

# Constitution - Aycliffe Beekeepers Association

## Name and Administration

The name of the Association shall be the Aycliffe Beekeepers' Association (ABKA). **The legal structure is that of an unincorporated association with charitable aims.** Members of the Association shall be affiliated members of Durham Beekeepers' Association and the British Beekeepers' Association (BBKA). 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 the constitution

## 1. Aims

- 1.1. To unite the beekeepers of the Aycliffe region for their mutual benefit in order to foster the craft of beekeeping.
- 1.2. To provide education and training to prospective beekeepers and members of the general public and to offer practical help to beginners and members when requested including the maintenance of a teaching Apiary.
- 1.3. To promote the craft of beekeeping to members and the general public by arranging lectures and demonstrations and facilitate access to books, literature and leaflets.
- 1.4. To provide information from the British Beekeepers Association and other local Beekeeping Associations. To publish a regular Newsletter during the months of September to April and any other thought to be necessary.
- 1.5. To facilitate third party insurance cover for full members with the BBKA.
- 1.6. To consider participating in research opportunities aimed at improving the preservation of the specie – the European Honeybee
- 1.7 Swarm Collection - to maintain a register of Members willing to collect swarms as a service to both members and the general public.

## 2. Members

- 2.1 Membership shall be open to all persons in sympathy with the aims of the Association.
- 2.2 They must make application for Membership and pay the subscription.
- 2.3 The Committee has a right to reject any application.
- 2.4 BBKA insurance cover, where appropriate, shall become valid from the date the Member pays his/her full subscription and has been issued with a valid receipt.
- 2.5 The membership year shall be 1st October to 30th September. Fees not received by the last day of December will result in the membership ceasing. The subscription

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fee shall be determined by the Committee. The full membership subscription is made up of the Capitation Fee payable directly to the BBKA for each Registered Member and any other costs deemed reasonable by the committee. Notification of fees will be given each year at the AGM

2.6 There shall be seven classes of Member which mirror those of the BBKA.

## 2.6.1 Registered full Member

Fully paid-up members over the age of 18 years who will be full registered with the ABKA, Durham BKA and BBKA and receive full benefits thereof

## 2.6.2 Registered Partner Members

Registered Partner Members are adults aged eighteen years and over residing at the same address as a Registered Full Member for whom the required Capitation Fees have been received.

## 2.6.3 Local or Friend Membership

They are not members of BBKA and cannot vote on BBKA matters. They are not therefore, covered for 3rd party insurance indemnity but they are entitled to attend all ABKA meetings and receive all newsletters published by the Association. They are also eligible to serve on the Executive Committee and vote on all other association matters.

## 2.6.4 BBKA Junior Members

Junior Members are individuals under the age of 18 years at the commencement of their membership and for whom the required Capitation Fees have been received and for whom a contact name and address have been supplied. Junior Membership shall cease when the Junior Member attains the age of 18 and will automatically and immediately be amended to Registered Full Membership for the remainder of that membership year, without further payment of any additional Capitation Fees In respect of that year.

## 2.6.5 School Member

School Membership is Membership for a School with a named individual as the School contact.

## 2.6.6 Country Member

Registered Country Members are adults aged eighteen years and over for whom the required Capitation Fees have been received and for whom a contact name and address have been supplied but are not active in beekeeping but nevertheless wish to support and be involved with the ABKA, Durham BKA and BBKA.

## 2.6.7 Honorary Member

Honorary Membership is a Class of Membership awarded by the committee for the life of the member. The committee will take into account factors such as length of service with the association and contribution towards its aims and objectives.

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## 2.7 Termination of membership

The Committee shall have the power to expel any Member who is guilty of conduct which, in the opinion of the Committee, is inconsistent with membership. The said Member shall be given 21 days' notice of the allegation and an opportunity, personally or in writing, to make representations on his/her behalf prior to a Committee meeting to determine the matter.

## 2.8 Refusal of membership

The committee shall have the power to refuse an application from any individual without providing any reason. This decision is binding and cannot be challenged for a period of at least 12 months. This also applies to the removal of committee members

## 3. Equal opportunities

Aycliffe Beekeepers Association is fully committed to promoting equality, diversity and inclusion by which we mean:

**Equality:** providing equal opportunities and fairness for all association members and volunteers eliminating unlawful discrimination. **Diversity:** recognising, respecting and valuing the differences in our people's protected characteristics, backgrounds, skills and experience and encouraging gender diversity, age diversity, ethnic diversity, diverse physical ability and neurodiversity in our membership; **Inclusion:** ensuring a culture that is fair and safe for all members and volunteers, that values differences and enables each person to be themselves, achieve their potential and thrive as a member of the association.

## 4. Data Protection

4.1 In order to comply with the rules of privacy, confidentiality and etiquette any member who wishes to communicate En bloc with the membership via e-mail or other means is requested, In the first instance, to refer full details of the communication to the secretary. This action is intended to protect members from potentially unsuitable or inappropriate communications and to respect members' right to privacy. This relates to both beekeeping and non-beekeeping matters

4.2 All personal information and data collected from membership forms is stored on a secure online data base (ER2) provided by BBKA. This complies with the current GDPR regulations (2018) Access to this within the association is restricted to the chairperson, secretary, membership secretary, treasurer, and training officer. Members may request details of their personal information held by the association. Reference should be made to the current privacy policy. DBKA and BBKA can view the details, and the BBKA can amend them. A copy of our privacy policy is available to all members.

