



AMERICAN CHAMBER OF COMMERCE IN KAZAKHSTAN

American Chamber of Commerce in Kazakhstan Membership and Committee Policy

Effective as of September 16, 2026

1 General

1. This policy governs the eligibility, start and end of membership, and the governance of committees; in the event of contradiction, the bylaws supersede this policy.
2. This policy shall be affirmed or amended by the AmCham board annually.

2 Code of Conduct

1. Members support AmCham's values of free enterprise, fair competition and rule of law.
2. AmCham does not tolerate harassment of its employees, other members or stakeholders by members (including all employees). Harassment includes insults, demeaning or ridiculing, shouting, physical abuse, malicious gossip, discrimination, undermining another's work, and unwanted sexual advances; this list is not exhaustive.
3. Members are encouraged to use AmCham to further their business objectives; however when speaking on behalf of AmCham, they must present the position of the chamber. Members must not use AmCham to gain competitive advantage over other members. Members should adhere to norms of events they are attending.
 - 3.1 Professional advisors must balance their duty to represent their clients against the requirement to present the chamber's position. If they are working on behalf of a client that is not a member, they must disclose this relationship to the Executive Director.
4. AmCham strictly complies with all antitrust and competition laws. Accordingly, no part of any AmCham meeting, event, or communication shall be used for the purpose of reaching any understanding or agreement, express or implied, among competitors regarding pricing, output, or other terms of trade.
 - 4.1 Members and staff must not discuss or exchange information regarding any competitively sensitive topics, including but not limited to:
 - Current or future prices, pricing formulas, discounts, and markups.
 - Individual company costs, profit margins, or terms and conditions of sale.

- Allocation of markets, territories, or customers.
- Refusal to deal with or boycotts of specific suppliers, distributors, or other competitors.

Membership

3 Membership overview

- 4.2 A member is a legal or physical person that is approved by the board of directors and has paid its membership fee.
- 4.3 The member is in good standing if its current annual membership fee is paid.
- 4.4 All employees of a member organization have the benefits of membership.
- 4.5 Members can vote on the board of directors and other matters, with the number of votes apportioned to each membership type.
- 4.6 Membership category is based on the parent organization's status.
- 4.7 Categories

Type	Definition	Annual Fee*	Votes
A	annual worldwide turnover of more than \$100 million	\$5,500	3
B	annual worldwide turnover from \$2 million to \$100 million	\$4,000	
C	annual worldwide turnover below \$2 million	\$3,000	
Nonprofit	International, nongovernmental or nonprofit organizations	\$2,000	1
Individual	A physical person not employed by an organization eligible for membership	\$500	
Honorary	an individual member with fees waived	none	0
*Annual fees may be adjusted periodically by approval by the Board of Directors, with changes published on amcham.kz			

4. Application process

- 4.1 All organizations that share AmCham's values may apply
- 4.1.1 Individual members can apply by invitation only.
- 4.2 Applicants apply via amcham.kz. If requested, AmCham staff can complete the application on the person or entity's behalf.
- 4.3 Applicants must submit an application fee of \$200 to cover due diligence expenses and demonstrate commitment. This amount will then be deducted from the first year's membership fee.

- 4.4 Applicants undergo due diligence for compliance with AmCham's values, and should be prepared to provide additional information on request.
 - 4.4.1 To support due diligence, companies are encouraged to provide two references from existing AmCham members.
- 4.5 The executive director submits applications to the board for approval by a simple majority. In the case of electronic voting, board members have 3 business days to vote or comment, after which the director will determine if a quorum was reached.

5. Start, renewal and termination

- 5.1 After board approval, the applicant pays the first year's membership fee to activate the membership, minus the application fee. It then pays the fee annually to remain in good standing. Fees are non-refundable.
- 5.2 The Board can approve in-kind payment at 1.5 times the cash value of the membership. The application fee can be waived for companies intending to pay in-kind, if approved by the Executive Director.
- 5.3 The AmCham team conducts a one-hour orientation for new and returning members. To ensure they get access to all benefits, Members should designate a single point of contact (called the "primary member" in GlueUp) for administrative and voting purposes.
- 5.4 A member can rejoin without the application process within three years of leaving AmCham.
- 5.5 The membership is for one year, starting from the first day of the month after the membership fee is paid. The start date can be moved forward or back at the member's request, and the Executive Director's approval.
- 5.6 Members are invoiced three months prior to membership expiration. Prompt payment helps AmCham run efficiently and ensures no interruption of benefits.
- 5.7 In the case of nonpayment of the annual fee, membership is extended for a grace period of one month.
- 5.8 Membership ends 1) if the fee isn't paid voluntarily prior to the one-year term or prior to expiration of the grace period or 2) by decision of the board, in accordance with AmCham's bylaws.

