# ABBOTSBURY TOURISM & TRADERS ASSOCIATION [ATTA]

# CONSTITUTION October 2017

## Introduction:

The Abbotsbury Tourism and Traders Association [ATTA] has been in existence since 1996. It considers itself as a not-for-profit, formally constituted community group, and its primary purpose is to promote the tourism and trade activities of its members.

Any trade and tourist business within the parish of Abbotsbury qualifies for membership

1. Membership costs are described below.
2. The business year of ATTA is January – December with the AGM to be held in October of each year so that the following can be reviewed: -
	1. Annual membership fee.
	2. Content and number of “village” leaflets to be ordered to be agreed.
	3. Content and format of the three “village” maps to be agreed.
3. The main correspondence address of the Association is via the Secretary, whose details along with the contact details of the other current officers of ATTA are shown in Schedule A attached.

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## Objectives of the Association:

1. To work with its members to develop business opportunities, share experiences and to create the circumstances which will help members thrive and prosper.
2. To promote Abbotsbury village and Parish as a tourist and trade centre for the West Dorset coastal area.
3. To create employment opportunities in the Area through the development of trade and tourism.
4. To work with, and support community groups in the Area on a regular basis, including projects that could be mutually beneficial.
5. To actively recruit new members and maintain existing membership levels.
6. To create a financially sound basis for the running and growth of the Association.

## Membership:

1. The current cost of full membership is currently £70 pa, payable by the end of each January for the coming financial year. This cost will be reviewed annually at the AGM. The Treasurer is responsible for proposing any change required. If a member has not paid by then their details will be immediately removed from the web-site and not included either in the leaflets or on the village maps.
2. Additional “Associate” members may be co-opted to either fill a particular where there is no volunteer from within the membership or to provide a specific area of expertise. The retention of such an Associate Member is to be agreed at each AGM.
3. Where new members join during the year, a pro-rata fee will be payable, which will include entry onto the website.
4. Membership is open to all qualifying businesses, subject to filling in a short Application Form and conditional upon existing members having no significant objections. Any objections would need to be discussed openly at the next meeting.
5. Only Full Members will be entitled to vote, with one vote per membership.
6. Withdrawal of membership may occur if any member, or group of members, act in a way that is clearly prejudicial to the interests or objectives of the Association, or unduly influences other members, or brings the Association into disrepute.
7. Withdrawal can only be triggered by a written request from a minimum of five members to the Chairman. This will require careful consideration before being put to a vote by Full Members, which will require at least a 75% vote in agreement of all members on withdrawal of membership. There would be no refund of membership fees.

## Full Membership Benefits:

1. Providing a forum for discussion through both regular meetings and electronically, enabling the sharing of experiences, identifying potential opportunities for businesses within the Area and improving communications generally for the benefit of members.
2. Operating a modern website so that businesses’ can market and promote their activities, communicate with each other and like-minded bodies, and utilise technology to bring advantages to members.
3. Producing leaflets for distribution in paper form and electronically that can be used to market and promote business activities.
4. Producing local maps identifying their businesses location, brief descriptions of what’s on offer, and how to contact them.

## Management Arrangements:

1. Regular membership meetings will be organised on a bi-monthly basis, and the Secretary will publish the dates and Agenda 14 days in advance.
2. An Annual General Meeting will be held. Details, including the Agenda and any points that require resolution, will be published by the Secretary and will be with a minimum of 21 days’ notice.
3. An Extra-Ordinary General Meeting can also be held if Officers believe it necessary, or if more than one-third of members believe it would be in the interests of the Association. The Chair will publish the purpose and timing of the meeting and give at least 21 days’ notice.
4. A membership list identifying all full or associate members will be produced and updated on a regular basis by the Secretary.
5. The Treasurer will produce a financial report for each bi-monthly meeting.
6. The Officers will serve for one year only and be elected at the Annual General Meeting.

## Voting

1. Under normal conditions all votes will be by a show of hands at a meeting.
2. For major issues, such as voting for officers, electronic or postal votes (may be hand delivered), will be allowed. In this case, all votes are to be sent to the Chairman and copied to the secretary
3. For disciplinary matters, a secret ballot will be held with the Chairman and Secretary being the officers responsible for counting and announcing the result.

## Dissolution of the Association:

1. Members of the Association can agree its dissolution. This would be through a special Extra-Ordinary General Meeting [EGM], which could be called at 21 days’ notice, by the Secretary. Fifty-one per-cent of members would need to vote in favour of this.
2. Any vote on dissolution must include a decision on assets and liabilities, e.g. disposal of its current account balances, etc.

## Schedule A

 Contact Details - Elected Officers of the Association 2020/21

**Chairman** – Steve Beer; Old Schoolhouse, Back Street, Abbotsbury DT3 4JP

abbotsbury.atta@gmail.com

**Vice-Chairman** – Tim Snape:

**Secretary** – Clare Rawlings; 5, Church Street, Abbotsbury. DT3 4JJ abbotsbury.atta.secretary@gmail.com

**Treasurer** – Peter Channon; 2, Market Street, Abbotsbury DT3 4JR

atta.treasurer@gmail.com

## Schedule B

## Roles & Responsibilities of Elected Officers

General

Both the Chair and Secretary must be full paid-up members of ATTA. The Treasurer may be a co-opted member.

