



# BUSINESS RULES

Version: 2.6

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Authorised:  
Executive Meeting dated:  
Signed:

09 Jul 2019

President

Electronically Signed:

W. (Bill) Murphy

Authorised:  
Management Committee Meeting dated:  
Signed:

22 Oct 2020

President

Electronically Signed:

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## Revision History

Date	Version	Description	Author
May 2017	Draft 1.1	First Draft of Business rules and requirements Gulgong CoC	Business Rules Working group
09 Jul 17	Draft 1.2	Second Draft, formatting, modify timing stated in Rule 2, Add Hyperlinks	Business Rules Working group
13 Ju 17	2.0	Release IAW Minutes May Gen Meeting	Business Rules Working Group
14 Jul 17	2.1	Fix punctuation add para 8.5	Business Rules Working Group
05 Aug 2017	2.2	Update GCOC member benefits	Writing Group
09 Jan 2018	2.3	Revision of Rule 5 to align with current practice. Remove document and form lists to prevent rework. Specify timeframe for distribution of meeting minutes. Spelling corrections.	Writing Group/ Executive
17 Sep 18	2.4	Revision of Rule 5 to align Standing Committees with current committees. Minor clarification and grammatical fixes. Margin marked <b>red</b> . Ratified 09 Oct 2018	Writing group Executive
17 Jun 19	2.5	Removal of the current Rule 5 Which is now incorporated into the Constitution. Insertion of a new Rule 5, ATO Handover Checklist. Update rules to comply with Constitution review. Margin marked in <b>blue</b>	Management Committee, Writing Group
30 Oct 20	2.6	Insert new Rule 7 Bookkeeper and Rule 13, Events Management by Working Groups. Update Member Benefits. Fix Page and Rule Numbering Margin Marked in <b>green</b>	Writing Group, Management Committee

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## Business Rules

### 1 Introduction

The Business Rules of the Gulgong Chamber of Commerce Document (This Document) provides a strategic set of rules under four (4) headings. These are Management, Document Control, Finance and Operations. Each Rule is underpinned by requirements to satisfy the rule and when considered necessary a Standard Operating Procedure (SOP) details a systematic way of satisfying the rule. SOP are not contained in this document. This document is dynamic and will change to meet new legal and constitutional requirements as they occur.

#### 1.1 Purpose

The purpose of this document is to list the Business Rules and underpinning Business Requirements for the Gulgong Chamber of Commerce (Chamber). It standardises business practices and is the first step in improving practice and governance.

#### 1.2 Scope

The scope of this document is to standardise the rules by which the Executive, Committee Members, Ordinary Members, Employees and Contractors of the Chamber are governed in conducting business on behalf of the Chamber. This document is subservient to and underpins the Constitution of the organisation. Adherence to these Rules by those specified in this scope is mandatory.

#### 1.3 References

References and amplifying notes are contained in Section 7 of this Document. Section 7 provides background, commentary and the source for the Chamber's Business Rules.

#### 1.4 Overview

This Document is organised into eight (8) sections. These are:

- 1.4.1. Introduction;
- 1.4.2. Definitions;
- 1.4.3. Management Business Rules;
- 1.4.4. Document Control Business Rules;
- 1.4.5. Finance Business Rules;
- 1.4.6. Operations Business Rules;
- 1.4.7. References and Notes; and
- 1.4.8 Forms and Document Templates.

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## 2 Definitions

The terms defined here form the essential substance of the document.

### 2.1 Business Papers

**Business papers** are guidance documents for the conduct of discussion and decision making at meetings. They include but are not limited to minutes of the last meeting, background information relating to matters to be discussed (as per the agenda), submitted motions to be put and significant correspondence that requires action/ discussion at a meeting. Early issuing of business papers enables attendees to formulate discussion points.

### 2.2 Business Rule

A **business rule** is a rule that defines or constrains some aspect of *business* and always resolves to either true or false. Business rules are intended to assert business structure or to control or influence the behaviour of the business.<sup>1</sup>

### 2.3 Business Requirement

**Business requirements** must be delivered to provide value. Products, systems, software, and processes are the ways *how* to deliver, satisfy, or meet the business requirements wants. Consequently, the topic of business requirements often arises in the context of developing or procuring software or other system; but business requirements exist much more broadly. That is, 'business' can be at work or personal, for profit or non-profit.<sup>2</sup> For the Chamber business requirements will include systems to produce outcomes, software, documentation requirements and forms to standardise processes.

