

# **RULES OF THE ASSOCIATION**

2015



**NATIONAL ASSOCIATION OF FARRIERS,  
BLACKSMITHS & AGRICULTURAL ENGINEERS  
And  
The British Farriers and Blacksmiths Association**

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# RULES OF THE ASSOCIATION

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# **THE RULES OF THE NATIONAL ASSOCIATION OF FARRERS, BLACKSMITHS, AND AGRICULTURAL ENGINEERS**

**(All previous rules are rescinded)**

## **RULE 1 ASSOCIATION NAME**

This Association shall be called: "The National Association of Farriers, Blacksmiths and Agricultural Engineers", and is hereafter referred to as "The Association".

At the 2010 AGM it was voted that the Association should have a new Association trading name This shall be The British Farriers and Blacksmiths Association.

NOTE - the word 'blacksmith' means a person who forges and works iron and steel.

## **RULE 2 REFERENCES**

For the purpose of these rules all references to the male gender should also include the female gender.

## **RULE 3 HEAD OFFICE**

The Head Office and place of meeting for the purpose of business of the Association shall be at Avenue 'B', 10th Street, Stoneleigh-Park, Warwickshire, CV5 2LG, or at such other place as the Executive Committee shall determine.

## **RULE 4 OBJECTS OF THE ASSOCIATION**

a) To regulate the relations between employers and employees and between employers and workers (including in particular wages and conditions of employment) in the trades of farriery, blacksmithing, agricultural engineering, welding or fabricating engineering.

b) To regulate the relations between employers and apprentices under the terms and conditions laid down by the National Joint Apprenticeship Council to the trades of farriery, blacksmithing, agricultural engineering, welding or fabricating engineering.

c) To raise funds to promote, develop, and protect the interests of the trades of farriery, blacksmithing, and agricultural engineering in all its branches; to diffuse among its members information upon all matters affecting the trades; to make or assist in making trials or experiments in reference to any matters or processes in connection with the conduct and carrying on of any branch of that trade; to promote and originate improvements in the law in any way affecting the trades aforesaid, and to support or oppose alterations therein to effect improvements to administration; and for the purposes aforesaid to support or oppose any proceedings in Parliament or elsewhere, and to take such other steps (if any) as may be deemed necessary or expedient.

d) To take, defend, contribute to, or assist in any proceeding by or against any member of the Association itself in which the general rights or interests of the trade of farriery, blacksmithing, agricultural engineering, welding or fabricating engineering, or of any such member in connection therewith, are or may be involved or affected.

e) To promote the study, practice and knowledge of the business of farriers, blacksmiths, agricultural engineers, welding, or fabricating engineers, and for such purposes to give or arrange lectures and classes, to employ lecturers, teachers and masters; to give prizes and rewards for efficiency in any branch of the business of the Association.

f) To co-operate with Chambers of Commerce and other mercantile and kindred public bodies and institutions, associations, firms or persons for any of the purposes or objects aforesaid, and for such purposes to subscribe out of the funds of the Association or to become a member of any such institution, association or society.

g) To amalgamate with any other persons, firm, association or society having similar objects and interests to those of this Association, or to sell or otherwise dispose of all or any of the property and assets of this Association for that purpose.

h) To promote any paper, journal, magazine or other publication dealing with the trades of farriery, blacksmithing, agricultural engineering, welding or fabricating engineering.

i) To promote education and further education for its members by promoting demonstrations etc and exam training.

## **RULE 5 GEOGRAPHICAL LOCATION**

The United Kingdom shall, for the purposes of the Association, be divided into branches. Each branch shall appoint its own officers, and conduct its own business, as set out in these rules.

## **RULE 6 RULES OF CONDUCT**

a) The conductor all meetings for transacting any business of the Association (other than that of delegate conferences) shall be regulated by the standing orders and rules of debate, which are attached as "Appendix A" to these rules.

b) The conduct of all Farriery and Blacksmith Craft committees, for promoting the craft of the Association, shall be

regulated by constitution as ratified at the 1989 Annual General Meeting and is attached as "Appendix B" to these rules.

## **RULE 7 BOOKS OF THE ASSOCIATION**

a) The books of the Association shall be kept at Head Office and shall contain a list of names of all members of the Association and their nominees. The books concerning each branch shall be kept at the respective branch and all such books shall be available at all reasonable times for inspection by every member or person having an interest in the funds of the Association.

b) Any person authorised, and having an interest in the funds of the Association shall be entitled at all times during office hours to inspect the register of members and other books of the Association, and the officers of the Association shall afford the facilities for such inspection, provided that no such person shall be entitled to remove any such books from the place where they are ordered to be deposited by the Executive Committee.

## **RULE 8 ABBREVIATIONS**

The following abbreviations, as and when used in the rules or in (he reports or other documents issued by the Association, shall bear the following meanings.

E.C. Executive Committee  
N.S. National Secretary  
B.C. Branch Committee  
B.S. Branch Secretary  
S.A. Special Auditors  
C.B. Chairman of Branch

## **RULE 9 MEMBERSHIP**

a) Any person who is practising as a farrier, blacksmith, agricultural engineer, welding or fabricating engineer, or is of the allied trades acceptable to the Association, as introduced by the Executive Committee, may be a member.

b) Members who have business or family connections (to include both legal and common law family) with any of the employed staff of the Association will not be deemed eligible for nomination for such Executive Committee of this Association, or its Presidency. (Such decisions being made under the guidance of the Associations solicitors.

c) Every application for membership shall be made direct to Head Office.

d) Upon receipt of payment of() one year's subscription (or proportionate part thereof due to the 31st December of that year), he shall be deemed to be a full member of the Association, and may at once attend any General Meeting of the Association, or the branch of which he is a member. All further subscriptions shall be paid to the National Secretary at Head Office on 1st January each year.

e) In the event of an application in accordance with the rules defined herein, being made direct to Head Office the National Secretary shall notify the branch (if any) within whose

district the applicant carries on business or is employed and if no objection has been made to Head Office within 30 (Thirty) days, the applicant shall be deemed to have been elected and he must sign an official entry form of the Association. Upon elected as aforesaid, and payment of entry fee and one year's subscription (or proportionate part thereof to the 31st December of that year). He shall be deemed to be a full member of the Association and may at once attend any General Meeting of the Association, or the branch of which he is a member. All further subscriptions shall be paid direct to the National Secretary at Head Office on 1st January each year.

g) In the event of an application for membership being turned down), the applicant may appeal in writing to the Executive Committee within 21 days of the decision, and the decision of the Executive Committee shall be final.

h) No person admitted as a member of the Association, as herein defined, after 1st January 1971, shall contribute to, or participate in, the death benefit.

