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### **Officers and Officials of the Chamber - Selection Procedure**

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## **APPENDIX II**

### **Officers and Officials of the Chamber - Qualifications and Restrictions**

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# Altrincham & Sale Chamber of Commerce

## CONSTITUTION

### *The Chamber's Belief*

*"No commercial, manufacturing or professional operation is sufficient unto itself.  
We all depend on each other!"*

### **TITLE**

The organisation shall be known as the Altrincham & Sale Chamber of Commerce herein after referred to as "The Chamber".

The outward and visible sign of the Chamber's authority is vested in the Presidential Chains.

### **1. STATEMENT OF PURPOSE**

The Chamber exists to provide value to its members by acting as the hub of a mutually supportive local business community.

The Chamber seeks to be the natural voice and nucleus of the local business community providing the communication, representation and services required by its members.

The Chamber aims to contribute actively to the sustained economic viability, prosperity and sense of community within the business area it supports.

### **2. MEMBERSHIP**

#### **A. Geography**

The Chamber draws its membership primarily from South Trafford - the Altrincham, Sale and surrounding geographical areas.

#### **B. Eligibility**

Membership is open to those engaged in commercial activity within the geographical area served by the Chamber, "not for profit" organisations, educational, sporting and religious establishments.

#### **C. Classes of Membership**

There shall be four classes of membership:

- (i) Member
- (ii) Retired Member
- (iii) Honorary Member
- (iv) Honorary Life Member

The Executive Council has power to refuse an application for membership without assigning a reason.

Any member who shall by any act bring injury or discredit upon the Chamber may be expelled from the Chamber by resolution of the Executive Council, carried by a two-thirds majority of the members present.

**D. Application for Membership**

Those eligible may make application for membership via Chamber staff or an existing Chamber member. All applications will be submitted for approval by the Executive Council and, if approved, the applicant will be elected to membership.

**E. Membership Fees**

There will be a joining fee established in the budget.

The annual membership fee will be calculated by means of a points system.

All membership fees are due on the first day of January in every year. New members joining September to December will pay:

- (i) a joining fee and a membership fee for the full year
- (ii) in the year following, providing payment is made by 31 January, an issued credit note equivalent to the full months of non membership of the year previous can be deducted.

**F. Resignation from Membership**

In accordance with the relevant legal clause in the membership contract, resignations from the Chamber must be in writing and submitted to the Office Manager **by RECORDED DELIVERY** no later than 31<sup>st</sup> December to take effect in the year following. A written acknowledgement by the Office Manager is to be provided no later than January 31<sup>st</sup> in the year in which the resignation is to take effect.

Members who resign are not entitled to a refund of any portion of their membership for the current year.

Members who have resigned may be re-instated by receipt of a re-application. A re-joining fee may be imposed at the discretion of the Chief Executive.

If in the opinion of the Executive Council any member has conducted itself in a way that could bring discredit to the Chamber or its members, the Executive Council shall have the authority to delete its name from the membership list.

**3. GOVERNANCE**

**A. Officers of the Chamber**

The Officers of the Chamber are:

- The President
- The Deputy President
- The Chairman of the Executive Council
- The Treasurer
- The Deputy Treasurer

The Officers shall:

- i) be charged with the keeping and maintenance of the Constitution.
- ii) be the ultimate deciders of any disciplinary matters regarding members.

## **B. Trustees of the Chamber**

The Trustees of the Chamber are:

The President

The Treasurer

The Chief Executive.

All of the assets of the Chamber are in the care of the Trustees.

## **C. Executive Council**

The Governing body of the Chamber is the Executive Council.

The Executive Council exists to represent the interests of the members.

The Executive Council is tasked with the overall governance of the Chamber including: the setting of policy; the appointment of Chairmen to ad hoc Committees; the appointment of staff; the representation of members' views to local and national bodies; any other activity that can be construed to fall within the overall control of the affairs of the Chamber.

The Executive Council is composed of the Officers of the Chamber, Officials of the Chamber and Area Representatives. [For quoracy see clause 4C (VII)].

The Executive Council will elect from its members a Vice Chairman and a Secundus Vice Chairman. This will take place at the first meeting after the Annual General Meeting.

The Chief Executive and/or other Chamber staff will attend Executive Council meetings as ex officio attendees.

The Executive Council may appoint one of its members to represent specialist interests of the Chamber at a local, regional, national or international level.

