

**BYLAWS**  
of  
ISRAELI BUSINESS NETWORKING of WASHINGTON DC

**ARTICLE 1. Name**

The name of the organization is ISRAELI BUSINESS NETWORKING of WASHINGTON DC (hereafter referred to as the IBN-DC).

**ARTICLE 2. Purpose**

Section1. The Israeli Business Network is an independent organization of business men and women who work together to promote and strengthen each other's businesses by developing a third party referral system among members and guests.

Section2. Our goal is to form a pool of professional and service providers that the community can rely upon, thus expanding the referrals base to our members and guests. Emphasizing strong social relationships between the members, will also contribute to more referrals.

Section 3. We meet every three weeks for an informal gathering where members and new prospects share a light bite together, create new business opportunities and community activities while making new friends. From time to time, we invite an external speaker or one of the IBN-DC members to share with the group important information and insights relevant to small businesses.

Section 4. Upon the dissolution of IBN-DC, assets shall be sold and distributed equally among the current members by the treasurer.

## ARTICLE 3. Membership

Section 1. Membership shall be open to business owners (or in the process of starting a business) and/or their employees, who are willing to meet our by-laws.

Other professionals may apply, the board will review their applications and make a decision case by case, considering the applicants contribution to the group and in light to the fact the IBN DC is a business network.

Meeting will be held in Hebrew, and therefore a fluent Hebrew is highly recommended.

Section 2. Dues are due in January and will be collected at the beginning of each year. The Dues for the year 2007 are \$50. Dues are to run from January through December. During the first 2 meetings candidate members will be considered as guest. Membership fees should be collected in the 3<sup>rd</sup> meeting for new members. The board shall decide the Dues amount at the end of each year (December).

Section 3. Each member who paid the membership fee in full shall be entitled to one vote on motions at meetings and at the annual election of board members.

Section 4. The board reserves the right not to accept a candidate for membership based on the following: criminal record and consistent dishonest business practice.

Section 5. New members shall fill out the member registration form.

## **ARTICLE 4. Board Members**

Section 1. The board members shall be elected by a majority of members present. To be nominated, a person must be present at the majority of the meetings since the prior elections.

Section 2. Board members shall serve for a term of one year commencing immediately after the election.

Section 3. In the event of a vacancy, the remaining board members shall conduct elections and the new elected board member will serve until the next election (portion of a year).

## **ARTICLE 5. Duties of the Board Members**

Section 1. To attend every meeting, with exceptions.

Section 2. To schedule, announce, plan and conduct the meetings (time, place and agenda). Emails regarding the meeting should be post at least 10 days prior to the date of the meetings/activities.

Section 3. To conduct board meetings in order to plan, coordinate and run IBN-DC.

Section 4. To maintain the website and the data base (of all members and their contact information).

Section 5. To schedule and supervise the elections and any other vote procedures. In a case where board member/s who would like to be re-elected, the other board members will appoint a member/s to help supervise the election process.

Section 6. Any ethics issue with guest, member, board member and any event related to IBN DC, will be brought to the board for resolution.

Section 7. To report financial status to the group twice a year.

## **ARTICLE 6. Elections**

Section 1. Each qualified member who decides to vote, must vote for 3 candidates.

Section 2. Each member who wishes to run for election must inform the board by emails at least a week before the elections date.

Section 3. Candidates and members shall conduct a "clean campaign" in a professional manner.

Section 4. If the board announces on an early elections (before the Term is over), the cut-off date for member's eligibility to vote is the date of the announcement.

Section 5. Only attending members during the election meeting allowed to vote.

## **ARTICLE 7. Meetings**

Section 1. Meetings shall be held every 3 weeks or at whatever schedule that the board may decide.

## **ARTICLE 8. Duties of the Members**

Section 1. To pay membership at the beginning of each year.

Section 2. To show up and participate at the meetings and events of IBN-DC, in a professional manner.

Section 3. To help the board with projects, organizing events and help when needed.

Section 4. To provide referrals to the other members and to invite other business owners to join as well.

Section 5. All the IBN DC members are expected to provide professional business practices and fair services to every client.

## **ARTICLE 9. Financial Administration**

Section 1. The treasurer should collect membership fees, keep and maintain the financial records of the organization.

Section 2. The treasurer shall deposit all funds of the IBN-DC from time to time in a bank account.

Section 3. The treasurer shall keep correct records of financial transactions of the organization.

## **ARTICLE 10. Ethics**

Section 1. Members shall conduct themselves in a professional and respectable manner, during the meeting as well as outside the meetings.

Section 2. Members are expected to adopt and follow the following standards:

- \* Integrity - Doing what promise to do, at all times.
- \* Professionalism - Being polite, responsible and professional in all situations.
- \* Accurate representation - Providing all details, prices, requirements, restrictions, etc.
- \* Clear communication - Making sure the customer understands all written and verbal communications and agreements.
- \* Telephone inquiries - Maintaining an answering service or machine and returning all phone calls in a timely manner.

\* Customer service - Correcting any problem courteously and quickly.

Section 3. Slander, yelling at each other, cursing and disrespect are unacceptable behavior. Extreme and/or repeated unacceptable behavior will be handled by the board. In a case of extreme behavior, it may result in penalties or termination of the membership in the IBN DC, based on a 2/3 majority of the group's members who are present.

Adopted on January 10, 2007