



Constitution

Selby & District Beekeepers Association



C R Line
SELBY BEEKEEPERS

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1 Name

- 1.1 The long name of the District Association shall be **Selby & District Beekeepers Association**, referred to as “the Association” in this document. The short name of the association will be **Selby Beekeepers**.

2 Objects

- 2.1 The objects of the Association are:
- 2.1.1 To support the membership in their pursuit of the craft of beekeeping
 - 2.1.2 To promote an awareness of the importance of honeybees and beekeeping amongst the public
 - 2.1.3 To support school curriculums through education of school children on the value of pollination and honeybees.

3 Affiliation

- 3.1 The Association will be affiliated to both the British Beekeepers Association (BBKA) and the Yorkshire Beekeepers Association (YBKA) and will abide by the Constitutions of these governing bodies.
- 3.2 Any change to this status can only be agreed at a full general meeting of the Association and if passed will require a change to this constitution.

4 Financial Year

- 4.1 The association financial year will commence on 1st October of each calendar year.

5 Membership

- 5.1 The membership subscription, to be paid annually, is due within 30 days of the commencement of the Financial Year. After this date, membership will be deemed to have lapsed.
- 5.2 Membership categories of the Association are –
- 5.2.1 **Full Member** - members in this category will be full registered members of BBKA.
 - 5.2.2 **Partner Member** - these are members who are the partner or spouse of a Full Member of this Association and who reside at the same address.
 - 5.2.3 **Country Member** – these are members who are not active in beekeeping but wish to support and be involved with the YBKA and BBKA.
 - 5.2.4 **Social Member** - these are members who are already affiliated to the BBKA through another YBKA district association or do not actively keep bees.

- 5.2.5 **Junior Member** – this category is for anyone under 18 years of age.
- 5.2.6 **Schools Member** – this category is for one or more Individuals employed by a school and for whom a contact name and school address has been supplied to the association.

6 Rules & Regulations

- 6.1 All members will abide by the Rules & Regulations of the Association.
- 6.2 Rules & Regulations will be determined by the committee and published on the Association website as either Rules & Regulation or Protocols.

7 Officers of the Association

The Executive officers of the Association are -

7.1 Chairperson

- 7.1.1 The Chairperson will be a Full Member of the Association.
- 7.1.2 All committee meetings shall be chaired by the current Chairperson. If not available, this duty can be passed on to the Vice Chairperson, or a nominated committee member.
- 7.1.3 The Chairperson cannot be Secretary or Treasurer at the same time.
- 7.1.4 The Chairperson is allowed a casting vote in addition to the normal vote. The Chairperson may only exercise the casting vote when a vote is tied.

7.2 Vice-Chairperson

- 7.2.1 The Vice-Chairperson will be a Full Member of the Association.
- 7.2.2 The Vice-Chairperson will stand in for the Chairperson if the Chairperson is not available.

7.3 Secretary

- 7.3.1 The Secretary will be a Full Member of the Association.
- 7.3.2 The Secretary will arrange and prepare the agenda for all association meetings- AGMs, EGMs or Committee Meetings in consultation with the Chairperson.
- 7.3.3 The Secretary shall be fully responsible for recording and keeping a true record of events at all AGMs/EGMs and committee meetings in regards of Selby BKA.
- 7.3.4 The Secretary will arrange the winter program of meetings and communicate with the membership.

7.4 Treasurer

- 7.4.1 The Treasurer will be Full Member of the Association.

- 7.4.2 The Treasurer is responsible for maintaining up to date accounts for the Association.
- 7.4.3 The Treasurer will prepare an annual financial report to put forward at the AGM. Until the association total finances reach £25.000, then the financial balance sheet does not require authentication by a second party.
- 7.4.4 The Treasurer will ensure that the Association capitation payments are dealt with in a timely manner.

7.5 Non-Executive Committee Members

- 7.5.1 Four committee members will be elected each year.

7.6 Term of Office

- 7.6.1 Executive Officers, Non-Executive Officers and Committee Members will serve for a term of 1 year after which time they will be eligible for re-election at the Annual General Meeting of the Association.
- 7.6.2 All committee personnel, including the Chairperson and Vice Chairperson, Treasurer and Secretary, must be re-elected at each annual AGM.
- 7.6.3 The Chairperson and Vice Chairperson can remain in office, if re-elected, for a maximum term of 3 years. They are not eligible for re-election to the same post, however, until a period of 12 months has elapsed.
- 7.6.4 The Vice-Chairperson is eligible to stand for election as Chairperson at the end of his/her term of office.
- 7.6.5 The Treasurer and Secretary can continue in post indefinitely, provided they are re-elected at each AGM.

8 The Committee

- 8.1 A meeting of the Committee will be called by the Chairperson.
- 8.2 The committee will meet 4 times per annum on dates to be advised by the Secretary.
- 8.3 The Chairperson, or the Chairperson's delegate, will chair all full meetings of Association and committee meetings.
- 8.4 The full committee will consist of the association Chairperson, Vice-Chairperson, Secretary, Treasurer and the four elected committee members.
- 8.5 The Chairperson may invite a non-member to attend a committee meeting, to speak on a particular item/issue raised in a pre-circulated agenda. This should be with the agreement of committee members.
- 8.6 The quorum for a committee meeting is 4 members, two of whom will be Executive Officers.
- 8.7 The minutes of each meeting will be recorded by the Secretary or, in the absence of the Secretary, by a nominated committee member.

