

BOOKHAM WINE CLUB

CONSTITUTION

- 1 **NAME** The society shall be called the BOOKHAM WINE CLUB, hereinafter referred to as the Club.
- 2 **OBJECTS** The objects of the Club shall be to: -
 - (a) promote appreciation of wine and other fermented beverages;
 - (b) study the art and science of viticulture and winemaking;
 - (c) foster good fellowship among wine lovers and winemakers;
 - (d) organise events in pursuance of the foregoing objects.
- 3 **POLITICS** The Club shall be non-sectarian and non-political.
- 4 **MANAGEMENT** The Club shall be managed by a Committee consisting of the Officers and not more than six other members. The Officers of the Club shall be: Chairman (which includes temporary or 'rotating' positions at the discretion of the Committee), Secretary and Treasurer. Officers and other Committee members shall hold office for one year. All the Officers and other Committee members shall be eligible for re-election each year.

The Committee may co-opt any member of the Club whose experience may be valuable or to fill any vacancy and any such appointment shall be reported at the next Club Meeting.

The Committee may appoint Sub-committee(s) for specific purposes provided that the Chairman of such Sub-committee is a member of the main Committee and that other members of the Sub-committee are paid-up members of the Club.
- 5 **MEMBERSHIP** Membership of the Club shall be limited to a number to be decided by the Committee. The Committee shall reserve the right to refuse or revoke membership of the Club.

At the discretion of the Committee Honorary Membership may be conferred on members deemed to have made significant contributions to the running of the Club through longstanding membership and service (which may include but is not limited to Committee membership) which exempts the member from payment of the annual membership fee. The Club monthly meeting charge will still be applicable for any meetings attended by the Honorary Member.
- 6 **SUBSCRIPTIONS** The annual subscription shall apply to a calendar year and shall be agreed for the coming year at the Annual General Meeting. It shall be due from 1st January. New members joining later in the year may be charged pro-rata for part of their first year.
- 7 **FINANCE** The club financial year shall run from 1st September to 31st August of the following year. The Committee shall ensure that the monies of the Club, with the exception of sums required as petty cash, are deposited to the credit of the Club at a Bank. ~~Payments drawn on the Club Account shall be authorised by any two of the three nominated members of the Committee. Expenditure for less than £100 may be approved by either the Chairman or the Treasurer; all other expenditures shall be approved by any two of the three Officers of the Club. Once approved, any one of the three authorised bank signatories can instruct the bank to execute the payment.~~

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- 8 EXAMINATION A suitable person shall be elected at the Annual General Meeting to act as Examiner for the accounts for a period of one year. The Examiner shall not be a member of the Committee at that time.
- 9 GUESTS At the discretion of the Committee members may introduce guests at Club Meetings, subject to payment of a charge to be agreed by the Committee.
- 10 CLUB MEETINGS Club Meetings shall be held regularly at times and places arranged by the Committee. The Chairman of the Club shall preside at all meetings or appoint another Committee member to do so in his absence.
- 11 ANNUAL GENERAL MEETING The Annual General Meeting shall be held in October each year at which: -
(a) the Officers shall present their reports;
(b) a properly examined Statement of Account for the past year shall be submitted for approval;
(c) the Officers and other Committee members shall be elected for the forthcoming year;
(d) the annual subscription shall be fixed for the forthcoming year.
(e) Donations and any other ad hoc payments for the coming year shall be approved by members voting at the Annual General Meeting.
Notice of the AGM shall be given at the previous (September) meeting.
The Secretary shall prepare minutes of the meeting for approval at the subsequent Annual General Meeting.
Twenty-one members (or one-third of the membership, whichever is the greater) shall form a quorum.
- 12 SPECIAL GENERAL MEETING A Special General Meeting may be convened by the Committee or on a requisition signed by at least 10 members, stating the object and sent to the Secretary. The Secretary shall give at least 21 days notice of the meeting to all members. The Secretary or other person appointed by the meeting shall prepare minutes of the meeting for approval at a subsequent General Meeting.
Twenty-one members (or one-third of the membership, whichever is the greater) shall form a quorum.
- 13 VOTING Voting at all meetings shall be by show of hands or by ballot as the Chairman may decide. A motion shall be carried by a simple majority of votes cast. In the case of equality of votes the Chairman may give a casting (additional) vote.
- 14 COMMITTEE MEETINGS The Committee shall ensure that business is transacted only in the presence of a Quorum, which shall consist of five members of the Committee including at least one Officer. Minutes of every committee meeting shall be prepared by the Secretary or other Committee member and approved at the subsequent Committee meeting.
- 15 DISSOLUTION All assets acquired by the Club are the sole property of the members and in the event of the Club ceasing to function shall be realised. The proceeds (after payment of any debts) shall be divided equally amongst the fully paid-up members at that time.

16 AMENDMENTS No amendment to this Constitution shall be made except at a General Meeting.

Adopted at the BWC AGM on 12th October 2020