

AIMS AND PURPOSE OF SWNG

Registered name: South West Networking Group Incorporated

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Our Mission

The South West Networking Group (SWNG) is a group of business, trade and professional people who have these attributes in common...

- They operate in Sydney's South West
- They want to increase their business
- They believe in active, mutual help

The SWNG members come together for a breakfast meeting every Wednesday to refer business to each other - and to organise various business-building activities, including training and development, promotions and other initiatives.

Business referrals are the heart of SWNG activity. Of course, we exchange business among ourselves, but the real pay-off comes when we refer to SWNG colleagues the many business opportunities we spot day-to-day while operating within our own, individual networks.

1: Conditions of membership:

A: Members will ensure regular attendance, and arrange a substitute if unable to attend. Where there is an unavoidable absence, an apology should be relayed prior to the meeting to the Vice President or President.

B: Membership is exclusive to one business category only per chapter. Where there is a conflicting specialty within a business (eg, law firm and conveyancer) priority will be given to the existing member of that service at the discretion of the Executive Committee.

C: Membership is confirmed by way of approval by the committee, annual payment of membership dues and by monthly breakfast payment in advance. The committee reserves the right to refuse a membership application.

D: Members are required to abide by the ethics and professional standards of their industry.

E: It is expected that members will serve as a committee member once every two years for the term set down by the committee.

F: Members are encouraged to actively participate in workshops and social events, and to spend time outside the group getting to know members and their businesses.

G: Members are accepted under the original business category applied. A change in business requires committee discussion and approval for member to remain in the group.

2: Referrals:

A: Members are to actively seek opportunities to generate quality referrals, and to promptly follow up those received. They must give relevant feedback to referral givers, whilst maintaining respect, integrity and honesty in all dealings between members and referrals.

B: Members will abide by the ethics and professional standards of their industry or profession and uphold best practice standards of quality, service and value in dealing with SWNG referrals.

C: Members will give deserved 'raps' during designated time in meetings. As a SWNG member you must have easy availability to other members' cards and details at all times.

D: The "Referrals Coordinator" is to keep and maintain referral records which will be used as a means of promotion of the group.

3: Guests:

A: At every opportunity, members are to advance the interests of SWNG by introducing visitors (new members) to the group.

B: Guests will be given free breakfast at their first two meetings, and be asked to pay the current breakfast contribution for their subsequent visits.

C: Guests may attend a maximum of two meetings, after which they will be asked to join the group by way of application and payment.

4: Attendance/ meetings:

A: All members are to attend meetings as designated, currently weekly. Poor attendance may result in a formal notice from the committee.

B: Members are required to arrive at 7am for open networking.

C: Members are required to be present by 7.10 am for the start of the meeting, unless they have previously notified the President, Vice President or Secretary.

D: Punctuality will be noted and a Committee member will discuss this with the member if this is a continual occurrence.

E: Members must attend a minimum of 75% of general meetings. All non attendance must be accompanied by an apology which will be recorded. Extended leave must be authorised by the President, Vice President or Secretary.

F: Members are encouraged to alternate their seating each meeting to allow the building of relationships with all other members.

G: Out of consideration of other members and guests, all electronic devices including mobile phones are to be switched off / silent during meetings.

H: Each Chapter meets every Wednesday commencing at 7am.
- for consistency each Chapter meets at their designated venue each week, unless advised otherwise.

5: Termination of membership:

A: The committee expects all SWNG members to comply with its rules and standards as outlined and will discuss any breaches with individual members with a view to resolving them.

B: Three consecutive absences will require the committee to discuss this with the member concerned. If poor attendance continues beyond this, the committee has the right to review the member's position in SWNG.

C: The committee reserves the right to issue warning letters to members not fulfilling their commitments to SWNG. If such problems persist, the committee may recommend termination of membership to a meeting of SWNG members. Carried by a vote, this becomes a binding decision.

6: New members:

A: New members will be considered by the committee and will be advised of the status of their application within seven days of application.

B: Upon being inducted into the group, new members will be required to acknowledge their commitment to SWNG by signing the code of ethics.

C: New members will be welcomed to the group at a weekly meeting by the President, and issued with a certificate of membership and membership pack.

D: Honorary membership may be extended to key people with a majority vote from the group.

E: A minimum of 75% of general meetings must be attended by each member to attain voting rights at the Annual General Meeting.

7: Events:

A. Events may include, but is not limited to:

1. Recruitment
2. Social
3. Expo's
4. Workshops
5. Presentations
6. Seminars

B. The Committee will regularly issue workshop advice on upcoming events. Schedules are to actively involve all members.

C. The schedule is to be promulgated to all members at a minimum of one month in advance.

D. Technical presentations are to be confirmed with the nominated presenter at a minimum of two weeks prior to the scheduled date.

E. Special events (Joint Group Meetings, BEC Breakfast Presentations etc) are to be confirmed by each member to the nominated coordinator by written (via email) RSVP 14 days prior to the scheduled event.

F. Any member who chooses not to participate in the group events may be asked to review their membership by the Committee.

8: Financial standing:

A: Yearly fees must be paid within 14 days of issue of an account by the Treasurer of SWNG. The committee reserves the right to issue a letter of warning in regard to the requirement that a member's position be declared open if payment has not been received.

B: Payment of monthly breakfast fees must be made no later than the second meeting of each calendar month.

C: Special events are to be paid in full when the member RSVP's. Unless otherwise previously agreed with the Treasurer or Assistant Treasurer, full payment is to be made prior to the special event.

9: Office bearers:

A: Committee positions will be open for vote every twelve months. All financial members who have attended a minimum of 75% of general meetings are eligible to vote by way of nomination and subsequent ballot.

Office bearers required for each chapter, and currently held.

President
Vice President
Secretary
Treasurer
Assistant Treasurer
Membership Officer
Event and Training co-ordinators
Guest Host
Time keeper
Special Events Co-ordinator
Publicity Officer
Referrals Co-ordinator

B: Committee members must arrange a suitable replacement in the event that they are unable to attend a meeting.

10: Suggestions, complaints and procedures:

A: The committee reserves the right to add to or amend the SWNG rules and regulations by way of written advice to all members giving 14 days notice of the intended change.

B: Complaints and/or suggestions are welcomed. However, except in exceptional circumstances, these should rather be presented in the first place to the committee for consideration and action, rather than raised without notice at a weekly meeting.

11: Financial control:

A: All SWNG expenses greater than \$100 are to be authorised by two cheque signatories and agreed by the executive committee.

B: Weekly finance reporting to the group is required by the Treasurer. Cheque signatories are to be President, Treasurer and Secretary - with a minimum of two signatures required.