

# LAMBDA Business and Professional Association BY LAWS

## NAMES AND OFFICES

The name of this organization shall be the Lambda Business and Professional Association, Inc., Herein referred to as LAMBDA. LAMBDA'S principle office shall be located at 953 E, Sahara Ste. B-25 Las Vegas, NV 89104.

## MISSION STATEMENT

The Lambda Business and Professional Association, Inc. is a networking, support and development organization for lesbian, gay, bisexual and gay-friendly business and professional resources and shall serve as the Gay and Lesbian Chamber of Commerce of the Greater Las Vegas Area. LAMBDA recognizes that it has a responsibility to nurture the success of the individual Members, thereby contributing to the economic, social and political well being of the community. It is the goal of Lambda to maintain an environment of success for individual Members through networking, support and development. LAMBDA also aims to support and provide leadership to charitable activities in the LGBT community because an improved social and political climate will benefit business development.

## MEMBERSHIP

### Structure

Membership structure shall be determined by the Board of Directors to meet the diverse needs of the business and professional community and support the mission statement and goals of LAMBDA. (See Attachment A for rates and categories)

### Dues

1. Members shall pay annual dues as determined by the Board of Directors.
2. Membership shall be for a twelve-month period from the month the Member joins.
3. Dues shall be due the last day of the month of the anniversary of the Membership with no grace period or may be changed to an annual billing, at the discretion of the BOD.

### Criteria

1. **Alignment:** Membership shall be open to all who align themselves with the mission and goals of LAMBDA and shall have a license to do business in the state of Nevada.
2. **Discrimination:** Members shall sign a statement to affirm they do not discriminate in employment or service to clientele on the basis of color, creed, gender, religion, physical ability or sexual orientation.
3. **Other Requirements:** Members shall have met any other requirements as determined by the Board of Directors including but not limited to completing an application for membership.
4. **Members in Good Standing:** A member in Good Standing is a Member who meets all of the qualifications as set forth in these bylaws and by the Board of Directors, and is current with dues.

### Representation/Proxy

Any member in Good Standing may designate any other Member in Good Standing to represent self at any voting meeting of LAMBDA. Designated Representative shall have written permission from Member to act in such capacity, which includes all rights and duties prescribed in these bylaws. Such Representation shall herein be referred to as PROXY.

### Rights & Duties

1. **Voting:** Each member in Good Standing shall be entitled to one vote on any matter submitted to the Membership. Such votes shall be made in person or by proxy.
2. **Offices/Committees:** Only members in Good Standing may serve on the Board of Directors or committees.

3. **Committee of Service:** Each Member in Good Standing is requested to serve on at least one committee.
4. **Modified Consensus:** All meetings of the membership and Board of Directors are to be conducted according to modified consensus guidelines as approved by the Membership.

## Meetings

### 1. **Annual Membership Meeting**

- a. **Date:** An Annual Meeting shall be held no later than November 30<sup>th</sup> of each year.
- b. **Notification:** Date, Time and Location of the Annual Membership Meeting shall be specified in writing to all Members of LAMBDA by the recorder and or webmaster no later than three weeks prior to the meeting.. Written notification shall include any of the following: Newsletter, Postcard/direct mail, or e-mail.
- c. **Business:** The following shall occur during the Annual Meeting
  - i. Election of Board of Directors
  - ii. Amendments to bylaws
  - iii. Review of Modified Consensus Guidelines
  - iv. Presentation and approval of annual reports
  - v. Other resolutions, proposals of business items as submitted by the Board of Directors or Members.
- d. **Enactment:** Business conducted at the Annual Membership Meeting shall take effect December 1<sup>st</sup> of the same year.

