

RULES OF ASSOCIATION

AVON BEEKEEPERS ASSOCIATION

Area Member Association of the British Beekeepers Association
(Founded in April 1974: Registered Charity No. 271717)

1. DEFINITION

The Association shall be called "Avon Beekeepers Association", hereinafter called "the Association" or "ABKA".

2. OBJECTIVES

The Association is established to advance the science of apiculture and to promote and foster the education of the public therein. In furtherance thereof but not otherwise, the Association may co-operate with bodies with kindred interests and make affiliations with such bodies as are appropriate from time to time.

3. MANAGEMENT AND ORGANISATION

- 3.i The Association shall be organised into branches as determined from time to time.
- 3.ii The Management of the Association shall be vested in a Committee hereinafter called the "Executive Committee" which shall be composed of:-
 - 3.iii All Executive Committee Officers elected to office at the AGM and Branch Delegates shall be trustees, governed by the Charities Acts. Alternates and others in attendance shall have no right to vote and shall not be trustees.
 - a) Officers of the Association shall be elected annually at the AGM. There shall be a Chairman, a Hon. General Secretary, and a Hon. Treasurer. The Executive Committee may also from time to time recommend the election of (or appoint) a Vice-Chairman, an Assistant Hon. Secretary and other officers with specific duties, and may agree to any office being held by a continuing Branch Delegate.
 - b) Branch Delegates, one from each branch, shall be elected annually at the AGM of their respective branches.
 - 3.iv In the absence of a member the Executive Committee may approve attendance of a deputy.
 - 3.v Following the election of a Branch Delegate to the office of Chairman, Hon. General Secretary or Hon. Treasurer of the Executive Committee, an appointment of a replacement Trustee may be made by the committee of the branch represented, to serve until the next Branch AGM.
 - 3.vi A President shall be elected annually at the AGM of the Association and he/she will take the chair at all general and special meetings of the Association. In his/her absence a Chairman will be elected for

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that meeting.

- 3.vii The President will be ex-officio a member of the Executive Committee and may hold no other office on the Executive Committee.
- 3.viii No officer shall normally hold the same office for more than 3 years in succession with the exception of the President who may normally hold office for not more than 2 years in succession. At the request of the Executive Committee and the approval of the AGM the period of office may be extended annually for up to two years.
- 3.ix A quorum of the Executive Committee shall consist of half the Trustees. Additionally the Trustees present shall include members from at least three branches for a valid decision concerning the acquisition or disposal of any major branch asset. A Trustee's vote given in writing, which term hereafter shall include e-mail, to an elected Officer before a meeting, on a proposal previously circulated, shall count toward the vote.
- 3.x The Executive Committee shall have the power to set up specialist working parties in furtherance of the Objectives of the Association and may co-opt for this purpose.
- 3.xi Consent in writing from a majority of Trustees to a proposal circulated in writing to all Trustees shall be recorded in the minute book as approval for the proposal as if approved at a quorate meeting of the Executive Committee.
- 3.xii Members of the Executive and Branch Committees, their subcommittees and Officers, Independent Examiners, and Trustees for the time being acting in relation to any affairs of ABKA, and their executors, administrators, estates and effects, shall be indemnified out of the assets of ABKA from all actions, proceedings, costs, charges, losses, damages and expenses that any of them may incur or sustain by reason of any act done or omitted to be done in or about the execution of their duty in their respective office or trust, except such as they shall incur or sustain by reason of their own wilful neglect, dishonesty or default. No Officer or Trustee shall be answerable for the actions of any other Officer or Trustee.
 - a) The Executive Committee shall have the power to grant an honorarium to any person, including Trustees and Officers, whose work for the ABKA is considered to justify it. Any such sums paid to such Officers or Trustees shall be published annually.
 - b) All reasonable expenses incurred with the approval of the Executive or Branch Committees and claimed by any person acting on behalf of ABKA, including Trustees and Officers, shall be reimbursed.

