

Bungay Events and Business Association

CONSTITUTION

1. Name

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

2. Place of Meeting

Meetings will be held at any place appointed by the Committee limited only by the number of Committee members attending at any one time.

3. Objectives

The objectives of BEBA are:

- 3.1 The promotion and protection of the business interests of Members.
- 3.2 The promotion of Bungay Town in regard to tourism through liaison with other groups organising events designed to attract visitors to Bungay.
- 3.3 To support other groups that function in the interest of Bungay Town and/or its residents.
- 3.4 To initiate public events that stimulate the prosperity of Bungay Town in the form of Festivals, Street Fairs and other such organised events.
- 3.5 The collection, discussion and distribution of information, and promotion or opposition to legislative and other measures affecting the business interests of Members.
- 3.6 Co-operation by affiliation or otherwise with any association having similar objectives.
- 3.7 The promotion of charitable and social functions.
- 3.8 Activities which are incidental or conducive to the attainment of the above objectives.
- 3.9 For the purpose of fulfilling the organisation of large public events BEBA Members shall appoint and pay an Events Coordinator.

4. Governing Body

The Committee has a minimum of four Officer Members (hereinafter called “the Committee”) including but not limited to a Chairperson, a Deputy Chairperson, a Secretary, and a Treasurer. These posts are elected annually at the AGM. In addition the Committee will include an Events Manager and a Membership Secretary. It should be noted that the same person may be responsible for more than one of these functions. The Officers conduct the business affairs of BEBA. Any subscribing member can become a Committee member and will be eligible to vote. Votes will only be counted if a member is present at the meeting for which a voting issue is raised.

5. Election of Officers to the Committee

The Officers of the Committee retire annually at The Annual General Meeting. An Officer can resign from the Committee by giving the Chairperson or Secretary formal notice in writing and the resignation takes effect upon acceptance by the other members of the Committee. An Officer will immediately step down if adjudged a bankrupt or entered into a deed of arrangement with, or compound with, creditors. The Committee can co-opt a member to take the place of any elected Officer of the Committee dying, retiring or becoming bankrupt or compounding with his creditors or resigning and the new Officer will hold office for the unexpired period of whose place they have filled. The Committee may from time to time make /appoint Sub-committees or working parties for special purposes. The Committee decides when and where meetings are held but there will be at least one meeting every 3 months. However, the aim is to hold a meeting on the second Tuesday of each month.

6. The Quorum & Voting Process

The Quorum is 5 Members consisting of no less than 3 Officers. (If fewer than 3 no vote can be taken). Each Committee Member has one vote and all questions shall be decided by a majority of Committee Members present and voting, the Chairperson has the casting vote in the event of a tied vote.

7. Committee Member Nominations & Commitment

Any member of BEBA can be proposed for election or re-election as a Committee member with the nomination of 2 members to whom the candidate is personally known.

7.1 Nominations with the consent in writing of the candidate must reach the Secretary at least 14 days before the Annual General Meeting.

7.2 The expectation of BEBA of its Committee Members is that they must attend a minimum of 5 meetings per year (including the AGM). The Chairperson has the right to waive this decision in the event of extenuating personal circumstances.

8. Sub-committee Meetings

From time to time specific projects undertaken by BEBA will require additional meetings to progress. Any member of that particular sub-committee or working party may request a meeting of the other members of the sub-committee and the meeting will take place at a mutually agreeable time and place. Notes should be taken at these meetings with a report of proceedings given at the next Committee Meeting. If no sub-committee or working party member is unavailable to attend the next Committee Meeting a written report should be sent to the Chairperson and Secretary.

9. Annual General Meeting

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. The presiding Chairperson will give a report on BEBA's proceedings since the previous AGM and the Treasurer will present the annual accounts. The Chairperson conducts the election of Committee Members for the following year. The Chairperson conducts the presentation of resolutions (if any) and allows the proposer(s) to give an outline of the resolution before a vote is taken. At the end of the AGM the Committee members retire and the newly elected (or re-elected) Committee members take up their posts.

10. Resolutions at the Annual General Meeting

Resolutions by Members must be made in writing to the Secretary or Chairperson at least 21 days before the Annual General Meeting (AGM) so that details can be provided to Members in time for the official written notification of the AGM date (which is 14 days). The resolution must be clearly stated and provided with the names of proposer(s) and seconder(s).

11. Special General Meetings

Special General Meetings are called by the Committee within 28 days of the written request of not less than two thirds of the Members, excluding Members of less than 3 months standing. The request must clearly state the business to be transacted at the SGM. Members are then to be given 14 days written notice of the date, place and time and agenda of the SGM. The SGM is conducted by the Chairperson but if unable to attend, by any other member of the Committee nominated by the Chairperson. All voting shall be by show of hands or by ballot if demanded by a majority of Chamber Members present. The Chairperson may exercise a casting vote.

12. Membership

12.1 The paying of subscriptions offers the benefits of any Chamber affiliation and the opportunity to have a voice at Committee meetings through the committee voting procedure (7).

12.2. Members of BEBA are retailers, wholesalers, traders, manufacturers, self employed merchants and professionals carrying on business in Bungay and its district, and others who in the opinion of the Committee represent or contribute to the commercial interests of the area. The "District" refers to any business that functions within the NR35 Postal Code. Business that are outside the NR35 postal code may approach BEBA and may be co-opted to the group at the Chairperson's discretion.

12.3 Application for Membership must be made on a form provided by the committee and signed by the applicant. The Committee has the power to refuse a candidate or determine the membership of any member without giving a reason.

12.4 Associate Membership

The Committee may offer Associate membership of BEBA 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 have no right to vote at any meeting or benefit from Chamber affiliations.

13. Subscription

The subscription to BEBA is set annually at the AGM and shall be payable to the Membership Secretary on 31st March each year. New members joining at any time other than 31st March will pay a pro-rata subscription calculated from the beginning of the month of joining. The pro-rata rate will be calculated per month to the following 31st March and payable in advance. Any Member who wishes to cancel their membership of BEBA should give one month`s notice in writing to the Secretary and will not be eligible for any repayment of any subscription paid.

14. Finances

No expenditure should be made without the authority of the Committee. All cheques must be signed by at least two members of the Committee. The Committee will select any bank(s) to act as the bankers of BEBA as it shall from time to time select.

15. Alteration and Interpretation of the Constitution

The Constitution of BEBA cannot be altered except by Resolution passed at a General Meeting of BEBA by two thirds of the members present and voting. The nature of the proposed alteration(s) must be stated in the notices calling the Meeting and not less than 14 days notice given to all Members. If any matter, at any time, arises that has not been provided for in the Constitution, or any doubt arises as to the interpretation, the matter will be resolved by the Committee, whose decision shall be final.

16. Dissolution and Distribution of Property

BEBA can be dissolved by the votes of a majority of two thirds of the members present at a General meeting , provided that one month`s notice of any such proposal is given to all the Members of BEBA and that the resolution for the dissolution is confirmed by a similar majority at a meeting to be held one month thereafter. If upon the winding up or dissolution of BEBA there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of BEBA, but shall be given or transferred to such a charity as the members shall decide.

This Constitution was adopted on 17/May/2016

Signed by:

Chairperson.....(Print name).....SIMON THOMPSON.....

Secretary.....(Print name).....DIDY WARD