### 2. **Special Membership Meetings**

- a. **Calling the Meeting:** Special Membership Meetings may be called as deemed necessary by the Board of Directors or by 20% or more of the Membership by petition to the Board of Directors.
- b. **Date:** Special Membership Meetings shall be scheduled no later than three weeks after the Board of Directors meeting at which the Special Membership Meeting is mandated.
- c. **Notification:** The Recorder shall specify date, time, location and purpose of Special Membership Meetings in writing to all Members of LAMBDA no later than one week prior to the Special Membership Meeting. Written notification shall include any of the following: Newsletter, Postcard/direct mail, or email.
- d. **Agenda/Submission:** All items that appear on the agenda shall be those approved by the Board of Directors or as petitioned. Other items of business may be acted upon with approval by attending Members in Good Standing according to modified consensus guidelines.
- e. **Enactment:** Business conducted at a Special Membership Meeting shall take effect upon adjournment.

### 3. **Other Functions**

- a. At least one nonvoting function shall be held each month. Attendance at Other Functions is open to the general public.

### 4. **Representation/Proxy**

- a. Any member in Good Standing may designate any other member in Good Standing to represent self at any voting meeting of LAMBDA. Designated Representative shall have written permission from Member to act as in such capacity, which includes all rights and duties prescribed in these bylaws.

### 5. **Quorum**

- a. Quorum shall be necessary to conduct business at voting meetings. Twenty-five percent (25%) of current Membership present or by Proxy shall constitute quorum. Quorum is presumed present unless questioned.

## Miscellaneous Information

### 1. **Committees**

- a. The BOD may establish committees, as it deems necessary to fulfill the LAMBDA Mission Statement.
- b. The appropriate BOD Chair as prescribed by these bylaws must chair all existing and new committees.
- c. Each Member in Good Standing is requested to serve on some committee.

### 2. **Contractual & Financial Events**

- a. Two Chairs shall sign all checks, contracts or evidence of indebtedness issued in LAMBDA's name: The Financial Chair and the Recorder. In the event one of them is not available, the Coordinator may sign in the place of the unavailable Chair. All three signatures shall appear on the signature card.
  - b. Only the BOD may enter into contractual agreements on behalf of LAMBDA.
  - c. Indebtedness of a value greater than \$50.00 requires a formal resolution by the BOD.
  - d. All funds and property of LAMBDA shall be deposited, credited, sold or purchased, as the BOD deems necessary.
  - e. All funds and property of LAMBDA shall be deposited or credited within 48 hours of receipt.
3. **Fiscal Year:** LAMBDA shall operate on a fiscal year that begins January 1 and ends December 31 of each year.
  4. **Amendments:** Amendments to these bylaws may be made at any Membership Meeting. Proposed changes shall be included with notice of such meetings.

## Board of Directors Code of Conduct

### PURPOSE

The Lambda Board of Directors shall use this code of conduct to effectively execute their individual and collective duties. The purpose of this code is to promote an environment of unity, cooperation, integrity and accountability among Chairs.

1. **Written Reports at Board Meetings:** Chairs shall provide written reports at all Board meetings whether they attend or not. These reports shall explain all previous month's activities and propose future activities.
2. **Timeliness:** Chairs shall be on time to all Board Meetings and to any functions or special events the Chair agrees to attend and/or facilitate.
3. **Agreements:** Chairs shall keep all agreements made during and in between Board Meetings. This includes completing duties prescribed in Chair job descriptions and duties agreed upon during Board meetings.
4. **Support:** Chairs shall ask for support in keeping agreements and maintaining any portion of this code of conduct. If a Chair cannot personally keep an agreement, the agreement shall be fulfilled by asking for support from another Chair or other LAMBDA Member. A Chair may ask LAMBDA Members to serve on a committee to help on a monthly basis to assist in completing the Chair's duties.
5. **Integrity:** Chairs shall operate with integrity. Chairs shall be honest about what they are willing to do and about what they are not willing to do. They will not agree to do things they are not willing or cannot physically do. Additionally, Chairs shall be honest about their willingness to approve or disapprove any items of business. Chairs shall block consensus at any time they feel rushed or confused.
6. **Communication:** Chairs shall only speak for themselves. Chairs shall not speak for other Board Members nor have other Board Members speak for them. If a Chair is not able to attend a meeting and wishes to communicate concerns, they shall fax or deliver a letter to the Facilitator to be read at the meeting.