## Duties of the Chair:

* 1. To liaise with other elected officers and members to achieve the objectives of the Association.
	2. To conduct all meetings of the Association.
	3. To act as the Associations representative in all dealings with external bodies including Ilchester Estates and the media.
	4. To oversee areas of dispute; to arbitrate between parties, and if necessary, institute disciplinary action, which will require to be voted upon by members.
	5. If necessary, provide a casting vote, as and when required.
	6. Where a deputy is needed, to appoint one from those present at the meeting (usually to be the secretary).
	7. To commission the production of leaflets and other promotional material and to coordinate the distribution of leaflets to tourist information centres, campsites etc.
	8. To commission the production of the village site maps and to coordinate the installation of them in the village centre and main public car park.

## Duties of the Vice-Chair

1. To act as the Chair when he/she is unable to act

## Duties of the Secretary

1. To act as the correspondence address for the Association.
2. To liaise with other elected officers to encourage sound working practices; organise the regular meetings, recording and following up actions etc.
3. To prepare agenda papers for all meetings of the Association, and to give due notice of meetings and publishing a schedule of meetings etc.
4. To take and distribute accurate minutes of all Association meetings.
5. To liaise with Project Leaders and Sub-Committee leads as and when required, and to encourage sound working practices.
6. To distribute reports of all Project Groups, Sub-Committee’s and any other working groups established by the Association.
7. To record and deal with all correspondence for the Association including new member application forms etc.
8. To take the lead on membership recruitment for the Association.

## Duties of the Treasurer

1. To keep accurate and up-to-date accounts of the Associations finances.
2. To ensure that the list of account signatories is kept up-to-date.
3. To organise the insurance arrangements for the Association.
4. Raising and payment of invoices, as and when required.
5. To liaise with the Secretary to collect membership subscriptions.
6. To prepare regular financial reports for meetings, including identifying the financial implications of meeting the Associations objectives.
7. To prepare an annual statement of accounts for the Annual General Meeting.
8. To take the lead on developing funding initiatives for the Association.
9. To liaise with Project and Sub-Committee leads to ensure sound financial arrangements are in place for their planned or on-going activity.

## Schedule C

##  Working Arrangements of the Association

### Conduct of Meetings

1. All meetings shall be held at times and places notified with due notice to the membership, and arranged by the Secretary, including those relating to project and subcommittees.
2. All Projects and Sub-Committee meetings will have a nominated lead member who will report back to the members, as and when required.
3. All meetings will have a published standard agenda.
4. The views of the Treasurer must be taken into account if any actions are requested that have a financial implication.
5. Meetings are expected to take place in a harmonious and friendly manner, with respect shown for all participants’ views and opinions, and their need to feel able to contribute without undue pressure or discomfort. The Chair of the meeting reserves the right to terminate any meeting that fails to meet these standards.

### Conduct of Elections:

1. Nominations for officer posts must be sent to the Secretary at least **four** weeks before the Annual General Meeting. Nominations to any post to include the name of the nominee, the proposer and at least one seconder. The Secretary will send them, together with the Calling Notice, the Minutes of the previous AGM and the Agenda at least **three** weeks before the date of the meeting, to all members for due consideration before the AGM.
2. Nominations must be proposed and seconded and have the approval of the candidate.
3. Vacancies arising in the course of the year can be filled on an interim basis at the next appropriate meeting but their election must be ratified at the next AGM or EGM whichever occurs first. Such a candidate must be proposed and nominated to the next Management Meeting and then passed to the general membership for their approval (or otherwise).

### Decision Making:

From time to time there may be a need for decisions to be made by Members on areas of policy or general business activity, for example, electing Officers, changing the constitution, reviewing membership applications, raising fees, new project initiatives, suggestions from members etc. These proposals will be coordinated by the Secretary and put on the Agenda for the next meeting.

1. Proposals that require voting will be initiated by the Secretary and require seconding by at least one other member.
2. All fully paid up Full Members can vote, on a one-business-one-vote basis.
3. The Chairman will have a casting vote.
4. Voting is an individual member activity.
5. The Secretary will be responsible for organising and publicising voting arrangements with plenty of notice.
6. Voting will normally be through attendance at meetings where matters can be actively discussed, but to ensure inclusiveness, this can also take place electronically via email to the Chairman and the Secretary.
7. Results of each member vote will be recorded, for and against, or abstentions, and a majority vote will be taken as a binding decision of the Association. The Secretary will publish the results of the vote.

Project Initiatives:

1. Project initiatives may also be undertaken, for example, a major fundraising campaign, or developing new business opportunities etc. Proposals for new projects need to be briefly described and submitted at the next meeting for their comments and then passed to the rest of the membership with their recommendations for agreement (or otherwise).
2. The proposals should be limited to one page, and should cover; -
3. What are the benefits for the Association etc
4. Scope of work.
5. Proposed project leader.
6. Proposed members of the group.
7. Estimated cost.
8. Proposed funding source(s).
9. Timescale.

If approved in principle, regular brief reports on progress will be expected on these key areas, from the project lead once the project gets underway.

### Sub-Committees:

1. The Association can also form temporary groups for discussion points or other areas that do not require the same level of formality that projects might entail [usually this means no new financing!], and these could be initiated to cover policy areas, like updating the constitution, ideas on developing new lines of business for the Association etc.
2. A clear brief for the sub-committee is required, with timescales and reporting arrangements; all of this will need approval by Members.
3. Membership of this Sub-Committee would be open to all, and up to five members may be needed to complete the activity. A lead member will be agreed by the group and nominated to report back on progress to the regular Member meetings.

# Approved

#  Chairman

# Date