



Home Biz FNQ Operational Guidelines

1. Name

The name of the unincorporated association is Home Biz FNQ (*from here on in referred to as the network*).

2. Objects

The objects of the network are to:

- Create an informal alliance of 'like minded' people to discuss small business issues specific to home based operation;
- Compliment rather than compete with or duplicate other member organisations;
- Provide mutual professional support through the sharing of knowledge, expertise, ideas, challenges, and successes;
- Share knowledge and information relating to any changes in legislation and/or funding/tender opportunities that may impact on the operation of home based businesses;
- Provide a variety of relevant professional development activities/presentations specific to home based operation and considered to be beneficial to members;
- To draw from the specific expertise within the group prior to considering external sources to meet professional development needs;
- Provide opportunities to informally promote member small businesses;
- Establish and maintain the network on a non- hierarchical, informal basis;
- Remain an informal unincorporated network operating on a not-for-profit basis for the benefit of members;
- Ensure the operation and conduct of the group and individual members is conducted solely in the furtherance of the above agreed objects and in the equal interest of all members.

3. Memberships

- (1) As at the date of the approval of these guidelines, existing members of the original 'Home Based Business Network' are automatically deemed as members of 'Home Biz FNQ'.
- (2) New members must be approved by existing network members prior to acceptance.
- (3) 'Expressions of Interest' for membership of the network may be received verbally, by email or in writing by any existing member of the network.
- (4) Members are responsible for presenting any 'Expression of Interest' received, together with a brief overview of the proposed member business type, number of employees and location to the first meeting of the network following their receipt.

4. Membership Fees

The intent as an informal network is that no membership fees apply, however should it become necessary at any time, the fee for each member:

- (a) Will be an annual amount agreed by the members from time to time but no more than on an annual basis; and
- (b) Will be payable when, and in the way, the members decide.

5. Admissions and Rejection of New Members

- (1) Network members will consider all applications for membership at the next meeting held after the 'Expression of Interest' together with the following are received/presented:
 - (a) Overview of business type, number of employees/contractors and location; and
 - (b) The appropriate membership fee if such a fee applies.
- (2) Each 'Expression of Interest' will be assessed individually against the following agreed criteria by all members present:
 - (a) Deemed under council regulations as a 'Home Based Business' or 'Home Activity' by operating from their place of residence;
 - (b) Does not operate from a shop-front or other business premises;
 - (c) Are not a franchise owner;
 - (d) Have less than 2 equivalent full time employees operating from the home based business premise.
- (3) The network members must decide at the meeting whether to accept or reject each application.
- (4) If a majority of the members of the network present at the meeting vote to accept the applicant as a member, the applicant will be proposed and seconded by existing members before being accepted.
- (5) As soon as practicable after the network meeting decides to accept or reject an application, the member who received and presented the 'Expression of Interest' will notify the applicant of the outcome.

6. Appeals Against Rejection of Membership

- (1) A person whose application for membership has been rejected may appeal against the decision in person.
- (2) Intention to appeal must be advised to a member of the network within 1 month of the person receiving advice of the decision.
- (3) The person receiving this advice is then responsible for requesting the member nominated to develop the Agenda to include the appeal in the agenda for the next meeting of the network. to decide the appeal.
- (4) At the relevant meeting, the applicant must be given a full and fair opportunity to present in person why the application should not be rejected.
- (5) Equally, a representative of the Chairperson of the relevant meeting must be given a full and fair opportunity to explain why the application should be rejected.

- (6) An appeal must be decided by a majority decision of the members present at the meeting at which the appeal is presented.
- (7) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written advice, or the person appeals but is unsuccessful, the relevant membership fee (if such a fee applies) will be refunded as soon as practicable.

7. When Membership Ends

- (1) A member may withdraw from their membership of the network at any time by advising of their desire to do so in writing. Where this occurs the request will be documented in the minutes and the member removed from all network listings.
- (2) Membership will cease if a member fails to attend three consecutive meetings.
- (3) If a member knows they will be absent for more than 3 consecutive meetings, they may advise they are taking a leave of absence to avoid membership ceasing.
- (4) In the occurrence of (1) or (2) the relevant member/s details will be removed from all Home Biz FNQ listings, including the web-site.

