

# **Eugene/Springfield Professionals Constitution**

## **Article I Name**

The name of this organization shall be Eugene/Springfield Professionals, also known as E/SP.

## **Article II Territorial Limits**

The current territorial limits of this club are the cities of Eugene, Oregon and Springfield, Oregon as well as their surrounding localities so long as they are within Lane County, Oregon.

## **Article III Object**

The object of E/SP is to unite professionals who possess a strong desire to succeed and who are willing to actively participate in the advancement of each other's business by means of:

- Leads
- Referrals
- Utilization of member's services and/or products
- Endorsements of all members' trades, written or verbal in which a particular business may receive input and/or feedback.

## **Article IV Meetings**

Meetings shall be held every Thursday of every month. The Executive Board of E/SP may change a regular meeting to any day so long as the rescheduled meeting is in the next week period before the next regularly scheduled meeting. This may be done solely in the case of an emergency or an appropriate cause. The Board, however, may not cancel more than two regular meetings in any one-year for causes not otherwise specified herein.

## **Article V Membership**

E/SP shall be comprised of professional individuals of exemplary character that maintain high ethical standards reflected in the reputations of both their place of business and on a personal level.

E/SP may elect to active membership an adult who is engaged as an employee, proprietor, corporate officer, or manager, of any worthy recognized business or profession who category is not already represented.

However, prospective members that wish to join and were preceded in membership by another from their same place of employment may be considered candidates for E/SP. The same fees, apply as outlined in *ARTICLE X*.

The prospective member shall have been in business in the category for which they are applying for a minimum of six months.

There shall not be more than one active business for each professional category.

New members must receive unanimous acceptance and must be approved by the Board.

The nomination procedure is as follows:

- *A potential new member of a non-represented business is invited as a guest. The nominating member announces at the meeting their nomination of a new member by giving a short introduction detailing their experience with the nominee's business and/or personal character.*
- *The Membership Director will make contact with the guest, within 2 business days after the initial meeting, to answer any questions regarding membership or procedure.*
- *The nominee will be allowed a short 5 minute presentation of his or her business during their second visit. The President shall take appropriate steps to insure that sufficient time is allotted and it does not diminish the time needed for the scheduled speaker of the day.*
- *During the period between the nominee's initial introduction and 5 p.m. on the Friday following his or her second meeting; any concerns or objections from the membership may be expressed to the Executive Board. Any and all comments made to the Executive Board will be held in strict confidence. The Board will confer by 2 p.m. Monday to confirm acceptance.*
- *The Membership Director will notify both the nominee and the nominating member of the Board's decision. If the nominee's membership is approved, he or she will become a member at the next regular meeting provided quarterly dues and membership fee are paid.*

*In the case that a member leaves the company they are representing in E/SP, the member may retain their membership for 30 days. However, their new category may not duplicate an existing one, as explained in Article V.*

In the case of company's representative member leaving or resigning, the company may continue to occupy the same category and position within E/SP, but they must bring forth a replacement within 2 weeks.

A member may at any time resign from E/SP, but will not be refunded their dues as state in Article X.

## **Article VI Classifications**

Each active member of E/SP shall be classified in a designated category in accordance with his or her business or profession.

The category of each member shall be that which cover the principal and recognized business or professional activity, of the firm, company or institution with which they are connected or that which covers their own principal and recognized activity.

Membership shall consist of but, one business or firm from each category, with the possibility of multiple individual members from within that one particular place of business.

Categories shall remain exclusive, although some categories will have some overlap. Any question shall be resolved by the Executive Board.

### **Article VII Attendance**

The success of E/SP depends on active participation by every member; therefore, every member is required to attend ALL regular meetings as specified in Article IV.

*Members must notify the Membership Director of their planned absences prior to that meeting. Non-notification will result in that absence not being excused. A member's absence shall be excused no more than four times every calendar quarter with the exception of Board approval. If a member is unable to attend, he/she is encouraged to send a member of their business team as a substitute. Failure to adhere to the attendance requirements may result in probation or removal from E/SP. Extended absences will be considered by the Board on a case by case basis.*

*The Executive Board shall review attendance records on a quarterly basis. At that time, the Board will make contact with a member if absences have exceeded the limit according to Article VII. If the member has not maintained the standard for the succeeding two quarters, the Executive Board shall remove his member from E/SP as an active member.*

### **Article VIII Board & Officers**

The governing body of E/SP shall be an Executive Board, elected in the proceeding manner.

- At the regular meeting held on the first Thursday of December, the President shall request nominations for new officers from those in attendance. The general membership shall vote by written ballot. The nominee receiving the majority of votes shall be elected for each office.
- The new officers shall be installed at the first meeting held in January.
- Nominees must be a member for at least one year.

