



# MEMBERSHIP REVIEW POLICY

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## **I. MEMBERSHIP REVIEW POLICY OVERVIEW**

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This policy defines the Membership Review Policy for the Active Business Group

The Active Business Group has identified the need to review company membership throughout the year on an ongoing and regular basis.

In order to facilitate this review process a procedure has been drawn up in order to allow the Membership Committee to have some guidelines on how to tackle certain issues arising.

1. Members whose attendance is below an acceptable level
2. Members who do not give referrals within the group
3. Members who do not receive referrals within the group
4. Members who have a combination of those issues

This policy describes how each of these points can be addressed in a systematic manner.

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## **2 MEMBERS ATTENDANCE**

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Members attendance under the Active Business Group (ABG) Constitution states;

- 26.1 Members are expected to attend the breakfast meeting which will be held on each Tuesday morning and will arrive at between 6.45am and 7am to have breakfast at 7.20am. A member may be represented by another from his business who may act as his proxy. Three consecutive absences without satisfactory explanation, may be deemed unacceptable by the membership committee who, unless they receive a satisfactory explanation, shall require the resignation of the member in accordance with 14.1.

Since members now must electronically register their attendance at meetings each week, this will mean that it will be easier for the Membership Committee to review the frequency of attendance. Therefore, additionally to the three absences without explanation any regular and frequent absence, showing an overall attendance of less than 40% of total meetings at any time will be reviewed using the new digital system.

### **2.1 ABSENCE MANAGEMENT**

In either case the Membership Committee will review the attendance of the member in question at the first available Membership meeting & identify if there is an issue with the individual.

The Membership Committee will nominate a committee member to approach the absentee member with a view to discussing if there is a problem with attendance which is likely to be ongoing or if the attendance record is likely to improve. This approach will automatically flag the member for a review after one month.

After one month if the attendance of the member has not improved, then the Membership Committee may decide that a written notice of concern is raised to the absentee member suggesting that if the attendance record is not improved, then within one month a final notice maybe raised asking the member to leave the Club.

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### **3 MEMBERS WHO DO NOT GIVE REFERRALS WITHIN THE GROUP**

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The ABG is a business referral group, which means that the lifeblood of the group is passing mutual referrals and additionally seeking external referrals for members.

If a member is not giving referrals, it is possible that some support and assistance could help them identify where they could provide appropriate business recommendations within the group.

The Membership Committee identifies that for members not giving referrals, it maybe necessary to ensure that the member in question understands the principles of the group & that they feel comfortable with referring business.

Following a review the Membership Committee will nominate a committee member to approach the member(s) with a view to discussing if there is a problem with referrals which is likely to be on-going or if the referral sending record is likely to improve, ensuring that there is sufficient confidence in the group.

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### **4 MEMBERS WHO DO NOT RECEIVE REFERRALS WITHIN THE GROUP**

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The ABG is a business referral group, which means that the lifeblood of the group is passing mutual referrals and additionally seeking external referrals for members.

If a member is not receiving referrals, it is possible that some support and assistance could help them identify how they can secure appropriate business recommendations from other members within the group.

The Membership Committee identifies that for members not receiving referrals, it maybe necessary to ensure that the member in question understands the principles of the group & that they feel comfortable with referring business.

Help that can be provided, includes encouraging the member

- i) to take part in the '10 minute presentation to the group'
- ii) take the website 'member of the month' slot
- iii) receive additional social media support from the ABG channels

Following a review the Membership Committee will nominate a committee member to approach the member(s) with a view to discussing how this support can be offered to aid increased receipt of referrals.

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### **5 MEMBERS WHO SUFFER COMBINATION OF ISSUES**

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The ABG ethos is to support its members, offering mentoring, business assistance and advice, along with active help with any business areas which are proving challenging. Without prejudice the Membership Committee will willingly listen to any member's concerns with regards to issues and offer as much support and understanding as possible without causing detriment to the group itself.

However, in some instances it could be that a business is not suited to a business referral club, or a business is prioritizing other business clubs above the ABG. In all instances the Membership Committee reserves the right following a review to offer a member business 4 weeks to review their behavior or leave the group.

Additionally the Membership Committee reserves the right to deny Membership Renewal on the Annual Date of Renewal for members who do not meet suitable attendance or referral levels after careful assistance.

