

# **HALESWORTH BUSINESS CONNECTIONS**

## **CONSTITUTION AND RULES**

### **1 Name**

The name of the Association is **Halesworth Business Connections**, hereinafter referred to as **HBC**.

### **2 Aims and Objectives**

- a) To foster positive and constructive relations between businesses in and around the town, other interested organisations and retired business people and the local community.
- b) To provide a forum and meeting place for members to learn and share ideas and information.
- c) To act as a channel of information and opinions between the town's businesses and various authorities and other organisations.
- d) To contribute to the positive development of Halesworth and District.

### **3 Membership**

- Membership of HBC is open to any business and organisation in the Halesworth area together with other businesses and retired business people who wish to maintain relationships with Halesworth businesses.
- Request for membership will come before the Executive Committee at their next meeting after the application. The Executive Committee shall have the power to accept or reject applications.
- The Executive Committee shall also have the power to suspend members whose conduct has brought the HBC into disrepute.
- The Executive Committee shall have the power to terminate memberships for non-payment of subscriptions by a notified date.
- The Membership Secretary shall be responsible for the maintenance of the Membership Register.

### **4 Executive Committee**

- The Executive Committee shall comprise a Chair, Vice-Chair, Secretary, Membership Secretary, Treasurer and between three and eight other HBC members. In addition, there may be one co-opted member from each of Halesworth Town Council, Waveney District Council and Suffolk County Council. Co-opted members shall have no voting rights. The quorum shall consist of four members including at least two officers.
- All members of the Executive Committee shall serve for one year only but may stand for re-election. No Executive Committee member shall hold any one office for more than three consecutive years, unless no suitable candidate comes forward.
- The Executive Committee shall have power to form such sub-committees as it considers are required from time to time.

**5 General Members' Meetings**

- An Annual General Meeting shall be held in March or April each year at which the Chair shall present a report on activities in the preceding year; the Secretary shall report on Executive Committee meetings; the Membership Secretary shall report on membership changes since the previous AGM and the Treasurer shall present a report on the financial activities for the year and present accounts to the meeting for approval.
- The AGM shall approve the level of subscriptions payable from one month after the AGM to one month after the next AGM.
- Every fully paid up member shall have one vote at general meetings.
- Other general meetings may be called at any time by at least two Executive Committee members or at least six general members subject to the Executive Committee being given at least two working days' notice of matters to be discussed. Such meeting shall be held within 21 days of the requisition.
- All decision of the General Members' Meetings shall be by simple majority of those voting. In cases of equality of votes the Chair shall have a casting vote. All votes shall be by show of hands unless the Chair decides, or at least three members request, that a secret ballot should be taken.
- The required quorum present for a General Members' Meeting to proceed shall be one sixth of the current paid up members.
- The Secretary shall maintain minutes of all General Members' Meetings which shall be made available for inspection by any member at any reasonable time.

**6 Alterations**

No alterations shall be made to these rules except by resolution duly passed by a two-thirds majority of members voting at a General Members' Meeting, twenty one day's notice in writing of each proposed alteration having been given to all members.

**7 Notices**

Any notice required to be given by this Constitution shall be deemed to have been duly given if left, or sent by prepaid post, addressed to the address of that member last notified to the Secretary.

This amended Constitution was adopted at the General Members' Meeting of Halesworth Business Connections held on 25<sup>th</sup> April 2018.

Signed..... Chairman