



A Professional Referral Club

Meets 1st and 3rd Tuesdays-11:30 to 1:00

Our Lord's Community Church 11400 N. Portland, OKC, Ok

Guidelines: Oklahoma City Business Builders

The Oklahoma City Business Builders (OCBB) is a professional networking organization with the sole purpose to give its members more business. Being a member of the Oklahoma City Business Builders is like having a sales force working for you. "Word of Mouth" is the most cost-effective form of advertising possible. OCBB provides a structured environment for the development of quality relationships that lead to the exchange of quality business referrals. The concept of "the more you give, the more you receive" is the foundation of OCBB's organization. Although a subtle difference, OCBB is not a tips club. That is, the referring member is encouraged to make a personal, face-to-face introduction to a prospective client. Relationship selling is the name of the game.

Membership

Only one person from each profession category is permitted to join the Oklahoma City Business Builders. If an individual with a similar or complementary business wishes to join, that individual who is already a member will have the final approval for their inclusion as a member.. (It is permissible to represent specific aspects of your business to avoid duplication, again with the approval of a current member in that category.)

Membership applications will be submitted to the President or Membership Officer. The application will request 3 referral resources to allow the leadership to confirm your position and ability to bring business to the club. Applications will be available at each meeting or can be downloaded from the website.

If the application and resources confirm the applicant's position and meets the criteria (does not conflict with existing member) an email will be distributed to all members. Members will have one week to respond with any specific (not hearsay) objection of having the applicant approved for membership. Only negative responses need be sent at this time. Should no responses be received, the prospect will be granted membership and full access to the club.

Members who have multiple occupations must represent their primary occupation (that occupation that generates the most income) only. Part time endeavors will not be considered.

If more than one person in a category is currently a member, they will be allowed to continue as long as they follow the guidelines established in this document.

While members are encouraged to consider OCBB their only tip/lead/referral club membership, our concern is that the member is an active member in our club. That activity is defined as:

1. Regular attendance and

LEADERSHIP

President: Eric Lang
Treasurer: Kevin Burnett
Communications: Alan Goldfarb
Secretary: Holly Balcom

Vice-President: Robert Huckleberry
Membership: Jeannette Draper
Meeting Host: Dale Anne Armor
Founder: Kevin Khoury



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2. Passing quality referrals to other members.

It is important for the integrity of the club that members participate in the referral process. All members will be reminded periodically of their attendance and of their history of passing referrals. Should either be noticeably outside of reasonable bounds the member may be encouraged to allow someone in their category to step into their place who will be more actively involved.

Network Marketing:

Members who are involved in the direct selling profession should refrain from any comments during the meeting regarding recruiting. We are interested in your products and facts and benefits and each member should limit their networking and "talk" to those items.

No more than 4 different direct selling (networking) organizations may be represented in the club at any one time.

Handouts, Promotions and Benefits:

Members are encouraged to bring samples, coupons, discounts or other promotional material to the club meetings. Members are encouraged to offer preferential consideration to other members of the club. However, no one should be made to feel awkward or expect to receive any special consideration if the member chooses not to offer a discount. If a discount is not offered, please don't ask or assume. Guests should be encouraged to bring any promotional material to distribute to the club.

Attendance

Attendance is critical to the group's success.

If a member cannot attend, please send a substitute.

Three absences in a row without sending a substitute will result in the position being open for replacement.

Members who are chronically "late" and not participating in the meetings may find their category open.

Investment

Beginning January 1, 2008 the yearly investment for membership is \$280.00 renewable each January. This includes annual dues of \$35, member's (and substitute's) meals at each meeting. Payment annually is encouraged but quarterly payments (\$75) will be accepted.

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Members joining after January 1 will be assessed based upon the quarter they join.

Membership dues can be pro-rated during the quarter e.g. \$25 per month.

Membership dues are non-refundable.

Any costs to the chapter that are not routine administrative costs must be brought to the vote of the leadership. The club is not responsible for any expense incurred that is not authorized by the leadership in advance.

Visitors

Visitors may attend one meeting and will be introduced by name and profession only during the meeting by the leader of the meeting. They will not be given an opportunity to speak to prevent conflict with an existing member. That visitor's meal will be provided by the club one time.

Leadership Team

The leadership team will serve for one year. In November of each year, interested members may submit names for consideration. The leadership team will be voted upon by the chapter at large the first meeting in December

The leadership team will consists of:

- | | |
|----------------|----------------|
| President | Vice-President |
| Secretary | Treasurer |
| Membership | Meeting Host |
| Communications | |

The Leadership team will meet as needed. All members are welcome to attend and meetings will be announced via email in advance of the meeting.

Some positions and special contributors may be compensated for their efforts by being exempt from paying dues to the club for the quarter of their contribution. The leadership team will make that determination as needed. Examples may include website maintenance, catering and some leadership positions.

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|------------------------|----------------------|------------------------|---------------------------|
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| <i>Treasurer:</i> | <i>Kevin Burnett</i> | <i>Membership:</i> | <i>Jeannette Draper</i> |
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Conflicts/Disputes

Any conflict, dispute, or concern between members should be addressed to the President for resolution. The President will attempt to bring the parties together after inquiring as to the validity of the complaint. Any reluctance to resolve the situation by either party will be grounds for a request for the resignation of the member. All decisions will be made jointly by the leadership team and are binding. Should any member receive more than one complaint or negative comment that member may be asked to resign.

Special Events

As the club is a non-profit group the membership may be asked to approve periodic events or gatherings to encourage interaction and enhance the club. It is desired to meet in individual members offices as available for a social mixer or to enhance networking. At the end of the year any monies left from the operation of the club may be donated to a mutually agreeable charity or event

Special events may be held on a regular basis to promote getting to know each other.

This may include –

Yearly Christmas event

Annual “Awards” banquet

Members may “host” a mixer at their place of business or place of choice. Hosts will be responsible for any refreshments, etc. Special time will be given for the host to promote their business

One-On-Ones:

People give referrals to those they know, like and trust. The best way to make this organization a success is to get to know each member on a professional level. Members are encouraged to meet outside the OCBB for the purpose of learning more about each others business and how they can give referrals.

Point System

Points will be earned throughout the year. Points earned will be the basis of some recognition at the end of the year at an annual awards banquet or the last meeting of the year:

Two points for each referral given

One point for each visitor brought

Each absence is MINUS one point

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Revisions

Revisions of this document may be made as needed and approved by the Leadership committee.

Last revised 6-30-08 DWH

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