



RULES & CONSTITUTION
of
THE BOURNEMOUTH
CHAMBER OF TRADE
and
RULES
of
THE BOURNEMOUTH
CHAMBER OF TRADE
BENEVOLENT FUND

1965 (*Approved 11th October*)

NAME

1 The name of the Association is "THE BOURNEMOUTH CHAMBER OF TRADE" (hereinafter called "the Chamber")

OBJECT

2 The object of the Chamber is to originate, consider and promote all such lawful measures, plans and schemes as may be calculated to benefit, improve and secure the commercial and general interests of the Town and surrounding Districts

MEMBERSHIP

3 The membership of the Chamber shall be open to merchants, professional men and women, traders, property owners, and others having business and other interests in the area covered by the operations of the Chamber, and to Associations whose objects are the promotion of the special interest of their respective members.

ELECTION OF MEMBERS

4 (a) Every applicant for membership shall be proposed by One Member and seconded by another Each application received shall be referred in the first instance to the appropriate Section of the Chamber, such Section shall submit its recommendation on each application to the Executive Committee of the Chamber (hereinafter called "the Executive Committee") at the next Meeting thereof Applications shall be considered by a Section on general grounds although there may be special considerations which may prevent the applicant from becoming a member of the Section concerned An applicant who is duly proposed and seconded and whose application is approved by a majority vote of those present at a Meeting of the Executive Committee shall be a Member of the Chamber The Executive Committee shall have power to refuse an application for membership without assigning a reason.

An Association on becoming a Member shall be known as an Affiliated Association.

(b) HONORARY MEMBERS The Mayor of Bournemouth and the two local Members of Parliament shall be Honorary Members of the Chamber

SUBSCRIPTIONS

5 (a) The Annual Subscription shall be in accordance with such scale of subscriptions as shall from time to time be fixed by a majority of members present at a Meeting of the Executive Committee and shall be payable on the 1st January in each year or within seven days of election

(b) Members and Affiliated Associations joining the Chamber after the 30th June in any year may be accepted at half the appropriate rate for the remainder of the current year.

(c) Members shall not be entitled to speak or vote and Affiliated or Allied Associations shall not be entitled to send representatives until the First Subscription has been paid, or in respect of the second and subsequent years after the 31st January until the current subscription has been paid

(d) Associations desirous of becoming Allied to the Chamber, and of making partial use of the Chamber's organisation within specified limits to be determined at the commencement of the alliance, may be accepted on terms mutually agreed upon, appropriate to the use made of the Chamber's organisation

(e) Affiliated Associations wishing to make use of the Chamber's organisation within specified limits to be determined at the commencement of the arrangement may do so on terms which shall be mutually agreed upon appropriate to the use made of the Chamber's organisation

(f) On being duly proposed and seconded by existing Members and securing a majority vote of those present at a meeting of the Executive Committee, Members of an allied or affiliated body may become individual Members of the Chamber on payment of an additional fee appropriate to the size of their establishment, such fee to be fixed at the time of application

SUB-UNITS OF THE CHAMBER A BRANCHES

6 The object of a Branch shall be to represent merchants, professional men and women, traders and property owners in a particular geographical area irrespective of their individual trades or occupations

Any substantial number of Members of the Chamber may from time to time with the consent of the Executive Committee form themselves into a Branch having a name which shall have been approved by the Executive Committee

B SECTIONS

The object of a Section is to represent the Members of a particular profession, trade or business Any number of Members of the Chamber, not less than twelve, who are engaged or interested in the same profession, trade or business may from time to time, with the consent of the Executive Committee, form themselves into a Section having a name which shall have been approved by the Executive Committee A Section may with the consent of the Executive Committee affiliate with any National or Central Association for the promotion of the same or similar objects as that of the Section concerned but any fee payable in respect of such affiliation shall be borne by the Fund of the Section concerned and not by the General Fund of the Chamber

MANAGEMENT OF BRANCHES AND SECTIONS

7 The Members of any Branch or Section as the case may be shall at the meeting at which the Branch or Section is formed, or as soon after as may be and annually elect from among themselves a Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer and a Committee

The Branch or Section shall from time to time fill such vacancies as may occur in its Officers or Committee The Chairman, or in his absence the Vice-Chairman of each Branch and of each Section shall be ex-officio a Member of the Executive Committee

Branches and Sections and their Committees shall keep Minutes of their proceedings and forward a copy to the General Secretary within 7 days

No Branch or Section shall have power to take any action or incur any liability in the name of the Chamber or to bind the Chamber or any other Branch or Section without the previous consent of the Executive Committee

Branch or Sectional matters involving any other Branch, Section, or Branches or Sections, and all matters involving liability or credit of the Chamber as a whole, and all matters of policy affecting the Chamber as a whole, must be brought to the Management Committee and its approval obtained before any action is taken thereon

