



ARUNDEL
CHAMBER OF
COMMERCE

Constitution

Adopted at AGM
29th June 2021

1. **NAME** – The name of the Association is the Arundel Chamber of Commerce (herein referred to as “the Chamber”).
2. **MISSION** - Arundel Chamber of Commerce’s mission is to represent the 350 plus businesses in Arundel, from sole traders to limited companies and those with a ‘High Street’ presence through to virtual ‘home-workers’
3. **OBJECTIVES** – The Objectives for which the Chamber is established are:
 - a. To give local businesses an ‘official voice’, so their concerns and priorities are heard at all levels of Government from Town, District, County to national levels, plus with other stakeholders such as the Highways Agency, South Downs National Park Authority and Arundel Festival.
 - b. To bring together local businesses to build new collaborative relationships, share best practice and provide practical support to each other.
 - c. To promote, encourage and support a vibrant and sustainable local economy.
 - d. To encourage new businesses to locate in our beautiful town.
4. **MEMBERSHIP**
 - a. Membership of the Chamber shall be open to all individual persons (over the age of 18), firms and companies that are interested or actively engaged in business and in furthering the work of the Chamber and its objectives.
 - b. Membership of the Chamber shall primarily be limited to those based in the Parish of Arundel.
 - c. The Committee shall have the power to refuse an application without assigning a reason.
 - d. Membership confers one vote for the individual, firm or company at the AGM.
 - e. Affiliate Membership will be available to those organisations and individuals that also have an interest in furthering the work of the Chamber and its objectives but are not businesses themselves (for example education or charitable organisations, museums etc). Affiliate members will have no voting rights.
 - f. Any Member who shall do an act or conduct calculated to injure or discredit the Chamber may be expelled by a resolution of a two thirds majority of Committee members. Such member shall be entitled to appeal against their expulsion to a special meeting of the Chamber.
5. **SUBSCRIPTIONS**
 - a. The annual subscription for membership shall be set by the Committee each year.
 - b. All subscriptions shall become due on the first day of January and no member shall be entitled to vote at any meetings unless their subscription shall have been previously paid.
 - c. Only fully paid-up members are eligible to stand for election to the Committee.
6. **EXECUTIVE COMMITTEE**
 - a. The officers of the Chamber shall be the Chair and Treasurer plus a Committee of at least five other elected members.
 - b. The entire management of the Chamber, except as otherwise provided by these rules, shall be deputed to the aforesaid Officers and Committee who shall meet as often as the Chair deems necessary.
 - c. The Chair shall, on the written request of any three of the Committee, call a Meeting of such Officers and Committee within seven days of the receipt of such written notice.

- d. A minimum of four Committee members shall form a quorum for the purposes of decision making.
- e. The Committee shall have the power to appoint Sub-Committees, whether or not the members of the Sub-Committee are members of the Committee or members of the Chamber.
- f. The Committee shall have the power to appoint or remove an Officer, honorary or salaried.
- g. In the event of a vacancy occurring in the Officers during the year it shall, if necessary, be filled by the Committee.
- h. The Committee may at its discretion co-opt members to serve upon it. Such members may also be Affiliate Members, but they will have no vote.
- i. If any Officers or Committee members miss more than four consecutive meetings, attention will be drawn to the fact, and failing satisfactory explanation the position may be declared vacant.
- j. In the absence of the Chair from any Committee meeting the members present shall elect a Chair to preside at that meeting.
- k. Every paid-up member of the Chamber has the right to submit a notice of motion in writing to the Chair, which shall be placed on the agenda for discussion at the next possible Committee meeting.
- l. The Committee shall keep a record of the proceedings of the Chamber in a file of minutes to be kept for that purpose. The records of the Chamber but not those of the Committee, shall be open on due notice for inspection by members at reasonable hours. Committee records will be held for no more than 3 years.
- m. The Committee will maintain a roll of paid-up members of the Chamber.
- n. The Officers and Committee shall retire at the Annual General Meeting (AGM) but shall be eligible for re-election. Any two Chamber members may propose any candidate or candidates for Officers or Committee by notice in writing before or at the AGM, the consent of such nominee being obtained first. In the event there are more nominations than vacancies, the candidates who receive the most votes by ballot at the AGM shall be elected; in the event of a tie the Chair shall have a second or casting vote.
- o. The Annual General Meeting shall be held within three months of the end of the previous financial year. At such meetings the Chair shall present a report with reference to all matters which they have dealt with during the previous year. Sub-committee reports shall be made at the discretion of the Chair.
- p. At least one other General Meeting of members shall be held annually and fourteen days' notice of all General Meetings shall be given to members. The Committee may convene General Meetings of members to consider particular matters and upon a requisition in writing of five or more members, shall convene such a meeting to be held within fourteen days of the receipt of such requisition.
- q. Every member of the Chamber shall have one vote which may be exercised by a show of hands, but it shall be competent for the members before such a vote is taken to require that it shall be taken by ballot. When a ballot is to be taken two persons shall be appointed by the meeting as scrutineers who shall count the number of votes and report the result in writing to the Chair who

shall declare the result of the ballot to the meeting. In cases of equality of votes the Chair shall have a casting vote.

- r. Members may vote by proxy at the AGM and at least 5 days prior to the AGM if that is their intention.
- s. Ratification of changes to the Constitution is required by members at an AGM or EGM.

7. 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 be transferred to some other institution (such as Arundel Town Council or Sussex Chamber of Commerce or the British Chambers of Commerce) whose aims include the protection and promotion of the businesses of Arundel, until such time as a new Chamber Committee can be formed.

8. PRESS RELEASES

- a. Reports to the press or other media attributable to the Chamber must only come direct from the Chair or by Press Release approved by the Committee.

9. 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 aims and objectives for which the Chamber is formed.
- b. Neither the Chamber, its Officers or its Committee Members shall have the power to pledge, borrow or loan any funds belonging to the Chamber other than to subscribe to and support such community-based projects and local charitable institutions and objectives as may be deemed by the Committee to be worthy.
- c. The Committee may appoint an accountant to prepare and/or audit annual accounts and may agree what remuneration (if any) to pay in that regard. It shall be for the Chamber in General Meeting to re-appoint the accountant annually if required.
- d. The Treasurer shall keep an account of all moneys received and paid and shall pay all accounts approved by the Committee for and on behalf of the Chamber. They shall present to the Chamber at its Annual Meeting a statement of account showing all financial transactions of the Chamber made up to the last day of December in the previous year.
- e. Wherever possible suppliers should be sourced locally and quotes should be obtained from more than one supplier.
- f. All cheques for purchases will need to be signed by at least two members of the Committee.
- g. Any purchases over £100 by the members of the Committee or any Sub-Committees will need to be approved by at least two members of the Committee in advance (this can be done by email).
- h. Access to online banking must be held by at least three Committee members.

10. GENERAL

- a. No alteration shall be made to these rules except by a resolution duly passed by two-thirds of the Members present and voting at a General Meeting of the Chamber and the Chair shall give to Members not less than 10 days' notice of

any such alteration(s) by way of a notice in the Chamber's newsletter or in such other form as the Chair in his or her discretion may direct.