

# Darlington Beekeepers' Association Constitution

## 1. Name & Administration

The name of the Association shall be the Darlington Beekeepers Association hereinafter called DBKA. The DBKA shall be affiliated to the Yorkshire Beekeeper's Association (YBKA) and through them to the British Beekeeper's 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. Subject to the matters set out below, the Club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by Clause 4 of this constitution (DBKA Committee).

## 2. Objects and Powers

- 2.1 To unite the beekeepers of Darlington and the surrounding area for their mutual benefit in order to foster the craft of beekeeping.
- 2.2 To help with the craft of beekeeping by arranging lectures and demonstrations.
- 2.3 To offer practical help to beginners and others when requested.
- 2.4 To give advice on books, literature and leaflets.
- 2.5 To help provide information in apiculture sponsored by the British Beekeepers Association and YBKA.
- 2.6 To provide access to the local Honey Shows
- 2.7 To provide information from the British Beekeepers Association and other local Beekeeping Associations and to share in their activities.
- 2.8 To facilitate third party insurance cover.

## 3. Membership

Membership shall be open to all persons in sympathy with the aims of the Association, who shall make application for Membership and pay the subscription, but without prejudice to the Executive Committee's right to reject any application, provided sufficient evidence is available. BBKA insurance cover, where appropriate, shall become valid from the date the Member pays his/her subscription and has been issued with a valid receipt. The membership year shall be 1<sup>st</sup> of January to 31<sup>st</sup> of December.

There shall be four classes of Member:

- 3a. Registered Member: Fully paid up members over the age of 18 years who will be full registered members of the YBKA and BBKA.
- 3b. Partner member: These members will be partner members of the YBKA and BBKA.
- 3c. Honorary Member: A member of DBKA may be awarded the position of Honorary Member for distinguished or outstanding service over a period of several years leading to the improvement or advancement of beekeeping in the Darlington area. This status will be conferred by a vote at a General meeting and, from that time hence, the member will be entitled to free membership (to include subscriptions to affiliated associations) as long as they wish to receive it.

3(d) Friendship member. They are not members of BBKA through the DBKA and cannot vote on BBKA matters nor will they be registered as members of the YBKA. They are not therefore covered for 3<sup>rd</sup> party insurance indemnity nor for B.D.I. but they are entitled to attend all association meetings and receive all newsletters published by the Association and YBKA. They are also eligible to serve on the Executive Committee.

#### **4. Management**

The Association shall be managed by an Executive Committee comprising the following officers: President; Chairperson; Vice Chairperson; Secretary; Treasurer and Membership Secretary; YBKA Delegate; Education and Youth Development Officer; Programme Co-ordinator ; Purchasing/Equipment Hire Officer; Technical Director; Honey Show Secretary; Librarian; Newsletter Editor; Security, Disease and Spray Liaison Officer, (some duties may be shared). Four of the Executive Committee shall form a Quorum. Chairperson and Vice-Chairperson to be elected by the executive committee.

#### **5. Executive Committee**

5.1 The Executive committee shall act in all matters including finance. Its object will be the welfare of the Darlington Beekeeper's Association. It shall be responsible for the Agenda and for arranging the time and place of all Committee meetings.

5.2 Minutes of all meetings shall be distributed to all members of the executive committee, by post or e-mail, within 30 days. Copies of Minutes to be posted on the Association website.

5.3 Executive Committee members shall be elected annually by the AGM for a period of one year and shall be eligible for re-election subject to the following exceptions:

5.4 The Chairman is not expected, normally, to serve for more than three consecutive years, but in exceptional circumstances he may serve for an indeterminate period – this to be decided by the Executive Committee.

5.5 A Member (not an office bearer) may serve on the Executive Committee for a maximum of four years, being eligible for re-election after the lapse of one year.

5.6 The Executive Committee shall meet at least once a year and at any other time requested by the Chairman. It shall have the power to fill vacancies and to co-opt additional Members and to appoint special Committees or Working parties when necessary.

5.7 The AGM shall be held in October, each Member receiving 21 clear days notice along with a copy of the agenda, by post or e-mail, to transact the following business:

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

5.7.2 To receive the Chairman's report with a List of Members.

5.7.3 To receive and approve the Treasurer's Report and Accounts, duly audited, complete to December 31st, with an estimate of Income and Expenditure for the following year.

