



## Bylaws

**1. Meetings** will be held once fortnightly unless otherwise advised.

**2. Meetings format:**

- **Management Committee Meetings** are held on an ad hoc basis but at least every 3 months, either by teleconference or by a meeting at a venue to be advised and a email notice of the meeting will be sent by The F4BG Secretary. Minutes of these meetings are published on the secure members section of the F4BG Website.
- **General Member Meetings** are held fortnightly, the dates of which are published in the "Current Events" section of the F4BG website. Members to arrive at 6:45am for breakfast and the meeting starts at 7am sharp on the current scheduled meeting date and venue details are published on The F4BG website.
  - The Meeting Facilitator is to conduct the meeting in accordance with the agenda set out on the current "*F4BG Meeting Facilitators Run Sheet*" which can be downloaded from the secure members section of The F4BG Website. Any changes to this Run Sheet must have 70% approval of a quorum of The Management Committee at a committee meeting.
  - New *Applications for Membership* will be discussed and referred to the Management Committee for their recommendation to *the full membership* at the following meeting.
  - General Members Meetings conclude at 8:30am
  - There is to be at least one scheduled *Members Presentation bi - monthly*.
  - Full Member Housekeeping Meetings are to be held as per the "Current Events Schedule" on the F4BG website. Where F4BG General Business will be performed and minuted.
  - The Secretary will take minutes of the meetings and forward them to Web Master for posting to secure member section of The F4BG Website

**3. Position Descriptions**

**Monthly Facilitator (Member Position)** rotates through the membership every calendar month. The Roster for Monthly Facilitators is posted in the Secure Members Section of The F4BG Website.

- a. Facilitates the meetings and events in accordance with the current Facilitators Run Sheet posted in the secure members section of the F4BG Website

- b. If a *rostered on Facilitator* is not able to attend a meeting or a F4BG event, then that person, is responsible for finding a replacement Facilitator.
- c. The Facilitator is required to help The Webmaster setup the presentation equipment for meetings and events and must arrive at all meetings or events at least 15 minutes before the meetings or event starts.
- d. The Facilitator is responsible for the safe keeping, erecting, taking down and the removal of the F4BG Banner from the venue after meetings or events.
- e. The Outgoing Monthly Facilitator is to hand over the hard laminated copy of The Facilitators Run Sheet and The F4BG Banner to the incoming Monthly Facilitator on the last meeting/event date for his/her month.

**The Secretary (Executive Management Committee Position)** is responsible for the following:

- a. As described in the F4BG Rules Of Association:
- b. Taking Minutes of all Committee & Member's Meetings in Microsoft Word format then forwarding them by email to the Webmaster for posting to the Secure Member's Section of the F4BG website. If the F4BG Secretary is an apology for any meeting it is that person's responsibility to appoint a minute taker.
- c. Issuing Agenda's for Committee, Annual General & General Meetings in MS Word Format & and forward them to the webmaster for posting to the Secure Member's Section of the F4BG website.
- d. Issuing Committee Nominations Forms for Member Annual General Meetings
- e. Attendance at all Management Committee meetings
- f. Keeping the password protected *Register Of Membership* which also lists associated nominated Business Classifications
- g. In conjunction with the F4BG webmaster ensure that all minutes of general meetings and committee meetings are posted to the secure members Section of the F4BG website.
- h. Forward the names of attending guests and guest speakers and their contact details to *The Membership Development Officer* for his/her attention
- i. In conjunction with the marketing and membership committee members organise Group mailings to members when needed
- j. In conjunction with the F4BG Webmaster be responsible for the posting up of the Correspondence In and out.
- k. Receiving web form results from f4BG website and forwarding to respective members who's position Description suits the web form enquiry

**The Treasurer (Executive Management Committee Position)** is responsible for the following:

- a. Taking room rental fees and issuing F4BG receipts to Members and Guests at Member Meetings
- b. Attendance at all Management Committee Meetings
- c. Invoicing via MYOB Accounting Software for membership fees and subscriptions
- d. Invoicing of F4BG debtors
- e. Purchase orders and payments to F4BG suppliers and creditors
- f. Advise to banking electronic co-signatories for approval of payments.
- g. Liaison with F4BG Webmaster re acceptance of membership applications and payment of membership invoices.
- h. Preparation of End Of Year Financial Statements for inclusion in agendas for Member Annual General Meetings
- i. Preparation of financial statements upon request of the Management Committee.
- j. Liaison with venue managers

**The President (Executive Management Committee Position)** is responsible for the following:

- a. Promoting F4BG to strategic stakeholders in the region
- b. Close liaison with The F4BG Secretary particularly regarding correspondence out which is to have membership committee approval.
- c. Close Liaison with F4BG Secretary regarding timely notice to Management Committee of correspondence in.
- d. Scheduling appropriate Guest Speakers after referring to the Current Events Schedule posted in the public section of the F4BG website. Then to advise, via email, to the F4BG Webmaster who will update the web.
- e. Welcome, introduction and thanking of any invited speakers
- f. To have an intimate knowledge of the F4BG Rules of Association and The F4BG By-Laws
- g. To be present at and chair all Management Committee Meetings. If the President is unavailable he should nominate a representative to act in his place.
- h. To be a worthy ambassador of The F4BG in our community with particular focus on our Mission and Vision.

