

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 businesspeople, to make new contacts and foster existing business relationships.
- 2.2 To enable every person with a commercial, economic or voluntary interest in business related matters in the greater Lincoln area, to share knowledge, connect and build partnerships.
- 2.3 To be the place where organisations and their representatives go to hear the latest in business news.
- 2.4 To inform local opinion on business related matters.
- 2.5 To establish and maintain the links between organisations and local and national Government representatives.
- 2.6 To market and promote the activities and objectives of The Club.
- 2.7 The Club shall throughout act on a non-political basis.
- 2.8 The Club is a not-for-profit organisation.
- 2.9 The Club actively supports equality, diversity and inclusion for every person, business and organisation.

3. Membership

- 3.1 The Club does not operate a formal or informal membership platform.

4. **Meetings**

- 4.1 The Club shall normally meet on the last Friday of each month from 6.45am to 9.00am except December when there is no meeting.
- 4.2 The meeting venue will be notified and confirmed in advance on our website www.lincolnbusinessclub.co.uk
- 4.4 In addition to monthly meetings as above, The Club shall hold additional social events for the benefit of businesspeople in the greater Lincoln area.
- 4.5 In addition to monthly meetings and social events, The Club shall hold additional events in support of the nominated charity of the year.

5. **Meeting Fees**

- 5.1 A meeting fee is payable in advance for every person in attendance with the exception of;
- 5.2 The meeting sponsor plus their guest, is exempt from paying a meeting fee for the meeting they are sponsoring.
- 5.3 The meeting speaker is exempt from paying a meeting fee for the meeting at which they are speaking.
- 5.4 Any student holding a valid student card may attend the monthly meeting for free when they are accompanied by their sponsor or mentor.

6. Sponsorship of Meetings

- 6.1 Any businessperson with a commercial, economic or voluntary interest in presenting to local businesspeople may sponsor a meeting in respect of the following conditions:
- 6.1a Sponsorship is open to anyone who has attended at least three regular monthly meetings.
- 6.1b Sponsorship must be booked with The Club Treasurer and is subject to availability.
- 6.1c The sponsorship fee must be paid within 48 hours of booking.
- 6.2 Sponsorship may be booked up to 9 months in advance subject to 6.1c
- 6.3 Sponsors shall be entitled to make a presentation for up to ten minutes at that meeting on any matter relating to their business.
- 6.4 Sponsors 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.
- 6.5 Sponsors must supply a headshot, business logo, brief biography and topic of their presentation to be featured on The Club website and social media at least 28 days before their sponsored meeting date.
- 6.6 Sponsors must provide their digital (if utilised) presentation by email to The Club Vice-Chair at least 7 days prior to their sponsored meeting date.
- 6.7 The Club reserves the right to cancel a sponsorship booking or otherwise prohibit the opportunity to sponsor a meeting, if:
- 6.7a It is not in the general interest of the meeting attendees as agreed by the Committee, or

- 6.7b Would otherwise bring The Club into disrepute, or
- 6.7c The full Sponsorship Fees are not received in 48 hours of a booking, or
- 6.7d A combination of the any of the above.

7. Table Sponsorship

- 7.1 Table sponsorship is offered to those attending meetings regularly at the discretion of the committee.
- 7.2 Table sponsorship is for 5 consecutive months (February to June and July to November)
- 7.3 Table sponsorship must be booked with The Club Treasurer and is subject to availability.
- 7.4 The table sponsorship fee must be paid within 48 hours of booking.
- 7.5 Table sponsorship may be booked up to 5 months in advance subject to 7.1 & 7.2
- 7.6 Table sponsors or their representative are expected to attend each of their sponsored meetings. Table sponsors information will not be displayed if the organisation is not represented at the meetings.
- 7.7 Table sponsors must supply a business logo and single tag line to be included on their table centre piece.
- 7.8 Table sponsors are entitled to speak for up to two minutes during each of the table networking session at the table and meetings they are sponsoring.
- 7.9 Table sponsors will be featured on The Club website for their sponsorship period.

8. **Guest Speakers**

- 8.1 Speakers at The Club's meetings shall be selected by the Committee in support of the aims of The Club and in support of the meeting attendees.
- 8.3 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.
- 8.5 Speakers may speak for up to ten minutes or at the discretion of The Club when agreed in advance.
- 8.6 Speakers must provide their digital (if utilised) presentation by email to The Club Vice-Chair at least 7 days prior to their sponsored meeting date.

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 local businesspeople 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.
- 9.7 All committee roles are provided on a voluntary basis and no fees or compensation shall be payable to any committee member.
- 9.8 Any person with an interest or specialist skills may be co-opted onto the committee or sub-committee at the discretion of The Officers and must be ratified at the Annual General Meeting.

10. **Sub Committees**

- 10.1 The Committee may from time to time appoint from amongst its number 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 maintained 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 28th February 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 interested party 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 interested parties, 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 14.1 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 general meeting the Officers and members of the Committee must retire.

14.2 Subject to Clause 9.4 retiring members are eligible for re-election.

15. Nominations for Committee

15.1 Except for re-elections, 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 regular meeting attendees and the person nominated must have agreed to stand.

15.3 The secretary must post a list of the names of the retiring committee members 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 meeting attendees 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 committee members (see 9.8) but a member who joins the committee in this way must retire and/or be re-elected at the next annual general meeting.

16. Charity Support

16.1 The Club is a not-for-profit organisation. Each year at the AGM, meeting attendees will vote for a charity of the year by a show of hands. The charity receiving the most votes will become The Club's nominated charity of the year.

16.2 Nominations for charity of the year are accepted upon invitation through The Club's website and social media channels, and at the monthly meetings, in October and November each year.

17. Dissolution

17.1 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

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