



Terms and Conditions of Membership

1 Weekly Meetings

- 1.1 Each member is expected to commit to appear at each weekly meeting at 7.30am.
- 1.2 The meetings start with a 15 minute general networking session followed by breakfast. The precise time will be decided by the Chair based on the profile of the meeting but by 8.15 the Chair will give a brief talk on current developments, news items and areas of interest. There then follows a 10 minute more detailed presentation from an individual member or occasionally a guest where a member is given an opportunity to present his or her business in substantially more detail.
- 1.3 There will then follow the 60 second individual presentations from each member and guest present. This is the ideal opportunity to put across word of mouth advertising from your business to your fellow members/guests and members are encouraged to vary their presentation to cover topical items of interest and not to repeat each week exactly the same "spiel".
- 1.4 There then follows the main business of the meeting which is the referral exchange itself. This will be led by the Referral Exchange Member who is nominated by the Chair. The main reason for this group is the generation of business leads and opportunities and the spot light should be on this session.

2 The Committee

- 2.1 The Committee will be proposed by the Chair from time to time ideally in advance of the Chairship so that the identity and makeup of the Committee can be settled at the Chair's first meeting. The Committee will meet on an ad hoc basis to discuss matters of general relevance and importance to the group including but not limited to:
 1. New applications for membership.
 2. Disciplinary matters.
 3. Attendance or frequency of attendance of members.
 4. The organising and running of meetings
 5. Promotion of the Group to local communities
 6. Any other relevant issue whether raised by a Committee Member or a member generally.

3 The Chair

The Chair will serve for a term of 6 months having been elected by a majority vote of members. The Chair is entitled to stand for re-election for a further term of 6 months at his or her discretion and subject of course to the majority vote of members. Normally the Chair will be the Vice Chair from the previous six months.

4 The Treasurer

The Treasurer will keep records of subscriptions paid and due, deal with issuing of invoices and Standing Orders and liaison with the host venue over issues including payment for breakfasts. The Treasurer will advise the Committee and therefore the members from time to time of the balance in the group's Bank Account and will report to the Committee on such matters. The Treasurer is entitled to stand for re-election for a further term of 6 months at his or her discretion and subject of course to the majority vote of members.

5 The Social Secretary

The Social Secretary will be appointed by the Chair together with the other committee appointments. As with the rest of the committee, he or she will serve for a period of 6 months.

6 The Referral Exchange Member

The Referral Exchange takes place at approximately 8.50am each Meeting.

The Member will keep records of referrals given and received by each member and may if invited by the Committee report back on such referrals. The Member is also authorised to enquire of individual members about the progress of business referred.

7 The Marketing Committee

A Marketing Committee consisting of the nominated committee member and a minimum of two co-opted members who will be responsible to and report to the committee. Any expenditure must have prior approval of the marketing committee and any proposed expenditure exceeding 65% in aggregate of the subscription income for any financial year will be put to a vote of members on a show of hands.

Any marketing activity where a member is interested (because that member will be acting on behalf of the group and receiving remuneration) is not entitled to vote on any marketing decision affecting that business or contract. That Committee member should declare his or her interest and whilst he or she may take part in the Meeting, will have no vote and will withdraw before a decision is taken.

Rules of Membership

1. Commitment to BEST is our sacred principle. The commitment is embodied in weekly appearance and generation of referrals, promotion of the Group to outside companies and organisations and contribution to discussions, networking, events etc. If a member is not able to be present e.g. sickness, holidays etc. they should arrange for a substitute to appear either by way of a guest or an existing member. The substitute should represent them and their business as well as their own and the substitute may wear "two separate hats".
2. Notes of attendance will be taken and where appropriate the Committee reserve the discretion to invite a member to leave the group for serious non-attendance. It is generally regarded that serious non-attendance involves aggregate non-attendance of more than 10 meetings in any year, or consecutive absence of more than 3. There will be no meetings when the Tuesday follows a Bank Holiday Monday or where it is agreed amongst the members that a meeting will not be best served during say, the Christmas Holiday period.
3. Each member will be registered with one core discipline. There will be only one such core discipline in the group, although it may be permissible in certain cases (the Committee reserves the discretion to make a final judgment in all such cases) for there to be overlapping secondary disciplines.

4. Membership fees. Current fees are £250 per annum for the first year payable in full at the time of joining the BEST group. This consists of a joining fee of £100 coupled with the standard annual subscription of £150. Members are encouraged to pay by Direct Debit, although this is not compulsory. Payment is in advance, the subscription period being from date to joining to 30 April of the following year, then annually thereafter running 1st December in that same year and thereafter by calendar year. A monthly standing order must be arranged to pay for breakfasts – currently £30 per month
5. The subscription will be reviewed annually and any changes notified in advance of the subscription period, although we will endeavour to keep subscription rates at the same level where possible even absorbing small increases in hosting charges. Accordingly, there can be no refunds, as the breakfast fees are paid across to the host organisation irrespective of attendance or the size of the breakfast taken.
6. Membership fees do not attract VAT and the funds will be aggregated in the group's Bank Account for the benefit of members from time to time. The Committee may decide on appropriate expenditure primarily on marketing and promotion of the group and, secondarily, on social items.
7. Invited guests are encouraged to visit for breakfast meetings for a maximum of 3 occasions in a period of 3 months to evaluate the meeting and decide if they wish to apply for membership. They will then be encouraged to submit an application form. The Committee will consider all applications for membership and, where it is considered that the application should be passed, the application and core discipline mentioned in the Application Form in particular will be read out at the meeting to see if any members have any objection. Any objection received from a member will entitle the Committee in its discretion to refuse the application.
8. All members are required to have professional indemnity insurance for their business activity as set down in their Application Form. A copy of the current certificate of such insurance cover must accompany the Application Form. The Committee may require production from any member of the current certificate of such cover from time to time and failure to produce may amount to conduct unbecoming a member of the Group and where appropriate the Committee reserve the discretion to invite a member to leave the group for such conduct.
9. All mobile phones should be switched off from the beginning of the meeting to the end, i.e. 7.30am to 9am as a courtesy to fellow members and guests.

All applications for membership will be made and accepted on the basis of compliance with these Terms and Conditions as amended from time to time.

I accept these Conditions of Membership for BEST and agree to abide by them.

.....Full Name

.....Signature

Dated.....



APPLICATION FORM

I should like to apply for membership of Guildford's BEST Business Group.

Name _____

Company _____

Your role in company _____

Company Address _____

Description of business activity to be supplied _____

Office phone no: _____ Fax no: _____

Email: _____ Website _____

Introduced by: _____

Acceptance of conditions of membership.

I accept the terms and conditions of membership as detailed in the Group's current Membership Rules. I understand that the committee has the final decision on whether to accept my membership application and that they may decline the application without giving reasons. If elected to membership I undertake to attend breakfast meetings regularly, arranging for a suitable substitute to attend in my absence. I will do my best to refer business to other members and I will ensure that I act professionally, ethically and honestly in dealing with any business leads that may be referred to me by members of the Group. I shall at all times seek to represent the Group in a way which maintains its reputation and promotes the business of its members.

Signed Date :

This application form should be sent to: The Membership Secretary, BEST Business Group, c/o Alliotts, Friary Court, 13-21 High Street, Guildford, GU1 3DL together with a copy of the applicant's professional indemnity (or equivalent) insurance certificate.