

**PROSPECTORS BREAKFAST CLUB
THE BUSINESS BUILDING NETWORK**

BREAKFAST CLUB GUIDELINES

ARTICLE I NAME AND PURPOSE

Section 1. The name and the organization shall be the PROSPECTORS BREAKFAST CLUB.

Section 2. The purpose of the PROSPECTORS shall be:

- a. To form a body of individual's representative of the business and professional community of Greater Kansas City.
- b. To assist each member in an honorable way in furthering his/her business or professional growth.
- c. To encourage the application of the highest ethical standards in business and professional activities.
- d. To promote greater understanding of the respective members' business life by means of social union and fellowship among the members of the Club.
- e. To encourage active participation in civic affairs relations to commercial, business, and industrial vitalization of Greater Kansas City.

ARTICLE II MEMBERSHIP

Section 1 **General Member:** Shall be limited to individuals with policy making authority or engaged as a proprietor, partner, manager, corporate officer or local representative with decision making authority of a legitimate business or professional occupation in the Greater Kansas City area. A General Member pays dues, holds a protected category, has voting privileges and may serve on the Board. General Membership requires application and membership vote. Membership status shall be granted by written ballot of the members present at any regular meeting. If five (5) or more dissenting votes are cast, membership shall be denied. General Member shall be entitled to one vote.

Section 2 **Associate Member:** Must be a part of a General Members business, requires application and Board approval, pays for any breakfast or socials they attend, cannot vote, and cannot hold a position on the Board. Associate Member can become a General Member only when a category is available and requires application and membership vote. (\$50.00 application fee required if not previously paid)

- a. When Category is officially opened, the General Membership will have the opportunity to invite a guest to fill the open category. Associate Member may not be present for voting process, just as in the case of a General Member vote.

Section 3 **Member Emeritus:** A member in good standing under the General or Associate Member status for a minimum of 3 years. He/she has retired from his/her business and has resigned from Prospectors. Must be approved by the Board with an affirmative Board vote of 2/3 of those_in attendance. Pays for any breakfast or club sponsored social events they attend, cannot vote, and cannot hold a position on the Board. He/she is listed with personal information only, NO business information or promotions from this membership category.

Section 4 **Lifetime:** Member who retired from his/her business and has reached 35 years of service accumulated over all categories. Can attend all breakfast and club sponsored events at half the current dues level. (A Lifetime Member may opt to follow the Member Emeritus dues schedule as an alternative.) Requires Board approval.

Section 5 Guests: Guest invitees must be approved by Membership Chair.

ARTICLE III ELIGIBILITY FOR MEMBERSHIP

Section 1. To be eligible for General membership in the club, a candidate's principal business, occupation, or profession must not already be represented in the club.

ARTICLE IV TERMINATION OF MEMBERSHIP

- Section 1. General membership may be terminatedunder any of the following conditions:
- a. Two (2) months delinquent in dues, as defined herein.
 - b. Missing six (6) meetings in a four- (4) month period. A member can be excused from attendance due to extended illness or special situations requiring the member's absence provided approval is obtained from the Secretary. (All members of Prospectors have become members due to their desire to network with other members. It is only possible to network when members regularly attend meetings and functions. Therefore, the Executive Committee has set guidelines for attendance at meetings and functions to insure member interaction.)
 - c. Failure to schedule and present a program within 120 days after acceptance into the Club.

ARTICLE V

MEETINGS

Section 1. Meetings shall be held at 7:00 a.m. every Thursday, except on holidays falling on Thursday at a place designated by the general membership as recommended by the Executive Committee. Meetings will not be held on days the Blue Valley School District is closed because of weather.

ARTICLE VI

OFFICERS AND ELECTIONS

Section 1. A President, Vice-President, Secretary, Treasurer and 3 active members-at-large shall constitute the Executive Committee. The past President shall be an Ex-Officio member of the Executive Committee.

Section 2. The President, Vice-President, committee chairs (except Nominating Committee) and 3 active members-at-large shall be elected yearly on the third meeting in the month of October. (The Secretary and Treasurer shall be appointed by the President.) They shall serve a one- (1) year term beginning January 1st of the following year.

Section 3. The Executive Committee shall have the power to fill its own vacancies, to act for the club in case of emergencies and to appoint committee chair.

ARTICLE VII

DUTIES OF OFFICERS

Section 1.

President

- a. Shall preside at all meetings of the club and Executive Committee.
- b. Shall be an Ex-Officio member of all committees except the Nominations Committee.
- c. Shall perform all other duties usually incident to the office.

Section 2.

Vice-President

- a. Shall assume the duties of the President and preside at all meetings in the president's absence.
- b. Shall be a member of the Membership Committee.

Section 3.

Secretary

- a. Shall attend to all correspondence.
- b. Shall keep a written record of all proceedings of the club and the Executive Committee.
- c. Shall keep a complete list of members of the club.
- d. Shall be a member of the Membership Committee.
- e. Shall prepare and mail a newsletter as deemed appropriate by the Executive Committee.
- f. Shall oversee name tags and master biographical files.

- Section 4. Treasurer
- a. Shall collect all money due the club and dispense funds as the club directs, rendering complete accounts of all receipts and expenditures.
 - b. Shall prepare an annual budget and present monthly report to the Board.

- Section 5. Elected Member-at-Large (3)
- a. Shall fulfill the duties assigned by the President, Vice-President, Secretary or Treasurer.

ARTICLE VIII BOARD OF DIRECTORS

The Executive Committee and committee chairs shall constitute the Board of Directors.

