

LOSTWITHIEL BUSINESS GROUP

CONSTITUTION

Object of the Lostwithiel Business Group

1. The object of the Lostwithiel Business Group (hereafter referred to as The Group) shall be to originate and promote such measures as may be calculated from time to time to benefit and advance the commercial interests of the town of Lostwithiel. In particular it shall ensure that interests of the business community shall be fully represented on the Lostwithiel Town Forum. The Town of Lostwithiel is defined as the Lostwithiel electoral area.

Membership

2. Any person trading, manufacturing or offering a service in, or connected with the Town may become a member. Any company or business trading in or connected with the area may become a corporate member. Membership shall be subject to the approval of the Executive Committee, and to the payment of the current subscription.
3. Each member or corporate member may have up to two representatives present at a General Meeting, but only one vote.

The Executive Committee of the Group

4. The business of the Group shall be under the management of an Executive Committee, comprising Chairman, Vice Chairman, Secretary, Treasurer, and not more than two other members. The Executive Committee shall be elected at the Annual General Meeting for a period of one year only and shall have the power to co-opt members both to fill vacancies and to increase the size of the Executive Committee as a specified need arises. The Executive Committee has the power to appoint sub committees. A quorum of the Executive Committee shall be four members of the Committee.
5. In cases where it is impossible to call an Executive Committee to discuss an urgent point decisions can be made by an Emergency Committee which shall comprise of the Chairman, Secretary and at least two other Executive Committee members.
6. Members of the Group may attend meetings of the Executive Committee and may make a statement or ask questions at the invitation of the Chairman but they shall have no vote in the business of the Executive Committee.
7. The Secretary shall inform the Executive Committee and all members of the Group of an Executive Committee Meeting not less than seven days before the meeting is held.
8. All proceedings of the Executive Committee, including the Emergency Committee, shall be recorded by the Secretary, endorsed by the Chairman after they have been confirmed by the Executive Committee and they shall be distributed to all members of the Group.

9. General Meetings of the Group will be called quarterly by the Executive Committee. Quarterly meetings shall receive an account by the Treasurer of the Group's Financial position, a report by the Chairman on business transacted since the previous quarterly meeting, and it may conduct any other business raised by the Executive and or the membership. Such business shall be made known in writing to the secretary at least two weeks before the Meeting is due.
10. An Annual General Meeting shall be held in early June on a date fixed by the Executive Committee. This meeting may coincide with the Quarterly Meeting due at about that time. At the Annual General Meeting there shall be a report by the Chairman of business transacted through the financial year just ended; the audited annual accounts of the Group shall be presented and voted upon; the appointment of officers to the Executive Committee will be made; and any other business pertinent to the continuing good administration of the Group and of its objects shall be tabled.
11. An Extraordinary General Meeting may be called by the Executive Committee or by a motion submitted to the Executive Committee by no less than six members of the group at any time.
12. Members of Lostwithiel business community who are not members of the Group shall be allowed to be present as observers at General Meetings by invitation only. They shall be eligible to partake of discussions and give information but not to propose, second or vote on any matter.
13. A quorum for a General Meeting shall be eight members of which not less than four shall be Executive Committee Members.
14. The dates of Quarterly Meetings and of the Annual General Meeting shall be fixed once a year by the Executive Committee and shall be published to all members at that time and to new members as they join. At least two weeks notice of all General Meetings, including Extraordinary General Meetings shall be given to members.
15. The proceedings of all General Meetings shall be recorded by the Secretary. Subsequently at the next General Meeting they shall be confirmed by the Meeting and moved by the Chairman. Proceedings shall be distributed by (*sic*) the members.

Subscriptions and Donations

16. The annual subscription for members and corporate members shall be £15-00 per year, for review six months after the Group's Inaugural Meeting, and annually thereafter at the Annual General Meeting.
17. All subscriptions will become due on 15th June each year. Members whose subscriptions are in arrears for more than three months in any year shall take no part in the proceedings of the Group.
18. New members joining the Group during the year shall pay their subscription at the time of joining. This first subscription shall be reduced pro rata by the Executive Committee to take account of the length of the financial year remaining at the time of payment. Subscriptions may be paid quarterly or annually by direct debit.

19. When considered necessary by the Executive Committee voluntary donations may be invited for specific and distinct purposes.

Financial Regulations of the Group

20. The Financial Regulations of the Group are set out at Annex A, which is an integral part of this Constitution.

Amendments to the Constitution of the Group

21. No part of this Constitution shall be altered or rescinded, or any new rule adopted except at a General Meeting. Any changes made to the Constitution shall be dependent on a two thirds majority of those present and voting.
22. A notice of any proposed alteration to the Constitution shall be given to the Secretary, but it shall be in the powers of the General Meeting to accept not accept or vary the proposed alteration at the meeting.
23. Notices of any proposed change to the Constitution shall be placed on the Agenda of the General Meeting.
24. If any matter arises which is not provided for in this Constitution it shall be dealt with by the Executive Committee at their discretion at the time it arises. This may include a decision to put the matter to a general meeting which may be called for that purpose.

This constitution was adopted by the Lostwithiel Business Group at its inaugural meeting held on 25th April 2001.

SIGNED BY:

CHAIRMAN SECRETARY.....

WITNESS.....WITNESS.....

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