



Filey Tourism & Trade Association

CONSTITUTION

- 1) The Filey Tourism & Trade Association shall be open to **all Members with Tourism related Business, Members owning a Trade/Business in the Filey Area and Local Organisations & Clubs.**
- 2) **The aims and objectives shall be:**
 - a) To promote Tourism & Trade in Filey and the surrounding area.
 - b) To provide support and suggestions towards the progressive development of the Tourist & Trade industry in the Filey area.
 - c) To work with other organisations, groups and individuals to achieve these objectives
 - d) To support local events; financially, promote/advertise and represent FTTA on other committees. Individual members can organise events but not under the name of Filey Tourism & Trade Association.
 - e) To provide mutual support in the form of professional advice and friendship to all members.
- 3) **Officers**

The Positions of Officers are elected by Business Name and are open to the Owners or Manager of that Business.

 - a) Officers on the Committee shall consist of Chairperson (or Joint Chair, One from a Tourism Business and One from a Trade Business), Secretary, Treasurer and a Vice-Chairperson (or Joint Vice-Chair, One from a Tourism Business and One from a Trade Business), who shall be elected at the Annual General meeting. Positions shall be taken up on completion of the Annual General Meeting. No two positions may be filled by members from the same business. However, any elected officer may temporarily carry out the duties of any vacant position until filled.

Such officers may seek re-election annually, subject to provision c) below.

 - b) Any Member wishing to stand for Office must have their nominations, duly Proposed and Seconded, sent to the Secretary not less than 7 days prior to the AGM. No nomination shall be accepted after this time. No member may Propose or Second a person from their own business.

- c) Any vacant position may be filled at any Meeting, providing 7 days' notice is given, subject to the above provisions.
- d) Any member nominated, may address the meeting in support of their candidacy.
- e) The above time-lines may be waived in exceptional circumstances as proposed by the chairman and approved by majority vote by those members present.
- f) Assistant roles to include; Website Administrator and Website Coordinator, Social Media Coordinator, West Avenue Advertising Window Coordinator, Media link, as well as representatives on external groups such as; Filey Town Council Decorative Lighting Committee, Filey Fishtive Tree, Yorkshire Coast Tourism Advisory Board and Yorkshire Coast BID, link with Scarborough Hospitality Association.

4) **Meetings**

i) **Annual General Meetings**

- a) These are to be held before 14th March annually, for the purpose of approving the annual accounts, agreeing the Fees and election of officers.

ii) **Meetings**

- a) Meetings of the Association shall be held as required, not less than four per year, excluding the AGM and shall consist of a quorum of no less than 5 persons.
- b) The Agenda shall be distributed to members prior the meeting, minutes shall be kept and distributed as soon as possible following the meeting. All items for the Agenda are to be notified to the Secretary, and Funding/Sponsorship request forms notified to the Treasurer, no later than 7 days prior to the date and only those items shall be eligible for a vote unless agreed by the majority present.
- c) Motions shall be passed by a simple majority, with the Chairman holding a casting vote. Such decisions shall only be overturned at either the AGM or an EGM called for that purpose.
- d) Only persons acknowledged by the Chair may talk on items. Every member has the right to speak on each subject, uninterrupted. Any member genuinely unable to attend a meeting, has the right to have their views expressed through the Chair by notifying the Secretary in writing, prior to that meeting.
- e) Each establishment may have a maximum of two votes and no person, (except the Chairman's casting vote), may vote more than once regardless of the number of establishments they represent.

- f) Only paid-up members, representatives of Organisations/Clubs who are paid Members and Members who are the elected Officers of the Committee attending the meetings may vote.

iii) **Extraordinary General Meetings**

- a) A Committee Member shall be required to call an Extraordinary General Meeting for any valid reason if required by a quorum of Members.
- b) Such meetings shall be held as soon as practicable and in any case within 14 days, with regard to giving notice to all members.
- c) The Agenda shall consist of solely the Item for which it was called, and no other business may be discussed.

5) **Guests.**

- a) Other persons may attend such meetings with the approval of the Officers and may only speak if directly involved in the item discussed and at the Chairman's discretion.
- b) Any other discussion, presentation or observations may only be made when the main business is concluded, and the Meeting closed. Such items may be reported in Newsletters and not in the Minutes.

6) **Subscriptions**

- a) The annual subscription shall be decided at the AGM, to run from 1st April to 31st March, annually. If members join within the first 6 months of the year, 1st April until 30th September, full membership is due, if joining in the second 6 months of the year, half annual membership is due.
- b) This fee shall include one entry on the FTTA website, the hire of an Association plaque and a Membership Card (plus an additional one-off charge will be made if a Member requires a new advertisement in the West Avenue FTTA advertising Window).
- c) Annual membership subscriptions shall be waived for the elected Committee Officers in roles of Chair, Treasurer, Secretary and Vice-Chair with payments required as above in the event of the person leaving the committee position part-way through their term of office.

7) **Website**

Only the designated member (Website Coordinator) may liaise with our Website provider/Administrator and all queries shall be passed through that person.

8) **Complaints Procedure**

- a) Any complaint against an Officer or member, other than regarding the conduct of their own business, whether by another member or any other person or organisation, shall be investigated as deemed appropriate by the Officers.
- b) Advice would be sought from any professional bodies that FTTA is an associate member with. The Association shall have the right to terminate the role of a member for any valid reason by majority vote.

9) **Changes**

Any change to this Constitution may only be made at the Annual General Meeting with the consent of two thirds of sitting Members present.

10) **Accounts**

- a) The funds of the group including all membership subscriptions, donations, contributions and bequests, shall be paid into an account operated by the management committee. The association bank account will remain with Yorkshire Bank named: Filey & District Tourism Association and will solely be used for funds for Filey Tourism & Trade Association. (Cheques will continue to be made to: Filey Tourism Association).
- b) There shall be 3 signatories on the account at all times, one of which shall be the Treasurer. All cheques drawn on the account must be signed by at least two members of the Management Committee. The Treasurer alone has the authority to conduct online payments from the account, but only after the payment has been agreed at a meeting. The additional signatories may be designated access to online banking and granted authority to make such payments, following agreement by the committee when circumstances necessitate.
- c) The funds belonging to the group shall be applied only to further the aims of the group. Funding/Sponsorship requests need to be submitted to the Treasurer, in writing on a Funding Application Form at least 7 days prior to an FTTA meeting.
- d) A current record of all income, funding and expenditure will be kept.
- e) At least twice a year, the Treasurer will meet with the Committee Officers, at a Committee Meeting, to review and audit the FTTA accounts/bank account. On handover of Treasurer's role to a new Officer, the accounts will be checked by a third party.

11) **Dissolution**

- (a) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- (b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

7th February 2024

Signed

Dated

Joint Chair – Andrew Jenkins: _____

Business Represented: Orchard Lodge. Position: Owner
Natalie Bosomworth: _____
Business Represented: Filey Bay Today. Position: Owner _____

Joint Vice-Chairman – Matthew Holah: _____
Business Represented: Filey Bird Garden. Position: _____
Dean Maymon: _____
Business Represented: White Lodge Hotel. Position: _____

Treasurer – James Fox: _____
Business Represented: White Rose Guest House. Position: _____

Secretary – Emma Watson: _____
Business Represented: Light House Tearoom. Position: Owner _____