

Barnet & District Beekeepers' Association (BDBKA)

RULES OF THE ASSOCIATION

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1. NAME

1.1 The Association shall be called the **Barnet and District Beekeepers' Association**. The Association shall be affiliated to the British Beekeepers Association.

2. OBJECT

2.1 The object of the Association shall be to foster the art of beekeeping in the Barnet area, providing members with:

- information, advice, training, support;
- one or more apiaries for Association and Members' hives; at the discretion of the Association.
- loan facilities for beekeeping books, videos and other media and beekeeping equipment.

3. MEMBERSHIP

3.1 Membership of the Association is offered to all interested in beekeeping. All Members shall comply with the Rules of the Association.

3.2 The Membership Year shall run from 1 January to 31st December in each year.

3.3 The following categories of membership will be available:

3.3.1 Full

A Full Member is entitled upon payment of the Full Membership subscription to the following: to attend all meetings of the Association; to vote at any General Meeting; to borrow Association books and/or equipment, and to become a member of the British Beekeepers Association (BBKA) which includes product and public liability insurance and Bee Disease Insurance up to three colonies.

3.3.2 Associate

An Associate Member is entitled upon payment of the Associate/Junior Membership subscription to attend all meetings, to vote at any General Meeting and to borrow Association books.

3.3.3 Honorary

An Honorary Member is an Associate Member who does not pay a subscription. Honorary Members are re-elected each year at the AGM by a simple majority of those present and voting.

3.3.4 Partner

Partner Member subscription rates only apply when the prospective Partner Members resides at the same address as a fully paid up Full Member of the Association. A Partner Members is entitled to attend all meetings of the Association; to vote at any General Meeting; to borrow Association books and/or equipment, and to become a Partner Member of the British Beekeepers Association (BBKA) which includes product and public liability insurance.

3.4 Obligations Of Members:

3.4.1 On acceptance of the application for Membership, Members agree to abide by the following commitments:

- to comply with the aims of the Association;
- to pay membership fees by 31st December;
- to observe good beekeeping practice and hygiene, including implementing clean hive policies and exercising swarm control; and
- within Association apiaries to act in accordance with the Apiary Protocol.

3.4.2 All members of the Association agree that their details may be kept on a database that is for the use of Association officers, our County Association, the British Beekeepers Association and other beekeeping bodies as the Committee sees fit.

4. SUBSCRIPTIONS

- 4.1 The annual membership subscription shall be determined from time to time by the Committee on the advice of the Treasurer. The Committee may impose different rates of subscription for different classes of Members.
- 4.2 Every Member shall be liable to pay such annual subscription in advance on or before the 31st day of December in every year in respect of the following Membership Year.
- 4.3 After the beginning of the membership year, late renewing members will be required to pay a surcharge on the normal membership fee at a rate to be decided by the committee. The surcharge will always be levied unless an individual member has informed the Committee, in advance of the surcharge becoming applicable, of extenuating circumstances which prevent them paying on time at the normal rate. All extenuating circumstances must have been agreed in advance by the Committee.
- 4.4 If a Member has not paid the current subscription applicable for the type of Membership by 31st January after reasonable notification from the Treasurer his Membership and all the rights and benefits attaching thereto shall then cease.
- 4.5 New beekeepers may join as Associate Members until the AGM when they may apply for Full Membership.

5. MEETINGS

- 5.1 **ORDINARY MEETINGS:** The Association shall meet at such times and places as are listed in the Annual Programme published from time to time and/or as deemed necessary by the Committee.
- 5.2 **ANNUAL GENERAL MEETING:** The Annual General Meeting ("AGM") of the Members of the Association shall take place in the month of November of each year. The Secretary shall give at least two weeks' notice of the meeting in accordance with section 12 of these Rules to every Member entitled to attend together with a copy of the previous AGM Minutes and a certified copy of the Association's annual accounts, and any proposed repeal, alteration or addition to these Rules submitted to the Secretary in accordance with section 13 below.

5.2.1 The current Chairman of the Association shall chair the AGM, relinquishing the Chairmanship immediately his successor is elected.

5.2.2 The order of business at the Annual General Meeting after taking apologies for absence shall be, where applicable:

- Minutes of last General meeting
- Matters arising
- Election of officers
- Election/ re-election of a president and honorary members
- Election of an independent financial examiner/auditor
- Presentation of previous years accounts

5.3 Every current Full, Partner, Associate and Honorary Member is entitled to a single vote. In case of an equality of votes, the Chairman, who shall not otherwise vote, shall have a casting vote.

