



## SELKIRK MERCHANT COMPANY

The Members of **Selkirk Merchant Company** are engaged in a wide range of businesses and professions, many holding central roles in the civic life of the town and supporting the community in a variety of ways. As the name suggests many of our members are engaged in trade and commerce within the town but we also count among our number practitioners of medicine, law, education, the financial sector, hospitality, and the arts. Members are expected to respect and act courteously toward fellow members and behave in a way that engenders mutual respect at all times.

**Tradition:** Members are part of a prestigious and historic organisation which has been prominent in Selkirk probably since the 12<sup>th</sup> century and which still takes a central role in the annual Common Riding.

**Giving:** The Company contributes annually to the three Burgh bands and is often called upon and is happy to support local causes and activities.

**Education:** Every year the Company gives financial support to all of the schools in Selkirk and the Valleys.

**Fellowship:** The Company has three big annual events; the Dinner in March when the Standard Bearer is appointed, the Bussin' in June and the Winter Social Function, usually held in November. There are many opportunities to socialise with fellow members throughout the year; at sporting events such as bowling, golf, and curling; a walking group and entertainment excursions.

**Connectivity:** Through networking, making contacts and collaborating, members are able to become known and to get to know members of the community that they may not otherwise encounter.

## EQUALITIES STATEMENT

Selkirk Merchant Company is committed to implementing and promoting equal opportunity for all. Members realise that discrimination exists in society but our Company will not discriminate against anyone on the general grounds of age, sex, religion, race, colour, disability or any other categories set out in current or future legislation and will endeavour to ensure fair and equal treatment of all individuals in relation to membership, participation or the holding of office.

## LAWS OF SELKIRK MERCHANT COMPANY

1. **Name** – The Company shall be called Selkirk Merchant Company.
2. **Officials** – The Officials of the Company shall be the Master, Ex-Master, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer and Company Officer, all posts being Honorary.
3. **(a) Election of Officials** – The Officials shall be elected at the Annual General Meeting.

**The Master** shall normally hold office for a period of 2 years.

It is the responsibility of the Master to select a Member as their successor. The Master shall inform the Committee of this choice and the Committee shall recommend the successor to the Membership at the AGM.

**The Ex-Master** may remain on the Committee for 2 years to assist the Master.

**All other Officials** shall hold office for a period of one year, shall be eligible for re-election, and shall vacate office at the conclusion of the meeting where their successors are elected.

**(b) Other Appointments** – Certain other appointments shall also be made at the Annual General Meeting, namely -

**Standard Bearer**

**Independent Examiner of the Annual Accounts** appointed by the Committee

**Company Representative on the Common Riding Trust** who shall automatically become a member of the Committee. The CRT Representative may also be, but need not be, an Official.

Those persons appointed shall hold office until the appointment of their respective successors.

4. **(a) Duties of Officials** – **The Master** shall instruct the Secretary to call Meetings of the Company by individual notices to Members or otherwise and shall preside at all such meetings. In the absence of the Master the immediate Ex-Master, failing whom, any other Ex-Master of the Company present and appointed by the Meeting, shall preside.

**The Ex-Master** shall support, assist, and advise the Master.

**The Secretary** shall call Meetings of the Company as instructed and prepare and engross in the Minutes Book minutes of all Meetings and all other records of the proceedings and conduct all correspondence on behalf of the Company. The Secretary shall also submit, at each Meeting, Minutes of the previous Meeting for approval.

**The Treasurer** shall be responsible for the funds of the Company, including the safe custody of all securities and with the assistance of the Assistant Treasurer shall collect the admissions dues and annual subscriptions. The Treasurer shall make all payments on behalf of the Company and duly record all transactions and submit to the Annual General Meeting a financial statement of the preceding year's transactions, duly inspected.

**The Assistant Secretary** shall undertake any duties which fall under the remit of the Secretary which may be delegated by the Secretary or the Committee and substitute for the Secretary when asked to do so by the Committee.

**The Assistant Treasurer** shall undertake any financial duties which may be delegated by the Treasurer or the Committee and shall also substitute for the Treasurer when asked to do so by the Committee.

**The Company Officer** shall be responsible for the safe keeping of the Company flags, ribbons, regalia, and historical records. The CO shall prepare the Colour for Bussin' and ensure that all flags, ribbons, regalia etc. are available at the appropriate functions. The CO will attend the Master at the Bussin' Ceremony, on the Common Riding morning and on all public occasions when requested by the Master or, if unable to do so, will provide a substitute approved by the Master. The CO shall also assist the Company Standard Bearer during the preparations for the Common Riding.

