

# LOHCARRON and DISTRICT BUSINESS ASSOCIATION

## CONSTITUTION

### **NAME:**

The name of the Association shall be Lochcarron and District Business Association hereinafter referred to as the Association.

### **OBJECTS:**

The objects of the Association shall be to promote the interests of all local businesses within the Lochcarron area and specifically:

- a) to encourage the use of the local businesses by residents and visitors, and by the larger business community.
- b) the raising of the image of Lochcarron by publicity for local events and services provided by local businesses.
- c) the improvement of the local employment opportunities in local businesses.
- d) the encouragement for the development of new business opportunities in the Lochcarron area.
- e) develop a forum to discuss issues of importance to members.
- f) assist members to meet and exchange ideas with other like minded people.
- g) the Association will be non-party in politics and non-sectarian in religion.

### **MEMBERSHIP:**

Membership of the Association shall be open to any person or persons carrying on a trade profession or business in the Lochcarron area.

### **SUBSCRIPTION:**

An annual subscription will be initially determined and reviewed at each A.G.M.

### **STRUCTURE:**

- a) The membership shall elect an Executive Committee from its membership. This Committee will be responsible for the day to day running of the Association's affairs and formulation of policy.
- b) The Committee shall consist of a minimum of five and a maximum of twelve members.
- c) Five members shall form a quorum of the Committee.

- d) The Committee shall elect its own office bearers and meet as often as is required to do so but at least twice a year.
- e) Sub-Committees or individuals may be appointed to carry out specific activities with detailed remits on behalf of the Association as agreed at an ordinary meeting of the Committee.

#### **MEETINGS:**

- a) The pattern of meetings will be agreed by the Committee and called by the Secretary as agreed or at the request of the Chairman or Secretary if no date has been fixed.
- b) Meetings will be held to consult with the general membership where the matter merits action as agreed by the Committee.
- c) Minutes of ordinary and Annual General Meetings will be kept by the Secretary or a pro-tem in his/her absence. Sub-Committees will arrange for minutes of their meetings to be kept and passed to the Secretary for recording.

#### **ANNUAL GENERAL MEETING:**

- a) The A.G.M. will be held in the month of April and will have the following business:
  - a) Summary report of the past year
  - b) Approval of the financial statement
  - c) Confirmation of membership
  - d) Election of Office Bearers
  - e) Appointment of Auditors
  - f) Other notified business by resolution
- b) Ten members shall form a quorum at the A.G.M.
- c) The financial year shall end on 31 December by which time the date of the A.G.M. will be set to take place within four calendar months from 31 December.
- d) Two weeks notice of the date, time and place of the meeting shall be given to all members.

#### **SPECIAL MEETINGS:**

An Extraordinary General Meeting may be called by:

- a) any four members of the Committee.
- b) any ten members of the Association in writing to the Committee.

In either case two weeks notice must be given to each member of any such Extraordinary General Meeting and such notice must indicate the business to be discussed.

**BANKING FACILITIES:**

The Committee will have power to operate bank accounts.

**ALTERATION TO CONSTITUTION:**

Any proposal to amend the Association Constitution must be submitted to the Committee in writing. The next properly called meeting of the Association will consider any amendment(s) and vote on any amendment(s). Two weeks notice will be given of such a meeting, indicating the amendment(s) to be considered. Any amendment to the Constitution must be passed by two thirds of those present and eligible to vote.

**DISSOLUTION:**

The Association may be dissolved at a meeting which has been called, given two weeks notice of the date, time and venue to all members and clearly stating that a proposal for the dissolution of the Association has been lodged. The issue will be resolved on a majority of those present and eligible to vote. Any surplus funds or resources of the Association will be distributed to a similar association or to charity.

**GENERAL:**

- a) Members eligible to vote will be those who have paid the current subscription to the Association.
- b) The Chairman of the Association, or failing him the chair duly elected for the purpose of any specific meeting shall have a second (casting) vote in the event of a drawn vote.
- c) Unintentional omissions or actions with regard to any procedure shall not invalidate the procedure.
- d) Any dispute regarding the Constitution shall be resolved by the Committee subject to reviews at a special meeting.

