

# **Weymouth & Portland Chamber of Commerce**

## **Constitution & Rules from 21 February 2008**

**and as amended on 6<sup>th</sup> March 2012**

### **1. Name and address**

1.1 The name of the Association is "Weymouth & Portland Chamber of Commerce ", hereinafter referred to as "the Chamber."

1.2 The address of the Chamber shall be P.O. Box 3049, Weymouth, Dorset, DT4 OYT and such other addresses including e-mails and/or telephone numbers as may be approved by the Executive Committee as necessary.

1.3 The Chamber Website [www.wpchamber.co.uk](http://www.wpchamber.co.uk), e-mail [info@wpchamber.co.uk](mailto:info@wpchamber.co.uk) are also an integral part of the address and contact for the Chamber.

### **2. Objects and powers**

2.1 Founded for the association of traders, merchants, professionals and others to consider and promote all such lawful measures, plans and schemes as may be calculated to further improve and secure the trading and commercial interests of the Borough of Weymouth & Portland and any adjoining districts appropriate to elected members; the whole being referred to as "the area."

2.2 In furtherance of such objects, the Chamber may:

2.2.1 collect, collate and circulate to members, statistical and other information relating to trade, commerce and industry; print, publish and distribute circulars, bulletins, journals and such other papers or films or recorded tapes [whether audio or visual or both] or by use of the internet [whether using the Chamber's own website or the websites of others] as may be necessary to disseminate such information- all such information for the purpose of assisting members in their business pursuits;

2.2.2 raise funds, invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise;

2.2.3 borrow money or raise loans required for the purposes of the Chamber upon such terms and on such security as may be determined by the *Executive Committee*;

2.2.4 purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Chamber may think necessary or convenient for the purpose of its business;

2.2.5 sell, improve, manage, develop, lease, mortgage, dispose of or otherwise deal with all or any part of the property of the Chamber;

2.2.6 create and foster a spirit of goodwill, friendship and unity among the businesses in the area and by meetings, conferences and other functions, to provide facilities for social intercourse on a friendly basis between all members of the Chamber;

2.2.7 do all such lawful things as are incidental or conducive to the attainment of the above objects, provided that the Chamber shall not support with its funds, or endeavour to procure the observance of its members or others, of any restriction or regulation which if it were an object of the Chamber, would make it a Trade Union;

### **3. Membership**

3.1 There will be three classes of membership- Full Member, Retired Member and Honorary Member.

3.2 Honorary membership will only be considered by the Executive Committee for those members who have been members for at least 15 years and have held an officer position. They shall not be entitled to vote.

3.3 Full Membership of the Chamber shall be open to all individual persons, partnerships or companies actively engaged or interested in business in the area, upon being duly proposed and seconded by existing Full Members and receiving the votes of a majority of those present at an Executive Committee meeting.

3.4 A membership certificate or card shall be issued annually.

3.5 Any Full Member of the Chamber who retires from business having been a Full Member for not less than five years at the time of such retirement, may be a Retired Member on payment of such annual fee as the Executive Committee shall from time to time prescribe. They shall not be entitled to vote.

3.6 Companies and partnerships that apply for membership and accepted, shall nominate a named person as their representative. A substitute member may attend in their place from the company.

3.7 Applications for membership from un-discharged bankrupts or individuals who have entered into a Voluntary Arrangement or companies in receivership or liquidation may apply for membership and the Executive Committee will consider each application on its merit.

3.7 The Executive Committee shall have power to refuse application for membership. .

3.8 Any member who shall do any act or conduct calculated to injure or discredit the Chamber or any of its members, may be expelled from the Chamber by a resolution of the majority of the members of the Executive Committee. A member may appeal within fourteen days of expulsion, providing they have a proposer and seconder from the chamber membership requesting the next General Meeting to consider the circumstances. The majority decision of the General Meeting will be final.

3.9 Individuals, partnerships and companies who are not the official representatives of the Chamber may join as individual members.

### **4. Subscriptions**

4.1 New members will pay a joining fee of such sum as shall be fixed by the Executive Committee to cover the administration costs of setting-up their membership.

4.2 All members will pay an annual subscription on the first day of January each year.

4.2 New members joining during the year will pay a pro-rata payment based on the month and quarter their membership is accepted as agreed by the Executive Committee.

