

**Constitution of the
LISBURN CHAMBER OF COMMERCE**



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Constitution of the LISBURN CHAMBER OF COMMERCE

1. NAME

The Associations name is Lisburn Chamber of Commerce (LCC).

2. THE PURPOSES OF THE ASSOCIATION

The chamber is established to:

- 2.1 Promote and assist trade and commerce and the businesses located within the Greater Lisburn Area and other businesses associated with that area.
- 2.2 Provide for the formation and exchange of views on any question connected with the conduct of any trade or business with which any of the members of the Chamber is associated.
- 2.3 Represent, express and give effect to the opinions of the members of the Chamber on business, trade or commercial matters of all kinds.
- 2.4 Collect and circulate commercial statistics and information of all kinds.
- 2.5 Enter into agreements with other Chambers of Commerce and other bodies for the advancement of trade and business and the protection of persons engaged in commerce and industry.

3. CARRYING OUT THE PURPOSES

In order to carry out the Chamber's purposes, the Executive Committee have the power, on behalf of the Chamber, to:

- 3.1. Liaise with similar organisations and co-operate with these bodies on matters of mutual concern.
- 3.2. Provide, maintain and equip or assist in the provision, maintenance and equipment of premises and facilities designed to carry out the objects of the Chamber.
- 3.3. Promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the results thereof.
- 3.4. Organize or assist in organizing meetings, events, lectures, classes and exhibitions, and publish or assist in publishing reports, periodicals, photographs, promotional materials, recordings, books or other documents or information in various media; printed, electronic or otherwise.
- 3.5. Fund the writing, printing, publication and distribution of reports, periodicals, books, pamphlets, leaflets or other documents or communications.
- 3.6. Obtain, collect and receive money by way of grants, donations, loans, bequests, legacies, subscriptions or other lawful method, provided that the Chamber may not engage in any form of permanent trading.
- 3.7. Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotion of the above objects and

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construct, maintain and alter any as appropriate buildings or erections which the trustees may think necessary for the promotion of its objects.

- 3.8. Make regulations for any property which may be so acquired.
- 3.9. Sell, let, mortgage or dispose of all or any of the property or assets of the society.
- 3.10. Receive money on deposit or loan or borrow or raise money in such a manner as the Executive Committee shall think fit.
- 3.11. Invest the monies of the Chamber not immediately required as may be thought fit by the Executive Committee.
- 3.12. Recruit and train members and volunteers to carry out the objects of the Chamber.
- 3.13. Employ and pay any person or persons, to supervise, organise and carry on the work of the Chamber and make all reasonable and necessary provision for the payment of remuneration to employees.
- 3.14. Do all such other lawful things as are incidental or conducive to the pursuit of the main objectives of the Chamber.

4. MANAGEMENT AND EXECUTIVE COMMITTEE

4.1 Final control of Chamber's activities shall be vested in the annual general meeting (AGM) and special general meetings which shall have full authority to deal with all matters of sole concern to members of the Chamber.

- 4.1. A member of the Chamber is any person who has paid the required annual subscription to the Chamber.
- 4.2. Between general meetings, the affairs of the Chamber shall be managed by the Executive Committee.
- 4.3. The Executive Committee shall comprise not less than 5 from the membership at the Annual General Meeting.
- 4.4. Members of the Executive Committee shall elect from amongst their own number a President, Treasurer and such other honorary officers as they may think fit who shall have such functions and duties as may be decided from time to time by the Executive Committee. Any such honorary officer appointed by the Executive Committee may be removed or replaced by the Executive Committee at any time.
- 4.5. Members of the Executive Committee shall be eligible to serve until the close of the next annual general meeting following their election, at which they shall be eligible for re-election.
- 4.6. The Executive Committee shall have overall control of all Chambers activities and finances

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and of all matters pertaining to the general conduct and welfare of the Chamber. It shall have the power to appoint sub-committees when necessary and to delegate to any such sub-committee any powers except those relating to membership.