### 2.4 He/ She

He or she shall apply to any Natural Person irrespective of gender unless the intent of a rule or requirement refers to a person of a specific gender. By convention, the word he and his shall be used in this document.

### 2.5 Quality Documents

The set of Documents that standardise all processes of the Chamber. These documents will comply with the requirements of one or more Australian/ New Zealand Standards (A/NZS). The word "Quality" refers to a standard process as opposed to "quality" which is a vague measure of how good a thing is.

### 2.6 Shall and May

Where "Shall" is used in the context of a business rule, the object of the rule is to comply with the direction in the rule. The intent of "May" is to imply that the action is voluntary and depends on the situation under which a rule is applied.

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<sup>1</sup> Wikipedia Business Rules – Citing: Business Rules Group, *Defining Business Rules ~ What Are They Really?*

<sup>2</sup> For more detailed explanation see: [https://en.wikipedia.org/wiki/Business\\_requirements](https://en.wikipedia.org/wiki/Business_requirements)

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### 3 Management Business Rules

#### 3.1. Rule 1: Occurrence and Timing of General Meetings

**General Meetings shall usually occur on the second Tuesday of each month except January commencing at 5.30 pm and conclude not later than 7.00 pm.**

##### 3.1.1 Requirement

The minutes of the previous meeting shall be electronically sent to all members in sufficient time to enable them to undertake actions required before the next meeting and prepare any required business papers or reports. Where a member has no electronic means of receiving the agenda, the Secretary is to arrange alternate means. Except in exceptional circumstances, minutes shall be distributed not later than 14 days after the meeting.

To ensure that meetings are structured and run to time, the Secretary shall issue an agenda containing standard agenda items and other matters requested in writing by Chamber members.

The agenda and business papers are to be electronically sent to members at least five (5) days prior to the meeting. Where a member has no electronic means of receiving the agenda, the Secretary is to arrange alternate means.

Immediately before the commencement of the meeting, the Chairman shall appoint a timekeeper.

Agenda format and standing items are contained in Section 8 Form F-001-GMA.

#### 3.2 Rule 2: Occurrence and Timing of Management Committee Meetings

**Management Committee meetings shall occur within two weeks following each General Meeting except January. Additional Management Committee meetings may be called to conduct additional or Urgent business.**

##### 3.2.1 Requirement

The minutes of the previous meeting shall be electronically sent to all Management Committee members in enough time to enable them to undertake actions required before the next meeting and prepare any required business papers or reports. Where a member has no electronic means of receiving the agenda, the Secretary is to arrange alternate means. Except in exceptional circumstances, minutes shall be distributed not later than 14 days after the meeting.

To ensure that meetings are structured and run to time, the secretary shall issue an agenda, business papers and received membership applications at least five (5) days prior to the meeting date.

The Business papers shall be electronically sent to members but where a member has no means of receiving the documents electronically, the Secretary shall arrange alternate means.

Where there is a need to conduct additional and or Urgent business outside the monthly meeting, the Secretary shall issue advice of such and the nature of business to be conducted no later than two (2) days prior to the proposed date of the meeting. Only this business shall be conducted at an extra or Urgent Executive meeting.

Additional or Urgent meetings shall be conducted in accordance with the Requirements of Rule 1 and 2.

#### 3.3 Rule 3: Occurrence and Timing of Annual General Meeting

**The Annual general meeting (AGM) is to be held in accordance with Clause 26 of the Chamber's Constitution.**

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### 3.3.1 Requirement

To enable reports to be completed and submitted, the AGM will usually be held on the second Tuesday in August commencing after the Ordinary General Meeting but may be held at any other time in accordance with Clause 26 of the Constitution

To ensure that meetings are structured and run to time, the Secretary will issue a notice of meeting 21 days before the AGM. Nominations for office bearers will be called for at that time.

