

- 31. Membership Secretary's Duties:** The Membership Secretary shall keep registers of Members of the Association.
- 32. Indemnity:** No member of the Executive shall be personally liable for any loss arising out of acting bona fide in his or her official capacity for the Association. Members of the Executive shall be indemnified from Association funds in respect of all reasonable expenses incurred and any claims or other legal proceeding arising as a member of the Executive of the Association. No member of the Executive shall be personally liable for the act or neglect of any other member.
- 33. Show Rules:** The Rules for Exhibitors at the Association's Annual Show shall be determined by the Executive and printed from time to time in the Programme and Schedule for the Annual Conference and Show. All Competitions and Shows organised by the Association will be in keeping with Amateur status declared in the Constitution and any member pursuing a business which invalidates their amateur status in respect of competition rules will not be eligible to enter Shows. The Executive will arbitrate on any disputes on this matter, seeking approval at General Meetings of the Association for changes, which will then be circulated to members. The Executive may request special declarations from some members to carry out its duties.
- 34. Trophies:** All trophies will remain the property of NAWB.
- 35. Travelling Expenses:** Executive Members, when travelling on Association business shall be entitled to reasonable travel and subsistence allowance. Such rates of allowances shall be determined from time to time by the Executive, and such information will be available to all members. Any cumulative annual increase of allowances greater than 15% will require approval at a General Meeting.
- 36. National Wine and Beer-making Federation (NWBF):** One member of the Executive will administer NWBF and regularly account back to the Executive. The purpose of this position is to attempt to give Circle members of NWBF some of the benefits they do not get when they do not have a regional Federation.

**NATIONAL ASSOCIATION OF WINE AND BEERMAKERS
(AMATEUR)**

**Embracing, THE NATIONAL WINE AND BEERMAKERS
FEDERATION**

CONSTITUTION, Dated Nov. 1973 (Revised Mar. 2002, Apr. 2006 & Apr 2013)

1. Title.

The designation of the Association shall be "The National Association of Wine and Beer-makers (Amateur)", abbreviated title "NAWB".

NAWB embraces a subsidiary organisation, the designation of which shall be "The National Wine and Beer-makers Federation", abbreviated title "NWBF".

2. Objectives

- a. To promote the art of home Wine and Beer making
- b. To encourage the exchange of Wine and Beer making knowledge amongst members.
- c. To organise shows and conferences.
- d. To represent the Wine and Beer making interests of members at all levels in all its aspects including the Law in relation thereto.
- e. To organise National Shows.
- f. To set the standards of Wine and Beer Shows.
- g. To confirm the standards of Wine and Beer judging and to encourage the maintenance of such standards.
- h. To recommend the standard for education.

3. Membership

Membership of the Association is open to:

- a. Individuals
- b. Wine and/or Beer Circles.
- c. Federations of Wine and/or Beer Circles.
- d. Organisations that specifically have the same objectives as NAWB, and are approved by the National Executive.

Wine and/or Beer Circles are groups of Wine and/or beer makers holding regular, organised meetings with elected officers.

The number of members constituting a circle for NAWB purposes will be determined by the National Executive. The number of affiliated Circles to constitute a Federation for NAWB purposes will be determined by the National Executive.

Wine and/or Beer Circles which do not have the availability of a regional Federation may be entitled to some Federation benefits through membership of NWBF. To gain such benefits, the circle must be a member of NAWB.

4. Voting

Each paid-up member is entitled to one vote on attendance at the General Meetings.

In exceptional circumstances a postal vote may be taken on recommendation of the Executive Officers of NAWB.

5. Provision for Finance

Registration fees and subscriptions will be set as per Rules. The Executive shall raise and administer the funds of the Association.

A banking account shall be held in the name of the Association.

The year shall end on 30th June.

The Association shall take out and hold Indemnity Insurance on behalf of the officers.

The income and property of the Association whencesoever derived, shall be applied solely towards the promotion of the objectives of the Association. No portion shall be paid or transferred directly or indirectly by way of bonus or dividend to the members of the Association. However, nothing herein shall prevent the payment of an honoraria or the repayment to any members of legitimate expenses in the furtherance of the work.

6. General Meetings

An Annual General Meeting shall be held each year at such time and place, as the Executive shall appoint. The

ings: Proposals for the alteration or amendment to the Constitution or Rules for consideration at a Special General Meeting shall be in writing to the General Secretary in accordance with Rule 20.

