

1. Title

This constitution relates specifically to the **Bourne Business Chamber**, hereafter referred as the “BBC”.

2. Objectives

- 2.1 The primary objective of the BBC is ...
- to bring business and Bourne together to make the Bourne area a great place to live, work, shop, visit, and enjoy.
- 2.2 The secondary objectives of the BBC are ...
- to provide a forum for its members to meet and discuss local issues.
 - to act as a representative of Bourne area based businesses and as such to be in a position to speak and act on behalf of those businesses.
 - to inform, provide awareness and pre-warn members of events and activities that are proposed, actually occurring and are likely to be occurring in the Bourne area which may affect them, their businesses and their stakeholders.
 - to educate, impart advice, information and knowledge which will improve members and their businesses.
 - to support and assist members and their businesses.
 - to help promote members and their businesses.
 - to provide an environment to allow members to network.
 - to provide an environment to allow member referrals.
 - to build personal and business relationships.
 - to create business opportunities.
 - to provide a means for members to socialise and have fun.

3. Membership

Membership of the BBC shall be open to any person by invitation and paying the relevant subscription fee as determined and agreed by the BBC members.

The subscription year shall run from 01 April to 31 March. If application to become a member of the BBC occurs between 01 April and 31 August then the subscription fee shall be paid in full. If application to become a member occurs between 01 September and 31 March then the fees shall be reduced to half of full.

The subscription fee shall be paid either on joining or at the beginning of the subscription year as appropriate.

A person joining the BBC shall not be considered to be a member until the subscription fee has been paid in full.

Existing members who have not paid the subscription fee by 01 September or a new member who has not paid the fee by the third consecutive meeting shall be assumed to have defaulted and as such will no longer be entitled to the benefits of membership and in consequence their membership will be withdrawn. It may be assumed that the person involved no longer has any interest in the activities of the BBC and shall, at the discretion of the General Committee, be deemed to have resigned. The process defined in 7.2.12 need not be followed.

4. The General Committee

The General Committee of the BBC shall consist of the following ...

- Chairperson.
- Deputy Chairperson.
- Secretary.
- Treasurer.

5. Election of Members of the General Committee

5.1 Members of the General Committee shall be elected at the Annual General Meeting of the BBC, by and from, the members of the BBC.

5.2 All members of the General Committee are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6. General Committee Function and Duties

6.1 The affairs of the BBC shall be managed by the General Committee. The General Committee shall meet at agreed intervals not less than four times per year. The General Committee may appoint sub-committees and other members as and when deemed appropriate to assist in the management process.

6.2 The duties of the General Committee shall be:

6.2.1 To manage the affairs of the BBC on behalf of all BBC members.

6.2.2 To keep accurate accounts of the finances of the BBC through the Treasurer. These should be available for reasonable inspection by members and should be audited before every Annual General Meeting. The BBC shall maintain a bank account and the Treasurer shall be authorised to sign the BBC cheques along with an additional signatory as appointed by the General Committee.

6.2.3 To co-opt additional members of the General Committee as the General Committee feels is necessary. Co-opted Committee members shall not be entitled to a vote on the General Committee, unless they have been co-opted to replace a General Committee member who has died or has resigned. They shall hold office until the next AGM.

6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

7. General Meetings

7.1 The Annual General Meeting of the BBC shall be held not later than the end of March each year. Twenty one clear days written notice shall be given to members of the Annual General Meeting by circulating a copy of the notice to every member at their home address. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least fourteen days before a meeting. The Secretary shall circulate or give notice of the agenda for the meetings to members not less than seven days before the meeting.

7.2 The business of the Annual General meeting shall be to ...

- 7.2.1 Confirm the minutes of the previous Annual General meeting and any other General meetings.
- 7.2.2 Receive the audited accounts.
- 7.2.3 Elect the members of the General Committee (i.e. Chairperson, Deputy Chairperson, Secretary and Treasurer).
- 7.2.4 Fix BBC Subscription fees as determined and agreed by the BBC members.
- 7.2.5 Transact such other business received in writing by the Secretary from members fourteen days prior to the meeting and included on the agenda.
- 7.2.6 Such other business except business for which a Special General Meeting is required (e.g. expulsion, dissolution or changes to the Constitution) as by common consent of the meeting the Chairperson in his/her discretion admits.
- 7.2.7 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than twelve members. At least twenty one days notice of the meeting shall be given. The business to be considered at the meeting is to be specified in the notice convening the business.
- 7.2.8 Nominations of candidates for election of members of the General Committee shall be made in writing to the Secretary at least fourteen days in advance of the Annual general meeting date. Nominations can only be made by members and must be seconded by another member. In the absence of nominations prior to the meeting nominations may be taken from the floor. All nominations shall have the consent of the nominee.
- 7.2.9 At all General Meetings the Chair will be taken by Chairperson or Deputy Chairperson, or in their absence, by a deputy appointed by the General Committee or by members attending the meeting.
- 7.2.10 Decisions made at the General Meeting shall be by a simple majority of votes from those members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote or alternatively in his/her discretion he/she may direct a written poll.
- 7.2.11 Each member of the BBC shall be entitled to one vote on any separate issue at General meetings.
- 7.2.12 A member who is found by vote carried at a Special General Meeting called in accordance with clause 7.2.7 to have behaved in a manner likely to bring the BBC into disrepute or cause substantial prejudice to it may be expelled from the BBC.

Provided that:

- a) The resolution must be carried by two thirds of those attending and voting.
- b) This is the only business at the meeting.

- c) Before putting the motion to the vote the member shall have the full opportunity to address the meeting.
- d) The member expelled may appeal by notice in writing to the Secretary of the BBC within fourteen clear days who shall within fourteen days thereafter convene a meeting of the Chairperson (or in his absence the Deputy Chairperson). Two members shall decide the appeal and shall not be required to give reasons. Following expulsion any subscription for the whole of that year that has been paid by the member shall be returned.

8. Alterations to the Constitution

Any proposed alterations to the BBC Constitution may only be considered at an Annual or Special General meeting, convened within the required written notice of the proposal. Any alteration or amendment must be proposed by a member of the BBC and seconded by another member. Such alterations shall be passed if supported by not less than two thirds of those members present at the meeting and voting. An abstention shall be recorded but shall not count as a vote.

9. Dissolution

- 9.1 If at any General Meeting of the BBC, a resolution be passed calling for the dissolution of the BBC, the Secretary shall immediately convene a Special General of the BBC to be held not less than one month thereafter to discuss and vote on the resolution.
- 9.2 If at the Special General Meeting, the resolution is carried by at least two thirds of the members present at the meeting and voting the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the BBC and discharge all debts and liabilities of the BBC. Abstentions shall be recorded but shall not count as a vote.
- 9.3 After discharging all debts and liabilities of the BBC, the remaining assets shall be paid or distributed amongst the Full members of the BBC.