

# NADI CHAMBER OF COMMERCE & INDUSTRY

CONSTITUTION & BYLAWS



**NADI CHAMBER OF COMMERCE & INDUSTRY**  
CONSTITUTION & BY LAWS

**1. NAME**

The name of the Association shall be **NADI CHAMBER OF COMMERCE & INDUSTRY**.

**2. AIMS & OBJECTS**

- a. The promotion and protection of commerce and industry throughout Fiji, generally, and in the town of Nadi in particular.
- b. The collection and dissemination of information of all matters of interest to the mercantile and industrial community.
- c. The redress and removal of grievances in connection with commerce and industry.
- d. The settlement by arbitration of disputes or differences which may arise upon mercantile and industrial question.
- e. The compilation of rules whereby the transactions of business may be facilitated.
- f. To develop the general public interest in the Chamber of diffusing information on all matters pertaining to the chamber's activities and by publishing and/or circulating such notices, papers and circulars as may be deemed necessary for this purpose.
- g. To affiliate with any society, club or association having similar objects or to join, co-operate with or subscribe to the funds of any such society, club or association for the purpose of better attaining or otherwise furthering the objects and interests of the Chamber or the members thereof.
- h. Generally to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Chamber may think necessary and convenient for the purpose of any of the aforesaid objects.
- i. To provide rooms, papers, information and accommodation for its members and for visitors.
- j. To do all such other things as in the opinion of the Chambers may be incidental or conducive to the attainment of any of the foregoing powers and purposes.

**3. REGISTERED OFFICE**

The registered office of the Chambers shall be at such place as may be adopted from time to time by the management Council.

**4. POWERS**

- a. The Chamber shall have the power to purchase, lease, or otherwise acquire upon such terms as it may think fit, any real or personal property, and any rights and privileges either necessary or convenient for the purposes of the Chamber, and may erect, maintain, improve, alter or otherwise deal with any building, premises and works, the property of the Chamber, in such manner as the Chamber may deem expedient.
- b. The Chamber may invest and deal with the funds in approved legal securities, and income derived from such investments shall be paid into its bank account.
- c. The Chamber may borrow or raise money without security or upon mortgage on any of its real or personal property or other securities or issue debentures.
- d. The Chamber shall have the power to make levies in addition to the annual subscription as hereinafter provided.

**5. COMMON SEAL**

The Chamber shall have a seal bearing the words “Nadi Chamber of Commerce & Industry”, which seal shall not be used except in pursuance of a resolution of the Chamber and in the presence of two members of the Chamber and secretary.

**6. WINDING UP**

Upon the winding up of the Chamber the assets shall, after payment of all liabilities, be disposed of in such manner as the Chamber in general meeting shall determine.

**7. MEMBERSHIP**

- a. The number of members of the Nadi Chamber of Commerce & Industry is limited.
- b. Any person, partnership, limited liability company, association or society established or residing in Nadi or established or residing outside Fiji but having business relationships within Nadi shall be eligible as a candidate for membership.
- c. A candidate shall complete an application on the form approved by the board. All such application shall be received by the secretary and shall be considered at the next board meeting. The majority of the Board members then present may admit the candidate as a member. Such admission with payment of the proper subscription will constitute membership.
- d. At the time of application by an intending member the following copies of documents shall be attached with the prescribed application form:
  - i. *Completed official application form*
  - ii. *Evidence of registration with Nadi Town Council*
  - iii. *Stipulated membership fees. Refundable if application is rejected*
  - iv. *Brief outline of business interest*
- e. By becoming a member and subscribing to the bylaws each member agrees to the right of the Nadi Chamber of Commerce & Industry to discipline him/her in accordance to these bylaws and specially waives any right or claim, damages to any disciplinary action lawfully taken by the Nadi Chamber of Commerce & Industry
- f. Limited liability companies and statutory bodies be allowed a choice of corporate membership, with the right to nominate four of their executives as their representatives.

**PROVIDED**

- i. that the organisation employs not less than twenty (20) people in its operations situated within the jurisdiction of Nadi Chamber of Commerce & Industry.
- ii. that the company advise the names of their representatives in the beginning of the year.

**8. LIFE MEMBERS**

By a three-fourth majority of members present at any duly convened meeting of the Chamber, members may elect to Life Membership of the Chamber, any member who has given long and valuable services to the Chamber, and shall be eligible for any office, and shall not be liable to any subscription.

**9. PUBLIC BODY REPRESENTATIVES**

The Town Council and other public statutory and local bodies on the payment of an annual subscription may from time to time appoint representatives to attend meetings of the Chamber, such representatives being entitled to the same privileges as other members of the Chamber.

**10. SUBSCRIPTIONS**

- a. The Chamber may from time to time fix the amount of annual subscriptions which may be according to a graduated scale or otherwise as the Chamber may determine.
- b. Subscriptions shall be payable on the date application is made for membership and shall become due on the first day of each following calendar year. New members joining within the last three months of a calendar year shall have their subscription credited for the following year as well.
- c. The Chamber shall have the power to make levies in addition to the annual subscription as herein provided.

**11. DISCONTINUANCE OF MEMBERSHIP**

Discontinuance of membership may be brought about by -

- a. **RESIGNATION**  
Any member desiring to resign shall notify such desire to the secretary in writing and the same shall be considered at the first meeting of the Chamber held thereafter.
- b. **EXPULSION OR TERMINATION**  
The Board or Council by two thirds majority has the right to expel, suspend or terminate any member whose conduct, in their opinion renders him/her unfit to be a member of the Nadi Chamber of Commerce & Industry, and such person shall, from passing such resolution, cease to be a member of the Chamber. The terminated member will have no right to appeal.

