



Constitution

Bucks Fizz is a business breakfast networking group based in and around Buckingham serving business in Buckingham and surrounding area.

Purpose

Bucks Fizz meets fortnightly on Tuesday mornings with the objective of:

- generating referrals and business leads for members
- giving mutual support and sharing new ideas and business opportunities with fellow members

The members of Bucks Fizz look for opportunities to refer or promote other members businesses wherever possible. Whilst this is the primary aim of the group, the intention is that it should operate in a friendly, open and fun atmosphere.

Membership

Membership is open to business people who are willing to commit to the group and to attending the fortnightly breakfast meetings. However, only one member is permitted per business area, profession or occupation. Consequently, full members have the right to veto new members.

Where there are potential areas of overlap, the two people concerned will negotiate with each other their business boundaries for promotion within the group, with appeal to the Committee if necessary. No member is permitted to occupy more than one business slot if this denies a potential member the opportunity of joining the group.

It is a condition of membership that full members agree to adhere to the Constitution of the group. All full members they are eligible to stand for official positions and membership of the Committee.

The maximum number of members allowed is 26. When maximum membership is achieved a further clause will come into effect with regard to guests. A maximum of 2 guests per meeting will be allowed. Members to use the catch-all mail box (all@bucks-fizz.biz) to inform the group that they are bringing a guest. The exception to this will be for Visitors' Days (open meetings), when the open door policy will prevail.

The group's financial year runs from 1st January. Members' subscriptions will be billed on this date and are due 30th January.

New members joining during the year will pay their annual subscription in January of the second year of Membership.

A monthly fee will be collected by standing order to cover the cost of breakfast (whether or not it is eaten). This is payable in advance on the first of the month by standing order. No refunds are given for non-attendance.

Any fees submitted are not refundable.

Guests

Guests whose business clearly overlaps with existing members will normally only be invited to attend on Visitors' Days (open meetings)



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All guests, whether or not they are prospective new members, will be limited to 6 meetings in any 12-month period and will pay a guest fee to cover the cost of their breakfast.

All members are encouraged to bring guests to the meetings as frequently as possible, since the interaction with new people creates opportunities for visitors and members alike.

Meetings

Meetings will normally include 60-second presentations by each person in attendance. Substitutes will give their own presentation, as well as a presentation on behalf of the person they are substituting.

There will also normally be a ten-minute presentation by a member of Bucks Fizz to give each member an opportunity to explain and promote his/her business at greater depth than the one-minute presentations allow. ***However, this will not be scheduled on Visitors' Days or when a guest speaker has been invited.***

Meetings will always include a Referrals session during which members and guests pass referrals and business leads to each other. During this session, advice may be sought, testimonials given or any matter raised that is relevant to the purpose of the group. Guests will be encouraged to say something positive about their experience of the meeting.

Attendance

When a member is unable to attend a meeting, he/she must notify the person responsible for venue liaison by the Friday preceding the meeting. He/she must also arrange a substitute so that numbers are maintained. A list of possible substitutes will be made available to Bucks Fizz members. One nominated member will be responsible for maintaining and co-ordinating the substitutes list. A substitute should not conflict with any Bucks Fizz member.

Those organisations with a number of employees may rotate attendance, but there should be no more than three regular attendees to ensure both continuity and in-depth knowledge of fellow members' businesses. There should also be a single nominated member to whom all correspondence will be addressed for onward circulation.

In the event of a last-minute inability to attend a meeting, every effort should be made to notify one of the group. Members experiencing personal or business difficulties and are therefore unable to attend for any period of time should advise the Chair or another Committee member and request a sabbatical.

If a member is absent without a valid reason for 3 consecutive meetings, their next ten-minute presentation may be delayed and a warning issued by the Committee. Continued or persistent absence for whatever reason may result in membership being withdrawn, at the discretion of the Committee.

Punctuality

It is important that members are punctual for meetings. Any member who is consistently late may be written to by the committee. Such action will be at the discretion of the Committee and only after consultation with the member concerned.

Committee and General Meetings

Bucks Fizz will hold members-only General Meetings in January each year for the purpose of



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approving the group's accounts, appointing members to the various roles (see Appendix) and electing the Committee. There may also be other group matters to be discussed.

The Committee will consist of no less than 4 and no more than 6 people who will be elected by all Bucks Fizz members on a one business, one vote basis. A quorum is 3 people. Members of the Committee will serve a 12-month term, but may seek re-election if they wish. The Committee will normally be made up of the Chair, the Vice-Chair, the Membership Secretary, the Treasurer and the Substitutes manager.

The role of the Committee is to ensure the smooth running of the group. The Committee drives the events and marketing activities of the group.

Appendix

Buck Fizz roles

Members may have more than one role.

Chair - chairs meetings, drives group strategy.

Vice Chair - acts as time-keeper for meetings, deputises for and assists the Chair as necessary.

Membership Secretary - keeps details of members, liaises with the Chairs of other networking groups, files application forms, talks to visitors about membership and gives out the Welcome Pack, or works with others to boost the membership, responsible for compiling and publishing the group's Newsletter on a regular basis.

Venue liaison - communicates with the venue about numbers and dietary requirements for breakfast and the group's future plans (Visitors Days, Joint Meetings and so on); supplies a list of substitutes; maintains and updates the mailing list, sends out Newsletters and Invitations to Visitors' Days to the mailing list.

Treasurer - runs the group bank account; prepares a budget and the group accounts; supervises the collection of money from visitors; makes all payments; reports to the Committee about the group's finances. Also keeps a record of attendance of members and guests.

PR and marketing - communicates with the press, especially with regard to Visitors' Days and special events; maximises the group's profile in the business community; works with the Membership Secretary and others to increase group membership.

Website and technical - responsible for developing and maintaining the group's website and facilitating the groups e-mail communication.

Social Secretary - responsible for organising regular social events for the group, partners and guests.

Visitor hosts - responsible for collecting business cards from visitors for the group records; follows up visitors after meetings

All members are responsible for paying attention to visitors and making them feel welcome.