



**THE CONSTITUTION  
OF  
THE SHERBORNE CHAMBER OF TRADE & COMMERCE**

1. **Name.** The Association shall be called the Sherborne Chamber of Trade & Commerce. Hereinafter referred to as the Chamber.
2. **Mission Statement.** The mission of The Chamber is to promote and enhance Sherborne and the neighbouring places as a thriving commercial community.
3. **Objectives.** The Chamber shall:
  - a. Promote and encourage the development of trade, commerce, and manufacture within Sherborne and such neighbouring places as the Committee may from time to time determine.
  - b. Ensure, within the area of the Chamber's activities, the highest standards of fair and honest trading on the part of those engaged in business, as hereinafter defined, and the promotion between them and members of the public of mutual confidence and understanding.
  - c. Promote a sound relationship between those engaged in business and their employees on the basis of mutual understanding and respect.
  - d. Generally protect the lawful interests of the members and represent to Parliament, any Government Department, County, Borough or other local Authority the interests and views of and the hardships or disadvantages suffered or expected by the members or any group of members or any individual member in relation to any matter.
  - e. In relation to the above objectives, to co-operate with any local or national organisation or association in such a manner as the Chamber in general meeting or Committee shall decide.
  - f. To do all such lawful things as are incidental or conducive to the attainment of the above objectives.
  - g. The Chamber may be affiliated to the National Chamber of Trade and shall become a component unit of the appropriate Area Council of that Chamber. The Chamber may also be affiliated or associated with such other associations as after full consideration, the Chamber may feel fit.
4. **Aims.**
  - a. To keep members informed of local issues that affect the Business community and the locality in general.
  - b. To lobby on member's behalf on local and national issues.
  - c. To put into effect or participate in activities that protect the local economy.

- d. To encourage inter activity between members individually and the business community at large.
  - e. To subscribe to and support from the funds of the Chamber such community based projects and local charitable institutions and objects as may be deemed by the Committee to be worthy.
  - f. To arrange, organise or take part in social and or vocational events that are considered by the Committee to improve the goodwill between members and other bodies or individuals.
5. **Political Activities.** The Chamber shall not participate in political activities of any kind and shall be non-political in character.
6. **Management and The Committee**

### **Officers.**

- a. The Chamber shall have the following officers:
  - President
  - Chairperson
  - Vice Chairperson
  - Honorary Treasurer
  - Honorary Secretary
- b. The President, Chairperson, Vice Chairperson, Honorary Secretary and Honorary Treasurer shall be elected by the members at the AGM and shall hold office from election until the next AGM.
- c. None shall be elected to the positions of President or Chairperson for more than two consecutive terms for the same position unless specifically approved by the members.
- d. Nominations for Officers may be made and seconded by members at any time but no later than seven days before the AGM and shall be sent in writing to the Chamber Co-ordinator signed by the nominator and seconder. Nomination forms will be sent to members with the notice of the AGM. Members will be notified of all nominations prior to the AGM. Voting will be by show of hands for those present but members unable to attend can submit a ballot paper by email, or post to be received by the Chamber Co-ordinator no later than the day before the AGM. The votes sent in will be counted with the votes at the meeting and the outcome of the election will be announced at the end of the AGM.
- e. The immediate past President and Chairperson shall, unless he or she declines to be so, be a member of the Committee for at least one year after his or her term of office comes to an end.

### **Chamber Co-ordinator**

- a. The Committee shall have the power to appoint a Chamber Co-ordinator to perform the duties on behalf of the Chamber and to pay a remuneration as may from time to time be determined by the Committee.

## **Executive Committee**

- a. The members shall elect a Committee of up to 12 members (including the Officers). Elections for the Committee shall be held at each AGM.
- b. Nominations for the Committee may be made and seconded by members at any time, but no later than seven days before the AGM and shall be sent in writing to the Chamber Co-ordinator signed by the nominator and seconder. Nomination forms will be sent to members with the notice of the AGM. Members will be notified of all nominees prior to the AGM. Voting will be by show of hands for those present but members unable to attend can submit a ballot paper by email, or post to be received by the Chamber Co-ordinator no later than the day before the AGM. The votes sent in will be counted with the votes at the meeting and the outcome of the election will be announced at the end of the AGM.
- c. At least one month before the AGM at least three members of the current committee will retire. A retiring committee member may stand for re-election at the forthcoming AGM. If there are not three voluntary retirements the President will make a draw to randomly select three committee members for retirement. The retiring President and Chairperson shall not be amongst the officers who have to retire under this provision until a year following his or her retirement from the position of President.
- d. The Committee shall have powers to appoint such Action Groups as may be desirable.
- e. The Committee shall have power at any time and from time to time to appoint any person to the Committee to fill a casual vacancy or as an additional committee member but so that the total number of committee members shall not exceed 12. Any person so appointed shall automatically retire at the AGM following such appointment but shall be eligible for re-election by the members at such AGM.
- f. The Committee shall have the power to appoint consultants to undertake specific duties on behalf of the Chamber and to pay such remuneration as may from time to time be determined by the Committee.
- g. The members shall have the power at any AGM to remove any member of the Committee or any person appointed by the Committee.
- h. A quorum for any Committee meeting shall be 4.
- i. The Committee shall each year decide on a designated role for each member and may from time to time appoint Action groups to deal with designated matters.
- j. Resolutions put to the Committee shall be passed by simple majority voting by those present and the Chairperson (or Vice Chairperson if the Chairperson is not in attendance) shall have a casting vote.
- k. The Committee shall meet monthly with the exception of August.
- l. The Committee shall have the power to determine any matter not covered by the Constitution.