**12. MEETINGS**

- a. **Annual General Meeting**  
The Annual General Meeting of the Chamber shall be held in the month of January or soon thereafter as may be convenient. The Annual General Meeting shall:
  - i. Receive the report of the president.
  - ii. Receive an audited statement of Accounts.
  - iii. Elect members as a President, two Vice-Presidents, a Secretary, a Treasurer and ten members of Council for ensuing year.
  - iv. Appoint an Auditor.
  - v. Consider and if necessary, take action with reference to any business or motion of which due notice may have been given, or which the majority of these present may determine to entertain.

*The Secretary shall give at least seven days notice in writing of the time and place of such meeting.*

- b. **ORDINARY**  
Ordinary meeting of the Chamber may be held at regular intervals or by direction of the President or at the request of five members. The Secretary shall give at least three days notice of the time and place of such meeting.
- c. **SPECIAL**  
Special Meetings of the Chamber may be convened by the President, Secretary or at the request in writing of five members. The Secretary shall give at least seven days notice of the time, place and purpose of the meeting.
- d. **COUNCIL**  
The Council shall hold meetings as often as it may be desired. The Secretary shall give at least three days notice of the time and place of such meeting.

e. **LIFE MEMBERS**  
Honorary Life members may attend and take part at Annual General, Ordinary, Special or Council meeting of the Chamber and shall be entitled to vote or but not hold office.

f. **QUORUM**  
Twenty members shall constitute a quorum at Annual General or Ten at Ordinary / Special Meeting of the Chamber. Five members shall constitute at Council Meetings.

If on the appointed day sufficient quorum was not formed within 30 minutes of the appointed time, the meeting shall stand adjourned to the following week, same venue and same time. If at the so adjourned meeting sufficient quorum was not present within 30 minutes of the appointed time, the members present shall be deemed to form sufficient quorum and matters resolved at such meeting shall be deemed as effected at properly constituted meeting.

**13. STANDING COMMITTEES**

The Council may from time to time appoint Standing Committees on such matters and issues as at deems just. The President or his nominee and the Secretary shall be ex officio members of all Standing Committees with power to vote.

**14. FINANCIAL YEAR**

The financial year of the Chamber shall be from January 1st to December 31st. The treasurer shall prepare an Income and Expenditure Account and Balance Sheet which shall be audited and submitted to the Annual General Meeting.

**15. MANAGEMENT**

a. The management shall be vested in a Council consisting of the President, two Vice-Presidents, the Secretary, the Treasurer, immediate past president and ten members to be elected at the Annual General Meeting.

b. The President, two Vice-Presidents, the Secretary, the Treasurer and immediate past president shall be an Executive Committee and shall have to deal with any matter of urgency.

c. The Council shall have power to fill any vacancy caused by resignation or otherwise, which appointment shall hold until the next Annual Meeting of the Chamber.

d. Any member of the Chamber may attend meeting of the Council.

**16. SUB-COMMITTEES**

The Chamber may appoint sub-committees and may delegate to them such powers as it may think fit. Such sub-committees may comprise persons who are not members of the Chamber. Sub-committees shall report to the Chamber, and any decisions of any sub-committees shall be subject to confirmation by the Chamber except in cases where the sub-committees are given full powers to act. Sub-committees shall appoint their own chairman, except where in special cases the Chamber may otherwise order. The quorum of sub-committees shall be fixed by the Chamber. The President and the Secretary shall be ex-officio members of all sub-committees unless otherwise directed by the Chamber.

**17. DUTIES OF OFFICERS**

a. The President shall preside at all meetings of the Chamber, and perform such other duties as are incidental to his office.

b. A Vice-President shall perform the duties of the President in his absence or disability.

- c. The Secretary shall take charge of all documents, books and papers and records of the Chamber, and shall keep minutes of all proceedings of the Chamber and shall discharge such other duties appertaining to the office of Secretary as the President may direct.
- d. The Treasurer shall receive and keep a true account of all moneys received and expended and shall discharge such other duties appertaining to the office of Treasurer as the President may direct. All moneys received shall be paid into a bank account and all payments shall be made by cheque signed by the Treasurer and counter signed by the President or Secretary.

**18. VOTING**

At any Ordinary, Special or Annual Meeting each member present shall be entitled to one vote. The method of voting shall be decided by the President unless a ballot be demanded. Non-financial members shall not be entitled to vote at meeting. The Chairman shall have a deliberative vote and in case of equality of voting a casting vote also.

**19. ALTERATION TO RULES**

No new rules shall be made, nor shall an existing rule be altered, annulled or added to, except by a majority of two-thirds of the members present at any Annual or Special Meeting.

**20. AFFILIATION WITH KINDRED SOCIETIES**

On the authority of a General Meeting and Chamber may become affiliated and appoint representatives to any kindred association, and in such case, the Chamber may pay the prescribed annual subscription fees and charges to such association.

**21. BY-LAWS**

The Chamber may from time to time make By-Laws, Regulations and Orders, not contrary to these rules.

Adopted at the Annual General Meeting of the Nadi Chamber of Commerce & Industry held at the Novotel Hotel on 8th August 2010.

*wishes you a  
pleasant shopping  
experience*