## Board of Directors - Policy & Procedure

1. **Empowerment:** The affairs of LAMBDA shall be managed by the Board of Directors who shall be elected from the current LAMBDA Members in Good Standing at the Annual Membership Meeting or any Special Membership Meeting.
2. **Structure**

- a. **Size:** The number of Directors shall be no less than 6 and not greater than 14. The number shall be figured as follows: One (1) Director for every 12 Members in Good Standing at the time of the Election.
- b. **Equal Representation:** The goal of LAMBDA shall be to maintain a Board of Directors that reflects proportionally the LAMBDA Membership by gender and race.

### 3. **Term of Office**

- a. The term of office for Board of Directors shall be two (2) years, with staggered elections so that on half of the Board of Directors is elected at each Annual Membership Meeting.

### 4. **Board of Directors Meetings**

- a. **Frequency:** The Board of Directors shall meet at least once a month to manage LAMBDA affairs.
- b. **Special Board of Directors Meetings:**
  1. A petition for a special BOD Meeting may be made in writing to the Coordinator.
  2. Any petition for such meeting shall be signed by at least 3 Directors.
  3. The Coordinator shall schedule and organize a meeting no later than 7 business days after the date of petition.
  4. Directors shall be notified of Special BOD Meetings twenty-four (24) hours after being scheduled by the coordinator.

### 5. **Notification**

- a. Notification of BOD Meetings shall be made in writing to all LAMBDA Directors at least five (5) days prior to the scheduled meeting or immediately by phone if within five (5) days of the scheduled meeting.

### 6. **Attendance**

- a. Directors are required to attend Board of Directors Meetings.
- b. The Recorder shall maintain attendance records for Directors.
- c. Directors shall miss no more than two (2) consecutive or six (6) cumulative Regular Monthly Board of Directors Meetings.
- d. Directors shall, without further action, be removed from office upon their third (3<sup>rd</sup>) consecutive or seventh (7<sup>th</sup>) cumulative absence.
- e. The BOD may override the removal of a Director due to absences, within forty-five (45) days of removal. The BOD may override the removal of a Director due to absences only once. Overriding removal does not excuse or remove absences.
- f. Special BOD meetings are exempt from this policy.

7. **Open Meetings:** Any LAMBDA Member in Good Standing may attend BOD Meetings.

8. **Quorum:** Fifty Percent (50%) +1 shall constitute quorum for any BOD Meeting.

### 9. **Removal, Resignation and Vacancies**

- a. Removal: Removal of a Director shall occur at a Membership Meeting by LAMBDA Members in Good Standing by 2/3 votes.
- b. A Director may be removed from the BOD for just cause including illegal activity, unethical activity, activity that is in violation of LAMBDA bylaws or BOD Policy and Procedures, excessive absences or inability to fulfill duties.
- c. The BOD may temporarily remove a Director pending an official removal at a Special Membership Meeting. Upon temporary removal the BOD shall immediately schedule a Special Membership Meeting.
- d. Any Members in Good Standing may call, through petition to the BOD, a Special Membership Meeting to remove a Director as specified in Section 2-a of these bylaws.

10. **Resignation:** Any Director may resign by stating their intentions in writing.

~~11.~~ **Filling Vacancies:** When a vacancy exists on the BOD the remaining directors may appoint a replacement to fill the term until the next annual meeting.

12. **Compensation:** Directors as such shall not receive any compensation in so much as they serve as Directors. However, nothing in these bylaws precludes any Director from receiving compensation for services provided in any other capacity.

## Board of Directors - Chairs

### 1. Board of Directors Chairs

- a. Membership and Financial
- b. Directory
- c. Functions & Events
- d. Recorder
- e. Special Programs & Development
- f. Public Relations
- g. Coordinator

### 2. Selection and Service

- a. Selection-Chairs shall be selected from the BOD by the BOD.
- b. Service-Each Director must serve as a CHAIR continuously while he or she is a Member of the BOD.

