

BROADS TOURISM FORUM

CONSTITUTION

As adopted at the inaugural meeting of the Forum held on 31 March 2004

1. NAME

The name of the organisation shall be the BROADS TOURISM FORUM ("the Forum").

2. PURPOSE

2.1 The purpose of the Forum is to provide a strong unified voice for Broads tourism-related businesses. It will be active and forward-looking, working towards a vision for Broads tourism which shall have been agreed by the Forum and shall include improving the quality of the visitor experience and promoting Broads as a high quality and environmentally sustainable destination.

2.2 The Forum will seek to:-

- (a) Encourage development of sustainable tourism (in part through adoption of the European Charter for Sustainable Tourism).
- (b) Enable the achievement of financial prosperity within the tourism sector through an improved quality of service and information.
- (c) Create a strong sense of pride and enjoyment amongst visitors, locals and all Broads users.
- (d) Develop a feeling of an agreed purpose and shared endeavour amongst tourism providers.

2.3 In furtherance of this purpose, the Forum will:-

- (a) Provide a network between tourism businesses by sharing business experiences, distributing trade information and debating the most important issues.
- (b) Provide a bridge of communication between the tourism sector and other organisations, including the Broads Authority, local authorities and organisations supporting or influencing Broads tourism.
- (c) Promote Broads tourism, with an emphasis on sustainable tourism.
- (d) Deliver, or contribute to, specific projects by gathering ideas, prioritising and focusing them into common objectives.
- (e) Seek external funding for specific projects.
- (f) Undertake carefully selected marketing activities including market research with well-defined research objectives which adds value to that currently undertaken.
- (g) Invite regular dialogue with other bodies such as:-
 - The Broads Authority, local authorities, Norfolk Tourism and other agencies
 - Funding Agencies.
 - Co-ordinators of relevant local and regional initiatives and;
 - National Campaign Co-ordinators.
- (h) Compile, produce and distribute information leaflets, booklets and other publications.

- (i) Arrange and provide for or assist in arranging and providing for the holding of exhibitions, meetings, lectures and training opportunities.
- (j) Promote, encourage or undertake organised research and disseminate the results of such research.
- (k) Obtain, collect and receive funds by means of contributions, donations, subscriptions, investments, deeds of covenant, legacies, the sale of donated goods or of those produced in direct furtherance of the purpose of the Forum, grants, loans or any other lawful method and to receive gifts of property and of any description and to trade in furtherance of its objectives, provided that the Forum shall not undertake any permanent trading activities in raising funds for the purpose of the Forum,
- (l) Do all such other things as are necessary for the furtherance of the purpose of the Forum.

3. MEMBERSHIP OF THE FORUM

- (a) The first members of the Forum are those bodies and individuals listed in the Schedule.
- (b) Organisations and individuals shall be eligible for membership of the Forum if, collectively or individually, they are in support of the Forum's object. Organisations shall be entitled to send one representative to meetings of the Forum. Such representatives shall be entitled to vote on all matters concerning the Forum. Individual members shall be entitled to attend all meetings of the Forum and to vote on all matters concerning the Forum.
- (c) The Forum shall have power from time to time by a resolution passed at a properly convened meeting by a simple majority of those present

and voting, to set fees for membership and may set different fees for different classes of membership.

4. REFUSAL OR TERMINATION OF MEMBERSHIP ETC.

The Executive Committee shall be entitled:

- (a) with good and sufficient reason, to refuse any application for membership;
- (b) for good and sufficient reason, to terminate any membership provided that the member concerned shall have the right to be heard by a meeting of the Forum before a final decision is made;
- (c) for good and sufficient reason, to require the replacement of any organisation's representative by the nominating organisation concerned.

5. GENERAL MEETINGS

(a) Annual General Meeting

- (i) The Annual General Meeting of the Forum shall be held in each year at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the Executive Committee shall determine. Any reports or papers to be considered at the Annual General Meeting shall be circulated 3 weeks in advance.
- (ii) At the Annual General Meeting business shall include the consideration of the audited accounts of the Forum, a written Annual Report of the work done by the Forum or its officers and the election of Honorary Officers.

(b) Extraordinary General Meeting

An extraordinary General Meeting of the Forum shall be called by the Chairperson upon the decision of the Forum, the written demand of 10 members or the decision of the Executive Committee. Such a meeting shall take place within 28 days of receipt by the Chairperson of written notice of such demand or decision.

(c) Other General Meetings

Other General Meetings of the Forum will be held at least half yearly and at such times and places as the Executive Committee may determine.

