

1. Name

The association is known as "Paignton & District Chamber of Commerce" or "PDCC".

2. Place of Meeting

Meetings are held at any place appointed by the Executive.

3. Objectives

The objectives of Paignton Chamber are:

- The promotion and protection of the business interests of Paignton 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 Paignton or businesses operating within Paignton 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 Paignton 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 Membership Executive on an appropriate membership form (appendix 3)

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 Executive Committee. The Executive will comprise 5 essential Members including a Chairperson, a Vice Chairperson, an Admin Executive, a Finance Executive, a Membership Executive and one Co-opted member as appointed by 5 essential members.

An Executive quorum shall be constituted by three 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 which will take place every April.

An Executive Member can resign from the Executive by giving the Admin Executive or Chairman Chairperson 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 Paignton 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 Paignton 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 Paignton 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 an 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.)

10. Meetings

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

The Finance Executive 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 is up to date. 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. Such appointment should be in writing (email acceptable) and produced to the Admin Executive at least twenty-four hours before the time fixed for the Meeting.

Voting at all meetings shall be on a simple majority with the Chairperson at their 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

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 £40.00 per annum for a commercial business and £30.00 per annum for a charity, non-profit or educational organisation (or such other sum as the Executive may from time to time determine at any General Meeting) and shall be payable to the Finance Executive.

New Membership begins on payment of the fee and last for one year.

Renewal reminders will be sent out no more than one month but no less than one week in advance of renewal date.

12. Finances

No expenditure should be made without the authority 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.

Paignton District Chamber Executive Charter 2017 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 utilised.
- Take an active role in discussing and developing new policies and procedures for Paignton 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.

Paignton District Chamber Of Commerce Code of Conduct

As a member of Paignton District Chamber I/we recognise 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 honourably upon the business community.
- Respect the reputation, profile and status of Paignton District Chamber of Commerce accordingly.
- Understand support and promote Paignton Chamber of Commerce and the enhancement of business growth within Paignton 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 Paignton 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 Paignton District 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 Paignton District Chamber of Commerce.

Signed Printed name

Owner/manager of Dated

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