- 4.7. The Executive Committee shall also have power to co-opt additional members to serve in a sub-committee or on the elected committee if the co-opted member's particular skills or expertise are required.
- 4.8. Members co-opted to the committee shall be eligible to serve until the close of the next annual general meeting.
- 4.9. Members co-opted to the committee shall be eligible to fill a vacancy arising among elected members but shall have no voting rights within the elected committee.
- 4.10. The Executive Committee shall meet to conduct its business as it shall determine, but not less than ten times each year.
- 4.11. The Executive Committee may make reasonable additional rules to help run the Chamber. These rules must not conflict with this constitution or the law.
- 4.12. Decisions of the Executive Committee shall be taken by simple majority vote and the Chairperson, or the person voted to the chair in his or her absence, shall have a deciding vote.
- 4.13. Decisions taken at any meeting may be amended or revoked at any subsequent properly convened meeting by a majority of those present and entitled to vote.
- 4.14. Any committee member who fails to attend two consecutive meetings may be suspended from membership of the committee until the member has given an acceptable explanation for such absence. Committee members are required to attend Committee meetings monthly and not be absent for more than 3 in the year. Exceptional circumstances will be considered when provided in writing to the President.
- 4.15. Any Executive Committee member, being a person engaged in any profession shall be entitled to charge and be paid for professional work done on behalf of the Chamber.

5. DISQUALIFICATION AND REMOVAL OF EXECUTIVE COMMITTEE MEMBERS

An Executive Committee member must cease to hold office in any one of the following cases:

- 5.1. Becomes bankrupt or is disqualified by law from serving as a director of the company.
- 5.2. He or she ceases to be a member of the Chamber.
- 5.3. He or she is absent without the permission of the Executive Committee from all their meetings held within a period of six consecutive months and the Executive Committee resolve that his or her office be vacated.

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6. PROCEEDINGS OF THE EXECUTIVE COMMITTEE

Members of the Executive Committee may meet together for the dispatch of business and may adjourn and otherwise regulate their meetings as they think fit.

Questions arising at any meetings shall be decided by a majority of votes. In the case of a ties vote the President shall not have a second or casting vote and the resolution shall be deemed to be lost.

An honorary officer may on the requisition of two or more Executive Committee members, summon a meeting for the Executive Committee by giving reasonable notice to all its members.

The quorum for the transaction of the business of the Executive Committee shall be four members of the Executive Committee including co-opted voting members.

At every Executive Committee meeting the President of the Chamber shall preside, but if he/she is not present the Executive Committee members present shall choose one of their number to chair the meeting, whose function shall be to conduct the business of the meeting in an orderly manner.

7. MEMBERSHIP

- a. The Chamber shall have a membership. Any business person who supports the objects of the Chamber and is aged 18 or over can apply to the Executive Committee for membership. Once accepted, and the membership fee is paid, membership lasts for 1 year and may be renewed.
- b. Applications for membership shall be made to the Executive Committee Secretary on the prescribed form. Such applications shall be considered at the next meeting of the Executive Committee. No person shall be admitted as a member of the Chamber unless he/she is approved by the Executive Committee which shall satisfy itself as to the suitability of the applicant to take part in the objects of the Chamber.
- c. A member may at any time withdraw from the Chamber by giving at least 1 month notice in writing to the Chamber.
- d. Employees of business members can receive Chamber communications and avail of access to Chamber activities. At the AGM and special general meetings only one vote per paid member can be cast.
- e. The Executive Committee will keep an up-to-date membership list provided consent to do so is obtained from each member in accordance with GDPR. The membership list must detail
 - i. The full name of the member
 - ii. The full address of the member
 - iii. A contact telephone number (if available)
 - iv. An email address (if available)
- f. The Executive Committee may on a simple majority of those present at its

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meeting remove from membership any person who has not paid the annual subscription or who in the opinion of the Executive Committee has become unsuitable to be a member of the Chamber.