## **RULE 10 ASSOCIATE MEMBERS**

a) Any business partnership, limited company or subsidiary thereof, whose activities include either farriery, blacksmithing, agricultural engineering, welding or fabrication engineering, and allied trades, may apply to become an associate member. Associate members will not contribute to, or participate in, the association's death benefit.

b) Every application for associate membership shall be made direct to Head Office

c) All annual subscriptions to be made direct to Head Office on the first of January each year.

e) Each associate member shall nominate a representative who shall be a member of the partnership or company, which is the associate member, and such a person as is acceptable to the members of the branch to attend branch meetings

f) In event of an application for an associate membership being turned down (), the applicant may appeal in writing to the Executive Committee within 21 days of the decision, and the decision of the Executive Committee shall be final.

## **RULE 11 REPRESENTATION BY BRANCHES**

a) Branch members who wish to make representations or enquires involving the Farriers Registration Council, Farriers Training Service, Worshipful Company of Farriers or any Government agency, must send all correspondence through the Association Head Office, who will endeavour to act on their behalf. Correspondence from an individual member may only be sent direct providing the member makes it quite clear that the correspondence does not represent the views of the Association or any Branch .

b) Association stationery should not be used for personal correspondence.

## **RULE 12 APPRENTICE (TRAINEE) MEMBERS**

- a) All apprentices will automatically be given free membership to the association for the duration of their apprenticeship
- b) Apprentices may vote at Branch level but may not vote at the AGM

## **RULE 13 HONORARY MEMBERS**

Any branch shall be entitled to accept any person being desirous of aiding and promoting the objects of the Association as an honorary member of the Association. The acceptance of an applicant shall be decided by a majority of members present and on such acceptance the honorary member shall pay a maximum annual subscription, in an amount which shall first have been determined by the Executive Committee.. Such members, when accepted, shall have the right to attend all meetings of the branch and of speaking and taking part in all proceedings thereat: but such honorary members shall not vote, neither shall they be eligible to be elected as a delegate to the Annual General Meeting. Master farriers, blacksmiths, agricultural engineers, welding or fabricating engineers shall not be admitted under this rule. The branch to which such member belongs shall receive 50% of the subscription per annum.

## **RULE 14 RETIRED MEMBERS**

Any one having been a member of the Association for not less than 10 years and who joined after the 1st January 1971 as set out in rule 9 (h) in the event of his giving up business and not following any occupation or carrying on any other business, shall be eligible for continued membership by paying reduced annual subscription. Such membership shall be termed "retired membership".

## **RULE 15 LIFE MEMBERSHIP**

Any person having an unbroken membership of the Association for 40 years and being in good standing shall become a life member.

## **RULE 16 ENTRY FEE**

An entry fee shall be determined at an Annual General Meeting and shall be paid at the time the application for membership is accepted. Widows, sons and brothers of deceased members shall be exempt from payment of the entry fee providing such applicant is continuing on the deceased members business.

## **RULE 17 SUBSCRIPTIONS**

Subscriptions shall be paid yearly in advance on the 1st January to the National Secretary at Head Office.(

## **RULE 18 MEMBERS LEAVING THE TRADE**

- a) Any member leaving the trade and wishing to remain a member of the Association shall, within one month afterwards, give to the National Secretary notice thereof in writing, with particulars of the trade or calling which such member intends to follow.
- b) At the Executive Committee meeting next following the receipt of such notice, the committee shall decide whether or not the applicant shall be eligible to continue with his or her membership. This shall apply to members paying full subscriptions.
- c) Failure to report any change of trade or calling as aforesaid shall render members ineligible for any of the benefits to which they would otherwise be entitled.

## **RULE 19 TERMINATION OF MEMBERSHIP**

Any member wishing to terminate his membership may do so at any time by sending written notice of his intention to resign to Head Office.

## **RULE 20 NOMINATIONS**

- a) Every member who joined the Association before 1st January 1971 may, by writing under his hand, delivered at, or sent to, Head Office of the Association, nominate any person as he may think fit, to whom any money payable to him by the Association on his death or otherwise shall be paid.?
- b) Any member, by writing under his hand, to be delivered or sent, as provided herein, may, from time to time, revoke or vary or alter such nomination. Any such revocation, variation or alteration shall be delivered to Head Office of the Association in the same manner as the original document was sent.?
- c) The register of nominations shall be kept by the National Secretary at the Head Office.?

## **RULE 21 ARREARS OF SUBSCRIPTIONS**

Any member who has not paid his annual subscription before the 30th March in any year shall not be entitled to the benefits of the Association in respect of anything whatsoever arising under these rules during the period for which such arrears are due and for a period of fourteen days after such arrears are paid. Before this rule is put into operation, members in arrears shall receive notice of the same from Head Office, such arrears to be paid within seven days of the receipt of the said notice.

## **RULE 22 LEVIES**

- a) The Executive Committee shall have the power to make a levy from time to time for the purposes of the Association. The National Secretary shall give notice to the secretaries of the various branches and districts when any special or general levy is about to be made. The notice shall state the amount of levy and the reason for the same being necessary.

c) Whenever it may be necessary in any branch to raise a levy, a meeting of the branch shall be summoned to consider the question, and a notice shall be sent by the branch secretary to each member in which shall be stated the amount of the levy proposed to be made, and the reason therefore. If a majority of the members present at such meeting agree to a levy being made, a statement of the purposes for which the money is required shall be laid before the district committee, and if such district committee grant their approval and sanction payment of the levy so made as aforesaid, it shall be compulsory on all members of the branch, but no levy shall be made without such sanction.

d) The maximum levy to be imposed on any member in any one year shall not exceed the amount of a member's annual subscription.

