

RULES AND CONSTITUTION OF LINCOLN BUSINESS CLUB

1. Name

The Club is called the Lincoln Business Club ("the Club")

2. Objectives

The objectives of the Club are: -

- 2.1 To provide networking opportunities for and between members, to make new contacts and foster existing business relationships.
- 2.2 To enable members to share knowledge on business related matters, including new legislation.
- 2.3 To receive presentations from other members, experts and specialists.
- 2.4 To inform local opinion on business related matters.
- 2.5 To establish and maintain the links between members and local and national Government representatives.
- 2.6 To market and promote the activities and objectives of the club.

The Club shall throughout act on a non-political basis.

The club is a not for profit organisation.

3. Members

- 3.1 Membership shall be open to all individuals or organisations carrying on business or based within 30 miles of the City of Lincoln, and at the discretion of the Committee.
- 3.2 No formal application for membership shall be required. Attendance at a meeting of the Club and a request to become a member by completing the appropriate form on the Club's website shall suffice, subject to meeting the criteria at 3.1.
- 3.3 There shall be no maximum number of members.

3.4 If any member shall not attend meetings of the Club for more than six consecutive months without the reason for such non-attendance having been notified to and ratified by the Committee their membership may be terminated at the discretion of the Committee.

4. **Honorary Life Members**

4.1 The Committee may nominate any individual member to be elected as Honorary Life Member of the Club in recognition of that individual's services to the Club or to the Lincoln Business Community.

4.2 Such nomination shall be voted upon at the Club's Annual General Meeting and if approved the member shall become an Honorary Life Member.

5. **Subscriptions**

5.1 No annual membership fee shall be payable.

5.2 The subscription for attending each meeting shall be £4 (plus disbursements if applicable) payable on admission to the meeting or such other sum as shall otherwise be determined from time to time by the Committee.

5.3 No meeting fee shall be payable by an Honorary Life Member.

5.4 A register of members attending each meeting shall be maintained by the Treasurer in accordance with current Data Protection Legislation.

6. **Meetings**

6.1 The Club shall normally meet on the last Friday of each month at Lincoln City Football Club from 6.45am to 9am or on such other dates, at such other venues or between such other times as may from time to time be decided by the Committee.

6.2 In addition to meetings as above the Club shall hold additional social events for the benefit of the members and their guests.

7. Sponsorship of Meetings

- 7.1 Members are entitled to sponsor meetings of the Club, such sponsorship to be booked through the secretary.
- 7.2 The fee for such sponsorship shall be £85 (payable in advance of or on the morning of the meeting) or such other sum as shall otherwise be determined from time to time by the Committee.
- 7.3 Members sponsoring a meeting shall be entitled to make a presentation for up to ten minutes at that meeting on any matter relating to their business.
- 7.4 Members sponsoring a meeting shall be solely entitled to display promotional materials about their business on tables and around the room at that meeting. It shall be their responsibility to ensure all such promotional material is collected up at the end of the meeting.

8. Guest Speakers

- 8.1 Speakers at the Club's meetings shall be selected by the Committee.
- 8.2 Speakers shall normally be invited from the membership although the Committee may at their discretion invite non-members as guest speakers.
- 8.3 Guest speakers shall not use the presentation to promote their own business but shall confine the presentation to issues or matters of general interest to the business community.
- 8.4 No fee shall be payable to any guest speaker.

9. Committee

- 9.1 The management and running of the of the Club shall be vested in a Committee consisting of a Chair, Vice Chair, Secretary, Treasurer, Assistant Treasurer ("the officers") and six other members of the Club all of whom must have been elected annually at the annual general meeting.
- 9.2 No one person shall hold the post of Chair for more than five consecutive years.

- 9.3 Should the Chair wish to stand for longer than two years, 60% or more of the committee officers must approve this extension.
- 9.4 Subject to Rule 9.2 and 9.3, all members of the Committee are eligible for re-election.
- 9.5 The Committee must meet monthly and at such other times as it determines.
- 9.6 At all committee meetings 5 members present forms a quorum.

10. Sub Committees

- 10.1 The Committee may from time to time appoint from amongst its number or from club members such sub-committees as it deems necessary or expedient.
- 10.2 All sub-committees must periodically report their proceedings to the Committee and must conduct their business in accordance with its directions.

11. Bank account

- 11.1 A bank account must be opened in the name of the Club with such bank as may be determined by the Committee.
- 11.2 Three officers or members of the of Committee (of whom one must be the Treasurer and one the Assistant Treasurer) shall be authorized by resolution of the Committee to sign cheques. All cheques in excess of £100 shall be signed by two such mandated Committee members. Cheques of £100 or less may be signed solely by the Treasurer after previously notifying the Committee of the reason for the cheque being drawn.
- 11.3 A copy of the authorizing resolution signed by the Chair of the Committee at the time such resolution is passed shall be sufficient mandate to the bank.

12. Annual General Meetings

- 12.1 The annual meeting of the Club must be held no later than 31st July in each year.
- 12.2 The meeting must be convened by notice at the preceding meeting and by posting on the Club's website 21 days beforehand.

- 12.3 Any member wishing to raise any matter at the AGM should notify the secretary at least seven clear days before the date of the meeting, specifying the nature of the matter to be so raised.
- 12.4 The secretary must, on a written request from at least 12 members, convene a general meeting within 28 days to consider the matters raised in the request.
- 12.5 A general meeting must be convened in the same manner as the annual meeting.

13. Conduct of Annual and General Meetings

At any annual or general meeting:

- 13.1 the Chair must chair the meeting and subject to rule 15.4 in the event of any vote the manner of the vote and its declaration are his or her sole responsibility,
- 13.2 the Chair and the Treasurer must present brief reports,

14. Retirement of Committee Members

- 14.1 At each annual meeting and Officers and members of the Committee must retire.
- 14.2 Subject to Clause 9.2 retiring members are eligible for re-election.

15. Nominations for Committee

- 15.1 Nominations for the Officers and committee must be in writing and reach the secretary not less than 7 clear days before the annual meeting.
- 15.2 Each nomination must be made by at least 2 members and the member nominated must have agreed to stand.
- 15.3 The secretary must post a list of the names of the retiring members of the committee who wish to offer themselves for re-election and the names of the persons nominated for election on the club website for the 7 days preceding the annual meeting.
- 15.4 Voting on the names must be by a show of hands of members present. No proxy voting shall be allowed.
- 15.5 The member who obtains the most votes for each post shall be elected to that post.

15.6 The committee may fill any vacancies by co-opting members but a member who joins the committee in this way must retire at the next annual meeting.

16. Surplus funds

The Club is a not for profit organisation. The members attending the meetings in May and November in each year shall decide by majority vote on two local nominated charities to receive the surplus funds (as advised by the Treasurer) of the Club.

17. Dissolution

On dissolution of the Club the balance held in the Club's bank account after meeting all proper liabilities shall be paid to a charity or charities as decided by the last Committee.

18. Alteration of constitution

No alteration or addition to this constitution may be made except by resolution carried by a two thirds majority of members present at a general meeting the notice of which contained particulars of the proposed alteration or addition.