



Barnet and District Beekeepers' Association

Constitution

November 2017

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1. NAME

The Association shall be called the Barnet and District Beekeepers' Association, (BDBKA). The Association shall be affiliated to the British Beekeepers Association (BBKA).

2. OBJECT

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

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

3. MEMBERSHIP

All Members shall comply with the Rules of the Association

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

The following categories of membership will be available:

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). Membership of the BBKA includes product and public liability insurance and Bee Disease Insurance for up to three colonies, additional colonies can be included with the applicable fee added.

Associate

An Associate Member is entitled upon payment of the Associate Membership subscription to attend all meetings. An Associate Member is entitled to vote at any Meeting. An Associate Member can borrow equipment.

Junior (Non-Voting) (under 18)

A Junior Member is entitled upon payment of the Junior Membership subscription to attend all meetings. A Junior Member is not entitled to vote at any meeting. A Junior Member may borrow equipment.

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.

Partner

Partner Member subscription rates only apply when the prospective Partner Member resides at the same address as a fully paid up Full Member of the Association. A Partner Member 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), membership of which includes product and public liability

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insurance.

Obligations of Members:

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

- to comply with the Rules of the Association,
- to comply with the aims of the Association;
- to pay membership fees;
- 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 relevant Apiary Protocol.

All members of the Association agree that their details may be kept on a database that is for the use of Association Officers, the County Association, the British Beekeepers Association, BeeBase, FERA or their successors.

4. SUBSCRIPTIONS

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.

Every Member shall be liable to pay such annual subscription in advance of or before the 31st day of January in every year in respect of the Membership Year in question.

After the 31st January, 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 prevented them paying on time at the normal rate. All extenuating circumstances must have been agreed in advance by the Committee.

If a Member has not paid the current subscription applicable for their type of Membership by 31st January after reasonable notification from the Treasurer his/her Membership and all the rights and benefits attaching thereto shall then cease and that the Member will have to re-apply and pay the surcharge.

5. MANAGEMENT

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

- Chair
- Deputy Chair(s)
- Secretary
- Membership Secretary
- Treasurer

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- Education Coordinator
- Publicity Officer
- Honey Show and Social Secretary
- Beginners' Representative
- Swarm Co-coordinator (This Role is suspended pending further review)
- Association Disease Officer
- Apiary Managers for each of the Association Apiaries

Apiary Managers are selected by the committee as and when required and names are presented at the at the AGM. Apiary Managers have one vote as the representative of their apiary.

An individual member may hold more than one committee position and, in such a case, will have one vote only.

The Beginners' Representative has one vote as the representative of the beginners.

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

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. PRESIDENT

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.

7. MEETINGS

GENERAL MEETINGS: The Association shall meet at such times and places as are agreed by the Committee.

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 a minimum of 14 days' notice of the meeting, in accordance with section 15 of the Constitution, (Notices) to every Member entitled to attend together with a copy of:

- (a) Minutes of the previous AGM
- (b) a verified copy of the Association's annual accounts
- (c) any proposed repeal, alteration or addition to this Constitution submitted to the Secretary in accordance with section 15 below
- (d) reports from the Officers of the Association

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

The order of business at the Annual General Meeting, after taking apologies for absence, shall

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be, where applicable:

- Minutes of last General meeting;
- Matters arising;
- Amendments to the Constitution
- Presentation of the previous years' accounts;
- Election of Officers;
- Election/ re-election of a President and Honorary Members;
- Election of an independent financial examiner/auditor.

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.

EMERGENCY GENERAL MEETING: The Committee (Chair/Deputy Chair) may call an Emergency General Meeting ("EGM") at any time provided that 14 days' notice is given to every Member entitled to attend.

8. PROCEEDURE AT MEETINGS

No business shall be dealt with at any general or annual general meeting unless a quorum is present.

The quorum shall be 10% of the membership or 15 members, whichever is the greater number for Annual General Meetings and Emergency General Meetings.

If a quorum is not present within 15 minutes after the time at which a general/annual general meeting was due to commence - or if, during a meeting, a quorum ceases to be present - the meeting shall stand adjourned to such time and place as may be fixed by the Chair of the meeting.

The Chair of the Association shall preside as Chair of each general meeting. If the Chair is not present within 15 minutes after the time at which the meeting was due to commence, the members of the management committee present at the meeting shall elect from among themselves the person who will act as Chair of that meeting.

The Chair of a general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the Chair may determine.