8. Register of Members

- (1) The nominated minute taker for each meeting will be responsible for ensuring the register of members of the network is up-dated and any up-date provided to members prior to each meeting.
- (2) The register should include the following details for each member:
 - (a) The name of the member;
 - (b) The Business name of the members' home based business;
 - (c) Email and phone contact;
 - (d) A summary of the business conducted to promote understanding of the scope and nature of each small business between members.

9. Prohibitions on Use of Information on Register of Members

- (1) A member of the network must not:
 - (a) Use information obtained from the register of members of the network to contact, or send material to, another member of the network for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) Disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the network for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Sub-rule (1) does not apply if prior use or disclosure of the information is applied for and subsequently approved by network members at a scheduled meeting.

10. Appointment of Roles

- (1) The nomination of roles for each network meeting will be included as the final agenda item at each meeting, will be called for by volunteer from members present and will consist of:
- (2) A meeting host: to provide the venue and act as Chairperson
- (3) A meeting secretary: to develop the agenda, take minutes and up-date member register as required.
- (4) Should the network become financial, a Treasurer must be nominated and approved annually
- (5) Other roles from time to time determined as required by the members present.

11. Functions of Members

Subject to this constitution, members of the network collectively have the general control and management of all aspects of the network's operations.

12. Meetings of Members

- (1) Subject to this clause, members may meet as they consider appropriate.
- (2) Network members may individually or as a group invite a prospective member or other person, to a network meetings as a 'guest'. Prospective members may attend in this capacity on one occasion only.
- (3) Meetings of the network should be held no less than once every 3 months.
- (4) Members of the network may decide how members are to be advised of meetings.
- (5) The nominated Chairperson for each meeting is to preside in this role unless unavailable, in which case an alternative shall be nominated from those present.

13. Quorum for Meetings

At any meeting of the Network, more than 50% of the current 'active' membership, forms a quorum. An 'inactive' member is deemed as one that has not attended 3 consecutive meetings in the calendar year.

14. Voting at Meetings

- (1) Each small business that is a member of the network has one vote. Guests in attendance by invitation will not be eligible to vote.
- (2) All questions arising at network meeting are wherever possible to be decided by consensus of members present. If votes are equal, the question is decided in the negative OR if the votes are equal, the nominated chairperson for the meeting in question has a casting vote as well as a primary vote.
- (3) Subject to sub-rule (1) where a question, matter or resolution is unable to be agreed by consensus, it must be decided by a simple majority of votes of the members present.
- (4) A member of the network must not vote on a question about a contract or proposed contract with the network if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.

15. Minutes of Meetings

- (1) The nominated minute taker for each meeting is responsible for ensuring accurate minutes of questions, matters, resolutions and any other proceedings of each meeting are appropriately recorded.
- (2) To ensure the accuracy of the minutes, the accuracy of these should be verified at the next meeting following their completion as the first item on the agenda.
- (3) It is the responsibility of each member to access the agenda, minutes of meetings and other relevant information as required for/from meetings from the members area of the web-site at www.homebizfno.com.au

16. Funds and Accounts

- (1) Should it become necessary, any funds of the network must be kept in an account in the name of the network in a financial institution decided by members.
- (2) In the case of any expense incurred by the network as a whole, detail will be provided to a meeting of members prior to outlay. On approval of any said expense, costs will be shared equally between all network members in a way to be determined by members present at the relevant meeting.
- (3) In the case of sub-rule (1), records and accounts must be kept in the English language showing full and accurate particulars of any financial transactions of the network.
- (4) In the case of sub-rule (1), all amounts of income must be deposited in the financial institution account as soon as practicable after receipt.
- (5) In the case of sub-rule (1), all expenditure must be approved or ratified at network meetings.
- (6) In the case of sub-rule (1), a financial report must be presented at each network meeting by the nominated Treasurer.
- (7) In the case of sub-rule (1), any income received by the network from any source must be used solely in promoting the network's objects.