5.4 **EMERGENCY GENERAL MEETING:** The Committee may call an Emergency General Meeting (“EGM”) at any time provided that two weeks’ notice is given to every Member entitled to attend.

5.5 **ANNUAL PROGRAMME** A copy of the Annual Programme and List of Members shall be made available to Full and Associate Members early in each Membership Year.

6. MANAGEMENT

6.1 The Committee shall consist of the following Officers all of whom shall be Full Members of the Association:

- a) Chairman
- b) Deputy Chairman
- c) Secretary
- d) Membership Secretary
- e) Treasurer
- e) Apiary Managers (in such numbers as are from time to time required)
- f) Association Bee Inspector
- g) Swarm Co-ordinator
- h) Education Officer
- i) Publicity Officer.
- j) Honey Show Manager

6.2 The responsibilities of the Officers are as shown in the Schedule and may be amended from time to time in accordance with the Association's needs and good practice.

6.3 The duties of the Committee shall be:

- to manage the affairs of the Association and to determine and decide all questions relating to the activities of the Association; and
- to promote the objectives of the Association.

6.4 The Committee

6.4.1 The Committee may at its discretion co-opt suitably qualified Members to assist it achieve its objectives.

6.4.2 The Committee shall meet as many times during the year as it sees fit in order to discharge its responsibilities.

6.4.3 The Chairman may call meetings of the Committee upon reasonable notice, which may be given by telephone or email, or in writing.

6.4.4 The Committee shall meet at such times and places as shall be determined by the Chairman of the Committee.

6.4.5 At each meeting of the Committee, a majority of the Committee Officers shall constitute a quorum, and a majority of the Officers present at any meeting at which a quorum is present may act on behalf of the Committee.

6.4.6 The Chairman will preside at all meetings of the Committee.

7. ELECTION OF OFFICERS

7.1 A Committee of Officers shall be elected at the AGM and serve for one year, taking office immediately after its election.

7.2 The Chairman shall serve no longer than three consecutive years in that office and shall not be eligible for re-election until after an interval of three years shall have elapsed from the end of the third year of office.

7.3 Officers except for the Chairman shall be eligible for re-election except that no Officer shall be eligible for re-election to the same office after serving six years consecutively in that office until after an interval of three years shall have elapsed from the end of the sixth year of office.

8. REMUNERATION OF OFFICERS

8.1 No Officer shall be entitled to any form of remuneration in respect of any services supplied to the Association. Nothing in this section 8 shall prevent the reimbursement to Officers of reasonable out of pocket expenses properly incurred for the Association and supported by bills or receipts from third parties.

9. PRESIDENT

9.1 The Association may elect one member at the AGM to be President for the ensuing year. The President may attend all Committee meetings in an advisory role.

10. FINANCIAL MATTERS

- 10.1 The Association's financial year shall be from 1st October to 30th September and the accounts of the Association shall be drawn up to coincide with that date.
- 10.2 The Treasurer shall keep all proper books of account in accordance with recognised accountancy practice and shall have the custody of all monies received on behalf of the Association and such monies shall be paid into the bank accounts of the Association at the Bank selected from time to time by the Committee.
- 10.3. All cheques drawn on the Bank Accounts of the Association shall be signed by two authorised signatories.
- 10.4. All disbursements on behalf of the Association shall be made by the Treasurer with the authority of the Committee.
- 10.5. The Treasurer shall submit to the AGM a set of accounts for the preceding financial year that has been inspected and agreed by an Independent Examiner appointed at the previous AGM. The Independent Examiner shall inspect the books and receipts of the Association and investigate its accounts, and certify as to their correctness and shall audit annually the balance sheet and the accounts of the income and expenditure of the Association, as prepared by the Treasurer and shall sign them when found correct.

11. ASSOCIATION APIARIES

- 11.1 The Apiary Manager shall be responsible for managing the apiary in accordance with good practice.
- 11.2 The Association apiaries are for the use of the Association and Members at the discretion of the Apiary Manager. Members shall, when visiting an apiary, which shall be only for beekeeping or for the Association's meeting, teaching and training purposes, act under the instructions of the Apiary Manager at all times. Members' failure to comply with the instructions of the Apiary Manager may be met with a request to remove their hives.
- 11.3 The Apiary Manager shall be the keeper of the Association hives at a location for his period in office. The insurance for these hives shall be paid for by the Association.