### **RULE 23 BRANCHES**

a) Any number of farriers, blacksmiths, agricultural engineers, welding or fabricating engineers, carrying on business in the same locality (not being less than 5) who desire to form a branch of the Association shall apply to the EC at Head Office.), who shall decide whether such persons shall be entitled to form a branch, and should they give favourable decision, they shall adopt measures to carry the same into effect.

b) The business of the branches of this Association shall be conducted by the following branch officers: Chairman, Secretary and Treasurer. No member of any branch shall hold two offices at the same time when both such offices are concerning the receipt or expenditure of the monies of the said branch. Such persons shall conduct any important branch business during the intervals between meetings of the branch, look up members in arrears, and generally supervise the branch administration. In case any branch shall exceed 20 in number the members shall elect four others, in addition to the aforementioned branch officers; if 30 they shall elect six, as herein provided; if 40 they shall elect eight, as herein provided; and if above that number ten committee persons also, to form the branch committee. The committee persons shall come under the direction of the branch chairman, secretary and treasurer, superintend the business of the branch, and co-operate with the Executive Committees in carrying out the rules of the Association. Such branch committee (if any) shall meet as often as required by these rules. The branch chairman, secretary or treasurer or any member of the branch committee may be removed from office following a resolution passed at a special branch meeting convened for that purpose.

c) The funds of the branches shall be deemed to be the common property of the Association, and shall be applied only for the purposes and in the manner prescribed in these rules. All rights to the property of any branch seceding or being expelled from the Association shall be forfeited by the members of that branch and all monies books and other property belonging to the Association held by any member of any branch which has seceded or been expelled from the Association shall be delivered and given up to the National Secretary or forwarded to Head Office by the officers of the branch, together with a detailed account of all income and expenditure. Under no circumstances must these branch funds, insofar as these are raised from annual subscriptions, be used for the purpose of

paying member's subscriptions. In default of such delivery, the Association shall forthwith take proceedings in a Court of Law or otherwise for the recovery of such monies, funds, books and property held by such member.

d) Should the members of any branch at any time be reduced below 5 in number, with no prospects for increase, they may, with the approval of the Executive Committee be transferred to some other branch,) together with any books, monies and other effects the property of the branch. It shall be left to the discretion of the . Executive Committees, and the E.C. shall try to amalgamate branches where possible. However, on application to the Executive Committee, branches with three to nine members may claim for out of pocket expenses, and discretionary payments may be granted in lieu of full branch funds.

e) The branches shall meet at least four times in every calendar year, and not more than three months after the holding of the last preceding branch meeting, to which all members of the branch shall be summoned by the branch secretary with not less than seven days notice in writing. In the event of the branch representatives not being able to attend the said meeting issues can be voted on by a substitute, such votes to be in direct proportion to the numbers of members in the branch.

f) A general meeting known as "The Annual General Meeting" shall be held once in each year, and can be incorporated in one of the quarterly meetings mentioned in this rule. Copies of the agenda of these 4 meetings must be sent to Head office in order to qualify for full branch funds as herein defined in the rules.

g) Questions arising at any branch meeting shall be decided by a majority of votes, by a show of hands, unless otherwise specifically required by these rules, but no member shall vote thereon unless actually present at such meeting.

h) The accounts of each branch shall be audited yearly, and passed by two auditors appointed at its annual meeting. Such audit shall be made in time to allow the branch secretary to forward same, made out in the prescribed form, to the district secretary within 21 days after the end of each year. The accounts so audited and passed shall be read and laid before the next meeting of the branch.

i) If any member shall desire to be transferred from one branch of the Association by reason of change of business or otherwise, he shall apply to the secretary of the branch he desires to join, and such secretary shall apply to the secretary of the branch he desires to leave. Such transfer shall, with the consent of the branches interested, be made within fourteen days of application.

j) Any member desirous of attending the meeting of any other branch shall be admitted thereto, and if a majority of the members consent, shall be allowed to take part in the proceedings, but not to vote.

## **RULE 24 (i) BRANCH OFFICERS**

There shall be a Chairman, Treasurer and Secretary of each branch of the Association who shall be elected by the members of each branch (in accordance with rule 23 (b) and shall hold office for one year, but may be re-elected.

## **RULE 24 (ii) BRANCH CHAIRMAN**

The branch chairman shall preside at all meetings of the branch and all committee meetings and conduct the meetings and shall sign all minutes and official documents and give instructions to the branch secretary when to call any meetings and/or the annual meeting of the branch or the branch committee. In the absence of the chairman from any cause, the meeting shall elect one of their number to fulfil the duties of chairman pro tern. All business done at such meetings shall be as legal and binding as if the elected chairman was present.

## **RULE 24 (iii) BRANCH SECRETARY**

a) The secretary shall act on all occasions under the direction of the branch committee, but subject to the supervision of the Executive Committee he shall summon and attend all meetings of the branch and shall take minutes of the proceedings and the names of the members attending. He shall conduct all the correspondence of the branch. He shall keep an attendance register and notify his district secretary after each meeting the number attending and a summary of the business transacted. He shall receive all monies and subscriptions due from any member of the branch and hand in or remit the same to the treasurer within one month of receiving them and shall give the member paying the same receipt therefore. Branch secretaries shall receive as payment a sum equal to ten per cent of all monies sent to Head Office, less proportion due to branch fund, and this payment to be made from the branch fund, with a proviso that the respective branches are eligible for such payments as herein before defined in rules 23 (f): otherwise the branch secretaries shall receive such payments as defined by the Executive Committee in rule 23 (d).

b) The branch secretaries shall keep the accounts and all documents, books and papers of the branch in such form as the Association may direct, and shall enter in his books all subscriptions paid to him by any member of the branch and date of such payment. Such monies shall be placed in any well know High street bank in the name of the branch, and the treasurer and one other member of the branch shall be appointed to sign the withdrawal forms or cheques when required to do so by the branch for the purposes stated in these rules.

c) The branch secretary shall prepare the cash accounts for each year and shall present the same at the Annual General Meeting of the branch, and shall prepare the annual balance sheet and submit them to the appointed auditors of the branch.

d) The branch secretary shall send all notices of appeals, resolutions to raise local levies and other resolutions passed by the branch, together with copies thereof to the Executive Committees: and the district shall cause to return all branch and district returns to Head Office by 31st March.

e) Any member being three months in arrears and refusing to pay shall be reported to the branch secretary by the National Secretary, who shall take such steps as necessary.

f) If removed from office from any cause, the branch secretary shall deliver up all books, papers and other property in his possession, the property of the Association to the Executive Committee of the Association. The said books shall be examined by and laid before the Executive committee before being so delivered up and handed over.