Every member present at the meeting shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally.

If there is an equal number of votes for and against any resolution, the Chair of the meeting shall be entitled to a casting vote.

A resolution put to the vote at a general or annual general meeting shall be decided on a show of hands unless a secret ballot is demanded by the Chair, or by at least two members present in person at the meeting. A secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared.

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If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the Chair may direct. The result of the ballot shall be declared at the meeting at which the ballot was demanded.

9. COMMITTEE MEETINGS

The Committee may at its discretion co-opt suitably qualified Members to assist the committee in achieving its objectives. Co-opted Members shall not have the right to vote at Committee Meetings

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

The Chair may call meetings of the Committee giving 14 days' notice, which may be given by telephone or email, or in writing.

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

At each meeting of the Committee, a majority of the 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. A Quorum is half of the Officers Plus One.

The Chair or Deputy Chair will preside at all meetings of the Committee.

In the event of an Officer standing down during the year a replacement will be co-opted by the remaining Officers and then the position will be open to all Members by election at the next Annual General Meeting.

Any Officer not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.

Questions arising at a meeting of the Officers shall be decided by a majority of votes. If an equality of votes arises, the Chair of the meeting shall have a casting vote.

10. SPECIAL COMMITTEE MEETINGS

The Committee Secretary shall call a Special Committee Meeting at the request of the Chair, or at least three other members giving a written request to the Chair or Secretary, stating the reason for their request.

Special Committee Meetings are called to address a single topic or issue that requires the Committee's attention before the next scheduled normal Committee meeting.

The meeting shall take place within twenty-one days of the request. All Officers will be given 14 days' notice of such a meeting, giving the venue, date, time and agenda. The notice may be by telephone, email or post. The quorum for the Special Committee Meeting will be half of the eligible Officers plus one.

11. ELECTION OF COMMITTEE OFFICERS

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

Nominations for the Committee may be made to the Secretary at least one week (7 days) before

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the Annual General Meeting and must include the names of the proposer and seconder.

The Chair 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.

Officers except for the Chair 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.

12. FINANCIAL MATTERS

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.

The Treasurer 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.

An Income and Expenditure statement should be produced on a regular basis, reconciled to the Association bank accounts and presented at Committee Meetings.

All cheques drawn on the Bank Accounts of the Association shall be signed by two authorised signatories.

All disbursements on behalf of the Association shall be made by the Treasurer with the authority of the Committee.

The Treasurer shall submit to the AGM an Income & Expenditure statement for the financial year that has been inspected and verified by an Independent Examiner appointed at the previous AGM.

13. ASSOCIATION APIARIES

The Apiary Manager shall be responsible for managing the apiary in accordance with good practice.

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.

The Apiary Manager shall be the keeper of the Association hives at a location for his/her period in office. The insurance for these hives shall be paid for by the Association.

14. NOTICES

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, or by delivery by hand to the last known address or by e-mail to the address submitted with the membership application or renewal.

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

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discretion, by email to the latest known email address of such Member.

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.

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.

15. CHANGES TO THE CONSTITUTION

The Constitution 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 an Annual General Meeting of the Members of the Association

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 an Annual General Meeting, and shall bear the names of those proposing such repeal, alteration or addition.

16. RULES

Rules for the conduct of the normal business of the Association may be made, altered or deleted by the Committee, and will be notified to members at the AGM. No Rule may be approved that would have the effect of amending this Constitution or would conflict with any of its provisions. Changes to the Rules shall not be interpreted as an amendment to this Constitution. Changes to this Constitution shall not necessarily invalidate the Rules.

17. WINDING-UP

In the event that the Association is no longer able to operate effectively, and is deemed by the Committee to no longer be viable, the Association may be dissolved by a Resolution passed by a two thirds majority of those present and voting at an Annual General/Emergency 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 Annual General /Emergency General Meeting at which the same is to be proposed.

If such Resolution shall be passed, the Committee should in the first instance seek to combine with another Association affiliated to the BBKA. If this is not possible, the Committee shall wind-up the Association by:

- Paying all outstanding debts;
- Auctioning the Association's assets;
- Donating any surplus cash to an appropriate UK bee-oriented charity.

18. INTERPRETATION

In the construction of this Constitution masculine shall include feminine and singular shall include plural and vice versa.

The Committee of the Association shall be the sole authority for the interpretation of this Constitution and its decision upon any matter not provided for by this Constitution shall be final and binding.