**Terms of Office** The officers of the Board; President, Vice President, Treasurer, Membership Director, and Secretary, all serve a designated one year term and are elected by the whole of individuals that make up E/SP.

Except as herein otherwise specifically provided, the decision of the Board in all E/SP matters shall be final, subject only to an appeal. The Board shall have general control over all officers and committees.

### **Duties of Officers:**

- *President:* It shall be the duty of the President to preside at meetings of the organization and Executive Board, to perform such other duties as ordinarily pertain to this office.
- *Vice President:* It shall be the duty of the Vice President to serve as a member of the Executive Board and to accept such duties as may be assigned by the President. The Vice President shall perform the normal duties of this office for the organization such as presiding at meetings for the organization and the Executive Board in the absence of the President. Additionally, the position will be in charge of coordinating community outreach project for E/SP and quarterly social events as the group dictates.
- *Secretary:* It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, record and preserve the minutes of meetings, prepare *and present* a quarterly *attendance list* for the general membership, to serve as a member of the Executive Board, and to perform such other duties as ordinarily pertain to this office.
- *Treasurer:* It shall be the duty of the treasurer to have custody of all funds, accounting for the same to the *Executive Board quarterly at each Executive Board meeting*, to serve as a member of the Executive Board, and to perform such other duties as pertain to this office. Upon vacating this office, the member shall turn over to their successor or the President all funds, books of accounts or any other club property in their possession.
- *Membership Director:* It shall be the duty of the Membership Director to coordinate the growth of E/SP, orient new members, keep current card files, serve as a member of the Executive Board, *present attendance record to the membership quarterly*, and to perform such duties as pertain to this office.

### **Article IX Finances**

The Treasurer shall deposit all funds of E/SP in a bank to be named by the Executive Board.

All bills shall be paid by the Treasurer. A financial statement shall be provided quarterly to the Board.

The fiscal year of E/SP shall extend from January 1<sup>st</sup> to December 31<sup>st</sup>, and for the collection of members dues; the year shall be divided into four quarters extending from January

1<sup>st</sup> to March 31<sup>st</sup>, April 1<sup>st</sup> to June 30<sup>th</sup>, July 1<sup>st</sup> to September 30<sup>th</sup>, and October 1<sup>st</sup> to December 31<sup>st</sup>. Dues will be paid as directed in Article X in accordance with this fiscal calendar.

At the beginning of each fiscal year the Executive Board may prepare a budget or estimated expenditures for the year, which having been agreed to by the Board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board.

#### **Article X Dues**

Every active member of E/SP shall pay quarterly dues as determine by the Board, due in the first two weeks of the first month of each quarter, unless otherwise approved by the Executive Board. Unless otherwise previously arranged with the Treasurer, a \$5.00 late fee *may* be charged per week.

*In recognition of added responsibilities and services rendered Board members will be extended a discount of 50% during their term of office.*

Any change in dues must be approved by a two-thirds majority vote of the active E/SP members.

All fees *and dues* are non-refundable.

#### **Article XI Duration of Membership**

Membership shall continue during the existence of E/SP unless for the following reasons:

- A member may be terminated by decision of the Executive Board for failing to adhere to the previous mandates on attendance, or any type of misconduct as seen unbecoming of a member of E/SP.
- A member that fails to retain a category due to the change or resignation from a job and whose new business fits a category already occupied by a current member.

#### **Article XII Order of Business**

Regular meeting per Article IV shall run one hour and be conducted in the following manner:

- *Reminder to silence cell phones*
- Welcome
- Individual Introductions
- Attendance
- Guests
- Treasurer report
- Leads and Thanks
- Needs, Wants, and Brags

- Membership report
- *Website report*
- Old Business
- New Business
- Speaker
- Upcoming speakers
- *Following weeks greeter*
- Close meeting

#### **Article XIII Method of Voting**

The business of E/SP, including election of officers, shall be by ballot. Any changes to the Constitution shall require a two-thirds majority vote of the active E/SP membership. Election of officers shall require a majority of votes of the active E/SP. The active membership will then have one week to issue their say in the matter, either by email, ballot or direct contact with a Board member.

#### **Article XIV Acceptance of Object and Compliance with Constitution**

A member, by payment of their dues, thereby accepts the principles of E/SP as expressed in its Object and submits themselves to and agrees to comply with and be bound by the Constitution of this organization, and on these conditions alone is entitled to the privileges of E/SP. No member shall be absolved from the observance of the Constitution on the pleas that they have not received a copy of it.

Revised September 1, 2011