

the **B4-8** club

Application for membership 2017/18

Member details

Mr/Mrs/Ms/Miss :

First Name(s):

Surname:

Profession / Occupation:

Address:

Post Code:

Telephone:

E-mail:

Information about your business

The following information may be included in publications, placed on the Club web site, and/or made available to other members to encourage networking between members.

Name of business

What are the main products or services that you offer?

Declaration

I agree to abide by the rules of the club. I enclose my payment (cheques made payable to "The B4-8 Club", which will cover my membership up to 31st May, 2018.

Signature:

Date:

Committee Use Only

Received the sum of:

Date of joining:

Signature (Committee Member)

Constitution of the B4-8 Club

1. Name

The Club shall be known as the B4-8 Club (the "Club").

2. Overview and Objectives

- 2.1. The Club is a non-profit business networking group who organise breakfast meetings each month throughout the year.
- 2.2. The main aims of the Club are –
 - 2.2.1. to provide members with the opportunity to network,
 - 2.2.2. to enable members to promote their primary business activity, and
 - 2.2.3. to pass business referrals to other members of the Club.
- 2.3. The Club meets each month at a time and place decided by the Committee with any resulting costs covered by the annual subscription fee.
- 2.4. It is a condition of attendance at meetings that all attendees agree to their names and business details being circulated to all the other attendees of that meeting.

3. Limited Area

- 3.1 Membership is limited to an enterprise or organisation within the Bailiwick of Guernsey.

4. Subscription and membership

- 4.1. Every intending member of the Club shall pay the subscription on admission to membership.
- 4.2. The subscription for membership to the Club is an annual fee of £168.00, or any other amount determined from time to time by the Committee.
- 4.3. Members in their absence may nominate a representative to attend meetings on their behalf. Members must inform a Committee member as soon as is reasonably practical the date of the meeting they will not attend and the name of their representative.
- 4.4. The Committee may at its discretion suspend a member's membership if they fail to attend three consecutive meetings.
- 4.5. Guest members proposing to join the Club may not attend more than two meetings before paying the annual subscription fee.
- 4.6. A Committee member must be informed of the name and primary business activity of the guest member as soon as is reasonably practical before he/she attends a meeting.

5. Committee

- 5.1. The Committee shall consist of the Club's officers (Chairman, Vice-chairman, Secretary and Treasurer) together with up to four additional ordinary members.
- 5.2. The Committee shall be elected in accordance with clause 9.
- 5.3. The Committee is responsible for the running of the Club.
- 5.4. The Committee shall meet as regularly as required to discuss the affairs of the Club at such time and at such place as decided between the Committee members.
- 5.5. The quorum for Committee meetings may be fixed from time to time by a decision of the Committee, but it must never be less than three Committee members, and unless otherwise fixed it is three.
- 5.6. At a Committee meeting, unless a quorum is participating, no proposal is to be decided on, except to call another meeting.

6. Annual General Meeting ("AGM")

- 6.1. The AGM must be convened by notice at the previous month's meeting and electronically, either by posting details on the Club's website or by e-mail to all registered members.
- 6.2. The AGM will be held no sooner than March each year.
- 6.3. Matters to be raised must be notified to the Secretary at least seven days prior to the date of the AGM.

7. Conduct of AGM

- 7.1. The quorum for an AGM may be fixed from time to time by a decision of the Committee, but it must never be less than five members, and unless otherwise fixed it is five.
- 7.2. At an AGM, unless a quorum is participating, no proposal is to be decided on, except to call another meeting.
- 7.3. The Club Chairman must chair the meeting, or in his absence the Vice-chairman.
- 7.4. In the event of any vote, the manner of the vote and its declaration are the sole responsibility of the meeting's Chairman.
- 7.5. The Chairman and the Treasurer must present brief reports.
- 7.6. Notes of the meeting and any actions arising will be recorded by the Secretary, or in his absence by a member nominated by the Committee.
- 7.7. At the AGM the Club's Treasurer shall submit for examination by the Committee and members of the Club the accounts for the Club. The Treasurer shall confirm that the accounts represent a true picture of the Club's affairs.
- 7.8. Any member may raise any matter, subject at all times to the decision of the Chairman and clause 6.3.

8. Retirement of Committee Members

- 8.1. At each AGM all members of the Committee shall retire.
- 8.2. Retiring members are eligible for re-election.
- 8.3. The Chairman, Vice-chairman, Secretary and Treasurer shall each separately have a maximum of three years in office, subject to being re-instated each year at the AGM, after which they will not be eligible for re-election until one year has passed from the date on which they retired from the Committee.

