

**An Association of Members
Involved and Interested in the Making of Cider & Perry.**

To be known as

The South West of England Cider

**Makers Association
(SWECA)**

Constitution

1. Purpose and Aims

The principle **purpose** of the Association is to represent, support and promote the interests of cider and perry producers primarily based in the South West of England.

The **aims** of the Association shall be:

- 1.1.To provide a forum for the exchange of ideas, updating of information and knowledge and the discussion of matters relating to cider/perry, the Cider Industry in general and that within the South West in particular.
- 1.2.To encourage the sustainable production and sale of quality cider & perry that meets consumer requirements for safety, freedom from spoilage, transparency and traceability.
- 1.3.To lobby regulatory and legislative bodies, and others as appropriate, in the furtherance of member's interests.
- 1.4.To promote co-operation between members and with other associations and organisations in which there are mutual interests and benefits.

2. Membership

- 2.1.Ordinary Membership is open to all those engaged in the commercial production of at least 4500 litres (1000 gallons) of cider and / or perry per year, or who have a genuine and active interest in the production and promotion of cider and perry.
- 2.2.**Honorary Membership** shall be proposed by the committee in recognition of outstanding service to the cider and perry industry.
- 2.3.Candidates for Ordinary membership must apply to the Secretary who will inform the Committee of the application in advance of the AGM. Candidates must then attend the AGM, introduce themselves and be proposed, seconded and elected by the membership.
- 2.4.A register of Membership will be maintained by the Secretary. Each member shall have a membership number associated with their year of joining.

Rules and Conditions of Membership

- 2.5.All members shall be bound by the Constitution of the Association.

- 2.6. At any Annual, General and Extraordinary Meeting, each Ordinary and Honorary Member shall have one vote.
- 2.7. As the South West of England Cider Makers Association (SWECA) is affiliated to the NACM, members of SWECA are expected to be guided by and follow (as far as is possible) the following:
- 2.7.1. The National Association of Cider Makers' (NACM's) Code of Practice and Guidelines on Commercial Communications
- 2.7.2. The Portman Group's Code on the Naming, Packaging and Promotion of Alcoholic Drinks
- 2.8. Ordinary and Honorary Membership does not convey rights of membership or association to other groups and bodies to which SWECA is/are affiliated.
- 2.9. No Member has the right to represent the SWECA without the expressed consent/agreement of the Committee.

3. Subscriptions

- 3.1. Ordinary Members are required to pay all subscriptions annually by means of Direct Debit or Standing Order, by the AGM each year **OR** - by cheque, in this case due on the AGM each year.
- 3.2. A Member will be seen to have resigned from the Association if payment is not received by **31st December** (Direct Debit or Standing Order) or **31st December** (Cheque payments) of the particular year concerned. In this case, the individual concerned will be formally notified as such.
- 3.3. The subscription amount will be considered and ratified at each AGM

Termination of Membership

- 3.4. Membership may be terminated at any time without any refund of subscriptions paid.
- 3.5. Reasons for Termination of Membership:
- 3.5.1. A Member is not required to give any reason.
- 3.5.2. The Association, through the discretion of the Committee at the earliest possible time, can consider termination of membership if a Member is considered to be in breach of the Constitution and/or whose conduct has and/or could bring discredit to the Association.
- A Member subject to any of the above circumstances will be fully informed, in writing, and given every opportunity to answer.

4. Management of The Association

- 4.1. The Association is managed by an elected group of eligible Members (The Committee).
- 4.2. The Committee shall comprise of **not less than** 5 members, consisting of the Chairman, Vice-Chairman, Secretary, the previously incumbent Chairman and one other. The majority of the members should be duty paying cider makers and the Chairman to have the casting vote.
- 4.3. No more than One Honorary Member shall serve on the Committee at any one time.
- 4.4. The Officers of the Association shall be a Chairperson ("Chairman"), Vice-Chairman and Secretary/Treasurer.
- 4.5. The position of Chairman shall be held for a period of up to two consecutive years. A retiring Chairman cannot stand for re-election other than as a member of the Committee. The Chairman must be an Ordinary Member.
- 4.6. All Officers shall be ex-officio members of the Committee.

- 4.7. Individual Members may not hold more than two Officer Posts.
- 4.8. The Committee and Officers will be elected at an Annual General Meeting (AGM) by means of a simple ballot of Members. All Committee members will be elected at the AGM and will hold Office until the next AGM.
- 4.9. All nominations for Officer and Committee positions to be proposed and seconded before any required vote.
- 4.10. The election of Officers and Committee members will proceed after the incumbent Chairman, Secretary and Treasurer have made their respective reports for the previous year.
- 4.11. The new Chairman, Vice-Chairman, Committee and Officers will take up their positions after the end of the AGM.
- 4.12. Committee Members are expected to attend at least 50% of Committee Meetings in any one year.
- 4.13. A Quorum for a Committee Meeting shall be at least 3 Committee Members.
- 4.14. Committee Voting: A simple majority applies in Committee. The Chairman only votes in the case of tied voting.

4.15. Committee Responsibilities:

- 4.15.1. The Committee has delegated powers in accordance with the Constitution and, in particular, the Purpose and Aims of SWECA.
- 4.15.2. Matters of major policy issues will be referred to the full Membership.
- 4.15.3. The Officers and Committee Members assume responsibility for minor policy matters.
- 4.15.4. In the event of a Committee Member's resignation/removal, the Committee have powers to co-opt replacement member(s) as thought fit.

