



Governing By-Laws

Membership Policy:

- Group Members must be Current Active Members of the MetroWest Chamber of Commerce
- Group Members must also pay a Group Membership investment of \$100 for a Six-Month Commitment
- Membership is rolling and individuals may join and drop at any time
- No-Refund Policy. Investment is final.
- Renewal of membership is subject to review of membership committee in the following areas:
 - Attendance
 - Value of Referrals
 - Contributions to Group

Attendance Policy:

- Individuals interested in joining the group may attend as a guest up to two times. Membership of the Chamber of Commerce & Group Membership must be active by the individual's third attendance.
- This group is non-exclusive. Up to three seats per profession are allowed. Active list of available seats will be posted on the MetroWest Chamber Referral Group Page on the Chamber website.
- Attendance cannot surpass two absences in a row or up to six times in a calendar year
- A group member is only allowed to send a substitute in their place twice in a calendar year from the same business or organization.
- Failure to adhere to attendance policy will result in review from Membership Committee and action will be determined at their discretion.

Meeting Cancellation Policy:

- In the event of a snow-storm or severe weather, the standing referral group meeting will be cancelled if Southborough Public Schools have a Delay OR School Cancellation.
- Other group meeting cancellations will come directly from the Chamber no less than 12 hours before a meeting.

Group Governance:

- Annual election for the following leadership positions:
 - Chairperson
 - Vice-Chairperson
 - Membership Chairperson
 - Membership Committee (3 members)