

THE CONSTITUTION OF THE GRANTOWN BUSINESS ASSOCIATION

1.0 NAME

The group shall be known as the Grantown Business Association hereinafter referred to as GBA.

2.0 PURPOSE AND AIMS

The purpose of the GBA will be to promote Grantown on Spey and its objectives will be:

- 2.1 To use the Business Association as the vehicle to promote Grantown on Spey for the benefit of local businesses and the community.

3.0 MEMBERSHIP

Full membership of the GBA will be open to:

- 3.1 All traders, businesses and companies in the Grantown, Cromdale and Dulnain Bridge areas.

4.0 SUBSCRIPTION

Subscription will be payable on joining and annually thereafter at the AGM.

5.0 MANAGEMENT

- 5.1 The Office bearers shall be Chair, Vice Chair, Secretary, Treasurer and Membership Secretary.
- 5.2 The membership will form sub groups as required to progress specific projects and will report to the Association as required.
- 5.3 A minimum of four members will form a quorum at any meeting of the Association.
- 5.4 Election of Office Bearers – All Office Bearers will be subject to re-election on an annual basis at the AGM and can only serve a maximum of three consecutive terms in any office, and may not be the partner of another Office Bearer.
- 5.5 The Secretary will ensure that appropriate minutes are taken for each meeting and ensure all correspondence is actioned.
- 5.6 The Treasurer will record all income and expenditure. Payments by cheque will be authorised by the signature of any two office bearers. The Treasurer will submit a current bank statement/report at each meeting. The financial year will end on the 31st December and accounts will be presented by the Treasurer duly audited by a representative appointed by GBA.

6.0 GENERAL MEETINGS

The AGM will be held in the month of February when seven shall be a quorum.

- 6.1 The Chair or seven members may call an Extraordinary General Meeting at any time. The business to be discussed must be specified and the meeting convened as soon as practicably possible.

- 6.2 Voting at General meetings will be show of hands. Should any two member's request a ballot then the latter must prevail. Issues shall be decided by a simple majority and the Chair will have the casting vote. Voting will be restricted to one vote per business.
- 6.3 The Secretary will prepare and distribute an agenda prior to the meeting. Any items for inclusion should be submitted to the Secretary. Any late items will be included at the discretion of the Chair.
- 6.4 The Chair will arrange a substitute in the event of his/her non-attendance.

7.0 **CONSTITUTION**

A copy of the constitution shall be given to all members upon joining.

Any proposed alteration to the Constitution and Agenda items shall be made in writing to the Secretary at least 21 days prior to the AGM.

8.0 **DISSOLUTION**

In the event of the dissolution of the Association, Office Bearers will remain in office until the disposal of any assets.

APPROVAL

The above constitution was drawn up and approved at an Association meeting on the 26th March 2010.