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4. RECOGNITION OF THE BRITISH BEEKEEPERS ASSOCIATION

ABKA shall recognise and abide by the requirements of the rules and constitution of the British Beekeepers Association, hereinafter called "BBKA".

5. MEMBERSHIP

- 5.i Membership shall be open to beekeepers and others interested in apiculture.
- 5.ii Membership shall be renewable annually.
- 5.iii Classes of membership shall be defined as follows: -
 - a) **Full Member** - A person who has paid a branch, and ABKA and BBKA capitation determined by the Executive Committee
 - b) **Honorary ABKA Member** - A person elected to honorary membership at an AGM of ABKA
 - c) **Family Branch Member** - A named person residing at the same address as a member, for whom the family supplement, determined by the branch, has been paid.
 - d) **Honorary Branch Member** - A person elected to honorary membership at a Branch AGM
- 5.iv Associate branch membership shall be open to a person who does not keep bees, or to a person who already pays BBKA capitation, either as a member of another branch or another BBKA Area Association, and referred to either: -
 - a) ABKA Branch Associate: One who pays ABKA capitation through the branch or
 - b) Branch Associate: One who doesn't pay ABKA capitation through the branch
- 5.v The Executive Committee shall have the power to expel from membership any person who in its opinion is guilty of conduct subversive or inimical to the objectives of the Association subject to the right of appeal to the next AGM of the Association.
- 5.vi A Joint Capitation Supplement, as determined by the Executive Committee from time to time, may be paid as a supplement by a full member to secure a named beekeeping partner or relative residing at the same address with all rights of a full member, excluding those associated with publications.
- 5.vii Full members will be indirect members of the BBKA, benefiting from the public and product liability insurance schemes arranged by BBKA. Full members will also be required to pay a contribution for Bee Disease Insurance ("BDI") covering the rate for the minimum numbers of colonies. Additional contributions must be paid to cover all colonies operated by the member to secure BDI compensation. BDI cover will lapse if not paid by the scheme's cut

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off date each year.

- 5.viii Only Full Members, including those qualified by joint capitation, ABKA Honorary Members, and ABKA Associates are permitted to vote at meetings of the Association. Each branch may extend voting rights at their own meetings to any classes of membership as they may determine from time to time at an AGM of the branch.

6. SUBSCRIPTIONS

- 6.i Subscriptions appropriate to class of membership become due and payable on 1st November in each year and may comprise: -
- a) .i BBKA Capitation Fee;
 - .ii ABKA Capitation Fee;
 - .iii *Compulsory* Contribution to BDI where applicable;
- The basic subscription set out above shall be paid through Branch Treasurers to the Association and shall be decided at the autumn meeting of the Executive Committee.
- b) Additional subscriptions to cover branch activities shall be decided at the AGM of a branch and shall be appropriate to each class of membership.
- 6.ii To maintain unbroken membership privileges and insurance cover, subscriptions must be paid within a grace period of 3 months from the due date.

7. ADMINISTRATION

- 7.i The financial year of the Association shall commence on 1st November.
- 7.ii The AGM of the Association shall normally be held in March, on a date to be determined by the Executive Committee.
- 7.iii The AGM of a branch shall be held before 14th December. In default of such a meeting the Hon. General Secretary of ABKA shall convene the Branch AGM at a suitable time and place.
- 7.iv The Executive Committee of the Association shall have the power to intervene and rectify any breach of the Rules.
- 7.v Monies due from branches for paid subscriptions and BDI must be received by the Hon. Treasurer of ABKA by 1st March annually, and at the beginning of each month thereafter.
- 7.vi The Association accounts shall be in a form prescribed by the rules of the Charity Commissioners in force at the time and subjected to an annual independent examination by an official approved at the AGM.
- 7.vii The annual report and financial statement of the Association for any year shall be approved at the AGM of the Association following that year end.

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- 7.viii Any excess income over expenditure shall not be distributed to any member by way of dividends, bonuses or in any other form but shall be utilised to further the objects of the Association.
- 7.ix In the event of the Association being wound up, a decision to do so being taken at a General Meeting, with those voting in favour being not less than 3 times more than those voting against. All assets then belonging to the Association shall, after the satisfaction of all debts, not be distributed to the members, but shall be transferred to its successors or BBKA or such other charitable organisations that the Association shall decide.

