

Reading Business Club

MEMBERSHIP APPLICATION

Company	
Address	
Phone	
Fax	
Email	
Contact name	
Position	
Business Areas:	

Applicant introduced by:

Introducing member's signature:

References (if not supported by existing member):

Contact Name	
Telephone	
Company	
Contact Name	
Telephone	
Company	

I have read, and agree to, the rules of the Reading Business Club printed overleaf.

Signed by (applicant):

Checked (RBC):

Approved (RBC):

Date:

Rules of the Reading Business Club

1. Conditions of membership

- 1.1 Members will not be allowed to participate in the club merely to obtain opportunities without providing opportunities for others. Records may be kept to monitor numbers of opportunities issued/received to ensure members properly participate. Members receiving opportunities but failing to provide a reasonable amount of opportunities may be voted out by a majority of members present.
- 1.2 New members will only be admitted subject to their trade or service being different to that already available from an existing club member. In the event of a clash, membership may still be available provided:
 - the applicant discusses their services with the affected member first, and only joins with the formal approval of that member.
 - the applicant agrees to offer a fixed menu of services (and not offer or discuss any conflicting services at Club meetings).

2. Applications for membership

- 2.1 Membership vacancies will be advertised on the Club website and members asked to nominate persons/companies they consider would benefit the club if they were to join. They must approach the persons/companies to determine interest.
- 2.2 The potential applicant(s) may attend up to two meetings free of charge during which time they are able to apply for membership if they wish.
- 2.3 Once an application for memberships has been submitted, its details will be circulated to all members. Members may then suggest alternative potential members to the trade/profession applying.
- 2.4 The applicant(s) may continue to attend further meetings while their application is being considered but must pay the normal meeting fee of £12.50 following their first two free meetings. Normally this would amount to no more than three meetings.
- 2.5 When there is more than one applicant for the position, each applicant will be asked to present themselves to members. Members will then vote on their preferred applicant. The applicant with most member votes will be offered the position.
- 2.6 Some trades/professions may be allowed to join subject to committee approval without referral to the members. This procedure will apply only in cases where there is no perceived competition for membership, ie when no similar business or profession has visited a Club meeting or function, or has been invited to do so by existing Club members.

3. Club subscriptions

- 3.1 Club subscriptions are invoiced four weeks in advance of their start date and cover the next six months period. Payment is due within four weeks of receipt of invoice, and in any event before the next six-monthly cycle commences, and is non-refundable.
- 3.2 Members who do not settle their account within two weeks of issue of the invoice will be reminded after two weeks that they have only two weeks left to settle their invoice. In the absence of payment thereafter, they will be deemed to have resigned.
- 3.3 Membership fees include the cost of breakfast for one company member per meeting but members may appoint a substitute from their own company to attend any meeting in their place.
- 3.4 Members may invite guests interested in joining the Club to a maximum of two breakfasts free of charge. Members' guests must not be from a trade or profession that is in direct competition with another Club member(s).

- 3.5 Guests asking for information on particular areas of business should only be directed to the member(s) whose Club approved portfolio includes the services sought.

This also applies to other guests visiting when not looking to replace a leaving member.

4. Networking

- 4.1 Members allocating opportunities on behalf of an existing client will be deemed the Client Manager in so far as that client is concerned.
- 4.2 The Client Manager shall assume responsibility for client co-ordination and will ensure the client receives the level of service expected.
- 4.3 Members do not have to act as Client Manager. However, where a member introduces another member's services to his/her client, out of courtesy, any further introduction by the second member should first be discussed with the first member.
- 4.4 If a member visits or carries out work for any client introduced by a Client Manager, any requests from that client that could result in further work either for the member, an associate, colleague, or any other Club member shall firstly be referred back to the Client Manager for consideration.

5. Code of Practice

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