

East County Referral, Inc.

Policies and Procedures

(Accepted 12/04/25)

I. Purpose

- A. East County Referrals is an organization of businesspersons dedicated to the ideals of bettering their respective careers through the interchange of professional contacts, industry knowledge, mutual support and community.
- B. The goal shall be to expand each member's business contacts through the generation of "referrals" and business leads.
- C. A "referral" is defined as contact between two members ("internal referral"), or a third party ("external referral"), that could potentially lead to a business transaction.
- D. East County Referrals, Inc. is a business group, as such membership shall not be used for any other purpose except as defined above.

II. Membership Eligibility

- A. A member is defined as a person whose livelihood is determined and influenced by the amount of business that is conducted in their endeavor. Their livelihood would be directly influenced by the amount of referrals they receive.
- B. Membership in any other non-service exclusive networking group, whose purpose is business referrals, makes an applicant ineligible for membership in East County Referrals, Inc.
- C. There will be no duplication of professional specialization or business service classification. The Board of Directors/Officers (known herein as the Board) shall assign a classification to each new member upon acceptance of said member's application. If there is a potential conflict in overlap of classifications, the Board will work out potential conflicts in deference to the existing member with the goal of creating as many distinctive classifications as is reasonably possible.
- D. The representative must be directly involved in the day-to-day operation of the business classification they are representing.
- E. Membership is held by the individual or company whose name is designated on the application as the member/representative and is responsible for dues, fees and assessments.

- F. Prospective members/representatives must attend two consecutive meetings and complete a membership application. After receiving the membership application and fee, the members will vote on acceptance. If there are two or more negative votes, the application shall be reviewed by the Board of Directors for recommendation to the group which will be followed by a second vote, requiring 2/3 majority of those voting to pass.
- G. Business or Service must have been in existence for 1 year to establish reputation. The Board can make exceptions for existing members in good standing or based on existing business relationships or recommendations.

III. Membership Obligation

- A. Each member's business (member or representative) shall have only one vote.
- B. The member shall pay all dues, fees and assessments as required by the Board of Directors.
- C. The member shall abide by the following commitment:
 - 1. The member will always seek to transact business with, and refer business to fellow members whenever possible.
 - 2. A Member shall provide a minimum of two referrals per month to fellow members.
 - 3. Member will assist in providing eligible membership candidates to the group.
- D. Weekly attendance is mandatory for all members.
 - 1. Meetings will normally be held weekly at a place and time set by the Board of Directors and voted on by the general membership.
 - 2. If a member/representative cannot attend a meeting, they should send an alternate representative, if possible. The person holding the membership must make attend at least one meeting each month.
 - 3. If a member or representative is not present at a weekly meeting and there was no prior notification, then it is an unexcused absence.
 - 4. An excused absence requires prior notification via phone, text or email to a board member or the membership at large.

IV. Termination of Membership

- A. Non-payment of dues, fees or assessments, for two consecutive months, will at the discretion of the board result in the termination of the membership.

- B. Member understands that if member or alternate misses four consecutive un-excused meetings, their membership may be forfeited upon review by the Board of Directors. Any pre-paid dues, fees or assessments will be forfeited upon termination.
- C. Membership is non-transferable. If a category is dissolved, sold, transferred, or if the category for which the member has applied for has been retired, changes or the member wishes to change their category, membership is considered terminated and the member must re-apply for membership.
- D. Any member may resign from the group. The resignation shall be in writing and submitted to the Board of Directors and shall become effective when accepted by the Board of Directors. Any situation of indebtedness to the group shall be resolved by the Board of Directors.
- E. When a membership is terminated, or a category is changed or a member's business is dissolved, sold, transferred or terminated, that category shall remain open/unoccupied, for four consecutive meetings to allow an equal opportunity for the visitation of possible candidates interested in joining the organization. The president must announce the vacancy for four consecutive meetings.
- F. If a member is found guilty of violating any public laws in the conduct of business or conducts business in a less than professional manner, membership may be terminated with a 2/3 majority vote of the members voting as requested by the Board.
- G. If member or alternative does not make the recommended referrals for three months in a row, his/her membership will be up for review by the board. Recommendations by board may/may not be sent for a vote by group.
- H. Any member who fails to abide by the Policies and Procedures or bylaws of East County Referrals, Inc., will forfeit their membership.

V. Dues, Fees, Assessments and Refunds

- A. The initial membership fee shall be a one-time charge of \$100.00, as set by the Board of Directors, and may be increased to an appropriate amount if the Board deems it necessary. Check should be attached to applicants' application and will be refunded if applicant is not voted in.
- B. The monthly dues will be determined by the board of directors and accepted by the approval of a 2/3 majority vote of existing members.
- C. Additional assessments will be voted on a per item basis. A 2/3 majority vote of all members voting will be necessary to approve additional assessments.

