



Huron Valley Referral Network (HVRN) By-Laws

General Structure: *HVRN is made up of Huron Valley Chamber of Commerce members who gather to do networking and referral sharing. The groups primary goal is to develop a strong relationships among its members for the exchange of ideas, resources and referrals. HVRN meetings are scheduled bi-weekly and are a structured session to provide the opportunity for both giving and receiving business referrals.*

HVRN Networking Group By-Laws:

1. **HVRN** members must be a current member of the Huron Valley Chamber of Commerce (HVCC) and their financial obligations, including dues, must be up to date with the HVCC. There is a **\$25 annual fee** to cover supplies and misc. group expenses.
2. **Future members of HVRN** must complete and submit a membership application for approval by the HVRN Membership Committee.
3. **One person** from each professional classification whose products or services are their primary focus, **based on their Chamber application category**, is permitted to join a group. At the time of submittal of application, *member must be specific in his or her primary focus*, as multiple professional classification's of the same type are encouraged to join as long as they have a different primary focus of business, products or services. (Multiple HVRN groups will be formed within HVCC).
4. **Meetings** are held every other week at a Chamber member's place of business. Day of the week, time (*meeting time one hour duration*) and location TBD by the group.
5. The following **HVRN Officer Team** are rotated every 6 months (*new HVRN Officer Team begins January 1 and July 1.*) amongst active members of the HVRN.
 - A. **President** – Runs the meeting and assists other officers when needed. Selects Vice President, Secretary and Education Coordinator to serve during the 6-month term. Supervises entire HVRN Officer Team and is responsible for their performance. 2 to 3 members of the group that review submitted applications and provide a recommendation to the HVRN Officer Team. Assist Vice President in inducting new members.
 - B. **Vice President** – Runs HVRN meeting in President's absence. Selects Membership Committee and chairs the committee. Inducts new members by reviewing HVRN policies, procedures, guidelines and Code of Ethics. Maintains attendance policies. Manages the 10 minute speaker rotation, group referral data records and misc. administrative duties. Provides a 3 – 5 minute overview on tips & ideas about business, networking, and sales that the group can benefit from at the direction of the Board Officer Team.



6. **Absenteeism** – Attendance is a priority. Members are dismissed from the HVRN group after 2 absences without sub representation during a six month period. . If a member misses their second meeting (without a sub) within any six-month period, a written warning will be given on each occasion. After the third absence via a majority vote by the HVRN Officer Team and approved by the Chamber, your professional classification will be re-opened to the group. Past members will not be eligible to reapply until the current Boards six month term is over.
7. **Tardiness** – Each meeting is one hour long and will begin promptly based on its schedule. Anyone arriving once the meeting begins will be considered tardy. Each Tardy will equal ½ absence. .
8. **Courtesy** – When anyone is speaking there should be no interruptions. Questions and comments are to be restricted to the end of a 10-minute commercial or after the meeting. Please avoid any and all side-conversions during the 60 second commercials and presentations.
 - ❖ Keep your 60 second commercial to 60 seconds or less. Commercials should be practiced so that delivery of the message is precise.
 - ❖ We suggest you keep your 10 minute presentation to 8 minutes, allowing enough time for questions and answers.
 - ❖ By respecting all time lines, meetings should conclude on time. This still allows time after the meeting for further questions or conversations.
9. **Visitors** – Potential members may visit a HVRN meeting two (2) times. After two visits, they must inform the HVRN Officers if they are interested in membership by submitting an application. If not currently an HVCC member, they must join the Chamber before HVRN application is submitted.
10. **Brochure Table** – Each group meeting will have a designated table for any member promotions, announcements or upcoming events.



Huron Valley Referral Network (HVRN) CODE OF ETHICS

The following Code of Ethics is provided to ensure that all HVRN Networking Groups and their members remain respectful, productive, team oriented and consistent, so the organization is successful.

Upon acceptance to HVRN, I agree to abide by the following Code of Ethics during the term of my involvement in this networking group.

1. I commit to actively support and promote fellow members businesses by providing qualified referrals.
2. I commit to follow-up on all referrals received in a timely and professional manner.
3. I commit to provide the products and services to the referrals I receive as quoted and on-time.
4. I commit to invest my time via one-on-one meetings with fellow members to achieve a working relationship, meaningful knowledge of members' business, and understanding of the referrals members are interested in receiving.
5. I commit to attending our HVRN meetings as scheduled and arrive on time. I understand that my category of business is valuable and that upon a fourth absence without proper representation I will be excused from the group. I understand that I will not be eligible to reapply until the current Boards six month term is over.
6. I commit to be a member in good standing with the HVCC, meaning my membership dues will remain up-to-date during my tenure in the HVRN networking group.
7. I will display a positive and supportive attitude toward the HVRN group and the Huron Valley Chamber of Commerce.
8. I will live up to the ethical standards of my profession.



The meeting begins punctually with 15 minutes of OPEN NETWORKING. The HVRN Office Team must be there a minimum of 15 minutes prior to the designated meeting time to welcome members and visitors. Meeting start time will vary depending on each group. Format will be the same for all groups no matter what time your meeting starts. Following is the timeline for a meeting starting at 8:30am.

HVRN Networking Group Meeting Agenda

- 8:15 am OPEN NETWORKING:** The meeting begins promptly with 15 minutes of open networking. Visitors introduce to members of group.
- 8:30 am Meeting Begins with Opening Comments & Introductions – President**
HVRN Officers
Visitors and Subs in attendance
- 8:35 am Networking Education – Educational Coordinator**
- 8:40 am Vice President and Secretary Reports**
New member induction – V.P.
Outstanding applications & professions needed – V.P.
HVCC and community announcements – Sec.
HVRN group data update (# of referrals, etc.) – Sec.
- 8:45 am 60-second Commercial by each Chapter Member**
Pass the business card box around the table
Visitors may give their 60-sec following the members
- 9:00 am Speaker Rotation and Introduce the Meeting’s Speaker - Secretary**
- 9:02 am Speaker gives a 10 minute presentation, including Q & A**
- 9:12 am Referrals & testimonial – the most important part of the meeting**
“I have ____ referrals today”
“I have a testimonial about a.) Group member or b.) HVRN
approx. 1:00 minute limit for each member
- 9:24 am Referral Reality Check, if time permits - President**
- 9:27 am Wrap-Up, Next Meeting Date, Door Prize Drawing, Quote - President**
- 9:30 am Meeting is adjourned**
Post Meeting Items:
Visitor orientation & information – V.P. and Membership Committee
New Member Orientation – V.P. and Membership Committee
Conference room clean-up – all HVRN members.



Our Speaker:

Business Information

Business Name:

Profession:

Location:

Experience:

Personal Information

Family Information:

A. Spouse:

B. Children:

C. Animals:

Hobbies:

Activities of Interest:

City of Residence:

**How
Long?**

Miscellaneous

What are my Goals:

**Something no one knows about
me:**

My key to success is:



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Signature of Applicant: _____

I have attended orientation and received a copy of the HVRN By-laws and Guidelines

Signature of Applicant: _____ **Date:** _____