



Avanti Networking

Part of The Avanti Group (UK) Ltd

Membership Application & Agreement

We are delighted that you are considering joining the **Avanti Networking** group. We know that you will find it useful and satisfying both as an individual and as a business-person. More importantly, we look forward to your participation and we believe that your skills and experience will be of great value.

Members within **Avanti Networking** take a key role within its development and growth and help to make decisions such as the acceptance of new members. A prospective member must complete this application & agreement form, sign and submit it to the Avanti Directors for review. After submission, the members will anonymously vote to either accept or not accept the application; the majority decision will be upheld. Upon this decision you will be notified before the next meeting, your membership confirmed and payment requested.

Name of Member.....

Day & Month of Birth: DAY.....MTH.....

Employee or Business Owner (please circle)

Position with Business.....

Name of Business.....

Address of Business.....

..... Postcode.....

Telephone No.....

Email Address.....

Website Address.....

Mobile Number for Member.....

Day and Month of Birth

Category Applied for.....

Describe your product/services (be specific)

.....

Invited by.....

Group Requested:

Units 4 & 5, Brightwell Barns, Waldringfield Road, Brightwell, Suffolk IP10 0BJ
Tel: 01473 558866 / www.avantigroup.uk.com
Comprising: Avanti Tax Accountants and Avanti Networking Company Registration Number 04635630

Agreement

1. Members:

- a. Sign this “Agreement” and standing order and annual fee payment received before membership can be granted.
 - i. Acceptance of a category is on a first come first served for joining
 - ii. When you receive a signed copy of this Agreement you are officially a member, this is agreed by the members of the group.
 - iii. Should the members of the group decide that it would not be appropriate for you to join, you will be refunded your membership payment in full if already paid.
- b. Make the prescribed annual payment in advance (must be cleared payment before the first meeting as a member)
 - i. 28 day cooling off period from receipt of signed/approved Agreement, (if you change your mind within that timeframe, the pack must be returned and we will refund 80% of your membership fee).
- c. Make the prescribed monthly payment for hotel costs payable on the 1st of each month, in advance of the meeting, by bacs (whether you attend or not)
 - i. Non-payment / late payment of 1 month or more will result in category being re-opened
 - ii. Late payments attract a late payment administration fee of £10 per late payment
 - iii. Retiring members – must cancel their standing order, overpayments cannot be refunded.
 - iv. Cancellation of meeting for whatever reason, refunds will not be given as an alternative day will be provided or an additional month added to the membership period if a meeting cannot be held in a month.
 - v. A Group closing will result in your annual membership fee being returned – pro-rata, less £50 admin fee for full membership and £25 for renewals.
- d. Contribution to the monthly meeting to include: (**jobs changed around 6 monthly)
 - i. Be part of the ‘Seating Shake Up’ – and sit with the number you are presented with upon arrival - sitting with new people helps you to get to know everyone in the room!
 - ii. Visitor Hosts x 2 ** - to provide support to front desk, greeting members and visitors and after the meeting chatting with visitors.
 - iii. ‘Networking Solution Tips Training (provided if unknown)
 - iv. ‘Expert Section’ – prescribed time – giving advice - not selling.
 - v. Chair the meeting (script provided) ** for a minimum period of 6 months
 - vi. 60 Second Spotlight – 60 second presentation to promote your business and what you are looking for
 - vii. It’s All About Me sections – prescribed time
 - viii. Assist with any exhibitions, where possible
 - ix. Carry out minimum one 1-2-1 each month
 - x. Send one invite minimum per month
 1. When we do a visitor day / stack day / event – invite numbers agreed by the group
 - xi. ‘I’ve Been Busy This Month...For Avanti!’ - Make positive statements to the section, for example:
 1. Either: 1-2-1 meeting done or doing
 2. Visitor attending or invited
 3. New Internal or External Referral during the month
- e. Dress code – anything goes. Our meetings are structured and focussed, also have an informal relaxed air about them so wear whatever you would normally wear for your working day. *Be comfortable.*
- f. Bring plenty of business cards to each meeting to pass around. And leaflets/cards for exhibitions.