The Executive Council will have the right to invite additional members or associates to attend any meeting as a guest. Ex officio attendees and guests will be non-voting.

Mid-term vacancies arising through resignations or other cause will be temporarily filled by appointment of the Executive Council.

Except for some just cause such as illness should any member of the Executive Council or of any of its Committees absent him/herself from three consecutive meetings of the Executive Council or the relevant Committee, then he/she will be deemed to have relinquished his/her office and be so informed by the Chairman of the Executive Council.

## **D. Chief Executive**

The Executive Council is empowered to appoint a Chief Executive.

The role of the Chief Executive is to manage the affairs and development of the Chamber in accordance with the Constitution and is subject to the decisions and directives given by the Executive Council.

The duties and terms of employment of the Chief Executive will be set out within a Job Description and Contract of Employment defined by the Executive Council.

## **E. Patronage**

The Chamber shall seek Patronage from:

As Patron:

The Mayor of Trafford Metropolitan Borough Council.

Two Vice Patrons:

- (i) The Lord Lieutenant of Greater Manchester.
- (ii) The Member of Parliament for Altrincham & Sale West.

In exceptional circumstances the Executive Council may recommend to the members at an Annual General Meeting that the title of Life Vice Patron be conferred on a person who has rendered outstanding service to the Chamber movement in general and to the Altrincham & Sale Chamber of Commerce (and its forebears) in particular.

## **4. ADMINISTRATION**

### **A. Committees**

Committees responsible to the Executive Council shall be as follows:

- (i) Standing & Liaison
- (ii) Finance
- (iii) Marketing & Membership
- (iv) Social & Outside Activities
- (v) Ad hoc/Working Groups

#### **(I) Standing & Liaison**

The Standing & Liaison Committee will comprise:

The Chairman of the Executive Council\* (Also Chairman of the S&L)  
The President\* and Deputy President\*  
The Treasurer\* and Deputy Treasurer\*  
Vice Chairman of the Executive Council  
Any appointed Vice President

\* The Officers of the Chamber

The Chief Executive and/or other Chamber staff will attend meetings of the Standing & Liaison Committee as non-voting members.

Up to two additional members or associates may be invited to attend meetings of the Standing & Liaison Committee as non-voting members.

The Standing & Liaison Committee will normally meet twice a year:

(A) In the spring to review the efficiency of the Chamber's infrastructure, the Executive Council's Committees and the Chamber's salaried staff; (B) In the autumn (i) to prepare a list of those to serve as Officers, Officials and Area Representatives for the following year to be submitted to the Executive Council; (ii) to receive the budget for the forthcoming year from the Chairman of the Finance Committee, to consider and endorse, or otherwise, said budget and the proposed point value.

A meeting of the Standing & Liaison Committee may also be called (in dispersement if necessary) should it not be possible to convene the full Executive Council.

Meetings of the Standing & Liaison Committee may also be convened at the request of the Executive Council in order to address specific issues of concern to the Executive Council.

Any decisions taken by the Standing & Liaison Committee will always be subject to the Constitution and must be ratified by the Executive Council at its next scheduled meeting.

## **(II) Finance**

Within the governance of the Chamber the Finance Committee shall provide the regulatory, legal and financial controls necessary to ensure the operational effectiveness of the Chamber.

The Treasurer and Deputy Treasurer shall serve on the Finance Committee with other suitably qualified members.

The Chairman shall be elected at the Annual General Meeting but shall not be the Treasurer or Deputy Treasurer.

The Chairman will be responsible for recruiting suitably qualified and enthusiastic members to serve on the Finance Committee. These will be drawn from the general membership of the Chamber and may or may not be members of other Chamber Committees.

The Finance Committee will elect a Vice Chairman from within its members.

The Chief Executive or another member of staff shall be a member (non voting) of the Finance Committee to contribute to the financial review and target setting.

The Finance Committee will ensure that the Chamber's financial records are properly maintained and subject to annual audit.

The Treasurer or a delegate will report on the finances of the Chamber at each meeting of the Executive Council and in so doing highlight any significant matters or potential problems arising.

The Finance Committee will publish and present a full and accurate financial report in full compliance with appropriate accounting standards at the Annual General Meeting.

All cheques on the Chamber's bank accounts require two signatories: the Treasurer or Deputy Treasurer together with the Chief Executive or the Office Manager.

The financial year will be the calendar year.

