

# THE YORKSHIRE BEEKEEPERS' ASSOCIATION BEVERLEY DISTRICT

## CONSTITUTION

### 1. NAME:

The name of the Association shall be "BEVERLEY BEEKEEPERS' ASSOCIATION" (Beverley BKA).

### 2. DEFINITION:

The Beverley BKA includes and represents a group of individuals devoted in whole or in part to furthering the Objects, see 3.0 below.

### 3. OBJECTS:

The objects of the Beverley BKA shall be:

- 3.1 To promote and further the craft and science of beekeeping and associated interests.
- 3.2 To advance the understanding of the general public to the importance of bees both in the environment and in the economy.

### 4.0 GOVERNANCE AND ADMINISTRATION:

- 4.1 Where applicable the Beverley BKA shall adopt the Constitution and Rules of the Yorkshire Beekeepers' Association (YBKA) but no part of the Constitution and Rules of the Beverley BKA shall contravene the Constitution and Rules of the YBKA.
- 4.2 The Administration and Management of the Beverley BKA shall be vested in the Management Committee, which shall be elected at the Beverley BKA Annual General Meeting (AGM). The Management Committee shall meet a minimum of four times per year.
- 4.3 The Management Committee shall consist of 6 elected named officers: President; Chairman; Vice-Chairman; Treasurer; Secretary and YBKA Representative. Other elected officers and co-opted persons may serve on the Management Committee, as deemed necessary, to fulfil the appropriate current requirements of the association as decided at the AGM.

4.4 A quorum for the Management Committee shall be 4 which should include at least one of the elected named office holders, see 4.3

4.5 To be qualified to act in the capacity as an official of the Beverley BKA members shall not hold an office with similar interests in another District.

#### 5.0 POWERS, DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

5.1 The duties and responsibilities of the Management Committee are as follows:

To act in all matters for the well being and success of the Beverley BKA.

To prepare an agenda for the Annual General Meeting and any Extraordinary General Meetings(s) (EGM).

To monitor, control and coordinate the finances of the Beverley BKA.

To prepare a report of the year's activities and present it to the AGM of the Beverley BKA.

To arrange a venue and time for the AGM and any EGM and distribute notice of these meetings and include the agenda and details of any propositions to all committee members.

To prepare any propositions that the Management Committee decide should be submitted to the YBKA Annual Delegates Meeting.

The Treasurer shall collect all the monies due to the Beverley BKA and lodge it to the credit of the Beverley BKA bank account(s).

The Treasurer, or in his absence the Secretary, shall control all payments and receipts to and from the Beverley BKA account(s).

To co-ordinate and monitor the activities of the sub committees.

To prepare and draft alterations to the Constitution or Standing Orders when necessary.

5.2 Meetings of the Management Committee shall be convened by the Secretary who shall cause proper minutes and reports to be taken of the proceedings. The printed minutes and / or report of each meeting shall be prepared for the records of the Beverley BKA.

5.3 A resolution in writing and signed by a minimum 80% of the elected members of the Management Committee, including a named elected officer, shall be valid and effective as if it had been passed at a meeting of the Committee duly convened and held.

5.4 The conduct of meetings shall be by Standing Orders if so declared by the committee member chairing the meeting at its commencement and with the consent of a majority of those present at the meeting. The Standing Orders do not form part of these Rules and Constitution.

## 6.0 POWERS, DUTIES AND RESPONSIBILITIES OF GENERAL MEETINGS

### 6.1 Convening and conduct of General Meetings:

The AGM and any EGM of Beverley BKA shall be announced by the Secretary, who will issue a notice of the venue, time, date and agenda, including details of propositions to all members of the Beverley BKA at least two weeks prior to the meeting date. In addition to which notice of the Meeting will, where possible, be published.

The Secretary will cause proper minutes and reports to be taken of the proceedings of the AGM or an EGM. All members who are not in arrears with their current membership fee and is in attendance shall be entitled to vote.

