



## **Wadebridge & District Chamber of Commerce Constitution**

### **1. Name and Constitution**

The association shall be called “**Wadebridge Chamber of Commerce**” (hereinafter called “**The Chamber**”), and membership shall consist of traders, retailers, manufacturers, farmers, mariners, service providers, business owners, members of professions, civil servants, companies, directors of companies, and representatives of elected authorities who carry out their business, work or profession in, or in connection with Wadebridge and its’ surrounding area.

Private individuals who are resident within such an area and who are interested in the prosperity and commercial wellbeing of the town, hold a public position within it, or who are or have been previously engaged in any business or profession may also apply to join.

### **2. Aims and Objectives**

2.1 to promote, enhance and protect the commercial, professional and general business interests of Wadebridge and the local economy and foster a spirit of goodwill, friendship and unity amongst its’ members;

2.2 to provide a business support function for member businesses such as the provision of training, business advice, networking and business interaction;

2.3 to act as an information point for all member businesses operating in the prescribed area;

2.4 to discuss, promote or act upon measures calculated to benefit the business interests of Wadebridge.

2.5 to advertise the commercial advantages of Wadebridge as a residential town and tourist area.

2.6 to support charitable fund raising activities where considered appropriate to the intent of the Chamber interests and the wellbeing of Wadebridge businesses as a whole.

2.7 to discuss, deal and act with all issues arising relative to local business affairs on behalf of its members.

### **3. British Chambers of Commerce**

The Chamber may opt to be affiliated to the British Chambers of Commerce and may opt to become a component unit of any Area Council or Division of that organisation, if they so wish.

## **4. Membership**

4.1 Membership shall be open to any person, firm, company or business that falls into the categories described in section 1 above;

4.2 Any person, firm, company or business wishing to become a member of the Chamber shall complete an application form and pay an annual fee determined from time to time by the 'Executive Committee';

4.3 All applications shall be considered and approved by the 'Executive Committee' before membership is activated;

4.4 By a majority vote, the 'Executive Committee' may reject any membership application or cancel any existing membership if it is felt appropriate due to any cause which the 'Executive Committee' deem to be just and sufficient reason. The 'Executive Committee' shall not be obliged to assign a reason for its' decision, that will be final. In the event of a membership cancellation by the 'Executive Committee' that member shall be entitled to the whole or part of their annual subscription remaining. In the event of a member resigning, the member shall remain liable for the whole or part of their annual subscription remaining and shall not be entitled to a refund.

4.5 Any person, firm, company or business as members of the Chamber shall nominate in writing a representative, whose name shall be entered in the computer database register of the Chamber Membership;

4.6 All members shall agree to their business particulars being held on a computer database for the purposes of Chamber membership and consent to their email address being used for the purposes of forwarding Chamber information;

4.7 Membership shall cease should a member relinquish membership, fail to pay membership subscription or by virtue of section 4.4. Membership following failure to pay a due subscription after three written reminders shall automatically be considered under 4.4 above;

4.8 All members shall be entitled to the benefits of membership as at section 5 and which, from time to time, may be enhanced.

## **5. Benefits of Membership**

The central benefit of Chamber membership will be the opportunity to network and share business ideas and experiences with like minded business men and women and to pursue its aims and objectives

On first joining the Chamber the member will receive :

5.1 An introductory email;

5.2 An electronic copy of the most recent edition of the Chamber Newsletter;

5.3 A free entry on the Chamber website business directory;

5.4 A window sticker;

5.5 A copy of this constitution;

5.6 A link to the Chamber website providing a list of the current 'Executive Committee';

5.7 Via the Chamber website, a calendar of forthcoming events.

Furthermore the member will receive:

5.8 A regular copy of the Chamber newsletter plus local and national business news and information via the Chamber social media outlets;

5.9 Members may also receive from time to time special offers from other member businesses or external support agencies that are deemed to be beneficial to the membership by the 'Executive Committee'.

## **6. Meetings and Association**

The Wadebridge Chamber shall organise regular meetings, seminars, forums and other events designed to bring benefits to the Chamber, its membership and with a view to furthering its aims.

## **7. Subscriptions**

The annual fees are decided by the 'Executive Committee' and ratified at the Annual General meeting;

Membership will be on a calendar year basis and 28 days before renewal, an invoice will be sent to the member, confirming the required fee for the forthcoming year. Payment of fees can be by cash, cheque or direct bank payment.

## **8. Officers, Committee and Management**

8.1 The management policy of the Chamber shall be vested in the Chamber. Changes in this constitution and management policy may only be made by majority agreement of the 'Executive Committee'. The Executive Committee shall decide any question not provided for in this constitution;

8.2(a) The Chamber shall appoint an 'Executive Committee' formed of a Chairman, Vice Chairman, Secretary, Treasurer and Membership Officer, as Officers of the Chamber, who shall each be nominated, seconded and elected by members at the Annual General Meeting.

The Chairman will be elected for a period of three years, after which he/she may stand again and if nominated and elected sit for another three years, giving a total of six years before standing down. After this he/she may immediately stand for election to any other Committee Executive/ Officer post other than that of Chairman, or as a Committee Ordinary Member. He/she may be re-nominated for the position of Chairman after an interval of not less than one year after standing down as Chairman.