The budget (determining the membership fees) covering the next financial year will be prepared early in October by the Finance Committee in conjunction with the Chief Executive. This is to be placed before the Standing & Liaison Committee for endorsement at its autumn (October) meeting, subsequently to be ratified by the Executive Council.

### **(III) Marketing & Membership**

The Marketing & Membership Committee will instigate and implement a marketing strategy designed to profitably develop the Chamber, attract new members and maintain the loyalty of existing members.

The Chairman shall be elected at the AGM but shall not be the Chairman of any other Committee.

The Chairman will be responsible for recruiting enthusiastic members to serve on the Marketing & Membership Committee.

The Committee shall elect a Vice Chairman from within its members.

### **(IV) Social & Outside Activities**

The Social & Outside Activities Committee will instigate, develop and support a calendar of social events to build a sense of community spirit within the local business environment.

The Chairman shall be elected at the AGM but shall not be the Chairman of any other Committee.

The Chairman will be responsible for recruiting enthusiastic members to serve on the Social & Outside Activities Committee.

The Committee shall elect a Vice Chairman from within its members

### **(V) Ad hoc Committees / Working Groups**

Ad hoc Committees /Working Groups may be established on the direction of the Executive Council and be given a distinct task to undertake on its behalf.

The Executive Council will appoint a Chairman to any Ad hoc Committee/ Working Group.

The Chairman of any Ad Hoc Committee/Working Group will be responsible for recruiting suitably qualified and enthusiastic members to serve. These will be drawn from the general membership of the Chamber and may or may not be members of other Chamber Committees.

Each Ad Hoc Committee/Working Group will elect a Vice Chairman from within its members.

The Ad Hoc Committee/Working Group will define its Terms of Reference which may be requested by the Executive Council.

The Chairman of each Ad Hoc Committee/Working Group, or a delegate, will attend Executive Council meetings as a voting member and will report on the proceedings of the Committee.

The Chairman of any Ad Hoc Committee/Working Group may be removed or replaced at any time on the instruction of the Executive Council.

Any Ad hoc Committee/Working Group may be disbanded at any time on the instruction of the Executive Council or when its assigned task has been fulfilled.

## **B. Area Representatives**

### **(I) Numbers and Areas**

The number of Area Representatives shall not be fixed but shall be not less than three and not more than nine. The areas covered shall be all or some of the following:

Altrincham (2); Sale, Broadheath, Hale & Bowdon (2); Timperley (Village), Timperley (West), Ashton-on-Mersey, Sale Moor & Brooklands.

Any individual Area Representative shall be determined to serve by the Chief Executive and subject to confirmation by the Chairman of the Executive Council. All Area Representatives shall be subject to election at the Annual General Meeting.

### **(II) Role of Area Representatives**

Area Representatives shall:

- Act as the Chamber's principal point of contact for local issues within the designated area. Where appropriate Area Representatives should liaise with the Executive Management of TMBC.
- Review the list of planning applications for the area circulated by the Chamber office and generally to maintain an awareness of developments in the area which may have an impact on members or the business community. Any such issues to be brought to the attention of the Chief Executive.
- Attend the monthly meetings of the Executive Council and play a full part in the decision making body of the Chamber on issues generally and specifically as they relate to the Area Representative's designated area. The Area Representative will be expected to use his/her specific local knowledge to ensure that Executive Council members are aware of all relevant information and views.
- Support the Chamber's social events wherever possible, all of which provide useful opportunities to meet members from the designated areas and exchange views.
- Promote the Chamber's profile in their area whenever possible and to remain aware of the potential to recruit new members.
- Welcome new members following their election to the Chamber so as to establish contact for future dialogue.

## **C. Meetings**

### **(I) Annual General**

The Annual General Meeting (AGM) will normally be held not later than the last Monday in February in each year and is subject to a minimum of fourteen days notice being given to members. Members unable to attend may instruct the person presiding over the AGM to vote by proxy on their behalf.

The business of the Annual General Meeting shall be:-

- To approve the minutes of the previous AGM
- To receive a report from the Executive Council and its Committees
- To approve the audited accounts presented by the Honorary Treasurer
- To elect the Officers of the Chamber
- To elect the Chairmen of the statutory Committees
- To elect the Area Representatives
- To elect the Chamber's Press Officer
- To elect the Chamber's Auditors for the year
- To elect the Chamber's Solicitors for the year
- To discuss any matters regarding the management of the Chamber

**(II) Special General**

A Special General Meeting (SGM) may be held by order of the Executive Council or by requisition handed to the Chief Executive signed by at least 10 members of the Chamber stating the subject to be discussed. If an SGM is called by receipt of a requisition of members the meeting must be held within 21 days of receipt of the requisition. An SGM called must give at least 10 days notice.