Agenda items must conform to the requirements of Clause 26 of the Chamber's Constitution. Other business will not be transacted at the AGM.

The agenda and business papers are to be electronically sent to members at least five (5) days prior to the meeting. Where a member has no electronic means of receiving the agenda, the Secretary is to arrange alternate means.

Immediately before the commencement of the meeting, the Chairman shall appoint a **timekeeper**.

AGM Agenda format and standing items are contained in Section 8 Form F-002-AGM.

## 3.4 Rule 4: Membership

**Application for membership shall be completed as directed in the Constitution.**

### 3.4.1 Requirement

The membership shall be completed on the authorised form contained in Section 8 F-003-CMA

Submission may be in hard copy or electronically.

## 3.5 Rule 5: Administration Handover and Annual Compliance Check

**On election of a new President and/ or Treasurer, the Treasurer or nominated office bearer (s) shall complete the ATO form QC45475 NFP Admin Handover Checklist. Annually, before the expiration of the current calendar year, the Treasurer or delegate shall complete the ATO form NAT 74141-01.2014 Income tax status review worksheet for self-assessing non-profit organisations and ATO form NAT 73955-09.2015 Self-governance checklist for not-for-profit organisations**

### 3.5.1 Requirement

The nominated incoming office bearer (s) is to ensure that all required actions identified as a result of completing the checklist are complied with

A copy of the Checklist is contained in the Chamber Handbook, Part 2, Section 3. For the purposes of this Rule, the Report is to be completed via the ATO website and downloaded.

The Secretary is to confirm that all required actions are completed and then file the completed checklist in the Chamber's archives.

A copy of the current Annual checks shall be kept in Part 2 of the Chamber Handbook.

The Executive Minutes are to record that the checklist is completed and all required actions have been complied with.

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### **3.6 Rule 6: Minute Secretary**

**The Management Committee may appoint a minute secretary to manage records of meetings.**

#### *3.6.1 Requirement*

A minute secretary may be appointed by the Management Committee to assist the Chamber Secretary and to specifically to manage records of the meetings, minute meetings, issue agendas and annotate minutes with actions required and business to be brought forward.

The minute secretary may be a Chamber member of Chamber employee.

When appointed, the minute secretary shall be responsible to the secretary for performance of their duties.

### **3.7 Rule 7: Bookkeeper**

**The Management Committee may appoint a bookkeeper to manage the Chamber’s financial records.**

#### *3.7.1 Requirement*

A bookkeeper may be appointed by the Management Committee to assist the Chamber Treasurer and to specifically to manage Chamber financial records using the Chamber’s agreed electronic system as delegated by the Treasurer, issue invoices, and undertake monthly reconciliation of the Chamber’s financial records.

The Bookkeeper shall produce a monthly “Commitment Report” for inclusion as an attachment to the monthly ordinary meeting minutes as well as BAS as required by the ATO for submission by the Treasurer or delegate

The bookkeeper may be a Chamber member, Chamber employee, Contractor but not the Chamber Treasurer

When appointed, the bookkeeper shall be responsible to the Treasurer for performance of their duties.

The Management Committee is to issue, or cause to be issued for the appointment of a bookkeeper, an employee agreement in the case of an employee, or in the case of a contractor, a contract for the provision of a service. The Chamber cannot engage a bookkeeper who is not an employee or contractor.

Nothing in this Rule shall preclude the Management Committee appointing an assistant treasurer to assist the treasurer with bookkeeping and filing reports and returns in accordance with this Rule. An assistant treasurer shall not be entitled to remuneration except reimbursement for out of pocket expenses.



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## 4 Document Control Business Rules

### 4.1 Rule 8: Unique Identification and Hierarchy of Documents

**The Chamber is to maintain control of all documents through the unique identification of each document, electronic storage and maintenance of hierarchy control.**

#### 4.1.1 Requirement

The Secretary is to maintain a register of all documents used by the Chamber. Documents include completed forms

Each document is to contain:

- Title;
- Unique Identifier
- Version and revision date

Documents are to be managed in accordance with the [Hierarchy of Documents](#) shown in Part 7 of this Document.

Documents and completed forms are to be electronically stored.

