

# **CLUB RULES AND REGULATIONS**

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# 1. INTRODUCTION TO THE LEICESTERSHIRE AND RUTLAND BUSINESS CLUB

## 1.1 Background

1.1.1 The club was founded to promote businesses across the Leicestershire and Rutland area and is based at Melton Mowbray. It is a non profit making group of individuals, which operates as an unregulated association, who meet to exchange ideas, promote their business and provide mutual support in furtherance of their business aims.

1.1.2 The core founding principles of the Club are:

- there shall only be one member representing a particular employment or business sector.
- The key function of the Club is to be group of friendly, reliable and like-minded business people who are willing and able to promote the businesses of fellow members.
- In all matters relating to the club, the members will act with the utmost good faith towards one another and will act reasonably and prudently at all times both during their membership and afterwards.

## 1.2 Aim

1.2.1 The aim of the club is to promote the businesses of Members both within and without the club by demonstrating and promoting its core values of:

- Providing new business opportunities for Leicestershire and Rutland businesses;
- Promoting Leicestershire and Rutland as a business location;
- Representing Leicestershire and Rutland businesses.

1.2.2 The values of the club are summed up as

- **RELIABLE** The Club is one of Melton Mowbray's most enduring and successful business networking clubs which actively maintains and promotes its reputation.
- **TRUSTED** The Business Club can proudly boast that it's trusted and reliable members cover a wide range of services and trades.
- **LOCAL** Its membership is drawn from the local community

## 2. THE MEMBERSHIP

### 2.1 Who may be members?

2.1.1 Provided that there is not already a representative of their trade or business within the Club, the following may apply:

- Any person who is established in a business within the rough geographical area of North East Leicestershire and Rutland.

- Any person attempting to establish a business within the rough geographical area of North East Leicestershire and Rutland.

## **2.2 Electing new members**

2.2.1 Before putting a proposal to the membership, the Committee shall

- take soundings about the business of the member proposed and shall satisfy themselves about reputational matters
- assess whether there is any potential competition with an existing member and where it is believed that such a potential exists shall seek agreement from those members concerned. In the event of a potential conflict of interest, membership may remain possible, either by the applicant agreeing to offer a fixed menu of services that does not clash with those provided by another, or through direct discussion with the incumbent member who may agree to the application, or not, entirely at his or her discretion.

2.2.2 New members are accepted by a vote of those attending a routine meeting and at least 75% of those present must be in favour. The vote shall grant membership as follows.

- Full membership for established businesses.
- Provisional membership for one year for new businesses.

2.2.3 All new members (provisional and full) are to sign the form at Annex A accepting the club rules and any subsequent changes and amendments to them.

## **2.3 Provisional membership**

2.3.1 Provisional membership may be granted where there is insufficient evidence about the viability and performance of the business of the member.

2.3.2 After one year, the Committee will re-assess the provisional membership and at its sole discretion propose full membership to a routine meeting and at least 75% of those present must vote in favour.

## **2.4 Suspension**

2.4.1 At its sole discretion, the committee may propose the suspension of membership for any matter that the committee may perceive as having the potential to affect the reputation of the Club whether involving fact or hearsay.

2.4.2 The suspension shall take effect following a vote at a routine meeting and at least 50% of those present must vote in favour.

2.4.3 A suspension is not about the viability of the member's business. It concerns the Club's reputation. As such members may not discuss the matter outside a Club meeting nor may they discuss this with non-members. A breach of this rule may result in termination of membership.

## **2.5 Leaving the club.**

- 2.5.1 Any member may terminate their membership at any point by notifying the Committee by e-mail or in writing.
- 2.5.2 Any member leaving the club is encouraged to include any matters that they feel would be of assistance to the Club in furthering the Club's aims in their resignation communication.
- 2.5.3 By payment of an additional 2 months' membership fees, the business of the person resigning shall remain on the Club's website for 8 months.
- 2.5.4 A member who has resigned will normally not be allowed to resume membership unless a new application for membership has been accepted by the Committee.

