

## SEAFORD & DISTRICT CHAMBER OF COMMERCE

### RULES – 1989 Amended 2013 and 2015

#### 1. NAME

The name of the Association is the Seaford & District Chamber of Commerce. It is hereinafter referred to as the Chamber.

#### 2. OBJECTS

The objects for which the Chamber is established are:

- a) For the association of traders, merchants, manufacturers and professional people, to consider and promote all such lawful measures, plans and schemes, as may be calculated to further improve and secure all businesses, trading and commercial interests of the town of Seaford and its neighbourhood.
- b) To collect, collate and circulate statistical and other information relating to trade, commerce and manufacturers, for members as will assist them in their commercial or professional pursuits. To publish and distribute circulars, bulletins, journals and such other media as may be necessary to disseminate such information.
- c) To advance and promote commercial and technical education.
- d) To support and to distribute information and fair principles of trading.
- e) To create and foster a spirit of goodwill, friendship and unity among the traders and members by meetings, discussions, lectures, debates, conferences and other functions to provide facilities for social intercourse on a friendly basis between all traders and members of the Chamber.
- f) To do all such lawful things as are incidental or conducive to the attainment of the above subjects. Provided that the Chamber shall not support with its funds or endeavour to procure the observance by its members or others of any restriction or regulation, which if an object of the Chamber would make it a Trade Union.
- g) The Chamber shall endeavour to prevent and protect, but cannot be responsible for, the members' personal details.
- h) The Chamber is not affiliated to any political organisation or association.

#### 3. MEMBERSHIP

Membership of the Chamber shall be open to all individual persons, companies and firms interested or actively engaged in business or the community in Seaford and district upon application. The business or community group named on the application form is deemed to be the member and the fee paid relates to their membership. One member equals one listing.

The Committee shall have power to refuse an application for membership without assigning a reason.

Any member who shall do any act or conduct calculated to injure or discredit the Chamber may be expelled from the Chamber by a resolution of a two-thirds majority of members attending and voting at a general meeting or at a meeting of the Committee. Such member shall be entitled to appeal against his expulsion to a special meeting of the Chamber.

#### **4. SUBSCRIPTIONS**

The annual subscription for membership shall be the amount decided each year at the General Meeting immediately prior to the Annual General Meeting.

All subscriptions shall become due on the first day of June in each year and no member shall be entitled to vote at any meetings unless their subscription shall have been previously paid.

Only fully paid up Chamber members are eligible to stand for election to the Committee.

#### **5. OFFICERS**

The officers of the Chamber shall be the President, Vice President, Honorary Treasurer, and a Committee of elected members. The immediate Past President of the Chamber, if still in business in Seaford and district and the Secretary and Assistant Secretary (if any) shall be ex-officio members of the Committee, but the Secretary and Assistant Secretary shall not be entitled to a vote.

The entire management of the Chamber, except as otherwise provided by these Rules, shall be deputed to the aforesaid Officers and Committee who shall meet as often as the President shall consider necessary. The Secretary shall, on the written request of any three of the Officers or Committee, call a Meeting of such Officers and Committee within seven days of the date of receipt of such written notice. A minimum of five members shall form a quorum.

The Committee shall have power to appoint such Sub-Committee, whether or not the members of such Sub-Committee are members of the Committee, as may be deemed desirable and any depute or refer to them such of the powers and duties of the Committee as the Committee may determine.

The Officers, Committee and the Financial Examiner shall retire at the Annual General Meeting but shall be eligible for re-election. Any two Members may propose any candidate or candidates for the Officers or Committee or the Examiner by notice in writing to the Secretary either before or at the Annual General Meeting in every year, the consent of such nominee being first obtained. In the event of there being more nominations than vacancies, the candidates who receive the most votes by ballot held at the Annual General Meeting shall be elected, and every member attending the meeting shall be entitled to vote for as many candidates as there are vacancies to be filled. In the event of a tie, the President shall have a second or casting vote. The Committee shall then meet and make such other recommendations as they may think fit.

The Committee shall have power to appoint or remove a Secretary, honorary or salaried, and an Assistant Secretary, honorary or salaried, upon such terms as the Committee shall think fit.

In the event of a vacancy occurring in the Officers during the year it shall, if necessary, be filled by the Committee.

The Honorary Treasurer shall keep an account of all monies received and paid by him for and on behalf of the Chamber, shall pay all accounts approved by the Committee. Cheques shall be signed by any two of the nominated signatories. The Hon. Treasurer shall present to the members at the Annual Meeting a duly examined statement of accounts showing all financial transactions of the Chamber made up to the preceding 31<sup>st</sup> day of March in each year.

The Secretary shall keep a record of the proceedings of the Chamber in a file of minutes to be kept for that purpose, and shall also keep a correct roll of members. The records of the Chamber but not those of the Committee, shall be open on due notice for inspection by members at reasonable hours. Committee records will be held for no more than 3 years.

The Annual General Meeting shall be held in May each year. At such meeting the President shall present a report with reference to all matters which they have dealt with during the previous year. Sub-committee reports shall be made at the discretion of the President.

At least four other General Meetings of members shall be held annually and fourteen days' notice of all General Meetings shall be given to members. The Committee may convene General Meetings of members to consider particular matters and upon a requisition in writing of ten or more members, the Secretary shall convene such a meeting to be held within ten days of the receipt of such requisition.

Every member of the Chamber shall have one vote which may be exercised by a show of hands but it shall be competent for the members before such a vote is taken to require that it shall be taken by ballot. When a ballot is to be taken two persons shall be appointed by the meeting as scrutineers who shall count the number of votes and report the result in writing to the President who shall declare the result of the ballot to the meeting. In cases of equality of votes the President shall have a casting vote.

The Committee will have the ability to suspend Chamber standing orders by having the matter proposed and seconded, then passed with a two thirds majority vote, provided the meeting is quorate.

In the absence of the President and the Vice-President from any meeting the members present shall elect a Chairperson to preside at that meeting.

Members are required to have served on the Committee for one year before standing for election to an Officer's position.

Ratification of changes to the Constitution is required by members at an AGM or EGM.