3. **Duties:** The goal of the chair structure is to have each Director ultimately responsible for each of the important functions of the organization. Additionally, the structure requires the cooperation of at least two complimentary tasks mandated by that position. That “complimentary” chair is listed in brackets [x]

- a. **MEMBERSHIP and FINANCIAL [-RECORDER]-** Chair is responsible for recruitment and retention of Members and is primarily responsible for maintaining financial records, providing financial statements and developing and administering an annual budget
- b. **DIRECTORY [MEMBERSHIP]-**Chair is primarily responsible for the publication and distribution of the annual Business Directory.
- c. **FUNCTIONS & EVENTS [SPECIAL PROGRAMS]-**Chair is primarily responsible for scheduling and organizing regular functions and events.
- d. **RECORDER [FINANCIAL]-**Chair is primarily responsible for maintaining records of official business.
- e. **SPECIAL PROGRAMS & DEVELOPMENT [FUNCTIONS & EVENTS]-**Chair is primarily responsible for exploring and developing programs that will help the organization grow and/or become more effective for its Membership.
- f. **PUBLIC RELATIONS [COORDINATOR]-**Chair is primarily responsible for the overall visibility of LAMBDA including Public Relations and Marketing and shall act as a liaison to entire community.
- g. **COORDINATOR [PUBLIC RELATIONS]-**Chair is primarily responsible for facilitating and executing official LAMBDA business in cooperation with the Chairs. In the event of a vacancy on the BOD, the coordinator will temporarily fill the vacant Chair until the vacancy has been filled.

4. **Reassignment:** The BOD may, at any time, reassign Chairs.

## Board of Directors-Chair Duties

### 1. Coordinator

- a. Organize and facilitate monthly BOD Meetings
  - i. Procure space for meetings to occur
  - ii. Prepare agenda
  - iii. Facilitate meetings
  - iv. Facilitate consensus
- b. Prepare and maintain organizational master calendar
- c. Maintain Organizational Voice Mail Box
  - i. The Coordinator shall update outgoing voicemail message. Information on voice mail box should include:

1. Current and upcoming event information
2. LAMBDA email address
- ~~3.~~ References to the annual directory including instructions on how to obtain the directory.
- ii. Retrieve incoming voice mail messages and send messages to appropriate Chairs at least once a week.
- d. Facilitate LAMBDA Phone Tree and Email
  - i. A phone tree shall be activated to inform members of upcoming events.
  - ii. The Coordinator shall equally divide the Member list among the Chairs at least three days prior to the event.
  - iii. Chairs shall call the Members on their list to remind them of the upcoming event.
  - iv. Chairs shall give any updated Member information to the Membership/Financial Chair, and Webmaster to update the database.
  - v. Retrieve LAMBDA email or appoint a Webmaster for this duty
  - vi. Use LAMBDA email to promote LAMBDA events to Members or appoint a Webmaster for this duty .
- e. Facilitate the execution of LAMBDA business and provide support to the Chairs.
  - i. Support Chairs in completing duties and keeping agreements.
  - ii. Maintain LAMBDA focus on Mission Statement and Goals.
  - iii. Crisis Management and conflict resolution
- f. Assist Financial Chair in creating and maintaining annual budget.
- g. Serve as liaison to local, state and national government
- h. Prepare and execute an Annual Marketing Campaign (with PR). A plan might include:
  - i. Monthly Ads
  - ii. Doing interviews and appearances
  - iii. Other advertising and promotion
- i. Coordinate with and provide support to Public Relations Chair
- j. Monthly written reports at Board Meetings
- k. Serve as President for corporate matters.

## **2. *Public Relations***

- ~~i.~~ Serve as liaison to the local gay and lesbian community, the local business community and local media;
- ii. Other Business Organizations-This may include serving on other committees or boards of these organizations as approved by the LAMBDA BOD.
- b. Prepare and distribute LAMBDA information to the local media:
  - ~~i.~~ Prepare and execute an Annual LAMBDA Marketing Campaign (with Coordinator).
- c. Coordinate with and provide support to the Coordinator
- d. Monthly written reports at Board Meetings

## **3. *Directory***

- a. Facilitate the execution of the Directory Policy and Procedure
- b. Directory development. Gather feedback from Members and suggestions for the improvement of the annual Directory.
- c. Coordinate with and provide support to Membership Chair
- d. Monthly written reports at Board Meetings.

