

LAKE ZURICH AREA CHAMBER OF COMMERCE
LAKE ZURICH INVITATIONAL NETWORKING COMMITTEE (LZINC)
BY-LAWS, POLICIES & PROCEDURES

SECTION I MISSION STATEMENT/OBJECTIVE

Lake Zurich Invitational Networking Committee (LZINC) is a networking committee of the Lake Zurich Area Chamber of Commerce (LZACC). The objective is to generate new and additional business through members actively promoting each other. This is accomplished through:

- A) Personal recommendations
- B) Valid and timely business referrals and leads
- C) Member to member transactions

SECTION II MEMBERSHIP CRITERIA

Any member of the Lake Zurich Area Chamber of Commerce (LZACC) is eligible to apply for and maintain membership in the Lake Zurich Invitational Networking Committee (LZINC) per the following criteria:

- A) Have an active membership in LZACC
- B) Be a duly organized and active business or organization
- C) Be a LZACC member in good standing without any unresolved poor business practices, complaints or unpaid fees/dues.
- D) Only one (1) organization per business class will be allowed to participate in LZINC.
- E) An LZACC member who is a member of another LZACC networking group will not be eligible for membership in LZINC.

SECTION III MEMBERSHIP SELECTION

- A) Applications for membership shall be submitted to the LZACC and forwarded to the LZINC steering committee for evaluation and action. Membership shall be by business class as recorded in the official LZACC Community Guide. All applications will remain the property and responsibility of the LZACC.
- B) A prospective member must be invited to a networking meeting by a current LZINC member or LZACC staff. Further, a prospective member must attend at least one meeting before being considered to join LZINC. No prospective member will be able to attend more than two meetings without joining LZINC. Information concerning a potential member will be provided by the LZINC steering committee to the membership.
- C) Any LZINC member may object to an applicant based on membership eligibility criteria. If a member desires to object to an applicant, the objection must be made in writing to the steering committee within two (2) weeks of the application.
- D) The steering committee may deny membership to an applicant based on membership criteria. If an applicant is denied membership on such

LAKE ZURICH AREA CHAMBER OF COMMERCE
LAKE ZURICH INVITATIONAL NETWORKING COMMITTEE (LZINC)
BY-LAWS, POLICIES & PROCEDURES

grounds, the applicant will be advised of such action and be placed on a business class waiting list maintained by the LZACC.

- E) Upon applicants' approval for membership an invitation from the steering committee will be extended. An applicant will become a member upon:
 - 1) Attending an orientation meeting
 - 2) Payment of initiation fee
 - 3) Payment of quarterly membership fee

SECTION IV MEMBERSHIP TERMINATION

An LZINC member may be removed by vote of the steering committee when:

- A) If in its judgment the best interest of LZINC will be served.
- B) If member is in arrears in quarterly fees for a period of one (1) quarter and one (1) month.
- C) If member fails to attend the required number of meetings and/or provide the minimum number of valid and timely business referrals and leads.
- D) Automatic and immediate termination of membership in LZINC shall be effective when:
 - 1) The LZINC member business/organization ceases to be a member of the LZACC.
 - 2) The LZINC member ceases to be an employee of the participating business/organization.
 - 3) The LZINC member engages in or participates in unethical business or personal activities that are unbecoming of LZINC and/or LZACC.

SECTION V MEETING DAY / TIME / FREQUENCY

- A) Regular meetings of LZINC shall be held on Thursday of each week except when a holiday or another LZACC event occurs on that Thursday.
- B) Meetings shall start promptly at 7:30 a.m. and conclude no later than 9:00 a.m.

SECTION VI MEMBERSHIP FEES AND DUES

- A) A one time initiation charge as defined in Appendix A (1) shall be assessed and be payable upon acceptance of an application for membership.
- B) Each member shall pay quarterly dues to cover cost of meetings and committee printed material plus a quarterly flat amount for the breakfast served at each meeting as defined in Appendix A (2 & 3). An invoice for dues and fees will be sent to each member approximately thirty (30) days prior to the start of the quarter. Payment is due on the first day of the quarter.

LAKE ZURICH AREA CHAMBER OF COMMERCE
LAKE ZURICH INVITATIONAL NETWORKING COMMITTEE (LZINC)
BY-LAWS, POLICIES & PROCEDURES

- C) Guests may attend a maximum of two meetings, by invitation of a member before becoming a member. Their cost as guests is absorbed by the treasury.
- D) Fees are non-refundable and cannot be reduced because of non-attendance.
- E) LZINC is not a revenue generating committee of the Chamber. The fees and associated dues are intended to cover the cost of doing business and should be sufficient to cover all operating expenses.
- F) LZINC will not become involved in any type of sponsorship that would require the use of LZINC funds.

