

The Constitution of Brixham Chamber of Commerce.

1. Name

The association is known as "Brixham Chamber of Commerce. or "BCC".

2. Place of Meeting

Meetings are held at any place appointed by the Executive.

3. Objectives

The objectives of Brixham Chamber are:

- The promotion and protection of the business interests of Brixham and its Membership.
- The collection, discussion and distribution of information, and promotion or opposition to legislative and other measures, affecting the business interests of Members.
- Incorporation or co-operation by affiliation or otherwise with any association having similar objectives.
- The promotion of charitable, social functions and good causes
- Improve and promote business growth in Brixham or businesses operating within Brixham and surrounding area.
- Activities which are incidental or conducive to the attainment of the above objectives.

4. Membership

A person representing a business in the Town of Brixham or in its surrounding district shall be eligible for Full membership subject to the right of the Executive to refuse an application for membership without disclosing any reason.

Any organisation / association or individual sharing similar objectives shall be eligible for **Associate** membership, at the discretion of the Executive.

Applications for membership should be made to the Secretary on an appropriate membership form.

5. Executives

There will be an Executive Committee, and any other sub-committees that the Executive, at their discretion, shall see fit to appoint in administration of Chamber affairs.

6. Governing Body

The Governing Body are the Members of the Chamber (hereinafter called "the Members") at General Meetings. The Executive will comprise 5 essential Members including a Chairperson, a Vice Chairperson, a Secretary, a Treasurer and a Solicitor; and, if so needed a Membership Secretary. It is intended that the outgoing Chairperson becomes President..Management of the Chamber to be conducted by an Executive of not more than 15 members in total.

An Executive quorum shall be constituted by five of the Executive present in person.

Full Voting rights will be given to full members, associate members will have restricted voting rights as determined by the executive committee.

7. Executive Members

The Members of the Executive retire annually at the end of The Annual General Meeting.

An Executive Member can resign from the Executive by giving the Secretary or Chairman formal notice in writing and the resignation takes effect upon acceptance by the other members of the Executive.

The Executive can co-opt any Member to take the place of any elected Member of the Executive dying, retiring or becoming bankrupt or compounding with his creditors or resigning and the new Member will hold office for the unexpired period of office of the Member whose place they have filled.

The executive members must abide by Brixham Chamber Executive Charter (Appendix 1) and failure to do so may result in removal from the executive team at any given time, as determined by the Chairperson.

8. Membership Code of Conduct

As a member of Brixham Chamber it is recognised that membership is a privilege and as such brings with it a responsibility to ensure that all members understand and commit to the following undertakings as detailed in the Brixham Chamber Code of Conduct. (Appendix 2)

9. Executive Member Nominations

Any full member, or associate member of the Chamber can be proposed for election or re- election as a Executive Member with the nomination of two Members to whom the candidate is personally known.

Nominations should be made to the secretary or chairperson on the forms provided. It is the responsibility of the person making the nomination to ensure that the nominee is willing to accept the position. (See appendix 3 for details of Executive Member Election Process)

10. Meetings

The Chamber shall hold not less than five general meetings throughout the year excluding the month of August; and one Annual General Meeting.

The Annual General Meeting of the Chamber shall be held in February at which Meeting the Officers of the Chamber shall be elected.

The Treasurer shall provide authorised accounts of finances and a report at every Annual General Meeting for adoption by the members.

At all Meetings, all members present in person or by proxy shall be entitled to one vote provided their subscription has been paid. Likewise, full members and associate organisations shall be entitled to one vote. Any member unable to attend may appoint the Chairperson of the Meeting or another member attending in person as his proxy, accompanied by his membership card. Such appointment should be in writing (email acceptable) and produced to the Secretary at least twenty-four hours before the time fixed for the Meeting.

Voting at all meetings shall be by a show of full membership cards on a simple majority with the Chairperson at his/her discretion having a casting vote in the case of any equal number of votes for and against any resolution. Associate members will have restricted voting rights as determined by the Chair and or executive. Only fully paid up members will have the right to vote at the AGM and membership paid up by 31st January prior to the February AGM.

Election process for the Executive Board- see appendix 3

The quorum shall be constituted by ten paid-up members present in person.

An Extraordinary General meeting of the Chamber may be requisitioned by the written application of ten members delivered to the Secretary at least fourteen days before the requested date for such Meeting.

All General Meetings of the Chamber shall be convened on ten days' notice except in case of emergency.

11. Subscription

The subscription to the Chamber is £35.00 per annum (or such other sum as the Executive may from time to time determine at any General Meeting) and shall be payable to the Treasurer in January of each year.

