

# **Bungay Events and Business Association**

## **CONSTITUTION**

### **1. Name**

The association is known as “Bungay Events and Business Association” (BEBA)

### **2. Governing Body**

2.1 The Committee (The Committee) has a minimum of four Officers including but not limited to Chair, Deputy Chair, Secretary and Treasurer. These posts are elected annually at the Annual General Meeting (AGM). Additionally, the Committee may include an Events Manager and a Membership Secretary. No one person shall hold more than two Offices simultaneously.

2.2 The Committee conduct the business affairs of BEBA.

2.3 It is the expectation that Officers shall attend a minimum of 5 BEBA Meetings per year, as well as The AGM and any Extraordinary General Meeting.

2.4 All Members may attend any Meeting.

2.5 Any Member may speak at a Meeting.

2.6 Only Paid-up Members may vote upon any proposal provided they were in attendance for that part of the meeting when the proposal was discussed.

2.7 At the commencement of any Meeting Officers must declare any pecuniary interest in any matter on the agenda or, if appropriate, during any other business.

### **3. Place of Meetings and Records taken**

3.1 Meetings will be held at any place appointed by The Committee.

3.2 Minutes of all Meetings shall be taken and circulated to Members with the calling notice for the next Meeting. Subject to the above, the Minutes will be taken as read. The Minutes will be approved, or otherwise amended and then approved, by a vote.

3.3 Approved Minutes will be posted on the Members’ Area of the bungay-suffolk.co.uk website.

3.4 The Secretary shall be responsible for the safe keeping of Minutes and other records.

3.5 It is the intention that BEBA Meetings shall take place monthly, preferably on a Tuesday evening.

3.6 Except in exceptional circumstances BEBA Meetings shall take place at least every three months.

3.7 If a BEBA Meeting is unable to take place in person, then a Meeting may take place via electronic media under the same rules, however, no hybrid meetings shall be permitted save that any invited guest may submit reports via Zoom or similar protocol.

#### **4. Aims**

The Aims of BEBA are:

4.1 The promotion and protection of the business interests of Members.

4.2 The promotion of Bungay Town regarding tourism through liaison with other groups organising events designed to attract visitors to Bungay.

4.3 To support other groups that function in the interest of Bungay Town and/or its residents.

4.4 To initiate public events that stimulate the prosperity of Bungay Town in the form of Festivals, Street Fairs, and other such organised events.

4.5 The collection, discussion and distribution of information, and promotion or opposition to legislative and other measures affecting the business interests of Members.

4.6 Co-operation by affiliation or otherwise with any association having similar objectives.

4.7 The promotion of charitable and social functions.

4.8 Activities which are incidental or conducive to the attainment of the above objectives.

4.9 To work in association with Bungay Town Council.

#### **5. Election of Officers to The Committee**

5.1 The Officers of The Committee retire annually at The Annual General Meeting.

5.2 An Officer can resign from The Committee by giving the Chair or Secretary formal notice in writing and the resignation takes effect at the commencement of the next Meeting.

5.3 An Officer will immediately step down if adjudged a bankrupt or having entered into a deed of arrangement with, or compound with, creditors.

5.4 The Committee can co-opt a member to take the place of any Officer by reason of death, resignation, any of the circumstances on 5.3 above. Any co-opted member may stand for election at the AGM.

## **6. Payment of Fees**

6.1 The Committee may appoint an external Events Organiser under a Service Contract. Such contract to include a list of duties, contract fee and payment arrangements.

## **7. The Quorum & Voting Process**

7.1 The Quorum for all Meetings is five Members including no fewer than three Officers, if an Officer holds two offices, they shall be counted as one. If then fewer than three Officers are present, no vote can be taken.

7.2 Any matter for resolution shall be proposed and seconded.

7.3 Voting for and against the resolution will be by a show of hands.

7.4 Each paid-up Member shall have one vote, resolutions shall be decided by a simple majority of Members present and voting, except as otherwise stated in this document.

7.5 The presiding Chair of the Meeting has the casting vote in the event of a tied vote.

7.6 The matter for resolution, proposer and seconder and outcome of the vote, but not individuals voting preferences, shall be recorded in the Minutes.

## **8. Sub-committee Meetings**

The Committee may from time to time instigate sub-committees or working parties for special purposes. Notes will be taken at any such meeting and given to the Secretary for safe keeping and in time for distribution at the next Committee Meeting.

