

THE SOCIETIES ACT, CAP 337

BRITISH BUSINESS GROUP  
RULES

DRAWN BY:

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BRITISH BUSINESS GROUP  
RULES

- A. These Rules of the British Business Group are made pursuant to Article 20.0 of the Constitution of the Society.
- B. The aim of these Rules is to provide further direction to the Management and Members of the Society in general, in addition to that provided in the Constitution. The Rules shall also cater to the matters of the Society that may require periodic changes and/or review.
- C. These Rules shall remain in force until they are amended and/or repealed by the Society in accordance with the procedure set herein.

RULE 1 – CITATION AND INTERPRETATION OF TERMS

- 1.1 These Rules may be cited as BRITISH BUSINESS GROUP RULES and shall come into operation on the date the Society is registered with the Registrar of Societies.
- 1.2 Interpretation and Definitions

Unless where the context provides otherwise in these Rules, the following expressions shall have the meaning hereunder assigned to them;

“Common Seal” means common seal of the Society,

“Majority Vote” means a vote made by more than half of the Members present at the meeting,

“Members” shall mean persons who have been admitted as members either on registration of the Society or admitted as members by filing in an application form,

“Officers” shall mean the Chairman, Vice Chairman, Secretary and Treasurer.

“General Meeting” means an Annual General meeting or an Extra Ordinary General Meeting,

“Written Notice” means communication by written means, post, electronic means or a combination of these methods,

1.3 It should be noted that:

1.3.1 Where a masculine is used, the feminine is included,

1.3.2 Where the singular is used, plural forms of the noun are also inferred, and

1.3.3 Headings are a matter of reference and not a part of these Rules.

1.4 Matters not covered in these Rules shall be decided upon by the BBG Exco Committee.

## RULE 2 – SOCIETY MEMBERSHIP

2.1 The BBG Exco Committee may, with the sanction of the majority votes of the Members at a General meeting of the Society, add other types of membership other than the types of Membership provided for under the Constitution.

2.2 The BBG Exco Committee may, wh



- 6.2 The BBG Exco Committee should represent all parties in the Society, so that its opinion will carry with it as great weight as possible. The usefulness of the committee will be greatly impaired if any important faction of the Society is unrepresented on the committee.
- 6.3 The BBG Exco Committee has all of the powers of the Society, unless the Committee's power is limited by these Rules, the Constitution or by a majority decision of the Members.
- 6.4 All decisions of the BBG Exco Committee bind the Society and must be duly respected by the Members of the Society.
- 6.5 The Officers of the Society may borrow money and provide security for that if such e Society

7.4 It shall not be allowed for any member of the Society whose Subscription Fees have not been paid to vote at the Annual General Meeting.

7.5 Requisites for a candidate running for Election

7.2.1 The candidates for election as Officers of the Society and Committee Members shall be current Full Members whose subscription fees are fully paid at the time of election.

7.2.2 Candidates should be of good character and fully committed to carry out the duties of their respective positions.

#### RULE 8 - PROCEDURE ON CESSATION OF OFFICE

Where a person ceases to hold office as either an Officer of the Society or a Committee Member in accordance with the instances provided for under the Constitution, the following shall apply:

8.1 He must within one month handover all Society documents and property in his care and to the BBG Exco Committee.

8.2 He shall keep in confidence all confidential information of the Society that came into his knowledge by virtue of his position in the Society.

#### RULE 9 - FINANCIAL STATEMENTS

9.1 The BBG Exco Committee shall appoint an Auditor to prepare the financial statements of the Society. The Auditor shall report on whether the financial statements are prepared in all material respects in accordance with international accounting standards. The Auditor must be a suitably qualified person and must not be a member of any Committee of the Society. If there is an Auditor who is unable to act for some reason, the BBG Exco Committee shall appoint another Auditor as a replacement.

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9.2.2 Additional information that the auditor may request from the BBG Exco Committee for the purpose of the audit, and

9.2.3 Reasonable access to persons within the Society from whom the auditor determines it necessary to obtain evidence.

## RULE 10 - CONDUCT OF MEETINGS

10.1 All meetings, save for the General Meetings of the Society, may be held through face to face interactions, video or telephone conference, or other formats as the Members involved may decide.