- g. Any member whose expulsion is proposed as becoming unsuitable for membership shall be notified of the proposal at least fourteen days before the meeting at which it is to be considered and shall have the right to make representation on his/her own behalf to the meeting at which the decision is to be made. Only the member, the termination of whose membership is proposed may make such representation.

8. SPECIAL AND ANNUAL GENERAL MEETINGS

- a. The annual general meeting of the Chamber shall be held no later than the 31st March each year.
- b. The annual general meeting shall provide an opportunity to:
 - i. Allow the outgoing Honorary Officers to present the annual report and accounts.
 - ii. Discuss such reports of Chamber activities as the committee considers appropriate.
 - iii. Elect the Executive Committee for the coming year.
 - iv. Make any necessary amendments to the constitution.
 - v. Consider any matters raised by individual members.
- c. Nominations for members standing for election to the Executive Committee at the annual general meeting must be received in writing by the Executive Committee Secretary at least one week in advance of the annual general meeting. Nominations submitted later than this deadline will be accepted only where no other nominations have been received for a given position on the Executive Committee.
- d. A special general meeting may be convened by the Executive Committee as often as it deems necessary, or by the Executive Committee Secretary at any time on receipt of a request in writing signed by not fewer than 15 members.
- e. The notice convening a special or annual general meeting shall issue to members at least 14 days before the date fixed for the meeting via email. The notice shall state the business to be considered at the meeting.
- f. The President, Treasurer (or in their absence a member selected by the meeting) shall take the chair.
- g. Every member present and entitled to vote shall have one vote upon every motion put to the meeting. Resolutions will be passed by a simple majority vote, unless a special resolution is required by law in which case a 75% majority of those in attendance is required.
- h. In the case of a tie, the President shall have a deciding vote.
- i. Special general meetings shall exercise the powers of an annual general meeting

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upon such stated business.

- j. The quorum at the special or annual general meetings shall be a minimum of 8 paid-up members.

9. MONEY AND PROPERTY

- a. The Chamber's assets and finances shall be used to further the objects of the Chamber.
- b. At no time or under no circumstances shall assets of the Chamber be distributed among members either on an interim or a winding-up basis, provided that nothing herein shall prevent any payment in good faith by the Chamber to any person, for reasonable and proper out-of-pocket expenses, for which the approval of the Executive Committee has been obtained.
- c. Each member shall contribute an annual sum for membership of the Chamber to be decided by the Executive Committee and reviewed as necessary.
- d. Our annual membership covers 1 January to 31 December. If a member joins part way through a year, then they will be issued with a pro-rata invoice for part of the year when they join. They will then be issued with an annual invoice at the same time as the rest of the members the following year.
- e. Membership shall be suspended if, after having received one reminder, the member shall still be in arrears two months after the date on which the sum was due.
- f. Funds may be raised by any legal means which the committee deems suitable.
- g. All cheques and all receipts for monies paid to the Chamber shall be signed, accepted, endorsed or otherwise executed in such manner as the Executive Committee may direct, provided that all instruments of expenditure must be signed by at least two members of the Executive Committee drawn from the President, Secretary and Treasurer.
- h. The Honorary Treasurer shall keep and have available for inspection books showing the state of the accounts at any one time.

10. DISSOLUTION

- a. A resolution to dissolve the Chamber shall be passed only after three-quarters of the membership have so declared in favour in a ballot vote of all the members.
- b. In the event of the Chamber being dissolved, surplus assets remaining after the satisfaction of debts and liabilities shall be held in trust by the Executive Committee until transferred by them to a charitable institution or organization with objects similar to those of the Chamber, provided that the rules of such an institution or organization similarly preclude the distribution of such assets to its members.

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11. CONSTITUTIONAL AMENDMENTS

- a. The constitution may be added to or amended by resolution of any annual or special general meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least three-quarters of the members voting thereon.

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12. ADOPTION OF THE CONSTITUTION

This constitution was adopted on by the people whose signatures appear below. They are the Executive Committee until the AGM, which must be held within one year of this date.

Signed

Print name