To carry a resolution at an SGM, two thirds or more of the members present must vote in favour. The Chairman can exercise a casting vote.

**(III) Executive Council**

Executive Council Meetings will normally be held on the second Monday in the month excepting August and on Public Holidays.

**(IV) Standing & Liaison Committee**

The Standing & Liaison Committee will meet not less than twice a year – spring and autumn.

The Chairman may convene the Committee at other times as and when it is deemed necessary.

**(V) Statutory Committees**

Meetings of the Statutory Committees will normally be held monthly at a time and date to be decided by the Chairman and its members.

**(VI) Ad hoc Committees / Working Groups**

Meetings of Ad hoc Committees / Working Groups will be held as and when deemed necessary by the Chairman in order to progress the task given by the Executive Council

**(VII) Quoracy**

For a Special General Meeting to be quorate 30 members must attend.  
For Executive Council and Committee meetings to be quorate a majority of the eligible members must attend

**D. Election of Officers and Officials**

**(I) Election of the President/Deputy President/President Elect**

The election of:

The President

The Deputy President

The President Elect

shall be subject to the Selection Procedure as detailed in Appendix I and to the Qualifications and Restrictions as detailed in Appendix II.

**(II) Election of the other Officers and Officials**

Other Officers and Officials of the Chamber will be elected from members currently serving on the Executive Council or on a Committee.

Any member of the Chamber may nominate a candidate for the position of an Official of the Chamber. The nominating member may or may not currently be serving on the Executive Council or a Committee.

Candidates must be proposed and seconded at the November meeting of the Executive Council to stand for election at the Annual General Meeting.

Majority voting of all members of the Chamber attending the Annual General Meeting will elect a candidate to office.

The election of all Officers and Officials shall be subject to the Selection Procedure as detailed in Appendix I and to the Qualifications and Restrictions as detailed in Appendix II.

**E. Chamber Staff**

Subject to the approval of the Executive Council, the Chief Executive may appoint members of staff, either permanent or part-time, to support the day-to-day operations of the Chamber.

**F. Changes/Amendments to the Constitution**

The Executive Council may from time to time propose changes and/or amendments to the Constitution. Changes and/or amendments proposed by the Executive Council will only be put into effect following their approval by the membership at the next Annual General Meeting or at a Special General Meeting.

A proposed amendment to the Constitution signed by 10 members can be sent to the Chief Executive who will place it before the Executive Council. If approved it will be recommended for implementation at the earliest opportunity and be confirmed at the next full meeting of members.

The Chief Executive, if in his/her opinion considers that an amendment to the Constitution would improve the performance of the Chamber, may follow the same procedure as detailed above.

**G. Indemnity**

All Officers and members for the time being of the Executive Council, Committees and any Trustee for the time being acting in relation to the affairs of the Chamber, shall be entitled to be indemnified out of the assets and property of the Chamber against all actions, costs, charges, losses, claims, damages, liabilities and expenses which they or any of them shall or may suffer, incur, sustain, pay or be put to by reason or on account of or arising from or as a result of any act done, concurred in or omitted to be done in or about the execution of their duty or supposed duty in their respective offices or trusts, except such (if any) as they shall suffer, incur, sustain, pay or be put to by reason or on account of or arising from or as a result of their wilful default or neglect respectively, and none of them shall be liable for any loss to the Chamber by reason of the acts, receipts, neglects or defaults made or not made (as the case may be) in good faith of any other or others of them or by joining in any receipt for the sake of conformity or for any bankers or other persons, with whom any monies or effects belonging to the Chamber may be lodged or deposited for safe custody or for insufficiency or deficiency of any security of which any monies belonging to the Chamber shall be placed put or invested or for any other loss, misfortunes or damage which may happen in the execution of their respective offices and trusts or in relation thereto other than if it happens by any fraud.

**H. Construction of Rules**

The Executive Council shall have power to determine any question that may arise as to the construction or the meaning of clauses in the Constitution, or on any matter not provided for therein; such decision shall be final and binding in the absence of manifest error until decided otherwise by Resolution at a General Meeting.