## **RULE 24 (iv) BRANCH TREASURER**

a) There shall be a treasurer of each branch, who shall be elected at the Annual Meeting of the branch, and shall hold office for one year, but shall be eligible for re-election. He shall attend all meetings of the branch and any committee thereof, and shall receive all monies from the branch secretary and shall enter the same in his cash book, and shall pay such monies into a bank appointed by the branch, accepting such sums as are required for small pert' cash payments. He shall sign cheques (along with another member appointed by the branch) in payment of all sums due by the branch as and when required to do so.

b) He shall take charge of the bank statements/records, and produce the same at every audit of the branch accounts, and whenever required to do so he shall render to the branch or the Executive Committee an account of all money received and expended by him.

## **RULE 25 DISTRICT COMMITTEES**

District Committees shall no longer function from this rulebook date of May 2012 but branch officers may meet to discuss inter branch relations for the purpose of education and functions for the benefit of the Association.

## **RULE 26 EXECUTIVE COMMITTEE**

a) The business of the Association shall be carried on and transacted by an Executive Committee, which should consist of not more than eight and not less than four members. The President shall always be a member of the Executive Committee. The members shall be chosen by secret ballot at the Annual General Meeting by the delegates attending such meeting and shall hold office for three years.

b) Each branch committee may nominate candidate(s) for election. *No nominee to the Executive Committee to have been declared bankrupt at any time.*

c) Should there not be an election, each nomination for President, or member to the Executive Committee, shall require a minimum of 51% of the votes of the delegates present to be elected as President, or member to said Executive Committee.

d) In the event of such candidate(s) for President or member to the Executive Committee not attaining 51% of the votes then the Executive Committee will determine among themselves appropriate officer(s) of said Executive Committee to serve until the next Annual General Meeting.

- e) Rule removed 2005 Annual General Meeting.
- h) The Executive Committee or any of its members may be removed from office by a resolution passed by delegates at a special general meeting convened for that purpose.
- i) Any full member may be nominated for election.

#### **RULE 27 EXECUTIVE COMMITTEE MEETINGS**

The meetings of the Executive Committee shall be held at least 4 times per year at Head Office of the Association or such other place as the Executive Committee from time to time determine, of which seven days notice in writing shall be given by the National Secretary. There shall be one committee consisting of the whole of the members to the Executive Committee to transact the business of the Association at which the President shall preside. The minutes of each Executive Committee meeting to be available to branch secretaries within one month of ratification of said minutes.

#### **RULE 28 EXECUTIVE COMMITTEE POWERS**

- a) The powers of the Executive Committee shall be limited by these rules to the administration of the business of the Association. The Committee shall secure the observance of these rules.
- b) They may determine anything whereupon these rules are silent.
- c) They shall decide on closing existing branches and shall exercise full control of the funds of the Association, and of all the branches of same, and possess all the powers stated in these rules for that purpose, and shall have the power, if there are any monies under one head or fund which appear to them to be in excess of any claims upon such fund, to transfer to any other fund in need of money, to such extent as they think fit
- d) The Executive Committee may, from time to time, and in its discretion, make grants of money to members when deemed necessary to assist members in commencing, prosecuting or defending any action of prosecution in a court of law, and to assist them in the payment of any costs or damages awarded against or in fines inflicted upon them, provided that leave to bring or defend any such action had first been obtained from the Executive Committee.
- e) The power of granting benefits provided by these rules shall be vested in the Executive Committee and it shall be their duty to award the same after they have received satisfactory evidence from the branch to which such member claiming damages belongs, that such member is entitled.
- f) The Executive Committee shall have the power to provide office accommodation and assistance as required according to the growth of the Association.

g) In the event of death, resignation or removal of any member of the Executive Committee, they may appoint members pro tem in their places until the members of the Association elect others at the next Annual General Meeting.

h) The Executive Committee shall have the power to appoint and pay the expenses of any delegate appointed by them to any meeting held for the purpose of, or furtherance of, the objects of this Association.

i) The Executive Committee may institute legal proceedings against any officers or members who shall in any way defraud the Association or be in any way dishonest.

j) The Executive Committee, at its discretion, shall give to each branch secretary a sum of money due as allocated by the Executive Committee arising out of subscriptions paid to Head Office, as herein before described, having special regard to rule 23 (d) and (f).

k) It shall be the duty of the Executive Committee to provide the National Secretary with sufficient number of copies of the annual return and of the statement of accounts and other documents duly audited, containing the same particulars as are contained in the annual return and to supply every number of persons interested in the funds of the Association upon application with a copy of such annual returns or other documents and it shall be the duty of the National Secretary to supply the same gratuitously by post to each member not later than the first day of the month of the Annual General Meeting.

l) It shall be the duty of the Executive Committee at their discretion, the right to expel a member who is acting prejudicial to their interests of the Association and its members.

m) All letters to the magazine to be vetted by two members of the Executive Committee. If the letters are thought to be of a contentious nature the relevant party be given the right to reply prior to publication.