5.7.4 To elect the Officers and the Auditor for the ensuing year. The membership should be invited to apply for any committee post when the notice of the AGM is issued and advised of any vacant/interim posts.

5.7.5 To fill vacancies on the Committee. In the case of a post becoming vacant part-way through the year the committee may (a) delay appointing a successor until the AGM or (b) make an interim appointment in which case the whole membership should then be informed of the vacancy and invited to apply.

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

5.8 An Annual Subscription shall be due. The amount shall be determined by the executive Committee, subject to approval by the Annual General Meeting. The full membership subscription is made up of two parts:

Part 1: That required by DBKA to run and manage its members affairs.

Part 2: Capitation Fee payable to YBKA/BBKA for each Registered Member, Honorary Member and each Partner Member as notified to DBKA by YBKA.

5.9 The Annual Subscription shall become payable by 31st December after being determined at each AGM.

5.10 Any Member who has failed to pay his/her Annual Subscription by 31st of March shall forfeit his/her right to Membership of DBKA.

5.11 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 are 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 member's rights to privacy. This relates to both beekeeping and non-beekeeping material.

5.12 The Executive Committee shall have the power to expel any Member who breaches the rules of the Association, or 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 an Executive Committee meeting to determine the matter. The said member may be accompanied by a friend or advisor.

## **6. Finance**

6.1 All transactions to be entered in proper books, which shall be the property of the Association. Approval must be sort from the executive committee for all expenditure, where appropriate.

6.2 All money received by the treasurer shall be paid into a bank approved by the Executive Committee, to the credit of Darlington Beekeepers Association. Invoices and other requests for payment should be given/sent to the secretary, together with an accompanying cheque (duly signed by the treasurer). The secretary shall be responsible for sending the payment to the recipient. All cheques shall be signed by the Treasurer and, additionally, by the Chairman or Secretary.

6.3 No Member may incur any costs without first agreeing an estimate of the expenditure with the Executive Committee. Unauthorised expenditure is unlikely to be refunded.

## **7. Activities**

The Committee shall be responsible for supervising the following activities:

- Meetings and Lectures. To arrange a programme of Meetings and Lectures for the whole year.
- Teaching Apiary. The operation and maintenance of a “beginners” teaching Apiary.
- Annual Honey Show. To organise an annual open honey show.
- Library. The maintenance of an up-to-date Beekeeping Library.
- News Letter. To publish a monthly Newsletter during the months of September to April and any other thought to be necessary.
- Swarm Collection. To maintain a register of Members willing to collect swarms.
- Bulk Purchases. Consumables, Foundation, Jars, etc., will be bulk purchased once each year at reduced rates for the benefit of Members.

## **8. Extraordinary General Meeting**

An Extraordinary meeting may be called at the request of any Six Members of DBKA. Their Agenda in writing duly signed by all and detailing the Propositions to be discussed, must be received by the Secretary six weeks before the date of the proposed meeting. No other propositions may be considered at that meeting.

## **9. Amendments to the Constitution**

DBKA may terminate its affiliation to YBKA by giving 12 months notice in writing to the AGM of YBKA. The notice will commence following confirmation of the said AGM. The Notice of termination may only be agreed upon providing one third of the paid up members of DBKA are present and voting at the meeting where the resolution is debated. The YBKA General Secretary or appointed deputy may be invited to attend and be permitted to take part in the proceedings. Fourteen days notice will be given when such a resolution is to be debated.

## **10. Dissolution**

10.1 If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Club they shall call a meeting of all the members of the Association who have the power to vote. Not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given of such a meeting.

10.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the DBKA.

10.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institutions having objects similar to the objects of the DBKA as the Committee may decide.

10.4 The income and property of the association howsoever derived shall be applied solely towards the promotion of the objects of the association as set forth in this constitution, and 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.

## **11. Indemnity**

In the execution of the trusts hereof 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 (provided reasonable supervision shall have been exercised) although the employment of such agent was strictly not necessary or by reason of any mistake or omission made in good faith by any member of the committee hereof or by reason of any other matter or thing other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the committee who is sought to be made liable.

## **12. Bee Disease Control**

Members of the association who keep honeybees should register with BEEBASE, the database run by FERA.

## **13. Commercial Activities**

Members must not use the name Darlington Beekeepers Association to promote personal and/or commercial activities outside the association. Members selling under the auspices of DBKA may only sell locally produced honey and bee products.

## **14. Altering the Constitution**

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

**Dated: 4<sup>th</sup> October 2018**