



WHTIC Constitution-Rules and Aims

1. Identification and Objective

- a) Name: The club shall be named “Wessex Historic Tractor and Implement Club” (WHTIC). The name shall only be changed by a vote of more than half the membership either at an Annual General Meeting (AGM) or at an Extraordinary General Meeting.
- b) Objective: The objective of the club through its activities is the preservation of vintage agricultural vehicles, machinery, tools and other associated interests including rural crafts and pastimes, etc. that are connected with vintage agriculture. This is to be achieved by arranging and attending various displays, rallies, ploughing matches and road runs throughout the year. Along with winter meetings, supported by a newsletter.
- c) Definitions: References below to the Club shall mean WHTIC. Reference to officers and members shall be assumed to be either gender.

2. Membership

- a) Eligibility: Any member of the public may join the club on the understanding that they abide by the rules and constitution and the realisation that the club interests are primarily Agricultural and that which constitutes Agriculture.
- b) Types of Members: Full Member and Honorary members. Honorary Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Society, either directly or indirectly. Such membership shall carry the rights of full membership but shall be free from subscriptions. Honorary members must confirm to the membership secretary on an annual basis that they wish to continue with their membership.
- c) Multiple members in the same family, sharing the same address and correspondence shall be eligible for joint, full membership at the discretion of the committee.
- d) Membership will run from the club AGM of each year, which is held on the first Friday in February.
- e) The committee may offer a reduced membership to potential members joining late in the year.
- f) Where membership has lapsed, a new membership form must be submitted re-applying for membership.

2.1. Members' Responsibilities

- a) Subscriptions: Members shall pay their subs promptly. If unpaid by the start of the Annual General Meeting, membership shall be deemed to have lapsed. Lapsed members shall not be allowed to attend or vote at the AGM and will no longer receive a club newsletter.
- b) Members are reminded that your insurance cover with the club lapses with your membership at the AGM of each year until your membership is renewed.

- c) Behaviour: Members and their exhibits shall, at all times when involved in Club activities, comply with relevant UK law, particularly regarding Safety and Health legislation.
- d) The Committee shall have the right to withdraw or refuse membership of any person who fails to comply with rules and constitution or who acts in a manner that would bring the club into disrepute.
- e) Insurance: Members shall be able to demonstrate that they hold insurance cover in respect of exhibits and self. Members' insurance shall indemnify the Club against third-party claims and shall be valid when involved in Club events.

3. Committee

The rules & Constitution of the club will be made by the duly elected committee, guided by the wishes of the membership.

3.1. Structure

- a) Officers: The committee shall include the following officers:
 - i) Chairman
 - ii) Vice chairman
 - iii) Secretary
 - iv) Treasurer
 - v) Membership Secretary
 - vi) Newsletter Editor
 - vii) Plus ordinary members.
- b) Size: The total size of the committee will not normally exceed fourteen members and no less than four are required to complete a quorum for committee meetings. However, the committee shall have the discretion to co-opt one or more additional members for a specific purpose, such as Ploughing Match.
- c) Votes: One vote per membership. In the event of a tied decision, the chairperson has the casting vote.
- d) All committee members will be allowed one vote.

3.2. Responsibilities

- a) Meeting: The committee shall meet as frequently as necessary to ensure the smooth and efficient running of the Club.
- b) The chairperson will be expected to be active and set a good example to the rest of the membership.
- c) The secretary shall prepare, publish and maintain a record of club business, including meetings and correspondence, with the assistance of the other committee members as appropriate.
- d) The treasurer shall keep the club's books and bank records. He/she shall maintain a high-level inventory of the club's assets
- e) The membership secretary shall administer membership, collecting subscriptions and passing the monies to the Treasurer for banking.
- f) The newsletter secretary shall provide a newsletter every four months ie January, May and September for the members where practicable, subject to contributions being received by the members.

- g) All committee members should support the chairperson and each other, sharing responsibilities and/or forming sub-committees where appropriate.
- h) Annual Reports: The following officers shall prepare reports for the AGM:
 - i) Chairperson
 - ii) Secretary
 - iii) Treasurer
 - iv) Membership secretary
- i) These reports should be available for the AGM in February of each year, or no later than the March meeting.
- j) Closure: In the event that WHTIC should cease to function, its funds and assets shall be donated to a like-minded agricultural club to be decided upon by the majority of the remaining membership.

3.3. Tenure

- a) All committee members will be elected on an annual basis.
- b) The chairperson and vice chairperson may stand for no longer than two consecutive years.

4. Finance 4.1. Timing

- a) Year: The treasurer's books shall run January-December each year.
- b) Accounts: Accounts should be prepared by the end of January for audit and review by the committee in February and inclusion in the winter newsletter, which shall be published before an AGM.
- c) Delays: In any case, audited accounts shall be presented at each AGM.

4.2. Insurance

- a) The club will provide insurance via an insurance company to cover against any third party risk including product liability and property owner's liability for events organised by the club. Also personal accident cover for any member attending any club organised event.
- b) The committee shall decide upon and arrange any insurance that it is advised to be necessary for the club.
- c) A copy of the club insurance certificate(s) will be displayed at events where necessary.

5. AGM

- a) Timing: The AGM shall be held on the first Friday in February of each calendar year.
- b) Notice for Members: Notice of the AGM shall be published in the winter newsletter.
- c) The notice shall include the following:
 - i) Date, time and venue of the meeting.
 - ii) Committee nominations.
 - iii) Call for members' topics for AGM agenda, will be published in the autumn newsletter.
 - iv) Statement of deadline date for receipt of nominations / members' topics will be published in the autumn newsletter.
- d) Quorum: The quorum of the AGM shall be no less than twenty members, including committee members.

- e) Agenda: An agenda shall be prepared before the meeting and should be included in the winter newsletter.
- f) The AGM agenda shall include the following items, plus any items added by committee for a particular AGM:
 - i) The Chairman will open the meeting and welcome members.
 - ii) A quorum shall be established
 - iii) A minutes secretary shall be appointed, who will note numbers present and announce apologies for absence
 - iv) Minutes of the previous AGM / matters arising.
 - v) Reports: chairman, membership secretary, treasurer, secretary.
 - vi) Elections: chairman, committee.
 - vii) Any other items raised by committee.
 - viii) Next meeting.
- g) The minutes of the Annual General Meeting shall be published in the newsletter that immediately follows the Annual General Meeting, or as soon as practicable thereafter.

6. Constitution

The constitution can be updated as necessary subject to circumstances and the approval of the committee.