

Cumbria Beekeepers Association

CONSTITUTION AND RULES, 2004.

Amended rules 2009, 2018

Minor Corrections 2015

Name

1. The name shall be "Cumbria Beekeepers' Association" (the Association)

Objects of the Association

2. The objects of the Association are:

- (a) The promotion and improvement of beekeeping in Cumbria and the surrounding area.
- (b) The control and where possible the eradication of diseases and disorders of honeybees within Cumbria.
- (c) The raising of public awareness in Cumbria to the importance of bees and beekeeping to the environment.

Branches of the Association

3. The Association shall comprise two or more local Branches, each of which shall be related to a defined area: the minimum number of persons required to form a Branch shall be seven. Each Branch shall be governed by a Branch Constitution that has been formally approved at a Branch General Meeting and which must not conflict with or nullify any of the provisions of Paras 4 – 19 of this Constitution.

Membership of the Branches

4. Membership of a Branch is open to anyone paying the prescribed Branch Membership fees and subscribing to the objects and constitution of the Branch and the Association. Branch Membership fees are set by the Branch and belong to it.

Full Branch Members

5. Full Branch Members are those members of a Branch who have paid the prescribed Full Branch Membership fee and for whom an Association Membership fee and an Affiliation Fees arising from the Association's membership or affiliation to other organisations must be paid to the Association by the Branch.

6. Full Branch Members are also members of the Association and are entitled to all the benefits and privileges of membership of the Association, and to all services provided through its membership of or affiliation to other organisations.

Associate Branch Members

7. Associate Branch Members are those members of a Branch who have paid the prescribed Associate Branch Membership fee and for whom an Association Membership fee (see Paras.30(b) and 41 (d)) is payable by the Branch to the Association.

8. Associate Branch Members are also members of the Association and are entitled to all the benefits and privileges of membership of the Association. They are not entitled as individuals to any of the benefits or services that may be provided through the membership of or affiliation of the Association to other organisations.

Other types of Branch Membership

9. Other forms of membership of a Branch may be additionally created by a Branch to further its objects. Fees payable by these members of a Branch are set by the Branch and belong to it. Such members have none of the rights, benefits or privileges of membership of the Association or organisations to which it may belong or be affiliated.

Organisation of the Branches

10. The Officers of a Branch are: President and/or Vice-President, Chairman and/or Vice-Chairman, Treasurer, and Secretary. The Officers shall hold office from the conclusion of one Branch Annual General Meeting to the conclusion of the next following Branch Annual General Meeting. Branch Officers must be Full Branch Members or Associate Branch Members (see Paras. 5-8) and shall be eligible for re-election.

11. Each Branch will be managed by a Branch Committee consisting of the Officers and at least one other Full Branch or Associate Branch Member. The Branch Committee may:

- (a) propose or initiate schemes to further the aims and activities of the Branch and the Association.
- (b) control and if necessary dispose of all assets or equipment belonging to the Branch.
- (c) recommend, subject to approval by a majority of Full and Associate Branch members present and voting at a Branch AGM, that the Branch should become a charity or join or affiliate to other organisations.
- (d) determine, subject to approval by a majority of Full and Associate Branch members present and voting at the Branch AGM, the membership fees payable by Full, Associate, and other Branch members for the following financial year.

12. The Branch Secretary will keep a permanent hard copy record of all transactions of the Branch and minutes of Branch Committee meetings. These records belong to the Branch.

13. The Branch Treasurer will keep a permanent hard copy record of all financial transactions, and prepare a balance sheet and statement of account annually for approval at the Branch AGM. These records belong to the Branch.

14. The Branch Treasurer will keep permanent hard copy records of the dates of payment of all membership fees and an up to date list of current Full Branch Members as evidence of membership of the Branch and the Association.

15. Each Branch must hold an Annual General Meeting within four months of the end of the Branch's financial year. At least fourteen days notice in writing shall be sent to each member by the Branch Secretary. The business of the meeting shall include the following items:

- (a) To elect or re-elect Branch officers and Committee members.
- (b) To approve the Branch Treasurer's financial report and statement of accounts.
- (c) To receive of other reports as necessary.
- (d) Agree the membership fees payable by Branch members for the next financial year (e) (e) AOB.

16. Voting at Branch meetings will normally be by show of hands: but a ballot must be held if requested by three Full Branch Members present at the meeting. Proof of Branch membership may then be required.