Electronically stored documents are to be protected by backing up files at least weekly. Suitable backup cloud storage.

### 4.2 Rule 9: Management of Paper Based Documents

**The Secretary shall maintain control of all paper based documents, including destruction.**

#### 4.2.1 Requirement

Paper based documents including correspondence and forms are to be scanned by the approved process and electronically stored.

Paper based documents are shall be destroyed after 90 days from date of scanning.

The President may instruct the Secretary to retain the original documents for any reason he requires including to address business actions required by such documents.

Paper based documents that are the subject of legal action shall be retained until such time the Court allows them to be destroyed.

Paper based documents shall be destroyed by shredding and disposal of shredded waste by burning, removal in secure bags for burial or converted to mulch. Waste is to be managed so that in-confidence information cannot be reconstituted.

### 4.3 Rule 10: Management of Electronic Based Documents

**The Secretary is to maintain control of all electronic documents.**

#### 4.3.1 Requirement

Electronic documents are to be managed in accordance with Rule 4.1 and Section 6A.

Nothing in this rule shall prevent the Treasurer from exercising his duties.

Except for Register of Members and significant historical documents, electronic records shall be destroyed at the end of seven (7) years, unless the document is of historic significance or destruction

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is prohibited by Law. (The ATO requires that all financial records be retained for a period of seven (7) years.) Other records may be destroyed at five years if cloud storage space is a problem.

The Secretary is to ensure that data is shredded using an appropriate online security data shredder which uses at least 6 times overwrite.

An Electronic Documents Certificate of Destruction F-004-DDC is to be completed and signed by the person who shreds the data and a witness. Certificates of Destruction are to be retained for at least ten (10) years in a file marked "Records to be Retained" or similar. Proforma Electronic Documents Certificate of Destruction is contained in Part 8 Forms.

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## 5 Finance Business Rules

### 5.1 Rule 11: Control of Finances.

**Treasurer shall control all Money received by and expended by the Chamber.**

#### 5.1.1 Requirement

For this Rule, Money includes but is not limit to, cash, cheques, direct deposits, direct credits, EFTPOS transactions, shares, bonds, loans or other negotiable instrument but does not include petty cash and postage stamps.

Any funds received through grants, donations or bequests for specific events are not exempt from this rule.

All money received is to be receipted in and all outgoings accounted for.

This Rule is to be used in conjunction with Operations Business Rules Information Technology Rule 13.

### 5.2 Rule 12: Petty Cash and Postage.

**The Secretary is to control the Petty Cash and Postage Accounts.**

#### 5.2.1 Requirement

The Petty Cash and Postage Accounts shall be used to facilitate the duties of the Secretary. Petty Cash may be in the form of cash or rechargeable debit card. Stamps may be in the form of actual stamps, Australia Post account or franking credits loaded into an approved machine.

The Secretary shall provide the Treasurer with an account of expenditure when the accounts need topping up. Till and petty cash dockets shall suffice for this requirement.

The Secretary, with the approval of the Treasurer may provide a petty cash sub-account to a committee or sub-committee to facilitate the duties of that committee or sub-committee. The Chairman of a committee or sub-committee to whom a petty cash sub-account is made available shall manage their duties under this rule as though they were the account holder.

The Petty Cash Account for each account or sub-account shall not exceed \$200.00 and the Stamp Account shall to exceed \$200.00 total.

The cost of any single petty cash item shall not exceed \$20.00 and where practicable purchased within the town of Gulgong.

The Petty Cash and Postage Accounts are to be included in Chamber Audits.

Where cash that is not petty cash is used by an individual, sub-committee or committee to facilitate Chamber business, the cash shall be treated as though it were petty cash except that the cost of a single item shall not exceed \$50.00 unless approved by the Treasurer. This shall be managed in accordance with SOP 005

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### 5.3 Rule 13: Working Groups raised to conduct Chamber sponsored events.

**A Working Group raised by the Chamber of Commerce to conduct an event is to abide by the Constitution, applicable Business Rules and SOPs, and act at all times as on behalf of and as an ambassador for the Chamber.**

#### 5.3.1 Requirement

The Chairman of the Working Group shall be familiar with the duties of a working group as listed in Clause 23 (1) b. of the Constitution and act upon all duties.

