

Constitution

This Constitution was formally adopted on 18 September 2018

The Constitution will be reviewed annually to ensure it is fit for purpose. The next review date will be October 2019.

1. NAME

The name of the Chamber shall be The Castle Cary Chamber of Commerce (hereinafter referred to as "The Chamber").

2. AIMS

To actively promote a business community in Castle Cary and its immediate surrounding area that is vibrant and prosperous and to encourage and promote good business practice and business networking. To enhance the commercial and social life of the town and to represent the interests of the Chamber's members at local, district and regional level. (See The Chamber's adopted Vision statement in full)

3. OBJECTIVES

The Aims of the Chamber will be met in the following ways:

1. Holding regular meetings of its members to discuss Association business
2. Collecting, maintaining and making available information in order to act as a resource for members, existing and new businesses
3. Being proactive in promoting Castle Cary and businesses in the area by supporting local initiatives and facilitating change
4. Holding networking events and informal meetings to encourage interaction and goodwill in the business community
5. Encouraging membership of the Chamber
6. Agreeing annually a set of objectives and initiatives to be implemented by the Chamber
7. By affiliation to Somerset Chamber of Commerce
8. Supporting local charities and local cultural events by contribution from Chamber funds when available or any other means

4. COMMUNICATION

1. To collect, collate and circulate information relating to trade and commerce to members and to print, publish and distribute such papers as may be necessary to disseminate the information.
2. It is the responsibility of members to ensure that the Chamber holds accurate information relating to registered email address, mobile phone and landline numbers. Failure to receive information from the Chamber due to incorrect information being held on file, where a change has occurred, shall be deemed to be the responsibility of the Member and not the Chamber.
3. Website, Face book Page and email newsletter will be controlled and kept up to date by a member of the Committee or suitable appointee in conjunction with the committee.

5. MEMBERSHIP

1. The number of Members is unlimited. Membership shall be open to:
 - a. individuals who are in business on their own account; and
 - b. companies, corporations, firms and other organisations engaged or interested in commerce, services, industry, trade or transport;
 - c. any other person or legal entity the Chamber considers will be of value to it
2. A Member who has retired from active business who has been a Member of The Chamber for a minimum of five years will be able to become an honorary member with full voting rights.
3. A Member may terminate membership by giving notice in writing at any time but shall not be entitled to a rebate of any subscription if the termination occurs part way through the year.
4. The Chamber may by a majority resolution expel any Member at any time provided that:
 - a. not less than twenty-one days' notice of the proposed resolution and adequate details of the matters giving rise to the proposed resolution have been given to the member concerned and to the members; and
 - b. the member concerned has been given a reasonable opportunity to make representations and to attend or be represented at the meeting of the Chamber called to consider the case and to be heard in defence
5. Any Member expelled according to this process shall lose all privileges of membership without prejudice to any claims that the Chamber may have
6. Members shall be entitled to vote at meetings of the Chamber in accordance with this constitution
7. The Chamber Secretary will maintain a record of all Members

6. SUBSCRIPTIONS

1. The financial year of the Chamber shall run from 1st October to 30th September. Every Member shall pay an annual subscription at the rate approved at every Annual General Meeting and that subscription will be payable on 1st October of each year. Payment is required in full within 30 days of receipt of a request for payment.
2. Those joining from 1st April to 30th September shall pay for only six months.
3. Any change to the level of subscription must be ratified at an AGM and notified to all members.

7. OFFICERS

1. The Officers of the Chamber shall be; Chair, Vice-Chair, Treasurer and Secretary.
2. All Officers shall be elected each year but their maximum term of tenure shall be two consecutive years. A person may be re-elected to the same post after a period of two years
3. The Chair shall be someone with experience of and knowledge of the world of business. The role is to be a figurehead for the Chamber, willing to give advice, take the chair at Annual General Meetings for the election of the officers.

