

MEMBERSHIP

Each member must represent the profession that is either their main business or forms a substantial part of their main business activity.

Only **one core activity** can be promoted by each member at the meeting. If a member wishes to represent another area of their business, different to the original category listed when they applied for membership, they must seek permission from Your Business Matters or the group facilitator.

There is an option to purchase more than one membership in the members group and represent an additional business area, providing the category is available in that group and that it is in the best interests of the group. This is discretionary and Your Business Matters reserves the right to refuse the purchase of an additional business area.

ATTENDANCE

If a member cannot attend a meeting, they should arrange for a substitute to attend in their place. This could be a work colleague, a client or someone you know in business. You could ask another member if they know someone who could sub for you or use social media to find a sub.

- **Business Room Members only:** If the substitute has their own business, that professional slot must be free in the group that they are attending. If a substitute can't be found, the member can attend a Business Room meeting in lieu where their professional area is available. This must be taken either the month before, the same month as the missed meeting or the month after.
- **Connection Club members only:** the substitute can do their own minute as well as representing you in our Exchange Section. This supports the group by bringing new contacts to the table. Whilst not a lock out group we do cap the business areas within the group. So please do check that your subs slot is available. Some slots are subject to restrictive numbers due to their nature.

If a member can't find a sub, they can attend a meeting in lieu (Connection Club members can visit one of the Business Rooms, slot allowing), or they may bring a guest free of charge, slot allowing, to the next meeting, providing your cancellation is not on the morning of the meeting or after meal choices have been submitted.

If a member is absent from three or more meetings, without sending a representative/substitute during any 12-month membership period, their membership may be terminated.

A leave of absence may be possible, in certain circumstances but must be agreed in advance.

If a member is absent from 4 or more meetings, even where a representative may have been provided, during any 12-month membership period, their membership may be terminated.

Your Business Matters is not required to provide a reason to terminate a membership.

Maternity leave

If a member is on maternity, they may take a leave of no longer than six consecutive months. In this case Your Business Matters will freeze their membership and meeting fees for up to six months. Their membership renewal will extend by the number of months that were taken but no more than six months.

If the membership is paid for by a member's employer, a 'substitute colleague' can take the seat for the duration of the six months maternity leave (should you wish or is necessary) with prior agreement of Your Business Matters regarding suitability and fit with the group. The membership would be renewable at the 12-month date, in the usual way.

Should a member not wish to return after their six-month maternity leave and terminate their membership, your seat will become available, without any part of your membership being refunded.

FEES

Meeting fees are payable monthly by GoCardLess at the levels applied. Your Business Matters members must set up a GoCardless payment at the start of their membership and make continuing payments as long as their membership is in force, regardless of attendance. No refunds will be given, other than in the event that a meeting is cancelled by the Chairperson, in which case the member will receive a meeting fee refund for that month.

Any unpaid fees will be calculated and collected upon departure.

In cases of non-payment, appropriate measures will be taken to recover the outstanding debt. Charges for recovering the debt will apply along with interest, for late payment.

Membership Fees

Membership fees at the level applied by Your Business Matters, are payable annually by BACS.

In certain cases, we may allow membership fees to be paid in instalments over several consecutive months. This option is discretionary and subject to specific criteria, as determined by Your Business Matters. If a member is approved to pay their membership fee in instalments and terminates their membership before completing the full payment, they will be immediately liable for the remaining balance.

In cases of non-payment, appropriate measures will be taken to recover the outstanding debt. Charges will apply for late payment and recovering of the debt.

In the event, that a member wants to terminate their membership, whatever the reason, membership and meeting fees are not refundable. In the unlikely case of membership being terminated by Your Business Matters for whatever reason, the fees are not refundable.

Renewal notices will be sent out approximately one month before the renewal is due and payment must be received by the renewal date in order for the membership to continue. If payment is not received within 14 days of the renewal date the membership may be terminated at the discretion of Your Business Matters. We reserve the right not to renew a Membership.

Online fees

In certain situations, beyond our control, we may need to move our meetings online. The meeting fee may be adjusted to reflect the online offering.

Change of venue/date

Your Business Matters reserves the right to move a Your Business Matters meeting to a new venue of their choosing, time or platform where necessary.

There will only be a meeting date or venue change when the circumstances are beyond our control. Should the date change without adequate notice and within three weeks of the diarised meeting, thus preventing a Your Business Matters member from attending their monthly meeting, the member will receive a meeting fee refund.

We reserve the right to change the venue at our sole discretion. In the event of a venue change, we will determine, in good faith, the reasonableness of the new location's distance. Such changes will be communicated in a timely manner.

LEAVING YOUR BUSINESS MATTERS

Members may give up their membership after joining.

One month notice needs to be given and meeting fees paid up to the agreed leaving date.

No refund will be made on any remaining portion of the membership year.

If your membership is paid for by the company you represent, you may arrange for a colleague to take over the membership.

Upon leaving Your Business Matters, it is the responsibility of the member to cancel their GoCardless account.

FORCE MAJEURE

Your Business Matters will not be liable for failure to hold a monthly meeting if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, pandemic, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity or telephone service.

DISCLAIMER

Your Business Matters cannot be held responsible for any business or personal issues, meetings or contracts entered between members or visitors following an introduction at any of the meetings.

Neither Your Business Matters nor facilitators are to be held responsible for the outcome of business or any other activity conducted between Your Business Matters and members. Each party should satisfy themselves as to the expertise and/or fitness of the other party to supply the service or product in question to an appropriate standard, and their qualification(s) to do so.