

# **SOUTH CHILTERN BEEKEEPERS' ASSOCIATION**

## **Constitution and Rules**

1. The South Chilterns Beekeepers Association (hereafter known as the Association) was formed to
  - i. promote and further the craft of beekeeping;
  - ii. protect the interests of beekeepers;
  - iii. foster a spirit of goodwill amongst beekeepers.

### **2. RULES**

Constitution and Rules shall be drawn up by the committee and circulated to members for approval at an annual or extraordinary meeting

### **3. MEMBERSHIP**

Membership of the Association is open to anyone who is interested in honey bees and beekeeping.

#### **a) Individual**

An individual shall be deemed a voting member upon paying the annual subscription for one of the Association's membership categories. These are full member, partner member, country member and associate member. Subscriptions shall be at a rate recommended by the committee and approved by a majority vote at the AGM. They must be paid by 1st January for continuity of insurance cover. After 1st March unpaid membership shall cease.

#### **b) Family**

The spouse or partner of a subscribing member shall be welcome to attend meetings. They shall have no voting or insurance rights unless an individual subscription has been paid. Children are allowed only if supervised by a parent or guardian.

### **4. COMMITTEE DUTIES**

Administration of the Association shall be by a committee consisting of a chairman, vice-chairman, treasurer, secretary, and at least three, but not more than six other members. These are to be elected at an annual or extraordinary general meeting of the Association.

- a) The committee shall meet at least four times a year and on as many other occasions as shall be necessary for the efficient administration of the Association.
- b) The Association may honour any person with the offices of president and vice-president.
- c) The committee shall arrange, by way of lectures, slide shows, apiary visits and any other activities, programmes of meetings for both novice and experienced beekeepers.
- d) The committee may co-opt extra members for special duties as required but they may not vote.

### **5. FINANCES**

- a) Finances of the Association shall be the responsibility of the committee.
- b) The Treasurer shall maintain up-to-date accounts and produce a statement of income and expenditure and a balance sheet for audit in time for the AGM.
- c) All payments over £75 shall be made by cheque. Cheques shall be signed by the Treasurer and anyone of three committee members whose names and signatures have been recorded at the bank.
- d) The financial year shall run from 1st September to 31st August.

## 6. MEETINGS

- a) The Secretary shall give at least 14 days notice, or by a programme schedule, of all meetings. Committee members must also receive at least 14 days notice of proposed committee meetings.
- b) An annual general meeting of members of the Association shall be held on the third Wednesday of October each year, unless 14 days notice, prior to the new date of a meeting, have been sent to each member.
- c) An extraordinary meeting shall be called by the Secretary, giving 14 days' notice, on the receipt of a request signed by at least a quarter of the membership.
- d) If the Chairman is not present at any meeting, those attending shall elect an acting chairman for that meeting.
- e) The President shall chair the AGM until the new Chairman is elected.

## 7. ELECTIONS

- a) Officers and committee members shall relinquish their office every year and shall be eligible for re-election at the AGM.
- b) Nominations must be made in writing to the Secretary, giving a proposer, at least 48 hours before the AGM. The consent of the nominee must have been obtained. Nominations may also be taken from the floor if none has been received for any office or committee position 48 hours before the meeting.
- c) The Chairman, Vice-Chairman, Secretary and Treasurer may be elected for three successive years but must then stand down and may not be re-elected until after one full year. This rule may be waived if no other candidates are prepared to stand.
- d) Committee members may be nominated for election for a maximum of five years. They may be proposed again after one year.
- e) A president or vice-president may be elected at the AGM as honorary posts in the Association. They may take a non-voting place on the committee.
- f) An honorary auditor shall be appointed and shall be approved by the AGM.

## 8. REPORTS

- a) The Secretary or Chairman shall produce a report of the year's activities to present to the AGM for approval.
- b) The Treasurer shall produce audited accounts for the approval of the AGM.

## 9. QUORUM

- a) At least 50% of the membership shall form a quorum for an AGM or EGM.
- b) For a committee meeting, 50% of the committee shall form a quorum.

## 10. DATA PROTECTION AND THE INTERNET

- a) Members' addresses and phone numbers shall only be circulated with their permission.
- b) Any Association internet sites shall be managed and maintained by designated people who shall be responsible to the committee.

## 11. AMENDMENTS

Changes to the Constitution may be proposed by the committee for adoption by members at the next AGM or EGM.

**Agreed at the Annual General Meeting, October 2013**