The Officers (Vice Chairman, Secretary, Treasurer, Membership Secretary and Ordinary Members will be elected for a period of one year after which they may stand again at each AGM up to a period of six years, after which they may stand for election to any other Committee Executive post or as a Committee Ordinary Member. He/she may be re-nominated for their original Officer position after an interval of not less than one year after standing down from said original Officer position.

8.2(b) The Executive Committee may include up to 8 ordinary members in addition to the aforementioned Officers, each of which shall be elected by a majority of the existing committee;

8.3 The day to day management shall be the responsibility of the Chairman, the Vice Chairman and the Secretary of the Executive Committee. The Chairman, Vice Chairman or their Officer appointee shall take the chair at all meetings of the Chamber, and may determine additional meetings as deemed necessary;

8.4 The Executive Committee shall act for the purpose of setting the agenda for, and overseeing the day to day activities of, the Chamber, and for dealing with special or urgent matters. To that end, the Executive Committee shall meet every month unless special circumstances as determined by the Officers of the Chamber prevent same. The Committee shall also consider all matters to be discussed and business by the chamber and at any meetings shall make recommendations to such meetings;

8.5 An Agenda for each meeting will be produced and circulated to the Executive Committee in good time for a meeting by the Secretary or appointee. Comprehensive minutes of each meeting of the Executive Committee shall be kept by the Secretary or appointee, and formally agreed at the subsequent meeting. Reports from the Officers and others with special responsibilities may be received at such meetings;

8.6 Should any member require a motion to be discussed by the Committee then they should put their question in writing to the Secretary not less than 7 days prior to the meeting. The motion will then be included in the agenda of the next scheduled meeting;

8.7 The Executive Committee may, from time to time, appoint sub-committee's or working parties formed to oversee or perform particular functions of the Chamber as deemed necessary. Each group will be formed of existing members of the Executive Committee, other Chamber members or others deemed appropriate to the circumstances and will report directly to the Executive Committee for any final decision or ratification;

8.8 If any member of the Executive Committee shall, in the opinion of the Executive Committee be unreasonably absent for more than three monthly meetings expressly convened for executive matters, they shall be considered as having resigned from that Committee. This will not be binding but shall be at the discretion of the Executive Committee. In such circumstances the Executive Committee quorum will co-opt a replacement.

## **9. Annual General Meetings.**

9.1 The Chamber Secretary shall arrange an Annual General Meeting for all Chamber members, to be held in March each year; in extenuating circumstances such as a local or national lockdown due to a global or local pandemic, then the AGM will be postponed until the following March, and all Executive Committee members will continue in their roles until that time, in order to keep Wadebridge Chamber of Commerce running through any said pandemic or lockdown

9.2 Notice of the date and location of an Annual General Meeting shall be circulated to all members at least twenty one days in advance of the meeting, and posted on the Chamber website;

9.3 The Business of the Annual General Meeting shall be:

- (a) To receive the Annual General report from the Chairman;
- (b) To receive the Secretaries' report;
- (c) To receive the Chamber Financial report;
- (d) Such other business as shall have been communicated to the Secretary prior to seven days before the meeting and included in the Agenda of the meeting sent to members.

9.4 Those members present at the Annual General Meeting will elect the following Officers:-

- (a) The Chairman
- (b) The Vice Chairman
- (c) The Secretary
- (d) The Treasurer
- (e) The Membership Secretary
- (f) Ordinary Members of the Executive Committee.

9.5 Elected officers of the Chamber and members of the Executive Committee may be proposed for re- election by providing notice that they available to be so elected, such notice to be given at least seven days prior to the date of such meeting.(See 8.2a).

9.6 Every member of the Chamber shall have one vote, cast by way of a show of hands.

9.7 Every member of the Chamber is entitled to submit a notice of motion to the Secretary for consideration at a general or annual meeting, such notice to be served not less than 7 days prior to the meeting.

## **10. The Secretary**

The Chamber Secretary, in addition to those aforementioned, shall have special responsibilities to the Chamber including :

- (a) To conduct and deal with correspondence of the Chamber
- (b) To have custody of all documents belonging to the Chamber
- (c) to keep full and correct minutes of all proceedings at all meetings both of the Chamber and of the Executive Committee
- (d) to organise monthly meetings.
- (e) To organise the Annual General Meeting

## **11. Chamber Accounts**

11.1 All income shall be passed to the Treasurer to be paid into the bank for credit of the Chamber

11.2 All outgoing payments shall be made by either

- (i) cheque having the signature of the Treasurer and countersigned by at least one member of the Executive Committee, or
- (ii) by direct transfer via internet banking, by the Treasurer.

11.3 The Treasurer shall ensure regular monthly reports of the Chamber account(s) are put before the Executive Committee at each monthly meeting.

**12. Emergency Provisions**

The Chairman, immediate Past Chairman, Vice Chairman, Secretary and Treasurer may form an emergency Committee to act in cases of emergency, four to form a quorum. This provision includes co-opting an officer for the Executive Committee, should a sitting Executive or Officer resign before they are due for re-election.

Wadebridge & District Chamber of Commerce  
March 2020

Signed:        Chairperson: Susan Russell-Curtis .....

                  Vice-Chair: Victoria Mead .....

                  Secretary: Caroline New .....

                  Treasurer: David Topliffe .....

                  Membership Officer: Sammi Smith .....