- g. Attendance - at all times if you are unable to attend yourself, you must try to provide a substitute, it is so important to have your business continually represented
 - i. Two misses per annum and no payments are late, but where no substitute is provided, the category may be reopened.
 - ii. In the event of periods of long term 'certified' sickness (more than 2 months, medical certificate provided), and where no payments are late, but where a substitute cannot be provided. The category may be reopened or closed for an extended convalescing period of a maximum of 6 months, depending on circumstances.
 - iii. A substitute cannot be an existing member of the same group.
 - 1. Please ensure your substitute is advised that they will have to stand and present for 60 seconds for your category and also can stand for their own if relevant/no clash
 - 2. Please provide your substitute with a script for your 60 seconds
 - 3. A substitute cannot be a member of the same group
 - 4. A substitute cannot clash with an existing member, or if their company does, they cannot promote their product/services in anyway.
 - 5. A substitute does not need to pay as their cost is covered by your monthly payment, which is made whether you attend or not.
 - 6. You must advise who your substitute is prior to the event, a substitute can be rejected by the Directors if there is a concern about them attending.
 - iv. Your position can not be substituted more than 3 x per year. If this happens your category may be reopened, unless be specific agreement.
 - v. A member cannot join more than four groups, unless by special agreement. A member's firm however can join as many groups as accepted.
 - vi. Notification of an absence within 24hours of the meeting will be classed as an absence.

- h. If you have to leave (as you are an employee of a firm), but a replacement attendee is provided:
 - i. This person must be agreed by the group.
 - ii. The annual payment in advance by the 'company/business' remains in force until expiry date.
 - iii. The standing order for monthly payment continues.
 - iv. The category remains the same unless otherwise agreed.
 - v. It is a requirement that a new "Agreement" is signed by the new attendee.
 - vi. An administration fee will be payable

- i. Be respectful and supportive to other members of the group, any visitors, substitutes and the organisers. If you have any challenges with any person within the group or decisions made, you will deal with it confidentially and directly with that member (outside of the meeting) and/or speak with the Avanti organiser. Inappropriate conduct including without limitation harassment, embarrassment, discrimination, violence and conduct which is otherwise threatening, oppressive or aggressive will not be tolerated and may result in Avanti terminating this Agreement with immediate effect. In such circumstances, no refund of fees will be made.

- j. 'You Decide' - Take part in the anonymous voting system for: -
 - i. New Members
 - ii. Categories to be reopened
 - iii. Changes to meeting
 - iv. Promotion of the meeting (visitor's days / numbers to invite etc)

- k. Provide a Cancellation Period – if you wish to cancel your membership after the 28 day cooling off period the annual payment is non- refundable; one months' notice must be provided in writing.

- l. Help to promote Avanti Networking meetings and events, this can be via social media, recommendations etc.
 - i. Allow for any image of yourself or your promotional material (eg banner) - whether photographic or video or via another member's selfie or video, to be used in promotional material, before, during and after any membership period.
 - 1. To make the Chair aware if you do not agree for your image to be used - before the meeting commences or within the time scale requested if permission sought, or before any photographic or video content is made. And if it is not possible to remove your image fully, to be prepared to have image faded out if within a group of people, If necessary.
 - 2. To ensure any substitute or guest that you invite is aware of this
 - ii. Be aware that images may be used on social media (this may include, but not exhaustive to website/Facebook/LinkedIn/Twitter/Instagram or printed material for the purposes of marketing Avanti as a whole or the group specifically.

Agreement Cont/...

- m. To be aware that although you will have exclusivity for your agreed category within the room -= due to the nature of our Facebook Group being available and open to all members in all groups – that a competitor from another group may be present.
- n. At all times posts on Avanti social media pages must be supportive and professional – refer to Point 1i.