**I. Dissolution of the Chamber**

The Chamber shall not be dissolved unless by Special Resolution formulated by the Executive Council and placed before a Special General Meeting of members.

In the event of the Resolution being opposed by any number exceeding one fifth of the members for the time being entitled to vote then the Executive Council shall consider what alternatives can be practically operated and whatever decision is reached it will be considered as final and binding in the absence of manifest error and implemented without delay.

In the event of a decision being approved to dissolve the Chamber, the surplus funds and effects, if any, shall be dealt with in such a manner as shall be prescribed in the Special Resolution by which dissolution has been decided.

# APPENDIX I

## Officers and other Officials of the Chamber – Selection Procedure

### A. Officers and Officials of the Chamber

The Executive Council and its committees should be considered to be the principal providers of candidates to hold a position as an Officer or an Official of the Chamber. Candidates shall comply with the Qualifications and Restrictions laid out in Appendix II where applicable but shall have served a minimum of twelve months on the Executive Council or one of its Committees.

1. Between the September meeting of the Executive Council and the end of that month, the Chief Executive will approach members of the Standing & Liaison Committee seeking their nomination for each position of an Officer or an Official of the Chamber, having established whether the President (if so eligible) and other members wish to continue serving (if nominated/elected) in the present capacity
2. The Chief Executive, in conjunction with the Chairman, will establish an order in which nominations are to be approached for each position, to establish whether the nominee is willing to serve as nominated. The Chief Executive will approach the nominees.

### B. Role of the Standing & Liaison Committee

The Standing & Liaison Committee comprises:

The President and the Deputy President )  
The Treasurer and the Deputy Treasurer ) Officers of the Chamber  
The Chairman of the Executive Council )  
The Vice Chairman of the Executive Council  
Any elected Vice President

1. The Standing & Liaison Committee meeting in October, will receive from the Chief Executive a list of nominations for Officers of the Chamber having established their eligibility and willing to serve for the forthcoming year.
2. The Standing & Liaison Committee meeting in October, will confirm, or otherwise, the nominations put forward by the Chief Executive for Officers of the Chamber.
3. The Standing & Liaison Committee shall abide by the current criteria established for the qualification and restrictions covering the selection of Officers of the Chamber and others where such shall apply.

### C. Executive Council Members

1. The Executive Council meeting in November, will receive from the Chief Executive, along with nominations for Officers a list of nominations for positions of Officials and Area Representatives to serve on the Executive Council.
2. The Executive Council, meeting in November, will confirm, or otherwise, the nominations put forward by the Chief Executive.

Officers of the Chamber and all other members of the Executive Council will be proposed and elected at the Annual General Meeting of the Chamber.

## **APPENDIX II**

### **Officers and Officials of the Chamber – Qualifications and Restrictions**

Officers of the Chamber are:

The President  
The Deputy President  
The Treasurer  
The Deputy Treasurer  
The Chairman of the Executive Council

Officials of the Chamber are:

The President Elect  
The Chairman of the Finance Committee  
The Chairman of the Marketing & Membership Committee  
The Chairman of the Social & Outside Activities Committee  
The Vice Chairman of the Executive Council  
The Secundus Vice Chairman of the Executive Council  
Any nominated Vice President

#### **A. The President**

1. The President, prior to election to the office, will have served as a member of the Executive Council for a minimum of two years.
2. The President will be elected to serve for a period of one year.
3. The President may be invited to stand for re-election to serve for a second consecutive year. The maximum number of times that a President may be re-elected is one.
4. A Past President may be re-elected to the Office of President after a period of two years has elapsed since he/she last served.
5. Should a President be unable to continue to carry out his/her duties during his/her term of office, his/her position as President may, if so endorsed at an extraordinary meeting of the Standing & Liaison Committee, be assumed by the Deputy President until the next due Annual General Meeting.

#### **B. The Deputy President**

1. The position of Deputy President will normally be filled by the immediate Past President.
2. Should the immediate Past President be unwilling or unable to fill the role of Deputy President, the position may firstly be offered to his/her predecessor or secondly to a recent Past President still active within the Chamber, subject to such offer being endorsed by the Standing & Liaison Committee.