BRANCH AND SECTION SUBSCRIPTIONS

8 A Branch or Section may, with the approval of the Executive Committee, by Resolution passed by a two-thirds majority of Members present at a meeting, of which not less than seven days' previous notice has been given in writing to the Members of the Branch or Section stating what is proposed, levy on its own Members an Annual Subscription for the use and benefit of the Branch or Section Such subscription shall be paid to the Honorary Treasurer of the Branch or Section concerned and kept by him in a separate account, and shall be expended by the Branch or Section for its own purposes Such accounts shall be audited by an Auditor appointed by the Branch or Section at least once a year

REPRESENTATION

A GENERAL MEETINGS

9 A Member and the appointed representatives of Allied and Affiliated Associations shall be entitled to attend and subject to Rule 5 to vote at all General or Special meetings of the Chamber A Company or Firm having up to Ten

Employees shall be entitled to one representative, more than Ten Employees two representatives A Company or Firm with over TWENTY Employees may have a third representative on payment of an additional fee as laid down in the scale of subscriptions Allied and Affiliated Associations may each send three delegates as Members to the Chamber, and those with a larger Membership than Fifty shall be entitled to send an additional delegate

B EXECUTIVE COMMITTEE MEETINGS

Each Branch, Section, Affiliated and Allied Association shall be entitled to send one representative for each Fifty of its membership to attend the Executive Committee of the Chamber who shall, subject to Rule 5, be entitled to speak and vote

OFFICERS OF THE CHAMBER

10 The Officers of the Chamber shall be the President, the Vice-President, the Immediate Past President who shall be the Deputy President, and the Honorary Treasurer The President, Vice-President and Honorary Treasurer shall be elected annually by the members of the Chamber at the Annual General Meeting

MANAGEMENT OF THE CHAMBER THE EXECUTIVE COMMITTEE

11 The Management of the Chamber shall be vested in an Executive Committee consisting of the Officers of the Chamber, all subscribing past Presidents, a Committee of 20 Members, and the appropriate number of representatives from Branches, Sections, Allied and Affiliated Associations The said Committee of 20 Members shall be elected each year at the Annual General Meeting by the Members of the Chamber

At its first meeting after the Annual General Meeting of the Chamber each year the Executive Committee shall elect its Chairman and Vice-Chairman Fifteen Members shall be sufficient to form a Quorum of the Executive Committee

The election of 20 Members to the Executive Committee shall be carried out in the following manner —

- (a) On the Agenda of the Annual General Meeting it shall be requested that nominations for the Committee be sent in to the General Secretary 7 days before the date of such Annual Meeting
- (b) The written consent of the Member nominated must accompany each nomination
- (c) A list of all nominations shall be distributed at the Annual General Meeting, and a ballot taken
- (d) The Executive Committee shall have power to fill any vacancies which may exist or occur in its number during its year of office
- (e) The Executive Committee shall have power to co-opt to its number persons whose specialised knowledge may be helpful to the Chamber
- (f) If any Member of the Executive Committee shall be absent from four successive Executive Committee Meetings the Executive Committee may declare the office or seat vacant and may appoint another, unless such absence is caused through sickness or other circumstances over which the Member has no control If such absentee is a representative of an Affiliated Association, such Association shall be asked to appoint another representative instead

MANAGEMENT COMMITTEE

12 There shall be a Management Committee which shall consist of the Officers of the Chamber, and six Members who shall be elected by ballot each year at the first Meeting of the Executive Committee following the Annual General Meeting Nominations to be sent in to the General Secretary four days before the date of the Executive Committee Meeting The Management Committee shall be responsible to the Executive Committee for duties as may from time to time be delegated by the Executive Committee, and it shall have power to co-opt to

its number persons whose knowledge or experience may be of service Three Members of the Management Committee shall form a quorum It shall have plenary powers to deal with all matters of urgency

SPECIAL AND SUB-COMMITTEES

13 Special and Sub-Committees may be appointed by either the Chamber or the Executive Committee, the work and decisions of any such Special or Sub-Committee shall be submitted to and approved by the Executive Committee before taking effect, unless plenary powers to act shall, upon appointment, have been specifically given to such Special or Sub-Committee

NOMINATIONS FOR PRESIDENT AND FOR VICE-PRESIDENT

14 (a) Nominations for the Offices of President and Vice-President shall be made in writing, signed by two Members and by the nominee consenting to serve, and sent to the General Secretary not later than twenty-eight days before the date fixed for the Annual General Meeting

(b) A Sub-Committee consisting of the President and all subscribing Past Presidents shall meet to recommend names for the Offices of President and Vice-President to the Executive Committee for that body to nominate at the Annual General Meeting The Executive Committee nominations together with any others that have been received will be submitted for election at the Annual General Meeting

