



Finest.



**Staffordshire
Chambers of
Commerce.**



Future Finest.

STAFFORDSHIRE CHAMBERS OF COMMERCE AND INDUSTRY LTD

Subsidiary Groups Bye-Laws - Specific Terms

Finest and Future Finest

Status

The Subsidiary Group is a Forum of the Staffordshire Chambers of Commerce and Industry Ltd, ("Staffordshire Chambers") formed under article 19 of the articles of association of the Chamber.

These regulations together with the standard Bye-Laws for Subsidiary Groups of the Chamber ("Standard Bye-Laws") comprise the Bye-Laws of the Subsidiary Group as approved by the Board of the Chamber.

These regulations shall apply in priority to the Standard Bye-Laws and in the case of any inconsistency the terms set out in these regulations shall prevail.

Objectives/terms of reference

The objectives for which finest and Futurefinest are established are to bring together the best professional services providers in Staffordshire in order:

- To provide a first point of reference for any organisation needing access to specialist expertise.
- to promote collaboration between members to provide a unique blend of skills to meet every possible requirement.
- To create opportunities for networking and new business.
- To lobby key organisations and figures, locally, regionally, and nationally.
- To facilitate information sharing, joint working and sharing best practice amongst members.
- To address barriers to growth, for example recruitment, training and skills gaps.
- Supporting members personal and professional development

Membership

Finest and Future finest will be an individual membership subscription. In order to be eligible to join Finest or Futurefinest the individual must be employed by a company who holds an active Chamber Membership subscription or Patronage Membership. In exceptional circumstances the steering group may consider applications from individuals where their company holds a membership with another Chamber. The steering group may consider a maximum number of individual memberships held by a company.

Finest and Futurefinest and its property shall be managed and administered by Officers and members elected in accordance with this Bye-Law. The Officers and members of the committee shall be the "Steering Group Members" of Finest or the 'Steering Group Members' of Futurefinest and in this Bye-Law are together called "the Steering Group".

Termination of membership

Membership will be terminated if;

- (a) the member dies or, if it is an organisation, it ceases to exist;
- (b) the member resigns by written notice;



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- (c) any subscriptions due from the member are not paid within 60 days past the due date;
- (d) the member is removed from membership by resolution of the Steering Group or Local Area Board - and the member has been given at least 14 days' notice in writing of the meeting of the Subsidiary Steering Group or Board at which the resolution will be proposed and the reasons, and the member, can be allowed to make representation to the meeting.

Subscriptions

Finest and Futurefinest membership is open to individuals who are approved by the Steering Group and who:

carry out a professional role;

To be eligible for Finest Membership the individual must be a person engaged or qualified in a profession and this profession must be their main role within their organisation. Examples include but are not limited to; Lawyers, architects, marketeers, HR advisors, finance directors, tax specialists, copy writers.

To be eligible for FutureFinest the individual must demonstrate that they are considered as a future leader in a professional role within their company; roles include but are not limited to architecture, banking, finance and insurance, engineering and environmental, HR and recruitment, consultancy, legal marketing, advertising, PR, creative, property and project management; and is open to any professional individual who works in a business based within Staffordshire.

The membership fees for Finest and Futurefinest shall be recommended by the steering group and approved by the Chambers Board.

All applications for membership shall be assessed internally by the appointed Account Manager for Additional Memberships to ensure they meet the specified criteria. Any requests for memberships outside the geographical area or applications that do not meet the specified criteria can be taken to the steering group who have the right to deem the application ineligible.

The Steering Group may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of Finest and Futurefinest to refuse the application.

The Steering Group must inform the applicant of the reasons for the refusal within 14 days of the decision.

The Steering Group must keep a register of names and addresses of the members which must be made available to any member upon request.

The applicant may appeal this decision in writing to the Chief executive of the Chambers, who will take this appeal to the Chambers Board.

Steering Group

The Steering Group must manage the business of Finest/Futurefinest and have the following powers in order to further the Terms of Reference:

The Steering Group will decide on the Working Groups that are required to support the objectives of finest and Futurefinest and will nominate Working Group Chairs from the elected Steering Group

The Steering Group will decide on the number of members required to serve on each working group

Membership of Working Groups will be open to all Finest and Futurefinest members who wish to volunteer their services to the group

Finest shall have the following Officers:

A Chair,



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A Deputy Chair
Working group Chairs



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Officers will serve for a three-year period (maximum 2 terms).

Futurefinest shall have the following Officers

A Chair
A deputy Chair
Working group Chairs

Officers will serve for a two-year period (maximum 2 terms).

In the event of an officer vacating the Steering Group during office, the remaining Steering Group members will co-opt a replacement officer from the elected steering group. The co-opted Steering Group member will serve as an officer until the next AGM when the position will be open for re-election.

A finest Steering Group Member must be a member of Finest.

A Futurefinest Steering Group Member must be a member of Futurefinest.

The number of Steering Group Members shall not be less than seven but (unless otherwise determined by a resolution at the annual general meeting) shall be no more than fifteen, subject to an annual review.

A Steering Group Member may not appoint anyone to act on his or her behalf at the meetings of the Steering Group.

A person may only be appointed as an Officer if that person has been an elected member of the Steering Group for at least six months
Subject to clause (above) the Steering Group may appoint any person who is willing to act as an officer

A person may only be appointed as a finest Steering Group Member if that person has been a member of Finest for at least six months.

A person may be appointed as a Futurefinest Steering Group Member if that person has been a member of Futurefinest for at least three months.

If there are vacancies within the Steering Groups, the officers have discretion to coopt new Steering group members who have served less than the length of time stated above, if this is in the best interests of the Steering Groups.

Minutes

Minutes of all meetings, appointments and decisions must be made available to the Chamber Company Secretary.

Amendments

Amendments can be made to the Bye-Laws of the Subsidiary Group:

- by the Staffordshire Chambers Board: or
- when two thirds of the Sub-Group members present and voting at a general meeting of the Subsidiary Group to agree the changes and provided that the changes have been approved by or on behalf of the Staffordshire Chambers Board.