

CONSTITUTION OF BERKHAMSTED AND DISTRICT CHAMBER OF COMMERCE.

ADOPTED ON 11TH APRIL 2018

1. NAME

The name of the group shall be "The Berkhamsted and District Chamber of Commerce" (BDCC)

2. AIMS

The aims of BDCC shall be to help and improve the trading and commercial interests of its members.

3. POWERS

In order to achieve its aims BDCC may:

- a) Raise money
- b) Open bank accounts
- c) Take out insurance
- d) Employ staff
- e) Acquire and manage buildings
- f) Organise courses and events
- g) Work with other groups and exchange information
- h) Do anything which is lawful which will help to fulfil its aims

4. MEMBERSHIP

a) Membership of BDCC shall be open to any person over the age of 18 or any organisation, company, partnership or sole trader living or located in the Berkhamsted and District area who is interested in helping BDCC to achieve its aims, willing to abide by its rules and pays an annual subscription as agreed by the Management Committee.

b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference religion or belief.

c) Every member whether individual, company, partnership or sole trader shall have one vote at General Meetings.

d) The membership of any member may be terminated for good reason by the Management Committee, but the member has the right to be heard by the Management Committee before a final decision is made.

5. MANAGEMENT

- a) BDCC shall be administered by a Management Committee of the Officers and not more than 9 other members elected at BDCC's Annual General Meeting (AGM)**
- b) The Officers of the Management Committee shall be: The Chairperson, the Treasurer and the Secretary.**
- c) The Management Committee shall meet at least 9 times a year.**
- d) The Chairperson shall Chair all meetings of BDCC, except when he/she is absent than a Chairperson shall be appointed solely for that meeting.**
- e) The quorum of the Management Committee meetings shall be 5 members.**
- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.**
- g) The Management Committee may by a two-thirds majority vote and for good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.**
- h) The Management Committee may appoint another member of BDCC as a Committee member to fill a vacancy provide the maximum number is not exceeded.**

6. DUTIES OF THE OFFICERS

a) Chairperson

- Chair meetings of BDCC and of the Committee
- represent BDCC at functions/meetings that BDCC has been invited to
- act as spokesperson for BDCC when necessary

b) Secretary

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee in consultation with the Chairperson
- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within BDCC

c) Treasurer

- supervise the financial affairs of BDCC
- keep proper accounts that show all monies received and paid

7. FINANCE

- a) Any money obtained by BDCC shall be used only for BDCC**
- b) Any bank accounts opened for BDCC shall be in the name of BDCC**
- c) There should be three nominated officials to sign cheques and bank transfers, but only one signature is required.**

8. ANNUAL GENERAL MEETING (AGM)

- a) BDCC shall hold an AGM in the month of April**

b) All members shall be given at least 14 days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be 8 members.

c) The business of the AGM shall include:

- Receiving a report from the Chairperson on the activities over the year
- receiving a report from the Treasurer on the finances of BDCC
- electing a new Management Committee
- considering any other matter

9. EXTRAORDINARY GENERAL MEETING (EGM)

An EGM may be called by the Management Committee or by any 5 members to discuss an urgent matter. The Secretary shall give all members 14 days' notice of any EGMs together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10. ALTERATIONS TO THE CONSTITUTION

Any changes to the Constitution must be agreed by at least two-thirds of those members present and voting at an AGM.

11. DISSOLUTION

BDCC may be wound up at any time if agreed by two-thirds of those members present and voting at an AGM. In the event of winding up, and assets remaining after all debts have been paid shall be given to another Chamber of Commerce.

THIS CONSTITUTION WAS ADOPTED AT AN AGM OF THE GROUP ON

..... (Date)

Signed By:

Chairperson:

Secretary:

Treasurer:

Other Committee Members: