

independent networking  
**ingroup**

## **Constitution**

## **Introduction**

The content below forms the constitution of Independent Networking Group, (referred to below as “the group”).

## **Name**

The formal title of the group will be Independent Networking Group. The group will be known, day to day, as the “IN” Group.

## **General Purpose**

The general purpose of the group is to facilitate the meeting of business professionals on a regular basis with the aim of producing referrals between those people and with the aim of those referrals leading directly to invoiced work.

## **Executive Roles and Administration**

### Executive:

The group shall have a Chairman, Treasurer and Secretary together with an Administrative Committee.

Chairman – Will run the weekly meetings, ensuring adherence to any agenda and determining any relevant matter sent to him for decision.

Treasurer – Will ensure that membership and weekly fees are paid and will assess the financial performance of the group, reporting to the group as and when required. On a monthly basis the Treasurer shall inform the group of the financial performance of the group.

Secretary – Will ensure the group acts consistently with this constitution and that members abide by the rules and requirements of the group. They will ensure all relevant and appropriate information is passed on to members when necessary. They will keep minutes of any Administrative Committee meetings.

### Administration:

Administrative Committee – Will be made up of four non-executive members plus the Chairman, Treasurer and Secretary and will meet every six weeks or otherwise as deemed necessary. It is the role of the Administrative Committee to set rules and fee levels for members, to vet new applicants and to set the format for meetings. The Administrative Committee may co-opt people into any process to achieve this as and when necessary.

## **Duration of Roles**

All executive appointments and those to the Administrative Committee shall be for a period of 12 months.

## **Discretionary Waiver of Membership Fee**

The Chairman, Secretary and Treasurer may, at the discretion of the Administrative Committee, enjoy a waiver of the requirement to pay their annual membership fee in recognition of the work they undertake/may undertake for the group. Any such decision of the Administrative Committee must be made based on a vote by the Committee as a whole, excluding the executive member who is seeking the waiver.

## **Non-Members**

The group will enable non-members to attend to undertake presentations to the group as and when necessary and desired. Non-members will also be permitted to attend in place of a member as a “substitute”, but non-members who do attend in that capacity may be asked to do so for a maximum number of occasions and in any event no more than six.

## **Applicants for Membership**

Applicants for membership of the group will be asked to provide references, which will then be checked by the Administrative Committee.

## **Group Finances**

The group shall hold a current account to receive annual membership fees and weekly dues, the monies to be used solely for the purpose/benefit of the group and be that for the ongoing work of the group, group social matters, community projects/matters or any other matter as deemed appropriate by the group.

In the event of any member leaving the group and ceasing to be a member, they will not be entitled to any share of the balance of the group bank account, however, in the event of the group closing and ceasing to exist, the balance of the account will be divided between existing members at the time when the account closed.

## **Group Performance**

The performance of the group in terms of business generated will be monitored by the group and will primarily be the responsibility of the executives.

## **Change to Constitution**

Any change to this constitution will be made following a decision at a separate Extraordinary Meeting and determined by a vote of members present with the Chairman’s decision final in the event of deadlock.