

## **Entrepreneurs' Connection Bylaws**

*Entrepreneurs' Connection (EC) is a group of entrepreneurs who believe that collaboration enhances their ability to prosperously participate in our free market economy. As a whole, they have agreed to support, encourage and promote each other's business efforts and engage in outreach to the community at large.*

### **1. Name**

- a. The organization shall be known as Entrepreneurs' Connection, hereinafter "EC." EC is informally organized and is a not for profit educational corporation in the State of Pennsylvania.

### **2. Purpose**

- a. The purpose of Entrepreneurs' Connection is to foster personal relationships among its members where both current and prospective entrepreneurs can thrive. Members assist each other to improve their success in their business and personal lives by sharing their expertise and knowledge.
- b. EC members take pride in proactively offering their gifts of time and knowledge for the good of the group. Sharing and learning are fostered by member introductions, presentations, mastermind sessions, civic and community service as well as by exchanges between members. EC also holds quarterly State of your Business meetings, where members share their most recent state of affairs.
- c. EC requests that each member willingly participate in specific tasks that benefit the group; be that in administration, project outreach or other activity.

### **3. Membership**

- a. Prospective members will be individuals who are specifically interested in applying their efforts to the purpose of EC. Prospective members are invited to attend 4 meetings before applying for membership, which then will be reviewed prior to acceptance by the EC Advisory Council ("AC") within 48 hours.
- b. Members shall pay dues at \$200 per annum. The amount of dues is adjusted from time to time by the Advisory Council and voted on by the membership. Membership dues of \$200 are paid on a calendar basis from January through December. Any member who joins in the middle of the year will receive a prorated bill. Membership is paid in full by February 1<sup>st</sup> or a quarterly option is available. \$60 for the first and second quarter. \$50 for the third and fourth quarter.
- c. Members shall conduct themselves professionally and ethically at all times in their business and personal lives.
- d. Members are expected to attend weekly meetings as often as possible and advise of extended absences.
- e. A member withdrawing from membership shall upon written request, receive a prorated refund of membership dues for any full quarter remaining. Quarterly membership dues are not refundable.
- f. Any member may be removed by a majority vote of the AC from membership for conduct deemed by EC members to be inconsistent with EC's purpose or values. The member in question shall be given the opportunity to be heard and to produce witnesses, if any, at the AC meeting at which the complaint is to be evaluated. The President or Vice President shall conduct the hearing. Anyone present at such hearing may speak in defense of the offending member, or in support of the offending member's

removal. When discussion is closed, the presiding officer shall put the case before the AC for vote by secret ballot. Votes shall be counted by the vice president, or in his/her absence by another officer present. Decision to remove or to retain member shall be made at the same meeting. If the member is removed by a majority vote of the AC, any remaining full quarters of the membership shall be refunded.

#### 4. Governance

- a. The officers of EC are a President, a Vice President, a Treasurer, and a Secretary. The EC Advisory Council ("AC") is made up of EC officers and committee chairs.
- b. The AC shall be the governing body of EC on behalf of its members and shall manage its business, property, and affairs.
- c. The AC meets quarterly on a schedule it shall decide.
- d. The president is responsible for the cohesive quality of the group and is the go to person for any issues members may have with the group or another member. If problems occur that the president cannot resolve to the satisfaction of the members, the president is required to call on the AC to convene to address the matter at hand.
- e. Unless otherwise provided in these bylaws, any action to be taken by the AC shall be approved by a simple majority of all the AC members present. The president or Vice president and half of the AC must be present.

#### 5. Officers

- a. The **President** presides over EC meetings and over meetings of the AC.
- b. The **Vice President** shall perform presidential duties when the President is not available.
- c. The **Treasurer** shall keep and maintain all financial records of EC and serve as custodian of the EC monetary funds. The Treasurer is also in charge of collecting new membership dues and issues invoices for all membership renewals. Reports shall be made to the AC at each meeting.
- d. The **Secretary** shall keep and maintain the minutes for the AC meetings. The Secretary shall also be responsible for the organization and execution of elections.
- e. Officers shall have been members for 6 months prior to their nomination of holding office.

#### 6. Committee Chairs

Chairs can serve unlimited time. They are appointed by the AC and by their own desire to serve.

##### **Community Outreach Chair**

Chairperson oversees the development and established procedures of all EC projects, current and past and works closely with AC. Chair evaluates and prepares new projects with proposing members and presents them for approval to the membership. Chair and Treasurer work directly together to cover approved expenses for projects and treasurer keeps separate records of expenses of any project.

Chair regularly reports on project progress or delegates such report presentation to a member involved in the project.

### **Membership Chair**

Chairperson is in charge of welcoming and informing guests. Chair reviews and contacts new members on EC's meet up site and works closely with EC's webmaster on the member information on the EC website. Chair is also responsible for collecting contact information from guests and for answering any questions they may have.

### **Finance Committee**

1. A finance committee shall be created to provide proper oversight of all monetary funds belonging to EC or under its responsibility.

a) EC Members shall elect 3 members to comprise the finance committee

2. EC Operations Budget

a) The finance committee shall budget for the operations of EC and provide it to the AC

b) The president shall present the proposed budget to EC members at a regular meeting for approval.

c) The treasurer shall create an EC operations checking account

d) The finance committee shall approve the expenditures from the operating account for budgeted expenses.

e) The president shall present any unbudgeted expenses for consideration to the members at a regular meeting for approval.

3. EC Projects Budget

a) The finance committee shall propose a budget for each EC project and provide it to the AC.

b) The president shall present the proposed budget to EC members at a regular meeting for approval.

c) The treasurer shall create an EC projects checking account.

d) The finance committee shall approve the expenditure of funds from the project account for budgeted expenses.

e) The president shall present any unbudgeted expenses to EC members at a regular meeting for approval.

### **7. Elections**

a. AC shall announce the end of a term of an officer to the membership at a regular meeting 2 months prior to such expiration. At the same meeting, an election date shall be scheduled.

b. Officer candidates may be nominated by themselves or by other members and shall be approved by a majority vote of the members present at the scheduled election meeting.

c. Elections shall be scheduled by the Secretary annually on the last Thursday in October, announcing such elections at the end of August. In the event of an officer resigning prior to the end of his/her term, the President or Vice President can appoint someone till the end of that term.

d. Once elected, new officers shall be thoroughly briefed by the outgoing officers of his/her duties and responsibilities and any pending action of the AC.

e. All officers elected shall make themselves thoroughly familiar with EC bylaws and policies.

- f. Votes for officers will be taken by secret ballot by the Secretary of the AC. Results shall be made public at the same meeting.

**8. Amendments of Bylaws**

- a. Amendments to these bylaws shall be approved by a majority vote of the AC. Any change in these bylaws shall take effect on the date they are approved by the AC.
- b. Any member may submit in writing proposed changes of the bylaws to the AC for consideration.