**C. The President Elect**

1. The President Elect will normally be drawn from those serving on the Executive Council or its Committees.
2. The President Elect may be drawn from Full members of the Chamber who have been members for a period of not less than five years and have positively partaken in the activities of the Chamber for not less than two years.
3. Any person assuming the role of President Elect, under (2) above will thereby become a member of the Executive Council but will not be eligible to assume the role of President until such time that he/she has served two years on the Executive Council.

**D. Vice President**

1. The office of Vice President may or may not be filled at the discretion of the Standing & Liaison Committee.
2. The office of Vice President may be offered to any past President or past Chairman whose services on the Executive Council would be of particular value by virtue of the individual's experience with the Chamber; the individual having no other office under which he/she would be elected to the Executive Council.
3. Any person invited to serve as Vice President shall have served on the Executive Council for not less than six years.
4. A Vice President will be appointed to serve for a period of one year and may be appointed to serve for a second and subsequent term.
5. A Vice President will be invited to accept the appointment by the Standing & Liaison Committee at its autumn meeting which shall be subject to election at the Annual General Meeting.

**E. The Chairman**

1. The Chairman will be drawn from those serving on the Executive Council for a period of not less than two years or one year on the Executive Council, preceded by a year on one of the Council's Committees.
2. The Chairman will be elected to serve for a period of one year.
3. The Chairman may be invited to stand for re-election.
4. The Chairman may also be the Chairman or a member of one of the Executive Council's committees.
5. Should the Chairman be unable to continue to carry out his/her duties during his/her term of office, his/her position as Chairman will be assumed by the Vice Chairman until the next due Annual General Meeting.
6. Should the Vice Chairman be unwilling or unable to accede to Chairman of the Executive Council, the position shall pass to the Secundus Vice Chairman.

**F. The Vice Chairman**

1. The Vice Chairman will be drawn from those serving on the Executive Council for a period of not less than two years, or one year on the Executive Council preceded by a year on one of its Committees.
2. The Vice Chairman will be elected by the Executive Council at its first meeting after the Annual General Meeting.
4. The Vice Chairman will be elected to serve for a period of one year.
5. The Vice Chairman may be invited to stand for re-election.
6. The Vice Chairman may also be the Chairman or a member of one of the Executive Council's Committees.
7. Should the Vice Chairman be unable to continue to carry out his/her duties during his/her term of office, his/her position as Vice Chairman will be assumed by the Secundus Vice Chairman until the Executive Council meeting the following March.
8. Should the Vice Chairman not be able to assume the duties of Chairman, if called upon to do so, the position will fall to the Secundus Vice Chairman.

**G. The Secundus Vice Chairman**

1. The Secundus Vice Chairman will be drawn from those serving on the Executive Council for a period of not less than one year.
2. The Secundus Vice Chairman will be elected by the Executive Council at its first meeting after the Annual General Meeting
3. The Secundus Vice Chairman will be elected to serve for a period of one year.
4. The Secundus Vice Chairman may be invited to stand for re-election.
5. The Secundus Vice Chairman may also be the Chairman or a member of one of the Executive Council's Committees.
6. Should the Secundus Vice Chairman be unable to continue to carry out his/her duties during his/her term of office, his/her position as Secundus Vice Chairman will be left vacant.

**H. The Treasurer**

1. Prior to the election the Treasurer may or may not be a serving member of the Executive Council.
2. The Treasurer shall have been a Full member of the Chamber for a period not less than three years and have partaken in the activities of the Chamber for not less than two years.
3. The Treasurer shall be professionally qualified to hold such a position within the Chamber.
4. The Treasurer will be elected to serve for a period of one year.

5. The Treasurer may be invited to stand for re-election.
6. The Treasurer will be a member of the Finance Committee and may also be a member of one of the other Executive Council's Committees.
7. Should the Treasurer be unable to continue to carry out his/her duties during his/her term of office, his/her position as Treasurer will be assumed by the Deputy Treasurer until the next due Annual General Meeting.

**I. The Deputy Treasurer**

1. Prior to election, the Deputy Treasurer may or may not be a serving member of the Executive Council.
2. The Deputy Treasurer shall have been a Full member of the Chamber for a period not less than two years and have partaken in the activities of the Chamber for not less than one year.
3. The Deputy Treasurer shall be professionally qualified to hold such a position within the Chamber.
4. The Deputy Treasurer will be elected to serve for a period of one year.
5. The Deputy Treasurer may be invited to stand for re-election.
6. The Deputy Treasurer will be a member of the Finance Committee and may also be a member of one of the other Executive Council's Committees.