

Constitution of Women in Banking & Finance

1 Name

The name of the group shall be 'Women in Banking & Finance'

2 Aims

The aims of the group are to:

- Provide support and encouragement to members in their professional life
- Encourage constructive attitudes in financial services industry to women in the workplace.
- Provide a platform for discussion of current issues in banking and finance
- Serve as a consultancy and advisory service to corporations seeking to empower individuals in their employment through to creating internal networks.
- Provide access to leaders in the banking and finance industry.

3 Amendments

All the following rules of the group may be amended at any time by a vote at an Annual General Meeting or an Extraordinary General Meeting. At which at least two thirds of the members agree to the proposed amendment, (subject to a quorum of twenty percent of members attending or having provided a postal or email vote). Provided that 21 days notice of the meeting and the proposed change has been given to all members detailing what the outcome will be if they do not vote. Email votes **will be allowable**.

4 Membership

Membership is open to all, in particular women, working in the banking and financial services industries including those who have left the industry but intend to return. Any person who supports the aims of the group but does not work in the banking and financial services industries may be eligible to join the group subject to the final decision of the Management Committee.

The annual subscription shall be fixed by the committee (with at least sixty days notice of any change being given to all members). Currently the subscription rate is £55 per annum (with a £5.00 discount for payment by standing order). The subscription fee shall be payable annually to the treasurer, who shall be responsible for keeping a register of members.

Reduced subscriptions of 50% are available for students and members on maternity/family leave and others may be available at the discretion of the Management Committee.

5 Officers and the Management Committee

The Chair with a minimum of seven other members shall form a Management Committee to deal with the day-to-day administration and management of the group. The functions performed by the members of the Management Committee may vary as the needs of the group vary. Each committee member must be a fully paid member of the group. A deputy Chair, Secretary and Treasurer shall be appointed by the Management Committee. Each member of the Management Committee should serve for no more **than four consecutive years**; however there may be exceptions to this e.g. replacements are not available.

In the event of a vacancy arising on the Management Committee, the members of the Committee have the power to appoint a member to fill the vacancy. All vacancies shall be communicated to all members via email and/or advertised in the WIBF Magazine.

1. The Chair

Shall chair at the Annual General Meeting and at the Management Committee meetings but the chair at general meetings shall be rotated amongst Committee members.

2. The Deputy Chair

Shall deputise for the Chair.

3. The Secretary

Shall be responsible for providing members with notices of the meetings and any other information and for providing overall co-ordination of the arrangements for general meetings.

4. The Treasurer

Shall be responsible for the funds of the group. Membership monies paid to the group shall be credited to a banking account and the treasurer shall render an account at the Annual General Meeting of the income and expenditure for the year.

5. Nominations

The role of chair shall only be undertaken by a fully paid member of WIBF with at least two consecutive years experience of serving on the Management Committee. All nominations for the office for the chair should be delivered to the Executive for final approval by the Management Committee. Nomination for the office of chair should be accompanied with written executive summary outlining details of their background and experience and describing any policies that they wish to propose for the group.

All nominations for Committee positions should be delivered to the Executive who will arrange interviews to be undertaken by members of the Management Committee. The Management Committee will finalise approval of the appointment of new member(s) to the Management Committee.

6. Committees for groups that exist outside London

The structure of committee's for expansion groups will mirror that of the Management Committee, although the same person may carry out several roles. Any proposals made by committee that may have an impact on the operations of WIBF and/or incur any large expenditure must be presented to the Management Committee for approval.

The chair of each expansion committee will be invited to sit on the Management Committee.

6 Meetings

1. Annual General Meetings

The officers shall convene an Annual General Meeting each calendar year not more than 15 months after the previous meeting.

At least 28 days notice for every Annual General Meeting shall be given to each member, together with a copy of the Agenda.

The business of an Annual General Meeting shall be to receive the accounts and any balance sheets and any report thereon. To consider such other business of reports as may be submitted by the Management Committee or any member of which 21 days notice has been given to the Executive in writing. Each

member shall have one vote and may vote either in person or by proxy, except where an amendment to the constitution is proposed in which event proxy votes shall not be allowed.

2. General Meeting

Normally meetings will be held each month. Each member shall be entitled to attend all general meetings and to bring guests.

Guests may attend not more than three general meetings without being required to become members and to pay the annual subscription fee. At general meetings, each member shall have one vote and may vote either by person or by proxy on any matter which, in the opinion of the officers of the group requires formal vote.

At least six general meetings shall be held in each calendar year, which shall take whatever form is requested or required by the members or officers, e.g. discussion evenings, talks from guest speakers, members (which may take the form of networking events), training sessions or on any matter relevant to the aims of the group.

3. Committee Meetings

Meetings of the Management Committee and any other sub-committee formed at the request of the members for any special purpose (e.g. Liaison Committee to seek the views of members and publicise any, material to further the aims of the group), shall meet as the need arises and as arranged between the committee members. Other members may be co-opted by the Management Committee members to serve as required.

The duty of the Management Committee and any other committee shall be to consider any matters delegated by the members as required in furtherance of the aims of the group and to report, as requested by the members, on their activities at General Meetings.

The Management Committee may proceed to business provided that a quorum of three members are present and if a quorum is not present, a committee meeting shall stand adjourned to a date and time convenient to the Committee members. Committee shall do such things as they may deem necessary for the undertaking of matters delegated to them and shall have due regard to any resolution or recommendation of any General Meeting of the group and aims of the group.

Any Management Committee member failing to attend three consecutive meetings without reason that the others shall accept; shall cease to be a Committee member. Only paid members shall be entitled to act as a Committee member.

7 General Facilities

The extent of the facilities that can be offered to achieve the aims of the group will depend entirely upon the individual contribution and effort of each member.

It is the intention of the group to provide Magazines and an updated website concerning the progress of the group and any other matters of interest. This is in addition to the training seminars, workshops, speakers and networking activities. Business details of members will be available to other members on request.

8 Disruptive Members

If any member brings the Group into disrepute, the Management Committee will vote to determine whether their membership should be revoked by way of a proposal put to the Committee impartially by any member of the Management Committee.

If the membership is to be revoked, then a pro rata refund will be made and this will be communicated to the member concerned by the Executive Administrator of the Group.