SPECIAL DONATIONS

15 When considered necessary by the Executive Committee, Donations and Subscriptions may be invited for the promotion of specified objects

MEETINGS

16 (a) The Executive Committee shall meet monthly, except during the months of August and December, alternately in the afternoon and evening

(b) An Extraordinary General Meeting of the Chamber may be called at any time by the President, and shall be called by the General Secretary upon receipt of a requisition signed by not less than Twenty Members Six clear days' notice of any such Meeting shall be given to Members

(c) The Annual General Meeting of the Chamber shall normally be held during the month of February in each year and at least seven clear days' notice thereof shall be given to each member in writing

At this Meeting the Hon Treasurer and General Secretary shall present their Reports, the Accounts of the Treasurer having been previously audited by the Auditors appointed by the Chamber The President of the Chamber, Vice-President, Hon Treasurer, and the Executive Committee shall be elected, and other necessary business transacted

METHOD OF VOTING

17 All questions shall be decided by the vote of a majority of Members present The Chairman shall have a second or casting vote

(a) Voting shall be by show of hands except for the election of Officers and Committee, which shall be by ballot Fifteen Members shall have power to demand that any vote be taken by ballot

(b) In the event of a referendum a Company or Firm having one or more Branch or Branches and/or Subsidiary or Subsidiaries shall have one vote in respect of its main business establishment in the area covered by the operations of the Chamber and an additional vote for each Branch and each Subsidiary in the said area provided the appropriate subscription has been paid prior to the referendum being announced

HONORARY TREASURER

18 The Honorary Treasurer shall have charge of the Funds of the Chamber and shall pay all demands as and when authorised by the Executive or Management Committees He shall, however, be empowered to pay up to the sum of £10 without prior reference to the said Committees He shall balance his accounts for each audit of the Chamber or and whenever required by the said Committees

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He shall forthwith surrender to such person as the Executive Committee may appoint to receive the same all books, documents, money and properties belonging to the Chamber when required to do so either by the Chamber or the Executive Committee. Cheques drawn on the Banking Account shall be signed by any two of the following signatories—The President, the Treasurer, the Chairman of the Management Committee and the General Secretary

AUDIT

19 The accounts of the Chamber shall be audited at least once in every year by Auditors who shall be elected at the Annual General Meeting

GENERAL SECRETARY

20 The General Secretary shall perform such duties as the Chamber and the Executive and Management Committees may from time to time direct, and shall be paid such salary and other remuneration as the Executive Committee may determine

TRUSTEES

21 There shall not be less than four Trustees of the Chamber for the purpose of holding freehold or leasehold property or other property on behalf of the Chamber. The Trustees shall have power to purchase, sell, exchange, mortgage charge, surrender, lease or otherwise deal with any freehold or leasehold property or any other property in such manner and to such extent as the Executive Committee shall from time to time direct by resolution (of which entry in the minute book shall be conclusive evidence) and such freehold or leasehold property or other property shall be vested in the Trustees. The Trustees shall be indemnified against all liabilities in connection with such freehold or leasehold property or other property out of the property of the Chamber. The Trustees shall hold office until death or resignation or until ceasing to be a member of the Executive Committee or until removed from Office by a resolution of the Executive Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any Trustee or Trustees from the office of Trustee

If by reason of any such death resignation ceasing to be a member of the Executive Committee or removal it shall appear necessary to the Executive Committee that a new Trustee or Trustees shall be appointed or if the Executive Committee shall deem it expedient to appoint an additional Trustee or Trustees the Executive Committee shall by resolution nominate the person or persons to be appointed the new or additional Trustee or Trustees. For the purpose of giving effect to such nomination the President of the Chamber for the time being is hereby nominated as the person to appoint new Trustees of the Chamber within the meaning of Section 36 of the Trustee Act 1925 and he shall by deed duly appoint the person or persons so nominated by the Executive Committee as the new Trustee or Trustees of the Chamber and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with the Chamber or the Executive Committee be conclusive evidence of the fact so stated

If at any time the Chamber in general or extraordinary meeting shall pass a resolution authorising the Executive Committee to borrow money the Executive Committee shall thereupon be empowered to borrow for the purposes of the Chamber such amount of money either at one time or from time to time and at such rate of interest and in such form and manner as shall be specified in such resolution and thereupon the Trustees shall at the direction of the Executive Committee make all such dispositions of the Chamber's property or any part thereof and enter in such agreements in relation thereto as the Executive Committee may deem proper for giving security for such loans and interest. All members of the Chamber whether voting on such resolution or not and all persons becoming members of the Chamber after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.