SECTION VII OBLIGATIONS OF MEMBERS

- A) Members are expected to attend all scheduled meetings of the committee. However, if personal or business situations occur necessitating absences an alternate may attend the meeting. However, no more than three (3) meetings per quarter may be missed by a LZINC member organization without consideration of special circumstances.
- B) Continued absence for reasons other than critical, personal situations shall be grounds for automatic membership termination. Additionally, a member's position will be considered vacated and open to a new member in that business class if the member misses three (3) consecutive scheduled meetings without notifying the steering committee with a creditable business or personal excuse.
- C) Members are expected to pay their quarterly dues on or before the first day of each quarter.
- D) Members are expected to enthusiastically furnish VALID and TIMELY business referrals or leads on a continuing basis to other members. A monthly average of one (1) referral or lead shall be considered the minimum requirement after the first month of membership. Failure to provide the minimum number of referrals or leads shall be grounds for termination of membership.
- E) Members are expected to participate by presenting "CRAFT TALKS" about their businesses and other speaking activities and to assist in helping members better understand their business.
- F) Members are expected to take active responsibility for the success of the weekly meetings, organizational activities and overall development of LZINC.

**SECTION VIII STEERING COMMITTEE
DUTIES AND RESPONSIBILITIES**

- A) The affairs of LZINC shall be managed by a steering committee consisting of a President, Vice President, Secretary and Treasurer. The responsibilities of the steering committee shall include acting upon nominations and applications for membership, establishing committee

LAKE ZURICH AREA CHAMBER OF COMMERCE
LAKE ZURICH INVITATIONAL NETWORKING COMMITTEE (LZINC)
BY-LAWS, POLICIES & PROCEDURES

- policies and procedures and generally managing activities associated with the on-going business of LZINC.
- B) The term of office of steering committee members shall be one (1) year. Each year, the positions will be subject to a membership election in early December. Newly elected officers will take office at the first scheduled meeting in January.
 - C) Each steering committee member shall hold office until a successor has been duly elected or has resigned or has been removed in the manner herein provided.
 - D) A steering member elected or appointed may be removed by vote of the membership if in its judgment the best interest of LZINC will be served. A steering committee member whose firm ceases to be a Chamber member, ceases to be a representative of the member firm or is no longer employed by the member firm shall automatically be deemed to have resigned from the steering committee.
 - E) A vacancy in any office is immediately subject to an open election by the members of LZINC for the unexpired portion of the vacated term.
 - F) Vacated positions will be temporarily filled by the succeeding officer until an election is held.
 - 1) If the President position is vacated, the Vice President will step in as President.
 - 2) If the Vice President position is vacated, the Secretary will step in as Vice President.
 - 3) If the Secretary position is vacated, the Treasurer will step in as Secretary.
 - 4) If the Treasurer position is vacated, the President and Vice President will appoint a member to step in.

SECTION IX LZINC RELATIONSHIP TO LZACC

- A) LZINC shall be a free-standing self-contained committee of the Chamber.
- B) LZINC shall draw its members from the current and active membership of the LZACC.
- C) LZINC shall pay the LZACC a quarterly fee as defined in Appendix A (4) to cover clerical support services provided by the LZACC. This fee shall be deducted from LZINC funds maintained by the LZACC on the last day of each quarter.

LAKE ZURICH AREA CHAMBER OF COMMERCE
LAKE ZURICH INVITATIONAL NETWORKING COMMITTEE (LZINC)
BY-LAWS, POLICIES & PROCEDURES

Section X Sabbatical Perimeters

- A. Must be a member in good standings for at least 1 year
- B. Must be current with dues / provided requisite number of leads for the past year and have maintained attendance requirements
- C. Must have a valid family, health or business related reason for the sabbatical
- D. Must be in writing and submitted to the LZINC President and the Membership Chairperson
- E. Must be approved by e-board and membership committee
- F. Must stay current with Chamber membership and \$75 per quarter LZINC dues
- G. Sabbatical reviewed every quarter. Not renewable after 12 months
- H. Must give a one presentation every 6 months
- I. Must attend 1 meeting per quarter
- J. Must provide at least 1 lead per quarter
- K. Will not have voting rights during sabbatical period
- L. Should a competing business ask to be considered you will be given right of first refusal to either re-join the group on a full time basis or drop out of the group

Appendix A
Effective March 1, 2011

1. New Member Initiation Fee	\$50.00
2. Quarterly Membership Dues	\$75.00
3. Quarterly Breakfast Fee	\$54.00
4. LZACC Quarterly Administrative Fee	\$150.00