The Working Group is to develop an activity planner or if one already exists, up grade it to ensure currency. A useful guide can be found at:

<https://www.noosa.qld.gov.au/community/events/community-events-toolkit>

Financial and stock management shall be in accordance with SOP 005. This includes the collection and return of an events management box from the Publications, Media and Events Manager (P&E Mgr).

The Chairman shall manage all risk in accordance with SOP 002

The Working Group, at no time, shall be other than a Working Group of the Chamber and as such, all financial transactions such as receipt of grants or sponsorship shall be managed through the P&E Mgr and accounted for through the Chambers normal financial management practices.

The Working Group shall employ best endeavours to ensure a successful outcome of the event, together with sound management of associated activities, stock, finances, and risk.

The Chairman shall prepare reports and returns as required by the Constitution, these Business Rules and SOP 005.

For all events, the first point of contact shall be the P&E Mgr

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## 6 Operations Business Rules

### 6.1 Sub-Section A. Information Technology

#### 6.1.1 Rule 14: Standardisation of Chamber Document Software

**The Chamber Software Directory Operating System (DOS) and Programmes are to be standardised to minimise the risk of document corruption.**

##### 6.1.1.1 Requirement

DOS is to be Windows based.

Microsoft (MS) Office is to be used for writing documents, development of spread sheets and presentations. All users are to have the same MS Office version to access Chamber documents.

Portable Data Format (PDF) is to be used for document storage. This includes hard drive and cloud based storage.

A review of the appropriateness of the in-service DOS and Programmes is to be performed at least five (5) yearly. The review shall also ensure that programme versions are current and standardised.

If considered necessary, a suitably qualified person is to be engaged to conduct the review.

#### 6.1.2 Rule 15: Standardisation of Chamber Financial Accounting Software

**A single electronic financial and accounting package to manage all money received by and expended by the Chamber as well as for managing accounts, associated documents and inventory is to be used by the Chamber to mitigate the risk of error and fraud in financial management.**

##### 6.1.2.1 Requirement

The Treasurer shall be responsible for assuring the programme meets the Chamber's requirements.

The programme shall reflect current practice accounting standards for not-for-profit organisations.

A review of the appropriateness of the in-service Programme shall be performed at least five (5) yearly. The review shall also ensure that the version is current and meets accounting standards.

If considered necessary, a suitably qualified person is to be engaged to conduct the review.

#### 6.1.3 Rule 16: Storage and Backup of Records

**All records, including completed forms and accounting documents are to be stored and accessed via a cloud based server and backed up onto the same or similar server.**

##### 6.1.3.1 Requirement

Records are to be readily available to authorised Chamber members.

The Chamber's central server is to be cloud based to enable multiplatform and multi-user access.

Back up of all Chamber records and documents is to occur not less than every 14 days (fortnightly).

A review of the suitability of the cloud based server and capacity to continue to be effective to house and backup the Chamber records shall be conducted not less than five (5) **yearly**.

If considered necessary, a suitably qualified person is to be engaged to conduct the review.

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#### **6.1.4 Rule 17: Software Security**

**The Chamber Secretary is responsible to the President for all Chamber Software security.**

##### *6.1.4.1 Requirement*

This responsibility cannot be delegated.

Updates and patches shall be installed as soon as the user is notified that they are available.

Appropriate scanning and repair tools shall be installed on the computers (hardware) of all Chamber software users. The tools shall be standardised across all users' hardware. Chamber software users have the same requirements under this Rule as the Chamber Secretary in respect of private hardware used for Chamber business.

The President on the recommendation of the Secretary shall grant access to Chamber software.

The Secretary shall maintain a register of all users, passwords and access keys. This register shall be electronically secured.

All users shall have a unique access ID and password to use Chamber software. Passwords shall be changed in the first week after the Annual General Meeting then the first week of December, March and June each year.

Security breaches, once identified, are to be reported without delay to the President and the Police. Chamber hardware and software may not be used until the breach (s) is contained.