9. Nominations for Committee

- 9.1. Nominations for the Committee must be in writing and reach the Secretary not less than seven days before the AGM.
- 9.2. Each nomination must be made by at least two members and the member nominated must have agreed to stand.
- 9.3. Retiring members of the Committee have automatic nomination should they wish to continue their post provided it is in accordance with clause 8.3.
- 9.4. Nominations shall be for either a named position as an officer (Chairman, Vice-chairman, Secretary or Treasurer) or as one of the up to four additional members on the Committee.
- 9.5. At each AGM the Chairman must state to the meeting the names of the retiring members of the Committee who wish to offer themselves for re-election and the names of the person(s) nominated to stand for election to the Committee.
- 9.6. Each Committee position shall be decided in accordance with clause 7.4 by those members present at the meeting. The votes for each name must be counted, and the Committee positions must be filled by those with the most votes.
- 9.7. In the event of a tie a further vote will take place following the procedure as outlined in clause 9.6.
- 9.8. If there are no nominations, then the retiring members who have offered themselves for re-election will automatically be declared as re-elected. If such retiring member is standing down in accordance with clause 8.3 then the meeting may decide in accordance with clause 7.4 to waive the restrictions on such individual to stand down.
- 9.9. The Committee may designate tasks to non-committee members during the course of the year as they see fit. Such non-committee members shall be entitled to attend Committee meetings as the committee sees fit.
- 9.10. Should any Committee member retire or resign during the course of the year, such position becoming vacant shall be advertised electronically, either by posting details on the Club's website for a minimum period of one month or by e-mail to all registered members sent at least one month before the next meeting of the Club, whereupon the Committee shall invite applications from members. If no such applications are forthcoming or if there are more than one, then at the next meeting of the Club a vote will be held in accordance with clause 7.4 as to who shall be appointed. If on such position becoming vacant, and no applications are received, then the position shall be filled by a person from within the Committee, at the Committee's discretion or by such appointed assistant (in accordance with clause 9.9) until the next AGM where nominations for such position will be dealt with as set out in this clause 9.

10. Treasurer

10.1. Annual Subscription

- 10.1.1. The Club year starts 1 June and finishes 31 May of the following year.
- 10.1.2. All membership fees for new members collected after 31 May in any year shall be calculated on a pro-rata basis, rounded up to the nearest whole day. At the end of the year these are carried down and shown on the balance sheet.
- 10.1.3. When paying his/her annual subscription, a member should complete the membership application or renewal form.
- 10.1.4. Annual subscriptions should be collected from every member and should be posted to the proper account.
- 10.1.5. If an existing member does not pay the annual subscription before 31 May in any year the Committee at its discretion may cancel that member's membership.

10.2. Banking

- 10.2.1. A bank account shall be opened in the name of the Club.
- 10.2.2. Certain designated officers of the Committee are authorised by resolution of the Committee to sign cheques, and mandates given to the Bank accordingly.
- 10.2.3. Two signatures are required on all cheques drawn on the Club's bank account.
- 10.2.4. The Treasurer must complete such forms and documents as may be required by the Bank from time to time.

10.3. Committee Meetings

- 10.3.1. The Treasurer may need to present a financial report and statement at each Committee meeting; it is advisable to give a copy of this statement to the Secretary before reading the report in order to save errors.
- 10.3.2. If any expenditure is approved at a Committee meeting, it is the Treasurer's duty to make a note of it.
- 10.3.3. Notes of Committee meetings and any actions arising will be recorded by the Secretary, or in his absence by a Committee member nominated by the Committee.
- 10.3.4. Notes of Committee meetings shall be provided to all members electronically, either by a posting on the Club's website or by email to all registered members within one month of the meeting.

10.4. End of Year (31 May)

- 10.4.1. Collection of the next year's annual subscriptions should take place well in advance of the end of year.
- 10.4.2. Announcement should be made at meetings that notification of any claims for expenses should be submitted and settled on or before 31 May in any year.

10.5. New Members

- 10.5.1. It is the duty of the Committee to ensure that guest members are aware that they may attend no more than two meetings without paying subscriptions; upon further attendance they will be obliged to pay the membership annual subscriptions.

11. Surplus Funds

- 11.1. If at any AGM the Club has surplus funds in hand they will be carried over to the next year.

12. Disposal of Funds on Dissolution

- 12.1. If the Club is dissolved or discontinued, the balance at the Bank after the payment of all expenses must be given to a charity or charities nominated by the Committee.

13. Alteration of Constitution

- 13.1. No alteration of, or addition to, this constitution may be made except by a vote on a show of hands (or as otherwise agreed by the Committee) of not less than a simple majority at the AGM.