

## **SOMERSET BEEKEEPERS' ASSOCIATION RULES**

### **SOMERSET BEEKEEPER'S ASSOCIATION REGISTERED CHARITY NO. 277803**

1. The Association shall be called the Somerset Beekeepers' Association, hereinafter called the SBKA and may be affiliated to the British Beekeepers' Association (BBKA).
2. The SBKA is established to advance the craft of apiculture and to promote and foster the education of its members and of the public. In furtherance thereof, but not otherwise, the SBKA may co-operate with bodies having kindred interests and make affiliation with such bodies as are appropriate from time to time.

#### **Management and Organisation**

3. The SBKA shall be organised for administrative purposes into Divisions as follows: Burnham and District, Central, Exmoor, Frome and District, Mendip, Quantock, Somerton and District, South Eastern, South Western, Taunton and District, Wedmore and Cheddar, Yeovil and District. These may be added to or modified at the discretion of the Council.

4. The Management of the SBKA shall be vested in a Council which shall comprise of:

- a) The Management of the SBKA shall be vested in a Council which shall comprise of Officers and Delegates who are voting members of the SBKA. Such Officers to include a Chairman, Vice-Chairman, Secretary and Treasurer (the named Officers) and, together with representatives from three separate Divisions, will form the Executive. Such individuals are ineligible to stand as Divisional delegates. The delegates will determine any additional Officers to support the Council.

Other than when Rule 9 is enacted, the Executive will be present in a non-voting capacity. The Executive will be able to take recommendations to the voting members of Council to consider. The formal proposing and seconding procedure of any proposal will be enacted by elected delegates. Such endorsement is a requirement before any expenditure can be undertaken.

Any meeting convened by the Executive will be subject to a written report for consideration and ratification at the following Council meeting. Such a written report can be the minutes of the Executive meeting.

- b) One delegate from each Division with a proxy vote for every 50 members or part thereof, as determined on the 30th September each year.

- c) Divisional representation on the Council, when depleted by the election to one of the named officers, shall be made good from the Division affected. Delegates appointed to an officer position other than one of the 'named' officers, will remain a delegate for their Division with the accompanying voting rights.

#### **Terms of Office**

5.
  - a) The President shall be elected annually at the Annual General Meeting (AGM) of the SBKA and will be a non-voting ex-officio member of the Council and may hold no other named office in the Council.
  - b) The Vice Presidents shall be elected annually at the AGM of the SBKA in recognition of outstanding service to the Association. They have no specific rights or responsibilities except as members of the Association.

c) All officers and the three Executive Representatives to hold office for one year and are eligible for re-election, except that anyone who has been elected President, Chairman or Executive Representative for three consecutive years shall not be eligible for election as such for the next succeeding year.

d) All delegates are elected annually at their Divisional A.G.M. but may not hold office for more than three consecutive years. In the absence of an elected delegate, an elected deputy may attend with full voting rights. Such delegates will commence attendance at Council Meetings following their Divisions A.G.M.

### **Responsibilities and Role of Council**

6. The Divisional Delegates to Council and the Named Officers shall constitute the Charity Trustees in accordance with the Charities Act 2008. As such they will be responsible for ensuring that the Association complies with the requirements of the Charities Acts and shall be empowered to take appropriate action to ensure that all the affairs of the Association are conducted accordingly. Further information can be obtained from the SBKA website.

7. The Council shall have the power to fill vacancies and additional members to Council by co-option. The Council shall also have power to set up specialist working parties and may co-opt for this purpose, and such parties shall report back to Council.

8. A Quorum shall consist of seven. This must be made up of at least two named officers and the delegates representing not less than five Divisions. When a meeting becomes inquorate, the Chairman must close the meeting at that point. If it is the wish of those remaining to complete the business, then this can be done, but no decisions can be enacted until the minutes of the inquorate period of the meeting are passed by the next full meeting of the Council. Such decisions will appear as 'recommendations' and can be amended by the meeting in the normal way.

9. The Chairman of any meeting shall have a casting vote in the case of a tie. In the event of the Chairman and Vice Chairman being absent, the President, Treasurer or Secretary will be elected to assume the Chair with its relevant functions.

10. The Association Accounts shall be subject to an independent examination by an official approved at a General Meeting. The SBKA Council shall have the power to fill a casual vacancy in the office of Independent Examiner.

