

CONSTITUTION OF
ASSOCIATION OF BUSINESSES IN CUPAR AND DISTRICT (ABCD)

1. Name

The name of the Association will be the **A**ssociation of **B**usinesses in **C**upar and **D**istrict.

2. Aims

The Association's aims will be:

To offer all members a package of incentives which will include, without prejudice to the foregoing generality, inclusion on the Cupar Town Website, promotional opportunities and activities, networking and training events, independent lobbying, regular newsletters, speakers at meetings and a welcome to new businesses. The group will work together at all times for the continual prosperity of the town with a view to sustaining a high profile in the town's appearance, ensuring the town is a pleasant place for its citizens, ensuring that Cupar can attract visitors to stop, shop and do business in the town, and to work with all businesses in the town representing the democratically obtained views of the Association in matters that affect the town and the Association.

3. Management

The property and affairs of the Association shall be managed by a Committee comprising a Chairman, a Vice Chairman, a Secretary, a Treasurer and not less than four members. The offices of the Secretary and Treasurer may be combined in one person. No office bearer (ie Chairman, Vice Chairman, Secretary or Treasurer) shall hold office for more than ten consecutive years in any office bearing capacity, but the Chairman shall not hold office for more than three consecutive years of those ten years.

4. Quorum

At any Committee Meeting a quorum shall consist of four members.

5. Voting

At any meeting the Chairman shall have a casting as well as a deliberative vote.

6. Vacancies

The Committee shall have power to appoint a member to fill the place of any office bearer or Committee member which may become vacant, such appointment to be valid only until the next Annual General Meeting.

7. Annual General Meeting

The Annual General Meeting of the Members shall be held during the spring in each year (April or May) to receive the Annual Report of the Committee, to consider the annual Statement of Accounts, to elect office bearers, and to transact any other competent business. Seven days notice in writing or by e-mail will be given to members.

8. **Special General Meeting**

A Special General Meeting must be called by the Secretary on a requisition in writing signed by five members or by a quorum of the Committee or by direction from the Chairman. Seven days notice in writing or by e-mail will be given to members.

9. **Auditor**

An independent accountant shall be appointed annually by the Committee.

10. **Finance**

The Treasurer shall be responsible to the Committee for all receipts and payments and for the keeping of such books and records of his/her intromissions as may be required by the Committee. The financial year of the Association shall end on 31 December and the year's accounts, balance sheets, bank passbook and other relevant documents shall thereafter be made available to the independent accountant for the purpose of the annual review in time for the Annual General Meeting.

11. **Alterations to the Constitution**

No alterations to this Constitution shall be made except at the Annual General Meeting or at a Special General Meeting of the Committee convened for that purpose and written notice of any proposed amendments must be sent to the Secretary at least one week prior to any such meeting.

12. **Winding Up**

In the event of the Association winding up, any cash balance or other assets will be handed over to any similar organisation that may be in existence and if no similar organisation exists the said cash balance or other assets will be handed over to a local charity at the discretion of the retiring Committee.