8.8 Should a vote be required, all executive and non-executive members present at the meeting will be eligible to vote.

8.9 The committee will appoint, if required, additional non-executive officers such as:

8.9.1 Apiary manager

8.9.2 Equipment officer

8.9.3 Events Coordinator

8.9.4 Education Officer

8.9.5 Membership Secretary

9 The Annual General Meeting (AGM)

9.1 The AGM will be held annually on the second Wednesday in October.

9.2 All Selby members should be given at least 4 weeks' notice of an AGM, with relevant paperwork forwarded to all members in the same time frame.

9.3 The quorum for the AGM will be 10 members or a quarter of the membership, whichever is the smaller.

9.4 The AGM will be chaired by the Association Chairperson.

9.5 The agenda for the AGM shall be prepared by the Association Secretary, in consultation with Chairperson and all committee members.

9.6 The formal business of the AGM will include –

9.6.1 The Chairperson, Treasurer and Secretary shall give an annual report at each AGM. The Chairperson will also close the meeting.

9.6.2 Committee recommendations

9.6.3 The election of executive officers and committee members

9.7 Propositions put forward by the membership in advance, and included in the agenda of the AGM, shall be read out at the meeting, and included, for consideration, in the agenda of the next committee meeting. The decisions of the committee, regarding such propositions, are to be sent out to members in due course.

9.8 The committee may make a recommendation at an AGM to bestow **Honorary Life Membership** on one of its members for outstanding services to the association. An Honorary Life Member is exempt from association fees.

10 Extraordinary General Meetings (EGM)

10.1 This is a meeting convened for all members and the committee. Its purpose is to provide registered members with an opportunity to discuss / give guidance to the committee on future policies, plans, budgets, activities, and governance of SDBKA

- 10.2** At least 4 weeks' notice of any EGM will be given to all members along with an Agenda for the meeting.
- 10.3** The quorum for an EGM will be 10 members or a quarter of the membership, whichever is the smaller.
- 10.4** The extraordinary general meeting will be chaired by the Chairperson of the Association.

11 Voting

- 11.1** Voting at a Committee Meeting, AGM or EGM is open to all association members in attendance.
- 11.2** In the event of a tied vote, the Chairperson will have the casting vote.

12 Indemnity

- 12.1** No member of the committee shall be liable for any loss to the property of the Association arising by reason of any improper investment made in good faith (so long as he/she shall have sought professional advice before such investment) or for negligence or fraud of any agent employed by him/her or by any other member of the committee hereof in good faith.

13 Bee Disease Control

- 13.1** Members of the Association who keep honeybees are expected to register with **Beebase**, the database run by the National Bee Unit (FERA).
- 13.2** Any member having a suspected outbreak of a notifiable disease (e.g. foul brood) in his or her apiary, whether the bees have been destroyed or not, shall notify the Secretary without delay, as well as informing the Regional Bee Inspector.

14 Commercial Activities

- 14.1** Members may not undertake activities outside of the association that could be deemed as being in conflict with those of the association.
- 14.2** Members must not use the name Selby & District Beekeepers Association, or its derivatives, to promote personal and/or commercial activities outside the Association.
- 14.3** Members selling products under the auspices of Selby Beekeepers may only sell locally produced honey and other hive related products.

15 Data Protection

- 15.1** The Association will comply with all aspects of the General Data Protection Regulations (GDPR) and will publish a Privacy Policy on the Association website.

16 Dissolution

- 16.1** If the committee decides that it is necessary or advisable to dissolve the Association, it shall call an extraordinary general meeting of all members of the Association giving at least 21 days' notice and stating the terms of the resolution that is being proposed. The proposal to dissolve the Association must be passed by a two thirds majority of those present after which the committee will then have the power to realise the assets of the Association, after clearing any debts.
- 16.2** The balance of any assets shall be transferred to the Yorkshire Beekeepers Association (YBKA).

17 Suspension and Expulsion

- 17.1** The committee has the authority to suspend the membership of a registered member whose conduct is deemed to be detrimental to the welfare or reputation of the SDBKA. The Secretary shall call an EGM, at the earliest opportunity, to ratify the suspension and consider the need to expel the registered member.
- 17.2** The member concerned must get 6 weeks' notice of the meeting. He/she must be allowed to speak at the meeting and their representative, who need not be a member, must also be allowed to speak in their defense.
- 17.3** If the decision to expel the member is carried, expulsion will take place with immediate effect. The expelled member shall be given a pro-rata refund of his/her annual capitation/membership fees.

18 Alterations to the Constitution

- 18.1** This constitution may only be altered at an AGM or at an EGM, provided four weeks' notice of the proposed amendment had been circulated to the membership and a two thirds majority is achieved in the vote.

19 Amendments to the Constitution

19.1 Item 5.2.6 - **Schools Membership** added AGM 2020

19.2 Item 5.1 - amended AGM 2021 to read "**is due within 30 days of commencement of the financial year**" instead of "is due within 30 days of the AGM".