4.3 The subscription payable by members shall be determined by the Executive Committee based on recommendation from the President & Treasurer at the September Executive Meeting for implementation on 1 January following such determination.

4.4. Renewals of full membership must be paid within six weeks from the date of the membership invoice and after that date, the member will be deemed to have resigned.

4.5 There will be no refund of membership fees paid of any description under any circumstances, once membership has been approved.

4.6 New members wishing to join the Chamber should complete the application form and forward to the Chamber via e-mail or postal address. Nominations are not necessary on the form as each application will be considered by the Executive at their regular meetings.

## **5. Officers and *Executive* Committee**

5.1 The Officers of the Chamber shall be: President, Senior Vice President, Junior Vice President, Treasurer and Past President.

5.2 The policy and general management of the affairs of the Chamber shall be directed by the Executive Committee, which when complete shall consist of a minimum of 10 and a maximum of 20 Full Members, including the 5 Officers of the Chamber.

5.3 The Executive have the power to appoint up to 4 co-opted members to the Executive Committee in any one year. Any co-opted members appointed will be in position as agreed by the Executive for a set period no longer than one year or until the next AGM whichever is sooner.

5.5 The Committee shall have the power to appoint subcommittees from the general membership under the management of an Executive Committee member. An appointed Subcommittee Manager shall report any subcommittee business at each Executive Committee meeting. In the absence of the Subcommittee Manager, a member of the respective subcommittee shall attend the Executive Committee meeting

## **6. Chamber Coordinator**

6.1 A Coordinator will be appointed on a paid-for basis to support the Chamber on a day to day basis. The terms of the payment to be agreed by the President, Senior Vice President and Treasurer and reported to the Executive Committee.

6.2 The Coordinator position will be reviewed annually by the President, Senior Vice President and Junior Vice President and any recommendation to be considered at the October Executive Committee Meeting including the annual fee.

6.3 The Coordinator will be managed by the President for the day to day running of the Chamber administration with support from the Officers and Executive.

6.4 The Coordinator shall be responsible for all administrative matters of the Chamber and shall have the power to make decisions concerning the day-to-day operation of the Chamber, provided such decisions do not conflict with previously agreed Chamber policy. In all cases if there is any doubt the President should be consulted.

6.5 Minute books shall be kept by the Executive Committee and all subcommittees and the appropriate Coordinator shall enter a record of all proceedings and resolutions in the Minute Book. This to include General, Executive and AGM Meetings

## **7 Annual Election of Officers and Executive Committee**

7.1 The President shall be elected at the Annual General Meeting and may be nominated for re-election for one successive year. The President must confirm with the Executive Committee that they will accept nomination no later than the October Executive Committee Meeting.

7.2 The Senior Vice President can still be nominated for the position of President even if the President confirms the nomination for an additional year. An Election taking place by secret ballot at the AGM, after which a new President shall be elected.

7.3. The President shall act as Chairman at General Meetings and in his/her absence, one of the Vice Presidents. In the absence of all of the foregoing Officers, then a member of the Executive Committee elected by the meeting shall preside.

7.4. Only the President, after his/her first year of office and the Senior Vice President shall be eligible for election as President and in default, only the Junior Vice President shall be eligible. In the event of both the Senior Vice President and the Junior Vice President being unable to accept the office of President, then and only then the President shall be elected from the body of the Chamber.

7.5. Only the Junior Vice President shall be eligible for election as Senior Vice President and in the event the Junior Vice President is unable to accept the office of Senior Vice President, then and only then the Senior Vice President shall be elected from the body of the Chamber.

7.6. All Officers and the Executive Committee shall be elected at the Annual General Meeting, except the position of Past President, which will be automatically filled by the retiring President for a period of one year from the Annual General Meeting.

7.7 Nominations for Officers and Executive Committee shall be made in writing signed by two Members and by the nominee, consenting to serve and sent to the Secretary, to arrive not less than fourteen days prior to the Annual General Meeting. If insufficient nominations have been received by the date of the Annual General Meeting, then nominations for any vacancies may be accepted by the President at the meeting.

7.8 Retiring Officers and members of the Executive Committee shall be eligible for re-election, subject to rule 7.4 & 7.5

7.9 Elections shall be by secret ballot of the members present at the Annual General Meeting in accordance with the Standing Orders.

7.10 In the event of a vacancy occurring in any office or in the elected membership of the Executive Committee during the year, it shall [if necessary] be filled by a Full Member nominated by the Executive Committee.