New members joining between 1st January and 31st December will pay the same subscription amount as existing members on the date of joining (subject to acceptance) and the next subscription amount will be due on the 31st January the following year.

Any Member who wishes to cancel their membership of the Chamber should give 1 month's notice in writing to the Secretary and will not be eligible for any repayment of any subscription paid.

Renewals - Subscription renewals will fall due on 1st January each year. Reminders will be posted to members in December each year. Any member not renewing their subscription by 31st March of the appropriate year will be deemed to have cancelled their membership and as such will forfeit any voting rights or chamber membership benefits.

12. Finances

No expenditure should be made without the authority of the executive.

All cheques must be signed by at least two members of the Executive.

The Executive will select any bank(s) to act as the Bankers of the Chamber as it shall from time to time select.

13. Alteration and Interpretation of The Constitution

The Constitution of the Chamber cannot be altered except by Resolution passed at a General Meeting of the Chamber by two thirds of the Members present and voting.

The nature of the proposed alteration(s) must be stated in the notices calling the Meeting and not less than 10 days notice given to all Members.

If any matter, at any time, arises that has not been provided for in the Constitution, or any doubt arises as to the interpretation, the matter will be resolved by the Executive, whose decision shall be final.

14. Dissolution and Distribution of Property

The Chamber can be dissolved by the votes of a majority of two thirds of the Members present at a General Meeting, provided that 1 month's notice of any such proposal is given to all the Members of the Chamber.

If upon the winding up or dissolution of the Chamber there remains, after the satisfaction of all its debts and liabilities, any funds or property whatsoever, the same shall not be paid or distributed among the members of the Chamber, but shall be given or transferred to such a charity or good cause as the members shall decide.

Proposed

(Chairman)

Seconded

(Vice Chair)

Brixham Chamber Executive Charter 2015

An Individual Executive Officer should

- Attend 9 out of 12 meetings of the full executive.
- Document their role as below
 - Main purpose of their role and responsibilities.
 - Any agreements made in the Chamber's name.
 - Any suppliers used for purchases and reasons why they were chosen.
 - Any assets created or acquired.
 - Representation with external groups or organizations and named individuals with contact details.

The role must be approved by the Chair and logged with the Chamber Secretary.

- Volunteer in areas where their skills, work and life experience are best utilized.
- Take an active role in discussing and developing new policies and procedures for Brixham Chamber matters, including Chamber annual budget and spending plans.
- Take an active role in reviewing and evaluating any major programs designed to serve the membership.
- Prepare for each meeting by undertaking any background work necessary so as to be informed and prepared for each meeting to be productive.
- Ensure that opinions and information that are presented to the executive represent the interests of all the membership.
- Avoid any conflict between personal business interests and interests as a Chamber member and Executive member.
- Adhere to collective responsibility and support the majority Executive decision, even if argued for the minority view prior to vote.

Each individual Executive role will be reviewed annually.



Appendix 2

Brixham Chamber Of Commerce Code of Conduct

As a member of Brixham Chamber I/we recognize that membership is a privilege and this brings with it a responsibility to ensure that all members understand and commit to the following membership undertaking.

The code of conduct shall require members to

- Conduct business and professional activities in a reputable manner so as to reflect honorably upon the business community.
- Respect the reputation, profile and status of Brixham Chamber of Commerce accordingly.
- Understand support and promote Brixham Chamber of Commerce and the enhancement of business growth within Brixham and surrounding area.
- Observe the highest standards of ethics in rendering services and /or offering products for sale, based on the members own knowledge and expertise.
- Refrain from engaging in any practices prohibited by law or seek unfair advantage over fellow members.
- Refrain from publicly criticising business practices of fellow members and refrain from condoning or engaging in unethical practices.
- It is the responsibility of the Executive Committee to act on behalf of Brixham businesses and town and not pursue self- interests, and, as such, should declare if there is an area of conflicting interest.

I/we also understand that failure to comply or adhere to the professional and personal obligations of the Brixham Chamber of Commerce, as outlined above, may result in the termination of my/our membership.

Based on the above Code of Conduct, I know of no reason why I should not be accepted as a member of Brixham Chamber of Commerce.

Signed

Printed name

Owner/manager of

Date

This document must be signed and returned to the Brixham Chamber of Commerce office before membership will take effect.

