

South East Vineyards Association

Rules

1. It shall be known as the **South East Vineyards Association** (the Association) and shall represent Winegrowers in the South East of England.
2. The objects of the Association are:
 - To provide members with an opportunity to develop and exchange their knowledge and experience of viticulture and the making and promotion of English Wine
 - To represent the members at national level within the UKVA council
 - To promote the commercial activity of the members
 - To encourage social interaction between members
 - To generate opportunities, facilitate, and provide funding for research, development and marketing initiatives
3. Membership of the SEVA will only be open to those who also agree to be members of the United Kingdom Vineyards Association. Any person, or two persons in the case of joint membership, or the representative of any vineyard, partnership or limited company may apply to the Association for membership. The application must be submitted in writing, signed by the applicant (s) and accompanied by the appropriate subscription. If elected, each of the categories defined above shall be designated as one Member, hereinafter termed the Member.
4. There shall be two classes of membership:-
 - a. **Commercial**
 - b. **Amateur** - restricted to those who have a vineyard area of less than 0.1 hectare and do not derive, or intend to derive, an income directly or indirectly from viticulture or the production or marketing of English Wine, and students of Wine-related courses. Student membership is at the discretion of the SEVA, and proof of course attendance may be required.

The General Committee (as defined in paragraph 10) shall have absolute power to grant or refuse membership and in the case of refusal shall not be bound to assign a reason.

5. The Association shall each year hold a general meeting as its Annual General Meeting (AGM) in addition to any other meeting that year. Not more than fifteen months shall elapse between the date of one AGM and the next. The AGM shall be held, whenever possible, no later than thirty days after 1st April. A quorum of ten members is required for the meeting to proceed. At each AGM, the Accounts and Balance Sheet for the previous financial year, shall be considered and, if thought fit, accepted.
6. All voting at any General Meeting shall be by a show of hands, except in the case of paragraph 11b, when it shall be by ballot.

Chairman: Chris Foss, Plumpton College, Ditchling Road, Nr. Lewes, East Sussex, BN7 3AE

tel: 01273 892018 • **fax:** 01273 890071 • **email:** chris.foss@plumpton.ac.uk

Treasurer: Paul Pippard • **email:** paul@beacondown.co.uk

7. The Member shall be entitled to one vote for any particular item on the agenda of the AGM and of other General Meetings. Proxy votes shall be permitted.
8. All members shall be notified of the date of the next AGM not less than forty days before the AGM and shall receive an agenda for the AGM not less than fourteen days prior to the above date.
9. Any member intending to propose a resolution at any General Meeting shall notify the general Secretary in writing with the signatures of the proposer and seconder not less than fourteen days prior to the General Meeting so that it may be included in the agenda.
10. All the business and operations of the Association shall be conducted and managed by a General Committee of not less than five and not more than twelve Members. The General Committee shall elect a Chairman and a Treasurer from among their number within 30 days of the AGM. A General Secretary will be appointed and paid an hourly rate for work carried out. Members of the General Committee shall retire after 3 years of service but may offer themselves for re-election. In any vote resulting in a tie, the Chairman shall have a casting vote.
11. Members of the General Committee shall be elected at the AGM according to the following procedure:-
 - a. Any Member wishing to offer himself/herself for election to the General Committee shall notify the General Secretary in writing or by email with the details of his / her proposer and seconder not less than twenty one days prior to the AGM. The proposer and seconder shall be Members. Members offering themselves for re-election are not required to submit a proposer or seconder. The names of those Members offering themselves for election or re-election to the General Committee shall be circulated to all Members of the Association together with the agenda not less than fourteen days prior to the AGM.
 - b. In the event of more names being nominated than available vacancies, ballot papers shall be circulated to Members of the Association with the agenda of the AGM. The General Committee shall appoint an auditor to whom completed ballot papers must be returned not less than seven days prior to the date of the AGM.
12. The General Committee may, when considered necessary for the conduct of the business of the Association, co-opt non-elected Members to fill a vacancy until the next AGM.
13. A quorum of the General Committee meeting shall be not less than three Members.
14. A committee member who does not attend 3 consecutive meetings without good reason shall be asked to retire.
15. An Extra-Ordinary General Meeting (EGM) of the Association may be called by the General Committee or by a written request signed by a minimum of fifteen Members sent to the General Secretary to all Members and the EGM

Chairman: Chris Foss, Plumpton College, Ditchling Road, Nr. Lewes, East Sussex, BN7 3AE

tel: 01273 892018 • **fax:** 01273 890071 • **email:** chris.foss@plumpton.ac.uk

Treasurer: Paul Pippard • **email:** paul@beacondown.co.uk

shall be held within forty days of receipt of a written request. An EGM shall require a quorum of fifteen Members before proceeding to business.

16. All Members shall pay an annual subscription, the amount of which shall be proposed to the AGM by the General Committee, and shall be circulated together with the notification of the AGM. There shall be separate subscriptions for Commercial and Amateur Members.
17. The financial year shall run from 1st April until 31st March. The membership shall run from 1st April until 31st March. Subscriptions are due on the 1st April each year. Those joining for the first time between the first of October of one year and the end of March the next year, will pay on a pro-rata basis for the remaining part of the membership year, calculated from the beginning of the joining month to 31 March the following year.
18. Subscription renewals must be paid within 30 days of the invoice date. Unless a member tells the Association that he/she wishes to cancel or suspend their membership, a late payment surcharge equivalent to 100% of the SEVA fee for those paying after 60 days of the original invoice date is applicable. Those still owing subscription fees after 90 days of the subscription invoice date will have their membership withdrawn.
19. The General Committee shall cause proper accounts to be kept by the Association's Treasurer in respect of all sums of money received and expended by the Association and all assets and liabilities of the Association and shall be responsible for an annual independent audit.
20. The General Committee shall ensure proper minutes are kept of the proceedings of the AGM, EGM and meetings of the General Committee.
21. The General Committee shall not be permitted to incur any net liabilities without the express permission of a General Meeting.
22. In the event of the winding up of the Association, the net assets of the Association shall be apportioned equally between Members.
23. These Rules should be read as a whole and not altered except by a majority approval of Members at a General Meeting.

Chairman: Chris Foss, Plumpton College, Ditchling Road, Nr. Lewes, East Sussex, BN7 3AE

tel: 01273 892018 • **fax:** 01273 890071 • **email:** chris.foss@plumpton.ac.uk

Treasurer: Paul Pippard • **email:** paul@beacondown.co.uk