

## CONSTITUTION OF THE SOUTH WEST BEEKEEPERS FORUM

### 1. NAME

The name of the Forum shall be the South West Beekeepers Forum (hereinafter referred to as the 'Forum' or 'SWBKF').

### 2. AIM

The aim of the SWBKF shall be to further the interests of beekeepers by providing a forum for consultation among the participating **Area Association Members (AAMs) of the British Beekeepers' Association (BBKA)** of the South West and the Channel Islands ("**the Participating Associations**") on matters of concern and interest to beekeepers, including but not limited to the policies and activities of the BBKA.

### 3. POWERS

a) The Forum shall have no mandating powers and no Participating Association shall be bound to any course of action considered by the Forum apart from such decisions as relate to this Constitution.

b) To further its Aim the Forum shall have the power to:

(i) make representation on behalf of the Forum

(ii) request and receive subscriptions from Participating Associations to facilitate its stated Aim by covering the costs of administration and hiring of venues for meetings and the agreed expenses of invited speakers

(iii) invite speakers or advisers to attend Forum meetings

(iv) make donations and assist with funding in respect of projects approved by the Forum, such funding to be considered separate from subscriptions paid by Participating Associations of the Forum

(v) approve or reject applications for membership from associations affiliated to BBKA

(vi) terminate the membership of any Participating Association or remove an Officer from office or withdraw a standing invitation from a guest at the request of a Participating Association by majority vote at any duly convened meeting provided that the proposal is seconded by another Participating Association and that the member, guest or Officer shall:

1. be given at least 28 days notice of the intention to propose the termination or withdrawal and the reasons for it and

2. have the right to be heard by the Forum before a final decision is made

### 4) MEMBERSHIP

a. The members of the Forum are the Participating Associations referred to in Appendix A

b. Each Participating Association shall nominate a maximum of three representatives to be notified to the Secretary of the Forum but each Association shall only have one vote. If a nominated representative is unable to attend a meeting the participating Association may advise the Secretary of an alternative representative for that meeting.

### 5) OFFICERS

- (a) The Officers of the Forum shall be the Chairman, the Secretary and the Treasurer.
- (b) To protect and demonstrate the independence of the SWBKF no Officer or connected person of any Officer shall at the same time be an Officer or Trustee of any national beekeeping organisation (see Clause 12 below).
- (c) The office of Chairman shall be for a period of up to three years and rotate between Participating Associations. A list of Participating Associations and the order of rotation is attached at Appendix B to this Constitution.
- (d) Each Participating Association may be invited in its turn to accept the office of Chairman and shall have the right to pass the opportunity to the next Association. No Association shall provide the Chairman for two consecutive terms.
- (e) The offices of Secretary and Treasurer shall be for a period of up to three years. At the Forum meeting before the end of their term of office the Officer shall be asked to indicate whether they wish to remain in post for a further period of up to three years. This shall not preclude the nomination by any participating Association of an alternative candidate. If there is more than one candidate the appointment shall be made on the outcome of a simple majority vote by representatives of participating Associations. The Forum may agree to combine the posts of Secretary and Treasurer temporarily if one person is prepared to fill both posts.
- (f) The election of Secretary and Treasurer will take place at the February meeting with the handover at the end of that meeting for them to be in place at the subsequent meeting. The rotation of Chairman shall take place at the November meeting with the handover at the end of that meeting for him/her to be in place at the subsequent meeting.
- (g) To maintain the neutrality of the Forum, no officer may use their office to further the interests of any organisation other than the SWBKF.
- (h) The Officers shall not count as representatives of Participating Associations for the purposes of clause 4b.

## 6) GUESTS

- a) The following shall have a standing invitation to attend and speak at meetings of the Forum but shall have no vote:
- (i) former representatives from participating Associations who have served as President of the BBKA
  - (ii) current Regional Bee Inspectors for the Western, Southern and South West regions
  - (iii) Link Trustees assigned to the Participating Associations
- b) Other guests may attend from time to time by invitation of the Forum Chairman and with the agreement of the Forum but shall have no vote
- c) Guests may be asked by the Chairman to withdraw during any meeting on the outcome of a simple majority vote by representatives of participating Associations.

