



CRANLEIGH AND DISTRICT  
CHAMBER OF TRADE AND COMMERCE

2008

RULES

**“THE LARGEST SINGLE VOICE IN BUSINESS”**

## CRANLEIGH AND DISTRICT CHAMBER OF TRADE AND COMMERCE RULES

### NAME

- 1 The name of the Association is the Cranleigh & District Chamber of Trade & Commerce (“the Chamber”).

### OBJECTS

- 2 The objects for which the Chamber is established are
  - a for the association of traders, merchants, manufacturers, professional people and others, to consider and promote all such lawful measures, plans and schemes as may be calculated to further improve and secure the trading and commercial interests of Cranleigh and its neighbourhood.
  - b to collect, collate and circulate statistical and other information relating to trade, commerce and manufactures, as deemed necessary and appropriate to the Committee, for the benefit of members as will assist them in their commercial or professional pursuits, and to print, publish and distribute circulars, bulletins, journals and such other papers as may be deemed necessary to disseminate such information.
  - c to advance and promote commercial and technical education.

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**d**

to support fair principles of trading.

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to create and foster a spirit of goodwill, friendship and unity among the business people of the area and by meetings, discussions, lectures, debates, conferences and other functions to provide facilities for social intercourse on a friendly basis between all members of the Chamber.

**f**

to do all such lawful things as are incidental or conducive to the attainment of the above objects.

## **MEMBERSHIP**

**3**

Membership of the Chamber shall be open to all individual persons over the age of 18, companies, firms or other organisations interested in furthering the work of the Chamber and its objects and who have paid the annual subscription as set from time to time by the Committee.

**4**

The Committee shall have the right to reject applications for membership of the Chamber for good or sufficient reason and likewise shall have the right to terminate membership if the member concerned acts in a manner calculated to injure or discredit the Chamber provided always that the member shall have the right to present its case (for membership or against expulsion) to the Committee.

## SUBSCRIPTIONS

- 5 The Chamber shall fix the annual subscription fee at its Annual; General Meeting.
- 6 All subscriptions shall become due on the first day of January in each year and no member shall be entitled to vote at any meeting of the Chamber or its Committee unless his subscription shall have been previously paid.

## OFFICERS

- 7 The Annual General Meeting of the Chamber shall elect its President, Vice President and treasurer (“the Officers”) and such other members of the Committee as the Chamber shall from time to time decide.
- 8 The President and Vice President shall hold office until the conclusion of the Annual General Meeting next following their election and may stand for re-election to the same office.
- 9 The Committee may appoint an accountant to prepare annual accounts and may agree what remuneration (if any) to pay in that regard. It shall be for the Chamber in General Meeting to re-appoint the accountant annually.
- 10 The Officers shall be members of the Committee as a matter of course.

- 11 The Committee shall not exceed twelve in total who shall be elected by the Chamber in General Meeting.
- 12 The Committee may at its discretion co-opt members to serve upon it but those members shall be required to stand for election at the next available General meeting of the Chamber if they are to continue to serve on the Committee.
- 13 The Committee may establish such sub-committees of it as appears appropriate.
- 14 The Treasurer shall keep an account of all moneys received and paid by him for and on behalf of the Committee. He shall present to the Chamber at its Annual Meeting a statement of account showing all financial transactions of the Chamber made up to the last day of December in the previous year. Chamber, and shall pay all accounts approved by the Committee. He shall present to the Chamber at its Annual Meeting a statement of account showing all financial transactions of the Chamber made up to the last day of December in the previous year.
- 15 The President shall authorise the keeping of records of Committee Meetings and shall also maintain (or arrange to have maintained) a roll of paid-up members of the Chamber.

- 16** The Chamber shall hold its Annual general Meeting once each year but within 15 months of the preceding Annual General Meeting in any event.
- 17** An additional General meeting of the Chamber will be arranged by the President to take place not later than 35 days after the receipt by him or her of a requisition signed by not less than 10 members setting out the purpose for such meeting.
- 18** 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 President to act as scrutineers whose task shall be to count the number of votes and report the result 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.
- 19** The President shall nominate a member of the Committee to chair any meeting of that body or the Chamber in General or other Meeting if he or she is to be absent and that person shall have the same rights and duties as the President during the currency of that commission.

20

A quorum of the General Committee shall be five and seven days' notice shall be given to the members of the General Committee of every meeting specifying generally the nature of the business to be transacted.

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The General Committee may from time to time make Bye-Laws Regulations and Orders for the good management control and conduct of the Chamber provided that the same shall not be inconsistent with or opposed to the constitution or rules of the Chamber.

22

In case a vacancy shall occur in the office of President, Vice-President, Treasurer or Committee person in the course of the year, such vacancy shall be filled by the General Committee, and any person so chosen shall hold office so long as the Officer or Committee person in whose place the person has been chosen, would have held office if no vacancy had occurred.

23

The Secretary shall be appointed by the General Committee who shall pay that person's reasonable expenses and define the duties.

## NOTICES OF MOTION

- 24 Every paid up member of the Chamber has the right to submit a notice of motion in writing to the President which shall be placed on the agenda for the next Committee meeting.

## GENERAL

- 25 No alteration shall be made to these rules except by a resolution duly passed by two-thirds of the members present and voting at a General Meeting of the Chamber and the President shall give to members not less than 10 days notice of any such alteration(s) by way of a notice in the Chamber's newsletter or in such other form as the President in his or her discretion may direct.
- 26 A notice may be served by the Chamber upon any member by sending it in writing by post or electronically at his usual place of business. Any notice sent by post shall be deemed to have been served on the day following that on which it was posted.

27

All meetings of the Chamber (whether in Committee or otherwise) shall be chaired by the President and he or she shall use their best endeavours to ensure that such meetings are conducted in a fair and balanced manner.

## PRESS RELEASES

28

Reports to the press or other media attributable to the Chamber must only come direct from the President or by Press Release approved by the General Committee.