2. Visitors:

- a. Must be invited by a member
- b. A Visitor can visit 2 meetings before deciding whether to join, this can be of the same group of different groups (giving visitors the chance to see how the different groups work before deciding which is best for them and their business)
- c. Monthly hotel costs for guests – payable in advance by bacs or cheque
- d. Must not knowingly clash with another member services
- e. Please ensure you tell your visitor about the format of the meeting, so they are aware of the presentations they may be involved with, to bring plenty of business cards, not to promote anything that will clash with another member.

3. What will the Avanti Directors do for you:

- a. Provide support to members
- b. Deliver monthly meetings
- c. To ensure there are no more than 6 members in one group – from another group, for variety of members (this excludes Avanti representative).
- d. To ensure a member does not belong to more than 3 groups – unless by special agreement. (excluding Avanti representative)
- e. Ensure exclusivity for your category promoted within the room
- f. Provide admin within and outside the monthly meetings including:
 - i. Maintaining database of prospective and existing members
 - ii. Promote monthly meetings (via newsletters/seminars/invitations
 - iii. Keep members informed of news / open categories / agenda / dates / events etc
- g. Undertake all financial aspects of running the group
- h. Venue co-ordination & visitor confirmations of attendance
 - i. Any changes to the costs of the annual / monthly venue costs will be confirmed in writing with a one month's notice.
- i. Co-ordinate training / speakers / provide substitution in any job if any member unavailable
- j. Cast the deciding vote on any queries
 - i. The Directors reserve the right to terminate this Agreement in the event of a member breaching its terms or otherwise acting in a manner which is not conducive to Avanti's aims.
- k. To deal with any conflicts between members and or visitors etc
- l. The Directors reserve the right to amend this agreement at any time with min. 1 month notice in writing.
- m. The company reserves the right to increase fees at any time with min. 1-month notice in writing.
- n. To provide registration pack containing: - leaflets / Business card holder carrying wallet / Avanti Pens (for use and distribution) / new members information pack
- o. Ensure your details are on the Avanti website
- p. Maintain the Facebook site(s) closed and open - available to all members wishing to use this.
- q. Promote your products / services (where possible) at exhibitions attended.
- r. The responsibility of Avanti Networking is to provide the facility of a meeting, providing members with the opportunity to meet other businesses in a positive, vibrant and supportive environment. The responsibility of securing any actual business or referrals and how members manage their own internal sales processes, is down to the business owner.

Data Protection

- a. We confirm that we will comply with the provisions of the Data Protection Act 1998 when processing personal data about you and your family. To carry out the services of this engagement and for related purposes such as updating and enhancing our client records, analysis for management purposes and statutory returns, legal and regulatory compliance and crime prevention we may obtain, process, use and disclose personal data about you and/or your immediate family.

Agreement Cont/...

Applicable law

- a. This engagement letter shall be governed by, and construed in accordance with English law. The Courts of England shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning the engagement letter and any matter arising from it.
- b. Each party irrevocably waives any right it may have to object to an action being brought in those Courts, to claim that the action has been brought in an inconvenient forum, or to claim those Courts do not have jurisdiction.

We reserve the right to change these terms and conditions at any time, and you agree to abide by the most recent version of this Terms of Use Agreement each time you view and use the Website. You are accordingly advised to consult the Agreement which will be provided either; upon request, on the website and/or Facebook files.

I confirm the information supplied on the application form is true and correct to the best of my knowledge. I hereby read and agreed to abide by the terms and conditions set out by the Avanti Agreement.

Signed by attendee.....Dated.....

Signed by employer (if applicable)Dated.....

Printed.....Position.....

We are delighted to confirm your acceptance to the group and look forward to working with you: -

Signed.....Dated.....

On behalf of Avanti Networking - part of The Avanti Group (UK) Ltd

Your agreed category will be.....

Your first meeting is.....

Office Use:- Sign In Spreadsheet – SI / SPK /A / Website / Group Emails / Pack