



WANSTEAD BUSINESS NETWORK

Constitution

1. Organisation Name

Wanstead Business Network ("Organisation")

2. Objects

The objects of the Organisation shall be to arrange networking meetings / opportunities for local businesses with a view to creating increased business opportunities for the members of the network

3. Status of Rules

These rules (the Organisation rules) form a guide for the operation of the Organisation and as point of reference for each member of the Organisation

4. Rules and Regulations

(a) The Organisation shall have the status of a unincorporated not for profit organisation.

(b) Membership status shall be afforded on a first come first served basis to a member that has paid its membership fee provided that only one person / or company per trade or profession be allowed to hold membership or attend meetings at any one period of time

(c) The Organisation will also provide equal respect to its members, be fair and impartial in its dealings provide equal Opportunities to its members to network and make others aware of its services and operate an Anti-Discrimination Policy.

5. Organisation Membership

(a) The members of the Organisation from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Organisation Secretary.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Organisation. Agreement to membership shall be at the sole discretion of the Organisation Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

6. Annual Membership Fee

(a) An joining fee of £30 is payable by each member which may be reviewed from time to time by the Organisation Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) A weekly charge of £10 shall be requested of each member and guest (at the discretion of the committee) to cover the cost of breakfasts and running expenses

(c) The Organisation Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Organisation.



(d) A guest shall be requested to become a member after their third visit to the Organisation

7. Resignation and Expulsion

(a) A member shall cease to be a member of the Organisation if, and from the date on which, he/she gives notice to the Organisation sub Committee of their resignation. A member who fails to attend for a period of 4 months shall be deemed to have resigned.

(b) The Organisation sub Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Organisation for them to remain a member.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Organisation Property.

8. Organisation Committee

(a) The Organisations Committee shall consist of the following Organisation Officers: Chairperson, Vice Chairperson Secretary and Treasurer elected at an Annual General Meeting or from time to time as may be decided by the Organisations committee.

(b) Each Organisation Officer and Organisation sub Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Organisation Officer at any time.. The quorum for the transaction of business of the Organisation Committee shall be three.

(c) Decisions of the Organisation

Committee of meetings shall be entered into the Minute Book of the Organisation to be maintained by the Organisation Secretary.

(d) Organisation Committee shall hold not less than three meetings a year.

(e) An outgoing member of the Organisation Committee may be re-elected. Any vacancy on the Organisation Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another member and approved by a simple majority of the remaining Organisation sub Committee members.

(f) The Organisation Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Organisation Rules.

9. Annual and Special General Meeting

(a) An Annual General Meeting (AGM) shall be held in each year to:

- (i) Receive a report of the activities of the Organisation over the previous year
- (ii) Elect the members of the Organisation sub Committee
- (iii) Consider any other business.

(b) Nominations for election of members as Organisation Officers or as members of the Organisation Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Organisation, to the Organisation Secretary not less than 1 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Organisation Secretary not less than 1 day before the Meeting.

(c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Organisation sub Secretary of a requisition in writing signed by not less than two members stating the



purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.

(e) The quorum for a General Meeting shall be three.

(f) The Chairman or in their absence a member selected by the Organisation Committee, shall take the chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) The Organisation Secretary, or in their absence a member of the Organisation Committee, shall enter Minutes of General Meetings into the Minute Book of the Organisation.

10. Organisation Finances

(a) The Organisation will be maintained and Supported by the members under their financial guidelines set by the Organisations treasurer who will be responsible for the proper taking of records and the organisations Bank Account

(b) The Organisation shall prepare an annual Financial Statement in such form as shall be published by the organisation secretary in line with current good practice for an organisation of this type

11. Dissolution

(a) A resolution to dissolve the Organisation shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Organisation Committee shall be responsible for the winding up of the assets and liabilities of the Organisation.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Organisation shall be disposed of in such manner as the members of the Organisation shall determine but on the proviso the recipient(s) are a registered charity.