10.2 On any given motion at a General Meeting, the Chairman shall, unless specifically provided for under the Constitution, in good faith determine whether to vote by:

10.2.1 Voices,

10.2.2 Show of hands, or

10.2.3 Secret ballot.

anticipating their questions so as to allow other members a chance to par

10.3 Members must at all times during meetings, whether general meetings or Committee meetings, conduct themselves in a respectable manner, specifically:

10.3.1 Members are expected to treat guests and speakers as they would treat guests at their own home.

10.3.2 Mobile phones are not to be used at meetings.

10.3.3 Drunken behaviour will not be tolerated.

10.3.4 During discussions, members should raise their hands to speak.

10.3.5 Members asking questions to a speaker (visiting or otherwise) should be awarded (g)-3(u)-1

and to limit/eradicate a line of to and from which takes the time of the speaker and excludes others.

## RULE 11 - DISCIPLINARY ACTION

11.1 The Society may take disciplinary action against a Member if it is determined that the member;

11.1.1 has failed to comply with the Constitution and Rules of the Society,

- 11.1.2 refuses to support the purposes of the Society; or
- 11.1.3 has engaged in conduct/behaviour prejudicial to the Society.

11.2 A Disciplinary Committee consisting of Three (3) Members shall be appointed by the Members at the Annual General Meeting. Each Disciplinary Committee shall serve for a term of 2 years and shall have the task of hearing and determining disciplinary claims against the members and officers of the society.

11.3 Before any disciplinary action is taken against a member, the Disciplinary Committee must give written notice to the member stating:

11.3.1 That the Society proposes to take disciplinary action against the member,

11.3.2 The grounds for the proposed disciplinary action,

11.3.3 The date, place and time of the disciplinary meeting, and

11.3.4 Advising the member that he or she may either attend the disciplinary meeting and address the disciplinary committee at that meeting or give a written statement to the Disciplinary Committee at any time before the disciplinary meeting.

The notice must be given at least Fourteen (14) days, before the disciplinary meeting is held.

11.4 Upon the Member being heard by the Disciplinary Committee at the disciplinary meeting, the disciplinary committee shall consider the oral or written statement submitted by the member and it shall enter a decision thereof within a period of Seven (7) days after the hearing.

11.5 On reaching a verdict, the Disciplinary Committee may:

11.5.1 Reprimand the member;

11.5.2 Suspend the membership rights of the member for a specified period; or

11.5.3 Expel the member from the Society.

11.6 A Member aggrieved by the Decision of the Disciplinary Committee may appeal to the Annual General Meeting in line with the procedures of the General Meeting.



## RULE 12 - PROCEDURE ON DISPUTE RESOLUTION/APPEALS AND COMPLAINTS

12.1 The dispute resolution and appeals procedure shall be as follows:

12.1.1 The dispute shall at first instance be brought by a Member(s) before the respective Chapter Committee in which he belongs.

12.1.2 Where the Member(s) is aggrieved by the decision of the Chapter Committee, he may, within a period of 30 days, bring his appeal before the BBG Exco Committee.

12.1.3 A member aggrieved by the decision of the BBG Exco Committee may take the matter to the Registrar of Societies, within a period of 30 days, in line with the procedures set forth by the office of the Registrar for lodging of disputes.

12.1.4 Where the dispute remains unresolved 3(u)-5(n)-ñ6(3(u)-BCI39 Tdau6( )s)5(i)-1u v3(n

convened within 14 days where the Member instituting the dispute/appeal will be heard.

12.6 Notice of the date and time on which the decision making body will convene shall be duly communicated by the Secretary, in writing, to the respective Member(s) at least 2 days before the hearing date. The said notice shall make mention of any documents or evidence that the decision making body will require the Member(s) to provide on that date.

12.7 Once a dispute/appeal has been heard by the respective decision making body, such body shall within a period of 30 days deliver its decision on the matter. The Member(s) whose dispute/appeal the decision relates shall be informed of such decision in writing.

#### 12.8 Complaints

All Complaints by Members shall be brought before the BBG Exco Committee in writing by the member affected. The BBG Exco Committee shall endeavor to resolve and/or deal with the said complaint within good time.

### RULE 13 - COMMON SEAL

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