

COLUMBIA SALES EXCHANGE BY-LAWS (July 2024)

OBJECTIVE: To provide information to the members of the exchange as soon as possible so that members will be in an advantageous position to offer their services.

STRATEGY: Strive for quality membership that will participate as well as contribute to the betterment of the members of this exchange.

SECTION 1 – MEMBERSHIP AND REQUIREMENTS

Only one member shall be allowed in each classification. Required to attend Weekly meetings at designated locations and provide written leads. See SECTION 6 for full detailed requirements.

SECTION 2 – PROCEDURES FOR PROPOSING NEW MEMBER(S)

1. You must verify that the classification is open. If the classification is open, you may then propose someone by giving their name and the company that they represent. The group must be notified by noon on Monday for a current week visit. If there are no objections by 5:00 pm on Tuesday, you may invite the prospective member to the next regular meeting.
2. The prospect must attend as a guest within the next two (2) weeks to secure that classification. When attending as a guest, they will discuss their business and they must not take or use any of the provided leads. If they wish to proceed with membership, they must complete an application and return it to the Vice President. The majority of the board will then vote and notify the member who proposed the prospect so that they may contact the prospect.

SECTION 3 – PROCEDURES FOR OBJECTING TO A PROPOSED PROSPECT

1. You may object to a proposed prospect at the weekly meeting when they are proposed.

2. You may contact a board member and notify them of your objection by 5:00 pm on that Wednesday.

SECTION 4 – APPLICATION PROCEDURE FOR NEW MEMBERS

1. Application must be completed and handed, faxed, or emailed to the VP & they can not attend a 3rd visit until they are an approved member by the Board.
2. The 2 required business references must be verified by the VP (President or Secretary if time is an issue) before the Board of Directors can vote or applicant can return.
3. The vote by the Board of Directors must be more than 50% for an approval, and may be done in person or electronically.
4. New members need to pay for the dues prorated based on the remaining days of the year before they attend as a member

SECTION 5 – DUES

Members shall pay dues in amounts fixed by the board of directors. Annual membership of \$175.00 to be paid at the beginning of each year (January). New members joining mid-year will have dues prorated. Dues are waived for the Secretary position.

Failure to pay all dues within thirty (30) days of the beginning of the year can be cause of dismissal from the exchange.

SECTION 6 – SUSPENSION AND REVOCATION OF MEMBERSHIP

Membership may be terminated for the following reasons:

1. A member missing more than a total of four (4) meetings within a quarter. You may send someone from your company to represent you if you are unable to make a meeting to still get credit for attendance. The replacement person must have read and understood the By-Laws as well.
2. Failure to provide a minimum of twelve (12) qualified leads within a quarter. The minimum requirement may adjust each quarter based on membership count. Definition of a qualified lead is a lead written on a CSE approved lead sheet including the lead's NAME, ADDRESS, DESCRIPTION OF CURRENT ACTIVITY, CONTACT INFORMATION AND YES OR NO "OK TO USE MY NAME" BOX CHECKED. If you provide a lead to a direct member with them able to use your name

as the source of information, this will count as 2 qualified leads. To be clear on this, you must still have the lead sheet filled out and add the member's name to which the lead is meant for in the description section and have the "YES" box checked to count as two leads. You may have the same lead noted for multiple members in the description section, but still only qualifies as 2 leads.

3. Reveal the lead source's name when following up a lead without permission to do so.
4. Represent conflicting interests or be placed in a position where interests may appear to be in conflict with a duty to a fellow member without full disclosure of such interests to all involved.
5. No maintenance of high standards of integrity with leads that are submitted to the group.
6. Lack of sound business practices in the conduct of one's profession.
7. Conduct that is considered less than professional by other members of the exchange.
8. Lead or referrals shall not be shared with others or other leads/tip clubs. Doing so may result in expulsion from the Exchange.

Members shall receive a written notice indicating the reason or reasons for the suspension or revocation of membership and shall be afforded an opportunity to reapply for membership. A member in good standing may re-propose a suspended member for membership. They must follow the procedure for new members or the classification shall be automatically reopened for another prospect. Notification of a suspended member must come from the President in writing.

SECTION 7 – BOARD OF DIRECTORS

The business and property of the exchange shall be managed and directed by the board of directors.

The board of directors shall consist of the Past President, President, Vice President, Secretary, Treasurer, Membership Director, Web Design and "at large" members. Currently 6 on the Board.

A board member must provide thirteen (13) qualified leads per quarter and miss no more than three (3) meetings in a quarter.