25. **Changes to the Constitution or Rules at the AGM:** Proposals for the alteration or amendment to the Constitution or Rules at an AGM shall be submitted in writing to reach the General Secretary, together with the names of the Proposer and Seconder, not later than the 31st January in any one year.
26. **Executive Powers:** The Executive shall have power to make such rules as are needed to cover any matter arising in the management of the Association and to deal with any matter not provided for in the Constitution subject to Rule 6, and subject to ratification at the next General Meeting of the Association.
27. **Constitution Alterations:** The Constitution of the Association shall not be amended or added to unless supported by at least 60% of the members present at a properly constituted meeting to review such changes.
28. **Rule alterations:** The rules of the Association may be altered or amended by a majority of members present at a properly constituted meeting to review such changes.
29. **General Secretary's Duties:** The General Secretary shall convene, attend and take Minutes of the proceedings of all Meetings of the Executive and Annual and Special General Meetings. Shall conduct correspondence of the Association and shall act on all matters and occasions under the direction of the Executive and generally do all such other matters as usually pertain to the Office of General Secretary.
30. **Treasurer's Duties:** The Treasurer shall keep such books and financial accounts of the Association as directed by the Executive and required by these Rules. It shall be the Treasurer's duty to receive all monies due to the Association and to disburse all sums due from the Association. The Treasurer shall report to the Executive at each meeting the financial state of the Association and shall present to each AGM a Financial Statement and Balance Sheet for the financial year of the Association.

request so to be signed by five Members of the Executive or signed by 20 Members. Such notice requesting a Special General Meeting shall specify the motion to be proposed at the meeting and the names of the Proposers and Seconders. The notice convening a special General Meeting shall contain details of every motion to be moved and no other business shall be transacted at such Meeting.

- 21. Quorum:** The Quorum for Meetings shall be Six Members, which shall include at least two officers of the Association.
- 22. Voting:**
- (a) Decisions requiring a vote at Meetings of the Executive shall be made by a majority of the Members present and voting. The Chairman shall have a second casting vote in the event of equality of voting.
 - (b) Decisions requiring a vote at Annual and Special General Meetings shall be made by a majority of the Members present subject to item 10 of the Constitution. Motions put to the vote at the meeting shall be decided by a show of hands unless a poll is demanded before or on the declaration of the result of the show of hands.
 - (c) A Poll may be demanded by:
 - i) The Chairman, or,
 - ii) at least three Members present
 - (d) Unless a Poll be so demanded a declaration by the Chairman that a motion has, on a show of hands been carried, carried unanimously or by a particular majority, or lost, and an entry is made to that effect in the Minute Book of proceedings at General Meetings of the Association, shall be conclusive evidence.
 - (e) The demand for a Poll may be withdrawn.
 - (f) A Poll demand shall be taken forthwith
 - (g) If a vote being taken by a show of hands, or on a poll, results in equality of voting, the Chairman shall have a second or casting vote.
- 23. Amendments to Constitution:** Alterations or amendments to the Constitution shall be made only at the AGM or at a Special General meeting convened for this purpose.
- 24. Changes to the Constitution or Rules, Special General Meet-**

Executive shall lay before the meeting a report of the year's proceedings and a statement of accounts certified by the auditor/s.

Other General Meetings may be called at the discretion of the Executive.

A Special General Meeting shall be called within 50 days of receipt by the Secretary of a requisition signed by 20 voting members, setting-out resolutions to be proposed at the meeting. The Agenda of any Special General Meeting shall be announced at the time of giving notice of the meeting and no propositions shall be considered at such meetings except those detailed on the Agenda.

7. Accounts of the Association

True accounts shall be kept of the sums of money received and expended by the Association and the matter in respect of which such receipts and expenditure takes place and, subject to any reasonable restriction, shall be open to inspection by the members.

Once, at least, in every year, the accounts of the Association shall be examined and the correctness of the balance sheet ascertained by the auditor/s.

8. Officers of the Association

The Officers of the Association shall be:

- a. Chairman
- b. Vice-Chairman
- c. General Secretary
- d. Treasurer

9. Management of the Association

Management of the Association shall be vested in an Executive constituted in accordance with the rules of the Association and with the powers, duties and functions as therein prescribed.

10. Alteration of the Constitution

The Constitution of the Association shall not be amended or

added to unless supported by at least 60% of the members present at a properly constituted meeting to review such changes.