(d) Notice for all General Meetings

Twenty-one day's notice of any General Meeting shall be given in writing by the Secretary to all members. The notice shall specify the business to be transacted. Any resolution to be discussed at a meeting of the Forum must be lodged with the Secretary at least 7 days in advance of the meeting. Notices will be deemed to have been properly served if sent by first class post to the last registered address of those entitled to receive a notice of any meeting. The 21 days notice will be deemed to begin the day after posting.

(e) Quorum

The quorum at a meeting of the Forum shall be 5 voting members of the Forum or 5% of the voting members of the Forum for the time being, which is the greater.

(f) Voting in Meetings

Every issue will be determined by a simple majority of the votes cast at the meeting. Voting will be by show of hands and, except for the

Chairperson of the meeting (who has the second or casting vote in the event of an equality of votes), every member of the Forum has one vote on each issue.

6. HONORARY OFFICERS

- (a) The Honorary Officers of the Forum shall consist of a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and such other Honorary Officers as the Forum may from time to time determine.
- (b) Any voting member may nominate persons for election as an Honorary Officer. Persons who are not members of the Forum are eligible to be nominated, and if elected shall become individual members of the Forum.
- (c) All Honorary Officers shall be eligible for re-election annually, save that the Chairperson will hold office for 2 years and will not be eligible for re-election.
- (d) The Executive Committee shall appoint persons to fill any casual vacancies which occur during the year, such appointments to terminate at the conclusion of the Annual General Meeting next following.
- (e) Initially, the Broads Authority will provide administrative support to the Forum.

7. THE EXECUTIVE COMMITTEE

- (a) The Forum shall have an Executive Committee who shall have the general control and management of the administration of the Forum.
- (b) The Executive Committee shall comprise the following voting members:-

- (i) All Honorary Officers of the Forum as determined under Clause 6(a) above;
 - (ii) 12 members elected at the Annual General Meeting, including 10 to represent as far as possible a balance including each of the following interests:-
 - Boat hire
 - Other boating
 - Pubs, brewers and food outlets
 - Holiday accommodation
 - Retail shops
 - Leisure/visitor attractions
 - Marketing/booking agencies and publications
 - Local Authorities/Tourism bodies (to rotate for meetings)
 - Landowners
 - Miscellaneous (e.g. disabled, anglers, residents, holiday home owners).
- (c) The Executive Committee may co-opt additional persons onto the Committee, and such persons shall be entitled to vote at meetings thereof.
- (d) The Executive Committee may invite other persons to attend its meetings from time to time.
- (e) (i) The Annual General Meeting may provide for the rules governing the election of officers and the Executive Committee;
- (ii) Nominations for places on the Executive Committee must be lodged with the Secretary at least 28 days in advance of the Annual General Meeting, together with a statement, signed by the nominee, agreeing to nomination;

- (iii) The Executive Committee may appoint persons to fill any casual vacancies which may occur during the year amongst the elected members of the Executive Committee, such appointments to last until the conclusion of the next Annual General Meeting of the Forum and such persons co-opted shall be eligible for election at that meeting;
- (iv) Subject to Clause 6(c) above all retiring members of the Executive Committee shall be eligible for re-election.
- (f) No member of the Executive Committee shall receive any remuneration from the Forum, except as provided Clause 11(b) below. Members of the Executive Committee shall declare any financial interest in the transactions of the Forum and shall not participate in any debate or vote concerning such transactions.
- (g) The Executive Committee shall appoint one or more qualified accountants or competent persons to audit annually the accounts of the Forum and shall determine their remuneration (if any).

8. THE PROCEDURE OF THE EXECUTIVE COMMITTEE

- (a) The Chairperson and Vice-Chairperson of the Forum shall be Chairperson and Vice-Chairperson of the Executive Committee respectively.
- (b) Fourteen days' notice of any meeting of the Executive Committee shall be given by the Secretary to all members of the Executive Committee, save that if any 5 voting members of the Executive Committee indicate in writing to the Secretary it is necessary to call a meeting of the Executive Committee on shorter notice, such a meeting may be called with 4 days' notice.
- (c) The quorum of any meeting of the Executive Committee is 5 of its voting membership.

- (d) Any matters arising shall be determined by a simple majority of those present and voting. In the event of an equality of votes, the Chairperson shall have a second, casting vote.
- (e) Agenda papers and Minutes of the meetings of the Executive Committee shall be kept by the Secretary and shall be open to inspection by any member of the Forum on 4 days written notice to the Secretary.
- (f) In the absence of the Chairperson and Vice-Chairperson the Executive Committee shall elect a Chairperson for that meeting.

