

Long Melford Business Association

Constitution

Name

The organisation is known as the 'Long Melford Business Association'.

Purpose

The purpose of the organisation is to promote Long Melford in any way and by any means deemed fit by the Members.

Membership

Any business operating within the civil parish boundary of Long Melford is eligible.

The *local business* is the unit of membership. Branches (in Long Melford) of national organisations can be members, though not the parent organisations if they are based outside the village.

Subscriptions

Subscriptions are due on 1st June each year. Existing Members must pay their subscription within three months; if no payment is received within this period, they will no longer be a member, and will need to re-apply.

A new Member's subscription must be paid with their application. The fee payable will be calculated on a pro-rata basis, based on the full year fee. Pro-rata rates will not be available to organisations that have been a Member within the current year.

Voting

At any meeting, each Member business may have as many representatives present as they wish, but only one vote.

In General Meetings:

- a quorum is ten member organisations
- Decisions are made by a straight majority vote, except as detailed below for changes to constitution or dissolution

In Monthly Meetings:

- a quorum is four member organisations
- Decisions are made by a straight majority vote

In any meeting the Chairman has a casting vote.

Officers of the Association

The officers of the Association are:

- Chairman
- Secretary
- Treasurer

Only one representative from each member can serve as an Officer at any one time.

General Meetings

The Annual General Meeting ("AGM") will be held during the month of May.

A Special General Meeting (“SGM”) can be called at any time by not less than four member organisations, giving at least three weeks notice to all members.

Minutes will be kept of General Meetings and will be emailed, posted on the LMBA website or available on request.

Monthly Meetings

Any member may attend the Monthly Meeting.

The date for the next meeting will be emailed, posted on the LMBA website or available on request.

Minutes will be kept of Monthly Meetings and will be emailed, posted on the LMBA website or available on request.

The Monthly Meeting will be responsible for:

- Recommending the annual budget for the following year
- Approving spend against the budget for the current year
- Recommending the strategy and monitoring progress
- Forming Activity Teams, where required (see below)

The Monthly Meeting acts as the agent of the Association, and has the authority to spend the Association’s money in line with the approved budget and strategy. No one can enter into any contract or incur any liability on behalf of the association without specific authority from the Members Meeting.

Decisions

The following decisions may only be made at a General Meeting:

- Election of a new Chair (see below for temporary Chair)
- Approval of Accounts
- Approval of Strategy
- Approval of annual budget, at overview level of detail
- Updates to constitution
- Dissolution

All other decisions may be made at the Monthly Meeting, including (but limited to):

- Electing a new Secretary or Treasurer
- Electing a temporary Chair for up to three months, until a General Meeting can be called
- Forming and dissolving Activity Teams (see below)
- Appointing Members to Activity Teams (see below)
- Approving budget spend

Activity Teams

Activity Teams will be formed for most activities undertaken on behalf of the LMBA. Each Activity Team will be responsible for the given task and will be allocated an Activity Budget. The Team will recommend spend against this budget.

Activity Teams will typically consist of 2 to 5 Members. A designated member of each Activity Team should attend each Monthly Meeting to report back on progress.

The Teams will vary over time, depending on what activities are required. Activity Teams may include, but are not limited to:

- Member Liaison
- Communication with and between Members

- Community Liaison
- Web and online
- PR, Press and Media
- Events (may be specific to events)

If Members cannot be found to make up any given Activity Team, the Monthly Meeting may decide that it is not possible to undertake this part of the Association's strategy.

Constitution

The constitution is the public statement governing the conduct of the organisation.

The constitution can only be changed at a General Meeting (AGM or SGM). Notice of proposed changes to the constitution must be given to members two calendar months before the meeting where the vote is to be taken.

The proposed changes must be agreed by a majority of not less than two thirds of the valid votes cast (proxies are permitted).

Dissolution

The Association may only be dissolved by resolution at a SGM convened for the purpose. Notice of the dissolution must be given to members two calendar months before the meeting where the vote on dissolution is to be taken.

The proposed changes must be agreed by a majority of not less than two thirds of the valid votes cast (proxies are permitted).

The balance of the Associations assets are to be divided equally between all paid-up members at the date of the meeting which decides on the dissolution (or otherwise, as the meeting shall determine).