11. Dissolution of the Association

The President shall make all reasonable efforts to ensure the membership is given adequate information about an impending dissolution and that members are able to discuss this matter at an AGM or SGM before irrevocable actions of dissolution are taken.

The President shall take on the role of senior executive officer of NAWB with a small executive committee appointed from such a meeting, to oversee the winding-up or dissolution.

If, upon the winding-up or dissolution of NAWB, there remains after the satisfaction of all its debts and liabilities, any property or funds whatsoever; the above committee shall determine all disposals, taking into account the conditions below, and report such actions to members.

Conditions for disposal of residual property and/or funds:

- a) The same shall not be paid to, or distributed among the members of NAWB
- b) Reasonable attempts should be made to consult donors of Trophies, or their heirs, on the disposal of Trophies. Specific NAWB history and added value to be removed, subject to c) below.
- c) Priority shall be given to giving or transferring same to some other Association or Associations having objectives similar to the objectives of NAWB and which shall prohibit the distribution of its or their income and property amongst its members to an extent at least as is imposed upon NAWB.
- d) In the event that an appropriate Association c a n - not be found, as in c) above, then the residual proceeds shall be given to a nominated Charity.

14. **Auditor/s:** Auditor/s shall be appointed annually by the Executive. No member of the Executive shall act as an auditor for the Association.
The auditor/s shall have access at all reasonable times to the accounts and securities of the Association and shall report thereon for the Annual General Meeting.
15. **Publications:** No person shall report for publication of any proceedings of any meeting of the Executive or give consent to the publication of any communication to the Association without the consent of the Executive.
16. **Expulsion of Members:** The Executive or an Annual General Meeting, as the case may be, can refuse to receive the subscriptions or annual renewal, and may cancel the membership, of any Member who, in the opinion of the Executive, has acted in contravention of the lawful Rules of the Association or who shall, in the opinion of the Executive or the AGM, have been guilty of conduct prejudicial to the Association. Any person whose membership or renewal has been refused by the decisions of the Executive shall be so notified by the Executive and shall have a right to appeal to a General Meeting held not earlier than one month after the decision of the Executive.
17. **Notices:** A notice may be served on any Member by sending it through the post, prepaid, addressed to such Member at the last known registered address.
18. **Notice Served by Post:** Any notice so served by post shall be deemed to have been served at the time when the letter containing the same would be delivered in the ordinary course of post and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the Post Office.
19. **General Meetings:** The General Secretary shall give not less than 28 clear days' notice of the AGM in writing to each member as recorded in the Register of Members.
20. **Special General Meetings:** A Special General Meeting shall be convened by the General Secretary at any time and on a date not later than 50 clear days from receipt by the General Secretary of a

NATIONAL ASSOCIATION OF WINE AND BEERMAKERS
(AMATEUR)

Abbreviated Title "NAWB"

Embracing, THE NATIONAL WINE AND BEERMAKERS
FEDERATION

Abbreviated Title "NWBF"

RULES, Dated Nov. 1973 (Revised Mar. 2002, Apr. 2006 & Apr 2013)

- Meeting.
- (f) To deal with applications for Membership to the Association.
 - (g) To enforce the observance of the Association Rules.
 - (h) To exercise control over the finances of the Association, and also to authorise any new financial account/s, and periodically reconfirm existing financial account/s, controlled by the Treasurer and other officers. To ensure the Association funds are deposited appropriately in such account/s.
 - (i) To implement as far as is practicable all resolutions passed at Annual and Special General Meetings of the Association.
 - (j) To keep written minutes of the proceedings of all meetings.
 - (k) To keep Registers of members details, including names and addresses, subject to the conditions laid down in the Data Protection Act 1984.
 - (l) To cause proper books of accounts to be kept and audited annually.
 - (m) To cause all sums payable by the Association exceeding £25, whether they be paid by cheque, cash or other means, to be authorised by two Officers of the Executive, providing that they shall not be members of the same Circle or Federation, and that they are not related, co-habiting, or share close business interests.
 - (n) To cause an indemnity insurance to be taken out in the name of the Association on behalf of the Treasurer and such persons having control of the Association's Funds.
11. **Termination of Membership:** Any member of the Association may terminate Membership at any time on giving notice to the Executive.
12. **Patrons:** The Executive may accept patronage on behalf of the Association and each Patron may be acknowledged in any manner as the Executive thinks proper.
13. **Honorary Members:** Honorary Members shall not be required to subscribe to the ordinary funds of the Association but the Executive may accept from them donations.