## 7) MEETINGS

- a) Meetings of the Forum shall be held normally in February and November to facilitate discussion and review of nominations and propositions in respect of the BBKA Annual Delegates' Meeting.
- b) The Forum shall have discretion to call such other meetings as it considers

necessary to facilitate its Aim.

c) The Secretary shall invite agenda items from participating Associations and agree with the Chairman the content and order of the final agenda which shall be sent with all papers to Associations a minimum of 21 days before any meeting.

d) If the current Chairman is unable to attend a meeting they shall notify the Secretary. When the Chairman is not present 15 minutes after the scheduled start of the meeting a Chairman shall be elected from the Participating Associations by a simple majority of those present and entitled to vote. If the current Secretary is unable to attend they shall advise the Chairman, who will seek an appropriate alternative.

e) No business shall be dealt with in respect of 3(b)(iv), 3(b)(v), 3(b)(vi), 5(e), 5(f), 5(g) and 10 unless a quorum is present, such quorum to be at least one representative from at least half the number of the current Participating Associations.

f) The Chairman may, with the consent of the meeting, adjourn a meeting to such time as the meeting may determine.

g) The Secretary shall take minutes and shall circulate a draft as soon as possible to attendees who are encouraged to circulate the draft minutes within their Participating Association, the minutes to be signed by the Chairman at the next meeting at which they are agreed.

h) If the Participating Association representatives agree that a meeting should be recorded to facilitate writing the minutes, the recording shall remain the property of the SWBKF and shall remain available to the Forum.

## 8) VOTING AT MEETINGS

a) One representative from each Participating Association is entitled to vote at any SWBKF meeting. At the start of each meeting each Participating Association will nominate their voting delegate. Decisions are made on a simple majority of those present and entitled to vote with the exception of decisions in respect of Paragraphs [7e] [10] and [11]. An abstention shall not be counted as a vote for or against any proposal.

b) In the event of a tie the motion is deemed to have been lost.

## 9) FINANCE

a. The Forum's financial year shall end on 31 December. The accounts for the previous year shall be presented to the first meeting of the following year by the Treasurer. Records of all income and expenditure shall be circulated to participating Associations before the first meeting of the year.

b) The subscription to be paid by participating Associations shall be reviewed annually at the first meeting and the agreed rate shall be payable in that financial year.

c) All SWBKF funds shall be held in bank accounts agreed by the Forum in the name of the SWBKF and used only to further the Aim of the Forum and for the purposes in Paragraph [3] above.

d) The Participating Associations shall authorise two signatories for Cheques in addition to the Treasurer and cheques shall be signed by any two of the three. Payments by BACS shall be authorised in advance by the Treasurer and one of the two authorised cheque signatories, and a record of the authorisation retained.

10) ALTERATIONS TO THIS CONSTITUTION

This Constitution may be altered at any duly convened meeting by a vote passed by two thirds of those present and entitled to vote, provided that 28 days notice of the proposed alteration has been given in writing to the Secretary who shall at once notify each Participating Association and give a minimum of 21 days notice of the meeting and the proposed amendment.

11) DISSOLUTION

The SWBKF may be dissolved by a resolution passed by two thirds of those present and entitled to vote at a duly convened Special Meeting, provided that 28 days notice of the proposal to dissolve has been given in writing to the Secretary who shall at once notify each Participating Association and give a minimum of 21 days notice of the meeting and the proposal to dissolve the SWBKF.

If confirmed the Forum shall distribute any assets remaining after payment of all bills to such other groups or organisations having aims similar to the Forum as the Forum may decide.

12) INTERPRETATION

In this constitution 'connected person' means:

(1) a child, parent, grandchild, grandparent, brother or sister of the Officer;

(2) the spouse or civil partner of the Officer or of any person falling within sub-clause (1) above;

(3) a person carrying on business in partnership with the Officer or with any person falling within sub-clause (1) or (2) above;

Signed: .....

Date ..... (Chairman)

Print name: .....

**APPENDIX A to the SWBKF Constitution – PARTICIPATING ASSOCIATIONS**

- AVON
- BOURNEMOUTH AND DORSET SOUTH
- CORNWALL
- DEVON
- DORSET
- HAMPSHIRE
- JERSEY
- SOMERSET
- WEST CORNWALL
- WILTSHIRE

**APPENDIX B to the SWBKF Constitution -  
CHAIRMAN'S ORDER OF ROTATION**

HAMPSHIRE  
WILTSHIRE  
CORNWALL  
WEST CORNWALL  
BOURNEMOUTH AND DORSET SOUTH  
DEVON  
SOMERSET  
AVON  
DORSET  
JERSEY

**APPENDIX C to the SWBKF Constitution – PAST CHAIRMEN**

1997-1999	HAMPSHIRE	TOM WOODCOCK
2000 – 2002	WILTSHIRE	ROBIN CHAPMAN
2003 – 2005	CORNWALL	[invited but passed]
	WEST CORNWALL	[invited but passed]
	BOURNEMOUTH & DORSET SOUTH	[invited but passed]
	DEVON	GLYN DAVIES
2006 – 2008	SOMERSET	DAVID CHARLES
2009 – 2011	AVON	IVOR DAVIS
2012 – 2014	MERIDIAN (HAMPSHIRE)	ALAN JOHNSON
2015 – 2017	WILTSHIRE	[invited but passed]
	CORNWALL	[invited but passed]
	WEST CORNWALL	LINDSAY BRYNING