### **3. MANAGEMENT**

#### **3.1 The Management Committee structure**

- 3.1.1 The committee consists of 5 members of the club who are elected annually by majority vote, normally in February each year. No more than 3 of the current committee can be re-elected and no member can serve on the Committee continuously for more than 3 years except by unanimous vote of all those present at the time of voting at a routine meeting. Any Committee member wishing to retire from office shall do so by giving formal written notice to the Committee.
- 3.1.2 The Committee can invite non-Committee individuals who can provide specialist skills, advice or other services to the Committee to any Committee meeting.

#### **3.2 Responsibilities**

3.2.1 Finance. The committee shall:

- have oversight of all financial matters
- appoint a committee member to manage the day to day aspects of managing the fund.
- shall ensure that any/all rules concerning finance are complied with.

3.2.2 Recording Committee meetings The Committee is to maintain a record of the key matters discussed and shall specifically detail all decisions, recommendations and actions and ensure the membership are aware of these. Minutes for each Committee meeting will be circulated to the Committee, approved and held as a formal record

3.2.3 Informing the membership. The Committee must:

- Ensure that a financial statement is available on the members area of the website
- Publish on the members area of the website the Committee meeting record.
- Brief the membership on a regular basis (typically every 3 months) on matters that the committee are dealing or have dealt with on behalf of the members.
- Shall identify local business activities that may be of interest to members.

3.2.4 Club promotion Whilst all members are required to actively promote the club as detailed in the relevant section of these rules, the committee is responsible for:

- Managing activities approved by members
- Identify potential means of developing the Club and expanding its membership

3.2.5 Record of members The Committee shall ensure there is an accurate record of members.

3.2.6 Resolving complaints The committee is responsible to deal with any complaints or grievances. In so resolving such issues its key regard shall be the reputation of the Club. All members must abide by the decisions of the Committee

3.2.7 Validating membership (both initially and continuing) The committee is to ensure that the core founding principles are applied.

### **3.3 Committee Meetings**

3.3.1 The Committee shall meet on a regular basis, at least once a quarter.

## **4. GENERAL MEETINGS**

### **4.1 Attendance**

4.1.1 Club meetings take place on a fortnightly basis. It is normal practise that there shall be a break at Christmas and where appropriate during the Summer holiday period.

4.1.2 An Annual General Meeting will take place in February each year to review the performance of the Club during the previous 12 months and to elect the Committee.

### **4.2 Procedure**

4.2.1 Each meeting shall have a Chair to direct the meeting.

4.2.2 The structure of meetings is not fixed and may be varied by the membership present at a specific meeting as they see fit. Subject to this proviso, each meeting will normally consist of:

- a general update from each member
- A theme, presentation or other appropriate matter
- passing on of contacts or required work

### **4.3 Timings and location**

4.3.1 They shall commence promptly at 7.30 am and aim to finish by 8.30 am

4.3.2 The location is at the discretion of the Committee however it shall be within reasonable travelling distance of the membership; typically this would be in the Oakham or Melton Mowbray area. The location must be able to provide coffee, tea and snacks.

4.3.3 The location must be fully accessible in accordance's with the Equality Act 2010.

## **5. SPECIAL FUNCTIONS**

### **5.1 Proposing**

5.1.1 The Committee shall normally propose 2 functions each year:

- Post Christmas
- Mid summer

5.1.2 The membership may propose alternative or additional function as they feel appropriate.

### **5.2 Managing**

5.2.1 The function shall normally be managed by a volunteer not necessarily by a Committee member.

5.2.2

5.2.3 If there are no volunteers, the function should be cancelled.

### **5.3 Funding**

5.3.1 Functions should normally expect to be self-funding however the membership may propose financial support if felt appropriate. Club funding may not be spent on alcohol.

