

## I. **Meetings**

- A. The EAU holds regular membership meetings each month on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday. Our meetings are currently being held at Strossner's Bakery. Breakfast and networking begins at 715am. The meeting officially starts at 745am. and finishes at 830am. Members are encouraged to stay after the program to fellowship and network with one another.
- B. The format of our regular membership meetings is as follows:
  - 1. Welcome to membership
  - 2. Pledge and prayer
  - 3. Introduction of visitors
  - 4. General information (announcements, current happenings in Greenville area)
  - 5. Program/speaker for the day
  - 6. Lead sheets
  - 7. Closing remarks
- C. The EAU Board of Directors will meet the **day prior or following any of our scheduled meetings as the President deems necessary**. The location and time of the meeting may vary however all board members will be notified ahead of time.
- D. Social Functions are held on the 5<sup>th</sup> Tuesday in the months in which they occur throughout the year. Social gatherings provide a further opportunity to promote better understanding and closer association among members along with highlighting a members business. Members are encouraged to view this as important as regular membership and board meetings. Social functions will take place at the business location of one of the members. In the event a member does not volunteer their place we will meet in a neutral location. **Members hosting a social will be reimbursed by the EAU for food and beverage expenses up to \$200.**

## II. **Financial Matters**

- A. Membership dues are \$175 per quarter (additional one time application fee of \$100 for new members).
- B. The Treasurer and President are the only members authorized to sign checks for EAU
- C. The treasurer or an active member filling the category of CPA shall be responsible or preparing tax forms and other official financial documents. If the CPA category is not filled the Board will approve an accounting firm to handle such matters.
- D. As a thank you, EAU shall reimburse up to \$15 for gifts presented to guest speakers.

## III. **Requirements for Active Members**

- A. Attend all meetings unless urgent health or business emergencies prevent attendance. ***Members may not miss more than three meetings per quarter*** unless they are "excused" absences as determined by the board. It is each

members responsibility to notify the board member who is chairing the membership committee that they will not be present and why prior to the meeting.

- B. Members unable to attend a meeting may have a substitute from their company take their place. The substitute must be an executive employee able to make decisions in place of the active member.
- C. **Dues are due on the first day of each calendar quarter and considered late after the 10<sup>th</sup> day of each quarter.**
- D. Each member shall report as quickly as practical to the membership any business information, unless confidential, that might enable members to acquire additional business opportunities.
- E. Each member shall refer and recommend the EAU member to friends, family, customers, and business associates.
- F. Each member shall familiarize himself with the various businesses represented in the Association for the purpose of maximizing the number of recommendations that can be made. Furthermore members are required to meet one on one with other members several times throughout the year as the current President and Program Chair prescribe.
- G. Members are expected to do programs for the membership as much as is allowed by the program committee.
- H. **Members shall hold no more than one classification unless dues are paid for both and different individuals within the firm represent categories separately. In addition, the Membership and Classification committee will present to the Board any company wishing to hold multiple seats. The Board then reserves the right to accept or decline a company from representing multiple category classifications.**

#### IV. Programs

- A. Membership presentations
  1. Throughout the year members are expected to update the membership with information relevant to their business and highlighting the qualities that differentiate their business from the competition.
  2. Presentations may go a minimum of 15 minutes or a maximum of 30 minutes
  3. The following is a list of some of the items that should be included in the presentation:
    - a. *Well rehearsed* and engaging presentation. It should be clear that the member is passionate about their work and what they can offer.
    - b. What makes your company different than the rest?
    - c. How long have you been in business?
    - d. What changes are occurring in your industry

- e. Are you doing things in your business model such as marketing that could help other members run their business more effectively.
- f. How can we help you? How can you help our customers, friends, family, etc..?
- g. Tell us a little about you and how you got into your business. This is especially important on your first presentation and whenever we have new members.
- h. Always leave room for questions and discussion

**B. Guest Speakers**

1. Members are encouraged to notify the program committee chair of any person they believe would have a presentation the membership could benefit from.
2. While the guest speaker could end up as a member of EAU, it is important they understand that the chief goal is to provide an informative presentation, not look for new business opportunities.

**C. Roundtable discussions and networking**

1. From time to time EAU will hold roundtable discussions. A member of the board usually the President or Vice President will lead and moderate the discussion. Members are expected not only to be present, but to participate in the discussion. Members of EAU may be emailed a list of questions to work on ahead of time so that they are prepared for the roundtable discussion.
2. In addition to roundtable discussions the membership will engage from time to time in networking events during regular meetings. Members will get one on one with each other with the intent of providing information regarding possible leads and discussion of business opportunities and development that will help one another.

**V. Board of Directors**

A. Shall consist of six members elected by membership

B. Four of which shall be officers to include:

1. President- The chief executive and administrative officer of the Association that shall preside at all meetings of the Association and its Board. The president shall appoint chairmen of all standing committees.
2. Vice President- Responsible for assisting president in the performance of his duties, fill in during absence of president, and perform other such duties as the Board may prescribe.
3. Secretary- Responsible for keeping minutes of membership and Board meetings and such records as the Board may prescribe.
4. Treasurer- Responsible to maintain such accounts as may be necessary, shall serve as custodian of such funds and other

property of the Association, and perform other duties as Board may prescribe.

- C. **For year 2019 we have added the past president to the Board of Directors. This may remain in place or be changed depending upon membership size and vote of approval by membership from year to year.**
- D. Term of elected directors is (2) years. Term of officers is 1 year.
- E. Each incoming board will consist of (3) newly elected directors and (3) carry-over directors.

## VI. Committees

### A. Standing Committees

- 1. Classification and Membership
- 2. Budget and Finance
- 3. Nominating
- 4. By-Laws

### B. Special Committees (may include, but not limited to any of the following)

- 1. Social
- 2. Programs
- 3. Greetings and Wellfare

\*\* Nominating and By-Laws being combined for 2019\*\*

## VII. 2019 Board of Directors and Committees

Dale Greene-President, Timothy Whitesides- Vice President, Kirk Bevan- Treasurer, Jennifer Osgood- Secretary, Scott Casey and Walter Burgess

Each Committee will be chaired by a member of the Board.

Classification and Membership- Walter Burgess

Social – Mark Xu

Budget and Finance- Kirk Bevan

By-Laws- Jennifer Osgood

Programs- Timothy Whitesides

Nominating- Jennifer Osgood

Greetings and Visitation- Scott Casey

# **EAU**

## **Executive Association Upstate**

### **Policy Items (2019)**