

Constitution

Milngavie BID Steering Group

1 NAME

The name of the Group shall be:-

Milngavie BID Steering Group (known as 'Milngavie My Way')

2 AIMS

The aim of the Group shall be to:-

Improve and promote Milngavie town centre, for the benefit of businesses and those who work, live in and visit the town by developing a successful BID proposal.

3 OBJECTIVES

The Group will fulfil these aims by:-

- Consulting local business owners and customers/ visitors of businesses in the town on what potential improvements might be
- Developing a business plan containing details on how a BID will operate and the activities it will deliver to benefit the local economy
- Working with the Council and other key statutory partners to agree the priorities that should be funded and to which they will contribute.

4. POWERS

The Group shall have the power to properly further their Objectives, in particular:

- To raise and spend funds and receive contributions and grants towards the aims of the Group
- To hold funds in an appropriate bank account for the sole purpose of furthering a BID
- To appoint contractors to undertake the development of the project
- To make representations to and enter arrangements with national or local government and appropriate statutory or voluntary agencies.

4 MEMBERSHIP

- (a) Membership of the Group will consist of local business people and an elected member from East Dunbartonshire Council, all of whom are committed to the aims and objectives of the Group in proposing a BID for Milngavie.

- (b) The Steering Group shall have the power to approve or reject membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the Group.
- (c) Co-opted advisory members, including representation from the Community Council, will be permitted at the discretion of the Group, where their membership would assist in the development of the BID proposal.

5 MANAGEMENT

- (a) The Group shall elect from among its members a Chairperson and, Vice-Chairperson whose term of office will be determined by the members. Secretariat may be provided by a supporting officer from East Dunbartonshire Council (The Town Centre Development Officer).
- (b) The majority of decisions of the Steering Group will be achieved by agreement and consent. However, one vote per member will apply as a show of hands when a vote is deemed necessary and voting will be restricted to those representing businesses within the proposed BID area. The Chairperson will have a casting vote in a tie situation.
- (c) The Steering Group shall have the power to set up sub-groups and any other working group that would be deemed necessary of who shall be accountable to the Steering Group.
- (d) The Steering Group will agree a named office bearer who will act as a direct line manager to any project staff.

6 Finance

- The group will be responsible for ensuring necessary arrangements are in place for maintaining the financial viability of the Group.
- Any money obtained by the Group shall be applied only to further the objects.
- All cheques issued from the Traders' Association bank account on behalf of the Steering Group shall be signed by any two signatories.
- A record of all funding, income and expenditure will be kept.

7 Steering Group Meetings

- The Steering Group will meet not less than 8 times per annum.

- A total of 50% of members must be present at Steering Group meetings in order to be considered quorate.
- All meetings must be minuted and that minute made available to any interested party.
- All members shall be given at least 7 days' notice of a meeting unless it is deemed an emergency meeting.

8 Annual General Meetings

- An Annual General Meeting (AGM) shall be held not more than 15 month intervals.
- Notices of the AGM shall be published in 3 key public places, giving at least 14 days' notice.
- The business of the AGM shall include:-
 - a) Receiving a report from the Chairperson of the Group's activities over the year.
 - b) Receiving a report of the last financial year's accounts on the finances of the Group.
 - c) Election of Members and considering any other matter as may be appropriate at the meeting.
 - d) A Special General Meeting may be called at any time at the request of the Group, or not less than one quarter of the Membership

9 Alteration to the Constitution

- (a) Proposals to change the Constitution must be given in writing at least 28 days clear notice before a General meeting and approved by two thirds majority of those present and voting.

10 Dissolution

The Group may be dissolved by a resolution, passed by two thirds of those Members present and voting at any General Meeting. Any assets remaining after payment of all bills, shall be returned to their providers, if they require it, or shall be passed to another group with similar aims or some other charitable purpose as the Group may decide.

Name:..... Signed:..... (Chair)

Name:..... Signed:..... (Vice Chair)

Date:.....