#### **RULE 29 ANNUAL GENERAL MEETING**

a) An Annual General Meeting of the members of the Association shall be held at least once in every calendar year but not less than six months and not more than eighteen months after the previous AGM. Six months notice shall be given by the National Secretary to every branch secretary giving the date and venue. When necessary, a Special General Meeting may be convened by the National Secretary and shall always be convened when ever a requisition signed on behalf of a three-quarters majority of the branches of the Association and is received at the Head Office of the Association.

b) All members of the Association shall be entitled to attend the Annual General Meeting and be able to vote thereat). Members must register their intention of attending to the head office no later than thirty days before the AGM. They must be signed in on the day to qualify to vote.



c) All propositions for the Annual General Meeting must be sent to the National Secretary bearing a post mark not later than 120 days before an AGM, same to be endorsed on the envelope and not to be opened except at or before the Executive Committee meeting called for this purpose. The Executive Committee shall be free to suggest propositions and amendments to the rules. All such propositions to be passed at an ordinary or special meeting of the Executive Committee called as early as possible after the above date.

d) The Executive Committee shall cause all propositions to be placed on the Forge website.

e) The Executive Committee, branches and members may send in amendments or alterations to the propositions, and matters arising from the minutes, such amendments and matters arising to be sent to the National Secretary 60 days before an AGM.

f) All propositions and amendments thereto and matters arising from the minutes shall be printed in the issue of Forge magazine prior to the AGM, and a report of the business transacted at the Annual General Meeting shall be printed in the first issue of the Forge magazine following that meeting, to take priority over all other matters.

g) The Executive Committee shall submit to the branches, no later than 30 days before the Annual General Meeting, a list which shall contain the names of all candidates for election as officers of the Association, and all propositions for alterations to rules, matters arising from the minutes, or any other business to be transacted at such meeting.

h) The Executive Committee shall cause to be issued to the branches on or before 30 days of the month in which the Annual General Meeting is to be held, a report of the Executive Committees work during the year, and statement of account and balance sheet up to 31st December last.

i) An annual meeting shall have the power to amend, alter, modify, vary or rescind any of these rules and to inaugurate any movement for the benefit of the Association and its' members, or decree any proceedings in the interests generally of the Association and the trade.

j) If at any time these rules are amended, altered, modified, varied or rescinded, then such amendments, alterations, modifications, variations or rescindments shall take affect at a date determined possible, by vote, for commencement, but in any event shall, at no time, come into force and effect until the end of the Annual General Meeting in which they are passed.

k) The President and members auditor shall be elected or re-elected at the Annual General Meeting in every year.

l) The election of the President, Vice President, Executive Committee and members auditor shall be by secret ballot and the votes shall be counted by scrutineers appointed by a majority of the delegates present. The

President shall declare the result of the ballot. A second ballot shall be required only in the event of an equality of votes.

m) All members wishing to represent the Association on any outside bodies, must forward all nominations 120 days before an AGM and be duly elected at the Annual General Meeting.

### **RULE 30 PRESIDENT and VICE PRESIDENT**

a) Any Executive Committee member having served a term of three years or more may be eligible for the position of Vice President or President. The Vice President becomes President after the relevant term has been served or earlier by default of current President.

b) There should be no upper age limit for Executive Committee Members, President or Members Auditor.

c) There shall also be a Vice President, who shall be elected at the Annual General Meeting from among the members of the Executive Committee, and who shall preside at all the meetings in the absence of the President, and whilst so presiding shall exercise all the powers of the President. The restrictions in clause (b) above shall apply to the office of Vice President.

d) All nominations are to be sent to Head Office 60 days before an AGM.

e) The President or Vice President may be removed from office by a resolution passed at a special meeting of delegates convened for that purpose.

### **RULE 31 TRUSTEES**

a) The Association ceased to be a corporate body by virtue of Section 3 (3) of the Trade Union and Labour Relations ACT 1974, and is entered on the list of Employers Associations maintained by the Registrar of Friendly Societies, list number in accordance with Section 123 of the Trade Union and Labour Relations (Consolidation) Act 1992.

b) By virtue of Sections 129 and 12 of the 1992 ACT, all property belonging to their Association is vested in the Trustees of the Association.

c) The official Trustees of this Association, namely the President and the Treasurer, for the time being, by virtue of the said ACT, are the trustees of this Association.

### **RULE 32 TREASURER**

The Treasurer shall be elected annually by the Executive Committee from amongst their own number and may be removed by the Executive Committee. He shall attend all Executive Committee meetings and shall countersign all cheques for benefits and other monies due from the Association.

### **RULE 33 NATIONAL SECRETARY**

a) There shall be a National Secretary to the Association who shall be appointed by the Executive Committee and on all occasions act under supervision, control and direction of the Executive Committee. The National Secretary shall summon and attend all meetings (special or otherwise) of the Association and of the Executive Committee and shall make arrangements for the taking of minutes of the proceedings and the names of the members attending each meeting. The National Secretary shall conduct all the correspondence of the Association and the Executive Committee and shall receive all monies, levies and subscriptions due to the Association from any branch, member or otherwise and shall send an acknowledgement thereof to the branches, or members so forwarding their subscriptions, levies or other monies, upon request. The National Secretary shall submit to branch secretaries a list showing subscriptions paid and arrears (if any) on 30th March and 31st December each year. Branch funds shall be distributed once yearly at the AGM by cheque, and any cheques not being cashed within (3) three months shall be forfeited and Head Office shall retain said funds. The National Secretary shall receive such salary as the Executive Committee may from time to time think fit. The Executive Committee shall have the power to terminate the employment of any National Secretary and upon any vacancy in office the Executive Committee shall appoint another person in that place.

b) The National Secretary shall keep the accounts and all documents, books and papers of the Association and shall enter in the books all subscriptions and payments made to Head Office and also the name of the member and the branch by whom the same were so paid and the dates of such payment.

c) The National Secretary shall prepare the cash accounts for each year and shall make arrangements for the same to be read at the Annual General Meeting and shall cause to be prepared the Annual Balance Sheet and submit same to the appointed auditors of the Association.

d) The National Secretary shall see to the payment of monies of any members entitled to any benefits under these rules.

e) The National Secretary shall be responsible for all notices for any general or special meetings and at the conclusion of voting at any such meetings shall at once record the number of members present and the number of votes given and signed.

f) The National Secretary shall, on receiving notice of death or any other benefits provided by these rules, lay the same before the Executive Committee.

g) When required to do so by the Executive Committee, the National Secretary shall make out and deliver to them a statement of account of alimonies received and expended and, if removed from this office, shall deliver up all books,

papers and other property of the Association which maybe in his possession to the Executive Committee of the Association and before the books are handed over they shall be thoroughly examined by the auditors appointed by the Association.

h) Head Office has a procedures manual and is maintained and amended by the National Secretary together with any relevant protocol available for perusal upon request at Head Office or at any AGM.

