

BATH AREA SELF-CATERING ASSOCIATION

CONSTITUTION

1. Name.

The Association will be called Bath Area Self-catering Association and its acronym will be “**BASCA**”.

2. Definitions.

Specific words and terms within the constitution and listed hereunder shall have the meaning set against them. All titles shall be gender neutral. All words in the singular may where relevant be read as being in the plural.

AGM

The Annual General Meeting shall be held in April each year subject to a prior notice period of 21 days having been made in writing or electronically to the membership.

Association Secretary

The Association Secretary shall be responsible for taking the minutes at all meetings, their recording and circulation as appropriate.

Bath

The City of Bath and areas within its surrounds generally.

Benefits of Membership

Members properties are posted to and advertised on the BASCA website. In addition members will benefit from booking enquiries received out of BASCA’s referral system.

Chairman

The Chairman is responsible for the convening of the **AGM**, any **EGM** or **OGM** and all Committee meetings **and** shall have a second or casting vote in the event of a tied vote at any meeting.

Deputy Chairman

The Deputy Chairman supports the Chairman and in his absence exercises his full powers, rights and duties.

EGM

An Extraordinary General Meeting, subject to a prior notice period of 14 days having been given to the membership, may be convened by an application in writing to the Association Secretary supported by at least 33% of the **Members** of the Association.

Financial Year

1st January to the 31st December.

OGM

An Ordinary General Meeting convened by the Chairman of the Committee subject to a prior notice period of 14 days having been given to the membership. There shall be a minimum of **one** such meeting each year.

Members

Individuals and partnerships with one or more self-catering units of tourist accommodation being fully up to date in the payment of their annual subscriptions and Member Requirements

Membership Secretary

The Membership Secretary is responsible for the admission process for new members, the maintenance of a register of members and the circulation of information amongst members.

Quorum for the AGM, any EGM & OGM	30% of the then total membership being in attendance.
Quorum for a Committee Meeting.	5 members of the Committee being in attendance.
Treasurer	The Treasurer is responsible (i) for collection of membership fees and other items of income, (ii) payment of any expenditure, (ii) the maintenance of the Association's financial records and (iv) the preparation for circulation at the AGM of a statement of the Association's Income & Expenditure for the relevant Financial Year and its Financial Situation at Year-end.

MATTERS OF GENERAL GOVERNANCE

The matters of General Governance set out in Clauses 3 to 9 hereunder may only be amended by a 66% majority of **Members** attending an **AGM, EGM** or an **OGM**.

3. Objectives of the Association

- To provide a forum for discussion.
- To encourage improvement in the quality of self-catering provision in **Bath**.
- To help visitors find suitable self-catering accommodation.
- To provide mutual support for **Members**.
- To promote the best interests of the **Members**.

The Association is a non-profit making organisation.

4. Management Committee and Officers.

There shall be five Officers and a minimum of two other ordinary members in the Association's Management Committee. The Officers are the **Chairman** and **Deputy Chairman**, the **Treasurer**, the **Association Secretary** and the **Membership Secretary**. The Officers and the other participants in the Management Committee shall be elected each year at the **AGM** by a simple majority of **Members** and will serve until the next **AGM**.

No **Chairman** may serve more than three consecutive years in office. No **Treasurer, Association Secretary** and **Membership Secretary** may serve more than five consecutive years in office unless this is a paid position. Thereafter a period of one year must elapse before their re-election as an Officer of the Association.

The Management Committee shall have full power to manage and administer the Association's property and affairs including in particular the following powers:

- Power to enter into contracts on behalf of the Association, with all the powers of an absolute beneficial owner, and to invest or deal with the Association's property.
- Power to enter into guaranties or indemnities on behalf of the Association.
- Power to maintain a bank current account in the name of the Association and to sign such mandates and related documentation and otherwise engage the Association as may be relevant thereto.
- Power to negotiate and regulate the relations of the Association with other institutions and relevant third party organisations.

A Management Committee may be convened at 24 hours notice at the request of any three participants provided that all Officers and participants in the Management Committee are so advised. In the

absence of the **Chairman**, the Management Committee may elect one of their number as a Chairman solely for that meeting.

The Officers and participants in the Management Committee shall be entitled to be reimbursed their reasonable out of pocket expenses incurred in and on behalf of the business of the Association.

5. Voting rights of Members.

Each **Member** shall have one vote. Partnerships and small businesses have one vote unless payments for additional memberships have been paid.

6. Matters dealt with at the AGM.

Members attending the **AGM** shall:

- Approve the minutes of the previous year.
- Receive a report from the **Chairman**.
- Receive a report from the **Treasurer** and approve the annual financial statements.
- Confirm the reappointment of the Auditors.
- Approve the proposed annual membership subscription.
- Elect the Management Committee.
- Consider changes to the Constitution.
- Consider any matters tabled in the Agenda by the **Chairman**.
- Deal with any other business.

7. Appointment and reappointment of the Auditors.

The auditors of the annual Financial Statements of the Association shall be appointed from the Members. Their appointment shall be renewed annually at the AGM.

8. English Tourist Council's Quality Assurance Scheme.

If so voted on by members, the inspection scheme can be changed to another nationally approved inspection scheme.

9. Liabilities of the Members of the Association

Generally, individual **Members** shall not be liable for the liabilities of the Society.

In the absence of fraud, misrepresentation or gross negligence the **Members** will jointly and in equal measure indemnify and reimburse the Officers and the other participants in the Management Committee such liabilities and the cost of such obligations as may arise from the exercise of their duties as representatives of all the **Members**, carrying out activities for, and with the approval of, the Association and its **Members**.

