

Queensferry Business Association

CONSTITUTION

Name

The Association shall be named **Queensferry Business Association** hereinafter referred to as the Association

Purposes

- To provide a forum for business development.
- To identify projects, prepare, present and help implement proposals to put to public bodies.
- To develop marketing strategies and plans relevant to the community of business interests.
- To promote the strength of the area through promotions and joint advertising.
- To arrange for authoritative speakers to make presentations of topics of interests to members.
- To act as a spokesman in lobbying the interests of businesses to central and local government.
- To attract and sustain development expertise from appropriate sources.
- To exchange ideas, experiences, and to identify opportunities.

Membership

Membership of the Association shall be open to all those with an interest in business matters in the **general** area of South Queensferry and Dalmeny (which could include Newton Village and Kirkliston).

Affiliated Members

Groups or organisations within the general Queensferry area may be an affiliated member of the association provided they have an interest in the business community within the area. A local person who is not in business may also be an affiliated member if they have an active interest in the business community and are willing to offer their expertise to the Association. *However an affiliated member may not be a Committee Member but may be requested to assist either the full committee or any sub-committees as required.* The subscription rate will be reduced by approximately one third of the full members' rate. Initially the rate is set at £10. Should affiliated members wish to avail themselves of the website they will be required to make payment of a further £25 or any other such amount as agreed annually.

Subscriptions

In the first year of the association there shall be a registration fee of £50.00 per member by 31st December 1999. The Association shall determine the level of subscription for members, which will be ratified by the AGM. A recommendation will be presented by the Management Committee each year in this regard. Any member not making payment of the annual subscription may not be a committee member since their membership will have expired.

Meetings

The Association shall meet not less than once a year at a venue and at a time to be determined by the Management Committee. The Annual General Meeting shall be held each year, not later than six weeks after the year end date of the Associations affairs, which is currently 31st October, or not less than two weeks notice given by the secretary. Other general meetings may be called by the secretary on not less than one weeks notice.

All notices calling meetings of the Association shall set out the business to be transacted and no other business shall be transacted unless the chairman otherwise determines. A general meeting may be called at any time and not less than one weeks notice by special requisition of not less than one third of the current membership.

Meetings of the Committee shall be called by the Secretary in accordance with the arrangements made by the Committee **with a quorum of two-thirds** of the members (since November 2002 that means **no fewer than EIGHT**).

The Secretary, or if one has been appointed the minutes Secretary, shall take minutes of all meetings of the Association and make these available to both committee and ordinary members as requested.

Management Committee

Office bearers of the Association shall be: -

1. Chairman
2. Vice Chairman
3. Secretary
4. Minute Secretary (if required, or may be combined with the Secretary)
5. Treasurer

The posts of Secretary and Treasurer may be combined at the discretion of the organisation.

While the membership approve the total committee they specifically appointed those members who will form the Management Committee. Thereafter the full committee will utilise the skills to fill other positions as required each year.

There shall be a minimum of five and a maximum of twelve committee members. The membership may if it is felt necessary may increase the number of members of the Management Committee.

No office bearer should serve for more than three consecutive years in that office, but all committee members shall stand down each year as a matter of course, but they may offer themselves for re-election. Should there be no suitable replacements the membership may choose to elect a time barred holder for a period of one further year maximum.

Finance

The Association shall keep proper account of its intromissions in accordance with good accounting practice. Accounts shall be submitted annually for approval at the Annual General Meeting.

The Treasurer and Chairman will be authorised to open and operate the Bank Account in the name of the Association. No expenditure should be incurred without the express approval of the Management Committee during the course of a normal committee meeting.

Voting

All votes taken at meetings of the Association shall be on the basis of one vote per **paid member**. Where a business belongs to a group and each business within that group is a member there will be no more than three voting members from that group. This is to ensure that no group is in a position to control the Association.

Procedures

The Association shall regulate the conduct of its affairs as provided in this constitution.

The **Chairman shall determine all matters of procedure not otherwise provided for.**

The Association shall be non-party political and non-sectarian.

The Management Committee reserves the right to refuse membership to persons whose objectives or interests or conduct do not coincide with the consensus of the membership or who otherwise may bring the Association into disrepute.

Dissolution

In the event of the Association determining at any time to wind up its affairs, any funds standing at credit at the time of dissolution shall be paid over to any other business association or similar organisation covering the area or to a charity, at the Association's discretion

Amended by Resolution & Acceptance by vote November 2003