At the AGM or EGM of Beverley BKA a simple majority of those entitled to vote shall be sufficient to carry or defeat a motion. In the event of a tied vote, the Chairman has the option of deferring a decision or casting a deciding vote. Exceptions to this are listed below:

Exceptions to majority voting are:

1) Any motion that would result in a change to the constitution or rules relating to Beverley BKA. This requires a two thirds majority of voting members present.

2) Any motion that would result in termination of membership requires a two thirds majority of voting members present.

Any proposition that a member wishes to submit to an AGM or EGM should be received by the Secretary at least three weeks before the date of an AGM or six weeks before the date of an EGM.

Any person who is not a member of the Beverley BKA may attend any AGM or EGM of the Beverley BKA at the invitation of the Chairman. Any such person may participate in the discussions of the business being transacted but shall not vote.

Any decision of the AGM or EGM properly arrived at under the Rules and Constitution of the Beverley BKA shall be final and binding. Such a decision will take effect from the closure of that Meeting.

A quorum shall be deemed to be 10 or 10% of the Ordinary membership whichever is the greater.

The conduct of meetings shall be by Standing Orders if so declared by the committee member chairing the meeting at its commencement and with the consent of a majority of those present at the meeting. The Standing Orders do not form part of these Rules and Constitution.

## 6.2 The Annual General Meeting

The AGM shall be held once in each calendar year and not more than 3 months after the close of the financial year and prior to the Annual General Meeting of the YBKA. The AGM will confirm by voting the appointment of the Beverley BKA Officers see 4.3 above. The AGM will also appoint an Auditor.

A Chairman who has been elected to that office in three successive years is not eligible for re-election as Chairman until twelve months have elapsed but is not, in consequence, debarred from taking the chair at any meeting from which the President, Chairman or Vice-Chairman are absent.

Reports of the year's proceedings, including a statement of accounts duly certified by the Auditor for adoption or otherwise, shall be presented to the meeting.

Beverley BKA members (hereafter called YBKA Delegate(s)) charged with attending the YBKA Annual General Meeting shall be appointed on the basis of one for the first twenty Ordinary Members, or part thereof, with additional representation for every further twenty Ordinary Members.

The AGM may grant an annual Honorarium to any elected officer of the Beverley BKA.

## 6.3 An Extraordinary General Meeting:

An EGM of the Beverley BKA may be called within six weeks of the receipt by the Secretary of a request signed by the Chairman or in their absence an elected named officer or by ten members of the Beverley BKA setting out motions to be proposed at the meeting. The agenda of any EGM shall be announced at the time of the giving of notice of the meeting, which shall be the same as for the AGM, see 6.1. An EGM will be conducted in the same manner as the AGM.

## 7.0 CAPITATION FEES:

Beverley BKA shall pay a Capitation Fee for each Ordinary Member, Honorary Member, Junior Member and Partner Member at the rate as may be fixed at the Annual General Meeting of the YBKA. The Capitation Fee shall be paid for the Beverley BKA Members by 31<sup>st</sup> January of the current year. Outstanding fees for new members shall be paid by July 31<sup>st</sup>.

Capitation Fees for Honorary Members shall be paid from Beverley BKA funds.

The Capitation Fee paid, which comprises a Capitation Fee to both the Yorkshire BKA and the British BKA, shall be shown separately in the Beverley BKA accounts.

## 8.0 FINANCIAL AND MEMBERSHIP YEAR:

The financial year of the Beverley BKA shall end on the 30<sup>th</sup> September.

## 9.0 SUBSCRIPTIONS:

The amount of the subscriptions shall be fixed at the AGM. Subscriptions are due in advance to the Treasurer. The subscription shall be received no later than 30<sup>th</sup> November.

## 10.0 MEMBERSHIP OF THE BEVERLEY BKA:

A member shall be a person who has paid the subscription as prescribed by AGM.

A member of the Beverley BKA shall be a member of the YBKA through the Capitation Fee paid on their behalf by Beverley BKA.

No person whose subscription to the Beverley BKA is unpaid for the relevant year shall be entitled to the privileges of membership of the Beverley BKA or the YBKA.