1. **Interpretation:** In these Rules:
"The Association" means the above-named Association, which embraces the NWBF.
"Executive" means the Committee of members forming the Executive Management Committee hereby constituted.
"The Rules" means the rules hereby promulgated or such other rules as shall be in force.
"Members" means Individual, Clubs, Circles, Federations and commercial operations such as manufacturers, publishers, wholesalers or shops, that wish to pursue their interests in Amateur Wine and Beer Making within the Association, and who have paid any subscription due.
2. **Election of Members:** Members shall be deemed elected to the National Association on the majority vote of the Executive or such authority as may be delegated to Executive members.
- Circles:** Applications shall be submitted to the Membership Secretary with a list of the names and addresses of the officers, and a declaration of the regional Federation it has access to, if any
- Federations:** Applications shall be submitted to the Membership Secretary with a list of affiliated Circles and names and addresses of Secretaries
3. **Rights and privileges of, and limitations on, Members:** The rights and privileges of every Member shall be personal to him or them and shall not be transferable or transmissible.
4. **Subscriptions:** Subscriptions, as shall be determined by the Executive and approved by members at a General Meeting, shall be due and payable in advance on the first day of July in each year. If not paid and received by NAWB by the 31st October of the year

membership will be deemed to have lapsed. The amount payable will be shown on the application/renewal form.

5. **Honorary Members:** The Executive may, from time to time, recommend to an Annual General Meeting the appointment of Honorary Members of the Association. Such persons, in the opinion of the Executive, will have rendered service to Amateur Wine and Beer making and promoted the interests of NAWB. After appointment, Honorary Members may not be appointed to the Executive, but will enjoy all other rights and privileges of full membership.
6. **Management:** The management of the affairs and business of the Association shall be vested in an Executive. The Executive may exercise all such powers and authority conferred upon them by these Rules, any General Meeting, and they may also exercise other reasonable powers, authorities and acts as required by the Association to achieve its objectives; providing there is no contravention of the Association's Constitution or Rules. New Rules shall not invalidate any prior act of the Executive that would have been valid within the rules that existed.
7. **Constitution of the Executive:**
 - (a) The members of the Executive shall be persons who are members of NAWB.
 - (b) The Executive shall consist of no more than 12 members.
 - (i) 11 elected members – proposed, accepted by the nominee and seconded.
 - (ii) 1 nominated by the National Guild of Wine and Beers Judges (NGWBJ).
 - (c) Where no agreed nominations for posts as per b(ii) above are received by the Secretary of NAWB prior to the start of the AGM, the Executive may nominate a person to fill the vacancy.
 - (d) An elected member shall retire at the end of three years service. A retiring member is eligible for re-nomination and re-election.
 - (e) Nominations for elected members must be in writing and received by the General Secretary of NAWB by 31st January in any year.
 - (f) Nominated members shall be nominated annually. The

Executive may fill-up any vacancy, which shall occur between one AGM and another, with a like representative, and any member of the Executive so appointed shall retire at the succeeding AGM but be eligible for re-election. Such representative shall assume all the rights and voting powers of an elected committee member.

- (g) The executive shall have the power to co-opt up to 3 additional members for special duties or advice arising from the exercise of their duties and powers provided that any such co-opted members shall retire at the AGM following co-option.
8. **Appointment of Officers:** At the first meeting of the Executive following the AGM the Executive shall appoint from amongst their numbers, the Chairman, Vice-Chairman, General Secretary and Treasurer. No person may hold more than one office at the same time.
9. **President and Vice-President:** The election of President and Vice-President shall be on the recommendation of the Executive, to the Annual General Meeting, of suitable past or present members of the Association to take these offices for the ensuing 2 years.
10. **Powers and duties of the Executive:** The powers, duties and functions of the Executive shall be:
 - (a) To hold at least 3 meetings in each year.
 - (b) To receive at each meeting reports from the General Secretary, Treasurer and such other members of the Executive as shall be assigned special responsibilities in connection with the activities of the Association.
 - (c) To take all steps necessary to maintain the administration of the affairs of the Association in efficient working order and to promote such activities within the objectives of the Association as from time to time are considered appropriate or as the Annual General Meeting shall direct.
 - (d) To appoint sub-committees with powers to co-opt members thereon, provided that the number of co-opted members shall not exceed one quarter of the membership of each sub-committee.
 - (e) To submit reports of its activities to the Annual General