



CROWBOROUGH
AND DISTRICT
CHAMBER OF
COMMERCE

RULES

1. Name and Constitution

The Association shall be called “The Crowborough and District Chamber of Commerce” (hereinafter called “The Chamber”) and membership shall consist of merchants, wholesale and retail traders, manufacturers, farmers, members of professions, civil servants, companies, directors of companies and representatives of national and local authorities who are carrying on their business, work or profession in Crowborough and surrounding district and private individuals who are resident within such area and who are interested in the prosperity and well being of the Town and surrounding district and who are or have previously been engaged in any business or profession.

2. Objectives

The objectives for which the Chamber is established are: -

- (a) To promote and protect the commercial, retail, professional and general interests of all business sectors in Crowborough and district.
- (b) To discuss, represent and promote measures calculated to benefit the business interests of Crowborough and district.
- (c) To promote friendly and collaborative relations among all persons interested in the commercial welfare of the Town,
- (d) To make known by advertising, or other means of publicity, the advantages of Crowborough as a commercial and residential Town, tourist area and business centre for North Wealden.
- (e) To promote advertising and social functions by which publicity may be obtained for the Town through the Press and other channels.
- (f) To support charitable fund-raising activities where considered appropriate to the intent of the Chamber and to the interests and well being of Crowborough and its inhabitants.
- (g) To discuss and deal with all matters (non-political and non-sectarian) arising relative to local affairs but particularly to the local economy.
- (h) To actively contribute towards the business related aims of the ‘Top of the Weald’ Vision for Crowborough and to be represented on Crowborough Partnership
- (i) To promote local networking, local training (including skills for young people), local employment and local purchasing as well as retention/ growth of existing businesses and attraction of new companies that compliment what already exists.

3. Membership

- (a) Any person, Firm or Company wishing to become a member of the Chamber shall be proposed and seconded by Members of the Chamber. After receiving the proposal for membership which shall be accompanied by the joining fee if requested and the initial subscription, the Secretary shall cause the name of the proposed member (“Proposal”) to be notified in writing to the Executive Committee. The Executive Committee will be responsible for considering the application and either recommending or rejecting the same.

All Proposals recommended by the Executive Committee will be notified to Chamber Members at least one week prior to the next Bimonthly meeting (in the Newsletter or other appropriate document). If no objection to the Proposal has been received from members by the time of the Bimonthly meeting, these Proposals will

be put to that meeting for election. If any objections to Proposals recommended by the Executive are received prior to the Bimonthly meeting, the application and objection will be returned to the Executive for further consideration and reported to the next available Bimonthly meeting.

The election shall be by show of hands unless any member shall request in writing that there shall be a ballot in which case election shall be by majority vote.

On the election of a new Member the Secretary shall notify and inform same that all information relating to the Chamber including list of Members, Executive Committee, publicity material and Rules can be found on the Chamber website.

Unelected proposals shall be advised in writing and their joining fee and initial subscription returned.

Any Proposal put up for election not elected shall not be proposed again within a period of 12 months.

(b) Any Firm, Company or Authority becoming a Member of the Chamber shall nominate in writing a Representative whose name shall be entered in the Register of the Chamber as representing such Firm, Company or authority and who shall have full authority to exercise all rights of membership on behalf of such Firm, Company or Authority. Representatives shall have the right to appoint a Deputy.

(c) Any Firm, Company or Authority may submit application for membership for one or more employees, partners or directors who shall be eligible for membership subject to (a) of this Rule but shall only be entitled to the full voting rights of member on payments of further subscription.

(d) An ordinary member shall be elected a Life Member or an Honorary Member at any meeting of the Chamber in respect of which at least ONE MONTH'S written notice to all Members of the Chamber shall have been given of the proposal to elect such Life Member or Honorary Member. A TWO THIRDS MAJORITY of those present shall be necessary for any such election. A Life Member shall be entitled to all the privileges of membership without payment of Annual Subscription. An Honorary Member may be elected for life or for such period as the Meeting may deem expedient and shall be entitled to all the privileges of Membership except that they shall not be entitled to vote at Full Chamber meetings.

4. Subscriptions

If the Executive Committee so decide, an initial joining fee shall be payable by all new members this fee to be fixed at a rate considered appropriate by the Executive Committee.

Subject to the provisions of Rule 3(a) the Annual Subscription of Members shall be such sum as the Executive Committee of the Chamber shall from time to time decide and shall become due and payable by the 31st October in each year. Subscriptions shall be paid to the Secretary on submission of an invoice. The Executive Committee may in their discretion allow payment by half yearly payments or otherwise as they may decide. Any Member whose subscription is not paid by the 31st October shall be notified by the Secretary that, unless such subscription shall be paid within seven days from the date of notice, his membership shall cease. Any Proposal elected to membership on or after 31st October shall be liable to pay a percentage of the full year's subscription for every three-month period, or part thereof, remaining of the membership year.

5. Management

The management policy of the Chamber shall be vested in the Chamber. The day-to-day management shall be the responsibility of the President, the Secretary, and the Treasurers of the Chamber Executive. The President shall take the chair at all Meetings of the Chamber at which they are present and in their absence a member of the Executive Committee shall preside.

The Chamber shall appoint an Executive Committee for the purpose of dealing with all day to day, special or urgent matters which may arise with power to act as the Chamber. The Executive Committee shall also consider all matters to be discussed and business to be transacted at the next Bimonthly meeting of the Chamber and at any General Meeting and shall make recommendations to such Meetings.

