

**ALBUQUERQUE REFERRAL INTEREST GROUP (ARIG)**  
**Bylaws**  
**Updated 02/09/2006**

A. PRIMARY PURPOSE OF ARIG

ARIG is a group of business people from non-competitive industries or interests, who meet once a week to share leads for the procurement of business by the membership. The sharing of leads is done in a respectful and mutually trusting atmosphere.

1. Meeting activities include networking, referring prospective clients to other members, general local business news.
2. Learning about each other's business and feeling comfortable about referrals to members.
3. Encouraging participation of new members to increase new and fresh information.
4. ARIG is a non-profit organization.
5. ARIG will not undertake political or charitable projects.

B. OFFICERS & JOB DESCRIPTIONS

Officers will be elected for a term of one (1) year. Elections will take place in the month of November. Nominations will be accepted only from the general membership and, if so voted by the membership, an officer may serve consecutive terms. Election shall be by private ballot and the outcome determined by the majority vote of those members in attendance at the election meeting. Absentee ballots will be accepted if submitted to any of the officers in a sealed envelope prior to the election.

If an officer fails to attend two consecutive, non-excused, meetings, they will be notified by one of the officers. After four consecutive absences, the position will come up for re-election to replace the officer.

PRESIDENT

1. Formally presides at all meetings.
2. Keeps meetings organized.
3. Introduces old and new business to the members.
4. Promotes ARIG to the public (actively or with PR).
5. Evaluates prospective members with regard to professional overlap. Final decision left up to tenured member.

VICE PRESIDENT

1. Promotes ARIG to the public (actively or with PR).
2. Presides at meetings where the president is unable to attend.

TREASURER/MEMBER DIRECTOR

1. Collects dues.
2. Keeps checking account balanced and reports on account at least once per quarter.
3. Contacts members in writing of any delinquency in dues.
4. Keeps current membership roster and makes it available to the group at least once per month.
5. Presides at meetings where the president and vice-president are unable to attend.
6. Because of the work involved with this position, the treasurer is the only officer who will not pay dues.

C. MEMBERSHIP REQUIREMENTS

1. Members will be representing one business category and/or profession. If a member represents more than one category, he/she may do so until it is not in the best interest of the group or at the formal objection of a tenured member.
2. A member will be considered "tenured" after six months of prompt payment of dues and an attendance record as outlined in the bylaws.
3. If a member changes career fields, that member may continue if there is no conflict with any current member.
4. Members will pay quarterly dues of \$90.00 that are intended to cover weekly breakfast. No refunds will be given to members who do not attend meetings.
5. Payment is due the first Thursday of each quarter. Quarters are: January – March; April – June; July – September; and October – December. Non-payment of dues thirty days in arrears is perceived as intent to terminate membership.
6. New members are required to pay an application fee of \$ 0.00, in addition to dues.

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7. Attendance of 75% is required unless an excused absence has been approved by the officers. If two or more excused absences will be necessary in a month, it is recommended that a substitute from the member's business be invited to attend in their place, or, the member's leads should be provided to an ARIG officer. Non-attendance will be perceived as intent to terminate membership.
8. It is recommended that each member come to the meetings with at least two qualified leads. Leads are exclusive information to better benefit club members only, and are not to be shared with those outside the club or with other tips clubs.
9. One-on-one leads are encouraged but should not take the place of a member's commitment to leads given at ARIG meetings.
10. Members should not jeopardize the integrity or confidentiality of any lead. The member's name may be used in association with a given lead if they have permission to do so by the member giving the lead.
11. Any active member who brings a qualified, dues paying member to the group will receive one month's free dues as a "finder's bonus".
12. The procedure in case of a conflict between members will be based on professional overlap, business reputation or ethical conduct. They are not to be based on personal likes or dislikes. Conflicts should be discussed after meetings with any of the officers. The officers will take the bylaws into consideration and will resolve the issue prior to the next meeting.
13. Upon termination of membership, no individual shall be entitled to a refund of dues.
14. It is suggested that members belong to no more than two other tips/leads groups. This is intended to protect the confidentiality of leads as well as reduce the amount of repetitive information.