### **RULE 34 AUDITORS**

a) At the Annual General Meeting, the members shall appoint professional auditor who shall remain in office until removed by a resolution passed by a majority of delegates at the Annual General Meeting and also one member of the Association as members' auditor who shall be eligible for annual re-election. In no case shall such auditors, or either of them, be a member or officer of the Executive Committee.

b) The auditor or auditors, as the case may be, shall audit the yearly balance sheet, and for that purpose shall have access to all the books and accounts of the Association. They shall examine all accounts of receipt and expenditure funds and effects of the Association and shall verify the same with vouchers relating thereto, and if satisfied shall sign the same, but should any deficiency occur they shall at once report the same to the meeting or the Executive Committee, stating in what respects they find the accounts incorrect.

### **RULE 35 SOLICITORS**

The Executive Committee may appoint a solicitor to be the solicitor of the Association, who shall advise them on all legal matters.

### **RULE 36 DEATH BENEFIT**

(The nominees, next of kin, or personal representatives of members of the Association shall be entitled, at the death of said member, who joined the Association before 1st January 1971, to death benefit of £100.00.

### **RULE 37 BENEVOLENT FUND**

All members shall be eligible to the benefits of this fund, (formerly Contingency Fund) which shall be distributed and used for the purpose of relieving cases of distress recommended by the branches and approved by the district and Executive Committees, and for granting assistance to other members of the trade who may make application for the same upon being satisfied of the genuineness of the same, and who, in the opinion of the Executive Committee, are deserving of support, and the Executive Committee, on being satisfied as aforesaid may, in such cases, grant such assistance as in their judgement the nature of the case and the state of the funds of the Association may warrant.

### **RULE 38 INVESTMENT OF FUNDS**

So much of the funds of the Association as may not be required for immediate use or to meet the usual occurring liabilities of the Association shall, with the consent of the Executive Committee or a majority of members of the

Association present at any general meeting, be invested in whatever manner such Executive Committee or general meeting may direct.

#### **RULE 39 ANNUAL RETURNS**

The National Secretary shall close the accounts of the Association (all of which he shall keep) on the 31st day of December in each year. He shall, on or before the first day of June, submit to the Registrar of the Trade Unions and Employers Associations a return relating to the association's affairs, in the form as prescribed by the Registrar. This return shall relate to the preceding calendar year from 1st January to the 31st December, and contain revenue accounts (which must show the income and expenditure of the Association during that period) and a balance sheet which must be made out as at 31st December. The income figures will include member's subscriptions, levies and entry fees, refunds from Federations and interest on investments and on bank deposits. Details of expenditure will include all types of benefit, grants and payments to members, contributions to Federations, payments to other bodies, administration costs and finance charges. Particulars must also be given of reserve, political and other special funds.

#### **RULE 40 COPIES OF THE RULE BOOK**

Any member requiring a copy of the rules can apply to Head Office in writing and they will receive a copy free of charge.

#### **RULE 41 CHANGE OF ADDRESS**

Any member changing his address shall, within fourteen days thereafter, give notice in writing of such new address to the secretary of his branch, or if non, then to the National Secretary at Head Office. Until such notice is given and received by the said National Secretary, all communications and notices sent to the former address of such member shall be deemed to have been properly served upon him.

#### **RULE 42 DISCIPLINARY OFFENCES**

a) If any member acts in a manner considered by the branch to be contrary to rule or prejudicial to the interests of the Association, it shall be the duty of the branch to report the facts to the Executive committee. If the Executive committee is satisfied that the facts reported disclose a case falling for consideration under this rule, the National secretary shall arrange for the matter to be heard by the Executive committee.

b) The Executive committee may suspend from the benefits and privileges of membership for a specified period, debar from office for a specified periods, or exclude from membership, any member found to have acted contrary to these rules or to have acted in a manner prejudicial to the interests of the Association.

c) The national secretary shall notify the member concerned in writing of the details of the charges made against him and shall summon him at not less than seven days' notice to attend before the meeting of the Executive

committee which is to hear the matter. Notice of charges and the date of the meeting shall be sent to the member by registered post or left at his last known place of abode.

d) Any member of the Executive committee who has in any way participated or been involved in matters which are the subject of a complaint against a member shall not participate in any way during the hearing or consideration of that complaint by the Executive committee, except as a witness on a question of fact. At any hearing, the member concerned shall have the full opportunity of being heard in reference to the allegations made against him, or may submit his written comments for consideration. Should the member fail to attend before the Executive committee when summoned, without giving a satisfactory reason, the case may be heard in his absence.

e) Following a hearing, the Executive committee may decide by resolution of not less than two-thirds of the members present that the allegations against the member concerned have been substantiated and in its discretion may exclude him from membership, debar him from office or suspend him from the benefits and privileges of membership for a specified period of not more than twelve months.

f) Any excluded member shall cease to have, and shall forfeit any and all interests in the Association and its property or benefits.

g) The national secretary shall notify the member in writing of the Executive committees' decision and in the case of a member who is to be expelled, suspended or debarred from office, inform him of his right to appeal to the Executive Committee within 21 days. Action to give effect to the decision shall be suspended until the period for appeal has expired, or any appeal has been decided. The decisions of the Executive Committee shall be final and binding upon all parties concerned.

#### **RULE 43 W JONES ANSTEY MEMORIAL FUND**

a) There shall be established the 'W Jones Anstey Memorial Fund' (hereinafter called the "Fund") in memory of William Jones Anstey, a pioneer of the National Master Farriers', Blacksmiths' and Agricultural Engineers Association (now so called the National Association of Farriers', Blacksmiths and Agricultural Engineers) and its' President for twenty -three years.

b) The object of the fund shall be the relief of distressed members of the Association in old age.

c) In order to become eligible for the benefits of this fund an applicant must have been a member of the Association and carried on the business for at least 10 years

d) No person shall be eligible as an annuitant of this fund who shall not have attained the age of 65 years, but not with-standing the terms of this and the preceding rule, if the circumstances of the applicant be exceptional, the

committee shall have power to modify the above qualifications.

e) The office of the fund shall be the Head Office, for the time being, of the Association.

f) The Officers and Committee of the fund shall be the Officers and Executive Committee for the time being of the Association and their services shall be voluntary.

g) The trustees of the fund shall be the Executive Committee for the time being of the Association and such trustees shall execute a Trust Deed of the monies and stock belonging to the fund.

h) The committee shall meet once every year or at such other times as they may determine, and may delegate any of their powers to a subcommittee of not less than two of their number when deemed necessary

i) Donations and bequests to the fund may be received at any time and the same shall be invested in the name of the Association in such securities as are allowed by law for investment by the Association.