11. The Council shall hold its meetings in January, May, September and November. The Council shall endorse the dates of the forthcoming meetings subject to them being placed on the agenda. Special meetings of Council may be called as and when necessary by the Secretary. All members of the Council and its other officers will be circulated with an agenda and all officer reports, not less than fourteen days prior to the meeting. Reports from post holders to be received by the SBKA Secretary no later than 21 days prior to a Council Meeting. This is to give time for circulation and consideration by the Executive and Divisions. Such reports, that could include a recommendation, will 'Be Noted' for the purposes of the minutes. Within twenty-one days after a Council meeting, all members of the Council, its other officers and Divisional Secretaries will be sent minutes of the meeting.

12. The AGM shall be held on the appropriate Saturday in March, when the officers for the ensuing year shall be elected, reports adopted, and other business conducted in accordance with the agenda to be circulated fourteen days before the meeting, preferably in the Year Book. The meeting will be opened by the President, thence conducted by the Chairman; his decision shall be final on points of order. No resolution or nomination shall be moved at the AGM unless notice has been given by Council, a Division or the individual member concerned. These will be in writing and

nominations from the Council or the Division are to be signed by the nominee, and submitted to the Secretary not later than 1st February preceding the AGM. Should any matter of urgency arise following this date, the item to be tabled and debated only with the agreement of two thirds of those voting members present. An Extraordinary General Meeting may be called by the Council or members of the SBKA at any time, providing fourteen days' notice of the resolution(s) has (have) been given. A receipt of a requisition signed by not less than ten full members of the SBKA stating the nature of the business for which such meeting is to be called, to be handed to the Secretary. Any amendments to be circulated prior to the commencement of the meeting.

13. No alteration to Rules 2, 13 and 30 shall be made without the consent of the Charity Commissioners. No amendment or deletion may be made, the effect of which causes the SBKA at any time to cease to be a Charity at law.

### **Membership**

14. Membership shall be open to beekeepers and others interested in apiculture.

15. Membership shall be renewed annually on 1st January.

16. Classes of membership shall be defined as follows:

- a) Registered Member (RM) - A person interested in apiculture over the age of eighteen
- b) Partner Member (PM) - A person interested in apiculture over the age of eighteen and residing at the same address as a registered member
- c) Associate Member (AM) - A person who does not keep bees or is a Registered or Partner of another Division or Association.
- d) Country Member (CM) – A member who wishes to retain membership of BBKA but is no longer active in beekeeping
- e) Junior Member (JM) - A person interested in apiculture under the age of eighteen
- f) Honorary Member (HM) - Full Members of the SBKA of thirty years standing who have given exceptional service to beekeeping in the county, upon reaching age 60, shall be eligible for consideration for Honorary Membership upon the recommendation of their Divisional Committee.
- g) Where HMs no longer keep bees, they are not required to pay any SBKA or Divisional capitation and can only be an HM in one Division. HMs continuing to keep bees will continue to pay the appropriate BBKA and BDI elements.

17. Registered, Country and Partner Members are full members of a Division and have SBKA and divisional voting rights within that Division. They may also be Associate members of other Divisions. Divisions are empowered to fix their annual subscription rates for all classes of membership, which in the case of Registered, Junior, Partner and Country Members shall include the amount of the SBKA and BBKA capitation fees at the current rate. BBKA and SBKA capitation are not payable in respect of the other classes of membership and voting powers shall be restricted to Registered, Country and Partner Members only except in respect of purely Divisional matters.

18. The Council shall have the right, for good and sufficient reason, to terminate the membership of any individual, and may by resolution communicate this to any such member in writing. The communication will state concisely the grounds upon which it proposes to act, and call upon that member to resign from the SBKA. The member in question shall have the right to attend and be heard by Council before a final decision is made. If that member does not attend and will not resign within 48 days after being called by the Council, then the Council may by resolution terminate the membership.

19. The SBKA capitation fee shall be fixed by the Council and shall be reviewed by 1st October for the following year. The SBKA Financial Year shall end on 30th September. Subscriptions shall be paid in advance and shall become due on 1st January. If the subscription has not been received by the Divisional Treasurer by 15th March membership shall lapse and all privileges of membership shall cease including benefits under BDI. Membership may be reinstated subsequently on payment of the outstanding subscription but cover under the BDI will not be effective until 40 days after the date of reinstatement.

