Swanage and Isle of Purbeck Chamber of Trade
Constitution and Rules (revised 2026) - Edition 1
Renamed 1987 - Swanage Chamber of Trade - Established 1925

Name: That this association be called Swanage and Isle of Purbeck Chamber of Trade. Referred to as 'The Chamber'

Objectives: To create a spirit of goodwill and unity amongst members of the Chamber through meetings, discussions and other functions. To encourage networking and support to help promote businesses in Swanage. To improve communications between members of the Chamber and the Town council through meetings and circulation of information.

Membership: The membership of the Chamber shall consist of anyone who either has a business or commercial interest in the town or wishes to help promote such businesses and the general interests of the town of Swanage and the surrounding area.

Subscriptions: The annual subscription shall be fixed by the Executive Committee at their September meeting and shall be due and payable in full on the 1st October each year or within seven days of joining Chamber. For members joining part way through a year the subscription will be pro-rata.

Any member, whose subscription is not paid by 31st December, will forfeit membership and any of its benefits. No further notice will be given. Members whose subscription has lapsed can reapply to join at any time.

Resignation from Membership: Members may choose to leave Chamber at any time and written confirmation of this should be given to the Secretary. Subscriptions paid will not be reimbursed.

Special Donation: When considered necessary by the executive committee, donations and subscriptions may be invited for the promotion of specified and distinct purposes.

Management: The Chamber will be organised with a President, Chair, Vice Chair, Treasurer and Honorary Secretary and such committee members as are elected at the annual meeting. These will form an Executive Committee. Nominations for these posts should be made, in writing, to the Honorary Secretary prior to the Annual General Meeting. With the consent of members attending the AGM, these post-holders may continue for further terms of office. Executive Committee meetings require a minimum quorum of four members.

Vacancies: The Executive Committee shall have the power to fill up any vacancies which may exist or occur in its number during its year in office. Specific sub committees or working groups may be appointed by the Executive Committee and these will be accountable to the executive committee which will retain the power of final approval over any recommendations made by such groups.

Meetings: The Executive Committee shall meet when necessary with general meetings to be held monthly when required. Additional meetings may be called by a member of the Executive Committee giving appropriate notice of such via the Honorary Secretary,

An extraordinary meeting of the Chamber may be called by the President or the Secretary when they think desirable, and a meeting must be called by the Secretary upon receipt of a requisition

signed by not less than ten members. Not less than six days' notice to members shall be given.

An Annual General meeting shall be held at a date to be decided by the executive committee, members to be given one month's notice. Ten members to form a quorum. At this meeting the President,Chair,Vice Chair, Secretary and Treasurer shall present their reports, the accounts of the Treasurer having previously been audited by an auditor appointed by the Chamber. The President, Treasurer and Honorary Secretary shall be elected. The Auditor and the balance of the executive committee shall be chosen, and any other necessary business contracted.

Method of voting: Every member of Chamber shall have one vote which may be exercised by a show of hands. If a ballot is considered necessary or advisable, then this should be conducted based on one member one vote.

When a ballot is to be taken, two persons shall be appointed as scrutineers who shall count the number of votes and report the results in writing to the President who shall declare the result of the ballot to the meeting. In the case of equality of votes the President shall have a casting vote.

The Treasurer: To whom all subscriptions should be paid, shall have charge of the funds of the Chamber, and shall pay all demands as and when ordered by the Executive Committee. The Treasurer shall balance the accounts for each audit of the Chamber and, or whenever required by the committee. All books, documents, money and properties of and belonging to the Chamber shall be given up when required either by the Chamber or the Executive committee.

Honorary or General Secretary: The Honorary or General Secretary shall perform such duties as the Chamber, or the Executive committee, may from time to time direct. They shall forthwith give up all books, documents money and properties of and belonging to the Chamber, when required to do so either by the Chamber or the Executive committee.

Co-opted Members: The Executive Committee shall have power to add to its number for special purposes persons whose knowledge, experience or public position it may consider serviceable to the Chamber.

Absence From Meetings: If any member of the Executive Committee shall be absent from committee upon four successive occasions, their office or seat may after due notice thereof, be declared vacant and another be appointed in their place, unless such absence is caused through sickness or other circumstances over which there is no control.

Additional Powers: If any matter shall arise which is not provided for in these rules it shall be dealt with by the committee at its discretion.

Alteration of Rules: No rule of the Chamber shall be rescinded or altered, or any new rules adopted, except at the annual meeting or a special general meeting convened for the purpose. Fourteen days notice of any proposed alteration shall be given to the Secretary in writing and any proposed alteration shall be contained in the notice convening the meeting. It shall be in the power of the meeting to accept any amendment which shall be relative to the proposed alteration.

In the event that the Chamber ceases to exist, any monies left in the accounts after all liabilities are settled, will be given to a local charity or group to be decided upon by the members at the time.