

# THE CHILHAM TOURISM & RETAIL GROUP

## CONSTITUTION

### **1. Name**

Name of the organisation is Chilham Tourism & Retail Group ('The Group')

### **2. Aims**

- 1) To promote the Parish of Chilham ('the Parish') as a good place to visit thereby improving the economic and social well being of the Parish.
- 2) To conserve and enhance the character, culture, heritage and environment of the Parish in its entirety.
- 3) To provide a forum for those interested in promoting the Parish with the aim of encouraging partnership and joint working.
- 4) To disseminate information about the Parish by means of literature, leaflets and in any other manner the Group may think suitable.
- 5) To support and respond to any initiatives or activities which would be of benefit to and which encourage the promotion and improvement of the tourism and retail economy of the Parish.
- 6) To obtain grants, donations or other funds from legitimate sources, for the achievement of the above aims, such monies to be used in such manner as the Group may approve.
- 7) The Group shall have the right to liaise with, and cooperate with, any organisation or Local Authority in order to achieve its aims.

### **3. Members**

- 1) Membership is open to all persons from businesses or organisations with a stake in the tourism or retail economy of the Parish of Chilham and who support the aims of the Group.
- 2) All members are entitled to attend Ordinary and Annual General Meetings of the Group and nominate representatives for the Committee. The management Committee may co-opt additional persons with specialist knowledge as appropriate. In the event of a vote at any meeting only members votes will be counted.
- 3) There will be an annual membership fee that will be agreed at the AGM and will be payable by all members. Membership will begin as soon as the membership payment has been received by the Treasurer.

#### **4. Ceasing to be a member**

- 1) Members may resign at any time in writing to the Treasurer. No membership fees can be reimbursed.
- 2) Any member who has not paid their membership fee for one month from date of invoice will be contacted by the Committee, who will then decide whether that member is deemed to have resigned.
- 3) Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management Committee, accompanied by a friend, before a final decision is made.

#### **5. Equal Opportunities**

The Group shall not have any affiliation to any political Party and shall not promote any political Party. Membership shall be open to everyone regardless of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

#### **6. Committee**

- 1) A Committee of Officers will carry out the business of the group and for each ensuing year shall be elected at the Annual General Meeting ('AGM'). The Committee will consist in principle of the three officers but any member of the group or representatives of local authorities or outside organisations which support the aims of the group may be co-opted onto the Committee for specific tasks.
- 2) The Officers roles are as follows:
  - (a) The Chairperson shall preside over and chair all meetings
  - (b) The Secretary shall, in collaboration with the Chairperson and other officers of the Committee as appropriate, draw up agendas for meetings, issue Notices of meetings, take minutes and issue them within 3 weeks of meetings, deal with correspondence and the distribution of all relevant papers and generally carry out the wishes and decisions of the Committee.
  - (c) The Treasurer will keep a list of all members. He/she will keep proper accounts, present reports as required to the Committee and generally provide the Group with good financial stewardship. Annual accounts shall be produced and checked by a suitably qualified or experienced, independent person, and presented to the AGM.

- 3) The Officers shall be elected at the AGM and shall be eligible for re-election except that after 3 consecutive years in the office he/she shall not be eligible to stand again for two years unless there are not any other nominations.
- 4) In the event of an officer standing down a replacement will be elected at the next general meeting of members.
- 5) All Officers shall be accountable to the Committee.
- 6) The Committee may by joint agreement take decisions on behalf of the members between meetings, subject to ratification at the next meeting.
- 7) The members shall have the power to appoint sub-Committees for specific purposes on to which any members may be co-opted. Formation of sub-Committees must be agreed at an Ordinary General Meeting.

## **7. Meetings**

### **1) AGMs**

- i. The first AGM will be held within 15 months of the date of the formation of the Group and subsequent AGMs shall be held within 15 months of the previous AGM.
- ii. The purpose of the AGM shall be to present an annual report, the annual accounts and to elect Officers to the Committee. All existing Committee members shall stand down at the AGM but may stand for re-election. Only members are eligible to vote for the Committee. The out-going treasurer shall chair the meeting for the election of the new chairperson.
- iii. At least 15 days notice shall be given of every AGM.
- iv. Voting at AGMs shall be confined to Members present. Each Member shall be entitled to one vote. Decisions shall be made on the basis of simple majority. The Chairperson of the meeting shall have a casting vote.
- v. Unless otherwise determined by a previous AGM or the Committee, a quorum at an AGM shall consist of [ 6 ] Members.

### **2) Ordinary General Meetings**

- i) The Committee will convene Ordinary General Meetings of the group at regular intervals throughout the year at such times as it may decide.
- ii) At least 7 days Notice shall be given of every Ordinary General Meeting.

### **3) Extraordinary General Meetings**

i) An Extraordinary General Meeting shall be convened by the Secretary at the request of the Chairperson or of the Committee or on the written request of not fewer than five members of the Group and shall have all the powers of an Annual General Meeting of the Group.

ii) For the convening of any Extraordinary General Meeting, written notice of seven days shall be given by the Secretary to Members.

iii) Unless otherwise determined by a previous AGM or the Committee, a quorum at an EGM shall consist of [6] Members.

## **8. Rules of Procedure for all meetings**

- 1) All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- 2) If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast, on each side are equal, the chairperson of the meeting shall have an additional casting vote.
- 3) Notice of all meetings shall be sent to each member by post, fax or email and shall include the date, time and place of the meeting and an agenda of matters to be discussed. Notice of meetings may also be posted on a website and other public places.
- 4) The accidental omission to give notice of a meeting to or the non-receipt of such notice by any person entitled to receive notice thereof shall not invalidate any resolution or proceedings of any meeting.

## **9. Finances**

The Group shall open an account in its name and have the power to raise funds in order to achieve its aims. Two signatories; the Treasurer and the Chairperson, shall be needed to sign cheques. All items over £100 shall require Committee approval.

## **10. Dissolution**

If the Committee by a simple majority decides at any time to dissolve the Group, it shall convene a General Meeting and the dissolution will be confirmed if a majority votes for dissolution. In the event of dissolution being agreed, then all assets held in the name of the Group shall be disposed of in a fit and proper way as agreed at the same meeting.

## **11. Alterations to the constitution**

This constitution may be changed at any Ordinary General or AGM of the Group. Notice of any proposed alteration must be sent to the Secretary [14] clear days before the Meeting and must be included, in full, in the Notice summoning the meeting.

## **12. Copies of Constitution and Rules**

Following an alteration to the Constitution the Secretary shall draw up a copy of the altered Constitution and Rules to be signed by the Chairperson and Secretary. Copies will be furnished to others on request on payment of the current cost.

Approved at the AGM on 30th March 2009

Signed.....Peter Higgs .Chairman ...30/03/2009

Signed.....Tom Reed....Secretary 30/03/2009