6. Rights and benefits

- 6.1 As governed by AmCham's bylaws, members by vote can elect and remove members of the board, approve a change in AmCham's tax-exempt or non-profit status, or liquidate the corporation.

- 6.2 Members may attend the annual general meeting. Ten percent of the members can call for a special general meeting at any time.
- 6.3 A person from any category of membership, other than honorary, can run for election to the board.
- 6.4 Events are open to all members, except in cases where attendance is limited by the characteristics of the venue or event.
- 6.5 Any member can raise an issue for advocacy. Prioritization and strategy is typically done through committees.
- 6.6 AmCham can assist with business development. Assistance includes making introductions, organizing events or webinars on the member's behalf, and trade missions.

Committees

7. Committee overview

- 7.1 Committees provide a platform for members to discuss industry issues, develop policy recommendations, and engage with stakeholders on matters affecting AmCham's mission. Committees may also take on other functions, such as professional development.
- 7.2 Committees are established or disbanded by the AmCham Board of Directors.

8. Committee Membership

- 8.1 Each member company can designate a representative for a committee. On an ad hoc basis, non-members may attend meetings without decision rights.
- 8.2 Members are expected to attend meetings regularly, contribute expertise and information relevant to the committee's work, and adhere to the code of conduct (article 2 of this policy).

9. Committee Leadership

- 9.1 A Chair or Co-Chairs lead each committee.
- 9.2 Committees with large memberships may additionally establish a board to support the chair and help prioritize and manage issues.
- 9.3 Chairs and board members serve two-year terms. They are limited to three consecutive terms.

- 9.3.1 On the effective date of this policy, if an incumbent has already met this limit, he/she shall have one additional year.
- 9.4 Committee members elect Chairs and Boards during regularly scheduled meetings by a simple majority of those member companies present, with one vote per company. Candidates may be nominated by themselves or others.
- 9.4.1 At the formation of a committee, the Executive Director may appoint an interim chair for up to one year.
- 9.5 If the position of Chair or Co-Chair becomes vacant, the committee elects a new Chair or Co-Chair at the next committee meeting.

10. Chair Responsibilities and Expectations

- 10.1 A chair presides over committee meetings and works with the AmCham Team to approve meeting agendas.
- 10.2 A chair should function as a facilitator to ensure members' issues are identified, properly considered and prioritized.
- 10.3 A chair should expect to represent the committee in meetings with government officials, stakeholders, and other external partners.
- 10.4 A chair of an active committee can expect to dedicate up to 12 hours a month; be available for travel to Astana at their or their company's own cost, and to attend the quarterly meetings in-person in Almaty, Astana, or in some cases other cities; and be available on short notice to discuss business with AmCham staff and members.

11. Meetings

- 11.1 Committees meet quarterly.
- 11.2 Meetings may include internal discussions, guest speakers, or consultations with government officials.
- 11.3 The AmCham GR department prepares meeting minutes/summaries and distributes them to committee members when appropriate. Unless a member objects, meetings are recorded to help with note-keeping.

12. Advocacy and Working Groups

- 12.1 Any AmCham member may raise issues for discussion or potential advocacy through a committee by submitting them to the AmCham Team, including a brief description of the issue and its potential impact on business.

- 12.2 The Committee Chair and AmCham Team review submitted issues and present them for discussion within the committee.
- 12.3 The Committee determines the prioritization of issues for committee advocacy.
- 12.4 Committees prioritize issues and formulate positions on the principle of consensus by non-objection, i.e. that no Corporate A, B, or C member is opposed.
 - 12.4.1 Unresolved disputes will be elevated to the AmCham Board for a final decision.
- 12.5 Working groups address issues prioritized by the full committee. They meet as needed, and their structure is fit for purpose.