

SARK CHAMBER OF COMMERCE

CONSTITUTION

1. NAME

The Chamber shall be known as the Sark Chamber of Commerce.

2. OBJECTIVES

The Chamber exists to link together members of Sark's business community so that they speak with an authoritative voice on any matter relating to trade, commerce and industry in Sark and work together for their mutual benefit to:

- 2.1 Promote and protect trade, commerce and industry in the island;
- 2.2 With the benefit of members' knowledge and experience, formulate views on Chief Pleas' policy, legislation and other related matters and communicate those views in whatever manner deemed appropriate so that members may have an influence on matters relating to trade, commerce and industry through the unified voice of the Chamber;
- 2.3 Represent its members' interests on bodies or on specific issues;
- 2.4 Provide services for members;
- 2.5 Provide opportunities for its members to meet and to provide a forum for discussion and exchange of views on relevant matters.

3. MEMBERSHIP AND SUBSCRIPTIONS

- 3.1 Membership of the Chamber shall be open to any entity or individual engaged in trade, commerce, industry or the professions in Sark.
- 3.2 Entities such as bodies corporate or partnerships may nominate to represent them any person or persons but each such entity shall exercise one vote only, regardless of the number of representatives nominated.
- 3.3 Application for membership shall be made on the approved form and shall be accompanied by the current subscription. In the case of organisations seeking to be represented by more than one person, the names of all such representatives shall accompany the application.
- 3.4 Notification of approval of the application shall constitute membership.
- 3.5 The annual subscription shall be determined at the annual general meeting and shall fall due on 1st April each year.
- 3.6 No member whose subscription has not been paid by the date of the Annual General Meeting shall be entitled to the privileges of membership and those members whose subscriptions have not been paid by 30 June shall have their names removed from any list or directory of members.
- 3.7 It shall be the responsibility of members to notify the Council in writing of any change of nominated representative(s).

4. MANAGEMENT

The management of the business and functions of the Chamber shall be the responsibility of:

4.1 The Council of the Sark Chamber of Commerce which shall comprise;

4.1.1 The President, initially elected for two years but thereafter eligible for re-election annually for no more than five years consecutively;

4.1.2 The Vice-President who shall be elected annually and shall be eligible for re-election;

4.1.3 The Secretary who shall be elected annually and shall be eligible for re-election;

4.1.4 The Treasurer who shall be elected annually and shall be eligible for re-election;

4.1.5 Six Council members who shall be elected annually;

4.1.6 All past presidents who continue their membership may, by invitation of the council, be ex-officio Council members;

4.1.7 Elected committee chairmen or, in their absence, vice-chairmen may be ex-officio Council members by invitation of the Council.

4.2 Council functions:

4.2.1 The President shall promote and enhance specific policies and views by being the spokesman for both the Chamber and its Council in its dealings with all external bodies including the media;

4.2.2 The Vice-President shall carry out these functions in the absence or by delegation of the President;

4.2.3 The Council may at its discretion nominate one or more of its number to deputise for the President and/or Vice-President in dealings on specific issues with the aforementioned external bodies;

4.2.4 The Treasurer will be responsible for the financial management of the Chamber.

4.2.5 The Secretary will be responsible for recording and distributing the minutes of general and Council meetings and for dealing with correspondence.

4.3 The Council shall be empowered at its discretion to hold meetings with members at such intervals as the Council shall determine

5. POWERS OF DELEGATION

The Council may delegate such power and authority as it deems necessary for the efficient pursuit of the Chamber's objectives.

6. ELECTIONS

All elected officers and members of the Council shall be elected by ballot with a simple majority determining the results. All nominations shall require a proper and seconder and, if the nominee is unable to be present, his or her consent.

7. ANNUAL GENERAL MEETING

7.1 The Annual General Meeting shall be held during the month of March at a time and place determined by the Council with at least ten days notice being given to all members.

7.2 The convening notice shall be accompanied by the minutes of the previous Annual General Meeting, the accounts of the previous year, the agenda and any other

information which the Council believes could be of interest or assistance to Chamber members.

