

MSA Constitution

Introduction

1. The name of the Association shall be the Multi-Service Association for retail based businesses that include; Shoe repairing, key Cutting, Watch Repairs, Engraving, Photo Processing, Dry Cleaning and Printing etc; (referred to in this constitution as the MSA).

2. The MSA was established on the 11th of November 2003.

3. The MSA has the following mission statement -

"The Multi-Service association provides a service to shoe repair and other associated businesses 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 MSA shall have the following objectives -

(a) To be a central representative body to put the views of shoe repair and associated businesses 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 shoe repair and associated businesses, and any 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 the shoe repair industry and associated businesses.

(d) To provide a forum for the exchange of non-competitive information.

(e) To promote the shoe repair industry and associated businesses and services.

Membership

5. Membership of the MSA is available to businesses which carry out shoe repairs or any other associated business. Admission to membership is at the discretion of the Executive Committee.

Associates

6. The Executive Committee shall, at its discretion, admit as an Associate Member of the MSA any person or organisation that does not carry out shoe repairs or other associated business or services but which is otherwise interested in the business. Associate Members shall be entitled to receive most publications and other literature prepared under the auspices of the MSA, and otherwise be entitled to participate in the affairs of the MSA as decided by the Executive Committee.

Finance of the MSA

7. The financial year of the MSA shall be 1st September to the 31st August each 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. Associate Members shall pay an annual subscription fixed by the Executive Committee.

Meetings of the MSA

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

Executive Committee

11. The affairs of the MSA shall be directed by an Executive Committee comprising -

(a) 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.

(b) 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 Chairman shall have a second, or casting, vote in the event of equality.

Chairman and Deputy Chairman

14. The Executive Committee shall, at its first meeting in each financial year, elect a Chairman to hold office until the first meeting in the following financial year. The Executive Committee shall also elect a Deputy Chairman. No person may hold the office of Chairman, or of Deputy Chairman, for more than five consecutive years. In the event of the Chairman or the Deputy Chairman 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 Association shall publish an annual report on its activities and this will be published on the Association website.

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.

Chief Executive

18 . The Executive Committee shall appoint a Chief Executive who shall be responsible to it for the management of the Association and who shall also be the principal representative of the Association and the principal policy adviser to the Executive Committee.

Delegation

19. The Executive Committee and the Chief Executive may delegate any of their powers

Revision of the Constitution

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

Executive Committee

- David Harris - Chairman
- David James - Treasurer
- TBA - Deputy Chairman
- Martyn Harvey - Chief Executive & Company Secretary
- Brian Curry - Co-opted Member
- Nick Clark - Co-opted Member