

The Focus Group Bylaws

The FOCUS Group (“the Group”) is a non-compete group of business professionals dedicated to providing high-quality introductions that will grow our member businesses. We emphasize professional development, education & accountability along with business support through group discussions. Membership consists of Schaumburg Business Association (“SBA”) members representing non-competing businesses and organizations within the group. The Group is administered by an Advisory Board of its members.

Section I - MEMBERSHIP

1. To be eligible for membership in the Group, a member must:
 - a. be a member in good standing with the SBA;
 - b. belong to only one SBA Network group (companies, not individuals, may belong to more than one SBA group);
 - c. not be in competition with any other member of the individual in the Group;
 - d. be in a position to provide other group members with legitimate, pre-qualified referrals;
2. Applicants may visit the Group twice before submitting a membership application to the Advisory Board.
3. Applications for membership are submitted to the Advisory Board for membership consideration. The Advisory Board may approve and/or deny membership to an applicant based on membership eligibility requirements. Approved applicants become a member after approval from the Advisory Board.
4. Any existing member may object to an applicant based on membership eligibility requirements. If an applicant wishes to respond to the objection asserted by any member, the applicant is encouraged to speak with the objecting member personally and/or may submit a written statement of response to the Advisory Board.
5. If an applicant is denied membership, the applicant will be placed on a waiting list maintained by the Membership Committee Chair. The waiting list is periodically reviewed by the Advisory Board.
6. The following items are reviewed by the Advisory Board for all members: payment of fees (if applicable,) craft talks, membership competition, attendance, number of referrals given, and commitment to the group.
7. Members are expected to furnish valid business referrals or leads on a continuing basis to other members.
8. Members, or their alternates, are expected to attend all meetings. A limit of five (5) unexcused absences

per year is considered acceptable. Once a member has exceeded 5 unexcused absences for the year, that category will automatically open up to other interested individuals with the existing member given an opportunity to present a written request for reconsideration by the Advisory Board to remain in the group. As a professional courtesy, members are expected to notify the group in writing prior to missing a meeting. Failure to do so will be considered unexcused. Family/personal emergencies or illnesses will be given special consideration. Members are expected to respect the Group and avoid scheduling client/business meetings in place of the regularly scheduled Group meetings when at all possible.

9. Members are expected to present a “craft talk” about their businesses to help other members learn more about them, their companies/organizations, and possible ways to provide referrals.

10. There is no quarterly membership fee at this time but this is subject to review and change with final approval by the Advisory Board. If/when implemented, fee invoices are due upon receipt. Members are expected to pay all fees in a timely manner. Delinquent payments will forfeit the member’s right to attend meetings.

11. Members may request and be granted a leave of absence from the group provided that there is no other competing industry member interested in joining the group. Any group member requesting a leave of absence will be responsible for all fees and dues during the leave of absence. No leave of absence shall exceed three (3) months.

Section II - THE ADVISORY BOARD

1. The Advisory Board shall consist of the Chairman, Vice Chairman, Secretary, and Treasurer.

2. The Chairman presides over all meetings and coordinates the functions of the group and the Advisory Board.

3. The Vice-chairman assists the Chairman in the performance of Advisory Board’s duties. In the absence of the Chairman, the Vice-chairman presides at meetings of the group and the Advisory Board. The Vice-Chairman is also responsible with assisting the Secretarial duties when needed. The Vice-Chairman is also responsible for tracking referrals given, referrals received, and revenue generated from each referral; which statistics are to be presented at least quarterly to the group.

4. The Secretary is responsible for recording the minutes of each meeting and member attendance. The Secretary is also responsible for notification of the SBA of any new members in their group.

5. The Treasurer is responsible for issuing invoices for membership fees, collecting fees, accounting for all payments of fees and dues by all members, accounting of funds received, and for expenses paid.

6. Election of Advisory Board Members. The Advisory Board shall be elected at the first meeting in October of each year. Each member may nominate up to three (3) members for election to each Advisory Board position on an annual basis. The member receiving the most nominations for each position shall be elected to the Advisory Board in the capacity for which he or she is nominated. The member receiving the next most nominations for each position shall be elected to the Advisory Board in the event that the first nominee declines the invitation to serve. The above process shall be followed until each position is filled. The existing Advisory Board shall select three members as a ballot committee to tally the nominations.

The list is given to the Chairman who announces the Advisory Board for the upcoming year.

7. The new Advisory Board may create ad-hoc committees as needed, in addition to the membership and publicity committees identified herein below, and may appoint committee chair persons from the general membership.

Section III - GRIEVANCES

1. Member grievances should be submitted in writing to the Advisory Board for consideration. Member grievances shall be discussed among the Advisory Board members at the appropriate formal or informal meeting. If appropriate, the Advisory Board will present the grievance to the membership for input and discussion. All decisions of the Advisory Board as to any member grievance shall be final and binding.

Section IV - MEMBERSHIP TERMINATION

1. The Advisory Board reserves the right to terminate any membership with or without cause. The Advisory Board shall be permitted, but not required, to terminate the membership of any member that fails to attend more than five (5) regularly scheduled meeting in any one fiscal year (meaning October through September).

Section V - AMENDMENTS

1. These Policies and Procedures may be amended by a majority vote of the Advisory Board.