J) In accordance with paragraph 19 of the fund and as passed at the 1989 Annual General Meeting, the fund can be reduced by withdrawal of capital but the interest accrued therefrom cannot be reduced. Such reduction of capital must be used in an appropriate manner to be determined by the Executive Committee and/or the members, but in any event shall be deposited in a high yield interest account determined for that purpose.

k) Annuities shall be paid from the dividends and interest received from the invested capital, and the committee shall, from time to time, determine the number of annuitants who may be placed on the fund.

l) Any member of the Association desirous of becoming an annuitant shall apply to the secretary of the branch of the Association to which they belong and shall supply a true statement of the details of his financial position. If the branch shall consider the applicant a deserving and necessitous case, full particulars as stated above shall be supplied to the Head Office of the Association.

m) The Executive Committee shall investigate all applications for annuities and may appoint a deputation to visit the applicant or they may require an applicant to attend a meeting of the committee, if either course may, in their opinion, be necessary. The decision of the committee shall be final. The expenses of any applicant attending a meeting of the committee shall be paid.

n) Every annuitant shall reside in the United Kingdom.

o) The Annuitants shall personally be visited by some member of the committee or by some person nominated by them, at least once a year, and the committee shall, at their discretion, from time to time, be empowered to suspend or diminish the payment of the annuity.

p) The books of the fund shall be open to subscribers for inspection at Head Office of the Association and the Accounts of the fund shall be published annually, having first been audited by the auditors of the Association.

q) No rule of this fund shall be rescinded or altered, nor any new rules adopted, except at the Annual General Meeting of the Association, and notice of such proposed alteration shall be sent to the National Secretary along with proposals for the Annual General Meeting of the Association, provided that no such alteration, rescindment or addition shall take place not more frequently than at five-yearly intervals from 1974.

#### **RULE 44 DISSOLUTION**

The Association may at any time be dissolved by consent of three-quarters of the members, testified by their own signatures to some instrument of dissolution. Notice of dissolution shall be sent to the Registrar and after discharging all debts and liabilities legally incurred in the associations name, they may divide the surplus funds remaining (if any) among the whole of the paid up to date membership (but not apprentices) in equal proportion.

## "APPENDIX A"

### A. Standing Orders

1. The quorum of any meeting shall be three of the members entitled to attend and vote at the meeting. A meeting shall be dissolved if a quorum is not present within half an hour from the time appointed for the commencement of the meeting but proceedings shall not be invalidated for want of a quorum arising after business has commenced.
2. The chair shall be taken by the member authorised by the rules to do so or, if no such member is present, by a member chosen by the members present and entitled to vote. The chairman shall conduct the meeting in accordance with the Standing Orders and Rules of Debate, and subject thereto his ruling on any matter of procedure shall be final.
3. The agenda, if not circulated before the meeting, shall be made available to every member present at the meeting. Except as otherwise provided in the rules, each member present and entitled to vote at the meeting shall have one vote on any question, and no vote by or on behalf of a member who is not present shall be accepted. In the event of an equality of votes the chairman of the meeting shall have an additional casting vote.
4. Voting on any question shall be a show of hands unless a ballot is required by the rules or demanded by two-thirds of the members present and entitled to vote. In the event of a ballot being required and demanded, two scrutineers shall be appointed by the meeting, who shall be responsible for the issue and collection of ballot papers and shall scrutinise and count the votes. The ballot shall be held at such time during the course of the meeting as the chairman shall direct. The chairman shall ensure that all who vote on a show of hands are entitled to do so and shall count, or supervise the counting of the votes. The results of all voting whether on a show of hands or a ballot, shall be declared to the meeting by the chairman.
5. Except as may otherwise be provided for in these rules, in the case of an election the candidate or candidates receiving the greatest numbers of votes shall be declared elected, and any other matter shall be decided by a simple majority of the votes cast.
6. A meeting may be adjourned by a resolution carried by two thirds of the members present and entitled to vote; At an adjourned meeting no business shall be transacted that could not have been transacted at the original meeting.

### B. Rules of Debate

1. Any member wishing to speak shall address the chairman. If more than one member rises to speak, the chairman shall decide the order of speakers.
2. Any motion, unless the terms are set out in an agenda circulated prior to the meeting shall, if the chairman so required, be put in writing before a vote is taken.
3. A motion shall not be debated until it has been seconded. A seconder may reserve his speech until later in the debate. A proposer of a motion shall be allowed ten minutes for his original speech and five minutes for a right to reply at the end of the debate: a seconder shall be allowed five minutes. Any other member may speak only once in the same debate and shall be allowed five minutes. These periods may be extended at the discretion of the chairman and with the consent of the meeting.
4. Any amendment proposed to a motion must be relevant and not be a direct negative. It shall not be debated until seconded. The proposer and seconder of an amendment shall have the same rights as those of the original motion under paragraph 3 except that the proposer of an amendment has no right of reply.
5. When an amendment has been moved and seconded, no further amendment may be moved until it has been disposed of but notice of intention to move a subsequent amendment may be given, without comment, during the course of the debate.
6. If an amendment is carried, the motion as amended shall become the substantive motion and a further amendment may be proposed.
7. If an amendment is negative a further amendment may be produced, provided it is not substantially the same as an amendment previously defeated.
8. The proposer of a motion with the consent of the seconder may signify that he is willing to accept an amendment, but at the chairman's discretion, the debate may continue.
9. A motion of amendment having been proposed and seconded may only be withdrawn by the consent of the meeting.

