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**Watlington Business Association**

**Constitution**

1. **Name**
	1. The name of the association shall Watlington Business Association (hereinafter referred to as “the Association”).
2. **Aims**
	1. To actively promote and represent the business community in the Watlington area and contribute effectively to the commercial and social life of the area.
3. **Objectives**
	1. To promote all commercial, retail, professional and trade businesses in the Watlington area.
	2. To provide a forum for the exchange of views on all matters relating to conducting business in the area.
	3. To present and express the opinions of the business community on all matters affecting the membership.
	4. To collect and circulate useful and relevant information on behalf of members.
	5. To be a non-political and non-sectarian organisation.
4. **Membership**
	1. The number of members is unlimited.
	2. Membership shall be open to all individuals, companies and groups, corporate or unincorporated, which have a place of business in the area that are interested in furthering the above objectives.
	3. Membership shall be open to members of the Watlington area and within a radius to be determined from time to time by the Executive Committee.
	4. All applications for membership are subject to approval by the Executive Committee.
	5. Members shall be entitled to vote at meetings of the Association in accordance with this Constitution.
	6. The Association Membership Secretary shall maintain a record of all members.
5. **Expulsions**
	1. The Executive Committee shall have the power to expel a member at any time.
	2. Notice of not less than 21 days and details of the matters giving rise to a propose expulsion must be given to the member.
	3. The member proposed for expulsion must be given reasonable opportunity to make representations to the Executive Committee and to attend at a meeting called to consider the case and to be heard on defence.
6. **Subscriptions**
	1. The financial year for the Association shall run from 1 January to 31 December.
	2. The annual subscription and any entrance fees/other levies shall be determined from time to time by the Executive Committee as they see prudent for the financial well-being of the Association.
	3. Annual subscriptions will be invoiced on 1 January every year and will be payable within 30 days.
	4. Membership will lapse if subscriptions are not paid by 31 December each year.
	5. There will be a scale of subscriptions to encourage wider membership.
7. **The Executive Committee**
	1. The Association shall be run by an Executive Committee comprising of a Chair, Vice-Chair, Secretary, Treasurer and Membership Secretary and an additional group of up to five elected members.
	2. The Executive Committee shall be elected each year at the Annual General Meeting. Nominations for election shall be voted on by those members who are paid up and present (physically or by proxy) at the Annual General Meeting. The Executive Committee may co-opt a member to fill a vacancy during the year.
	3. The quorum for Executive Committee meetings shall be four, one of whom will act as Chair in the absences of the elected Chair.
	4. Voting at Executive Committee meetings shall be confined to those present. A simple majority will be sufficient to carry any motion. In the event of a tie the Chair shall have a casting vote.
	5. Members shall declare an interest in any item where appropriate and withdraw when the vote is taken should the meeting so decide.
8. **Meetings**
	1. The Executive Committee shall meet at least once in every other month. Meeting dates will be decided by the Executive Committee and advised at the end of each meeting as the last agenda item.
	2. The Annual General Meeting (AGM) shall be held each year at a time determined by the Executive Committee. At the AGM the Executive Committee shall present a report with reference to all matters with which they have dealt during the previous year. The agenda will be circulated a week in advance of an AGM
	3. The Executive Committee may convene general meetings of the Association at such times as it may determine.
	4. A minimum of eight members will represent a quorum for all general meetings, at least four of which must not be existing Executive Committee members.
	5. At the meeting of the Association each member will have one vote which may be exercised by show of hands. In the case of an equal vote the Chair will have a second casting vote.
9. **Sub-Committees**
	1. The Executive Committee may form sub-committees to consider matters of special importance to the members.
	2. Standing sub-committees include the Watlington Business Association Christmas Fair Committee and the Watlington Art Weeks Committee.
10. **Minutes and Accounts**
	1. The Secretary shall maintain minutes of proceedings at general meetings. These minutes shall be open to the inspection of any paid up member giving the Secretary reasonable notice in writing.
	2. Accounting records shall be maintained by the Treasurer and shall be open to the inspection of any paid up member giving the Treasurer reasonable notice in writing.
11. **Dissolution**
	1. The Association may be dissolved by a resolution passed at a general meeting of the Association.
	2. The dissolution shall take effect from the date the resolution is passed and the Executive Committee shall be responsible for winding up the assets and liabilities of the Association.
	3. On dissolution any surplus assets after payment of debts and liabilities shall be distributed to voluntary community groups/charitable organisations based in the Watlington area of the Association and as determined by the Executive Committee.