## **4. *Membership and Financial***

- a. Maintain LAMBDA financial records
- b. Create and maintain annual LAMBDA budget
- c. Cashiering at LAMBDA events
- d. Coordinate with and provide support to Recorder Chair
- e. Written financial reports at monthly Board Meetings
- f. Coordinate the soliciting and enrollment of new Members
  - i. Create and follow up on leads/hit list
  - ii. Develop and mail prospect kits
  - iii. Collection of dues and Member information

- g. Coordinate the retention of current Membership
  - i. Monthly dues reminder letters
  - ii. Follow up on calls
  - iii. Collection of dues
- h. Maintain LAMBDA Membership database
- i. Facilitate the execution of the Membership Policy and Procedure
- j. Create a plan to reach annual goal
- k. Coordinate with and provide support to Directory Chair.
- l. Monthly written reports at Board Meetings
- m. Serve as Treasurer for corporate matters

## 5. *Programs and Developments*

- a. Act as liaison to the Western Business Alliance
  - i. Maintain contact with the Western Business Alliance organizations
  - ii. Facilitate LAMBDA attendance at Western Business Alliance semi-annual conferences.
  - iii. Insure compliance with Western Business Alliance Membership rules.
- b. Maintenance of LAMBDA website or work with an appointed webmaster.
- c. Create and facilitate new LAMBDA programs and events in accordance with the need of the LAMBDA membership.
- d. Co-facilitate annual LAMBDA meeting and elections
- e. Coordinate with and provide support to Functions and Events Chair
- f. Written reports at monthly Board Meetings

## 6. *Functions and Events*

- a. Coordinate, facilitate and oversee regular events as outlined in “Events Policy and Procedures” or as determined by the BOD. These events currently include:
  - i. Monthly Breakfast Power Club
  - ii. Monthly Lunch Power Club
  - iii. Monthly Dinner Power Club
  - iv. Monthly Mixer
- b. Coordinate a monthly post card mailer to promote upcoming events to be mailed the first week of each month.
- c. Co-facilitate annual business expo in conjunction with Las Vegas Pride event or as determined by the BOD.
- d. Co-facilitate annual LAMBDA meeting and elections.
- e. Coordinate with and provide support to Programs and Development Chair.
- f. Written reports at monthly Board Meetings

## 7. *Recorder*

- a. Board Meeting Minutes
  - i. Take minutes at Board Meetings
  - ii. Type and distribute minutes within 72 hours of Board Meetings
  - iii. Board Meeting Minutes should include:
    - 1. Who is in attendance
    - 2. Important information provided in reports
    - 3. All motions and whether they passed or not
    - 4. All agreements made by individual Chairs
    - 5. Basic discussion notes
- b. Act as Historian
  - i. Maintain LAMBDA archives
  - ii. Collect clippings
  - iii. Facilitate event photography and photo storage
  - iv. Maintain copies of all LAMBDA printed material including newsletters, directories, brochures, forms and correspondence
- c. Act as corresponding secretary
  - i. Pick up LAMBDA mail at least once a month and distribute to appropriate Chairs

- ii. Facilitate outgoing correspondence and letters
- d. Coordinate Quarterly LAMBDA Newsletter and execution of Newsletter Policy and Procedure including
  - i. Writing and collecting articles and collecting information.
  - ii. Coordinating design and printing
  - iii. Coordinating printing and mailing
- e. Coordinate with and provide support to Financial Chair
- f. Written reports at monthly Board Meetings
- g. Serve as secretary for corporate matters

## Policy & Procedures

***Suggested Policies and Procedures:*** The following policies and procedures are meant to be fluid and may be changed or modified by the BOD as times and situations dictate.

