



Leads Group Application

Circle One: **East Orlando** **Osceola** **Millenia** **Downtown** **Seminole**

Member Name: _____

Company: _____

Industry (main focus): _____

*There is only one industry per leads group

Address: _____

Phone: _____

Email: _____

Website: _____

There is an additional **\$75 a year membership fee** for the HCCMO Leads Group.

Payment Method:

Check# _____ (payable to HCCMO)

Visa Mastercard American Express

Card Number: _____ Exp. Date: _____

Billing Address Zip Code: _____

****You must be a HCCMO Member in order to join the Leads Group****

BY-LAWS OF HISPANIC CHAMBER OF COMMERCE OF METRO ORLANDO LEADS GROUPS

Article I Name and Offices

Section 1. HCCMO Leads Groups

All leads groups are governed under the auspices of the Hispanic Chamber of Commerce of Metro Orlando (HCCMO).

Section 2. Meeting Place

Groups will have separate, designated meeting places and are responsible for finding a meeting location.

Article II Objectives

To increase the members' community influence through their daily roles of professional development. To facilitate networking opportunities for business people in a non-competitive atmosphere. To foster a feeling of unity and good will among members and to help promote the success of each member's business.

Article III Meetings

Each group meets regularly at the place and time of their choosing, pending approval by the steering committee. The HCCMO Designated Staff Member (DSM) may call special meetings as required by Leads Groups or for additional networking opportunities, including joint group meetings, upon approval from Steering Committee. Notice of meetings must be given at least one (1) week prior to meeting. Steering Committee will meet as necessary with one (1) week's notice prior to meeting.

Article IV Steering Committee

Section 1. Objectives and Purpose

The HCCMO Leads Groups Steering Committee is organized to promote the Leads Groups in a positive manner and to encourage improvement where possible.

Section 2. General Powers

The Steering Committee shall manage the business and effectiveness of the Leads Group as a whole.

Section 3. Members

The Steering Committee shall consist of the current serving President and Vice-President from each Leads Group and the DSM.

Section 4. Duties

The DSM shall call and conduct Steering Committee Meetings, as well as oversee the structure and efficiency of the individual groups. He/She shall pursue projects he/she believes to be in the

best interest of the Groups. He/She shall act on behalf of the steering committee by articulating concerns voiced by a portion of the committee or those he/she feels are of great importance to the group as a whole. The DSM may in performing his/her duties be entitled to and rely on information, opinions, reports or statements, including financial and other financial data, in each case prepared by and presented by the president of each group. The DSM has the authority to approve all spending by the groups individually or as a whole and carryout decisions voted on by the group. All discrepancies not covered by these by-laws shall be addressed by the DSM.

Article V Leads Group Officers

Section 1. Officers

The executive officers of the Groups shall be chosen by the membership. They shall consist of a President, Vice-President, Secretary and Membership Coordinator. Leads groups are governed by these officers and are entitled to alter officer duties and title as necessary. Sections 2-6 are provided as a general guideline to achieve the necessary balance of duties. Officers shall hold office for a one-year term.

Section 2. President

The President shall be the presiding Chairman at all official meetings of his/her group. He/she shall have general supervision over the affairs and administration of the Group. He/She shall represent the Group at all official functions and have the authority to designate another officer or member of the Board to act in his/her behalf should the President be unable to present himself/herself. He/She shall present new ideas or projects to the group and appoint all committees deemed necessary. The President must rely on other officers for information concerning the group and shall oversee the performance of each officer, making changes in duties as necessary. The President shall be responsible for providing quarterly totals and leads tallies to DSM.

Section 3. Vice-President

The Vice-President may perform the duties of the president in his/her absence or inability to act. He/she will track the lead given and received, providing the President with a tally for the quarter. The Vice President shall maintain the Leads basket and Notebook and insure they are passed around at the meeting.

Section 4. Secretary

The Secretary shall record all minutes of the meetings. The Secretary will provide HCCMO with a copy of the minutes from each meeting.

Section 5. Membership Coordinator

The Membership Coordinator shall track attendance and inform the President of any repeated absences. He/she shall maintain the member list on the Leads website and update the waiting list. Additionally, this is the officer who will provide membership applications and website profiles to visitors interested in joining the group.

Section 6. Vacancies

When a vacancy occurs in one of the executive offices it shall be filled by the general membership. The officer so selected by the president shall hold office until the next officer election.

Section 7. Resignation

An officer may resign at any time by giving written notice to the Board, the President or the Secretary of the Group. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

Section 8. Removal of Officers

Upon giving one week's notice, any officer may be removed with or without cause by a vote of the majority of the members present at that meeting.

