

## **Royal Wootton Bassett Chamber of Commerce Constitution**

### **Name:**

The name of the organisation shall be “Royal Wootton Bassett Chamber of Commerce”

### **Our Mission:**

Proud to be the voice of local trade and business within Royal Wootton Bassett and the wider area.

### **Objectives:**

The objectives of the Chamber are:

- to play a non political positive and responsive part in the life of the business community
- to exploit business opportunities in the area
- to encourage enterprise and the creation of wealth
- to foster new opportunities for business and employment
- to contribute, through these activities, to the enhancement of the area as a pleasant place in which to live and do business.

### **Membership:**

Membership of the Chamber is open to any person or business based or trading in Royal Wootton Bassett, Lyneham and its surrounding geographic area. Current membership fees can be found on the website.

The Executive Committee shall have the power to refuse an application for membership. The Chamber shall have the power to elect and remove as Honorary Members such persons as they may see fit. Any member whose conduct shall be calculated to injure or discredit the Chamber may be expelled from the Chamber by the Executive Committee.

### **Governance:**

This Constitution and any supporting Policies define the rules by which affairs of the Chamber will be conducted.

The Constitution and Policies will be reviewed and ratified annually by the new Executive Committee once appointed.

The Chamber is authorised to operate a current bank account.

### **Officers:**

Officers of the Chamber shall be the President, Vice President, Treasurer and Secretary and one honorary Member each appointed for a term of one year at the Annual General Meeting.

Revised and agreed by the RWB Committee in March 2017

Members of the Chamber may be appointed to a Sub-group from time to time to coordinate specified activities and for periods commensurate with those activities. Such activities might include coordination of events.

The Treasurer is authorised to maintain a petty cash account on behalf of the Chamber.

**Executive Committee:**

The affairs of the Chamber will be directed by an Executive Committee comprising the Officers of the Chamber.

A Royal Wootton Bassett Town Councillor will periodically be invited to attend the Executive Committee Meeting.

Members of the Executive Committee will be appointed at the Annual General Meeting for term of one year and may offer themselves for re-election on completion of their term.

The Executive Committee shall meet in closed session every month to exercise its functions.

Meetings shall be held at such places as may be decided upon from time to time.

The Executive Committee may meet together and regulate its proceedings as it thinks fit.

Notice of a meeting is to be given in the way decided by the Executive Committee.

At every meeting of the Executive Committee the President or Vice President shall preside as Chair and three (3) other members, including a co-opted Member in special circumstances if a Committee Member is absent, of that Committee shall constitute a quorum.

The conduct of meetings and the interpretation of this Constitution or any terms in it and its Rules shall be at the sole discretion of the Chair for the time being at each meeting and the Chair's directions and ruling shall be final.

Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and, in the case of equality of votes, the Chair has the deciding vote.

A member of the Executive Committee shall not vote in respect of any contract or proposed contract with the Chamber in which he/she is interested.

The Executive Committee will offer open sessions once every quarter. All members of the Chamber are eligible to attend such open meetings and are entitled to express their opinions on any matter before the Executive Committee. Members can also write to the Committee at anytime to raise issues for the Committee to consider.

The Executive Committee may confer by e-mail, telephone or face to face. The Secretary will maintain a record of decisions made in such circumstances and this record will be disclosed at the next meeting.

**Annual General Meeting:**

Revised and agreed by the RWB Committee in March 2017

An Annual General Meeting will be held, normally in June in each year, to review the activities of the previous twelve months and to determine policies, priorities, activities and budgets for the next twelve months.

All nominations for Officers or ordinary members of the Executive shall be made in writing signed by two members and by the nominee consenting to serve and submitted to the Secretary prior to the Annual General Meeting.

Four (4) members of the Executive shall form a Quorum.

The Executive may ask an Officer or member of the Executive to stand down from the Committee if they fail to attend fifty percent of meetings or four consecutive meetings during the year.

If the post of any Officer shall become vacant during the year, such office may be filled by a nominee of the Executive.

An agenda for the Annual General Meeting will be circulated at least one calendar month in advance of the meeting.

Officers of the Chamber should give reports on their areas of responsibility, identifying achievements and lessons learned for the future conduct of the Chamber's affairs.

#### **Treasurer:**

The Treasurer shall:

- Keep accounts of all monies received and paid by them for and on behalf of the Chamber.
- Pay all accounts approved by the Executive and report all such payments to the Executive when such payment is completed.
- Present to the members at the Annual General Meeting accounts showing all financial transactions of the Chamber made up to 31 December the previous year.

Make a report to the Executive at each monthly meeting detailing payments and receipts of the previous month, current and continuing reserves, current and continuing debtors and actual and disposable balance of monies in hand and in bank.

#### **Fees and Expenses:**

The Executive Committee may, at its discretion, authorise payment of expenses to officers of the Chamber.

Records of such expenses will be maintained by the Treasurer and reported to the Annual General Meeting.

#### **Procurement:**

All purchases shall be authorised by two members of the Committee.

#### **Secretary:**

Revised and agreed by the RWB Committee in March 2017

Minutes shall be taken of all Committee Meetings recording the proceedings and attendance of members at Committee meetings.

**Website content:**

The design, content, format, appearance and cost of maintaining the website shall be decided and approved by the Executive Committee prior to the event or posting. Updates shall be made in a structured and orderly approach ensuring a cohesive communication strategy is achieved as agreed by the Executive Committee.

**Statements to Press and Media:**

Any statement concerning the policies or affairs of the Chamber should be discussed in advance and approved by the President. Any press coverage or release issued by the Chamber involving a member or any business, shall be proof read and signed by a member of the said business and approved in writing prior to the publication.

**Dissolution:**

The chamber may be dissolved by decision of the Annual General Meeting or an Extraordinary General Meeting. Surplus funds will be given to a nominated charity.