4. The Chair fronts the organisation, runs the General Meetings and Annual General Meetings and liaises with other Officers if decisions need to be taken outside the formal arrangements of the Chamber. Any such decisions will be reported to the next General Meeting
5. The Vice-Chair stands in for the Chair as necessary and acts in a supporting role.
6. The Treasurer shall
 - a. receive monies and make payments on behalf of the Chamber;
 - b. maintain accurate records of the Chamber's receipts and expenditure including subscriptions;
 - c. produce an annual statement of accounts; and
 - d. bring to the attention of the Officers any issues of concern regarding the Chamber's finances including present and future cash flow
7. The Secretary shall undertake all administrative duties determined by the circumstances of the Chamber; to include recording decisions of the Chamber, circulating information as necessary including minutes of meetings and agendas, maintaining a membership list and sending out subscription renewal notices.
8. The Officers of the Chamber can, by a majority vote of all Officers, co-opt suitable persons to act as additional officers of the Chamber should they consider this to be necessary. Such co-opted persons do not have to be members of the Chamber.
9. All Officers shall be elected at the Annual General Meeting by a simple majority voting system.
10. Nominations for Officers shall be given to the Secretary before the beginning of the Annual General Meeting.

8. MEETINGS

1. The Annual General Meeting (AGM) shall be held in October each year. The Chair and Treasurer shall each present reports outlining significant activities during the year.
2. General Meetings (at which Chamber business is discussed formally) shall take place not less than once every three months. No business shall be conducted at a General Meeting unless a quorum is present and 4 Members present shall be a quorum.
3. A General Meeting will take place if three or more Members demand it in writing, to the Chair. Any such additional General Meetings shall be convened within 14 days of receipt of the written request.
4. Every Member attending a General Meeting shall have one vote on any motion indicated by a show of hands and each decision shall be decided by way of a majority vote.
5. In the absence of the Chair and Vice Chair the meeting shall elect someone to serve in that capacity.
6. Networking meetings and informal sessions of the Chamber shall take place as and when and location of such meetings will be determined by the Officers and notified to all members in reasonable time.
7. The business for all meetings shall be specified in the agenda, which is to be circulated at least a week before each meeting.

8. Matters not appearing on the agenda may be discussed under 'Any Other Business' at the discretion of the Chair of the meetings but such discussion shall not commit the Chamber. Formal motions must be proposed in writing to the Secretary at least twenty one (21) days in advance of the general meeting.
9. The Chair has the responsibility of ensuring that all meetings are run to schedule and has the right to curtail discussions or defer them for future meetings or extend them – with the consent of the meeting. Motions will be proposed, seconded and voted upon by voting members only.
10. A motion shall not be proceeded with in the absence of the proposer unless he/she has authorised another member to act on their behalf in writing or unless in the opinion of the meeting the motion may be discussed and voted upon.
11. Members should declare an interest in any item where that is appropriate and be prepared to withdraw when the vote is taken should be meeting so decide.

9. MINUTES & ACCOUNTS

1. The Secretary shall keep minutes of all proceedings at General Meetings of the Chamber. These minutes shall be available to any Member giving the Secretary reasonable notice in writing
2. The accounting records and any books or documents shall be open to the inspection of any Member giving the Treasurer reasonable notice in writing

10. AMENDMENT OF CONSTITUTION

1. The Constitution will be agreed and adopted by the Committee.
2. Changes to this Constitution may be made by a resolution passed by two-thirds of the members present and voting at the Annual General Meeting of the Chamber. Fourteen days notice in writing of any proposed alteration shall be given to all members.
3. If a new rule which affects the Constitution is approved at a General Meeting then it must be confirmed at the following Annual General Meeting by a majority of two thirds of those Members present.
4. The Secretary shall keep a copy of the Constitution and any amendments should there be an alteration to any of the Rules.

11. DISSOLUTION

1. The Chamber may be dissolved:
 - a. by a resolution passed at a General Meeting of the Chamber; or
 - b. by a resolution of the Officers if the number of members of the Chamber is less than 10 for a period of not less than 6 months
2. The dissolution shall take effect from the day when the resolution is passed and the Officers shall be responsible for the winding up of the assets and liabilities of the Chamber.
3. If any property or monies remain after the discharge of all debts and liabilities of the Chamber they shall be paid or transferred to Somerset Chamber of Commerce.