



Deeside Business Forum

**26: The Rules**

### 1.0 Name:

**Deeside Business Forum Limited** ("the Forum") is a private company limited by guarantee registered in England and Wales under company number (INSERT NUMBER).

### 2.0 Vision and Mission:

The Forum is an association of organisations and individuals committed to working together in order to improve the trading environment for businesses.

**Our vision:**

"To maintain and further develop our position as one of the premier industrial and business areas in North East Wales and the North West of England, capable of attracting, developing and supporting a broad spectrum of businesses through the provision of a safe, clean and connected business environment in the longer term through a sustainable approach"

**Our mission:**

"To promote North East Wales and surrounding areas as a location of choice for both employers and employees on a global basis, by working in collaboration with relevant stakeholders and other partners to focus on our common aspirations"

### 3.0 Key Objectives:

1. Provide a range of support functions to the benefit of all businesses
2. Increase business and site security to help in preventing crime
3. Linking business and the local community
4. To develop a memorandum of understanding with existing business communities and Forums in core geographical areas
5. To provide a platform for the business community to agree a strategic direction
6. To collaborate with other established groups.
7. Campaigning on strategic issues, policies and infrastructure and other relevant matters.
8. Creating an innovative and vibrant environment to enhance business opportunities, internationally, nationally and locally.

Further objectives may be identified and implemented as the Forum develops.

**The Partnership will be non-party in Politics and non-sectarian in Religion**

### 4.0 The Role of Deeside Business Forum:

- Creating a system of co-ordination and communication between businesses and key stakeholders
- Influencing change and considering strategic business community issues
- Attracting support and investment (both international and national)
- Considering matters of relevance which may impact upon the planning, environment, and prosperity of the area.

### 5.0 Management of the Forum:

The general affairs of the Forum shall be directed and managed by the board of directors made up of members and known as the **Executive Board**, who shall meet not less than six times per year. It is envisaged that four of these meetings will be held immediately prior to the quarterly scheduled meetings (**Business Forum Meetings**).

The Executive Board will function at a strategic level and report to the Forum/s at the Business Forum Meetings.

### 6.0 Inclusion and Equality

Deeside Industrial Forum will seek to undertake its activities in an inclusive manner, whilst encouraging participation irrespective of age, sex, sexual orientation, race, and nationality, political or religious belief.

All Business Forum Meetings and events will be publicised in advance.



## 7.0 Affiliations

The Forum may join, support or affiliate to other initiatives when it is deemed necessary in the realisation of its objectives. Affiliations will be agreed by the Executive Board.

## 8.0 Membership

### 8.1 The Forum

Membership of the Forum will be from businesses located in North East Wales and North West England, together with any organisations and public bodies deemed to be key stakeholders or partners.

- i. An honorary President will be appointed by the Members to represent their interests and to act as an ambassador for the Forum and its businesses.
- ii. The Chairperson will be elected and will serve a two year term of office. At the end of the two year term, the Chairperson will retire as chair and the Members will either elect a successor, or to re-elect the incumbent Chairperson, should he/she wish to stand for re-election.

### 8.2 The Executive Board

- i. The Executive Board will have not more than ten members, including a Deputy Chairperson (appointed from the Executive Board members), in addition to the Chairperson.
- ii. The President will also be invited to attend meetings, will not be entitled to vote on any matter.
- iii. Representatives from a variety of organisations, agencies and authorities may be called upon to advise the Executive Board, but will have no right to vote on any matter.
- iv. Each Executive Board member shall commit to attending a minimum of three Executive Board meetings and two Business Forum Meetings per year.
- v. For a meeting of the Executive Board to be quorate, at least four directors (or their alternates), including the Chairperson or Deputy Chairperson, must be in attendance.
- vi. The Forum will hold an Annual General Meeting in each calendar year. At least 14 clear days' notice will be given prior to each Annual General Meeting
- vii. All decisions to be reached through consensus or in accordance with the provisions of the Companies Act 2006 where applicable. No decision will be binding on any individual or organisation unless required by law.

### 8.3 Resignation from the Executive Board

Any member of the Executive Board may resign from his/her appointment by presenting written notice to the Chairperson of their intention to resign with a minimum of 30 days' notice.

## 9.0 PR and Media Protocol

Press and media enquiries shall be referred to the Chairperson before any official statement is made by individual members of the Executive Board. Any promotional PR or media submissions must be referred to, and agreed by, the Chairperson before circulation or submission to press and media sources.

## 10.0 Amendments to the Rules

Any proposals to amend the Rules must be delivered in writing to the Chairperson of the Executive Board, not less than 28 days before an Annual General Meeting at which it is due to be considered. Any amendment will require approval by a minimum of 75% of the total membership present and voting in person or by proxy at that meeting.



### Joining Rules:

- Application for membership is by invitation. Application forms will be issued and completed forms must be returned to the Secretary.
- Membership is for a minimum of 12 months
- Membership is subject to Executive Board approval
- By submitting and acceptance of an application the Member agrees to abide by the Rules and the Articles of Association of the Company.
- Membership fees are payable 12 months in advance.
- Membership fees are determined by the number of employees or rateable value.
- There are four classes of Membership. The Executive Board may consider applications for higher category membership.
  - Founder
  - Corporate
  - Small business
  - Micro business

### Terminations/ Resignations

- Members are free to resign by writing to the Executive Board.
- Membership is not transferable.
- Membership Fees will not be refunded.
- The Executive Board retain the right to refuse membership without disclosing any reason.

### Expulsion/Automatic Termination

- If a Member fails to pay the membership fee with 30 days of the due date, termination of membership is automatic.
  - The Executive Board may terminate the membership of any Member without his consent by giving him written notice if, in the reasonable opinion of the directors:
    - he is guilty of conduct which has or is likely to have a serious adverse effect on the Forum or bring the Forum or any or all of the Members and directors into disrepute; or
    - he has acted or has threatened to act in a manner which is contrary to the interests of the Forum as a whole; or
    - he has failed to observe the terms of these Articles and the Rules.
- Following such termination, the Member shall be removed from the Register of Members.
- The notice to the Member must give the Member the opportunity to be heard in writing or in person as to why his membership should not be terminated. The Executive Board must consider any representations made by the Member and inform the Member of their decision following such consideration. There shall be no right to appeal from a decision of the Executive Board to terminate the membership of a Member.
  - A Member whose membership is terminated under this Article shall not be entitled to a refund of any subscription or membership fee and shall remain liable to pay to the Company any subscription or other sum owed by him.

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