9. SPECIAL AND STANDING COMMITTEES

- (a) The Executive Committee may appoint such special or standing committees as it deems necessary from time to time and shall determine their terms of reference, powers, duration, quorum and membership provided that no Committee appointed under this clause shall be given power to co-opt more than one-quarter of its total membership.
- (b) The proceedings of all committees shall be reported to the meeting next following of the Executive Committee where the recommendations of the Special or Standing Committee will be discussed and voted upon.
- (c) Fourteen days' notice of any Special or Standing Committee meeting shall be given by the Secretary of the Executive Committee to all members of such Special or Standing Committee, save that if any 4 members of such Special or Standing Committee decide and inform the Secretary in writing that it is necessary to call a Special or Standing Committee meeting on shorter notice such a meeting may be called on 4 days' notice.

10. FAILURE TO APPOINT AND IRREGULARITY IN APPOINTMENTS

The proceedings of the Forum or the Executive Committee shall not be invalidated by any failure to appoint or defect in the appointment or qualification of any member.

11. FINANCE

- (a) The Forum's financial year shall run from 1 April to 31 March.
- (b) The income and property of the Forum whencesoever derived shall be applied solely towards the promotion of the object of the Forum as set out in Clause 2, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to any member of the Forum provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant (not being a member of the Executive Committee) of the Forum or the repayment of reasonable and proper out-of-pocket expenses to any member, officer or servant.
- (c) Bank accounts shall be opened in the name of the Forum on such terms as the Executive Committee shall from time to time decide. The Executive Committee shall decide which of its members and staff may sign cheques on behalf of the Forum, save that every cheque must be validated by two signatures. If the cheque is over a figure agreed by the Executive Committee, at least one of the signatories shall be an Honorary Officer of the Forum.

12. ANNUAL REVIEW

The Forum will review its activities on an annual basis and inform the Broads Authority accordingly.

13. ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION OF THE FORUM

- (a) A resolution to alter this constitution or to dissolve the Forum may be passed at a General meeting provided that:
 - (i) the terms of the proposed resolution are received by the Secretary at least 28 days (or 42 days in the case of a resolution to dissolve the Forum) before the meeting at which the resolution is brought forward;
 - (ii) at least 21 days notice (or 28 days notice in the case of a resolution dissolving the Forum) of the proposed resolution shall be given in writing by the Secretary to all members of the Forum;
 - (iii) the quorum for the carriage of such a resolution shall be one-third of those entitled to vote; and
 - (iv) such a resolution shall receive the assent of two thirds of those present and voting;

- (b) A resolution dissolving the Forum may give instructions for the disposal of any assets held by or for the Forum provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Forum but shall be given or transferred to such other body having purposes similar to the purpose of Forum as the Executive Committee decide.

SCHEDULE

First Members of the Forum

Daniel Thwaites (Chairman)	Barnes Brinkcraft
Jamie Campbell (Vice-Chairman)	Hamilton Publications Ltd
Robin Godber (Treasurer)	Alexander Cruisers
Geoff Skipper (Secretary)	Norwich Area Tourism Agency
Lloyd Addison	Restaurateurs Association
Kate Abbot	Partnership Plus
Dave Armitage	Try Sailing
David Archer	Reedham Ferry Inn
William Bent	A T Bent Properties Ltd
Alex Bostock	Castle Craft Ltd
Roger Cawdron	British Institute of Innkeeping
Caroline Coe	Ivy House Farm Hotel
Colette Davies	South Norfolk Council
Mike Dowdall	East of England Tourist Board
David Easter	Hotel Wroxham
Crispian Emberson	Norfolk Tourism
Mervyn High	City Boats
Peter Howe	Camelot Craft
Tony Howes	Broads Hire Boat Federation
Debi Key	The Greyhound Inn
Mr R King	King Line Cruisers
Mike Lorenz	Broadland Taverns Ltd
Harry May	Maycraft Boat Services Ltd
Hamish Melville	Broadland District Council
David McKay	Hotel School, Norwich City College
Asa Morrison	Waveney District Council
Lydia Smith	Norfolk Tourism
Chris Stannard	Broadland Holiday Village
Chris Taylor	Norfolk Heritage Fleet Trust
Anthony Trafford	Moore & Co
Jenny White	Norfolk Broads Yacht Co Ltd
Keri Williams	Wherry Yacht Charter Charitable Trust / Independent Planning Consultant in Broads area

Broads Authority Representatives:

Michael Green	Director of Research and Strategy
Bruce Hanson	Head of Recreation and Tourism Strategy
Louise Reynolds	Project Manager, Broads Boating Holidays Project
Lesley Sayer	Secretary/Administrative Assistant