10. Dissolution of the Association.

If the Management Committee decides that it is necessary or advisable to dissolve the Association it shall immediately convene an EGM stating the terms of the resolution to be proposed. If the proposal is confirmed, the Management Committee shall have the power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Management Committee shall determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts for the final accounting period of the Association will be circulated to the **Members**.

MATTERS OF SPECIFIC GOVERNANCE

The matters of Specific Governance set out in Clauses 11 to 13 hereunder shall be delegated to the control of the Management Committee of the Association.

11. Regulation of the membership.

(a) Eligibility to become a member is solely at the discretion of its existing members, who will conduct an online vote on whether a new member should be allowed to join. The potential member will have their application initially vetted by the Management Committee who will, if they feel the property(ies) meet(s) the basic eligibility criteria stated below, invite the members to cast their votes in an online poll.

At least 75% of the votes cast must be in favour of the member joining, or the application to join will be refused. BASCA members will use the following criteria to assist them in their decision:

The business must convey an impression of quality and personal care from its owners, commensurate with a minimum 4 star grading from Q.I.T. In the absence of such a grading, members will be influenced by the professionalism of the business's website and other on line presence and particularly, the number of 5 star guest ratings it has achieved on the portals TripAdvisor, Google Places or Facebook. In the event of similar rating sites becoming prevalent and generally accepted in future, consideration will also be given to ratings obtained on those sites. In the absence of a QIT grading, it is expected the property would have achieved at least ten 5 star guest ratings, the latest to have been within the last 3 months. In the case of new businesses wishing to join, BASCA would suggest a QIT grading is obtained for at least the first year of trading, in order to establish a quality standard. Businesses not meeting these criteria are unlikely to be accepted. Whilst the judgement process of members is a subjective one; the committee will expect members to have given very careful consideration to the criteria before accepting a new member.

Members must demonstrate annually to the Membership Secretary all their properties meet the following criteria:

(i) In the absence of a 'Q.I.T' rating of four stars or higher, the properties owned by the member must have obtained at least 10 ratings of 5 stars by genuine paying guests on Trip Advisor, Google Places or Facebook. In the event of similar rating sites becoming prevalent and generally accepted in future, consideration will also be given to ratings obtained on those sites. The onus is on the member to provide the evidence of eligibility and in the absence of such evidence; the member's benefits are likely to be suspended until such evidence is forthcoming.

(ii) All the member's self-catering properties must be listed on the website. Each property must maintain a hyperlink, in the form of the BASCA logo to the BASCA homepage.

If a Member fails to demonstrate they fulfill the annual membership requirements specified in (i) and (ii) above, then the Benefit of Membership will be withdrawn but membership will be maintained for a further period of one year pending a suitable quality assessment or the acquisition of sufficient guest ratings

If a prospective member is just starting in business, a proof of their application for inspection, in the form of the receipt for the relevant fee, must be submitted.

(b) Requirements for all Members

Members must demonstrate annually to the Membership Secretary:

- that any websites promoting such properties maintain a hyperlink, in the form of the BASCA logo to the BASCA homepage

If a **Member** fails to demonstrate that they fulfil the requirements set out in sub paragraphs i. & ii. above then their membership and the **Benefits of Membership** will be revoked.

If the reason for non-fulfilment is the downgrading of a property to less than 3 stars, then the **Benefit of Membership** will be withdrawn but membership will be maintained for a further period of one year until the next quality assessment thereby allowing the **Member** an opportunity to regain their 3 star rating and reinstatement of their **Benefits of Membership**.

(ii) In respect of maintaining their entry on The BASCA website

Members are required to keep their availability calendar on the BASCA website up to date. Individual website entries will be temporarily suspended if this is not adhered to.

(c) Death of an Existing Member

If a **Member** dies then their membership may be transferred to any close relative continuing the business and continuing to meet all the Association's membership criteria. In the event of a change of ownership the existing **Benefit of Membership** will be withdrawn and a new membership application will be required.

(d) Revocation of membership.

The Management Committee may recommend to the members of the Association at an **EGM** or **OGM** that the membership of an individual **Member** should be revoked if any of following circumstances should occur:

- The Management Committee believes the **Member** has brought the Association into disrepute or would jeopardise the continued good standing of the Association.
- The **Member** has formally opted out of the **Benefits of Membership**.
- The **Member** has become an agent or is employing an agency in the letting out of their property.

If the recommendation of the Management Committee is ratified then the membership and the **Benefits of Membership** will be immediately revoked.

12. Management of the Bank Account.

The funds of the Association shall be deposited in a bank account held with a reputable banking institution chosen and periodically reviewed by the Management Committee. All payments, transfers and cheques must be authorised or signed by the Treasurer and one other Officer of the Association.

13. Membership Subscriptions and Fees.

All **Members** will pay an annual membership subscription covering the period of the Financial Year. Subscriptions will become due for payment within 30 days on the 1st January each year. Failure to pay fees by 31st January will result in the **Benefits of Membership** being withdrawn.

New **Members** will pay an additional one-off registration fee to cover the cost of entry to the BASCA website. The membership subscription will be reduced in the first year by 50% if a new **Member** joins after the month of October.

The Management Committee will review the level of **Members'** Subscriptions in relation to the overall Financial Situation of the Association and the **Treasurer** will make appropriate recommendations to **Members** at the **AGM**.

14. Marketing, Promotion and Advertising

The Management Committee shall be responsible for the setting of policy in respect of Marketing,

Promotion and Advertising of **BASCA** and the implementation of such campaigns, which fulfil the objectives of the Association.