An independent review of software security and the compliance with the requirements of this Rule shall be conducted not more than five (5) yearly, and when any breach is detected. A report containing findings and recommendations is to be prepared for the Chamber Executive.

## **6.2 Sub-Section B: Fees and Charges.**

### **6.2.1 Rule 18: Annual Review.**

**The Chamber Executive shall review Chamber fees and charges after the end of each financial year and before the next due Annual General meeting.**

#### *6.2.1.1 Requirement*

The list of fees and charges shown in Section 7.2 Table 7.1 are to be reviewed against the current profit and loss statement to ensure that the Chamber will not make a loss in the current financial year.

Where on the advice of the Treasurer, Chamber Accountant or Auditor, the Manage committee considers there is likelihood of a loss, the fees and charges are to be raised.

A statement of intent is to be provided to the members at the next available general meeting.

Where, on advice of the Treasurer and the Management Committee considers it appropriate, it may provide a discount for half yearly or annual payments for services. Services may include advertising and market venue hire for example. *[Discounts may be provided because of decreased administration overheads. Where there is no decrease in administration overheads such as membership fees, no discount is to apply.]*

### **6.2.2 Rule 19: Membership Benefits**

**Memberships are to be offered in accordance with Clause 3 of the Constitution.**

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#### 6.2.2.1 Requirement

The Management Committee shall clearly define the benefits of each type of membership and review these levels in conjunction with each review of the Constitution and at any other time requested a 75% majority at any General Meeting. Current benefits are shown in Section 7.3 Table 7.2.

On the advice of the Treasurer and at any General Meeting, members may, by a simple majority, vote to donate up to the equivalent of 50% of its membership fee to any Organisation with Charity status or non-tax paying not-for-profit status.

The recommended percentage donation is to be contained in the tabulated data in Appendix 1.

Nothing in this Rule and requirements shall prevent a community organisation from submitting requests for grants for special purposes or projects.

### 6.3 Sub-Section C: Provision of Advice

#### 6.3.1 Rule 20: Young Peoples Chamber

**The Management Committee may, at its discretion, invite key community young adults to be Chamber Members.**

##### 6.3.1.1 Requirement

The Gulgong High School Principal and apprentice masters are to be consulted in the implementation of this rule.

Invited young adults can form a sub-committee of the Executive Committee to inform the Chamber on matters affecting the young people of Gulgong.

All Young Adults Sub-Committee members, for the purpose of this rule, are deemed to be Chamber Members but are not required to pay a membership fee.

The Sub-Committee is to have one spokesman and a proxy.

Unless having reached their 18<sup>th</sup> birthday, a member of the Young Peoples Chamber may not exercise a vote at a general, special or annual general meeting. Nothing in this Rule shall preclude a member who has not reached their 18<sup>th</sup> birthday from voting at the Young Peoples Chamber Management Committee Sub-Committee) meetings.

Sub-committee mentors and supervisors are to have a current NSW Government Working with Children Record Check (Details are on the Service NSW Website)

#### 6.3.2 Rule 21: Specialist Participation in Chamber Activities

**Subject Matter Experts (SME) may be co-opted to a committee to provide specialist advice and inform best practice.**

##### 6.3.2.1 Requirement

The President or Chairman of a Standing Committee may appoint a SME to a committee or subcommittee.

Where 75% of members at any general meeting support a motion for the same, a SME is to be appointed to a committee or sub-committee.

SME may be Chamber members, honorary appointees from business or noteworthy individuals.

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SME accepting appointment to a committee or sub-committee shall be entitled to one vote as though they were a Chamber Member. The entitlement to vote, unless a Chamber Member, shall be limited to appointed committee or sub-committee matters only.

SME are not entitled to be employees of the Chamber except for Chamber Accountant and Chamber Auditor. SME may seek reasonable out of pocket expenses but not outside that which any other member may seek.

The Chamber Accountant and Chamber Auditor shall be paid for accounting and audit work respectively undertaken on behalf of the Chamber. Payment shall be at a commercial rate and paid on invoice.

### **6.3.3 Rule 22: Participation of Chamber Members on Other Committees**

**Chamber members may be co-opted to Non-Chamber Committees to foster community improvement or protect the Chamber's interest.**

#### *6.3.3.1 Requirement*

The Chamber President may appoint a Chamber member to the committee of a non-chamber committee if invited by the Chairman of that committee.

