

SECTA CONSTITUTION

1 NAME

- 1.1 The name shall be the South East Cornwall Tourism Association (SECTA) and shall be referred to in these Rules as 'The Association'.

2 MEMBERSHIP

- 2.1 membership of the Association shall be confined to proprietors of:
 - 2.1.1 Hotels and Guesthouses, Self-catering Establishments, Restaurants, Touring Caravans and Camping Parks, Tourist Attractions, and Retail Premises whose clientele predominantly comprise tourists;
- 2.2 At the discretion of the Executive Committee, membership shall also be open to other persons with a special interest in tourism, including suppliers of goods and services to the tourism industry.

3 SUBSCRIPTIONS

- 3.1 The categories for Annual Subscription shall be as set in 2.1 above. Members operating in more than one category shall pay one basic membership subscription with additional charges as appropriate ;
- 3.2 The Executive Committee shall arbitrate where necessary;
- 3.3 Subscriptions are payable in advance and are due on or before **1 September** each year.
- 3.4 A membership will be deemed to have lapsed if by 31 October it has not been renewed, and the Committee reserves the right to remove the member's presence from the database and their entry from the website.
- 3.5 Applications for membership shall be made to the membership Secretary. The Executive Committee shall have power to accept or reject any application;
- 3.6 The services of Executive Committee members shall be deemed to be equivalent to the payment of subscriptions during the period of service;
- 3.7 An Association window sticker, showing the appropriate year, shall be supplied to all members for display in their establishments. Stickers to be renewed annually to all paid-up members.

4 OBJECTS OF THE ASSOCIATION

- 4.1 The objects of the Association shall be:
 - 4.1.1 to attract and actively to encourage visitors to South East Cornwall whilst preserving the unique character of the area;

- 4.1.2 to lay down a Code of Practice and Minimum Standards for Accommodation and to promote the provision of a high standard in all amenities offered by members, and to protect the industry, and the area, from any unwarranted criticism;
- 4.1.3 to ensure that each member offering accommodation shall be inspected every year by a body approved by the Executive Committee and shall declare that they have been so inspected, and found to be meeting the appropriate standard, on their annual membership invoice;
- 4.1.4 to discuss all problems affecting members in the conduct of their business and to promote co-operation between members in matters affecting their business;
- 4.1.5 to pursue and investigate any scheme to encourage the lengthening of the tourist season;
- 4.1.6 to protect the interests of the industry and of individual members with regard to legislative measures and to make representations to local authorities and others on matters affecting the industry;
- 4.1.7 to obtain special discounts for members, from suppliers to the industry;
- 4.1.8 to provide opportunities for members to meet socially;
- 4.1.9 to communicate with members at least once a month, keeping them informed of any relevant information.

5 MANAGEMENT

- 5.1 The Management of the Association shall be vested in an Executive Committee, comprising:
 - 5.1.1 Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary, Press & PR Officer, and six other members: insofar as possible, members of the Executive Committee shall be drawn from as broad a spectrum as possible of the membership of the Association; the Executive Committee shall have the power from time to time, to co-opt up to three members of the Association to serve on the Executive Committee for such duties as the Executive Committee shall decide but such co-opted members will have no voting rights at meetings of the Executive Committee;
 - 5.1.2 All members of the Executive Committee shall serve for a period of two years and shall be eligible for re-election;
 - 5.1.3 Five members of the Executive Committee shall form a quorum provided all members have been duly summoned;
 - 5.1.4 Vacancies on the Executive Committee may be filled at any General Meeting of the Association or by co-option until the next such meeting;
 - 5.1.5 If the majority of the Executive Committee views that the continued membership of any member of the Executive Committee is no longer desirable, that member may be removed from the Executive Committee and replaced as in 5.1.4 above;
 - 5.1.6 The Executive Committee shall be empowered to deal with any business as it sees fit;

- 5.1.7 The Executive Committee shall also be the Finance Committee;
- 5.1.8 Banking Accounts that stand at present as South East Cornwall Tourism Association, Quality in Cornwall and Green Acorn, into which all income shall be paid;
- 5.1.9 The Treasurer shall keep account books and records as shall be necessary;
- 5.1.10 An adequate float shall be provided to any member of the Executive Committee having need for such; accounts must be submitted to the Finance Committee when reimbursement is necessary. Expenditure not paid through the float must be passed by the Finance Committee before payments;
- 5.1.11 Any funds in excess of those needed for day to day running expenses (including any anticipated significant expenditure) may be placed in a Deposit Account;
- 5.1.12 Three signatures shall be available for signing cheques (the cheque-signing panel) any two of which will suffice;
- 5.1.13 The Treasurer shall have authority, at his or her discretion, to transfer no more than £1,000 from the Deposit to the Current Account; sums in excess of £1,000 shall require authorisation from two members of the cheque-signing panel: all transfers from the Deposit Account shall be reported to the Finance Committee at its next meeting;
- 5.1.14 The Treasurer shall report on the Association's finances to each meeting of Finance Committee and as necessary to General Meetings of the Association. Should the Account fall into arrears, the Treasurer shall immediately inform the Chairman in advance of the next meeting of the Finance Committee;
- 5.2 The Financial Year of the Association shall end on 31 December each year.
- 5.2.1 Accounts will be made up and audited forthwith and submitted to the Finance Committee for recommendation at the next Annual General Meeting of the Association;
- 5.2.2 Auditors shall be appointed annually.

6 MEETINGS

- 6.1 The Executive Committee shall meet as often as it considers necessary, and, as far as possible, once every month;
- 6.2 General Meetings of the Association shall be held as considered necessary by the Executive Committee: adequate notice of such meetings shall be given ;
- 6.3 An Extraordinary General Meeting shall be convened at the request of not less than 10% of the members of the Association; notice shall be given to the Secretary of the business specified at least 10 days before the Meeting;
- 6.4 The Annual General Meeting of the Association shall, where possible, be held in January of each year, and in any case, before the end of March.

7 VOTING

- 7.1 On matters concerning Policy, each paid-up subscribing establishment shall be restricted to one vote which may be made by written proxy;
- 7.2 A vote of 65% of those eligible voters present (including those entitled to vote by proxy) shall be deemed to constitute a majority on matters concerning Policy: a simple majority shall apply in all other cases.

8 MINUTES AND REPORTS

- 8.1 Minutes shall be kept of each meeting of the Executive Committee which, subject to the agreement of the Committee at their subsequent meeting, shall be signed by the Chairman as an accurate record of the meeting;
- 8.2 Brief minutes shall be kept of all General Meetings of the Association which shall, if so requested, be read to a subsequent General Meeting and if agreed, signed by the Chairman as an accurate record;
- 8.3 If deemed appropriate, a synopsis of each General Meeting shall be reported to the members.

9 PROCEEDINGS

- 9.1 A condensed report of the year's proceedings shall be laid before the Annual General Meeting of the Association, at which the Treasurer shall give a full report of the Association's finances and shall provide a balance sheet signed by the Association's Auditors;
- 9.2 If they think it appropriate, the Auditors may, at the Annual General Meeting, comment on the financial management of the Association.

10 RULES

- 10.1 Each member of the Association shall be provided with a copy of the Constitution;
- 10.2 No alteration of the Constitution may be made, except at a meeting called for that purpose, notice of which must be given to all members in advance;
- 10.3 The decision of the Chairman with regard to the interpretation of the Constitution shall be final.