## **6. FINANCE**

### **6.1 Responsibilities**

6.1.1 The financial year of the Club shall run from 1<sup>st</sup> January each year.

6.1.2 The Club will hold monies on account according to its operating requirements.

6.1.3 The Club shall keep proper accounts which the Chair shall present to the Committee and members at each Annual General Meeting and such further financial reports as the Committee from time to time requires.

6.1.4 The Club has no borrowing powers.

6.1.5 The members of the Committee have no duty as guarantors of the Club but have a duty to manage funds honestly and openly.

### **6.2 Bi-Annual review**

6.2.1 The committee shall present the accounts on a six monthly basis; at the annual meeting and the midpoint between such meetings. The Annual General Meeting shall be the main examination of the accounts and the members should provide the general direction for the following year. The midyear presentation is an update to



the membership on the progress to the goals identified at the Annual General Meeting

### **6.3 Subscriptions**

- 6.3.1 Club subscriptions are communicated upon application.
- 6.3.2 Club subscriptions are payable monthly by direct debit. Members who do not settle their account within two weeks of the required date will be reminded after two weeks that they must settle their account within the following two week period. In the absence of payment thereafter, they may be deemed to have resigned.
- 6.3.3 Membership fees include the cost of breakfast for one company member per meeting, members may appoint a substitute to attend on their behalf.
- 6.3.4 The Committee will review the membership fee on an annual basis. Any increase in membership fee will be notified

### **6.4 Authorisation of expenditure**

- 6.4.1 The Management Committee is permitted to authorise expenditure up to £100. All other expenditures are to be authorised at a normal networking meeting by a simple majority of those present.

## **7. PROMOTING THE CLUB**

### **7.1 General responsibilities of Members**

- 7.1.1 Members agree to conduct themselves in a professional manner and live up to the ethical standards of their profession.
- 7.1.2 Members agree to uphold the reputation of the Club and that of individual members.
- 7.1.3 Members agree to carry out their work with all due integrity, without bias and without allowing personal views to influence their judgement.
- 7.1.4 Members undertake to respect client confidentiality and not to disclose client information to third parties without prior approval of the said client.
- 7.1.5 Members agree not to use information obtained in carrying out work for one client that could be deemed detrimental to another client.
- 7.1.6 Members undertake not to receive material benefits, other than normal fees, as a consequence of any recommendation made.
- 7.1.7 Members will carry out all work to the best of their ability and to the price agreed.

### **7.2 Web presence**

- 7.2.1 Marketing through the Club's website is reserved exclusively for members. You are responsible for ensuring that the Club's web administrator has up-to-date details of your business. It is the member's responsibility to check the relevant web pages to

ensure the information; the Clubs does not accept responsibility for any inaccuracies or errors.

7.2.2 Members will automatically be registered onto the Club's website. By accepting the invitation to join the Club members are agreeing to allow their details to be advertised on the Club website.

### **7.3 Business cards, flyers etc.**

7.3.1 The Club is a business networking group. It can be used for the purposes of promoting your business and searching for potential new business relationships.

7.3.2 All members must on request supply suitable information about their business activities as is required for the production of such materiel and must take an active part in the distribution of such materiel.

## **8. HEALTH AND SAFETY**

### **8.1 Individual responsibility**

8.1.1 The Club operates as an unregulated association and as such individuals are solely responsible for their own safety.

8.1.2 The club shall only use such premises as can demonstrate that they have appropriate Health and Safety policies in place and have the appropriate insurance.

### **8.2 Hygiene**

8.2.1 From time to time, food may be prepared and/or provided for members. Such preparations are only to be undertaken by appropriately qualified individuals.

## **9. BEHAVIOUR**

### **9.1 Acceptable behaviour**

9.1.1 The club requires all members to act in such a manner as:

9.1.2

- it does not harm the goodwill of the club.
- to portray the club as a serious and effective business club.
- Actively promote the businesses of other members of the club
- not to damage the reputation of the businesses of other members of the club
- To act positively in supporting or dealing with other members.