## Directory- Guidelines

1. The BOD shall produce or cause to be produced, an annual directory of members.

## Executive Director-Job Description

1. ***Title:*** LAMBDA may create a staff position to assist with the execution of daily activities and assist with membership recruiting and retention. The title of this position shall be Executive Director.
2. ***Job Description***
  - a. Attend Board Meetings
    - i. Take minutes
    - ii. Report on monthly organizational functions
  - b. Type, correct and distribute Board minutes within 48 hours of the meeting.
  - c. Maintain and update organizational database.
  - d. Support Board Members in executing monthly activities, which may include:
    - i. Coordinate monthly mixer.
    - ii. Coordinate monthly Breakfast Power Club
    - iii. Coordinate Monthly Lunch Power Club
    - iv. Coordinate Monthly Dinner Power Club
    - v. Coordinate quarterly newsletter
    - vi. Coordinate Membership recruitment and retention.
      1. Recruit and close new Membership leads.
      2. Member retention/renewal functions
      3. Execute Memberships (ie. Member Kits and monthly letters)
    - vii. Coordinating LAMBDA message-line
    - viii. Handling organizational correspondence
    - ix. Coordinating special assigned duties as outlined in monthly minutes
  - e. Act as liaison to gay and non-gay communities. This may include attending meetings.
  - f. Other duties as prescribed by the LAMBDA BOD by consensus.
  - g. The Executive Director shall spend only those funds approved by the BOD or no more than \$50.00 upon approval by the Coordinator.
  - h. The Executive Director shall report directly to the Coordinator.
  - i. Serve as an ex-officio member of the BOD.
  - j. Modifications to this Job Description may be made by the BOD.
3. ***Hours and Compensation.*** This shall be determined by the BOD



# Power Club Meetings

1. **Mission Statement**-The mission of LAMBDA Power Clubs is to provide a forum for LAMBDA Members to Network. This forum shall support Members in building clientele, growing their businesses and becoming better connected to the Las Vegas Lesbian, Gay and Bisexual community.
  - a. Power Clubs shall promote familiarity between Members through one on one, group and educational processes.
  - b. Power Clubs shall encourage Members to utilize and promote Members' services and products through lead exchanges.
  - c. Power Clubs shall support Members in improving their networking skills.
  
2. **Frequency and Time:** The Power Clubs shall occur once a month at a pre-designated time and location.
  
3. **Facilitators' Responsibilities:** There will be one Facilitator for each Power Club Meeting. The Facilitator will be responsible for choosing a new facilitator for the next Power Club meeting.
  - a. Give introduction at the beginning of each meeting
  - b. Collect Community Announcements
  - c. Go over Flow of the meeting
  - d. Pass out lead sheets
  - e. Start individual introductions
  - f. Introduce Speaker or facilitate a Game
  - g. Designate Member to read Community Announcements
  - h. Choose a new Facilitator for the next meeting.
  
4. **Processes/Games**
  - a. **Introduce a Member:** Each Member either introduces the person next to them or by picking a name from a hat. When they introduce they must include name, business name, a short description of what they do and what an ideal lead might be.
  - b. **"Be" another Member:** All members' names are put into a hat. Members then pick a name. The name they pick is the person they must pretend to be and do a 30 second commercial at this Member.
  - c. **Who's Ideal Lead?** Every Member writes on a piece of paper an ideal lead. The pieces of paper are collected and redistributed to different Members. Members then write their name at the top right and their guess of who they think the Member is at the bottom right. All pieces are collected once again. Leads, guesses and guessers' names are read aloud.
  - d. **Progressive Intros:** This game starts with a Member giving their name, the name of their business and a short description of what they do. The next Member then repeats that information and then adds their own. The next Member then repeats all of the previous info and then adds their own and it goes on.
  - e. **Who am I?** Every Member writes on a piece of paper a description of what they do starting with...."What I do involves...." The pieces of paper are collected and redistributed. Members then write their guesses at the top right and their name at the bottom right. The pieces of paper are recollected and read aloud.
  - f.

