

SOUTH WEST REGIONAL PORTS ASSOCIATION

1. Name

The Association is called South West Regional Ports Association (the Association)

2. Objects

The objects of the Association are:

- 2.1 the promotion of the ports in the South West Region.
- 2.2 to promote the interests of those ports at a regional, national and international level and in doing so to establish links with other relevant associations
- 2.3 to support and encourage the development of trade, commerce and leisure activities in the ports which are members of the Association.
- 2.4 to provide a forum for discussion of matters of common interest and for the dissemination of information and the collation and sharing of best practice in all aspects of the operation of ports and harbours
- 2.5 to arrange and promote meetings, seminars and training courses for the benefit of members of the Association
- 2.6 to do all such other things as the Association shall from time to time agree for the benefit and promotion of the interests of the members

3. Admission of Members

- 3.1 Membership shall be open to any harbour authority or harbour undertaking within the South West Region.
- 3.2 Membership is granted to the harbour authority or undertaking which shall be limited to one vote.
- 3.3 In addition to a voting delegate, members may at the discretion of the Chairman attend with more representatives.
- 3.4 In the event of any disagreement as to the voting representative of any member of the Association, a letter of authority nominating the voting delegate may be required by the Chairman of the meeting.

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4. **General Meetings**

- 4.1 An Annual General Meeting of the Association shall be held each year at such time and such place as the members may determine, and in any event not less than fifteen months must have elapsed without a General Meeting
- 4.2 At each Annual General Meeting;
- (a) the accounts for the previous financial year ending on the 31st December, prior to the meeting must be presented, and if accepted passed
 - (b) the officers must be elected, or re-elected.
 - (c) any other business that has been communicated to the Honorary Secretary and included in the notice of the meeting sent by him to the members must be conducted.
- 4.3 An Extraordinary General Meeting may be convened at any time by not less than one third of the members of the Association for the time being.
- 4.4 At least twenty one clear days notice shall be given in writing by the Honorary Secretary to each member of any General Meeting.
- 4.5 Business at any Extraordinary General Meeting shall be limited to that provided for in the notice convening the meeting but at any other meeting may extend to such business as the Chairman of the meeting shall at his discretion see fit to allow.

Other Meetings

- 4.6 Meetings will take place as often as the Committee shall determine and shall be called upon notice being given by the Honorary Secretary at least twenty one days before the meeting specifying the time at which the meeting is to be convened, and the venue, together with an agenda.
- 4.7 Eight voting delegates shall provide a quorum and votes shall be taken by show of hands.
- 4.8 Meetings will be presided over by the Chairman, or the Vice-chairman of the Association for the time being but if he or she is not present within fifteen minutes of the time appointed for the commencement of the meeting or has signified an inability to attend the members present who are entitled to vote may choose one of their number to be the Chairman of that meeting.

5. **Officers**

- 5.1 At the Annual General Meeting the members shall elect a Chairman, Vice-Chairman, Honorary Secretary, Treasurer and such other officers as the Association may from time to time determine are required.

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- 5.2 The Chairman shall hold office for a term of three years from election. In the case of all other officers, they shall hold office for a term of one year until the subsequent Annual General Meeting after their election.
- 5.3 The management of the Association may be entrusted to a committee of the Chairman, Vice-Chairman, Honorary Secretary and Treasurer ("the officers") together with such other members of the Association (if any) as may be appointed from time to time at any meeting
- 5.4 A Chairman may not hold office for more than two consecutive terms. Other members of the committee are eligible for re-election.

6. Duties of Officers

- 6.1 The Treasurer shall ensure that proper accounts of the Association are kept and presented to the Association at the Annual General Meeting. The Treasurer will be responsible for making payments on behalf of the Association for expenses incurred and authorised by it.
- 6.2 The Treasurer will be responsible for collecting the annual subscriptions of the members and to operate any accounts opened in the name of the Association upon which he shall be a signatory together with at least one other of the officers.
- 6.3 Subscriptions shall be £50 per year or such sum as the Association may determine from time to time at the Annual General Meeting, such subscription to be payable on the 1st March each year.
- 6.4 Any monies received by or on behalf of the Association shall be applied for the furtherance of its objects but this shall not preclude the repayment of the reasonable out of pocket expenses incurred by officers and ratified by the Association at the Annual General Meeting.
- 6.5 If any member fails to pay his subscription with twenty eight days after it becomes due and the Treasurer or Honorary Secretary sends a reminder in writing and the member still fails to pay for a period of seven days after the despatch of such reminder, the Association may terminate that membership without further notice.
- 6.6 It will be the duty of the Honorary Secretary to ensure that proper minutes of meetings of the Association are maintained to form an accurate record of the business conducted by the Association.

7. Alterations to Constitution

- 7.1 Any alteration of this constitution may only take place at an Annual or Extraordinary General Meeting and requires the consent of not less than two thirds of the then current members of the Association.

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