



## Club Guidelines

### **Punctuality**

It is important that all Members and guests arrive punctually. The starting time of each meeting is 7.30am.

### **Attendance**

All Members agree and understand that the Club meets on a fortnightly/bi-weekly basis and that for the Club to work, it is important that all Members attend the breakfast meetings as often as possible. We understand that every Member has a business to run and a life to lead, but attendance is crucial to the success of the Club. If you can't attend please try to send somebody to stand in for you, if possible. It is important that we know how many members and guests are attending, so that we can inform the venue **BEFORE** we turn up on the day. Please confirm, via the attendance link that will be sent to the WhatsApp group, if you are unable to attend. The Executive Committee will assume that you will attend every meeting unless you inform otherwise. In the event of long term absenteeism, the Executive Committee Members will decide if a Member will be allowed to continue their Membership, or if they will be asked to resign so that a new Member can take over their exclusive position. Should any member have attendance of less than 50% over any given 6 month period or miss 4 consecutive meetings without good reason we reserve the right to terminate their Membership. Members who are aware that they will be unable to attend for a greater period than this must inform the Executive Committee Members as soon as possible. Based upon the circumstances of the upcoming expected absenteeism, they will then decide if they will hold that members place open for them or if not.

**No refund of membership fees will be made.**

### **Membership Fees**

Members are required to pay an Annual membership fee to join the Club. The fee is NON REFUNDABLE on receipt of Membership application and subsequent Membership acceptance.

## **Visitors and Guests**

Visitors are allowed to visit the Club on two occasions before they decide to take up membership. Visitors are allowed to give referrals to any Member of the club. Visitors should not be given referrals as this would be unfair to members who have paid their membership fees. If a potential visitor requesting to attend a meeting is found to conflict with an existing member, both parties should be notified before attendance is confirmed. If there is a serious conflict of profession or services offered, then the visitor will not be invited to attend.

## **Club Structure**

The Executive Committees reserve the right to suspend/postpone meetings, to change venues, meeting times, frequency and the day that the Club meets. However, the views of all members will be taken into consideration before any changes are made. Broadstairs Business Club offer places to individuals NOT companies and reserve the right to not accept a person other than the business owner as a replacement for the original member. Broadstairs Business Club reserves the right to replace a member at the end of their current year of Membership and not offer renewal of Membership. Broadstairs Business Club reserve the right to ask a Member to leave their club, if complaints are received from other Members of the club about any Members behaviour towards any other Member or any visitor, or should they provide a bad service or poor quality product. Broadstairs Business Club reserve the right to cancel any Members Annual Membership should that Member's attendance level be unacceptable. Membership fees are non-refundable in all instances. Membership renewal is by invitation and is not automatic.

You agree that you will not attempt to form ( or promote to Members of the Club ), Membership to a new referral based/business group/club/chapter that will compete with Broadstairs Business Club. You also agree that you will not promote Membership of any other networking club/group/chapter to Members or visitors of the club, either at meetings or outside of meetings, by any method, be it verbal or by any other means of communication. This does not stop you becoming a member of any other existing networking club – i.e. BNI, BoB etc. However, joining multiple clubs could damage your credibility and/or the amount of referrals that you give or receive. You further agree not to undermine the credibility or damage the morale of members of Broadstairs Business Club, or any member of the leadership team, by means of verbal and/or written and/or electronic communications. All members agree that they will not use inappropriate language, make sexist, racist, xenophobic, homophobic comments or comments regarding any religion. We reserve the right to suspend any Member's Membership, if we consider that our Guidelines have been contravened and if we believe that any Member's behaviour has been unacceptable, allowing for a full enquiry to be carried out.

We then also reserve the right to terminate the Membership of any Member who we believe contravenes these Guidelines. Membership may be reinstated at the discretion of the Executive Committee of Broadstairs Business Club, after a full enquiry has been carried out.

Membership is offered on the understanding that the Member agrees that they will only promote their allocated business category at Club meetings and to Members of the Club outside of meetings. Any Member found to be promoting any other business category/categories will be asked to cease and, should any Member continue promoting other products and/or services at Club meetings or outside of the meetings to Members of the Club their Membership will be terminated. No refunds will be offered in this situation. Multi-disciplinary businesses ( for example law firms/Solicitors who have multiple service offerings ) wishing to join the Club can be represented in either of the following two ways ; by buying separate Memberships for each discipline, or a single Membership where a Member may be substituted occasionally by a colleague to present other disciplines. The disciplines must be agreed by the Executive Committee beforehand. Companies may not be represented by more than one employee at the same meeting. The Broadstairs Business Club is structured so that the Executive Committee, made up from the Club Membership, is collectively able to run meetings, administer the Club and market the Club.

The Executive Committee must always be involved in all decision making processes. The Executive Committee is responsible for negotiating with venues and no changes can be made by the club without authorisation. Any decisions taken without the approval of the Executive Committee can be over over-ridden by the Executive Committee.

The selection of the Executive Committee, whose role is to run the Club, is at the agreement of the Members. There is no fixed time for any role within the Club and the Executive Committee will advise accordingly.

### **Conflict Resolution**

Wherever possible any issues or disagreements should be resolved at Club level, by the Members involved, in the first instance. In the event of the dispute being unresolved, then the dispute must be reported, in writing, to the Executive Committee, who will discuss the matter, away from the meeting, to find a resolution. All points of view must, and will, be taken in to consideration. The dispute must be resolved before the next meeting and, all parties concerned, informed. Should a Member's Membership be terminated, as a result, then no refunds will be made. The Executive Committee's decision shall be final and binding.

### **Meeting/Breakfast Fees**

Are charged separately to Membership and should be paid on arrival at each meeting. Any Member who fails to pay Membership/breakfast fees will have their Membership terminated. No refunds against Membership will be made in these circumstances. Should any Member confirm that they will be attending a meeting and then fail to attend that meeting, we reserve the right to charge the Member for the cost incurred. Failure to pay could result in the Member being suspended or expelled from the Club.

### **Change of Business category**

Should any Member request a change of business category, we reserve the right to refuse this request. However, if we do agree to this request we also reserve the right to charge an Administration fee of £ 50.00.

### **Website**

Members agree that their contact details, including phone numbers, their e-mail address, personal photograph and company logo can be displayed on the website. This information is automatically removed when a Member leaves the club. No unauthorised use ( or data scraping ) of any content from any of our website ( including, but not limited to member details, photographs, profiles, meetings, venues, maps etc ) on external websites is allowed without our express permission being granted. Legal action will be taken against the owner of any website using data from our website.

### **Disclaimer**

The Broadstairs Business Club cannot guarantee the products or services of any individual Member.

Any business transacted between Members or non-Members is the responsibility of the individual.

**The above guidelines over-ride and supersede all previous guidelines.**