12. NOTICES

- 12.1 Any Notice required to be given to any Member of the Association shall be deemed sufficiently given by sending it prepaid through the post addressed to the last known address of such Member.
- 12.2 Every Notice sent through the post shall be deemed to have been received at the expiration of five days from the time at which it was posted. Notice may be given, at the Association's sole discretion, by email to the latest known email address of such Member.
- 12.3 Notice given by email shall be deemed to have been received, whether or not a 'read receipt' be returned by the Member's email system after twenty four hours from the time it was sent.
- 12.4 An accidental omission to send a Notice of any Meeting to any Member whether by post or email shall not invalidate the proceedings at such Meeting.

13. RULE CHANGES

- 13.1 The Rules may be repealed, altered or added to, from time to time, by a Resolution carried by not less than two-thirds of those present and voting at a General Meeting of the Members of the Association.
- 13.2 Notice of any such proposed repeal, alteration or addition shall be submitted by a Full or Associate Member to the Secretary at least twenty one days before such Meeting, and shall bear the names of those proposing such repeal, alteration or addition.

14. EQUIPMENT FOR LOAN

- 14.1 The Association may make available from time to time items of beekeeping equipment, books, videos and other Media that may be borrowed by Members.
- 14.2 In borrowing any item from the Association a Member is deemed to have agreed to return it in the condition it was received or replace it with an identical new item.

15. WINDING-UP

- 15.1 In the event that the Association is no longer able to operate effectively, and is deemed by the Committee no longer to be viable the Association may be dissolved by a Resolution passed by a two thirds majority of those present and voting at a General Meeting of the Association, provided that notice of such proposed Resolution specifying the terms thereof shall be required to be given to every member of the Association not less than twenty one days prior to the General Meeting at which the same is to be proposed.
- 15.2 If such Resolution shall be passed, the Committee should in the first instance seek to combine with another association affiliated to the BBKA and to transfer all of the Association's assets to that association. If this is not possible, the Committee shall wind-up the Association by:
- a. Paying all outstanding debts.
 - b. Auctioning the Association's assets.
 - c. Donating any surplus cash to an appropriate UK bee-orientated activity.

16. INTERPRETATION

- 16.1 In the construction of these Rules masculine shall include feminine and singular shall include plural and vice versa.
- 16.2 The Committee of the Association shall be the sole authority for the interpretation of these Rules and its decision upon any matter not provided for by these Rules shall be final and binding.

APPENDIX A

RISK ASSESSMENT OF MEMBERSHIP FOR THOSE UNDER 18 YEARS OF AGE

A1. PEOPLE POSSIBLY HAVING CONTACT :

- Committee Members
- Tutors
- Other Course Members
- Remainder of Members

A2. PLACES THAT MAY BE ATTENDED:

- Whalebones
- Byng Road
- Association Apiaries: Whalebones & Arkley (as teaching apiaries)
- Cat Hill, Willows & Mill Hill (occasional visits)

A3. ACTIVITIES:

- Lectures/Tutorials at Whalebones
- Monthly Association Meetings at Whalebones or Byng Road
- Practical Sessions & Mentoring at Association Apiaries

A4. IDENTIFIED LEVELS OF RISK:

A4.1 **Lectures & monthly meetings** - Low Risk due to:

- Numbers of people present
- Minimal chance of anyone being alone with a minor
- Provision of unisex lavatories noted
- Areas around Byng Road & Whalebones dark for evening meetings and relatively isolated.

A4.2 **Practical sessions in groups** - Low Risk due to:

- Number of people present
- Always held in daytime

- Usual risks of outdoor pursuits and bee stings.

A4.3 **Mentoring for adults** – Traditionally this has been one to one. This is **not** appropriate for minors.

A4.3.1 RECOMMENDATIONS :

- Minors must always be accompanied by a responsible adult.
- Minors should not have hives of their own on Association Apiaries.

A5. This Document

A5.1 should be regularly assessed and revised if necessary.

A5.2 It should also form an appendix to the Rules of the Association of Barnet & District Beekeepers' Association.