## 5. Management

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5.1 The association shall be managed by a Committee comprising, of as a minimum, the following officers: Chairperson; Vice Chairperson; Secretary; Treasurer. The committee may have additional members who wish to stand for the following responsibilities - Membership Secretary, Training Officer; Equipment /stores co-ordinator, Apiary Manager. Apiary Team Member, Librarian, Newsletter Editor, Events and Media Officer, Website Manager, Swarm Control co-ordinator, and AHAT co-ordinator. There may be other co-opted committee members with no specific role. All committee members have voting rights. There shall be up to 15 members in total on the committee. The committee will appoint the Chair and Vice Chair at the first meeting after the AGM. The committee can also co-opt members at any time.

5.2. Six members of the Committee shall form a Quorum.

5.3. Chairperson and Vice-Chairperson to be elected by the Committee. These should be nominated and proposed and a vote taken.

5.4 The honorary role of President, is elected by the Committee. This is a non-executive position. The President can serve for a period of 12 months and may be re-elected at the end of this term.

## 6. AGM and other meetings

### 6.1. Annual General Meeting

6.1.1. An AGM shall be held in September, each Member receiving 21 days' notice along with a copy of the agenda and supporting papers including the minutes of the previous AGM meeting, by post or e-mail. Membership should be invited to apply for any committee post when the notice of the AGM is issued. Nominations, with proposer and seconder, should be received by the secretary no later than 7 days prior to the date of the AGM. The Committee reserve the right to interview members nominated for the specialist posts of Secretary and Treasurer and will only allow approved nominations to go forward for consideration by members at the AGM. The interview panel will consist of the current Chairperson and at least two other members of the Committee.

At the AGM the following business will be conducted:

6.1.2 The Committee (all members) will be dissolved.

6.1.3. Election of the Committee members and appoint the Auditor for the following year

6.1.4 To receive and approve the Minutes of the previous AGM.

6.1.5 To receive the Chairman's report.

6.1.6 To receive and approve the Treasurer's Report and Accounts, duly audited or independently verified complete to August 31<sup>st</sup>.

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Copies of Minutes to be posted on the Association website within 30 days

## 6.2 Committee meetings

6.2.1 The Committee shall act in all matters. Its object will be the welfare of ABKA. It shall be responsible for the agenda and for arranging the time and place of all Committee meetings. A quorum will consist of 6 committee members

6.2.2 The Committee shall meet a minimum of six times per year and at any other time requested by the Chairman. The Committee shall have the power to fill vacancies and to co-opt additional Members and to appoint special Committees or Working parties when necessary.

6.2.3 To discuss any matter which a Member may raise. Members must give 14 days' notice, in writing, of such matters to the Secretary. The Committee reserve the right to defer matters raised to the next meeting if this procedure is not complied with.

6.2.4 Minutes of all meetings shall be distributed to all members of the executive committee, by post or e-mail, within 14 days.

## 6.3 Special General Meetings

6.3.1 A Special General meeting may be called at the request of any Six Members of ABKA. This may include the Committee Members.

6.3.2 The agenda in writing duly signed by all and detailing the Proposition to be discussed, must be received by the Secretary four weeks before the date of the proposed meeting. No other proposition may be considered at that meeting.

6.3.3 The Secretary will be responsible for advising all full members of the details of this meeting giving at least 3 weeks' notice.

6.3.4 The proposition will be will be voted and carried by majority of those attending.

## 6.4 All Meetings

6.4.1 Meetings may be held in person, virtually or in a hybrid combination. This applies to all meetings as in 6.1, 6.2 and 6.3.

## 7. Rules of procedure for all meetings

7.1 Agenda and papers for all meeting will be circulated in a timely manner as per 6.2.4

7.2 Meetings will commence punctually and only be delayed by a maximum of 15 minutes to become quorate.

7.3 The meetings will be led by the Chair or a person nominated on the day, and a minute taker appointed

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7.4 Items for decisions and actions will be formally proposed and seconded. A simple majority vote will ratify the action and a named person or persons will be appointed as the lead for that action

7.5 If there are an equal number of votes, the Chair will have an additional casting vote.

7.6 Minutes from the meetings will be passed to the Chair for approval and distributed within 14 days as per 6.2.4.

## 8. Finances

8.1 All transactions to be entered in proper books, and independently checked on an annual basis. Approval must be sought from the full committee for all Expenditure exceeding £50.00. Expenditure less than this amount can be approved by any two signatories according to the banking mandate.

8.2 All money received shall be paid into a bank approved by the Committee, to the credit of Aycliffe Beekeepers' Association (ABKA).

8.3 Each payment shall require two signatures. This shall be the Treasurer and one other according to the bank mandate.

8.4 No Member may incur any costs without first agreeing the expenditure with the Committee. Unauthorised expenditure will not be refunded

8.5 The Treasurer will provide a financial report at each committee meeting

8.6 All money raised by the Association will be spent solely on the objectives laid out in the constitution

8.7 The income and property of the Association however derived shall be applied solely towards the promotion of the aims as set forth In this constitution. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or other distribution by way of profit to the Members of the association.

## 9. Amendments to the Constitution

9.1 Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

9.2 Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

9.3 Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

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10.1 If the Committee by a simple majority decide at any time it is necessary or advisable to dissolve the Association they shall call a meeting of all the members who have the power to vote. Not less than 21 days' notice to be given. The notice shall include the terms of the Resolution to be proposed.

10.2 If such decision shall be confirmed by a simple majority vote the Committee shall have power to dispose of all assets held by or In the name of the ABKA.

10.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to another charitable institutions having similar aims as the Association

This revised constitution was agreed at the Annual General Meeting of the Aycliffe Beekeepers Association on: -

Date ...../...../.....

Name .....

Position in group .....

Signed .....

Name .....

Position in group .....

Signed .....