



CONSTITUTION.

NAME

The name of the organisation shall be Brockenhurst Business Association that shall be an unincorporated association, hereinafter referred to as the BBA.

AIMS AND OBJECTIVES

- The organisation shall exist to serve and promote the member businesses to increase trade in the area by creating and fostering a spirit of goodwill, friendship and unity among the businesses in and around the village and the district, including other interested organisations, retired business people and the local community.
- To encourage the growth of member businesses, and to promote the prosperity of the area and by offering support between members and encouraging resource sharing, networking etc.
- To provide a forum and meeting place for members to learn and share ideas and information.
- To speak as one voice to the public, the media and public sector bodies and to act as a channel for information and opinions of the villages' businesses.
- To contribute to the positive development of Brockenhurst and the surrounding local areas.

MEMBERSHIP

- Membership of the BBA shall be open to businesses and organisations within Brockenhurst Parish together with other businesses, professionals and retired BBA members who wish to maintain relationships with local businesses. Where there is any doubt or an objection to any businesses membership it shall be resolved by a vote at an Executive committee meeting of the BBA
- Honorary Membership shall also be offered to members at the discretion of the Executive Committee.
- Guest Membership shall also be offered at the discretion of the Executive Committee. Guest members will have no voting rights and be issued on a time bound basis to assist the BBA in areas where specific expertise is required.
- The Association will levy a membership charge payable by business. Businesses represented by several members will only be entitled to one vote per business at any General Meeting of the Association.
- Requests for membership will be discussed by the Executive Committee at their next meeting after the application. The Executive Committee shall have the power to accept or reject applications.
- The Executive Committee will also have the power to *suspend* members whose conduct has brought the BBA into disrepute. The Executive Committee can only terminate membership following investigation and presentation of outcomes of investigation. Evidence shall be presented to the membership during a general



meeting. The motion to terminate a businesses membership must be carried by at least 2/3rds of the members present at such a meeting.

- The Executive Committee shall have the power to terminate memberships for non-payment of subscriptions by a notified date.
- The Secretary shall be responsible for the maintenance of the Membership Register.
- Membership subscriptions shall be payable annually on 1st April. New members joining after 1st October in any year shall pay one half of the annual subscription.

EXECUTIVE COMMITTEE

- The Executive Committee shall comprise a Chair, Vice-Chair, Honorary Secretary, Honorary Treasurer and Membership Secretary. In addition, there may be one co-opted member from other local Association that the Executive Committee invites to attend. Co-opted members shall have no voting rights. A quorum of at least 3 voting members should be present if a vote is required on any matters arising at meetings of the Executive Committee.
- All members of the Executive Committee shall serve for one year only, but shall be eligible to stand for re-election.
- The Executive Committee shall have the power to form such sub-committees as it considers are required from time to time.
- The Secretary shall maintain minutes of all Executive Committee meetings, Annual General Meetings and General Members' Meetings which shall be made available for inspection by any member at any reasonable time.
- Non Committee BBA members can attend committee meetings but shall have no voting rights and must first notify the Secretary of their intention to attend.
- The Executive Committee will be responsible for ensuring that all expenditure by the association is appropriate and supports the aims and objectives.

ANNUAL GENERAL MEETINGS

- The Association shall hold an Annual General Meeting at such time as the Executive Committee may determine but in any event
- Not more than 15 months after the inception of the Association
- Not more than 15 months after the holding of the previous AGM
- At least 21 days notice shall be given of any AGM Meetings
- At the AGM the Chair will present a report on activities in the preceding year, the Honorary Secretary shall report on Executive Committee meetings and on membership changes since the previous AGM and the Honorary Treasurer shall present a report on the financial activities for the year and present accounts to the meeting for approval.
- The AGM shall approve the level of subscriptions due in the following year.
- The AGM shall vote for the Chair, and Executive committee members.
- Every fully paid up business shall have one vote at Annual General Meetings
- An Extraordinary General Meeting (EGM) may be called by at 25% of the members of the Association and should be held within 21 days of the requisition.



BROCKENHURST BUSINESS ASSOCIATION

- All decisions made at EGM's shall be by a simple majority of those attending and voting. In cases of equality of votes, the Chair shall have a casting vote. All votes shall be by a show of hands unless the Chair decides, or at least 3 members request that a secret ballot should be taken.
- Minutes shall be kept for all AGMs, Extraordinary General Meetings, and Executive Committee meetings and they must be made available to any member of the Association.

FINANCIAL ARRANGEMENTS

- The Association shall hold a bank account in the name of Brockenhurst Business Association and cheques or other payments shall be authorised by any two of the authorised signatories, that are members of the Executive Committee
- The Association shall not borrow money.
- Full financial statements will be presented at each AGM and a list of payments and receipts shall be presented to each full members meeting.

AMENDMENTS TO THE CONSTITUTION

This constitution may be amended by a 25% majority of members present at an Annual General Meeting/Extraordinary General Meeting provided that notice of such amendment reaches the Chairman at least 21 days before such AGM/EGM.

DISSOLUTION

The Association may be dissolved only by a vote at an Annual General Meeting or Extraordinary General Meeting. The sole business of this meeting will be to dissolve the Association. The motion to dissolve must be carried by at least 25% of the members present at such a meeting. If it is agreed to dissolve the Association all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.