



POLICIES AND PROCEDURES

MEMBERSHIP: The Sugar Grove Chamber Leads Group (SGCL) is open to anyone who is a member in good standing of the Sugar Grove Chamber of Commerce & Industry. The Leads Group is a chamber membership benefit.

PURPOSE: The Purpose of Sugar Grove Chamber Leads Group is to provide a forum and structure for members to meet bi-weekly to promote their business and network with other members of the group.

ATTENDANCE: Members are expected to attend meetings regularly. For networking to be effective it is necessary to have periodic and regular contact with other members of the group. Absences may be allowed only when the member calls the Group Leadership prior to the meeting time. A member may have an associate or other person from the same business fill in for him or her as a guest. The guest is intended to be your representative for that meeting and, as such, will be responsible for providing a 60-second commercial on the member's business. Guest representation will be limited to 3 times during any six-month session. Only 2 unexcused absences are permitted.

SESSION: A session will consist of a six-month period, from January 1 through June 30 and from July 1 through December 31.

DUES: You or your company must be a member in good standing with the Sugar Grove Chamber of Commerce & Industry. All dues must be paid in full at time of acceptance into the group. Leads Group dues are \$50 dollars per session and are due no later than 30 days after the invoice date. Failure to pay dues by the stipulated time will disqualify a member from participating in meetings during that session. New Member Dues will be prorated from the date of your application. A partial month remaining will count as a full month for determining pro-ration.

MEETINGS: Each meeting is anticipated to last approximately 1 hour, beginning at 8:00 am or other agreed upon time. Meetings are held twice per month on every other week. Each meeting will provide an opportunity for the sharing of business and industry updates, an introduction of your particular business, a referral exchange and a presentation of up to 20 minutes by a member(s) designated to be the presenter(s) for that meeting.

VISITORS: Members are encouraged to invite guests to attend our meetings. A visitor may attend two meetings before joining. Guest representatives (filling in for a current member) are not required to join and, consequently, are not subject to this two meeting limitation.

REFERRALS: Members are expected to provide quality business referrals at each meeting. An invited visitor who attends (other than a guest representative) will be considered a referral. Failure to provide at least one referral may result in \$1 fine if the group chooses. The use of this money is to your groups' discretion.

GROUP STRUCTURE: The leadership of the SGCL will consist of the following positions:

President / Group Leader is responsible for attendance, scheduling presentations, and conducting the meetings.

V.P. / Co-Leader is responsible for membership, tracking referrals, group website updates, and conducting meetings in the absence of the Group Leader.

Treasurer is responsible for all dues collection and requests for expense payment disbursements for the Sugar Grove Chamber of Commerce & Industry.

These positions are intended to be for one-year terms, beginning on January 1st, and will be agreed upon by a majority vote of those present at the first meeting session in December of each year. Officers may assign member positions to assist in managing the group activities.

EXCLUSIVITY: There can only be one type of business per group. Duplicate businesses priorities:

1. Current Chamber Member with dues paid
2. Waiting list by registering on this website
3. Sugar Grove Business
4. First come first serve

NEW MEMBERS: Current members will vote in any new members. Current duplicate business has veto power over a new applicant of the same business. Duplicate businesses can join the waiting list and have first priority of the new group. .

CHAMBER OF COMMERCE: The 1st Vice President of the Sugar Grove Chamber of Commerce & Industry acts as the Director of Leads Groups. This person will hold periodic meetings with Group Leaders to discuss improvements and maintenance of groups. The 1st VP will communicate your concerns to the Sugar Grove Chamber of Commerce & Industry's Board of Directors for resolutions. All new membership requests should be reviewed for completeness and processing by the 1st VP.