

# Madison Business Exchange (MBX)

## Charter

**Mission:** The Madison Business Exchange (MBX) will develop profitable relationships for its membership by creating awareness of products and services with MBX as well as among the business community.

**Vision:** The Madison Business Exchange will be the network organization of choice in which to participate within the business community.

### **Values:**

- Treat all people with dignity and respect
- Earn the trust of others
- Learn continuously
- Encourage entrepreneurship
- Involve and empower all colleagues
- Communicate openly and honestly
- Recognize and reward achievement with all colleagues
- Participate, keep a sense of humor, and HAVE FUN
- Embrace diversity within the organization

**Goals:** The Madison Business Exchange has three primary objectives to attain in the next year, as follows:

- Demonstrate revenue generated among members as a result of the referral process with the dollar amount to be determined by the group annually.
- Demonstrate 80% attendance among the members quarterly.
- Establish a membership target and income target annually.

Members will report monthly to the President Elect with updates regarding revenue generated secondary to associations within MBX.

### **Structure:**

Membership: The group is available to anyone wishing to join, providing they met the following criteria.

- Must represent a company that is actively and regularly doing business in Madison County.
- Must represent ethical business practice.
- Must agree with the terms and conditions necessary to remain a member of MBX (i.e. dues, attendance requirements, etc.).
- Must be proposed to the club membership and accepted as a new member if 75% quorum is met.

New Members will fill out an application for the membership to approve or reject within 5 days of submission. Members could contact the Sergeant-at-Arms if they know of a valid reason for not accepting a prospective new member's application. Follow-up discussion will occur during the next weekly business meeting. If the 75% quorum is not met, applicant will be sent a letter or email advising them of this. If the 75% quorum is met, at the time of approval the new member will be assigned a classification/membership category which they represent within the group. No new members afterward can infringe on any other category already filled within MBX. A new member orientation should be given to all new members so they can learn our format, criteria, rules/regulations, etc. This is to be done by Sergeant-at-Arms.

Membership permits exclusivity to a profession/business category. Only one profession per person is allowed in Madison Business Exchange. Conflict resolution will include the membership and the applicant.

A member's profession/business category can be changed by submitting the request and then voted on by the members. There must be a 75% approval for the change. If a member would like to have someone else from his business represent him/her in the group, a vote on that individual will be required.

Dues must be paid by the first day of the new quarter. If dues have not been received by the third week of the quarter, this could be considered grounds for dismissal. If the member's dues are paid by the company they work for, that company has the first right to fill that position if the member terminates their membership.

Meetings are held weekly at a location and time which best meets the needs of the membership.

Maintaining an 80% attendance of the member at meetings quarterly is necessary to retain membership. Less than 80% will give cause to consider the seat open. Substitutes are allowed, but the original member must attend at least 50% of the 80% requirement.

Voting: A defined vote **MUST** be cast on an issue. If the vote is in reference to a membership application, members can abstain from voting or voice that they have questions if they were not present to hear the guest presentation. If members were not in attendance, but are familiar with the guest and/or their services, the member can cast a "yes" or "no" vote.

Attendance Policy: A minimum member attendance requirement is **80% in each quarter**. Members can make up absences by (1) bringing a guest (not a guest speaker) to the next meeting or (2) participating in a "one-on-one." One-on-one make-ups cannot

occur with the same member more than once per year. Further definitions of a one-on-one appear below. The absent member will announce his/her intention to complete a one-on-one at their next meeting attended, and all one-on-ones should be completed within one week (as long as the visatee schedule allows). (3) A member may also fulfill his requirements by offering a pro-bono gift to another member.

For those members not meeting the attendance requirement of 80% per quarter one of the following will occur: 1) After the 4<sup>th</sup> consecutive absence, the Sergeant-At-Arms will send the member a letter allowing them 1 week to return to MBX as a member meeting the attendance requirement in the future or their seat will be vacated. 2) After the 4<sup>th</sup> sporadic absence during the quarter, the Sergeant-At-Arms will send the member a letter advising them they have missed 4 meetings and asking them of their intent to stay as well as advising them of the different ways to make up the absences and stay in compliance with the attendance policy.

An ***extended absence*** will be granted on an individual basis for periods no longer than a continuous, 15-week duration. Reasons are limited to medical (to care for self or family member) and professional (to allow individuals the opportunity to pursue other opportunities that will not likely be permanent, but conflict with MBX meetings temporarily). Members are to apply to the President Elect in advance in cases of professional leave or ASAP in cases of medical. The member's seat will be held during the leave of absence to prevent them from being removed from the group ***as long as member is good standing in MBX and dues are current.***

One-on-one: Definition is as follows.

- A member-to-member visit for the purpose of learning more about their business (products and/or services).
- A one-on-one completed to make up an absence should not be done with the same member more than once per year.
- The visit should last a minimum of 30 minutes.
- The one-on-one will require as many as 2 reports:
  - i. The visitor will give a report regarding what was discussed and learned at the next meeting (this is required for visitor to get credit for make-up).
  - ii. The visatee will report to the sergeant-at-arms that the visitation met the criteria for a one-on-one as stated above. (This is also required for visitor to receive credit for making up an absence.)

Meeting agenda:

- Opening bell indicating start of meeting and requesting cell phones be put on silent or turned off
- Leader reads the mission and directs introduction of membership
- Member 30-second commercial/introduction
- Member Presentation (10 minutes)
- Guest Presentation (10 minutes)
- Referral Pass (Every member/substitute present should report one of the following not previously reported: referral pass, testimonial, successful referral, intention to complete a one-on-one, a pro-bono gift offered to

another member or guest in attendance). Referral Form must be completed for the Pass.