### **Bee Disease**

20. Divisions are required to collect and pay the current compulsory contribution to BDI. This is based on the number of registered members in each Division to whom it applies and to be calculated at the current BDI basic fee regardless of whether the member keeps bees. BDI contributions shall be forwarded to the SBKA Treasurer before 15th April; balances, if any, to be forwarded with the autumn remittance of capitation fees.

21. It shall be the duty of any member whose bees are suspected of having a statutory notifiable disease to undertake no movement of hives and report the fact immediately to their Seasonal or Regional Bee Inspector or directly to the Central Science Laboratory National Bee Unit and their Divisional Secretary.

### **Divisional Rules**

22. The foregoing Rules shall apply to all Divisions and no additional Divisional Rules shall contravene the Rules of the SBKA. See rule 28 below.

23. The Officers of a Division may consist of President, Vice President(s), Chairman, Vice Chairman, Secretary, Treasurer and any other officers/posts, to be determined by the members, to assist in the running of the Division. A Division can have a committee of any size, but not less than 5.

24. The capitation fee in respect of the membership categories as mentioned in Rule 16, shall be received by the SBKA Treasurer before 15th April and 15th August in each year, and if arrears of subscriptions are recovered, the relative capitation fee shall be included at the time of next settlement. If payment of capitation fees and BDI is not received by 15th April or 15th August, the SBKA Chairman will inform the Divisional Chairman of the situation in order to expedite payment. If payment is still not received by 31st August, the SBKA Chairman will inform the Division's known membership of the situation.

25. The Divisional financial year shall end on 30th September. A Divisional Annual General Meeting is to be held before 7th December, at which officers, an Independent Examiner, and posts determined by the members as necessary, to support the Division shall be elected. The Divisional subscriptions to be set for the coming year. Reports of the Secretary and Treasurer to be presented and approved. These reports, including independently inspected accounts which have been approved at the Divisional AGM, should be with the SBKA Treasurer by 31st December at the latest. These reports would be incorporated into a consolidated SBKA account in order to satisfy our responsibilities as a Registered Charity. A Division shall elect delegates to Council and their deputies and expect them to present a report to the meetings of the Division throughout the year. In default of such election and reports, the SBKA Chairman and Secretary shall convene the AGM at a suitable time and place, and fix subscriptions which will become due immediately.

26. Any member desiring to put forward items for discussion at the Divisional AGM will be required to notify the Divisional Secretary fourteen days before such a meeting, in order that it may be placed on the agenda. Any motion submitted will require seconding at the meeting before it can be voted upon.

27. All Divisional business must be transacted at a properly convened General or Committee meeting of which not less than eight days' notice, together with an agenda, shall be given. Division committees will need to meet ahead of the SBKA Council Meeting and brief their delegate in order that he/she may participate fully in the decision making of Council. A quorum for all meetings shall be four.

28. A Division shall have the power to make additional rules for its benefit if they are considered appropriate, and has the power to accord benefits additional to those offered by the SBKA. Before becoming effective such rules and benefits must be approved by the Council and registered in the records of the Association. Such additional rules and benefits must be adopted at a General Meeting of the Division at which they are specifically included on the agenda.

29. Divisions are responsible for fulfilling the following:

- a) Having a regular published programme.
- b) Having a promotional programme to attract new members.
- c) Having regular communication with its members.
- d) Sending a delegate (or delegates) to Council meetings. If the Division fails to elect a delegate, the Divisional Chairman would fulfil the role

### **Dissolution**

30. If the Council decides that it is necessary or advisable to dissolve the SBKA and its constituent bodies, it shall call a meeting of all members of the SBKA, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and entitled to vote, the Council shall have power to realise any assets held by or on behalf of the SBKA. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the SBKA as the members of the SBKA may determine or failing that, shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the SBKA must be sent to the Charity Commission.

### **Disaffiliation**

31. For the SBKA to disaffiliate from the BBKA then a motion to that effect must be received in writing by the Secretary. Such a motion will list the proposer and seconder and the names of 10% of the membership entitled to vote. The Secretary will thence set in motion a postal ballot to all SBKA members entitled to vote. A majority of 50% plus 1 of the total membership is required for the motion to be enacted. For a Division to disaffiliate from the SBKA, the same procedure will be undertaken by the County Secretary, the motion, the 10% supporting members and voting being restricted to the voting members of the Division concerned.

*Originally adopted 2008. Amended March 2009, March 2010, September 2012, September 2014, September 2015 and March 2016*

*Copyright Somerset Beekeepers Association*