4.16. Responsibility of Officers:

4.16.1. Chairman:

- 4.16.1.1. To act as a figure-head of the Association;
- 4.16.1.2. To represent the Association at meetings of the NACM Executive Committee and the NACM AGM;
- 4.16.1.3. To act as the Managing Officer of the SWECA and its Committee, organising/ coordinating meetings, activities and operations and chairing meetings.

4.16.2. Vice Chairman:

- 4.16.2.1. To assist the Chairman in his/her duties and deputise in his/her absence.

4.16.3. Secretary/Treasurer:

- 4.16.3.1. To circulate and maintain information/records relating to Members and the activities of the SWECA In all such cases the Secretary will be bound by the requirements of the United Kingdom's Data Protection Act 1998;
- 4.16.3.2. To record and distribute agendas' and Minutes, with the co-operation of the Committee;
- 4.16.3.3. To deal with correspondence relating to the Association's business;

4.16.4. Treasurer:

- 4.16.4.1. To be responsible for the Association's financial affairs including the collection of membership subscriptions and dealing with any other items requiring billing and banking;
- 4.16.4.2. Raising of cheques/payments including the payment of postage;
- 4.16.4.3. To hold and retain all payment and billing vouchers for a period of no less than 6 years;
- 4.16.4.4. Preparation of Accounts and any other statutory financial requirements.
- 4.16.4.5. In conjunction with the Secretary, maintain Membership records.

5. Meetings

5.1. General meetings will be held on an *ad hoc* basis, to inform and instruct members on matters relevant to cider and perry production and the Cider Industry.

5.1.1. Where appropriate, guest speakers will be invited and field visits organised.

5.2. Annual General Meetings will be held in September each year.

5.3. Committee Meetings will be held as required.

5.4. Extra-Ordinary and Special Meetings will be held as and when necessary, either by Notice of the Committee or at the request of 10 or more Members who must give at least 28 days notice of their resolution, in writing to the Association's Secretary. The Secretary, in conjunction with the Chairman will notify all Members of such meetings.

5.5. A Calendar of Meetings and Events will be circulated to Members by the Secretary.

5.6. Agendas for General, Extra-Ordinary, Special and Committee Meetings to be circulated no less than 7 days prior to meeting concerned.

5.7. All meetings will be chaired by the elected Chairman in whose absence the Vice Chairman will hold office. In extreme circumstances where neither are available, the meeting will be chaired by the Secretary.

5.8. Ordinary and Honorary Members may bring guests to meetings subject to payment of an agreed fee.

5.9. Structure of Meetings - mandatory items are as follows:

5.9.1. AGM

1. Agreed minutes of the previous AGM and matters arising
2. Chairman's report
3. Treasurer's report along with Accounts
4. Secretary's (Membership) report
5. Election of Officers and Committee for ensuing year
6. Member Resolutions (notice of these items must be in writing to the Secretary at least 28 days prior to the AGM)
7. AOB
8. Date of next meeting

5.9.2. Committee

1. Agree Minutes of previous Committee Meeting and matters arising
2. Action items outstanding
3. AOB
4. Date of next meeting

6. Financial Regulations.

6.1. Bank accounts will be operated in the Name of the Association - current a/c, deposit a/c and others types of interest-bearing accounts as appropriate and as agreed by the Committee. The association to bank with Lloyds Bank unless otherwise agreed at the AGM.

6.2. All monies relating to and received by the Association and its Treasurer, to be paid into the current account.

6.3. The accounting period will run from 1st July to 30th June each year.

6.4. The elected Auditor will periodically (annually) inspect the financial records.

6.5. Annual Accounts will be available for inspection at the AGM.

6.6. Payments:

- 6.6.1. All individual items of expenditure and/or single payments over £200 to be approved by the Committee.
- 6.6.2. The Chairman and/or Secretary may, if necessary, approve any emergency payments. Subsequently, these are to be reported to the Committee for ratification.
- 6.6.3. All Payments by cheque and by other means, other than transfers between the Association's accounts, to be signed by the Secretary/Treasurer.
- 6.6.4. All vouchers and receipts to be retained and held by the Treasurer for a period of no less than 6 years.

Voting Rights

- 6.7. Ordinary and Honorary Members are entitled to Vote at AGM's, EGM's and any other Special Meetings, on the basis of 'One Member One Vote'.
- 6.8. On Matters of Rule Change or Constitutional Change, a 65% majority of the eligible Membership is required. On all other matters, open to Members, a simple majority will apply. The Chairman only votes in the case of tied voting.
- 6.9. Proxy Voting: Voting by proxy is not normally allowed except under special circumstances, which will be determined at Committee as applicable.
- 6.10. Votes in Writing: Written votes will not normally be allowed except under special circumstances, which will be determined by the Committee

7. Winding Up

- 7.1. In the event of the Association becoming unviable or not useful to its Members, an Extraordinary General Meeting will be called to consider winding up.
- 7.2. In the event that a Winding up Proposition finds favour, any remaining assets will be donated to a charity chosen by those Members present at the EGM.

