

# **BUCKINGHAM WINE CIRCLE**

## **CONSTITUTION**

### **1. NAME**

The name shall be the Buckingham Wine Circle.

### **2. OBJECT**

To enable local people interested in wine to meet together socially and to engage in activities to promote greater knowledge, appreciation and enjoyment of wine.

### **3. MEMBERSHIP**

Membership shall be open to anyone aged 18 and above.

### **4. COMMITTEE**

A committee consisting of a chairman, honorary secretary, honorary treasurer, and four other members shall conduct the business of the Club. The chairman, honorary secretary and honorary treasurer (or cashier) shall retire from office annually but shall be eligible for re-election. If the position of honorary treasurer is not filled a cashier and bookkeeper may be elected instead.

All committee members shall be elected for a two-year period but shall be eligible for re-election.

The club is run entirely by its members on a voluntary basis and it is hoped that members will take their turn in joining the committee. Committee meetings will take place regularly with a gap of no more than two months at a place, date and time agreed by the committee members. The committee meetings may take place using current technology in extenuating circumstances over which committee members have no control.

### **5. NOMINATION**

The honorary secretary shall receive nominations for committee members at least seven days before the Annual General Meeting (AGM). Each shall bear the signature of the proposer and the written agreement of the nominee. If by the due date there are insufficient nominees for the number of vacancies to be filled, late nominations may be accepted up to the opening of the AGM at the discretion of the committee. If the number of nominees exceeds the number of vacancies there shall be a ballot of members present at the AGM with scrutineers appointed from the floor. The chairman, honorary secretary and honorary treasurer (or cashier) will be appointed by the elected committee at the first committee meeting of the year

### **6. CO-OPTED MEMBERS**

The committee shall have the power to co-opt members to fill casual vacancies.

## 7. COMMITTEE MEMBERS

Four shall be a quorum.

## 8. MEETINGS

These shall be on a regular monthly basis, normally held on the third Thursday of the month.

The Annual General Meeting shall be held annually in February with at least four weeks' notice of the precise date. An extraordinary general meeting may be called for any purpose by a committee majority or at the written request of at least twelve members of the club, again with a minimum of four weeks notice.

## 9. SUBSCRIPTIONS

There shall be an annual subscription at a rate recommended by the committee, subject to approval at the AGM. Subscriptions shall run to the end of December with pro-rata reductions for periods of less than a year. **Members' subscriptions are due on the first of January each year and must be paid either before or at the January meeting.** This time frame is necessary to ensure that all subscriptions are received to correspond with the financial year running from the 1st of January to the 31st of December. Subscriptions can be made either by BACS, cheque or cash.

## 10. FINANCE

Accounts for the year to 31<sup>st</sup> of December shall be presented at annual general meetings.

Cheques drawn from the club's bank accounts will be signed by two out of the three authorised signatories. The authorised signatories will normally be the chairman, honorary secretary and honorary treasurer (or cashier). Counter signatories shall not be related. Electronic payment from the Wine Circle bank account must be signed off by 2 authorised signatories.

The honorary treasurer (or cashier) shall have authority to make cash payments up to £50.00 maximum. No committee member shall undertake expenditure greater than £20.00 without first consulting the chairman, honorary secretary or honorary treasurer (or cashier).

## 11. DISPOSAL OF ASSETS

In the event of the club's dissolution its assets shall be realised and transferred by gift to a body or bodies to be decided by a majority of members.

**12. AMENDMENTS:** This constitution can only be amended at an Annual or Extraordinary General Meeting.