Where the Chamber is a major sponsor of a local event, the President shall seek Chamber representation to protect the Chamber's interest.

Unless a more suitably qualified person is identified, any representative on a non-chamber committee shall be a Management Committee member.



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## 7 References and Notes

### 7.1. Hierarchy of Documents

The hierarchy of documents provides the first level of control for the Chamber's documents. Documents are either paper-based or electronic. The diagrammatic representation is shown in Diagram 7.1 [below](#). Note that inputs are external and internal. External inputs can be legally mandated such as laws (Rules) or Organisational (Guidance).

### 7.2. Table of Fees and Charges

The list of fees and charges made by the Chamber are shown in Table 7.1. The current prices are contained in Part 4 of the Handbook

**List of Fees and Charges**

<b>Ser</b>	<b>Activity</b>	<b>Frequency</b>	<b>Notes</b>
(a)	(b)	(c)	(d)
1.	Business Membership	Annual	
2.	Not for Profit Membership	Annual	
3.	Individual (Natural) Person	Annual	
4.	Community Bus	Occurrence	Donations and GLA Contribution set by Standing Committee
5.	Advertising Rates	Monthly	Discount may apply for annual or half yearly purchase.
6.	Request for documents	Occurrence	Cost of production and stationery
7.	Event venue stalls	Occurrence	Major Chamber Sponsored Events
8.	Received Grant Money	Occurrence	up to 5% of received funds to cover administration and incurred charges

**TABLE 7.1: List of fees and Charges**

Gulgong Chamber of Commerce	Version: 2.6
GCOC Business Rules	Revision Date: Jan 2023
GCOC – Doc Seq 002 - BR	

### 7.3. Membership Benefits

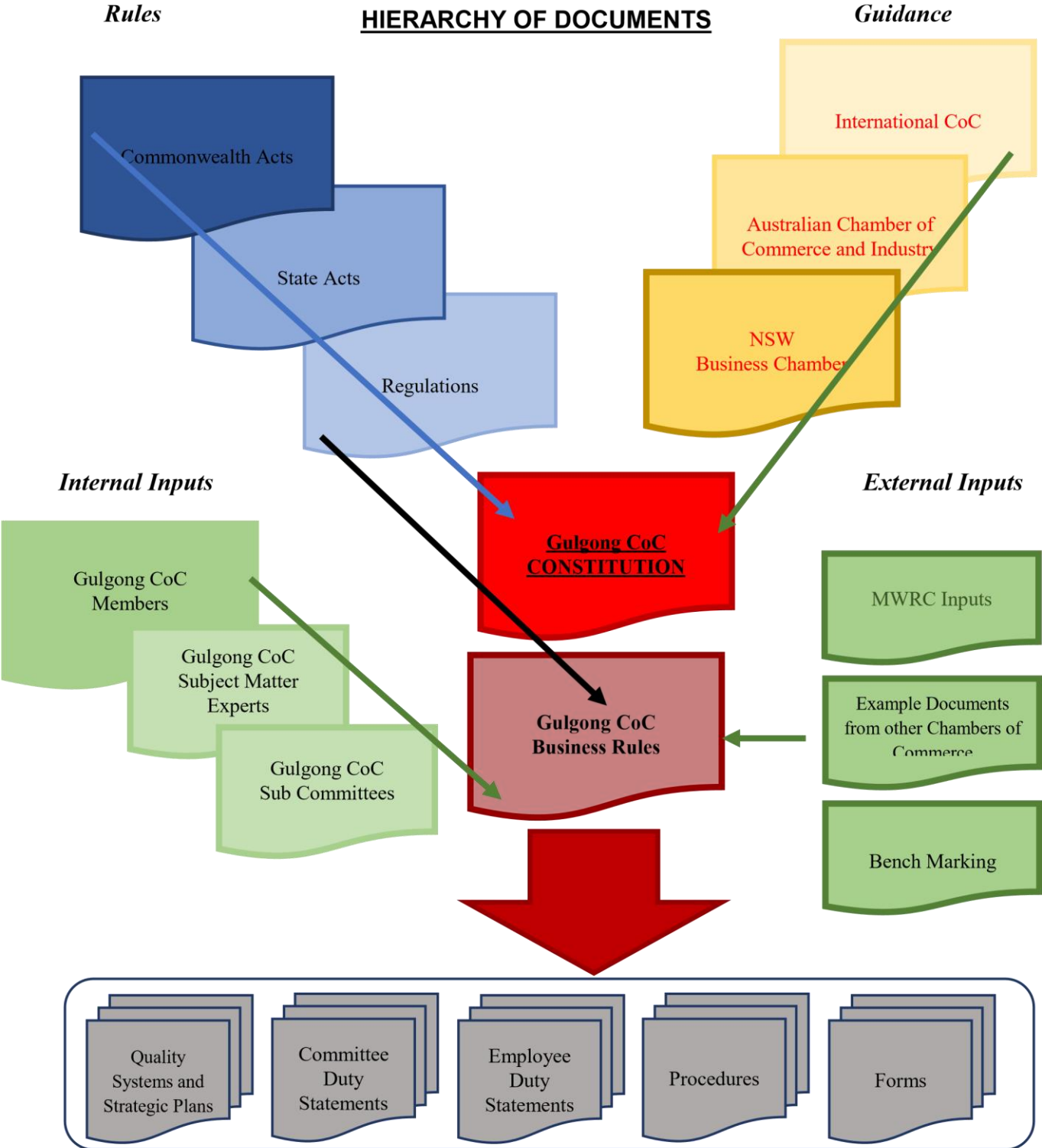
The list of potential benefits for each category of membership is shown in Table 7.2. This list is not exhaustive.