*This list is not definitive and is for guidance only*

### **9.2 Responsibilities under the Equality Act 2010**

9.2.1 The Club recognizes its obligations under the Equality Act 2010 and is committed to providing equality of opportunity and anti-discriminatory practice for all members.

9.2.2 Members agree to be aware of and bound by the Equality Act 2010 in their treatment of each other.

9.2.3 All premises used by the club shall be suitable for access and use by any and all members.

## **10. LIABILITY**

10.1.1 The Club shall not be liable for any loss of profits, loss of business, depletion of goodwill, pure economic loss, or for any special, indirect or consequential loss costs or damages howsoever arising.

## **11. DATA PROTECTION**

### **11.1 Use of data**

11.1.1 The Leicestershire and Rutland Business Club is an unincorporated association, which holds and process information about members for administrative purposes. The Club is governed by the 1998 Data Protection Act.

11.1.2 As a 'not for profit' organisation, the Club is not required to 'notify' details of data holdings and the purposes of the data processing to the Information Commissioner.

11.1.3 Nevertheless, the Club takes care in how it holds and uses your personal information. The purposes for which the information is held and processed are:

- Managing the membership of new and existing members;
- Organising Club events;
- Management of internal elections; and
- General administration.

11.1.4 In addition, all data (whether paper, electronic or aural) is supplied to the Club on the understanding that it may be used for any purpose the Club deems a suitable activity in furtherance of the Clubs aims including such publicity as the Club determines appropriate for the advancement of the Club.

## **12. SUSPENSION AND TERMINATION OF MEMBERSHIP**

### **12.1 At Own Request**

12.1.1 A member may resign at any time and is not required to give notice however the resignation must be given in writing to the Chair stating the final day of membership.

12.1.2 There is no entitlement to the refunding of any money given to the club for whatever purpose. It is the responsibility of the member (or ex-member) to cancel any Standing Orders, Direct Debits etc. to the Club.

### **12.2 At the request of the Committee**

12.2.1 Where there is suspicion of activities that are at variance with the principles of the club or that might not meet what the club requires as good behaviour. It is the duty

of the Committee to investigate and should any substance to the allegations be found they are to act to resolve the matter.

#### 12.2.2 There are 3 stages to resolving any issue

- Investigate to obtain written or aural evidence about the issue
- Formal hearing by the committee based on evidence obtained in the investigation with any person at risk required to be able to put their perspective to the Committee.
- Appeal against any censure. The appeal is to be in writing and must fully detail any and all matters believed to be relevant. The committee may make its decision based on the written appeal (and any other matters it deems fit to examine) or may at its sole discretion invite the person making the appeal to put their case in person.

#### 12.2.3 There are 3 censures:

- Warning
- Suspension. Suspension is used where the committee is expecting further information to assist in their final determination. It shall only be used where continued attendance places the club reputation at risk.
- Termination. Normally used after a warning has previously been given, however it may be used in the cases of gross misconduct without a previous warning having been issued.

### **12.3 Guiding Principles for the Committee**

12.3.1 The committee's decision following an appeal is final and closes the matter.

12.3.2 The guiding principle behind any actions taken by the Committee is that the interests of the Club are paramount.

ANNEX A

Acceptance of the club rules

Full name \_\_\_\_\_

Name of Business \_\_\_\_\_

Main Business address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Main functions carried out by Business  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business function for which membership was granted  
\_\_\_\_\_

I acknowledge that I have been issued with a copy of the Leicestershire and Rutland Business Club rules and will abide by the Club rules including any amendments. I acknowledge that amendments will only be published on the Club Website.

I accept that any data or information provided by myself and/or my Company may be used by Leicestershire and Rutland Business Club as the club sees fit in the pursuance of its aims.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_