**BRIXHAM CHAMBER OF COMMERCE
EXECUTIVE BOARD
ANNUAL ELECTIONS**

The election process begins prior to AGM which will be held annually in the last week of February

December (3rd week)
NOMINATION FORMS SENT TO ALL MEMBERS
2/52 deadline in which to be returned with 350 word Biography with Signatures of 2 members Proposing and Seconding

January: Week 2 & 3
Nominations and biography are displayed on BCC website.
Members are encouraged to view the website

January : Week 3
Coded Ballot papers with nomination details are sent out in the post to all members with deadline date to be returned by end of **2nd week February**

Week 3 February
Returned Ballot papers are checked and counted by Chamber Sec and Membership Secretary. All papers are kept
Candidates are informed of the results.

The new Executive team is revealed at the **AGM last week of February**

*Note: Should only 15 nominations be received then there will be no need to hold a ballot vote.
If in the 15 nominations received there are 2 nominees for a Constitutional role then a ballot paper will be sent out for members to cast votes on those roles only.
Also any specific roles unfilled will be assigned by the executive board.*

**NOMINATIONS FOR BRIXHAM CHAMBER OF COMMERCE EXECUTIVE BOARD
FOR ELECTION 2015**

Please complete in block capitals

NOMINEE DETAILS	
Surname	
Forename(s)	
Company	
Nature of Business	
Address	
PROPOSER/SECONDER DETAILS	
Fill Name of Proposer	
Full Name of Seconder	
Nominee's Consent (Signature please)	
Please ensure Nominee's biography (350 words max) is attached to this nomination form.	
What skills and expertise could you bring to the Chamber's board of directors?	
What do you think the Chamber's top 3 aims should be for the next 5 years?	<ul style="list-style-type: none"> • A • B • C
What improvements would you make to the town?	
Brixham Chamber events attended over past 12 months	
Chamber engagement outside of events over past 12 months	

Please Circle if the above Nomination is for one of the 6 Constitutional Executive Roles otherwise leave this section blank.

Chairperson	Vice Chair	Treasurer
Membership Secretary	Legal Representative	Secretary

Summary of expertise	Nominee ☐
Skills	
Accounting and finance	
Entrepreneur	
HR	
IT	
Legal	
Sales /marketing /PR	
Built environment	
Sectors	
Business Services/Professional	
Creative/ Artistic Industries	
Manufacturing	
Medical & health	
Maritime & marine	
Tourism & Leisure	
Retail	
Property & construction	
Hospitality	
Accommodation	
Other Experience	
Corporates	
Education	
Environment	
International links	
Project Management	
Political/public sector liaison	
SME	
Third sector	

Members who nominate colleagues to serve on the Executive Board are asked to bear in mind the aim of the Chamber which is to improve the business environment for Brixham and local area. We wish to appoint responsible, experienced persons who will be committed to ensuring that the Chamber is known and respected as an influential body in the town and Torbay, which will protect the interests of all its members and improve the standards of the local business community.

Note: A nominee must be a paid-up member of the Chamber and must have given his/her consent to nomination.

The proposer and the seconder must be paid-up members of the Chamber

NOMINATION PAPERS MUST BE RETURNED BY 10AM ON XXXXX 2015 TO

Pauline Neal, Secretary, Brixham Chamber of Commerce, Brixham Town Hall , New Road, Brixham TQ5 8TA

Corallinehealth@gmail.com

NOMINATIONS FOR CHAMBER EXECUTIVE BOARD

BALLOT PAPER XXXX 20XX

You may vote for a maximum of **15** candidates.

There are 6 Constitutional Executive roles assigned and 9 other executive positions -maximum 15 in total

CHAIRPERSON		VICE CHAIRPERSON		TREASURER	
MEMBERSHIP SECRETARY		LEGAL REPRESENTATIVE		SECRETARY	

NOMINATIONS TO EXECUTIVE BOARD	

*Current Executive members standing for re-election

Biographies for all nominees are available on our website
www.brixhamchamber.org.uk (News Page)

**PLEASE COMPLETE AND RETURN YOUR BALLOT PAPER VIA 1 OF THE 2 OPTIONS BELOW
however you MUST quote your personal reference number shown below to validate your vote.**

By Post Pauline Neal, Brixham Chamber of Commerce
Town Hall, New Road
Brixham
TQ5 8TA
By Email
corallinehealth@gmail.com

VOTING PAPERS MUST BE RETURNED TO THE CHAMBER OFFICE

NO LATER THAN 10 am xxxxxxxxxxxxxx

Only one voting paper per member will be counted

Only one ballot paper will be counted.

Votes received from resigned or non-paying members will not be counted

Members joining after XXXX will be sent voting papers separately but the receipt for ballot papers will not be extended

Ref. BCC X