

# Trade Associations – Model Constitution

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## Introduction

- 1 The name of the Federation shall be the "British Widget Federation" (referred to in this constitution as "the BWF").
- 2 The BWF was established on.....
- 3 The BWF has the following mission statement:  
*"The British Widget Federation provides a service to widget manufacturing companies by helping to establish a favourable operating environment, by providing a forum for discussion on non-competitive issues, and by providing information to assist them in their business."*

## Objectives

- 4 The BWF shall have the following objectives:
  - a To be a central representative body to put the views of widget manufacturing companies to Government departments and agencies, Parliament, the European Commission and Parliament and other relevant organisations.
  - b To be a research and statistical centre, to aggregate and publish statistics, and to provide analysis on widget manufacturing and other relevant market information.
  - c To be a technical centre providing commentary, guidance and advice on all legal and other regulatory developments of relevance to widget manufacturing.
  - d To provide a forum for the exchange of non-competitive information.
  - e To promote the widget manufacturing industry.

## Membership

- 5 Membership of the BWF is available to companies which manufacture widgets. Admission to membership is at the discretion of the Executive Committee.

## Associates

- 6 The Executive Committee shall, at its discretion, admit as an associate of the BWF any organisation that does not manufacture widgets but which is otherwise interested in the business. Associates shall be entitled to receive most publications and other literature prepared under the auspices of the BWF, and otherwise be entitled to participate in the affairs of the BWF as decided by the Executive Committee.

## Finance of the BWF

- 7 The financial year of the BWF shall be the calendar year but this may be changed by resolution of the Executive Committee.
- 8 The subscription scale shall be set by the Executive Committee.
- 9 Associates shall pay an annual subscription fixed by the Executive Committee.

## Meetings of the BWF

- 10 The BWF shall hold an annual general meeting not later than four months after the end of each financial year. At least 10 members of the BWF, or the Executive Committee, may at any time require the Secretary to convene a general meeting of the BWF. In convening such a meeting the Secretary shall give not less than 21 days notice to members.

### **Executive Committee**

- 11 The affairs of the BWF shall be directed by an Executive Committee comprising:
  - a Representatives of the two largest companies in membership.
  - b Six members elected on a [national/regional/size] basis, each member serving for a three year term. Each member shall have as many votes as there are vacancies. The Executive Committee may make bye-laws governing the conduct of elections including provision to phase retirements.
  - c No more than three members co-opted by the Executive Committee.
- 12 A member of the Executive Committee shall cease to be a member if he resigns from, or if he ceases to hold office in, the institution in which he has hitherto held office.
- 13 Each member of the Executive Committee shall have one vote. The President shall have a second, or casting, vote in the event of equality.

### **President and Deputy President**

- 14 The Executive Committee shall, at its first meeting in each financial year, elect a President to hold office until the first meeting in the following financial year. The Executive Committee shall also elect a Deputy President. No person may hold the office of President, or of Deputy President, for more than two consecutive years. In the event of the President or the Deputy President resigning or ceasing to be a member of the Executive Committee, the Committee shall have power to elect a replacement to serve for the remainder of the term, this period of office not counting for the purpose of the requirement in the previous sentence.

### **Publicity**

- 15 The Federation shall publish an annual report on its activities and a list of subscribing members. Both these documents will be published on the Federation's website with the membership list being always up to date.

### **Committees and Panels**

- 16 The Executive Committee may establish and maintain sub-committees and project groups, and may delegate matters to them.
- 17 The Executive Committee may appoint technical panels to advise and assist it.

### **Director General**

- 18 The Executive Committee shall appoint a Director General who shall be responsible to it for the management of the Federation and who shall also be the principal representative of the Federation and the principal policy adviser to the Executive Committee.

### **Delegation**

- 19 The Executive Committee and the Director General may delegate any of their powers.

### **Revision of the Constitution**

- 20 This constitution shall be amended by the BWF, provided that at least 75% of the members of the BWF present at the meeting vote in favour of amendments of which prior notice has been given.

### **Transitional arrangements**

- 21 The following transitional arrangements shall apply:  
[This should cover among other things, the composition of the initial executive committee, the officers who will serve to the first AGM, the initial subscription scale, and entry fee if any, and the name of the initial director general.]