8. CONDUCT OF BUSINESS

- 8.i Items for inclusion on the Agenda of General Meetings of the Association and its Branches must reach the Hon. General Secretary concerned in writing at least 28 days before the meeting. Each member shall have at least 14 days notice of General Meetings, together with an Agenda.
- 8.ii Special General Meetings may be called at the written request of not less than 12 members of the Association or by the Executive Committee. Such meetings shall be called within 28 days of such a request and each member shall have at least 14 days notice of meetings, together with an Agenda. No other business shall be discussed.
- 8.iii The Executive Committee of the Association shall normally meet in January, May and October and/or such other times as the Executive Committee may decide. The Hon. General Secretary must receive items for inclusion on the Agenda in writing at least 14 days before the date of the meeting.
- 8.iv Voting at meetings shall be by show of hands but contested elections shall be by ballot. The Chairman shall have an additional casting vote in the event of a tie.

9. BRANCHES

- 9.i Each branch shall elect one of its members as Branch Delegate to the Executive Committee at its AGM. Each branch shall also elect at its AGM such number of officers, or further committee members as it determines appropriate to the branch, one or two of whom shall undertake the duties of Hon. Secretary and Hon. Treasurer combined or separately respectively.
- 9.ii A Branch Committee meeting shall be quorate on attendance of more than half the total number of committee members, officers, and delegate
- 9.iii A Branch Committee shall have the power to set up specialist working parties in furtherance of the Objectives of the Association

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and may co-opt for this purpose.

- 9.iv Branch activities must be in conformity with the objectives of the Association and any Branch Rules must not contravene those of the Association.
- 9.v The financial year of a branch shall commence on 1st November.
- 9.vi Expenditure from branch accounts on a single item in excess of a figure determined from time to time, and so minuted, by the Executive Committee must receive the approval of the Trustees.
- 9.vii Disposal by a branch of any asset with a value in excess of a figure determined from time to time, and so minuted, by the Executive Committee must receive the approval of the Trustees.
- 9.viii Branch Accounts shall be subjected to an annual independent examination by an official approved at the AGM of the branch.
- 9.ix An annual report and financial statement shall be approved at the AGM of each branch and forwarded to the Hon. General Secretary.
- 9.x A list of members as at 1st February shall be prepared annually by each branch and forwarded to the Honorary General Secretary of ABKA immediately thereafter. In order to support the maintenance of the register of indirect members by BBKA all new members shall be notified immediately to the Hon. Treasurer of ABKA, together with any renewal of lapsed membership after that date.
- 9.xi The Hon. Treasurer of a branch shall issue a receipt for subscriptions on a printed form approved by the Association's Hon. Treasurer.
- 9.xii Branches may make additional charges to members taking part in special activities or in receipt of publications.
- 9.xiii In the event of a member seriously objecting to the way a branch is being run, the member may request the Executive Committee, through the Hon General Secretary of ABKA, to review the complaint and intervene as appropriate.

10. PROPERTY

Branches may own or lease land and property. The Branch is to nominate a minimum of three Holding Trustees who will report to the Executive Committee. The Holding Trustees are to maintain a continuing and long term interest in the condition and use of the land or property and ensure appropriate and adequate insurance cover is maintained. Branches may not independently sell, lease or otherwise dispose of land or property. They must, in conjunction with the Executive Committee, either follow a statutory procedure or obtain an order from the Charities Commission consenting to the disposal.

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11. AMENDMENT OF RULES

- 11.i Proposals for amendment of Rules must be included on the Agenda of a General Meeting and only be made by a majority vote of the members present, always providing that no amendment shall be made which would have the effect of causing the Association to cease to be a Charity at Law.
- 11.ii No amendment to Rule 2 hereof shall be made without the approval of the Charity Commissioners or their successors.