7.3 The business of the Annual General Meeting shall be:

- 7.3.1 To confirm the minutes of the previous Annual General Meeting;
- 7.3.2 To receive the report of the President and Council;
- 7.3.3 To approve the audited accounts of the previous year;
- 7.3.4 To elect a President, Vice-President, Secretary, Treasurer and six Council members to serve for the ensuing year unless, otherwise specified in this constitution, with each nomination requiring a proposer, seconder and the consent of the nominee;
- 7.3.5 Where an election is contested, there shall be a secret ballot;
- 7.3.6 New committee members will take office at the end of the meeting;
- 7.3.7 To set the subscription for the following year
- 7.3.8 To elect one or more persons to audit the Chamber's accounts;
- 7.3.9 To consider and, if deemed appropriate, act upon any business of which prior notice has been given or which the majority of members present may determine to entertain.

8. SPECIAL GENERAL MEETINGS

8.1 Special General Meetings shall be convened upon the requisition of:

- 8.1.1 The President or, in his absence or incapacity, the Vice-president; or
- 8.1.2 The Council; or
- 8.1.3 Upon written request to the Council signed by no fewer than seven Chamber members.

8.2 Such meetings shall be held within twenty-one days of the requisition being delivered to the Council. A minimum of three clear days notice shall be given to members and the purpose for which the meeting has been called shall be stated in the convening notice.

9. CONVENING OF GENERAL MEETINGS

Shall be by any of the following:-

- 9.1 By letter addressed to each member;
- 9.2 By notice on appropriate boards at the Sark Post Office and any other premises where such a facility exists to which the general public have access;
- 9.3 By e-mail.

10. QUORUM

At all General Meetings fifteen members present shall constitute a quorum;

At Council meetings five elected officers or Council members present shall constitute a quorum.

11. ACCOUNTS AND FINANCIAL MANAGEMENT

11.1 The Treasurer shall be responsible for the accounts and financial management of the Chamber. All monies shall be banked by the Treasurer, who shall keep true accounts of all monies received and of the assets, credits and liabilities of the Chamber.

11.2 The accounts shall be closed on 31 December each year and a balance sheet prepared, audited and presented to the ensuing Annual General Meeting.

11.3 The Council shall have authority to:

- 11.3.1 Purchase, lease or otherwise acquire any item or equipment deemed necessary or convenient to promote or further the objectives of the Chamber.
- 11.3.2 Invest the monies of the Chamber not immediately required for its purposes in or upon such investments or securities as may be thought fit;

11.3.3 Authorise and agree the terms for the provision of any service considered to be for the benefit of members.

12. COMMITTEES

12.1 The Council shall be enabled to form committees to investigate or act upon any matter considered appropriate to further the Chamber's objectives.

12.2 Such committees shall comprise a chairman, vice-chairman and at least one other Chamber member;

12.3 Such committees' mandates shall be determined and approved by the Council;

12.4 Such committees shall be required to report to the Council at such intervals and in a form determined by the Council.

12.5 No such committee shall be empowered to make any decisions relating to such mandates or to issue any statements thereon without prior approval from the Council.

13. PROCEDURE AT MEETINGS

13.1 The President or, in his absence or incapacity, the Vice-President, shall chair all general and Council meetings. At all such meetings, in the event of the absence of both the President and Vice-President, a chairman may be elected from among those present five minutes after the time appointed for the meeting.

13.2 The chairman at all meetings shall have an original vote and, in the event of an equality of votes, shall also have a casting vote. A majority vote at all meetings shall be binding upon the minority with an absolute majority being sufficient unless otherwise stated in this constitution.

13.3 The chairman of any meeting may adjourn such a meeting, in which case, upon reassembling, no business other than that unfinished at the time of the adjournment may be discussed.

14. CONDUCT OF MEMBERS

14.1. Three-fourths of the members present at any annual or special general meeting may, by resolution to be decided upon by ballot, expel a member whose conduct, in their opinion, renders him or her unfit to be a member of the Chamber and such member shall, from the passing of such resolution, cease to be a member.

14.2 The Council and committees shall have the power to suspend any of their respective officers or members, providing such members shall have the right to appeal against the decision at the next general meeting.

15. REPLACEMENT

In the event of the expulsion, suspension, resignation, incapacity or death of any officer, Council member or committee member, the respective Council or committee may appoint another Chamber member to act in his or her stead until the next general meeting called to address the vacancy.

16. CONSTITUTION

No proposed addition, alteration to or replacement of the whole or any part of this constitution shall be discussed or voted upon at any general meeting unless submitted to the Council at least twenty-one days prior to the general meeting and full details of all or any such additions, alterations or replacements shall accompany the said general meeting's convening notice.

Adopted by the members on 12.03.2007 and amended on 5.03.2009 (para 3.5)