## **9. Annual General Meeting**

9.1 The Annual General Meeting (AGM) is to be held as soon as convenient after the last day in February each year. Members are to be given 14 days written notice of the place, date and time and Agenda of the AGM.

9.2 The presiding Chair will give a report on BEBA's proceedings since the previous AGM.

9.3 The Treasurer will present draft accounts made up to the 31<sup>st</sup> December of the previous year, these will have been circulated with the calling notice. After the Meeting the accounts shall then be sent to the Clerk at Bungay Town Council for examination, ratification, comment and return. The result shall be advised to Members at the Meeting following their return and thereafter published in the Members Area of [bungay-suffolk.co.uk](http://bungay-suffolk.co.uk)

9.4 The Chair conducts the election of Officers for the ensuing year.

9.5 The Chair conducts the presentation of resolutions, if any, and allows the proposer to give an outline of the resolution before it is seconded and a vote is taken.

9.6 At the end of the AGM the Officers retire and the newly elected, or re-elected, Officers take up their posts.

## **10. Resolutions at the Annual General Meeting**

Proposals for resolution must be made in writing to the Secretary or Chair at least 21 days before the AGM. Details of any proposal shall be given in the calling notice. Any resolution must be clearly stated and include names of Proposer and Seconder.

## **11. Extraordinary General Meetings**

Extraordinary General Meetings are called by the Committee within 28 days of the written request of not less than a simple majority of paid-up Members, excluding Members of less than 3 months standing. The request must clearly state the business to be transacted at the Meeting. Members will be given 14 days written notice of the date, place and time and agenda of the Meeting.

## **12. Membership**

12.1 Persons eligible to be Members are retailers, wholesalers, traders, manufacturers, self-employed, merchants and professionals carrying on business within the NR35 postcode, together with others, who in the opinion of The Committee, represent or contribute to the commercial interests therein.

12.2 Application for Membership may be made online via [bungay-suffolk.co.uk](http://bungay-suffolk.co.uk) or on a form provided by an Officer and duly signed by the applicant.

12.3 The Committee has the power to refuse an applicant for Membership or determine the Membership of any Member without giving a reason.

12.4 The Committee may offer Associate Membership to persons distinguished in public life, commerce or finance who shall not be required to sign the application form or to pay any subscription. Such Members shall not have the right to vote at any Meeting.

### **13. Subscription**

13.1 The subscription is set annually at the AGM.

13.2 Members may join at any time, their subscription shall run annually from the date of joining.

13.3 Any Member wishing to cancel their membership should give one month`s written notice to the Secretary, who shall record it accordingly. No refund of subscription will be made.

13.4 Officers shall be deemed to be paid up Members even if no actual subscription shall have been paid for their year in office.

### **14. Finances**

14.1 No expenditure should be made without the authority of the Committee. All cheques or electronic payments must be signed, or digitally approved, by at least two Officers.

14.2 In the event that BEBA receives grant funding for a specific project such funds will be held in the General Account but will be ringfenced for that project. The Committee will be responsible for ensuring payments are made in accordance with the terms of the funding agreement or any agreed amendment thereto. A report on progress and expenditure will be made at every Meeting and to the funding provider when requested and in any event when the project is completed.

### **15. Alteration and Interpretation of the Constitution**

15.1 The Constitution of BEBA cannot be altered except by a resolution passed at a General Meeting of BEBA by two thirds of the members present and voting.

15.2 The nature of the proposed alteration(s) must be stated in the agenda of the notice calling the Meeting.

15.3 If any matter arises that has not been provided for in the Constitution, or any doubt arises as to the interpretation thereof, the matter will be resolved by the Committee, whose decision shall be final.

## **16. Dissolution and Distribution of Property**

16.1 BEBA can be only dissolved by the votes of a majority of two thirds of the members present at a General Meeting.

16.2 One month`s notice of any such proposed General Meeting is given to all the Members.

16.3 If upon the dissolution of BEBA there remains any net asset, it shall not be paid to or distributed among the Members but shall be given or transferred, to be held in escrow, by Bungay Town Council for a period of up to twelve months, or until such time as they, or another body, who having been approved in a full Council meeting, shall take over the Aims of BEBA.

16.4 If after twelve months no suitable transferee is found the assets will be disposed of to a charity, or charities nominated by Members at its dissolution.

Approved at an Extraordinary General Meeting held on the 16th day of November 2021.

Diane Ward

Chair

Lucinda Walker

Deputy Chair

James Pickard

Secretary

James Walker

Treasurer