

# **CONSTITUTION OF HAYLE & DISTRICT CHAMBER OF COMMERCE**

- 1.0** THE ORGANISATION SHALL BE KNOWN AS THE  
"HAYLE & DISTRICT CHAMBER OF COMMERCE"  
Henceforth referred to as "The Chamber" in this document.  
"District" refers to the postal area of TR27 & it's environs.
- 1.1** The Structure of the Chamber shall be as follows :-  
The President -- Non Executive. Elected Annually.  
The Vice President -- Non Executive. Elected Annually.  
The Chairman -- Executive. Elected Annually.  
The Vice Chairman -- Executive. Elected Annually.  
The Secretary -- Executive. Elected Annually.  
The Treasurer -- Executive. Elected Annually.  
The Membership Secretary -- Executive. Elected Annually.  
Additional Executive Members -- as Nominated Annually  
by The Chairman.
- 2.0 OBJECTIVES OF THE CHAMBER :-**
- 2.1 To promote all forms of Trade, Industry and Commerce, in the town of Hayle, and the surrounding area of TR27 & it's environs.
- 2.2 To represent and serve the interests of all business members.
- 2.3 To help to ensure that the best of service is given to the community of Hayle by its Members.
- 2.4 To Liaise with local agencies and developers to help ensure the future prosperity of the town of Hayle.
- 2.5 To speak as the voice of the Business Community in Hayle, and ensure that The Chamber's views are listened to and respected.
- 2.6 The Chamber shall be non-sectarian, non-political, and shall practice equal opportunities in all its actions.
- 3.0 POWERS :-**
- 3.1 The Chamber shall have the power to raise funds, and to embark on any other lawful activities as may be necessary to fulfil its objectives.
- 3.2 The Chamber shall have the power to form ad hoc committees to deal with a specific activity provided that a person nominated by the Chamber shall Chair the subcommittee.

3.3 An Executive Committee of the Chamber may be formed, as required, to deal with administration of the Chamber's business. The Executive if so formed shall have the power to deal with, discuss, and bring any recommendations to the next Chamber meeting. Additional members (up to 10% of the membership) to be nominated by the Chairman and agreed by the General Chamber.

#### **4.0 MEMBERSHIP :-**

4.1 Membership shall be open to all businesses in Hayle & surrounding district, by virtue of location or connection.

4.1.1 All invitations/nominations for new members shall be passed to the Membership Secretary prior to the General Meeting.

4.2 All prospective membership applications shall be approved in a General Chamber meeting, by a majority of members present. Prospective members shall be allowed to attend two Chamber meetings free of charge, prior to joining and paying their fees. They will be permitted to speak at these meetings by invitation only.

4.3 Membership fees for the coming year shall be fixed at each Annual General Meeting, on recommendations to be made by The Executive.

4.4 Late payment of fees: Two months after the AGM non-payers will be reminded, in writing, that their fees are overdue. If still not paid after a further month then The Executive will decide on the appropriate action to be taken. This could include additional payment to cover administration costs or loss of membership.

4.5 Any member acting in an inappropriate or unbecoming manner, or bringing the Chamber into disrepute in any way, shall be subject to discipline as determined by the Executive Officers.

4.6 Data Protection: Every new member will be invited to sign the Chamber's Data Protection form.

#### **5.0 MEETINGS :-**

5.1 Chamber meetings shall be called on a monthly basis. Currently the meetings take place on the third Tuesday of each month as notified. The Executive will decide as to whether the meetings take place in the months of July and August of each year.

