

## **Constitution and Guidelines for Operation of the Tourism Consultants Network**

Integrated revised document effective from September 2012

### **1. Foundation**

In 1989 the TCN was established in with the aim of providing a focus of interest for consultant members of the Society.

### **2. Aims and Objectives, and Core Activities of the TCN**

#### **2.1 AIMS**

To enhance the profile, reputation, professional standards and business opportunities of members of the Tourism Consultants Network (TCN).

#### **2.2 OBJECTIVES**

- a. To offer TCN members access to new business and networking opportunities
- b. To actively promote the quality and range of members' expertise and experience
- c. To promote the highest standards of professionalism and integrity among TCN members, and provide any feasible and credible forms of accreditation
- d. To open new opportunities for members and share expertise by seeking association with like-minded membership organisations, in the UK and overseas
- e. To provide a forum for discussion of important topics or developments in the tourism industry likely to affect members' interests, and communicate members' views to the appropriate audience
- f. To offer members opportunities for professional development and sharing of expertise, and to provide access to relevant professional services and benefits

#### **2.3 CORE ACTIVITIES**

Providing services and opportunities, exclusively for the benefit of TCN members, which are organised on a voluntary basis by TCN committee members with the support of the Tourism Society management including:

- a. Web Activities - Maintenance and marketing of a dedicated TCN website, offering online access to a database of individual members' skills and contact details. Email circulation, exclusively to members, of business alerts and consultancy opportunities from private and public sector sources.
- b. Meetings and Networking - Organisation of a regular programme of TCN discussion meetings and networking events (approx 4 per annum; in addition to Tourism Society events)

c. Industry liaison - Improving the profile and public recognition of the TCN through business briefings and meetings representing the members' interests wherever and whenever possible.

d. Standards of membership - Maintenance and promotion of a professional code of ethics. Provision of guidance to potential customers on how to select and commission a consultant.

e. Membership - Growing and maintaining membership numbers and improving the benefits for the membership.

### **3. Membership**

Membership is open to members of the Tourism Society who are involved in tourism consultancy, have signed the Declaration of Good Practice, and have paid the annual, additional subscription.

### **4. Subscription**

The additional subscription, if any, shall be determined each year at the TCN AGM.

### **5. The Committee**

5.1 The operation of the Network shall be organised by an elected committee.

5.2 Service on the committee is voluntary and unpaid.

5.3 Members of the committee are elected from within the TCN membership at the AGM. A third (minimum two) retire each year but are eligible for re-election.

5.4 There shall be a minimum of four and a maximum of eight elected members on the committee.

5.5 The committee also has the power to co-opt a further two members.

5.6 Nominations will be sought from the membership before the AGM; nominees must be full members of the TS and TCN and be proposed by full members of the TS and TCN with the nominees consent.

5.7 All members of the committee will have equal rights on the committee with the Chair having a casting vote in the event of a split decision.

### **6. Officers and work of the TCN Committee**

6.1 A Chair (or appointed nominee) will, ex-officio, be the TCN member co-opted to the TS Board.

6.2 The Chair will be elected by and from within the committee at its first meeting after the AGM

6.3 The Chair will be elected for a period of three years in the first instance and will be eligible for re-election for a further three year period.

6.4 The work of the TCN will be divided amongst members of the committee with back up from the TS office. The division of work will not preclude members volunteering to take up specific tasks such as the organisation of meetings

6.5 A member of the TS secretariat will be asked to attend TCN committee meetings, as appropriate.

### **7. Finance**

#### **The TCN will:**

7.1 Levy subscriptions from its members

7.2 Organise events and levy a charge for the events which will always show a favourable discount to paid up members of the TCN over other TS members and non members.

Where events are organised by the TS on behalf of the TCN any surplus up to 25% after direct costs will be retained by the TCN. Where events are organised directly by TCN any surplus up to 75% after direct costs specifically incurred by the TS will be retained by the TCN.

7.3 Dispose of its surplus income in accordance with its stated objectives and in accordance with generally agreed procedures governing Council members from time to time.

#### **Other Financial matters**

7.4 The TCN will pay a sum for administration per annum to the TS to cover all other administrative work carried out on behalf of the TCN by the secretariat. This sum will be reviewed annually by the TS Executive.

7.5 Funds of the TCN collected by subscriptions or surplus on events or other means will be held as unspecified, general funds in the bank accounts of the TS.

7.6 The TS will collect the sums on behalf of the TCN as and when requested including amounts for subscriptions.

7.7 The TS will maintain the accounts of the TCN with responsibility for the accounts resting with the Chair and committee of the TCN. The TS will notify the committee of the current balances as and when appropriate.

7.8 The TS will make payments from TCN funds as and when requested by the TCN Chair and/or TCN committee.

7.9 The TS will not pass on to TCN any proportionate interest or bank charges attributable to TCN's share of bank funds arising in the normal course of its business.

7.10 The TCN committee will prepare, at least annually, a financial statement for presentation to TCN members at its AGM showing details of income, expenditure and the balances held on its behalf by the TS. This financial statement to be scrutinised by a competent officer of the TS who is not on the TCN committee.

#### **8. Liaison**

8.1 The Chair will present reports to the TS Board and submit minutes as requested.

8.2 The TCN will hold its AGM to coincide with that of the Tourism Society.

#### **9. Reviews**

This document will be reviewed as considered appropriate by the committee annually prior to the TCN AGM, at which any proposed amendments may be considered.

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