

# **CONSTITUTION OF LOSTWITHIEL BUSINESS GROUP**

**Adopted on 2nd November 2021**

## **1 Name**

The name of the Group shall be Lostwithiel Business Group.

## **2 Aims**

The aims of the Lostwithiel Business Group (hereafter referred to as The Group) shall be to originate and promote measures to benefit and advance the commercial and community interests of the town of Lostwithiel.

## **3 Powers**

In order to achieve its aims The Group may:

- Raise money
- Open bank accounts
- Take out insurance
- Organise events
- Work with other groups and exchange information
- Do anything that is lawful which will help it to fulfil its aims

## **4 Membership**

- a) Membership of The Group shall be open to any business or group in the town of Lostwithiel, or locations where Lostwithiel is their nearest town.
- b) Membership of The Group is subject to the payment of the annual subscription.
- c) Anyone from businesses or groups who are members of The Group can vote at meetings. A maximum of two votes per business or group.
- d) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

## **5 Management**

- a) The Group shall be administered by a Committee of Officers who are elected at the Annual General Meeting for a period of one year unless there are extenuating circumstances such as pandemic.
- b) The Officers of the Committee shall be Chairperson, Vice Chairperson, Treasurer, Secretary, Social Media, Memberships, Events and they will hold meetings when called by the Chairperson.
- c) The Group shall meet at least 4 times a year, including the Annual General Meeting, unless there are extenuating circumstances such as pandemic.
- d) The Chairperson shall chair all meetings of The Group. If the Chairperson is not available the Vice Chairperson can deputise their duties.

- e) Voting at meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- f) Proceedings of meetings are recorded by the Secretary, endorsed by the Chairperson and distributed to members of The Group who have agreed to be on the email mailing list by the Secretary.
- g) Meetings shall include a report by the Chairperson, the Treasurer, Social Media and any other business that is deemed necessary.
- h) Annual accounts that have been checked by an accountant should be presented at the Annual General meeting.
- i) An Extraordinary General Meeting may be called by the Committee in extenuating circumstances, or by 10% of members formally requesting an Extraordinary General Meeting.
- j) Members of Lostwithiel community who are not members of The Group shall be allowed to be present as observers at meetings by invitation only. They shall be eligible to take part in discussions and give information but not to propose, second or vote on any matter.
- k) At least two weeks notice of all meetings shall be given to members to have agreed to be on The Group's email mailing list.
- l) The Committee may, at its discretion, create sub-committees or working groups drawn from the membership to work on specific projects. However these committees should report back to the main Committee who will propose ideas / expenditure for approval by the members in the usual way.

## 6 Duties of the Officers

- a) The duties of the **Chairperson** are to:
  - Chair meetings of The Group
  - Represent The Group at functions / meetings that The Group has been invited to
  - Act as spokesperson for the Group when necessary
  - Approve minutes of meetings before they are distributed by the Secretary
  - Ensure there is adequate insurance for The Group if it is required
  - Oversee events that are arranged by The Group and delegate tasks as required
- b) The duties of the **Vice Chairperson** are to:
  - Deputise for and assist the Chairperson as required
- c) The duties of the **Secretary** are to:
  - Book meeting rooms
  - Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson and distribute the agenda to members who have agreed to be on The Group's email mailing list
  - Take minutes of meetings and get them approved by the Chairperson, then distribute the minutes to members who have agreed to be on The Group's email mailing list
  - Keep a record of minutes that have been distributed
  - Deal with correspondence

- Collect and circulate any relevant information within the Group
- d) The duties of the **Treasurer** are to:
- Supervise the financial affairs of The Group
  - Keep proper accounts that show all monies collected and paid out by the Group
  - Liaise with other members of the Committee regarding payment of subscription payments by existing or new members of The Group
- e) The duties of **Communications** are to:
- Promote members of The Group and the town of Lostwithiel in a positive way on social media
  - Any posts or comments posted by the @LoveLostwithiel social media accounts should be polite, helpful and not opinionated regarding contentious subject matter unless it is the policy of The Group
  - Inform the Memberships person about any enquiries regarding membership of The Group, and to liaise with the Memberships person about communicating information to the enquirer if relevant
  - Monitor and respond to messages sent privately to the @LoveLostwithiel social media accounts
  - Communications are essentially communicating in a marketing role, not general communications with members
- f) The duties of **Memberships** are to:
- Maintain the membership list of The Group
  - Communicate with the Webmaster when there are new members of when members leave The Group to get their pages added or removed from the website
  - Maintain the information sheet that is given to potential members
  - Communicate with potential members of The Group and encourage new members to join The Group if possible
  - Update the back end of the website with subscription status of each member
  - Send out subscription invoices
  - Follow up on members who have not renewed their subscription before removing them from The Group
  - Update contact information on the website for members if updates are needed
  - Maintain email list on Mailchimp, including removing former members and gaining permission from new members to add them to the mailing list if they have not used the online joining form
- g) The duties of **Events** are to:
- Support members to promote their business and/or Lostwithiel through co-ordinated events. This includes planning events with members and local organisations, and co-ordinating contributions, advertising and activities.

- Oversee The Group events with respect to safety, quality and community engagement. This includes evaluating events and planning an annual programme.
- Coordinate The Group events with other activities in the town, supporting the community and celebrating members' businesses.

## **7 Finance**

- a) Any money obtained by The Group shall be used for the benefit of the members of The Group, or the benefit of other groups in Lostwithiel, or the benefit of the community of Lostwithiel or in the promotion of Lostwithiel.
- b) Authority for expenditure shall be granted at meetings of The Group and be voted on with a proposer and a seconder making a proposal for funds to be spent.
- c) Any bank accounts opened for the Group shall be in the name of Lostwithiel Business Group.
- d) There shall be a minimum of two Committee members who are co-authorised to sign cheques which should include the Chairperson and the Treasurer. Changes to signatories must be agreed at meetings and recorded in the minutes. Payment by direct electronic transfer can be actioned by the Treasurer but should be authorised by electronic recorded message (eg, email or text) from the Chairperson.
- e) Payments should be recorded by the Treasurer with the invoice or receipt relating to the payment.
- f) Repeat payments do not need to be co-authorised every time, such as web hosting, insurance premiums and the newsletter.
- g) Liaise with the Chairperson to ensure there is adequate insurance for The Group if it is required and arrange for the insurance policy to be paid.
- h) Cheques must have the payee and the amount of payment filled in before they are signed. Blank cheques must never be signed.
- i) The accounts of The Group shall be checked by an accountant annually.

## **9 Emergency General Meeting**

An Emergency General Meeting may be called by Committee or by the members as mentioned previously in the event of urgent matters that may arise. There should be a minimum of two weeks notice given to members together with notice of the business to be discussed. All members shall be entitled to attend and vote.

## **10 Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at general, annual or extraordinary meetings of The Group. If there is a tied vote then the Chairperson shall have a second vote.

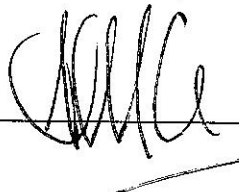
## **11 Dissolution**

The activities of The Group may be stopped up at any time in the event that an adequate Committee is not formed. If the activities of The Group remain inactive for a period of six months and there is no prospect of a Committee being formed The Group shall be wound

up. In the event of winding up, any assets remaining after all debts have been paid shall be given to other groups in Lostwithiel with similar aims or for the benefit of buildings or activities within the town. Debts shall include the return of the subscription fee to members for the current subscription year.

**This constitution was adopted at a general meeting of the Group on:**

Date: 2<sup>nd</sup> November '21

Name of Chair:  JEFF PEARCE