4. **(b) Duties of other Appointees - The Standard Bearer**, whom failing, the Standard Bearers of previous years in succession, shall carry the Colour at such public appearances of the Company as decided by the Committee, and cast it on the Common Riding morning.

**The Independent Examiner** shall inspect the accounts annually and shall certify the correctness or otherwise of the year's transactions.

**The Company Representative on the Common Riding Trust** shall attend Trust meetings to represent the views of the Company and shall attend SMC Committee meetings to report back on the activities and decisions of the Trust.

5. **Meetings** - There shall be Meetings of the Company at least thrice yearly in a venue to be decided by the Committee.

**Quorum** – One Honorary Official and 20 members shall be a Quorum. The Chairman shall have a casting vote as well as a deliberative vote.

**The Annual General Meeting** should be held no later than the last Friday in March.

**A Special General Meeting** shall be held no later than one calendar month prior to the stated Annual General Meeting. The purpose of the Special General Meeting will be:

- a) To consider and approve any applications for membership according to Rule 6
- b) To consider any proposed alterations to the Laws of the Company
- c) To consider any change to the joining fee or annual subscription
- d) Any other matter competently raised by a Member.

Any recommendations made at the Special General Meeting regarding the above will be submitted to the Annual General Meeting for acceptance.

**The other Meeting** should be held on a suitable date prior to the Common Riding, preferably Tuesday of the Common Riding week, at which the Colour should be bussed.

**An Extraordinary General Meeting** - The Master shall instruct the Secretary to call an Extraordinary meeting of the Company on receipt of a written requisition clearly stating the nature of the business proposed to be discussed and signed by not fewer than 20 named Members.

6. **Admission and Retiral of Members** - Six new members or such other number as may be recommended by the Committee to the members shall be admitted annually. The names of those proposed and of their proposers and seconders must be in the hands of the

Secretary not later than 31<sup>st</sup> December of the year immediately preceding the Special General Meeting at which they will be considered.

New members shall be elected by ballot and shall be admitted to the Company if not less than 51% of the members present at the Special General Meeting have voted in their favour. The members shall endorse this decision at the Annual General Meeting. Members may retire from the Company on giving the Secretary written notice.

7. **Honorary Life Members** - All members on completion of 40 years membership of the Company shall become Honorary Life Members.
8. **Finance** - As specified in Law 4, the Independent Examiner shall inspect the accounts annually and shall certify the correctness or otherwise of the year's transactions. Members subscriptions at the current rate shall be payable on the 1<sup>st</sup> April each year, preferably by Standing Order. New members shall pay a 'one off' Admission Fee plus their annual subscription, both at current rates, on 1<sup>st</sup> April following their admission to the Company. Members whose subscriptions have not been paid for one year shall be regarded as lapsed if the Treasurer recommends such action to the Committee. Members retiring or lapsing shall have no claim to any share of the property or funds of the Company.
9. **Application of Funds** - The funds shall be applied for the purposes of the Company and for any other purpose agreed upon by the members at any Meeting of the Company.
10. **Excursion** - The Company may hold an excursion at the suggestion of the Committee.
11. **Committee** - The Committee is empowered to deal with all business of the Company. The Committee shall consist of 10 Members: The Master, Ex-Master, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer, Company Officer, the Company's Representative on the Common Riding Trust and, if the Trust Representative is not also one of the other Officials, 2 other Members elected annually. If the Trust representative is an elected Official, 3 other Members shall be elected to the Committee. Other than for the Master and Ex-Master and any other Officials seeking re-election, nominations of Members for these posts or for election to the Committee should be made in writing, with a proposer and seconder, to be in the hands of the Secretary no later than 14 days prior to the Annual General Meeting.

The Committee may co-opt further Members with skills or knowledge which the Committee considers would be of assistance in carrying out its functions. Members co-opted for this purpose will serve for such time as may be determined by the Committee at the time of their co-option or until the Committee decides that their services are no longer required.

12. **Winding Up**—In the event of the Company being wound up, all of its financial assets shall pass to other like-minded organisations as the Committee may determine and responsibility for its Regalia and any other property shall pass to the Selkirk Common Riding Trust.