

WREXHAM TOURISM FORUM

Constitution

1.0 Name

To be called:

Wrexham Tourism Forum. [Hereafter called the Forum]

2.0 Office

2.1 The office of the Forum shall be situated at the office of the Secretary current at the time.

3.0 Aims and objectives

3.1 To promote the development of the Tourism Industry within Wrexham County Borough with a view to increasing the area's visitor potential, encouraging job creation and generating income.

3.2 To establish a network between members to interchange ideas and share information of mutual benefit through regular meetings.

3.3 To initiate or, in particular, to support schemes that enhance the development of Tourism, Leisure and Culture in Wrexham County Borough and explore the possibility of accessing funding packages.

3.4 To promote and maintain liaison and consultation with the public, relevant statutory bodies, the County Borough Council and the travel trade operators.

3.5 To provide guidance and advice as necessary to bodies seeking to develop various aspects of Tourism.

3.6 To advise and protect the overall interest of the Forum and its members with particular regard to new legislative measures affecting it and to make representations where appropriate to the County Borough Authority on such measures appertaining to Licensing, Planning, Building Control, Fire Regulations, Highway Regulations and Hygiene Standards.

3.7 To work in partnership with fellow Forum members and the County Borough Council on general and/or specific marketing campaigns.

3.8 To ensure that the Forum is given due recognition as a group of operators within Wrexham County Borough which represents the professional views of the trade and that statutory bodies seek the views of the trade on all tourism related matters.

3.9 To be consulted by the County Borough Council in relation to their future policies and objectives and have an input into their decision making.

4.0 Membership

4.1 Membership shall be open to proprietors, directors and duly authorised managers, manageresses, secretaries or other responsible officers of tourism, cultural, leisure and relevant support services in the area.

- 4.2 Membership would be restricted to establishments and interests within Wrexham County Borough.
- 4.3 Any annual subscription will be in respect of the period 1 April to 31 March. The value of such subscriptions shall be determined at the Annual General Meeting of the Forum in each year, or failing such determination, shall be that in force for the preceding year adjusted to allow for inflation over the year in question, the Retail Price Index to be used as a basis for such a calculation. Subscription other than the first shall be payable on the first day of April in every year. Members admitted on or after 1 October in any year shall pay half the annual subscription then current in respect of membership for the remainder of that year.
- 4.4 A Member shall cease to be a Member:
- i) on tender of the Member's resignation to the Secretary of the Forum;
 - ii) should the Member's annual subscription be in arrears and unpaid for more than twelve consecutive months (with the proviso that the Executive Committee may grant an extension beyond the twelve month period in exceptional circumstances); or
 - iii) upon decision by a Special Resolution that the Member concerned shall no longer be a Member of the Forum.
- 4.5 The Forum will have the discretion to withhold the offer of membership if it is deemed appropriate. A current member may be ineligible for future membership or be expelled from membership and forfeit all claims upon the Forum if a member is found to infringe rules or act in a way which is detrimental to the interests and reputation of the Forum. A member shall have the right of appeal to a General Meeting on written notice to the Secretary within three weeks of his/her becoming aware of such expulsion.

5.0 **Management of the Forum's Affairs and Funds**

- 5.1 The Forum shall be governed by an Executive Committee of eight members consisting of: Chair, Vice-Chair, Secretary, Treasurer and four other members, who will be elected at the Annual General Meeting.
- 5.2 Executive Committee members shall hold office for one year, but will be eligible for re-election at the end of such period. The Executive Committee shall have the power to co-opt additional members from time to time who will be empowered to speak but not vote.
- 5.3 Any vacancy occurring during the year will be filled from the general body of members in accordance with Rule 9.8.
- 5.4 Five shall constitute a quorum of the Executive Committee.
- 5.5 The Secretary will convene Executive Committee meetings on a mutually convenient date as often as desirable, but at any time on request of the Chairman or four members of the Executive Committee.

5.6 The financial year of the Forum will be from 1 April to 31 March with the Annual General Meeting being held in April, as from 2002.

5.7 Notice of the motions to be brought forward at the Annual General Meeting and General Meetings shall be given to the Secretary in writing not less than ten clear days before the date of the meeting.

5.8 The decision of the Executive Committee will be final and no correspondence will be entered into.

6.0 **Finance**

6.1 The Treasurer shall collect any subscriptions, which shall be set at the Annual General Meeting, and shall produce accounts properly stated and balanced and a duly audited balance sheet shall be presented to each Annual General Meeting.

6.2 The funds of the Forum and all business and relative matters shall be under control of the Executive Committee. All expenditure shall be authorised jointly by the Chair and Vice-Chair.

6.3 The funds of the Forum will be applied solely towards the aims and objectives of the Forum. Such bank and investment accounts as may be deemed necessary by the Executive Committee shall be kept in the name of the Forum. The financial year shall be from 1 April to 31 March and all Statements of Accounts and Balance Sheets shall be compiled accordingly.

7.0 **Alterations to the Constitution**

7.1 No alteration of or addition to this Constitution shall be made except at an Annual or Special General Meeting of the Forum.

