North West Reptile Club

Welcome pack 2026

Incorporating club constitution, mission statement, and club rules

MISSION STATEMENT

The North West Reptile Club (NWRC) is a not-for-profit organization governed by a committee elected annually by its members at the Annual General Meeting. NWRC serves as a community for enthusiasts of exotic animals.

The primary objective of the NWRC is to promote responsible husbandry and the keeping of exotic animals as companion animals, providing educational resources and opportunities to both members and the public. The club does not endorse or support the captivity of wild-caught animals; however, the club accepts the keeping of wild caught animals may need to be used in breeding programs where offspring will be sold as captive bred animals to help contribute towards and stop the need to remove animals from the wild for use in the pet trade.

The club does not advocate the perpetual use of rack systems for reptile housing. Instead, the NWRC encourages the use of an appropriately sized vivarium, equipped with thermostat-controlled heating and suitable UV lighting, tailored to the needs of each animal.

Educational initiatives are delivered regularly via presentations led by experienced keepers and invited speakers during members' meetings. Furthermore, the NWRC engages the public through outreach events held in warmer months, facilitating awareness and education regarding the care of exotic animals.

The NWRC is committed to assisting in the rehoming of exotic animals, following established NWRC rehoming policies.

The club will when opportunity arises support in the conservation of native reptile and amphibian species.

GENERAL CLUB RULES

- All members must comply with the NWRC rules and Constitution.
- Members are required to pay an annual membership fee (currently £15 per adult and £10 per junior under 18). Renewals occur 12 months from the date of initial registration.
- It is the responsibility of each member to ensure that if participating in NWRC activities or events they adhere to all outlined rules. Adult members are responsible for any junior members in their care.
- Members shall uphold the principles stated in the Mission Statement above.
- Members are obliged to observe the contents of the Club's Constitution and abide by the Club's social media and AI policy.
- Members must review and comply with the Privacy Notice.
- Responsible conduct is always expected regarding the health and welfare of animals at meetings and events.
- Respectful behaviour towards all other members and visitors is mandatory when attending club functions or representing the NWRC externally.
- Any member or guest under the age of 18 must be accompanied by a responsible adult, who will assume responsibility for their welfare throughout the event. Unaccompanied participants under 18 unable to provide the name of a responsible adult will be asked to leave immediately. The NWRC accepts no liability for unaccompanied minors.

- No member shall attend any event or conduct a ‘show and tell’ under the NWRC’s name without prior authorization from the Chair or Secretary.
- A risk assessment must precede any event undertaken by a member to ensure the health, safety, and welfare of all participants, animals, and attendees. Updates to assessments are required if circumstances change. Any concerns about health, safety, or welfare must be documented and may necessitate the cessation of the event. The Chair or Secretary should be notified promptly regarding such matters.
- All accidents or incidents (including bites) must be reported immediately to an NWRC Committee member and duly recorded.
- Reasonable expenses incurred for educational presentations and official NWRC social events may be reimbursed from club funds, subject to approval at committee meetings.
- Members are welcome to rehome animals from the club as part of the rehoming efforts however all rehoming in the name of NWRC must be completed through the rehoming officers using the stipulated protocols and paperwork to ensure transparency and complete audit trail is provided.
- Disregard for NWRC rules may result in termination of membership without refund. All cases will be reviewed by two committee members, one being the Chair or Secretary, and assessed fairly on individual merit. Sanctions will be communicated accordingly, with the member retaining the right to appeal. The decision of the Chair or Secretary on appeals is final.

MEET AND GREET RULES (PUBLIC & MEMBERS EVENTS)

- All newly acquired animals are required to undergo a quarantine period of at least three months before participation in club meet and greet programmes.
- Venomous or poisonous reptiles, amphibians, or invertebrates are not permitted for handling by the public. This includes, but is not limited to, any rear-fanged venomous species such as western plains (western hognose) snakes and false water cobras.
- Animals known to be prone to biting or stress will not be brought to events attended by the public.
- Snakes fed within 72 hours prior to an event (seven days for large boas/pythons) must not be taken to any event.
- Snakes may not be displayed around anyone’s neck. They should only be displayed over one shoulder to reduce suffocation risk.
- Permission from the animal owner must be obtained before handling animals or accessing enclosures.
- Members are not permitted to promote, discuss, or advertise private businesses with the public during NWRC events. This includes but is not limited to- displaying of business branding, handing out of business cards, conducting own business at an event that you are attending as an NWRC representative.