- Business networking report from Social Director
- Financial report from Treasurer
- President Elect's report
- Sergeant-At-Arms report
- Dismiss Guests
- Old business
- New business
- Announcements
- Adjourn with bell indicating end of meeting

Guidelines for Guest Speakers:

- Should not be in conflict with current MBX members, their products, or services.
- Must have potential benefit to group.
- Must meet criteria for MBX membership.
- Visitor should not overlap any MBX members business
- No more than 1 visitor from any one business entity
- If a member does bring more than 1 person from any one business entity then the member will compensate Madison Business Exchange \$10 for each additional visitor.

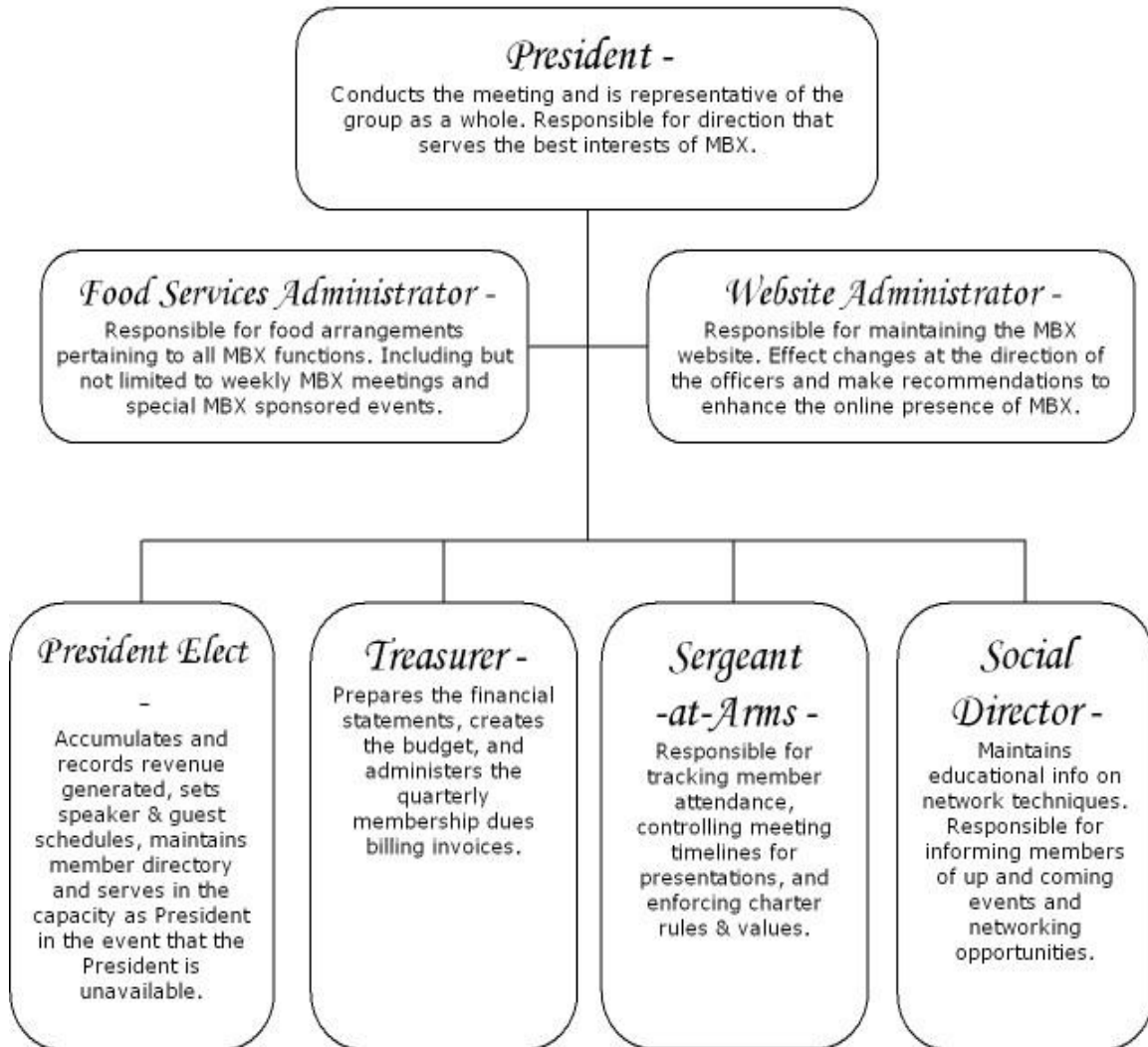
Definition of a Referral: “A selfless act of direction to a source for help or information. In MBX, we give non-duplicated referral passes because we know that our members are the premier representatives within their fields in Madison County. Every referral is a personal contact which is expecting a call from an MBX member. The member is expected to contact the potential customer within 24 hours of the referral being passed, except in cases where disallowed by the member professional etiquette.”

Fees: Each member will contribute at each quarter the assigned amount to meet budget expectations. Presently, this amount is \$100.00 per quarter. The implication is the amount collected allows the group to be financially solvent; however, the group will have a consensus budget. ***Non-payment of dues for a three week period will allow the membership to seek a member replacement.***

Officers: The group will consist of the five officer positions as illustrated below. Filling the positions indicated below will be voluntary; however, if no volunteer steps forward, an officer can be selected by election. Service is for one year with the exception being Treasurer which is for 2 years.

# Madison Business Exchange: (MBX)

Officers and Administrators Organizational Chart 2010



**Promotion:** Each member will bring a guest to present their product or service in rotation. However, guests are encouraged for every meeting whether or not they present product/services. [www.madisonbusinessexchange.net](http://www.madisonbusinessexchange.net) to be utilized as a promotional source also for Madison Business Exchange

**Product:** The Madison Business Exchange is the opportunity available for members to present their product in a risk-free environment and learn of other products/services within the community.