Chamber Member Benefits

Ser	Member Benefit	Business	Not for Profit	Individual Person	Young Person
1.	Web Page Promotion	X	X	X	X
2.	Reduced advertising rate	X	X		
3.	Member only Web access and tools	X	X	X	X
4.	Chamber Sponsored Business Functions free or at reduced rates	X	X	X	X
5.	Access to support through LinkedIn	X	X	X	X
6.	Jobs advertising and skills search	X		X	X
7.	Social Media Support	X	X	X	X
8.	Access to Business NSW and Business Australia	X	X	X	X
9.	Business Skills Mentorship	X			X
10.	Grants		X		
11.	MRTI access through Chamber membership	X			
12.	RV Friendly Town support and tourist bus arrival information	X	X		

TABLE 7.2: Chamber Membership Benefits

Gulgong Chamber of Commerce	Version: 2.6
GCOC Business Rules	Revision Date: Jan 2023
GCOC – Doc Seq 002 - BR	



DIAG 7.1: Hierarchy of Documents

Gulgong Chamber of Commerce	Version: 2.6
GCOC Business Rules	Revision Date: Jan 2023
GCOC – Doc Seq 002 - BR	

## 8 Forms and Document Templates

**8.1. The forms and document templates shown in the tables below are to be used in conducting Chamber Business.**

8.1.1. Suggested changes are to be sent to Chamber Secretary in electronic form [secretary@gulgong.com.au](mailto:secretary@gulgong.com.au)

8.1.2. New and amended forms are to be approved by the Chamber Executive.

8.1.3. The Secretary is to ensure that this section is updated as soon as possible after approval of the change

8.1.4. This rule is to be used with the rules in Section 4.

**8.2. Forms and Document Templates are to contain a version number to prevent system errors by using old forms.**

8.2.1. Annex A to Handbook Part 1 contains the procedure to manage document updates and version control. Version control management spreadsheet is contained in Part 4 of the Handbook

8.2.2. The Secretary is to ensure that the current version is shown on all forms.

**8.3. List of Forms.**

8.3.1 The Current List of Approved Forms and version numbers is contained in Section 4 of the Handbook

**8.4. List of Document Templates**

8.4.1 The Current List of Document Templates and version numbers is contained in Section 4 of the Handbook

**8.5. Form and Document Template Location**

8.5.1 The Approved form and document templates are contained in the Folder attachment to Part 2. of the Handbook

