



San Mateo Area Chamber of Commerce BYLAWS

Mission Statement

To provide a weekly forum for the San Mateo Chamber members to enhance their businesses by building strong relationships through communication or exchange of leads, referrals, and information.

I. Group Policies

- A. There will be no more than thirty (30) non-competing businesses in each BRN group.
- B. A firm may join no more than two (2) groups, with a different representative in each.
- C. The representative from each firm must be "permanent," with one (1) representative per company, per group. Substitutions subject to approval by respective BRN Executive Committee due to extenuating circumstances.
- D. A prospective member may visit each BRN no more than two (2) times, and ONLY at the approval of the chair, or his/her designated representative. The prospective BRN member need not necessarily be a current member of the Chamber.
- E. Meeting location is at Franklin Templeton .
- F. Any member may visit another BRN group twice a year to get fresh ideas, and to assist in furthering communication among groups.
- G. A Chamber representative will preside at each BRN group, once per month.
- H. The inception of subsequent BRN groups will require fifteen (15) applied members of non-competing industries if approved by the President/CEO.

II. Membership Policies

- A. All applicants must be members in good standing with the Chamber, verified by a staff member. Applications must be processed and approved by the Chair, or his/her designated representative. Restrictions may apply at the discretion of the Executive Committee
- B. New BRN members will receive an outline of the Business Referral Network guidelines, along with an application to be signed and returned with the initiation fee. Once accepted, fees and dues are non-refundable.

- C. Regular attendance is required, allowing no more than a total of three (3) unexcused absences quarterly and no more than five (5) TOTAL absences quarterly, either excused or unexcused. No more than (5) tardies in a quarter are allowed, regardless of attendance records. (Exceptions to the attendance policy (i.e., illness, leave of absence, etc.) may be approved by the Chair with group consent).
- D. Full participation in bringing “leads and/or referrals” to exchange is required, but quotas or limits are up to the individual group.

III. Officers & Responsibilities

Chair Person

- Responsible for conducting *weekly* meeting.
- Delegates responsibilities to co-chair and other members as needed, including coordinating meeting details with restaurant / facility.

Co-chair*

- Presides over meetings in Chair’s absence or when necessary.
- Assist in any other support functions when needed.
- Keeps records of attendance, forward information to Chamber.

Secretary / Treasurer

- Maintains a bank account for the BRN group.
- Keeps a record of all funds received and disbursed.
- Submits a record of bank account activity to group quarterly.
- With Chair and Co-chair, helps create and arrange for group brochure updates.

Membership / Greeter

- Welcomes and greets guests and members.
- Keeps record of guest’s visits.
- Verifies Chamber membership for applicants to join group.

Leads / Referrals

- Monitors, tracks and defines leads and/or referrals.

**NOTE: One or more of these positions may be combined, and handled by an individual member at the discretion of the Chair.*

Election of Officers

- The Chair Person of the BRN Groups is chosen by the vote of members in good standing as of the date of the annual election
- Newly elected officers take over at the first group meeting held in each calendar year for a term of service of one (1) year. Officer may not hold the same office continuously more than two (2) years.
- The Chair shall call for nominations for officers for the following year at both the first and second meetings in November. Nominations shall be closed at the end of the second meeting.
- Written notice of the slate of nominees and the date and time of the elections shall be mailed to the membership no later than November 15th of each year.
- The Chair shall oversee the election of new officers at the group meeting held in the first week of December.

- Participation of more than 50% of those members in good standing shall constitute a quorum for this vote. If a quorum is not present, the election shall be deferred until the next regular meeting of the group, until such a time as a quorum is present.
- Any Chair, Co-chair officer may resign at any time, without cause, and be replaced by an individual chosen by the group for the remainder of that officer's term.
- The Chair or other officer may be removed, for cause, by a two-thirds majority vote of the all members in good standing.
- All elections, or other actions taken, must be preceded, in writing, by a notification to all members, no less than fifteen (15) days prior to the action. Voting may be done by either open, or secret ballot at the discretion of the group.

IV. Dues Policy

- A. On January 1st of each calendar year, an invoice in the amount of \$100.00 will be issued to each BRN member to cover the dues for the entire preceding calendar year.
- B. In the event a new member joins any of the BRN groups during the course of the year, the dues will be calculated and assessed on a prorated monthly basis. The dues will be calculated the month that the new member joins BRN groups. In addition, all new members are to pay a one-time application fee to the San Mateo Area Chamber of Commerce.
- C. Membership dues and initiation fee are non-refundable.

Conflict Resolution Policies and Procedure

It is the policy of the Chamber that any and all conflicts, complaints and or disagreements shall be dealt with in the following manner:

1. Between the Chamber and a member business – the member business shall contact the President of the Chamber and present its complaint, orally and/or in writing. The President will make all attempts to resolve the matter to the mutual satisfaction of the parties. If the matter is not resolved, the parties will proceed as set forth below in No. 5.
2. Between member businesses – the member businesses shall first attempt resolution among themselves. If mutually unsuccessful, the business shall contact the President of the Chamber and present their complaint, orally and/or in writing. The President will make all attempts to resolve the matter by acting as a mediator, to the mutual satisfaction of the parties. If the matter is not resolved, the parties will proceed as set forth below in No. 5.
3. Within BRN groups – the individuals shall first attempt resolution among themselves. If mutually unsuccessful, the individuals shall contact the Chair of that particular BRN group and present their complaint, orally and/or in writing. The Chair of the BRN will make all attempts to resolve the matter by acting as a mediator, to the mutual satisfaction of the parties. If the matter is not resolved, the parties shall contact the President of the Chamber, who will make all attempts to resolve the matter by acting as a mediator, to the mutual satisfaction of the parties. If the matter remains unresolved, the parties will proceed as set forth below in No. 5.
4. Among BRN groups – the BRN group chairs shall first attempt resolution among themselves. If mutually unsuccessful, the chairs shall contact the President of the Chamber and present their complaint, orally and/or in writing. The President will make all attempts to resolve the matter by acting as a mediator, to the mutual satisfaction of the parties. If the matter is not resolved, the parties will proceed as set forth below in No. 5.
5. If the steps set forth above, Nos. 1-4, fail to resolve the complaints and/or conflicts, then the parties involved shall participate in form, paid mediation before recourse to any other form of resolution. Once a party files a request for mediation within thirty (30) days of filing of the request. Either party may terminate the mediation at any time after the first

session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of dispute resolution, including recourse in courts of law or equity.

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