8.0 **Meetings**

8.1 An Annual General Meeting of the Forum shall be held every year during the months of April or May on such a day and at such a time and place as the Executive Committee shall determine for the purpose of:

- receiving and approving the report and accounts;
- appointing the Executive Officers of the Forum;
- a discussion of the general policy of the Forum;
- the transaction of such other business as any be required by these Rules or as may be brought before the meeting of the Executive Committee; and
- setting the subscription rate.

Each Member is entitled to vote at the Annual General Meeting and at General Meetings.

8.2 The Chair, on behalf of the Executive Committee, shall submit to the Annual General Meeting of the Forum a report of the activities of the Forum during the previous year, together with a statement of accounts setting out the income and expenditure during the preceding financial year and a balance sheet showing the state and disposition of the funds of the Forum signed by the Treasurer and certified by an appropriate officer appointed as Auditor for the accounts of the period in questions.

8.3 The Executive Committee may decide to convene a General Meeting of the Forum at any time it thinks fit.

8.4 The Chair shall convene a General Meeting if required to do so by notice in writing by any five Members of the Forum setting out the business to be transacted at such a meeting and the receipt of this notice by the Secretary. Any such notice should bear the signatures of the five or more Members involved. Any such meeting shall be convened on such a day and at such a time as the Chair shall determine, albeit within 21 days of the receipt of the original notice from the Members by the Secretary.

9.0 **Note of and Proceedings at Meetings**

9.1 At least ten working days notice of every meeting of the Forum shall be given to every member specifying the place, the day and the hour of the meeting and, in case of a Special Resolution, the proposed resolution. Such notice may be served by the Forum upon any Member either personally or by sending it through the post in a prepaid letter addressed to the Member concerned. Any accidental omission to give notice by any Member shall not invalidate the proceedings at any General Meeting.

9.2 No business shall be transacted at a meeting unless a quorum is present when the meeting proceeds to business. Ten Members present in person shall be quorum for all purposes for General Meetings of the Forum.

9.3 The Chair of the Forum, unless the Chair decides otherwise or is prevented by the Rules from so doing, shall occupy the Chair of any General Meeting or of any meeting of the Executive Committee at which the officer concerned is present. In the absence of the Chair, the meeting shall elect a Member or take the Chair at such a meeting.

9.4 At a meeting, resolutions other than Special Resolutions put to the vote of the meeting, shall be decided on a show of hands of members except when a proposition is moved, seconded and carried by a majority of members present that a recorded vote or secret ballot should be taken.

9.5 A Special Resolution is a resolution of a General Meeting of the Forum duly convened in accordance with Rule 8.4 and passed by a three-fourths majority of the members present in person and voting, or if in accordance with Rule 9.4, a recorded vote or secret ballot is required. Special Resolutions shall be decided on a show of hands of members unless - on or before the declaration of the result of a show of hands - a recorded vote or secret ballot be demanded by the occupant of the Chair of the meeting or in writing by at least five members in person or by proxy. Unless a poll be demanded in respect of such a Special Resolution, a declaration by the Chair of the meeting that a resolution on a show of hands has been carried unanimously or by a particular majority or lost and an entry to that effect recorded in the minutes of the proceedings of the Forum shall be conclusive evidence of the fact.

9.6 In a case of an equality of votes whether on a show of hands or on a poll, the Chair of the meeting shall be entitled to a second or casting vote.

9.7 In conducting a recorded vote or secret ballot, votes may be cast either personally or by proxy. A proxy shall be appointed in writing. The instrument appointing the proxy

shall be delivered to the office of the Forum not less than 24 hours before the time appointed for holding the meeting at which the person named in the instrument proposes to vote and in default of this, the Chair shall be entitled to treat the Instrument of Proxy as invalid. No instrument appointing a proxy shall be valid after the expiration of 12 months from the date named in it as the date of its execution or earlier upon receipt at the Forum" office of a notice of cancellation of the Instrument of Proxy signed by the original signatory or upon termination of either party's membership rights.

- 9.8 A member of the Executive Committee retiring at a meeting shall retain office until the close or adjournment of that meeting. The Executive Committee shall be empowered to fill any casual vacancies arising between Annual General Meetings, except for an appointment of both Chair and Vice Chair in any one year, in the event of vacancies to both these posts occurring the Executive Committee shall immediately call a Special General Meeting to appoint to the second vacancy and seek confirmation of the appointment to the first vacancy.
- 9.9 Every member of the Executive Committee shall have one vote at the meetings of the Executive Committee. In case of an equality of votes the occupant of the Chair of that meeting shall have a second or casting vote. Questions arising at any Committee Meeting shall be decided by a majority of votes.

10.0 **General**

- 10.1 The Forum may be dissolved by a Special Resolution of the Forum.
- 10.2 If upon dissolution of the Forum there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the Members of the Forum but shall be given to such a body or institution not carrying on business for profit as shall be determined by the Forum in General Meeting.
- 10.3 The Rules of the Forum for the time being in force shall be entered in a book to be kept at the office of the Forum and to be open for inspection by members and of eligible applicants for membership during business hours.