



Buntingford

Chamber of Commerce

www.buntingfordchamberofcommerce.co.uk

BUNTINGFORD & DISTRICT CHAMBER OF COMMERCE GOVERNING DOCUMENT

RULE

1. **TITLE** - BUNTINGFORD & DISTRICT CHAMBER OF COMMERCE.
2. **OBJECTS** – To promote, advance and protect the commercial and general interests of the Town and District and local employment. To endeavour to remedy any grievance, hardship or injustice a Member may suffer. To consider questions connected with Trade and Commerce and to promote, support or oppose or by other means, legislative or other matters affecting such questions. To collect and disseminate information relating to Trade and Commerce for the benefit of Members. To encourage a spirit of goodwill, friendship and unity among Members of the Chamber by arrangement of meetings, discussions, lectures, debates, conferences and social events.
3. **MEMBERSHIP** – Membership shall be available to those carrying on, engaged, or involved in a trade or commercial, industrial, educational or professional enterprise, organisation or institution within the District. Each member shall be entitled to one vote.
4. **ENROLMENT OF MEMBERS** – After being approved by the Executive Committee appointed under Rule 15, applicants for membership, having first paid their subscription, shall be enrolled, and acceptance of membership shall be taken as acceptance of the Rules of the Chamber.
5. **HONORARY MEMBERS** – Honorary Members may be elected at the discretion of the Chamber Officers.
6. **SUBSCRIPTION** – The Annual membership subscription shall be fixed in General Meeting and shall be payable in advance. Fees will be payable on 1st January of each year.
7. **FINANCIAL YEAR** – The financial year of the Chamber shall be from the 1st January to the 31st December of each year.
8. **FUNDS** – The funds of the Chamber shall be under the control of the Chamber Officers, who shall have power to use them in such manner as they may deem necessary for carrying out the objects of the Chamber. Expenses for any other purpose must be sanctioned by a

majority vote in General Meeting. All monies received shall be paid into a bank account in the name of the Chamber.

9. **ACCOUNTS** – All accounts shall be presented for approval to the Executive Committee. Cheques shall be signed by two nominated officers of the committee.
10. **APPOINTMENT OF AUDITOR** – An Auditor who is not an Officer or Member shall be appointed and this appointment shall be approved in Annual General Meeting.
11. **ANNUAL AND OTHER MEETINGS** – The Annual General Meeting shall be held as soon after the close of the financial year as is convenient. Other General Meetings shall be held at such times as considered desirable by the Chamber Officers. An Extraordinary General Meeting must be called by the Secretary at the request in writing of one third of the subscribing members; such meeting shall be called within fourteen days of the receipt of the request. All Annual Meetings shall be minuted.
12. **ANNUAL REPORT and FINANCIAL STATEMENT** - An Annual Report and Audited Financial Statement for the year shall be presented at the Annual General Meeting; notice of the date of which shall be sent to every Member at least seven days previously.
13. **NOTICE OF MOTION** – Notice of Motion for submission to a General Meeting must be given to the Secretary in writing not later than three clear days before the date of General Meeting.
14. **OFFICERS** – The Officers of the Chamber shall be a Chairman, Vice Chairman and Secretary and Treasurer (to preside at General Meetings), who shall be elected by voting at the Annual General Meeting.
15. **EXECUTIVE COMMITTEE** – The affairs of the Chamber shall be under the control of the Chamber Officers consisting of a minimum of three members, to be elected at the Annual General Meeting by vote:
 - a. **Vacancies** – Vacancies to be filled by the Chamber Officers temporarily until confirmed by the next General Meeting of the Chamber.
 - b. **Co-option** – The Chamber Officers shall have power to co-opt not more than three members for the consideration of any special subject.
 - c. **Casting Vote** – The Chair shall be deemed to be impartial and, therefore, have no vote, except in the event of an equal vote on any issue; in which case he or she may use a casting vote.
 - d. **Meetings of Chamber Officers** – Meetings shall be held from time to time as required by the Chair and Secretary. The quorum for Chamber Officers meetings shall be three.

16. **LIABILITY OF OFFICERS AND MEMBERS** – All information furnished by an Officer or Member is to be treated as confidential for the personal use of the Member desiring the information, and is, under no circumstances, to be divulged to a third party, and is given upon the understanding that neither the chamber nor any of its Officers or Members shall be held responsible for damage or loss arising from insufficient or inaccurate information.
17. **ALTERATION OF RULES** – These Rules may be altered by Resolution at an Annual General Meeting of the Chamber, subject to the required notice under Rule 13 having been given.
18. **INTERPRETATION OF RULES** – The decision of the majority of Chamber Officers on the interpretation of any of these Rules shall be final.
19. **NEUTRALITY OF CHAMBER** – It is expressly declared that the Chamber shall be non-political and non-religious.
20. **TERMINATION OF CHAMBER** – If membership of the Chamber drops below six, an Extraordinary General Meeting shall be called to disband the Chamber. In the event of termination, any funds held to the credit of the Chamber, after meeting any outstanding obligations, shall be given to a charitable cause which shall be selected by a majority vote in Extraordinary General Meeting.