## **8 Executive Committee**

8.1 The Executive Committee shall meet at monthly and additionally as required.

8.2 At all Executive Committee meetings, two thirds of the total executive membership for that year shall constitute a quorum

- 10 members 5 Quorate
- 12 members 6 Quorate
- 16 members 8 Quorate

8.3 The President or Chair has a casting vote in any decision if votes are equal on the first vote.

8.4 An Emergency Committee consisting of Committee members shall meet in any case of emergency and shall be called together by any Officer of the Executive Committee. Quorum as 8.2.

8.5 Any Executive Committee member failing to attend three successive Executive Committee meetings, shall be deemed to have resigned unless considered exceptional circumstances by the Executive Committee.

8.6 If an Executive Member resigns during the year, the Executive Committee can decide whether to nominate another member from the Chamber, if required.

8.7 The Executive Committee shall have control in regard to all matters relating to the management, affairs, property and organisation of the Chamber.

## **9. The Treasurer**

9.1. The Treasurer shall be responsible for the collection of all subscriptions and income, for the investment of funds and the payment of all accounts.

9.2 The Treasurer shall keep an account of all moneys received and paid by him/her for and on behalf of the Chamber and shall pay all accounts approved by the Executive Committee. A monthly updated P & L Account should be reported at each Executive Committee

9.3 He/she shall be authorised to transfer funds between the various Chamber accounts.

9.4 He/she shall present to the members at the Annual General Meeting, a duly audited statement of accounts showing all financial transactions of the Chamber, made up to 31 December in each year.

## **10. Meetings**

10.1 The Annual General Meeting shall be held in February. At such meetings the President shall present the AGM minutes and a written report on matters dealt with in the previous year.

10.2 A minimum of two General meetings, open to all members shall be held each year in addition to the AGM. The Executive should consider additional general meetings as appropriate for the benefit of all members to participate in Chamber activities.

10.3 A Special General Meeting may be called by the Executive Committee at any time, and shall be called within twenty one days of receipt by the President of a written request signed by seven fully paid up members entitled to vote. The agenda of such a meeting shall be sent to all members within seven days of receipt of such written request.

10.4 At all General Meetings, twenty Full Members shall constitute a quorum..

10.5 Save as otherwise provided, all decisions arising at any general meeting shall be decided by a simple majority of those present and entitled to vote. This may be by a show of hands but can be by ballot if proposed and seconded from members at the meeting. In cases of equality, the Chair shall have the casting vote in addition to his/her own vote.

10.6 Every fully paid-up member of the Chamber has the right to submit a Notice of Motion in writing to the President at least 10 working days prior to any meeting. This requires a Proposer and Secunder, and at least three other members entitled to vote. This shall then be placed on the agenda of the next relevant Meeting.

## **11 Communication with Members**

11.1 The standard communication to all members is by e-mail and members should provide or make available an appropriate e-mail address.. Any alternative form of communication can be requested by a member but may incur a charge subject to decision by the Executive.

11.2 Nominations for Election of Officers, Executive Members and New Members can be made on line but where required these must be signed as required.

11.3 Notices of motion, taking into account 6.6, can also be made on line or by post providing they are signed as required.

## **12. Alteration of Rules**

12.1 The Executive may alter these rules and agree them at a regular Executive Committee, however, they must be proposed by the Executive at the next General Meeting of members or the AGM whichever is the earliest and no longer than 3 months from alteration.

12.2 Any such changes proposed must be duly passed by two-thirds of the members present, quorate and voting at said Meeting to become valid. At least ten days notice of any proposed alteration shall be given to all members prior to the relevant meeting.

## **13. Standing Orders**

13.1 The Executive Committee shall make such Standing Orders governing procedures at General Meetings as it shall from time to time consider appropriate and expedient and shall publish the same to members in such manner as the Executive Committee shall decide. The decision of the Executive Committee in the interpretation and implementation of such Standing Orders shall be final.

#### **14. Audit**

14.1 An Honorary Auditor, who needs to be a member of the Chamber, shall be appointed at each Annual General Meeting.

#### **15. Solicitor**

15.1 An Honorary Solicitor, who needs not be a member of the Chamber, shall be appointed at each Annual General Meeting.

Update 06/03/12

Executive Agreed :

Full Membership Agreed :