



Ludington & Scottville Area Chamber of Commerce 5300 West US 10 Ludington MI 49431

Guidelines:

- 1.) LEADS Group members must maintain active membership in good standing with the Ludington & Scottville Area Chamber of Commerce.
- 2.) LEADS Group members are not allowed to be an active member in any other type of business networking group or in more than one Chamber LEADS group with the exception of a Chamber employee whose role it is to facilitate each group.
- 3.) A LEADS Group member will provide the group with business cards or one piece of marketing material. The Chamber will provide a binder or box to keep the collected materials that will be present at every LEADS Group meeting. Each LEADS Group member has the responsibility of keeping their materials stocked with current information.
- 4.) LEADS Groups will consist of up to approximately 30 members per group. If there is interest for additional groups, members may vote on splitting into additional group(s) or limiting the number of members and instead creating a waiting list.
- 5.) Each LEADS Group member is encouraged to bring at least one lead per meeting to refer someone to another LEADS Group member. This should be a warm lead, someone with whom the member has had a conversation or contact.
- 6.) The meetings will be held on the second and fourth Wednesdays in The Chamber large conference room with the exception of July and August when the Chamber LEADS group will not meet.
- 7.) The time will be from 12:00 – 1:30 pm
- 8.) A prospective member may attend two meetings at no charge while considering membership. LEADS Group members are encouraged to bring new members to enlarge the group and to have an inclusive attitude toward prospective members.
- 9.) An annual membership fee will be \$50.00 per annum in addition to Chamber dues.
- 10.) LEADS members and guests will sign in at the beginning of every meeting to get credit for attendance.
- 11.) LEADS Group meetings are automatically cancelled if either Ludington or Mason County Central Schools are closed due to weather.
- 12.) A LEADS Group member may miss not more than three consecutive meetings or a total of six meetings per year unless prior arrangements are made with the LEADS Group for a leave of absence. A LEADS Group member who requests a leave of absence or has been voted for dismissal by the LEADS group leadership team will not be granted a refund of annual dues.

- 13.) A LEADS Group member may designate a substitute attendee during an approved leave of absence or for meetings that the primary member cannot attend (not to exceed six meetings per year).
- 14.) Membership applications will require completion of a membership form that will include the following information: Member name, Company name, company street address, city, state, zip, phone, email, social media information, and industry type. As part of the application process, prospective members will agree to a.) promote an inclusive attitude toward other LEADS members, b.) to not make disparaging remarks about direct competitors or other LEADS members, and c.) to not discriminate against potential leads or prospective LEADS group members based on religion, race, color, national origin, age, sex, handicap, familial status, marital status, height, or weight.
- 15.) A LEADS Group member is expected to participate in presentations, generate referral leads, and regularly attend LEADS Group meetings. Non-participation may result in a warning or in dismissal from the group. The presentation can include a testimonial about how well the LEADS group is working for that participant.
- 16.) LEADS Group members will vote on the following offices: President, Vice President, and Secretary. Each office will be held for one year. The Vice President will assume the President's position after his/her year is executed in full or if the position is vacated. Members will elect the positions of Vice President, and Secretary annually using a simple majority vote to determine the election of officers.
- 17.) The Chamber will provide a facilitator and administration of funds for the LEADS groups.
- 18.) Officers will vote on an annual budget subject to approval by the Chamber's CEO.