ALTERATION OF RULES

22 No rule of the Chamber can be added, altered or deleted except by a majority vote at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose

23

BENEVOLENT FUND

NAME

(a) This Institution shall be called "THE BOURNEMOUTH CHAMBER OF TRADE BENEVOLENT FUND"

OBJECT

(b) Its object shall be to maintain and administer a fund by means of which the Chamber may afford relief and assistance to—

- (i) Members of the Chamber who, from unavoidable misfortune, may be in distressed circumstances
- (ii) The widows or dependents of members who may be in need
- (iii) Any unfortunate Trader whose case may, in the opinion of the Council of the Fund, have a legitimate claim upon the sympathetic consideration of the Chamber

MANAGEMENT

(c) The Fund shall be sustained and controlled by an Executive Council, consisting of the President for the time being of the Chamber, together with a Vice-Chairman, Hon Secretary, Hon Treasurer, and six members of the Council to be elected each year at the Annual General Meeting of the members of the Chamber from amongst the Executive Committee of the Chamber

The Council shall have full executive powers, their decision upon any matter or question attaching to the administration of the Fund being final and complete

VACANCIES

(d) The Council shall have power to fill any vacancies which may exist or occur during the term for which they are elected to serve

VOTING

(e) In the case of an equality of votes upon any matter or subject the Chairman for the time being of any meeting connected with the Fund shall have a second or casting vote

FUNDS

- (f) The Fund shall be furnished and sustained by—
- (i) Voluntary Annual Subscriptions,
 - (ii) Special Donations, and
 - (iii) Such other means and methods as in the opinion of the Council may be desirable and advantageous

ADMINISTRATION

(g) Any bona-fide member of the Chamber or subscriber to the Fund shall be entitled to recommend cases for the consideration of the Council. A written statement, covering full particulars, must accompany such application, and be addressed to the Hon Secretary, who, upon receipt thereof, shall summon the Council to consider the same. The Council, having full discretionary power in the matter, shall decide whether relief can or should be granted, and if so the nature and extent of the assistance to be given

SECRECY

(h). All particulars as to any case of distress referred to the Council for consideration shall be treated with strict confidence by any person concerned therein. In particular, the acceptance of any office or appointment on the Council or in its service and any action by any individual undertaken for the purpose of invoking assistance from the Fund shall be deemed to **express a**

promise and obligation to preserve secrecy upon every case submitted to the Council. In any financial statement issued by or on behalf of this Fund the names of the recipients of relief or assistance shall not appear, such payments being specified therein by numerals only

HON. SECRETARY

(i) The Hon Secretary shall summon all meetings of the Council or Subscribers as and when directed by the Chairman, or upon the written request of not less than five members of the Council. He shall keep a true and full record of all the transactions of the Council and the proceedings of the meetings, conduct the correspondence, receive contributions, and issue receipts for same, passing all monies, immediately upon receipt thereof, to the Hon. Treasurer, and generally perform all the secretarial duties attaching to the business and working of the Fund

HON. TREASURER

(j) The Hon Treasurer shall have charge of all monies, securities and other assets of the Fund, holding same as Trustee for the donors and subscribers. He shall be authorised to pay Income Tax, and payments up to £10 without reference, and all other payments as and when instructed by the Council of the Fund, and when required so to do, by a majority vote of the Council, yield up and surrender to such person or persons as the Council may direct all monies, books, and properties belonging to the Fund. At least once in every year, and also whenever required by the Council, he shall render a full and true statement of his receipts and expenditure on account of the Fund, and submit the same, with all vouchers relating thereto, to the Fund's Auditors for audit purposes.

AUDIT

(k) The accounts of the Fund shall be audited at least once in every year, and oftener if and when required by the Council, by two Auditors who shall be elected at the Annual Meeting of the Chamber.

STANDING ORDERS FOR GENERAL AND EXECUTIVE COMMITTEE MEETINGS

- 1 At every Meeting the Minutes of the preceding Meeting, if not previously circularised, shall be read, and if approved, signed by the Chairman
- 2 All Communications requiring the attention of the Executive Committee shall be considered.
- 3 Only one amendment can be before the Meeting at a time, and must be decided by the Meeting voting for or against it. Any Amendment which is carried shall take the place of the Original Motion, and may be subject to fresh Amendments. A Motion of Amended Resolution shall not be considered as carried until it shall have been voted upon as a substantive Resolution after all Amendments thereon have been disposed of
- 4 No Member can speak more than once on the same Motion or Amendment, except by the permission of the Chairman, save the mover of the Motion, who shall have the right to reply
- 5 Each Member shall rise on speaking and address the Chairman, and not any other Member, and while one Member is speaking all others shall remain silent. If two or more Members rise together for the purpose of speaking, and no one of them is willing to resume his seat, it shall rest with the Chairman to decide who shall speak first, and whenever the Chairman rises to speak, no other Member shall continue standing or speaking nor shall any Member rise until the chair be resumed
- 6 If a Meeting be adjourned, no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment took place.
7. The decision of the Chairman in regard to the application of the foregoing Orders shall be final