- D. Pre-paid dues shall be considered for refund upon acceptance of member's resignation by the Board of Directors.

VI. Officers

- A. The officers shall be President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms. Officers will be elected annually. The treasurer may hold office for as long as specified by the Board. In the event that any office becomes vacant for any reason whatsoever, the vacancy shall be appointed by the Board.
- B. The President shall serve as the executive officer, preside at all meetings of the membership, exercise general supervision over the affairs of the group and report to the Board of Directors.
- C. The Vice President will be an ex-officio member of all committees and is Chairman of the Membership Committee. The Vice President is additionally in charge of all committee chairs.
- D. The Secretary will keep and maintain the minutes of all meetings and maintain a current membership roster and any other records pertaining to the operation of the group. Will also keep an up-to-date record of attendance and a record of all referrals made by each member.
- E. The Treasurer will keep and maintain records of all financial transactions which will include all records of membership fees, dues and assessments and all monies collected and disbursed. The Treasurer will prepare financial reports as requested by the Board. The treasurer may serve a term as long as specified by the Board.
- F. The Sergeant-at-Arms shall be responsible for setting up the meeting room prior to the regular weekly meeting and other duties as assigned by the presiding officer.
- G. In the absence of the President, the meeting will be run by the presiding officer in the order of Vice President, Secretary, Treasurer, Sergeant-at-Arms.

VII. Board of Directors

- A. The organization is governed by a Board of Directors consisting of the President, Vice President, the Secretary, the Treasurer and the Sergeant-at-Arms. In the event a directorship becomes vacant for any reason, such vacancy will be filled by appointment by the Board of Directors at the next board meeting. Appointee will serve the duration of the term of the individual being replaced.
- B. The Board of Directors will meet at least once per month. Board meetings are to be held on the last Thursday in every month, allowing the board to present any issues to

the membership on the 1st Thursday of the month. Special board meetings can be convened by the request of the President or any two other board members.

- C. If the Board of Directors is unable to agree upon a majority view, the board action shall be presented to all members for general discussion and a majority vote.

VIII. Election Procedures

- A. The election of Officers and Directors will be held at a regular meeting at least two weeks before the new term.
- B. Voting will be by ballot. If a member will be absent, that member may vote in writing by proxy.
- C. At a regular meeting, at least four weeks prior to the date of the election, the Board will appoint a Nominating Committee, consisting of three non-board members. The duties of this committee will be to make nominations and to prepare a ballot for the election of such officers and directors.
- D. At least two weeks before the election, the Nominating Committee will submit a list of nominees. At least one week before the election, nominations may be made from the floor, with the approval of the person being nominated.

IX. Committees

- A. The Board will determine the number and purpose of all special and standing committees necessary for the achievement of the objectives and purpose of the organization, as well as appointing the chair of each committee.
- B. Suggested committees are the membership, social, public relations and newsletter.
- C. All committee chairs will report to the vice president.
- D. The Social Chair will be in charge of the social committee and all social activities.

X. Leave of Absence

- A. Members in good standing may submit a request to the Board for approval for a leave of absence of no more than three months. Additional time must be approved with a 2/3 majority vote of those members voting.
- B. Regular dues must continue to be paid during the leave of absence.

XI. Miscellaneous

- A. Anything not covered under these Policies and Procedures shall be submitted to the Board for consideration and/or approval.
- B. Any additions to these Policies and Procedures for the benefit of the organization must be in conformity with the bylaws of East County Referrals, Inc., and must be in the form of an addendum.
- C. Any changes to these Policies and Procedures shall be submitted in writing to the membership present at a regular meeting. A 2/3 majority vote of those voting will be required at the following meeting to accept the change.
- D. The first meeting of each month is reserved for the business of East County Referrals Inc. and business building topics of use to the general membership.
- E. Each other week, one member will be provided with the opportunity to educate the membership about their business or industry for 15-20 minutes. The schedule of speakers will be arranged on a rotating basis at the beginning of each month based on each member's availability.
- F. The President shall follow the following agenda for weekly meetings:
 - a. Pledge of Allegiance
 - b. Officer Reports
 - c. New or Old Business Discussion
 - d. Referrals
 - e. Speaker
 - f. New or on-going discussion concerning general business and requiring additional time shall be tabled until the next 1st meeting of the month.
- G. Once a quarter, or by board approval, the group will gather together for a Club Social event for the purpose of general fellowship and often to showcase a member's place of business. This social is for all members, and their spouses or significant others are encouraged to attend. Any member hosting the social will supply all food and beverages and will be reimbursed by East County Referrals Inc. with an amount approved by the Treasurer.
- H. Additional visitors and guests are permitted to attend meetings and socials at the discretion of the Board of Directors.
- I. East County Referrals, Inc. does not endorse or promote political candidates. Sexual harassment or discrimination will not be tolerated by the group.