## 7. Meetings

The Committee will organize meetings as required. The current implementation is as follows:

- a. **Monthly Meetings** - purpose to receive updates from each Action Group, identify & discuss specific issues and make decisions. Strict time limit for each Action Group report/discussion.
- b. **Action Group Meetings** - each to have a nominated Leader who will be responsible to report to the Monthly Meeting. **The Action Group Leader's role is** to co-opt helpers and contributors and develop plan and implement plan for their area of responsibility. The Chamber Co-ordinator will liaise with and between the action groups and help them as required to ensure that they meet deadlines.
- c. **Ad Hoc Meetings** - as required meet outside monthly meeting to discuss specific issues in detail.

## 8. Membership

- a. Membership shall be open to all those engaged in business within the area as defined in Rule 3(a). "Those engaged in Business" shall be deemed to include persons, firms, companies or other organisations engaged in any form of trade, business, manufacture, profession or charitable or educational enterprise or any person, firm, company or other organisation approved by the Committee.
- b. Membership shall also be open to any person subject to approval of the Committee.
- c. Persons mentioned in this clause shall include sole trader, partnership, limited liability partnership and a limited company whether public or private or charitable or educational enterprise or any person, firm, company or other organisation or individual approved by the Committee.
- d. Application for membership shall be made in such a way as decided by the Committee from time to time. The Committee may, without reason, refuse membership of the Chamber to any applicant.
- e. The Committee may, without reason, refuse renewal of any membership of the Chamber.
- f. The Committee may, with majority vote, expel any member, for any of the following breaches:
  - Non payment of fees by 3 months after due date.
  - Is convicted of a criminal offence.
  - Makes a composition or arrangement with his creditors under any statute.
  - Acting in other ways prejudicial to the aims and objectives of the Chamber.
- g. On ceasing to be a member a person forfeits any rights or claims on Sherborne Chamber of Trade & Commerce, its property and funds.

## **9. Subscriptions.**

- a. The Chamber year shall be effective 1st January.
- b. The annual subscription for membership to the Chamber shall be such sum, as the Committee shall determine from time to time, which following ratification by the membership at an Annual General Meeting, will become payable annually in advance on 1st January each year.
- c. Any subscription not paid by 3 months after due date in any year shall be deemed to prejudicial to the Chamber and dealt with under clause 8(f) above.
- d. Any new member joining after 1 January will pay a pro rata subscription (to nearest calendar month) to the end of the current Chamber year and provide a completed standing order mandate for the subsequent year.

## **10. Funds.**

- a. The funds of the Chamber shall be under the control of the Committee, who shall have the power to use the same in such a way, as it may deem necessary for carrying out the objectives for which the Chamber is formed.
- b. The Honorary Treasurer shall produce Annual Accounts to 31 December each year and present the same to the Annual General Meeting duly signed by the Auditor.
- c. Neither the Sherborne Chamber of Trade & Commerce, its Officers nor its Committee Members shall have the power to pledge, borrow or loan any funds belonging to the Chamber, other than as prescribed under Clause 4(e).

## **11. Annual General Meeting**

- a. The Annual General Meeting shall be held within thirteen months of the date of the previous AGM on a date determined by the Committee and at least 21 clear days written notice will be sent to all members. No business other than that contained in the notice of the AGM shall be brought forward at the AGM.
- b. The Officers and Committee shall be elected in accordance with Rule 6 and they shall hold office until the next Annual General Meeting.
- c. No resolution of an AGM shall be rescinded except at another AGM or a special general meeting called for the purpose in accordance with Rule 7.
- d. Any member wishing to have a resolution included at an AGM must give notice in writing to the Chamber Co-ordinator at least 21 days prior to the date of the AGM.
- e. Any resolution at an AGM must receive a simple majority vote to be adopted, except in the case of any change to the Constitution, or in respect of Dissolution.
- f. Nominations for the election of Officers and Committee shall be submitted in writing to the Chamber Co-ordinator at least 7 days before the date fixed for the Annual General meeting.
- g. Any addition or alteration to the Constitution shall only be made at the request of the Committee and the proposed alteration shall be stated in the notice of the meeting. Any addition or alteration to the Constitution must receive a two thirds majority vote to be adopted.
- h. Any member may vote at an AGM either in person or by proxy, providing the proxy vote is received in writing or by e-mail by the Chamber Co-ordinator at least 24 hours prior to the AGM.

- i. The AGM shall have the power to adopt the Annual Accounts, the Subscriptions and any other business considered by the Committee.

**12. Notices.**

- a. Notices to members may be posted on the Chamber web site, delivered by hand, email or by post to the members last recorded address, and shall be deemed to have been received by members 48 hours after posting.

**13. Dissolution.**

- a. In the event of the membership of the Chamber not being able to form an effective Committee, the General Meeting must pass a resolution by a two-thirds majority to disband or dissolve the Chamber.
- b. The assets and funds of the Chamber shall then be placed in the care of the current Patron, or in his absence the outgoing President, to be disposed of as he/she sees fit for the specific benefit of Sherborne Business.