**The Webmaster (Management Committee Position)** is responsible for the following:

- a. Also a Technical Support Officer for the setting up of demonstration equipment at meetings and to assist Speakers with their demonstration material
- b. Updating the F4BG website with current and past events
- c. Updating the website as per Management Committee guidelines as decided from time to time.

- d. Making suggestion to F4BG Management Committee as to the content of the F4BG Website
- e. The role of the F4BG Webmaster is a maintenance role and he/she will need to engage the services of advanced advice and programming from time to time. This position carries approval of expenditure of up \$150 with the F4BG Treasurer's approval. Expenditure over \$150 has to be with the full Management Committee's approval.
- f. Arranging email forwarding to various Management Committee Members email accounts through our Web Host's control panel.
- g. Close liaison with F4BG Secretary & President with regard to content of postings
- h. Publishing of the minutes and agendas of Member and Management Committee meetings on the F4BG Website.
- i. Attendance at all Management Committee Meetings.
- j. Keep updated all F4BG templates on the F4BG website for download by members.

**Membership Development Officer (Management Committee Position)** is responsible for the following:

- a) Receiving F4BG web from results forwarded by secretary for guests requiring an invite to F4BG meetings
- b) Contacting guests and arranging to be their buddy at the Guest's first meeting. Sit next to the guest at their first meeting.
- c) Where more than one guest is to attend any one meeting then this person is responsible for appointing a separate buddy for each of the guests from the F4BG Membership. This appointee buddy is to sit next to the guest.
- d) Maintaining the F4BG Mailing list of members, guests and guest speakers.
- e) Perform all group Mailings to Members and potential members potential guests, past guests and past guest speakers under instruction from the F4BG Secretary
- f) A follow up letter on F4BG letterhead (as an attachment to email or direct snail mail) be sent to every visiting guest or guest speaker inviting them to apply for membership if appropriate.
- g) Send invitation letter to potential members and follow up.

**Communications & Marketing Officer (Management Committee Position)** is responsible for the following:

- a. Giving advice to the Management Committee as to strategic marketing, promotional and advertising activities.
- b. Putting draft promotional material for the approval of The Management Committee
- c. Drafting Press Releases for the approval of the Management Committee
- d. Close Liaison with the F4BG President & Membership Development Officer
- e. Arranging quotes from creditors for marketing materials Forwarding invoices from creditors for approved marketing and promotional activities to the F4BG Treasurer
- f. Proof reading all marketing and advertising material before submission for approval to the Management Committee
- g. To attend all Management Committee Meetings

**4. Side Table will be available** at the venue of The General Members Meetings for the purpose of displaying the following:

- Business cards of members
- Flyers, brochures, special offers or other promotional material of member businesses
- No flyers or promotional material to be placed on the dining/meeting tables.

**5. Guests are to request an invitation to the meetings.** *The Membership Development Officer* is responsible for assigning a member buddy for the guest requiring an invitation. The guest will be introduced to the meeting by the Member Buddy. This introduction is to take no longer than 2 minutes.

#### **6. Meeting Charges for Guests**

- \$30 for non-members to attending guest speaker meetings
- \$25 for members to attend guest speaker meetings
- \$25 for members to attend general meetings with no guest speaker
- \$25 for non-members to attend general meetings with no guest speaker

#### **7. Membership**

- Members are expected to attend meeting every fortnight.
- Members who cannot attend will be required to send an apology to the secretary prior to the meeting. This will be recorded in the minutes. Members to pay an Annual Membership Fee of \$100 and a joining fee of \$75 (\$50 of which is paid to the Webmaster for loading details on the website)
- The Membership Fee will not be prorated. Applications accepted within 3 months of the end of the financial year will receive membership for the full subsequent financial year.
- New members will pay their Membership Fee & Joining Fee with their application.
- Matters concerning a breach of these by laws and/or other matter are to be referred to the full membership by way of a notice of motion to be put in the

General Business Segment of a *Members Only General Meeting*. The motion will then be dealt with at the following meeting.

- Members retain the right to request for an issue to be referred to "The Management Committee" for further consideration.

**8. Safaris** (Visit by individual members to member businesses). The attendee is to focus on the host presenters business at the safari visit. Safaris are considered to be one of the core F4BG's points of difference.

### **9. New Member Applications**

- There is no restriction to the number of new members allowed except that there will be no more than 3 members from each industry classification.
- The Meeting Facilitator will mention any new applications from intending members in any General Meeting. Membership applications will be referred to the Management Committee for their recommendation to the full membership at the next meeting.
- Any applications will be carried over to the next meeting where the application will be discussed with a view to the following:
  - The classification applied for and any potential conflict of interest
  - The guest whose application is under consideration will not be allowed to attend the meeting when their application is to be discussed and decided.
  - The attending members will vote for or against the application.
  - The vote will need a majority for the acceptance of the application; otherwise the application will be refused without a reason having to be given to the applicant.
  - Strict confidentiality is required from attending Members discussing a membership application because of privacy laws.
  - The meeting may agree to adjourn the decision of membership on the basis of not enough information supplied by members or the applicant.
- A guest will be classified as a guest for up to 3 meetings where upon he or she will be asked for an application for membership or to refrain from coming to further meetings.

### **10. Changes to these Bylaws**

These bylaws may need to be changed from time to time. A member who considers that a change to these bylaws is necessary, will give notice of their motion to be dealt with and voted upon in the General Business segment of the next general meeting. When a motion is put it has to be seconded. The vote in favour of the motion will have to be a 70% majority of the attending membership for the motion for change to be carried.