## Meeting Agendas

### **Breakfast meeting**

7:15: Mingle, Socialize and network

7:30 Welcome

- a. Facilitator introduction
- b. Pass around sign in sheet
- c. Go over flow of meeting
- d. Pass out lead sheets

7:45 Introductions

8:00 Speaker or Game

- a. Reading of mission statement by meeting speaker

- b. 15 Minute presentation
- 8:20 Collect lead sheets (white copy goes to Facilitator)
- 8:30 Community Announcements-to be read by volunteer or person designated by the facilitator

### ***Lunch***

- 11:00: Mingle, Socialize and network
- 11:30 Welcome
  - a. Facilitator introduction
  - e. Pass around sign in sheet
  - f. Go over flow of meeting
  - g. Pass out lead sheets
- 11:45 Introductions
- 12:00 Speaker or Game
  - a. Reading of mission statement by meeting speaker
  - b. 15 Minute presentation
- 12:20 Collect lead sheets (white copy goes to Facilitator)
- 12:30 Community Announcements-to be read by volunteer or person designated by the facilitator

### ***Dinner (Various Locations TBD)***

- 6:00 Mingle, Socialize and network
- 6:30 Welcome
  - a. Facilitator introduction
  - b. Pass around sign in sheet
  - c. Go over flow of meeting
  - d. Pass out lead sheets
- 6:45 Introductions
- 7:00 Speaker or Game
  - a. Reading of mission statement by meeting speaker
  - b. 15 Minute presentation
- 7:20 Collect lead sheets (white copy goes to Facilitator)
- 7:30 Community Announcements-to be read by volunteer or person designated by the facilitator

### ***Mixer (Various Locations TBD)***

- 6:00-6:30 Mingle, Socialize and network
- 6:30 Introductions
- 6:45 Facilitator introduces host
  - Host reads mission Statement
- 7:00 30 Minute Presentation by speaker
- 7:30 Mingle, Socialize and network

# Attachment A



## How can I BELONG?

Complete our Membership Application and your signature is your pledge to conduct your business or profession according to our welcoming and non-discriminatory guidelines. It's a very simple way to increase your share of the market and we'll welcome you as a member.

### I. Types of Memberships

#### Rate

#### *A. Member Category*

- **Regular Membership**

\$125.00

For members who intend to network in the organization and to have a listing in the LBPA Directory and on the LBPA website. This includes a listing in one category in both the printed and online directories. Membership shall be in the name of the business. The business may designate an individual to represent them or if an individual purchases the membership, that person shall be the representative. Membership shall be deemed to belong to the person who, or business that, funds the membership. Regular membership includes voting privileges. If the membership fees are funded by an individual and not the business, the membership can be transferred if that individual changes businesses or employment. A Regular Membership can have up to three Associate Memberships if those Associates work for, or are employed at, the same business or if the spouse of the person representing the Regular Membership.

- **Associate Membership**

\$75.00

For individuals who work for, or with, a Regular Member or are not representing a separate business or organization. This level of membership provides the opportunity to network in the organization. For Associate Members who work for a business or organization, a listing under the Regular Membership will be included on the web site and in the Lambda Directory. Associate Members who do not represent a business or organization will receive a separate listing on the web site and in the Lambda Directory under Community Builders. This includes voting privileges unless Associate Membership is purchased as part of a Community Membership. Associate Memberships are limited to three per Regular Membership or three per Community Membership.

- **Community Membership** **\$25.00**

A community group, which may consist of a social, educational, political, spiritual or other type of organization which has the intended purpose of improving the LGBT community, may join LAMBDA by purchasing a Community Membership. Upon joining, one member of said organization is to be designated as a representative and will have full voting privileges.

Community Memberships may purchase up to three additional Associate Memberships but will have no voting privileges.

***B. Non-Member Category***

- **Community Organizations**

Non-profit and community-based organizations or groups that do not choose to purchase a Community Membership may be listed in the directory and on the Lambda web site. This is complimentary and part of Lambda's community service and such listings shall be determined by the BOD in conjunction with the directory publisher.