

Capital Connections Group

GUIDING PRINCIPLES

I. Name

- Section 1** The name of this entity is Capital Connections Group (CCG).
- Section 2** The Capital Connections Group shall be governed by the guiding principles contained herein.
- Section 3** The Capital Connections Group shall adhere to the latest edition of Robert's Rules of Order as its parliamentary authority.

II. Vision & Mission

Vision: The Capital Connections Group is a vibrant highly sought out networking resource for business professionals.

Mission: The Capital Connections Group members are committed to build each other's book of business through trusted relationships and referrals.

III. Membership

- Section 1** Membership is limited to one individual per business profession. Members must represent only one profession.
- Section 2** Membership shall be open to all Dane County businesses and surrounding areas
- Section 3** Membership meetings will be held at a location agreed upon by the Executive Committee and shall be listed on the website.
- Section 4** Members shall pay annual dues for a 12 month term (January-December). Dues are non-refundable and non-transferrable once membership has been accepted.
- Section 5** Dues shall be reviewed and determined annually by the Executive Committee. Membership fees shall be due and payable by January 31 of each year. Failure to remit dues by March 31st will result in lapse of membership benefits.
- Memberships paid in the last quarter of the year, carry the individual membership through the following calendar year.
- Section 6** Members are expected to attend meetings on a regular basis. Members may miss a meeting with good cause but are expected to contact an officer to be excused. If a member misses three meetings in a six month period the member may be asked to step out of the group.

- Section 7** All members are expected to make at least 1 referral within the group on a quarterly basis. The actual referral does not need to be fulfilled, it is simply in place to support the groups' mission of helping grow each other's businesses.
- Section 8** All members are encouraged to bring a guest each quarter.
- Section 9** Multi-level marketers (MLMs) are allowed to be members but the participant is restricted to product marketing only (no recruiting).
- Section 10** There shall be no personal liability whatsoever of any representative for member obligations.

V. Meetings of Members

- Section 1** The CCG shall meet on a regular basis as determined by the Chair and/or the Executive Committee. The last meeting of the year shall be the annual business meeting at which the slate of officers for the coming year is presented and voted on by the membership; a statement of the financial health will be given; and other matters consistent with the notice of the meeting are discussed.
- Section 2** The CCG Chair or his/her designee shall preside over regular meetings.
- Section 3** One third of the total membership shall constitute a quorum for the transaction of business.
- Section 4** The executive committee will decide, at their discretion, to hold a formal Visitor Day where members are encouraged to invite guests to visit the group as prospective members.
- Section 5** The current meeting schedule will be posted on the website.

VI. Officers

- Section 1** Principal officers shall be Chair, Vice chair, Secretary, Treasurer, and Webmaster. Their duties shall include:

Chair: Shall preside at all meetings and have the general supervision and management of Capital Connections, subject to the control of the Executive Committee. Shall be a member at least one year prior to being Chair. Shall serve as the primary contact with other organizations and the community.

Vice Chair: Shall discharge the duties of the Chair in his/her absence or disability, maintain the 10 minute presentation calendar and in addition, such other duties as may, from time to time, be prescribed by these Guiding Principles. Shall work with the Treasurer to prepare an annual budget each August for the approval of the Executive Committee for the year subsequent to his/her term. Succeeds Chair in the following year.

Secretary: Shall be responsible for recording the minutes of the Executive Committee meetings and membership meetings. Shall make available at least one week prior to the next meeting the minutes of Executive Committee and/or membership meetings. Shall maintain attendance and referral records.

Treasurer: Shall work with the Officers to monitor all monies, credits and expenditures received and disbursed. Shall review and present a financial statement to the Executive Committee for approval on a quarterly basis. Shall work with the Vice Chair to prepare an annual budget each October for the approval of the Executive Committee for the year subsequent to his/her term.

Webmaster: Shall work with the Officers to develop and maintain a website to promote Capital Connections.

Section 2 The term of office shall begin at the first meeting of the year and end with the election of new officers at the annual meeting. A term of office shall be one year. All officers may serve consecutive terms.

Section 3 Nominations for officers shall be solicited from the membership, with the exception of the Past Chair. A nomination committee may be designated by the Chair to develop a slate of officers for recommendation to the membership at the annual meeting. These recommendations will be made during the last quarter of the fiscal year to the Executive Committee prior to the annual meeting.

Section 4 To provide continuity of leadership, the Vice Chair shall assume the position of Chair the following year.

Section 5 An officer may resign by giving written notice. (See Section 8 for replacement of vacant position.)

Section 6 An officer may be removed by a vote of the majority at a regular scheduled Executive Committee meeting. Any officer whose removal has been proposed shall be given at least thirty (30) days notice of the intent to take such action and an opportunity to be heard at this meeting.

Section 7 In the event of an officer vacancy, the Chair, or in his/her absence the Vice Chair, shall nominate a candidate to serve the remainder of the term. Such a nomination must be approved by a majority of the Executive Committee.

VII. Executive Committee

Section 1 The Executive Committee shall consist of the principal officers, the immediate Past Chair, and the Committee Chairs if appointed.

Section 2 The Executive Committee shall meet at least quarterly. Special meetings may be called as needed by the members of the Executive Committee.

Section 3 The Executive Committee shall review and revise annual goals and objectives.

Section 4 The Executive Committee shall review and approve financial statements as presented by the Treasurer on a quarterly basis.

Section 5 The Executive Committee shall review and approve the annual budget (fees and expenditures) as submitted by the Treasurer and Vice Chair.

Section 6 A simple majority of the entire Executive Committee shall constitute a quorum for the transaction of business.

VIII. Standing Committees

Section 1 Capital Connections may choose to have standing committees such as, but not limited to, Marketing & Membership.

Marketing & Membership - Shall promote the Capital Connections to increase membership. Shall maintain member relationships through ongoing one-on-one contact and communication.

Section 2 Establishment of other committees shall be approved by a majority of the Executive Committee.

IX. Fiscal Management

Section 1 The fiscal year shall begin January 1 of each year.

Section 2 Financial records shall be kept by the Treasurer (electronically and/or paper format) with all expenses and income itemized.

Section 3 The Treasurer will prepare financial statements and will present them to the Executive Committee for approval on a quarterly basis.

Section 4 The Capital Connections will strive to maintain a minimum balance of \$100 to ensure solvency.

Section 5 Officer expenses of less than \$25 do not require prior approval by the Executive Committee. Such expenses shall be discussed at a subsequent Executive Committee meeting.

Section 6 The Chair and Treasurer will both be authorized signatures on the CCG checking account (with only one signature needed to issue checks)

X. Amendments

Except as otherwise required by law, these Guiding Principles may be amended by a two-thirds vote of those present at any regular membership meeting. Written notice shall be given at least 15 days prior to the meeting. Such changes require an affirmative vote of a majority of the members present at the meeting.