Article VI Membership

Section 1. Membership

- a. A member shall be a representative or owner of any licensed business doing business in Florida. Only one person or company may represent a category of business defined by the profile provided at time of application. In the event that more than one person or company requests to represent one particular category, the Officers shall decide if that particular category is divisible and may consider the position taken by the existing member. If a decision cannot be made, the DSM may step in.
- b. **An individual may only be represented in one Leads Group.** In some situations such as numerous branches or severe lack of representation from a certain category, exceptions may be made as determined by the DSM.

Section 2. Continuing Requirements

It shall be the duty of every member to submit as many leads per quarter as possible.

Section 3. Quorum.

A quorum shall consist of 50% of the membership, in good standing, present at any meeting for which notice has been given. A majority vote of those present at a general Leads group meeting or Steering committee meeting shall be final. Voting at any regular or special meeting shall be limited to regular members in good standing, as herein defined and provided by these by-laws.

Section 4. Membership in the Hispanic Chamber of Commerce of Metro Orlando

Members of the Groups **MUST** be members in good standing of the Hispanic Chamber of Commerce of Metro Orlando upon joining any Leads Groups.

Section 5. Termination

Failure to attend at least three (3) consecutive meetings without an excused absence may result in termination of membership. Absence will be considered excused if the member contacts the Chamber staff coordinator or any member of the group officers prior to absence. The officers will make the final decision to terminate providing written notice to member.

Section 6. Waiting List Protocol

A waiting list has been established and is maintained by the officers of the groups and chamber staff, including adding chamber members who would like to become a member of a particular group or any group but cannot join because their particular business category is represented by another member. When a current member resigns or is terminated, the waiting list will be consulted before an invitation to another business is extended to join the group. If the chamber member on the waiting list has been contacted directly and not responded within 1 week, the next person on the list will be contacted. After contacting all those on the waiting list in that particular category, another business may be invited to join. Any member of a leads group that would like to switch to another leads group who has their category represented, may be placed on the waiting list without giving up their current spot.

Section 7. Visitation

- a. Leads Groups members are entitled to visit the other Leads Groups as designated in Article III for the meeting times of the Groups and to limit the visits as twice per Leads Group per year.
- b. Non-Leads Groups members (including non-Chamber members) are entitled to visit the other Leads Groups as designated in Article III for the meeting times of the Groups and to limit the visits as twice per Leads Group before joining a Leads Groups. The group must maintain records of attendance and refer to them as to whether the visitor has exceeded these terms.

Article VII Membership Dues

Section 1. Dues

The membership's dues shall be established by the DSM and will be paid yearly. Dues are payable in advance and are due by the last day of the month of the each individual member's anniversary for the upcoming year's membership. **There shall be no refund on dues.** Membership dues are deposited into the Hispanic Chamber of Commerce of Metro Orlando checking account earmarked for leads group expenses. All Leads Groups dues collected will be used by the leads groups as approved by the DSM.

Section 2. Individual Groups Events/Activities

Each club may choose to hold special events or participate in outside activities. All such events and/or activities must go before the DSM for approval. Leads Groups must request approval for an event no later than 30 days prior to the event. All flyers and/or advertising created for the event must also be submitted for approval by the DSM.

Article VIII Nominations and Elections

Section 1. A month before the Leads Group anniversary date, nominations will be taken from the members for the following year's Officers. At the following week's meeting, members will vote by secret ballot.

Section 2. Installation of the newly elected Officers shall take place at the first meeting of the group's anniversary month leaving at least two weeks to instruct the incoming officers.

**Article IX
New Group Formation**

New groups may be formed as deemed beneficial by the DSM. The groups may be organized by any chamber member in good standing who is representing a company without representation in any other chamber leads group. The creation of the new group must be overseen by chamber staff.

**Article X
Compensation**

All officers of the Groups and DSM shall serve without compensation.

**Article XI
Amendments**

Section 1. These By-laws may be amended by a favorable vote of two-thirds (2/3) of the steering committee.

Section 2. Amendments may be proposed at any regular or special meeting to the steering committee. One (1) week's written notice to the general membership must be given before voting.

Section 3. Amendments shall take effect immediately upon approval, unless otherwise stated in the amendment.

I understand that in order to participate in the HCCMO Leads Group, I must be a member of the Hispanic Chamber of Commerce of Metro Orlando.

Signature

Please e-mail application to mmarnett@hispanicchamber.net or fax to (407) 428-5871.