



**Solutions Group**  
Trusted Resources For Your Business

## **Constitution, By-Laws, Organizational Layout**

### **ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be B2B Solutions, LLC

**Section B: Mission Statement** - Alliance Partners within the B2B Solutions group, should be able to grow their business more quickly and efficiently by being part of the organization through focused support of each other.

**Purpose** – The purpose of this club shall be:

1. To support each Alliance Partner and their business in the organization. This can include individual one on one meetings to discuss ways to help build the business both externally and internally. Provide advice and council where appropriate.
2. To help grow the Alliance Partner's business through knowledge and experience of others in the organization. Through member referrals to Alliance Partners, with the understanding that those receiving referral will treat the potential client with utmost respect and professionalism, providing said Alliance Partner updates on progress made with client.
3. To provide networking opportunities for the Alliance Partner. This can include the exchange of contacts and relationships with each Alliance Partner knowing that all involved will benefit.
4. Provide an area of learning and sharing experiences that will help all members in their success.

**Section C: Website** - <http://www.b2bsolutionsgroup.net> Used to promote both the organization and the members that belong to the group.



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## **ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility** - Membership shall be open to individuals who work with businesses (not consumer) as an advisor or work in a consultative role. Each member (known as Alliance Partner) will be exclusive to their industry. Membership will be validated upon payment of dues as outlined in Section

**Section B: Process**- Potential member must be vetted by Membership Committee, reviewed by Executive Committee and agreed by two thirds of the Alliance Partners to become a member.

**Section B: Dues** – Dues shall be \$25 per month. This will cover cost of lunches for seminars, marketing campaigns, website, administrative cost and any other cost associated with running the organization.

## **ARTICLE III: OFFICERS**

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer.

**Board Members**– There will be three board members who will be part of the Executive committee and who will support other committees along with help run meetings as necessary.

**Section B: Eligibility** – Officers must be in good standing with the organization. They must show regular and consistent attendance in the meetings along with show contribution and commitment to the organization and its members.

**Section C: Election** – The officers and board shall be elected by nomination and then either oral or ballot vote. Election of officers will be held in May and will perform their duties starting in July of each year.

**Section D: Term** – The officers and board shall serve for one year.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.



## **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent B2B Solutions
- Appoint committee chairpersons upon approval of the other Alliance Partners
- Serve as an ex-officio member of any committee.
- Perform such other duties as ordinarily pertain to this office

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of any committees as requested by President

**Section C: Secretary** – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed



## **ARTICLE V: MEETINGS**

Meetings – Meeting shall be held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month from 11:30 to 1:00 pm.

### **Section A: Guideline of 1<sup>st</sup> Meeting of the Month**

- A. Minutes of Previous Month's meeting 10 Minutes
  - a. Brief financial report (Balance of Funds)
  - b. Attendance issues
  - c. Upcoming Events
- B. Each Alliance Partner to speak 1 minute about their business 20 Minutes
  - a. Can be something new or what they are doing with their business
  - b. A case the won and briefly how they did it
  - c. A challenge they have and would like to have help with
  - d. Other
- C. Presentation by 3 Alliance Partners 30 Minutes
  - a. It can be about their organization in general
  - b. It can be about something new or cases won, etc.
  - c. It can be a challenge they are having and ask for help to solve
- D. Open up to Organizational Discussion
  - a. Membership – Discuss potential new Alliance Partners which gets referred to  
Membership Committee
  - b. Info about Next Meeting – Speakers
  - c. Admin
  - d. Discuss a challenge someone is having
  - e. Committee meeting – state of the union
  - f. Referral Appreciation/Announcements
    - i. Go over business won
    - ii. One on Ones completed

### **Section B: Guideline of 2<sup>nd</sup> Meeting of the Month**

Note: This meeting will be

- A. Brief Mingle/Connect with APs while getting lunch 30 Minutes
- B. Group Introduction and Overview 2 Minutes

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|---|------------|
| C. 1 Minute Intro of Alliance partners and guest            | 20 Minutes |
| D. Introduction of Guest Speaker                            | 2 Minutes  |
| E. Guest Speaker  | 30 Minutes |
| a. Speaker speaks on relevant topics to help small business |            |
| b. Speaker should give 5 minutes for Q&A                    |            |
| F. Wrap up and Survey (Feedback)                            | 5 Minutes  |

**Section D:** Quorum – A quorum shall consist of (two-third) 2/3 of the membership.

**Section E:** Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**Section F:** Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

## **ARTICLE VI: ALLIANCE PARTNER RESPONSIBILITY**

**Section A:** RSVP to meetings through Event Brite

**Section B:** Come to meetings. Miss 3 meetings in a row without planned written pre-approved absences, terminates AP from organization without intervention from leadership. Miss 50% of meeting throughout year, will be reviewed with officers and board to determine continuation.

**Section C :** Participation in Meetings

- a. Involve yourself in meeting – Opinions are important. We want participation so that AP member feels they are part of the group
- b. Bring guest to Speakers meetings. These are individuals that have buying power or influence in the services our group offers.
- c. Required to be on a committee and need to contribute to the committee.
- d. As it has been said: Organizations are only as strong as it’s weakest link.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers and board members as listed in Article III.

**Section C: Meetings** – This committee shall meet 30 minutes early (11:00 am) the first Wednesday of each month to discuss potential new members, financial or other to have consensus of group for managing meeting and the organization in general. This will keep the main meetings on track with main objective of the organization.

