

1. NAME

The name of the Association is the Lewes Chamber of Commerce (hereafter referred to as the "Chamber").

2. OBJECTS

- a) To consider and promote such lawful schemes, measures and plans as may be calculated to further, improve and secure the trading and commercial interests of the town of Lewes and its neighbourhood.
- b) To collect, collate and circulate information relating to trade and commerce to members and to print, publish and distribute circulars, bulletins, journals and such other papers as may be necessary to disseminate such information.
- c) To advance and promote commercial and technical information.
- d) To borrow money or raise loans required for the purpose of the Chamber upon securities as may be determined.
- e) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property, and any rights and privileges which the Chamber may think necessary.
- f) To manage, deal with or otherwise dispose of all or any part of the property of the Chamber.
- g) To support at all times the principles of fair trading.
- h) To foster and create a spirit of goodwill, friendship and unity by holding meetings, discussions, lectures, debates, conferences and other functions.
- i) To do all such lawful things as are incidental or conducive to the attainment of the above Objects PROVIDED that the Chamber shall not support anything the result of which would be to turn the Chamber into a trade union.

3. MEMBERSHIP

- a) Membership will be open to any individual, partnership, incorporated body, association or other organisation upon being proposed by a member of the Chamber and seconded by another, such proposal receiving the endorsement of a majority at a subsequent meeting of the Executive Committee or a majority of those present at a general meeting of the Chamber.
- b) The Executive Committee shall have the power to refuse a new application for membership or refuse the renewal of an existing membership without assigning a reason.
- c) Any member whose conduct is, in the opinion of a majority of the Executive Committee, of injury or discredit to the Chamber may be expelled from the Chamber. Such a member may appeal against expulsion at the next general meeting of the Chamber.

4. OFFICERS, EXECUTIVE COMMITTEE, SECRETARY AND HONORARY AUDITOR

- a) The Officers of the Chamber shall consist of the President, two Vice-Presidents, an Immediate Past President, an Honorary Treasurer and an Honorary Solicitor.
- b) The management of the Chamber (except as otherwise provided in these Rules) shall be under the control of an Executive Committee (hereafter called the Committee) which shall consist of the Officers and not more than nine other members of the Chamber.
- c) The Committee shall have power to appoint a SECRETARY for the due conduct of the business of the Chamber at such a remuneration as they deem appropriate. The secretary shall minute the proceedings of the Executive Committee meetings, and General meetings. These records shall be open for inspection by any Member of the Chamber upon request at any reasonable time. The Secretary shall also keep a roll of Members of the Chamber.
- d) The committee may appoint one or more members of the Chamber as a sub-committee to have only such authority to commit the Chamber as the Executive Committee shall authorise.
- e) The Committee, other than Officers, shall be elected for three years at the Annual General Meeting of the Chamber, in such a way that one third of their number shall retire annually. Retiring members will be eligible for re-election.
- f) The Officers and an HONORARY AUDITOR shall be elected annually at the Annual General Meeting of the Chamber. Officers may stand for re-election.
- g) All nominations for Officers and Committee shall be made in writing with the prior consent of the nominees, and sent to the Secretary not later than seven days before an Annual General Meeting of the Chamber.
- h) In the event of a member of the Committee failing to attend five consecutive meetings of the Committee without a satisfactory reason being given, the Committee shall have the power to declare the post vacant.
- i) In the event of a vacancy occurring on the Committee during the year, it shall if necessary be filled by the Committee co-opting a volunteer member who will stand until the next Annual General Meeting of the Chamber.
- j) The HONORARY TREASURER shall keep an account of all monies received and paid by him/her on behalf of the Chamber and shall pay all accounts approved by the Committee. He/she will present to the members at the Annual General Meeting a Statement of Accounts made up to December 31st of the previous year, duly checked by an independent qualified accountant/auditor.

5. MEETINGS

- a) The Annual General Meeting of the Chamber shall be held before the end of March each year. The Committee shall present a Report of the working of the Chamber since the last Annual General Meeting, which may be in writing to reach members before the day of the Annual General Meeting, or may be presented verbally at the Meeting. In the latter case, a summary shall be circulated to all members as soon as possible after the meeting.

