

Constitution

- 1 The name of the Association is the Ipswich and Suffolk Small Business Association (ISSBA)
- 2 The object of the Association is to provide a forum for the mutual support of small businesses.
- 3 Any small business or any other organisation or person with an interest in the development of small businesses shall be eligible for membership, subject to the discretion of the Committee.
- 4 The Management of the Association shall be entrusted to a Committee of members elected at Annual General Meetings. The minimum number shall be seven and the maximum twelve with two members retiring each year who may be re-elected at the discretion of the Committee.
- 5 The Committee shall elect from its members a Chairman, Vice Chairman, Secretary, Treasurer and such other officers as they think fit. No members shall hold more than one post; three members shall form a quorum; meetings to be arranged by the Committee. Minutes of proceedings, not necessarily in full if commercially sensitive or confidential discussions are taking place, will be made available to the membership, via the website.
- 6 The Committee shall have power as they think fit to fill casual vacancies and to co-opt additional persons to the Committee. Any officer or co-opted person so appointed shall hold office until the next Annual General Meeting.
- 7 Every member of the Association shall pay an annual subscription to be fixed at each AGM and payable on the anniversary of their joining date. Discounts may be made available to registered charities at the discretion of the committee. If any member shall fail to pay their subscription within 60 days of their anniversary date, the database administrator will send a notice to their last known address for the subscription to be paid within fourteen days. If not so paid the committee may terminate the membership without further notice to the member. Special rates may be levied in exceptional circumstances.
- 8 No money or property of the Association or any gain arising from the carrying on of the Association shall be applied other than for the benefit of the Association as a whole or for some purpose chosen by resolution at a General Meeting. Members and Committee members shall be entitled to claim reimbursement of any reasonable expenses incurred on behalf of the Association. Cheques or payments or expenses to be authorised by at least two people authorised by the committee. If, at any General Meeting, a Resolution for the dissolution of the Association is passed by a majority of the Members present, the Committee shall immediately, or at such future date as is specified in the Resolution, proceed to realise the assets of the Association. Any assets remaining after the satisfaction of all debts and liabilities shall be transferred to a similar organisation or charity of the Committee's choice.
- 9 Approved accounts of the Association shall be available for inspection by members 21 days before the Annual General Meeting.
- 10 An Annual General Meeting of the Associations shall be held in June each year when the following business shall be conducted:
 - a) The presentation and, if accepted, the adoption of the accounts for the previous financial year ended 31 December.
 - b) The election of Committee Members.
 - c) The Appointment of Auditors.
 - d) Such other competent business as has been communicated to the Secretary and included in the notice of the meeting.
- 11 An Extraordinary General Meeting may be convened at any time and shall be held within 21 days of a requisition by one tenth of currently paid-up members.
- 12 At least 21 days before any General Meeting the Secretary shall send to every paid-up member a notice of the meeting stating the time and place of the meeting and the business to be conducted.
- 13 At all meetings of the Association each paid-up member shall have one vote. The quorum at any General Meeting shall be twenty members or 25% of the membership whichever is the lower. If, within half an hour from the time appointed for the holding of a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to such time and place as the Chairman shall appoint, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum. At least seven days' notice of any adjourned meeting shall be sent to every paid-up member stating the time and place of the Meeting appointed by the Chairman. The holding Chairman shall chair each General Meeting or in his/her absence the Vice-Chairman or other appointed Committee Member.

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14 The Committee shall have power to expel any member who shall offend against the Constitution of the Association or whose conduct, in the opinion of the Committee, render that member unfit. Before any member is expelled the Secretary shall give such member seven days notice to attend a meeting with the Committee and inform the member of the complaint. No member shall be expelled without having the opportunity to appear before the Committee to answer the complaint. The member shall only be expelled if it is the decision of the majority of the expulsion committee and at least three members vote in favour of such expulsion.

15 Any member shall be entitled to invite guests to the Association, provided that no person whose application for membership has been declined or who has been expelled from the Association shall be invited as a guest.

16 These rules may be changed by resolution carried by a majority of at least 75% of the members present at the Annual General Meeting, the notice of which shall contain particulars of the proposed changes.

Ratified at AGM June 1997
Amended at AGM June 1998
Amended at AGM February 2001
Amended at AGM March 2007
Amended at AGM February 2008