter Treasurer (i.e. the member proactively communicating to the Treasurer that their check has been mailed and is on it's way).
- If the individual's dues are still not received 30 days past the due date the individual's membership will be terminated. The industry seat occupied by that individual would be open for anyone to apply/join, with the option for the now-former member to reapply as well.

F. Expectations of Member Relationships

1. Know, Like, Trust

- The mission of HBBA is: "HBBA is a business collaboration group that focuses on creating business opportunities through building effective business networks with people we know, like and trust!"
- All members are expected to dedicate themselves to the ongoing pursuit of deeper "know, like, trust" of all other members. This includes (but is not limited to):
 - Expeditiously pursuing professional relationships with new members.
 - Members whose personality may not mesh perfectly with another member.
 - Any member who does not believe they will likely be able to refer to or receive referrals from.

2. Conflict Resolution

- When a conflict arises between members the expectation is that the members expeditiously communicate only to the individual(s) directly involved to seek mutual resolution.
- If, after taking the above step, no resolution can be mutually reached, the members are to bring the matter to the Chapter's General Member who will seek to facilitate mediation between the parties.
- If a mutually agreed upon resolution cannot be reached with the intervention of the Chapter's General Member, they will escalate the issue to the Chapter Board who will seek to hear all sides of the conflict and reach a resolution of their choosing (by simple majority vote of the Chapter Board members), including the option to terminate the membership of any individual(s) from our chapter.

- If the Chapter Board is unable to reach a resolution they may opt to escalate the matter to one or both of the HBBA Executive Board General Members who have the final say on the matter and the power to terminate the membership of any individual(s) from our chapter. Please see the HBBA Inc, bylaws for more information.
- If the conflict involves the Chapter's General Member the Chapter's President will fulfill their roles. If the conflict involves both the Chapter's President and General Member one or both of the HBBA Executive Board General Members are to fulfill the Chapter General Member's role in this process. These individuals and their contact information can be found on the HBBA website.

Member's Name: _____

Member's Signature: _____

Date Signed: _____

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