- b) The Committee may convene a general meeting of members whenever it deems it to be necessary, in addition to the Annual General Meeting.
- c) The Committee may organise social occasions on the members' behalf.
- d) Members shall receive no less than fourteen days notice of any general meeting.
- e) The President will chair all meetings. In his/her absence a Vice-President will preside. In any other circumstance the meeting shall elect the Chair to preside at that meeting.
- f) Executive Committee meetings will not be quorate when less than five Committee members are present.

6. SUBSCRIPTIONS

The annual subscription of members shall become due and payable on January 1st each year. The amount to be subscribed shall be determined from time to time by the Committee. A member whose subscription remains outstanding after six months from January 1st shall be deemed not to be in good standing and their name shall be removed from the Roll of Members of the Chamber.

7. MEMBERS' VOTING POWERS

- a) Members who are partnerships, companies or other incorporated bodies or associations may appoint a representative to attend and vote at General Meetings on their behalf.
- b) Each member of the Chamber shall have only one vote which may be exercised at General Meetings of the Chamber by a show of hands of those present. It shall be permissible before such a vote is taken for any member present to require the vote to be taken by ballot. When a ballot is taken two persons shall be appointed scrutineers by a majority of those members present. The scrutineers need not be members of the Chamber. The scrutineers shall count the ballot and report the result to the Chair who will declare the result to the meeting.
- c) In the event of a tie, the Chair will have the casting vote.

8. HONORARY VICE-PRESIDENTS

The Committee may invite persons to accept appointment as an Honorary Vice-President of the Chamber in recognition of conspicuous service rendered by them to the Chamber or to the community. Such appointments shall be subject to yearly confirmation by members at the Annual General Meeting of the Chamber. Unless also elected to the Committee, an Honorary Vice-President will have no voting powers.

9. NOTICES OF MOTION

Every member in good standing may submit a notice of motion in writing to the Secretary not less than ten days prior to a general meeting of the Chamber, which motion shall be placed on the agenda for this meeting.

10. SUB-COMMITTEES

Any number of members of the Chamber, not being less than seven, may form a section of the Chamber with a view to presenting more effectively the interests of any particular trade, industry or profession. Such a section must be authorised by the Committee who shall have the power to dissolve, re-constitute or re-order any such section. Any appeal from a decision of the Committee must be made to the next general meeting of the Chamber in accordance with 9 above.

11. AMENDMENT OF CONSTITUTION

No alteration to this Constitution may be made except by a resolution passed by two-thirds of the members present and voting at the Annual General Meeting of the Chamber. Fourteen days notice in writing of any proposed alteration shall be given to all members.

12. DISSOLUTION

A motion to dissolve the Chamber for which due notice has been given may be passed at a general meeting of the Chamber by a majority of not less than four-fifths of those members present at the meeting. If passed, the dissolution motion shall be implemented as follows: the Honorary Treasurer will realise all assets belonging to the Chamber, settle all liabilities and produce a closing account to be presented at a general meeting called for this purpose. Any surplus remaining shall be distributed equally to all members in good standing. Upon completion in this manner the Chamber shall stand dissolved.

13. GENERAL PROCEDURES

- a) The order of business for general meetings other than Annual General Meetings shall be as specified in the agenda.
- b) No business shall be transacted at general meetings unless it appears on the agenda. Matters not appearing on the agenda may be discussed at the discretion of the Chair of the meetings but such discussion shall not commit the Chamber.
- c) No motion shall be discussed at a meeting until it has been proposed and seconded.
- d) A member shall not speak more than once on each motion or amendment. The mover of a motion may, without introducing new matters, reply, closing the discussion.
- e) A second amendment to a motion cannot be moved until the first amendment has been disposed of. If the first amendment is not carried, a second amendment may be proposed to the original motion.
- f) To close a discussion a member may move that it be closed and if seconded this motion shall be voted upon.
- g) To prevent a decision on a motion a member may move that it "lie on the table". If seconded this motion shall be voted upon.
- h) No motion to rescind a Minute of any Chamber meeting may be made unless notice of such a motion has been given at a previous meeting.
- i) A motion of which notice has been given shall not be proceeded with in the absence of the proposer unless he/she has authorised another member to move it in writing or unless in the opinion of the meeting the motion may be discussed and voted upon.
- j) Any breach of procedures under this Constitution may be made by a member raising a "point of order". The Chair's ruling shall stand unless a vote is called for in which case a majority of those present will decide the matter.
- k) Any member in good standing may attend a meeting of the Executive Committee. They may speak with the permission of the Chair, but may not vote.