The Executive Committee shall have the power to appoint a temporary Secretary or Treasurer in the event of death, resignation, dismissal, or inability to act of the person for the time being holding the office of Secretary or Treasurer respectively and such temporary officer shall have power and shall continue to act until a new Secretary or Treasurer shall be appointed by the Chamber in General Meetings. The Executive Committee shall have power to appoint Sub-Committees from their members and such Sub-Committees shall have power to co-opt any Member(s) of the Chamber to serve on the Sub-Committee but any co-opted member shall have no voting right when attending the meetings of the Executive Committee. Except where such absence of the Executive Committee member is unavoidable and has been agreed by the Executive Committee prior to the meetings.

If any member of the Executive Committee shall, in the opinion of the Executive Committee be unreasonably absent for more than THREE meetings expressly convened for Executive matters they shall be considered as having resigned from that Committee.

The Chamber shall meet bimonthly, or at such other intervals as the Executive Committee may decide; at least five members are required to form a quorum. Chamber Members will be given notice in writing of all planned events at least four weeks in advance where possible and at least FOURTEEN days written notice of any change shall be given by circular to all Members of such meetings.

Any Member desirous of proposing a motion involving expenditure by the Chamber of any matters of major importance shall give written notice of the same to the Secretary or Treasurer at least FOURTEEN DAYS before the next meeting at which the same is to be discussed or notice of motion may be given orally at one Meeting of the Chamber to be discussed at the next, or next convenient Meeting and upon receipt of such notice of motion the Secretary shall include the matter to be raised in the written agenda for the Meeting at which the same is to be discussed.

The Chamber shall decide any question not provided for in these Rules.

6. Annual General and other General Meetings

The General Meeting of the Chamber shall be held within six months of the end of the previous accounting year and written notice shall be given by circular at least TWENTY-ONE DAYS before the Meeting to all Members of the Chamber. The business of the Annual General Meeting shall be: -

- (a) To receive and approve the annual accounts
- (b) To receive the Annual Report of the President
- (c) To approve the proposed new President in office if required
- (d) To approve the following if required: -
 - (i) An Hon. Treasurer
 - (ii) An Hon. Auditor
 - (iii) A minimum of four Members of the Executive Committee
- (e) To appoint a paid Secretary or Hon. as required
- (f) Such other business as shall have been communicated to the Secretary and included in the Notice of the Meeting sent to the Members.

The President, the Treasurer and the Secretary shall be ex-officio members of all committees including the Executive Committee.

Any Member wishing to put any motion before the Annual General Meeting must submit it in writing to the Secretary at least FOURTEEN DAYS prior to the date of such meeting.

A Special General Meeting shall be convened by the Secretary on the requisition of the President or five Members of the Chamber. The object of the meeting shall be stated on such requisition and not less than TEN DAYS notice of the Meeting and the subject to be brought forward thereat shall be given by circular to all Members. The Secretary shall call the Meeting within 21 DAYS of receiving the requisition.

7. Voting

The votes at Meetings of the Chamber shall be by show of hands unless a ballot is demanded. The President shall have a second or casting vote in case of a tie.

8. The Secretary and Duties of The Secretary

The Chamber shall have power to employ and pay a Secretary and so long as there shall be no paid Secretary, an Hon. Secretary shall be elected by the Chamber. The Chamber shall be empowered to pay to the Hon. Secretary for the time being an Honorarium in recognition of their services to the Chamber. The Secretary (whether Hon. or paid) shall conduct the correspondence of the Chamber in conjunction with the President and shall have custody of all documents belonging to the Chamber and of the Executive and other Committees of the Chamber.

9. Duties of Hon. Treasurer

The Treasurer shall keep the accounts of the Chamber and shall make up the Annual Statement of Accounts and Balance Sheet of the Chamber to the last accounting day of the Chamber's financial year in each year.

10. Hon. Auditors

The Hon. Auditors shall review the Annual Statement of Accounts and Balance Sheet and shall certify the same before they are made available for presentation.

11. Accounts

The Hon. Treasurer will make all payments via BACS where possible under sole authority up to a daily limit of £500 with any larger payments made by cheque signed by two authorised signatories. Annual accounts shall be prepared each year, with the financial year ending on last accounting day of the Chamber's financial year. A petty cash account may be kept by the Secretary through which sundry payments may be made. Records of such payments shall be retained for Audit purposes.

12. Resignation of Members

A Member may at any time by giving notice in writing to the Secretary resign his membership of the Chamber but shall continue to be liable for any annual subscription due and unpaid at the date of his resignation.

13. Expulsion of Members

Any Member who, in the opinion of the majority of the Chamber at a Special Meeting of which due notice has been given, is considered for any reason by such Meeting after due consideration, as unsuitable or ineligible to continue as a Member of the Chamber shall be called upon to withdraw or resign, or in default thereof, at the expiration of FOURTEEN DAYS from the date of the notice, the person to whom such notice shall have been given shall at once cease to be a Member and forfeit all rights of such Membership. Such Member shall have the right to appeal to a General Meeting.

14. Alteration of or Addition to Rules

No alteration of or addition to the Rules of the Chamber shall be made except at an Annual or Special General Meeting of the Chamber of which proper notice shall be given by the Secretary to all Members of the Chamber, stating the specific changes which are to be proposed.

15. Dissolution

The Chamber may be dissolved with the consent of four-fifths of the Members present at a Special General Meeting duly summoned for that purpose. Any net funds held by the Chamber, as shown in its closing accounts, shall be distributed among those who are members as at the date of the meeting at which the resolution to dissolve the Chamber is passed to the value of any unused membership fee. Any balance shall be distributed to local charities of the choosing of the Executive Committee.

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