CONSTITUTION

1. NAME

The name of the organisation is North West Reptile Club, referred to as ‘NWRC.’

2. OBJECTIVES

The objectives of the NWRC are:

- To inform and educate all members and the public about proper care of reptiles, amphibians, and invertebrates, ensuring correct husbandry, adequate enclosures, and meeting care requirements while discouraging the keeping and trade of wild-caught specimens.
- To support rescue and rehoming initiatives for exotic animals, as outlined in the rehoming policy and procedures.
- When opportunity arises participate in conservation efforts involving native reptilian and amphibian species.

To achieve these objectives, the Club has the authority to:

- Promote and develop the stated objectives.
- Collaborate with statutory agencies and other community or charitable organisations.
- Raise and receive funds.

3. EQUAL OPPORTUNITIES

The Club prohibits discrimination or harassment based on race, sexual orientation, gender, age, disability, social status, medical status, political beliefs, faith, or religion in all aspects of its affairs.

Measures will be implemented to ensure accessibility for all individuals at NWRC events and social gatherings.

4. MEMBERSHIP

Membership is open to all individuals; however, the Club operates and holds meetings within the Northwest of England.

Membership options include single adult membership and single junior (under 18) membership. All members must be listed on the membership application form.

Memberships must be renewed annually, starting from the month of application.

Juniors (under 18) must apply with a parent or guardian; applications for juniors only will not be accepted.

5. COMMITTEE

The Committee will consist of at least four individuals.

Nomination forms will be sent to all members in the first week of November. Paper ballots are available upon request. Nominations for Committee positions must be submitted by NWRC members to the Secretary by the agreed date in December.

If multiple candidates are nominated for a position, the nominee with the highest vote count shall be appointed.

In the event of a tie, a ballot vote will be conducted at the AGM to determine the appointment.

Officers and Committee members are elected to serve for a one-year term.

I. OFFICERS OF THE COMMITTEE

The officers of the Committee are:

- Chair
- Secretary
- Treasurer
- Social & Membership Engagement Officer
- Rehoming Officer

The Committee may designate additional positions.

Vacancies may be temporarily filled by Committee decision until the next AGM, when they will be formally filled.

II. COMMITTEE MEETINGS

The Chair leads all meetings. If absent, a committee member is elected to preside.

Annual General Meetings (AGM)

- Held in December or following January; not more than 15 months between AGMs.
- All members receive at least 21 days' notice.
- AGM agenda includes:
    - Annual report from the Committee (sent 7 days prior)
    - Audited accounts presentation (sent 7 days prior)
    - Election of officers/members for one year

Proposed constitutional changes must reach the Secretary seven days before the AGM. Minutes record decisions, appointments, financial agreements, amendments, and raised questions.

III. VOTING

Members eligible to vote have one vote each; the Chair holds a casting vote in a tie.

- Only valid members present may vote.
- All votes and abstentions are recorded.

IV. MEETING FREQUENCY

- Monthly, with option to cancel if unnecessary; electronic discussions allowed.
- Committee Members get at least seven days' notice.

V. MINUTES

Meeting minutes are taken, agreed at the next meeting, and signed by the Chair.

6. CLUB MEETINGS

- Monthly on the first Thursday or Friday of the month at Halls 4 All, Leyland. Dates to be published on club calendar.
- Three social events per year: Spring/Summer, Halloween, Christmas- although these are subject to change/cancellation unless minimum attendance numbers are reached.

7. FINANCE

The Treasurer opens and manages the Club's bank/building society account, reports balances at each meeting, and keeps financial records.