APPENDIX B

WHALEBONES PROTOCOL

Our use of the Whalebones site is in the gift of the Whalebones Trustees and it is vital that we work with them on all matters pertaining to the site, are mindful of their and other users wishes and react promptly to any grievances. If you have a query about the use of the Whalebones site, please contact a committee member who will be able to help.

a. Access to Whalebones

Access to Whalebones site is only permitted for ordinary members for scheduled meetings when accompanied by a key holding committee member or the Whalebones Apiary Manager. Even then access will normally be restricted to:

- Weekday evenings (usually to borrow or return equipment)
- Saturday afternoons (scheduled meetings, e.g. Basic Course)

Members should **not** contact the farmers (Peter and Jill Mason) at Whalebones in an attempt to gain access to the Stables or Shed.

b. Rules on Vehicular Access to Whalebones

Due to the restricted nature of the lane that leads down to the Whalebones site, members are not normally permitted to drive down the lane to the Stables, Shed or Apiary. Vehicular access is restricted to Committee members on Association Business and members borrowing, returning or delivering Association goods or equipment (with a key-holder present)

Older members or those who find the walk down the lane (particularly in winter) difficult or dangerous will be permitted to drive down the lane. Please inform a committee member if you need to drive down the lane.

- Members should **NEVER** park in the lane or on its verges.
- Anyone driving down the lane should observe a speed limit of 5mph.

c. Extraction in the Hut

If you wish to use the Shed (Lab) for extraction, please inform a key-holding committee member so that you can arrange a time to access the site and extract your honey. When extracting:

- Take every precaution to prevent honey spills or rinsings (in the yard or otherwise) that could excite robbing activity by the bees in the Whalebones Apiary or further afield.
- Ensure that any bees that come in with your supers are dealt with appropriately, quickly and humanely.
- It is wise to keep both the lab and outer shed doors closed (as securely as possible) while you are extracting (see point a.) A yard full of bees that would be an inconvenience to you might be terrifying to other Whalebones users.

- When you come to extract, bring cleaning products with you (kitchen towel, surface cleaners etc.)
- If the lab is not clean when you arrive, inform the key-holding committee member that allowed you access to the Shed and lab.
- The lab **MUST** be clean after you have finished for the day. You must clean up all honey spills, wax and propolis from the lab (work surfaces, doors, floors, etc.) and equipment. Extractors, strainers, etc. should be cleaned in a way that does not melt any wax on them and the rinsings disposed of appropriately (see point a. above). Remember you should leave the lab as you would wish to find it.
- If you are leaving honey in the lab overnight, it is wise to seal it as far as possible. Clean refuse sacks can be useful for supers, and lidded buckets are a must; both help to stop robbing behavior.
- If you intend to leave honey, supers, etc. in the lab overnight, **ALWAYS** leave a note with your name and telephone number. Other members may wish to use the lab before you can return.
- The lab must **ALWAYS** be locked when not in use. Do not forget to switch off the lights, water heater etc. After locking the lab door, the shelving must be moved back into position to conceal the lab entrance.
- Inform a committee member of any accidental breakages or damage so that repairs can be made or replacements bought as soon as possible.

APPENDIX C

APIARY PROTOCOL

Introduction

This protocol is for the BDBKA members who keep their beehives at the xxxxxxxxxxxxxx site. The BDBKA has been given permission to use this site and is required to comply with the following conditions which have been specified by the landlord.:

[Specific access conditions for the particular apiary including security measures, parking restrictions, out of hours access, etc.]

The site is one of the BDBKA's members' apiaries and it is occasionally used for teaching and demonstrations. The aims of the management of the apiary are to demonstrate best beekeeping practice that accords with the British Beekeepers' Association and the National Bee Unit's Bee Inspectors' recommendations on bee health, hygiene and husbandry. To ensure these aims are met, and to ensure good co-habitation and neighbourly relations with the owners of the land, and other users of the site, the following protocol has been devised:

Protocol

1. All members using the apiary must be full members of the BDBKA and have BDI hive insurance to cover the number of live owned, and hold, or be in the process of taking the BBKA Basic Assessment.
2. The apiary manager is in charge of the overall management of the apiary.
3. BDBKA members visit the apiary for the sole purpose of beekeeping and/or the BDBKA's meeting, teaching and training purposes.
4. BDBKA members must at all times observe good beekeeping practice and hygiene and operate a clean hive policy (e.g. sterilising all hive parts annually, changing old wax for new in the brood chamber at least every third year). Guidance will be given by, or may be sought from, the BDBKA members and/or apiary manager.
5. BDBKA members must keep records that are available for inspection by the apiary manager, a person nominated by the committee of the BDBKA and/or the regional/seasonal bee inspector.
6. All hives are to be maintained in a good condition.
7. All hives must be numbered in accordance with a scheme devised by the apiary manager.
8. No new hives, nucleus/nuclei or any other beekeeping equipment may be installed without the apiary manager's permission.
9. BDBKA members must keep the grass/vegetation/weeds around their hives cut to a reasonable length.

