



EMAG Charter

EAST MIDLANDS ALPACA GROUP CHARTER

Agreed at the EMAG AGM on the 18th May, 2022

ROLE

1. The East Midlands Alpaca Group (EMAG) was founded in April 2022 to promote and represent the interests of alpaca owners and breeders of any size as well as others interested in alpacas and/or their products (such as vets, fibre processors, fabric designers, etc.) in the East Midlands by:
 - Sharing information and experience
 - Keeping up-to-date with best practice
 - Facilitating practical self-help
 - Representing members' interests
 - Organising shows, talks, visits, etc.
 - Helping to develop the market for alpacas, their fibre and finished products.

MEMBERSHIP

2. Membership of the group should be open to alpaca owners, breeders and enthusiasts resident in the East Midlands area which is defined as the counties of Derbyshire, Staffordshire, Lincolnshire, Leicestershire, Nottinghamshire and Northamptonshire. Other interested parties are welcome to join if they are not resident in this area.

COMMITTEE STRUCTURE

3. The Committee will comprise a minimum of 4 committee members:
 - Chair
 - Secretary
 - Treasurer
 - Welfare

The Committee members supporting roles (of which there should always be a minimum of two held) will all be allocated specific responsibilities and will represent EMAG on the following BAS sub committees:

- Fibre
 - Media and Marketing
 - Training and Education
 - Shows
 - Regional Organisers
4. Members of the Committee will normally serve for a minimum period of two years, with changes in the committee membership usually occurring immediately post an AGM. Once a year, prior to the AGM, members will be invited to express an interest in serving on the Committee. The Chair, advised by members of the current Committee, will form a new management group as appropriate.

5. The Chair will be appointed by the members of the Committee. The Committee will meet a minimum of twice a year, with the Secretary maintaining formal meeting minutes made available to all EMAG members by publication on the EMAG website or by post on request – this may incur a postal charge.
6. EMAG will hold an Annual General Meeting (AGM), normally in **May**, to which all members are invited. The date of the AGM is to be publicised well in advance. A full agenda is to be circulated to all members prior to the AGM to encourage attendance and discussion as appropriate. Members who are unable to attend the AGM are invited to express their views in writing to a member of the Committee in advance of the AGM. A record of decisions will be maintained of the AGM for circulation to all members through the website.

FINANCIAL STATUS

7. EMAG is a non-profit making organisation, which is run for the benefit of the members, who will pay an annual subscription covering a single person or an annual subscription for a couple, both payable in the month of May each year. The level of subscription is to be reviewed annually at the AGM, based on a presentation by the Treasurer summarising the balance of income and expenditure over the previous year, concluding with a recommendation of a suitable annual subscription rate by the Committee.
8. The EMAG account is not subject to formal audit but is to be reviewed by a third party, appointed by the Chair, prior to the AGM to ensure that all entries are correctly recorded and fully documented and that the account ledgers are fully supported by the bank balance. A certificate to this effect, signed by the auditor, is to be furnished to the Chair prior to the AGM. The Treasurer is to provide a statement of financial affairs at all committee meetings.
9. The Group should seek to maintain sufficient funds to allow the organisation to be financially self-sufficient and to underwrite the financial risk associated with the organisation of a major event, a meeting with an international speaker, a show, sale or auction. In the event of surplus funds being available the cash flow is to be adjusted by:
 - An adjustment in the subscription rate.
 - A donation to a suitable charity or foundation directly associated with the alpaca industry.
10. EMAG funds are currently held in a Business Account with Lloyds Bank PLC, with the trustees and single signatories being the Treasurer or Chair.

EVENTS

11. The Group will hold an annual programme of events to meet the needs of members. Events will include a range of training days, hosted by members who have facilities appropriate to the event or local facilities, which may include the hire of venues. Any training days will cover such subjects as basic husbandry, breeding for quality, fibre management, halter training and showing alpacas, pasture management, processing and finished products and veterinary issues. Members' views on suitable subjects will be welcome at any time and the demand will be assessed each year at the AGM.
12. Notification of training events will be via the EMAG Newsletter and headed announcements, published electronically through Facebook, Email, EMAG Website and BAS Website, with returns normally co-ordinated by the Secretary. Attendance at training events will normally be limited to members only, although guests may attend when space permits. Maximum attendance at each event will be published, as part of the promulgation of details and attendance will be on a first come/book basis. Costs for guests or non-members may be charged at a higher rate.
13. EMAG will endeavour to assist members in the sale or purchase of alpacas through advertising on Facebook, Website, Newsletter or any other medium agreed upon by the committee.

COMMUNICATION

14. The Secretary will be responsible for the maintenance of a database containing members' details. This database is to be maintained in accordance with the Data Protection Act and all members will be invited to confirm annually the extent to which they agree for their contact details to be publicised on the EMAG website. Full contact details will only be available to committee members and may not be reproduced or released to other parties.
15. E-mail distribution will be used whenever possible for ease and to reduce administrative costs and environmental impact. EMAG events will also be publicised via the group's website <https://eastmidlandsalpacagroup.co.uk>, facebook page and email notifications sometimes in conjunction with British Alpaca Society updates.
16. Distribution of information from third parties, e.g. details of shows etc. will be co-ordinated by the Secretary in such a way as to ensure that the integrity of the members' database is maintained. In such circumstances third parties may be invited to meet additional postage costs incurred.
17. The Editor of the Newsletter is responsible for the production of up to four editions each year, which will form the primary means of communication within the group, and to which all members may contribute. The newsletter will normally include the following:
 - Forthcoming events
 - Welcome to new members
 - Amendments to the contacts list
 - Vets notes, husbandry articles
 - Reports on recent events
 - Classified advertisements, submitted by members.

The discretion over the suitability of an advertisement for inclusion in the newsletter rests with the Editor who should be aware of the limitations of the e-distribution system to members. Members may also forward hard copies of other information, directly linked to alpacas, to the Secretary for inclusion in a mail shot.

18. The website will include the following information:
 - A calendar of known events for the forthcoming year
 - Reference articles of interest to members and potential members
 - A current list of committee members with contact details
 - A list of minutes from committee meetings and AGMs
 - A payment page for renewing subscriptions
 - A list of vets within the EMAG area who are used by EMAG members and therefore should have some knowledge of alpacas
 - A list of shearers within the EMAG area who are used by EMAG members and have experience of shearing alpacas
 - Advertisements for products or services which may be of interest to EMAG members.