



**BY-LAWS
OF
GUNG HO REFERRALS**

Rev. 4
12/06/2016

ARTICLE I ORGANIZATION

1. The name of the organization shall be Gung Ho Referrals.
2. The organization shall have a seal which shall be in the following form: A circle with Gung Ho referrals in English, and the Chinese characters for Gung Ho
3. The organization may at its pleasure by a vote of the membership body change its name and/or seal.

ARTICLE II PURPOSES

The following are the purposes for which this organization has been organized: To promote the business interests of the members through networking and referrals.

ARTICLE III MEMBERSHIP

Membership in this organization shall be limited to one representative from a specific occupation. A prospective member is required to visit the group 3 consecutive meetings before they may submit an application. This requirement may be waived by a majority vote of the Leadership team. Multi-level marketing organizations are excluded from membership consideration.

ARTICLE IV MEETINGS

The membership meeting of this organization shall be held every Tuesday except for holiday weeks as determined by the membership. Meetings are held at a predetermined location voted on by the leadership team. Regular meetings are from 12:00 PM to 1:30 PM. Leadership meetings are the first Tuesday of the month, starting at 11:15 AM unless otherwise determined by the leadership committee. Leadership meetings must have a quorum of at least 50% of the leadership team. Any meeting may be rescheduled or cancelled by a vote of the majority of the leadership team. Minutes of the leadership meeting shall be recorded by the secretary/treasurer and distributed to the membership. Leadership meetings may be attended by all organization members.

ARTICLE V VOTING

At all meetings all votes shall be by voice, unless a majority of the leadership team decides otherwise.

ARTICLE VI ORDER OF BUSINESS

Regular meetings are controlled through the Gung-Ho agenda, which is detailed in the Policy and Procedures manual. Leadership meetings are controlled through the agenda provided by the Vice-President to the membership at least 2 days prior to the leadership meeting. Members are invited to submit items for the agenda anytime prior to the meeting.

ARTICLE VII LEADERSHIP TEAM

The Leadership team shall consist of a President, Vice-President, Secretary/Treasurer, Membership committee, Visitor hosts, Training committee, Education coordinator, Marketing Czar and the provider of a weekly Positive Quote.

The leadership team members are elected to 1 year terms. Elections are held in September at the regular leadership meeting. Voting is by voice vote, unless a written ballot is requested by a majority of the leadership team.

The Leadership team may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies in the Leadership team shall be filled by a vote of the majority of the remaining members of the Leadership team for the balance of the term.

A Leadership team member may be removed when sufficient cause exists for such removal.

ARTICLE VIII OFFICERS AND COMMITTEE RESPONSIBILITIES

The officer's and committee responsibilities are detailed in the Policy and Procedures manual.

ARTICLE IX DUES

Membership dues are \$250 a year, and \$10 a week for a meeting facility room fee which includes lunch. There is also a \$50 one time registration fee, which may be waived at the discretion of the Leadership team. All moneys are kept in the group and used to promote Gung Ho Referrals. All fees are non-refundable except at the discretion of the leadership team. Annual dues are to be paid in full by the anniversary date of each member. Monthly meeting facility room fees are to be paid as detailed in ARTICLE XIX of this document.

ARTICLE X COMMITTEES

All committees of this organization shall be appointed by the leadership team and their term of office shall be for a period of one year or less if sooner terminated by the action of the leadership team. Term extensions may be permitted if agreed on by the membership.

The permanent committees shall be: Membership, Training

ARTICLE XI ATTENDANCE

Attendance is mandatory. If a member cannot attend a meeting, they may have someone sub for them. If a member misses a meeting without

providing a sub, there is a \$5.00 fee. That fee may be waived by the membership committee. If a member misses 3 meetings in a 6 month period without providing a substitute, their membership may be forfeited at the discretion of the membership committee.

ARTICLE XII DRESS CODE

Gung Ho Referrals is a business meeting and members are expected to dress appropriately. Business casual is the minimum, unless the type of business requires specific attire.

ARTICLE XIII TRAINING

Each new member will attend a mandatory training session within 1 month of membership acceptance. The date and time of the training will be determined by the training committee. Providing a main presentation to the organization will not be permitted until such training has been undertaken.

ARTICLE XIV GUESTS AND VISITORS

Guests and visitors are always welcome. A member that invites a guest that eventually joins is eligible for a reward of 5 free lunch dues. Guest and visitors are required to pay the \$10 lunch/room fee, which may be waived at the discretion of the leadership team.

ARTICLE XVI AUDIT

A committee shall be convened once a year to audit the administration of the group, to ensure that the by-laws and procedures are being adhered to, and to verify the group finances. This committee must consist of members that are not part of the Leadership team.

ARTICLE XVII AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 51% percent of the members.

ARTICLE XVIII

The leadership shall have the authority to remove a member from the chapter at any time if that member is deemed to be acting in manner which is contrary to the best interest of the organization. These actions may include, but are not limited to; not following up on referrals from other organization members, being disruptive during meetings, consistently showing up late for meetings, being untruthful, or any other action considered to be not in keeping with the highest standards and/or inconsistent with the Code of Ethics as set forth by this organization. Any member may bring such concerns to the membership committee, which will meet with parties involved for further investigation. If it is found necessary, this will be followed by a committee vote. The membership committee shall act accordingly thereafter. Any such member that is removed under this section of the bylaws shall be refunded a prorated amount of their annual dues, minus any remaining room fee that is due at that time.

a) At the membership committee's discretion, such a member may be placed on a 3-month probationary period and monitored if the committee believes the infraction(s) is (are) of a minor nature and/or the committee believes there is a opportunity for improvement. After three months, the committee shall revisit and either remove said member from probation or terminate them from the organization.

ARTICLE XIX

In regard to the meeting facility monthly room fee, any member who has any amount outstanding beyond two calendar months shall be precluded from attending meetings until which time said member becomes whole with this fee. Each lack of attendance thereafter shall constitute an absence and substitution will not be permitted during this time period.