- Two/three authorised signatories required—must not be related or live together.
- Cheques are signed by an authorised signatory, witnessed by another.
- Petty cash expenses require receipts, tickets, or vouchers and recipient signatures.
- Treasurer informs a committee member when unable to attend; the Secretary presents report.
- Treasurer manages telephone/internet banking as Primary User.

8. DISSOLUTION

A Special General Meeting for dissolution requires 21 days' notice. At least three-quarters of eligible members must approve. Remaining assets go to a similar organisation, chosen by Club members.

PRIVACY NOTICE

The North West Reptile Club ('we', 'us', 'our') manages member and contact personal information for operational purposes. Changes to this notice will be emailed.

- Data controller: North West Reptile Club (contact: info@nwrc.club)
- Purposes include contact, records, research, complaints, alumni relations.
- Processing is based on your consent, which you can withdraw anytime.
- Information kept for as long as needed, usually one year after membership ends.

Personal data is only shared outside the Club with your consent. Digital records are password-protected.

Social Media

Member contact details may be visible on platforms such as WhatsApp, Facebook, Instagram, TikTok, and YouTube. The Club cannot protect your personal information on these sites; members participate at their own risk.

Legal requirements may compel us to share your data with authorities. Where feasible, we will notify you.

Your Rights

You may request access, correction, deletion, restriction, objection, or a copy of your data. Contact info@nwrc.club. Complaints can be made to the Information Commissioner's Office (https://ico.org.uk/).

SOCIAL MEDIA & AI POLICY

1. INTRODUCTION

Members using social media should avoid bringing the Club into disrepute or distressing others.

2. POLICY

Members are responsible for upholding Club privacy and reputation online. Inappropriate online activity may lead to disciplinary or legal action. Offensive material, harassment, and misuse of confidential information are prohibited.

All junior members should only participate in Club social media with parental consent. The Club is not responsible for personal information used on these platforms.

Individual opinions must be distinguished from official Club views. Use of logos or official materials requires Committee approval. Photos must not be used to harass or harm members.

The club reserves the right to take and use photos of members at club events on social media for advertising purposes. Should you wish to opt out please make the members secretary aware of your wishes.

3. AI SPECIFIC RULES

Data Privacy: Never upload sensitive club data into public AI tools (e.g., ChatGPT).

Sensitive Data**:** This includes member lists, financial records, and minutes.

Human Oversight: A human must review and fact-check all AI-generated content before use.

Content Accuracy: The Club is legally responsible for any false information AI produces.

Plagiarism & Bias: Check AI outputs to ensure they do not copy others or contain bias.

4. WHATSAPP GROUP SPECIFIC RULES

- Telephone numbers are not to be taken from the group chats for private messaging without permission from the individual, requests for phone numbers for private messaging can be made to the chair, sec or members sec or requested from the individual in the group chat.
- All advice in relation to reptile keeping should be directed to the Reptile Advice/Info group.
- We request all beginner keepers 3 years or less experience in keeping not answer members requests for advice until a senior/experienced member has given advice.
- No political, religious, racist, sexist etc comments
- All advertising of animals or equipment to be put in General Chat group only.
- Please try and keep all conversations relevant to the specific WhatsApp group i.e. public/educational events, social/members events, rehoming, reptile advice or general chat

5. COMMITTEE RESPONSIBILITIES

Committee members must enforce this policy and educate members about social media conduct.

6. REPORTING HARASSMENT/BULLYING

Members experiencing online harassment should seek advice from the Chair or Committee.

7. CONSEQUENCES

Policy violations can result in disciplinary action or prosecution for breaches of GDPR, legislation, or copyright.

CONTACT

COMMITTEE MEMBERS CAN BE CONATCTED ON THE DETAILS BELOW



Luke Jarvis- Chair
nwrcchair@gmail.com



Ian Overmire- Secretary
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Matt Penny- Rehoming
rehomenwrc@gmail.com



Phil Thompson- Social and Membership Engagement Officer
membersnwrc@gmail.com



Lewis Catlin- Treasurer
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