## **ARTICLE VIII: COMMITTEES**

### **Section A: Program Committee**

The Program Committee composed of the Board Member as chairperson and two to three other members shall be appointed by the Executive Committee, whose duties shall be to help search for, review and offer an invitation for individuals to speak the 2<sup>nd</sup> Wednesday of each month. Speakers must be selected based on specific criteria that is alignment with organization's objectives. Note: Committee will also help make sure there are three Alliance Partners lined up to speak the first meeting of the month.

- Goal should be to have speakers lined up 3 to 6 months in advance with 9 months being optimal. The search will not just come from the Program Committee from the entire B2B group.
- Committee is charged with making contact with the speaker, explaining what the group's objective is and how the speaker can best help the group and present their information.
- Need to know what items will be needed for the meeting including, audio visual, laptop, white board and charts.
- Speaker will know that they have 30 minutes to present including time for Q&A at the end.
- Committee should be prepared to give update on speakers once each month at the first meeting.
- Help arrange for the lunches to be catered for the 2<sup>nd</sup> meeting.

## **Section B: Membership Committee**

The Membership Committee composed of the Board Member as chairperson and two to three other members shall be appointed by the Executive Committee, whose duties shall be to review potential new members (Alliance Partners) and help determine if they will be the “right fit” for the group.

- After potential member has been to 2<sup>nd</sup> meeting of the month and the group has a chance to meet that individual, the Membership Committee will get general information from them, which will include, but not be limited to:
- Name of Company they own or represent, website, contact information, background and general overall description of company and what the company provides to clients. Also, what the potential member’s target market is along with how the potential member can contribute to the group.
- The committee will get input from any members that feel there may be conflict with their specific industry. A phone call or meeting with the prospective member and after meeting, determine how to proceed. If the conflict of the industry cannot be resolved with the member and industry in question, then membership will not be granted.
- If the potential member checks out, then the person is brought before the group in email. Any objections will be given at that time. Members will reply back to the chair of the committee with thumbs up or down. The new potential member needs full approval by the members to be accepted into the group.
- Committee chair will present membership committee activities, potential members, challenges, and new members during the first meeting of the month.

## **Section C: Promotional Committee**

The Promotional Committee composed of the Board Member as chairperson and two to three other members shall be appointed by the Executive Committee, whose duties shall include but not be limited to promoting B2B Solutions to the community, potential members, those who have referred potential prospects.

- Promotion of the group will done by way of the group’s website, keeping it up to date, and relevant with all current members on the site.
- Promote through Facebook, Linked In and other social media the group and the seminars that are upcoming each month.
- Use approved cost effective resources to promote the group. This may include materials like business cards or flyers, emails, etc.

- Will be responsible for keeping up with Event Brite or other registration system used to invite and track those who attend the seminar for purpose of follow up.
- Will update survey that is used for feedback at 2<sup>nd</sup> meeting and present results at 1<sup>st</sup> meeting of each month.

### **Section E. Finance/Admin Committee**

The program committee composed of the Treasury officer as chairperson and two to three other members shall be appointed by the Executive Committee, whose duties shall be to maintain and manage the groups finances.

- The committee will make sure dues are collected and managed effectively.
- The committee chair will report each month in the first meeting of the month, the amount of funds in the account and any challenges in collecting of money that is due.
- Coordinate with the Program Committee to set up arrangements for payments to services used such as catering for lunches.

NOTE: **Amendment A** has the current Alliance Partners on all committees

### **Section E: Committee Meetings:**

- When Committees should meet: Recommend meeting before or after 1<sup>st</sup> and 2<sup>nd</sup> meetings of the month.
- Meetings can also be held on the phone via conference calls. Free Conference Calls – Allows you to jump on a call free.
- Meetings should not go more than 1 hour. Generally should go no more than 30 minutes. Be respectful of everyone's time.

## **ARTICLE IX: AMENDMENTS**

**Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

**Section B: Notice** – All Alliance Partners shall receive advance notice of the proposed amendment at least five days before the meeting.





# Solutions Group

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## Amendment A

### Elected Officers & Board July 1, 2017 – June 30<sup>th</sup>, 2018

**President:** Tom Hamilton

**Vice President:** Todd Serulneck

**Treasury:** Craig Field

**Secretary:** Liz Poventud

**Board Members:** Larry Gast (Founder & Past President) / James Cooper/  
Gerry Brucken, Chad Cuttino, and Derek Painter

### Committee's January – June 2017

#### Executive Committee - Officers and Board

- Tom Hamilton – Pres. Preside over meetings
- Todd Serulneck – VP – Committee Chair at Large
- Craig Field – Treasury/Finance
- Liz Poventud – Secretary / Maintain Minutes of Meeting & Time Keeper
- James Cooper – Board (Preside over Web Maintenance & Promo expert)
- Larry Gast – Founder & Past President

#### Program Committee

- Derek Painter – Committee Chair
- Bill Bradley
- Vanessa Vaughn
- Larry Gast

**Membership Committee**

- Committee Chair - Gerry Brucken
- Bobby Robinson
- Travis Sizemore

**Promotional / Website Committee**

- Promotional Chair – Chad Cuttino
- James Cooper – Web Guru and B2B Marketing Expert (Board)
- Pravin Thakur
- Steve Thompson

**Finance/Treasury**

- Craig Field