10. In circumstances where the apiary manager has reasonable grounds to believe that a hive/s is/are being mismanaged or is/are diseased, the apiary manager, without the owner's permission, may:
 - a. Examine the suspect hive(s)/colony(ies) and;
 - b. Take samples of the suspect hive(s)/colony(ies) in order to see that they are free from pests or disease;
 - c. Mark any hive or appliance for identification purposes for referral to the bee inspector or BDBKA's scientific officer;
 - d. Remove a dead or infected colony from the site to prevent contamination and cross-infection of the other colonies on the site;
 - e. Contact the bee disease inspectors.
11. BDBKA members must take all necessary precautions to prevent swarming.
 - a. In the event a swarm issuing from a hive, if its source is known, it should be caught and the owner informed;
 - b. If the source of a swarm is unknown it may be caught and kept, or put in any spare empty hive that is available.
 - c. Under no circumstances should a swarm be removed from the apiary without the express permission of the owner of the swarm and/or the apiary manager.
 - d. If it is felt that a Hive has become aggressive then the Apiary Manger must be informed and a course of action will be advised.
12. BDBKA members must comply with the BDBKA's Varroa and Nosema Control programme.
 - a. The apiary manager will give guidance on when to begin a treatment and the treatment to be used.
 - b. BDBKA members must begin the designated treatment in (a) above at the same time, or no later than 7 days, from the date the BDBKA's colonies' treatment begins
 - c. Every hive must be tested for daily mite (Varroa) drop at a minimum of five times a year, in the two week period commencing 1st March, 1st May , 30th June , 15th Aug and the week after mid winter Varroa Treatment .The result must be reported to the apiary manager
 - d. If requested by the Apiary Manager a sample of 50 Bees must be provided for microscopic analysis for Acarine, Nosema Apis and Nosema Ceranae
 - e. Undertake to replace at least 30% of Old Comb with fresh foundation each year
13. BDBKA members must keep the apiary clear of rubbish, beekeeping debris and old wax. Any beekeeping waste materials must be removed from the site and disposed of hygienically.
14. In the event of a BDBKA member finding any disease or parasite s/he must inform the regional/seasonal bee inspector, apiary manager, Bee Disease without delay.

15. BDBKA members should not enter the apiary without appropriate protective clothing and must not permit non-member visitors to enter the apiary without appropriate protective clothing. BDBKA members who do not wear appropriate protective clothing while visiting the apiary willingly accept any risks attached thereto.
16. BDBKA members whose colonies are on any of the designated BDBKA's apiaries expressly agree that their hives may be opened and inspected by the regional/seasonal bee inspector without notice and that their names and addresses can be given to the National Bee Unit.
17. BDBKA members who do not comply, or do not wish to comply, with these conditions must remove their hives from the apiary within 28 days of any notice provided by the apiary manager.

I agree to the terms set out above

Name.....**Date**.....

Signature.....

This is a generic apiary protocol and additions will be made as appropriate to individual apiaries.

SCHEDULE to the Rules of the Association (BDBKA)

The Officers of the Association and their responsibilities:

Chairman

- Chair meetings
- Coordination
- Programme
- Liaison with Whalebones Trustees

General Secretary

- Correspondence, Email or otherwise (external facing)
- Meetings (calling and Minutes)
- Mail distribution
- Liaison on behalf of the committee with the County BKA

Membership Secretary

- Correspondence (Email or otherwise) to the membership
- Creating and maintaining membership lists
- Liaising with the County Membership Secretary about County and BBKA Membership

Treasurer

- Collection of monies due
- Payment of bills
- Maintaining accounts
- Advising on annual subscriptions

Apiary Managers

- Overseeing the operation of the Association's apiaries in accordance with the Apiary Protocols

Swarm Co-ordinator

- Coordinating swarm collection
- Bumblebee collection

Association Bee Inspector

- Bee disease
- Bee parasites
- Liaison with Bee Inspectors & FERA

Publicity Officer

- Attracting new Members
- Publicising the Association and its activities

Education Officer

- Co-ordinate basic training course
- Co-ordinate Basic Assessment examinations

Honey Show Secretary

- Co-ordinate annual Honey Show and judge