- 5.2 A Quorum at the General Chamber meetings shall consist of 7 members. They shall be the Chairman and the Secretary; or their elected, or assigned, Deputies; plus five other members.
- 5.3 In the absence of the Chairman and Vice Chairman from any meeting, then the members present (a quorum as a minimum) shall elect a Chairman for that meeting.
- 5.4 All motions put to the General Chamber must be both properly proposed and seconded after any consideration and discussion has taken place. Any resolution adopted by vote, at a properly constituted Chamber meeting shall be binding on all Chamber members whether present or not.
- 5.5 In the event of a tied vote on any motion, then the Chairman of the meeting shall have the casting vote.
- 5.6 At his sole discretion the Chairman has the right to accept or decline motions raised from the floor at a meeting.
- 5.7 Any individual member with the support of six other members may request a Chamber meeting, held on a specific subject, by notifying the Secretary in writing. The Secretary must call such a meeting within fourteen days from receipt of the request.
- 5.8 Life Members: The Chamber has the right to elect Life Members of the Chamber. Such Life Members shall pay no subscriptions for membership, they are eligible to vote and take part in discussions; but shall not stand for Executive Office.
- 5.9 Members who have an interest in any subject raised in the Chamber, must declare it. They will not be entitled to vote on the subject.
- 6.0 The Annual General Meeting** shall be held in March of each year. Written notice shall be sent to all members with an agenda, not less than 14 DAYS IN ADVANCE OF SUCH A MEETING.
- Business of the Annual General Meeting:**
- To consider the Annual Report.
  - To adopt the inspected accounts.
  - To appoint an accountant for the following year to carry out the annual inspection.
  - To agree the subscriptions for the following year.
  - To consider and vote on any proposals properly raised of which not less than 14 days notice has been given in writing.
  - Finally to elect Officers for the forthcoming year as specified in 1.1

6.1 **An Extraordinary General Meeting** may be called outside the AGM by The Executive to consider and vote on any matter of concern. Every member must be notified at least 7 days prior to the EGM, and be given full details of the proposal.

**7.0 Finance:**

7.1 The Chamber shall have a bank account in its own name and shall have 4 signatories, namely :-  
Chairman. Vice Chairman. Treasurer. Secretary.

7.2 A minimum of two (2) of the above signatories are required to validate a cheque/transaction.

7.3 The Financial Year of the Chamber shall start on 1st February and end on 31st January of the following year.

7.4 Chamber subs are due on 1st April.

7.5 The use of the Chamber subscription fees are primarily for the benefit of the members and promotion of the Chamber; any exception to this to be voted on by the membership.

**8.0 The Officers :-**

Chamber Officers (in accordance with 1.1 of the Constitution) shall be democratically elected at the AGM (having been nominated at the previous meeting), and will remain in office for one calendar year from that date. No member shall hold more than one post at any one time.

8.1 The Officers duties shall be :-

**President & Vice President** - Shall be non executive posts, but concerned with the running of the Chamber strictly in accordance with the Constitution.

**Chairman & Vice Chairman** - Will co-ordinate the routine business of the Chamber. Chair all Executive and General Chamber meetings. Lead the Chamber in all outside negotiations and deputation's, reporting back to the General Chamber. The Chairman is empowered to make statements to the press from the General Chamber, at his discretion.

**The Secretary** - Shall take and prepare the minutes of all meetings and distribute to all members. Keep a record of all incoming and outgoing correspondence, and make available as required. On behalf of the Chamber, call all Meetings, and communicate officially with other bodies; make all necessary arrangements for convening meetings, including booking venues.

**Treasurer** - Ensure the proper handling of the Chamber's finances by keeping proper books. Pay all bills. Monitor expenditure and keep the Chamber regularly briefed on the overall financial position. Open and maintain a bank account in the Chamber's name, signing cheques together with other designated officers; prepare annual accounts, and arrange examination for presentation at the AGM.

**Membership Secretary** - Keep a register of members of the Chamber; being: the nominee of each member organisation, the address of the nominee, date of admission into membership. To encourage new members and to ensure that they are properly checked & vetted as eligible applicants

## **9.0 Dissolution of the Chamber**

No resolution for the dissolution of the Chamber may be passed save either by resolution properly put with appropriate notice to the Annual General Meeting or Extraordinary General Meeting called in accordance with the terms of the Constitution, and that in the event of a resolution for the disbandment of the Chamber being passed by the requisite majority of members, that the Officers of the Chamber are then authorised to take the necessary steps to wind up the affairs of the Chamber.

**ADOPTED AS THE CONSTITUTION FOR HAYLE & DISTRICT CHAMBER OF COMMERCE AT THE ANNUAL GENERAL MEETING OF THE CHAMBER; HELD ON TUESDAY 16th MARCH 2004 AT HAYLE BOWL, QUEENSWAY, HAYLE, CORNWALL.**

Signed by:

President -

Chairman -

Secretary -