Beverley BKA Classes of Membership:

### 10.1 Full (or Registered) Membership

Is open to any person aged eighteen years and over at the start of the financial year in question for whom the correct membership fee has been paid to the Beverley BKA and whose capitation fee is subsequently paid to the YBKA and to whom the contact name and address has been supplied to the YBKA.

### 10.2 Associate Membership

Is open to any Ordinary Member of another District Association within the YBKA who wishes to become a member of the Beverley BKA. A single YBKA capitation fee is payable by the District Association with whom the individual is registered as an Ordinary Member and for whom a contact name and address has been supplied to the YBKA.

### 10.3 Junior Registered Membership

Is open to individuals who are aged under eighteen years at the start of the financial year for whom a Junior membership fee has been paid to Beverley BKA and a capitation fee is subsequently paid to the YBKA, provided that a contact name and address has been supplied to the YBKA.

### 10.4 Partner Membership

Is open to adult individuals aged eighteen years and over at the start of the financial year and who share the same address as an Ordinary Member and in respect of whom a capitation fee is subsequently paid to the YBKA and for whom a contact name and address has been supplied to the YBKA.

#### 10.5 Friend

Is open to individuals who do not keep bees. They shall not pay a capitation fee to the YBKA.

#### 10.6 Country Membership

Is open to individuals who are not active in beekeeping, who nevertheless wish to support and be involved with the BBKA and in respect of whom a capitation fee is subsequently paid to the YBKA and for whom a contact name and address has been supplied to the YBKA.

#### 10.7 Honorary Membership

This may be awarded to a member of Beverley BKA who has performed distinguished or meritorious service of an outstanding nature in the furtherance of the objects of the Beverley BKA and to the betterment of Beekeeping. Such an award shall be subject to the approval and confirmation at the AGM. An Honorary Member shall be entitled to free life membership of the Beverley BKA. Any recommendations for Honorary Membership shall be considered by the Management Committee before submission to the AGM for approval. Not more than one name shall be submitted in any one year, except in special circumstances when the Committee may recommend to the AGM not more than two names. An Honorary Member shall have the same privileges as an Full (Registered) Member.

#### 11.0 SUB-COMMITTEES:

11.1 The Beverley BKA Management Committee shall, when appropriate, appoint members to sub committees and give guidance to the sub-committees as to their purpose, goals and reporting procedures.

11.2 Each sub-committee shall elect its own Chairman and may co-opt non-committee members but such co-options shall not exceed fifty per cent of the sub-committee membership. The sub-committee shall transact such business as may be required by the Management Committee. The Beverley BKA Chairman, Vice-chairman, Treasurer and Secretary shall be ex-officio members of each sub-committee and shall be given due notice of each meeting.

Except where special authority is given by the Management Committee a sub-committee shall not take any final action on its recommendations until a report shall have been made to the Management Committee and approved. Where

such special authority is given a quorum shall be four including an elected officer of the Management Committee.

#### 12.0 TERMINATION OF A BEVERLEY BKA MEMBERSHIP:

The Management Committee shall have the power to expel from the Beverley BKA any member whose conduct they consider injurious to the welfare of the Association, its objectives, reputation or its members.

The member, or their appointed representative, will be invited to attend and be permitted to take part in the relevant procedures of the meeting and fourteen days notice of the meeting, where such a resolution is to be considered, will be given.

The expulsion of any member shall be effected by giving one month notice in writing to that member at their address as shown on the current membership list.

#### 13.0 ALTERATIONS:

Any alteration or amendment to this Constitution and Rules shall only be made at the AGM or an EGM and requires a two thirds majority vote.

#### 14.0 DISSOLUTION:

In the event of the Beverley BKA being dissolved or wound up, the Beverley BKA Secretary shall be responsible for sending all assets of the Beverley BKA to the YBKA General Secretary for safe keeping. Any monies registered or belonging to the Beverley BKA shall be handed to the YBKA Treasurer to be held in trust until such time as the Beverley BKA is revived or another similar organisation is formed in the same area which is affiliated to the YBKA.

Adopted: .....  
(Chairman)

Chris Coulson

21<sup>st</sup> November 2011

