



## Business Referral Group

### TERMS & CONDITIONS OF MEMBERSHIP

- The purpose of BRG is to offer each member a regular forum to promote their business. Membership is not guaranteed to any current or future member, and may be revoked at the discretion of the membership committee.
- Because each member owns or represents their business type, they are ultimately responsible for their own success. BRG cannot be responsible for any specific business results and will make no warranty on how they can help a members business.
- Only one member will be allowed per profession as determined by BRG.
- A member is not allowed to belong to another referral group within a radius of 15 miles from Banbury but can belong to a networking group that is not solely based on referrals.
- Attendance at the meetings will start at 6 pm with a planned finish time of 7.30 pm on the 2nd & 4th Wednesday every month (with the exception of the 4th Wednesday In December). Members must make sure they arrive on time especially before 6.20 pm when the main meeting starts or they may be excluded from the meeting.
- If a member is not able to attend a meeting other than being ill, then he or she should send a substitute. A member must not miss more than 3 meetings in a 6 month period.
- Each member is expected to provide 2 referrals a month to fellow members. If a member fails to achieve this on a regular basis then the committee will need to discuss the situation which might result in them facing suspension/termination thus opening up their business category to other applicants.
- If a referral develops into business gained then the receiver must thank that person for the business. In addition, the receiver should make a donation of at least £1 to the BRG Charity

Fund. The precise level of donation is up to the receiver, but members are encouraged to be as generous as they can so that we can raise as much money as possible for good causes.

- Each member is to pay an annual membership fee in advance on their date of joining BRG. The renewal date will be 12 months from the date when they joined. The fee for the year ending 31st March 2019 will be £300. The renewal fee will be determined one month before the start of each financial year.
- Each member will pay £30 a month subscriptions by standing order. This is to be paid on the 1st of each month. This will pay towards the room hire refreshments & sandwiches. Subscriptions will be reviewed one month before the next financial year.
- Membership fee is non re-fundable except for exceptional circumstances.
- A member is not allowed to promote another business type than the one that they represent.
- If a member brings along another person along to the meeting from their business then they will have to pay a £15 fee.
- A visitor must be invited by a current member and the Chairman or Vice Chairman is to be notified the day before the meeting.
- A visitor will not incur any fees for their 1st meeting. They are allowed to visit 2 times in a 12 month period and on their 2nd visit they will have to pay a fee of £15.
- A visitor must have a different business category than any of the existing members in BRG.
- Anyone who wishes to join the group must fill in an application form. An email will go out to all current members to see if they have any objection to the candidate.
- References will be checked and the membership committee will then decide whether to accept that person. If a vote is needed and the split is even then the Vice Chairman will have the deciding vote.
- If a member has a concern or wishes to report something then they must contact the Chairman or Vice Chairman and if needed they will discuss the matter with the main committee.