

THE NORTH STAFFORDSHIRE BEEKEEPERS' ASSOCIATION

Registered charity Number 511576

CONSTITUTION

Adopted at the SGM on 5th November 2014

RULE 1

The association shall be called the North Staffordshire Beekeepers' Association and shall have the following categories of membership:

- **Full** (Registered) membership gives membership of the BBKA, with Third Party Public & Products Liability Insurance, which covers beekeeping activities, including sale of direct hive products, Bee Disease Insurance (full details of both www.bbka.org.uk), voting rights, publications as issued by BBKA, NSBKA newsletter, association's programme of events and communications.
- **Country** membership is for those without bees, so does NOT provide insurance cover, but gives membership of the BBKA publications as issued by BBKA
- **Partner** membership is ONLY for those residing at the same address as a full member who need insurance cover to handle bees independently, giving BBKA membership and insurance, but no BBKA or NSBKA publications.
- **Associate** membership is for those who are members of another beekeeping organisation affiliated to the BBKA and give no BBKA benefits, but gives entitlement to NSBKA benefits

All the above categories of member have voting rights. Only members of the association are eligible for election to the committee, though non-members may be co-opted by the committee, but will not have voting rights.

- **Junior associates** will not have voting rights, and the committee will determine the benefits of this category

RULE 2

The Association shall be in affiliation to the British Beekeepers' Association (BBKA).

RULE 3

The objects of the Association shall be to promote and further the craft of beekeeping.

RULE 4

The management of the Association shall be in the hands of a Committee who shall be responsible to the trustees for the finances and governance of the association.

RULE 5

(a) The officers of the Association shall consist of:

- President
- Chair
- Secretary,
- Assistant/Minutes Secretary,
- Treasurer,
- Honey Show Manager,
- Newsletter Editor,
- Education Secretary
- Membership Secretary,
- Programme Secretary,
- Librarian
- Social Secretary
- Delegate

(b) They are to be elected annually at the Annual General Meeting. A member may not hold more than one of the posts of President, Chair, Secretary, or Treasurer at the same time, except as provided for by Rule 9.

(c) The Committee shall consist of up to five elected members together with the officers of the Association listed in RULE 5(a)

(d) The Committee members shall be elected annually at the Annual General Meeting.

(e) The committee may appoint sub-committees (which may include persons not on the committee) and will determine the terms of reference of such sub-committees.

(f) There shall be elected at the Annual General Meeting a minimum of 3 NSBKA Trustees

(g) The committee may appoint additional persons to the committee, who shall have voting rights provided they are members of the association

RULE 6

An Annual General Meeting of the Association, of which at least seven days notice in writing or email is to be given to all members, shall be held each year as early after October 1st as the Committee may decide. At the Annual General Meeting the following business shall be included:

- President's welcome.
- Minutes of the last Annual General Meeting and matters arising.
- Trustees report and presentation of the Association's accounts,
- Any comments from the accounts inspectors,
- Opportunity for members to raise questions related to the trustees' report or accounts,
- Election of Officers for the ensuing year.
- Election of members of the Committee for the ensuing year.
- Election of the Trustees
- Election of two accounts inspectors for the ensuing year.
- Members' resolutions (which have been submitted in advance according to rule 17)
- Any other business accepted by the Chair

RULE 7

The Committee shall hold meetings at least four times a year to transact the business of the Association. Seven members shall form a quorum of which at least one shall be a trustee. Ten days notice by email of each meeting shall be given to every member of the Committee. The agenda will be distributed by email at least five days before the meeting. The committee may agree to hold meetings in electronic format.

RULE 8

- ◆ It shall be the duty of the Treasurer to receive and pay all monies on behalf of the Association, and to prepare an annual balance sheet, duly inspected, for presentation to the Annual General Meeting. The financial year for the Association shall start on the 1st October and end on the 30th September of the following year.
- ◆ It shall be the duty of the Secretary or Assistant/Minutes Secretary to make and keep proper minutes of the transactions and relevant documents of the Association and Committee and to send out all notices required by these rules.
- ◆ The reports of the Trustees and Treasurer shall be approved by the Committee before presentation to the Annual General Meeting.

RULE 9

In the event of a vacancy occurring in any of the offices or on the Committee, any member of the Association may be appointed by the Committee to fill the vacancy until the next Annual General Meeting. In the event of the temporary absence of any of the Officers, the Committee shall appoint one of its members to perform their duties for the time being.

RULE 10

Each member of the Association shall inform the Membership Secretary of any change of contact details.

RULE 11

- ◆ The annual subscription of each type of membership shall be as determined from time to time by the Association at the Annual General Meeting or a Special General Meeting called for that purpose
- ◆ All subscriptions shall become due on February 1st each year. The committee may offer reduced rates to those joining part way through the membership year
- ◆ A member whose subscription is in arrears shall be removed from the list of members at the discretion of the Committee.
- ◆ Accepted members shall receive a copy of this constitution from the membership secretary

RULE 12

All monies belonging to the Association and not invested shall be in the hands of the Treasurer. He/she shall keep an account in the name of the Association at such bank as the Committee may appoint. Investments shall be made at the discretion of the Committee. The monies collected by the Association are for the objects of Rule 3.

RULE 13

The President or Committee, on written or email requisition of any ten members or of any one trustee, shall summon a Special General Meeting of the Association and shall send to all members ten days notice in writing or email thereof. The notice shall specify the particular business of the meeting and no other business shall be transacted.

RULE 14

If the conduct of any member shall, in the opinion of the Committee, be injurious to the Association he/she shall be requested to resign and the privileges of membership other than insurance shall automatically cease 21 days after such a request. Any member so requested shall have the opportunity to state his/her case before the Committee, who may reconsider their request.

RULE 15

At meetings the chair shall be taken by the Chair or at his/her wish, or in his/her absence, the President or a chair elected for the occasion by those present.

RULE 16

Fifteen members or half the members of the Association, whichever is fewer, shall form a quorum at the Annual General Meeting or any Special General Meeting. If any meeting is not quorate 15 minutes after the published start time, it shall be adjourned to a future date of which members will be given at least 7 days notice by email or post, and at the resumed meeting whatever number of members are present shall form a quorum.

RULE 17

- (a) These rules may be altered by resolution at any Annual or Special General Meeting, provided that the notice calling the Meeting has specified the proposed alteration. Members' resolutions to change these rules must be in the hands of the Secretary or Assistant/Minutes Secretary at least **42 days** before any Annual or Special General Meeting for prior consideration by the Committee.
- (b) A copy of the constitution is to be available to every member on request.
- (c) No alteration shall be made to this Constitution that would cause the Association to cease to be a charity at law.
- (d) Members resolutions for the AGM must be in the hands of the secretary at least **42 days** before the AGM

RULE 18

The Association may be dissolved as a result of a resolution passed by a two-thirds majority of those persons present and voting at an Annual or Special General Meeting of the Association called for that purpose. If, upon the dissolution of the Association, there remains after the satisfaction of all debts and liabilities any property whatsoever, this shall not be paid to or distributed among the members of the Association but shall be given or transferred to such other charitable institution or institutions having objects similar to those of the Association as the members of the Association shall decide.