ARTICLE IX COMMITTEES

- Section 1. Membership Committee
- a. Accept and process applications or candidates for General and Associate membership.
 - b. Conducts balloting of qualified candidates for membership.
 - c. Shall maintain and distribute material to new members.
 - d. Notifies members of violations of the provisions in ARTICLE IV-TERMINATIONS OF MEMBERSHIP
 - e. Prepares a roster for members at least once a year.
 - f. Shall devise and execute a plan to orientate new members to the club.
 - g. Membership Chair shall recuse himself/herself from the screening process in those instances where the applicant was the invited guest of the Chair.

- Section 2. Program Committee
- Plans and organizes programs for regular weekly meetings as directed by the Executive Committee.

- Section 3. Social Committee
- Plans and organizes special events for the club as directed by the Executive Committee.

- Section 4. Nominations Committee.
- a. Prepares slate of officers and elected active members-at-large for consideration by the club.
 - b. Shall be appointed yearly on or before July 1st by the President.

- c. Shall be composed of a past president, current member of the Executive committee, and an active member-at-large.

ARTICLE X INITIATION FEE, DUES, AND BREAKFAST CHARGES

Section 1. Initiation fee for active members shall be \$50.00. Associate members who have not paid an initiation fee shall do so in the amount of \$50.00.

Section 2. Dues shall be \$200.00 per quarter for General Members payable quarterly to the Treasurer and due the 1st day of the quarter. Payments are considered late 30 days after the beginning of each quarter, and members not having paid their appropriate dues by that date will be charged a \$25 late fee per quarter until their past due amount is paid. Dues cover the costs of breakfasts and most social events.

ADDENDUM TO GUIDELINES

Introduction

In any organization the recruitment and retention of the desired members is important. In a networking organization, it is paramount. A successful networking organization must have active members who make a commitment to working with the other members and sharing leads. This demands that the organization have a well-defined recruitment process. In an organization, such as Prospectors, which limits membership in any category to only one member, this process is even more crucial. Members must be recruited in every desired category and once recruited the member must commit to regular attendance. Recruitment becomes the lifeblood of a networking organization. The organization must recruit individuals who not only meet the business category, but also, must strongly desire to participate in the networking opportunity. This can't be accomplished with haphazard recruitment or indifferent evaluation of the potential member. The new member occupies a business category and therefore either enhances or limits the other members networking opportunities in that category.

Recruitment

It is the responsibility of every member of Prospectors to recruit the desired members. This responsibility can't be the responsibility of only the membership chairman. The membership chairman has the responsibility to determine with the help of the members what business categories need to be filled and then to seek the assistance of the members in finding the desired individuals. The best member is one who has already proven his/her professionalism to a member who can therefore recommend the potential member. A potential member should not be recommended purely upon an acquaintance relationship, but because he/she has shown his/her professionalism and has demonstrated a personality that is compatible with the other members. He/she should actively desire to network with others. If a current member knows of an individual who meets these requirements he/she should actively recruit him/her for membership in Prospectors.

A potential member should be invited to at least two meetings to allow him/her to meet several current members and for members to meet him/her. It is the responsibility of the recruiting member to introduce the potential member to as many current members as is possible.

Once the potential member has been to at least two meetings and has stated his desire to become a member he/she should apply for membership. The membership chair should review the application and make any follow-up calls that seem appropriate. Further, the membership chair should seek input from the members who have met the potential member at the meetings. The intent of this process is to determine if there is any conflict with other members regarding business category and to further determine the potential member's interest and capacity to network. It should be considered an honor to be accepted into membership into Prospectors. Once the executive committee votes by majority vote that the member is acceptable, his/her application will be voted on by the membership.

In addition to seeking recommendations from the current members, the membership chair may provide for advertising in local business news media announcing the meeting time and location and giving an appropriate member's telephone number for the potential member to call. Special care should be given when considering a potential member who does not have the recommendation of a current member.

It should be stressed that the individual is seeking membership to the Prospectors. Although the company he/she works for has a bearing on the process, the individual will have the membership and the company is not considered a member. If the member leaves the club, the company for which he/she worked does not have the right to assign a new individual to attend. The member was accepted based upon his/her personality, his/her position within the company and his/her experience. Another individual from the company would have to apply in the same manner as any other new member.

Applicant Requirements It is the intent of Prospectors that its members are decision makers within the company they work for or are owners of their own business. Individuals who are sales people within a company will be considered based upon their level of independence and personal decision making responsibility in their area. Attention will be given to restrictions placed upon the applicant regarding territories, product lines, etc.

Change of Business Designation Members will periodically choose to change jobs or expand their business into new areas. Each member may only fill one business slot at a time. If a member wishes to change his business designation, he/she must apply for the change similarly as a new member. An individual who changes jobs or enters a new career obviously does not have the experience that is usually sought in a member. But, if that member has demonstrated professionalism in his/her previous business and had demonstrated a proficiency at networking he/she should be considered for

continued membership even though lacking in experience. But current membership does not automatically guarantee acceptance in a new business slot.

Business Slots

It is important that Prospector's has representatives in as many slots as possible. It is the responsibility of the executive committee to determine what slots are desired and when two slots might conflict. Due to specialization, two individuals might both be considered in the same field, but they might not conflict due to pursuing different customers. For example, a residential real estate person would not conflict with a commercial real estate person even though they are both in real estate. If a new applicant is in the same field as a current member, then the executive committee must discuss the potential conflicts between the two and determine if the new applicant should be considered. Input will be sought from the current member. Again, the member holds the business slot and not his company. Therefore, a potential member might conflict with the current member's company and not conflict with the current member.

Conclusion

Prospector's is a networking organization and not a social organization. For it to function properly and meet the needs of the members, it is vital that new members are found who meet the criteria of the organization and who will actively participate in the activities of the organization. New members are an on-going source of new contacts and leads. New members should actively be sought, but individuals should only be accepted who meet the needs of the other members and the purpose of the club.