10. Any member who has not already taken part in the debate on a motion or an amendment may, at the conclusion of the speech of another member move, without comment:

- (a) That the question now be put
- (b) That the debate be now adjourned to the next meeting
- (c) That the meeting proceed to the next business

If the motion is seconded the chairman shall at once put it to the meeting. If a motion that the question be carried, the proposer of a motion may nevertheless exercise his right of reply under paragraph 3. If the other procedural motions are passed the meeting shall immediately proceed to the next item of

11. If a motion under paragraph 10 (a) (b) or (c) is lost it is within the chairman's discretion whether or when he will accept a further motion under any of the three paragraphs during the

course of the same debate. Subject to paragraph 10, and this paragraph, the chairman shall decide when the vote is to be taken.

12. Any member of the meeting may seek the chairman's ruling on a point of order at any time during the meeting, and this shall be disposed of before the debate is resumed or any further business introduced.

13. The report of any committee or sub-committee may be discussed informally but the chairman may, at his discretion, ask for a motion that it be "received" : "approved" : "rejected" or "referred back". The rules of the debate shall apply to any such resolutions.

14. These rules of debate or any of them may be suspended in whole or in part for the whole or any part of a meeting, but only by resolution agreed by at least two thirds of the members present and entitled to vote at the meeting.

## **"APPENDIX B"**

### **CONSTITUTION FOR FARRIERY AND BLACKSMITHING CRAFT COMMITTEES**

As passed at the 1989 Annual General Meeting, the following constitution, as proposed by the Executive Committee, was agreed for inclusion as part and parcel of the rules of the Association, as follows. In the final analysis, the Executive Committee have overall authority.

#### Composition

- (a) The Executive Committee would wish to see national representation on the above committees. Applications, therefore, are particularly welcome from all parts of the United Kingdom.
- (b) People attending craft committee meetings per se but with no further involvement in any activities will receive no recompense.
- (c) Those craft committee members responsible for organising, demonstrating, lecturing, assisting and stewarding in money-making ventures for the Association will automatically be reimbursed for their mileage, food, accommodation, if affordable.

#### Method of Election

- (a) This will be every two years to be reviewed at the AGM
- (b) All applications to be on any of the said craft committees to be into Head Office by 1st January.
- (c) Members of the craft committees are to be chosen at the AGM, all officers to those craft committees to be selected by the Executive Committee.

#### Co-opting Powers

- (a) If a vacancy arises on the said craft committees then the Executive Committee and/or said craft committees shall have the right to co-opt another person in that place.

- (b) Co-opting powers shall also exist for a person with special expertise to the specific deliberations of said craft committees when organising a special event or seminar.

#### Aims

The aims of the craft committees shall be to serve the Association and promote the well being of the crafts for the membership in particular and the public in general.

#### First Meeting

The first meeting of the said committees in any one-year shall be as soon as practicable after the Annual General Meeting.

#### Frequency of Meetings

These are to be called as and when necessary, at the option of the said committees, at a time and place to be mutually agreed within said committees.

#### Taking of Minutes

It shall be the responsibility of the chairman of said committees to make sure that minutes are taken at all meetings by whichever method is deemed to be most appropriate.

#### Agenda and Circulation

- (a) The chairman of said committees shall make sure that Head Office gets a copy of all relevant craft committee minutes as quickly as possible after such meetings, at which time they will be typed and sent out to committee members at the earliest possible time.
- b) Agendas for such meetings shall be made known to Head Office in plenty of time in order to ensure that they can be circularised to craft committee members.

# ANNUAL GENERAL MEETING GUIDELINES

The Annual General Meeting of the Association is held annually at a suitable venue selected by a host district.

**If any branch does not wish or is not able to host an AGM then the host will be the Executive Committee.**

Head Office is responsible for the Annual General Meetings and Executive Meetings and any other Association business, which may take place.

The Host Branch is responsible for any hospitality to delegate's wives and visitors and the annual dinner.

## PROCEDURE - HOST BRANCH

- 1 The branch shall form a committee in good time before the Annual General Meeting preceding the one they wish to host and appoint a Chairman, Secretary and Treasurer. The Chairman or appointed person should be able to extend an invitation at the said AGM to host the delegates at the following AGM.
- 2 The Host Committee shall select a hotel to accommodate 100+ guests and a suitable room to accommodate some 60 delegates for the Annual General Meetings and notify Head Office. All communications and correspondence shall be conducted between the Secretary and National Secretary.
- 3 The Host Committee shall decide on any hospitality to be offered to the ladies and/or other guest's i.e. coach or sightseeing tours, teas, etc.
- 4 The Host committee shall select the menu for the AGM dinner and the Host Chairman shall preside thereat.
- 5 Should the Host Branch wish Head Office to invite special guests on their behalf the Secretary should inform Head Office.

## PROCEDURE - HEAD OFFICE

- 6 The President shall accompany the Chairman and Secretary of the Host Branch (or their appointed representatives) to the proposed venue as soon as possible after receiving notification of its' selection to ensure its suitability for such an occasion.
- 7 All hotel bookings in respect of delegates and visitors shall be made through Head Office and these will be confirmed direct with the hotel.
- 8 The Executive Committee shall invite guests to the Annual Dinner as it feels appropriate.
- 9 Head Office shall be responsible for the distribution of all papers and information in connection with the AGM.

## FINANCES - HOST BRANCH

### Annual Dinner

In accordance with a proposition passed at the Annual General Meeting in 1969. The Host Branch is responsible for the cost of the annual dinner of all official guests. Delegates shall be responsible for the cost of their wives and friends.

*In practice, negotiations with the hotel have included the cost of the annual dinner with an additional supplement. This additional supplement has been added to accounts and has been paid by all delegates and therefore the actual cost to the Host Branch has been for guests not staying at the hotel i.e. Mayor and Mayoress and Civic Dignitary's etc. In other cases, the Host Branch elected to pay the additional supplement and full cost of the dinner of invited guests.*

The Host Branch is also responsible for:

- The cost of any reception and drinks given to VIP's before the annual dinner.
- The cost of printing the menu.
- The cost of hospitality given to the ladies and all other guests.

## FINANCES - HEAD OFFICE

Head Office shall be responsible for the cost of preparing all papers in connection with the AGM and the distribution thereof.