



## **CRANBROOK BUSINESS ASSOCIATION CONSTITUTION**

PROPOSED RULES AS AT 29<sup>th</sup> January 2018

1. The Association shall be called the Cranbrook Business Association.
2. The objective of the Association is to provide a central hub for local businesses to share knowledge and skills, and to support and promote local events and causes.
3. Any person, Firm, Company Organisation, School or Academy carrying on a Trade or Profession in the town or surrounding areas shall be eligible for Membership.
4. Election to Membership shall be upon application, subject to approval by two members of the Committee. Any change to the amount of the Annual Subscription is to be decided annually at the Annual General Meeting. Subscriptions are payable on the 1<sup>st</sup> January or, for new Members, on a pro-rata basis upon joining.
5. Any Member whose subscription is more than three months overdue shall cease to be a Member.
6. The management of the Association shall be vested in a "General Committee" consisting of "Chair", "Vice-Chair", "Treasurer" and "Secretary", and up to three "Committee Members", all to be elected at the AGM each year. The positions of Chair, Vice-Chair, Treasurer and Secretary will be open to all Members.
7. "Open Forum Meetings" of the Association shall take place monthly or as otherwise advised to Members but not less than once every three months. Power to call "Special Meetings" and the "Annual General Meeting" shall be given to the General Committee, or on the written request of at least ten Members to the Committee, giving at least fourteen days' notice, and setting forth the subject for which the meeting is required. Points arising from "Open Forum Meetings" will be noted for further discussion as appropriate.
8. "Committee Meetings" shall be called at such times as the General Committee shall decide. The General Committee shall give at least seven clear days' notice of such Meetings to all Committee Members concerned, confirming the topics to be discussed.

9. A record of the proceedings of the Association at "Committee Meetings" shall be stored electronically and securely, and shall be accessible to all Members upon request. The Treasurer shall keep a correct roll of members. Minutes and Actions from Open Forum Meetings will be circulated to Members within ten working days of the Meeting having taken place, and will be available to any interested parties upon request.

10. Every fully paid Member of the Association shall have one vote which may be exercised by a show of hands, unless a Member present requests the vote to be taken by ballot. In the case of a ballot, two persons shall be appointed as scrutineers who shall count the number of votes and report the results to the Chair, who shall declare the result of the ballot to the meeting. In cases of equality of votes, the Chair shall have the casting vote.

11. In the absence of the Chair and the Vice-Chair from any meeting, the members present at the meeting shall elect a Chair to preside at the meeting.

12. Monies belonging to the Association shall be handled through the Association's Bank Account. All cheques shall be signed by the Treasurer and countersigned by the Chair or Secretary. The Treasurer's accounts shall be submitted as at the last day of the Association's financial year and presented at the AGM, having first been independently examined by a suitably qualified person appointed by the Association at a properly convened Committee meeting.

13. Donations from Association funds for any cause or purpose that meets the Association's aims expressed in Rule 2) above may be made by the General Committee up to a maximum of £250 per annum per cause or purpose. Donations above £250 will be subject to the prior approval and authorisation by Members at an Open Forum Meeting.

14. Any Association expenses incurred, such as room hire and marketing, up to a maximum of £100, can be approved by the Treasurer and one Committee Member. Any expenses between £100 and £250 must be authorised by the Committee quorum. Any expenses exceeding £250 shall be voted upon at an Open Forum Meeting.

15. Any vacancies in the offices of the Association occurring between any two AGMs may be filled at the next or subsequent Open Forum Meeting by co-opting an existing Member of the Association.

16. The Quorum at all Committee Meetings of the Association shall be three committee members.

17. The AGM shall be held in October each year.

18. No alteration shall be made to these Rules except by a resolution duly passed by two-thirds of the Members at an Open Forum Meeting. Fourteen days' notice in writing of any proposed alteration shall be given to all members.

19. If any matter shall arise which is not provided for in these Rules, it shall be dealt with by the General Committee, whose decision shall be final.