17. Each Branch is responsible for collecting the prescribed Branch membership fees from its members. For each Full and Associate Branch member the Branch Treasurer must pay to the Association Treasurer the appropriate Association Membership and Affiliation fees for the current financial year as determined by the Association (see Para 30 (b)).

18. No member is entitled to the benefits and privileges of membership of the Branch or of the Association (or organisations to which the Association may be affiliated) until the appropriate membership fee has been paid to and recorded by the Branch Treasurer.

Dissolution of a Branch

19. In the event of a Branch being wound up, or ceasing to function, any funds or assets remaining after the settlement of all debts and claims (including the return of any funds or assets belonging to the Association) shall be disposed of as decided by a majority vote of those present at a Branch General Meeting.

Membership of the Association

20. Membership of the Association is through Full Branch Membership or Associate Branch Membership of one of the Branches on payment of the prescribed Association Membership fee and Affiliation fees by the Branch to the Association (Paras 5 and 7).

Life Membership of the Association

21. Any person who has given outstanding service to the Association or to beekeeping in Cumbria, may be elected to become a "Life Member" and entitled to all the privileges of Association membership. Life Members must be elected at an Annual General Meeting. The Association will pay the Association Membership fee and Affiliation Fee for each Life Member. The number of Life Members at any one time may be limited in accordance with the Rules of the Association

The Executive Council of the Association

Officers

22. The Officers of the Association shall be: President, Vice President, Treasurer, and Secretary and will be elected at the Annual General Meeting.

23. The Secretary of the Association is responsible to the Executive Council and must keep permanent hard copy records of the transactions of the Association, and minutes of all meetings; these remain the property of the Association.

24. The Treasurer is responsible to the Executive Council and must keep permanent hard copy records of all financial transactions; these records remain the property of the Association. The Treasurer must prepare a balance sheet and a statement of accounts annually for audit by the Auditor of the Association and submission to the AGM (see Para 41(b)).

The Executive Council

25. The Association shall be managed by an Executive Council, consisting of the Officers, and a maximum of ten Council members, to be elected at the Annual General Meeting of the Association, together with two Branch Representatives to be nominated by each Branch.

26. The Council may co-opt three other non-voting members. The Auditor may not be a member or a co-opted member of the Executive Council and may not attend Executive Council meetings.

27. The Officers, elected Council members and Branch Representatives must all be Association members.

28. The Officers and elected members of the Council shall hold office from the conclusion of one Annual General Meeting, until the conclusion of the next following Annual General Meeting and shall be eligible for re-election.

29. The Executive Council will elect its own Chairman and Vice-Chairman from amongst its members at its first meeting following an AGM and before any other business is transacted. The Chairman or Vice-Chairman will normally be responsible for conducting meetings of the Council. In their absence, those present will elect a Chairman for that meeting only. The Chairman and Vice-Chairman shall not hold office either as Secretary or Treasurer.

Powers of the Executive Council

30. To further the objects of the Association, the Executive Council may exercise the following powers:

- (a) to propose alter or delete Rules as necessary for the conduct of the business of the Association subject to the provisions of Para 35.
- (b) to propose revised Association Membership and Affiliation Fees. Changes to these fees must be ratified by AGM of the Association and shall come into effect at the beginning of the next financial year
- (c) to initiate and operate schemes for the furtherance of the Association's objects.
- (d) to dispose of assets and equipment belonging to the Association which are no longer required.
- (e) to recommend, subject to a majority vote at an AGM, that the Association should join or leave other organisations. A decision for the Association to join or to leave another organisation shall be binding upon all Branches and all members of the Association.

Meetings of the Executive Council

31. Meetings of the Executive Council will normally be convened by the Chairman or ViceChairman. If the President or three other members of the Council make a written request to the Secretary stating the business to be discussed, then the Secretary must convene a meeting in accordance with the provisions of Para. 34 within 28 days of receipt of the request.
32. Six Executive Council members shall form a quorum. In the event of a tie, the Chairman of the meeting shall have an additional casting vote.
33. The Executive Council must hold one meeting within two months of the end of the financial year to:
- (a) Draft an Executive Council Report for the year just ended, to be submitted to the AGM.
 - (b) Prepare an audited Financial Statement for the Annual General Meeting, and an inventory of assets held.
 - (c) Prepare such other reports as may be necessary for the Annual General Meeting.
 - (d) Propose any revisions to Association Membership fees for consideration of the Annual General Meeting.
34. Written notice of each Executive Council Meeting will be sent to all Officers of the Association, the elected members of the Council and the Branch Secretaries (three copies) by the Association Secretary to arrive at least 21 days before the date of the meeting. Nominated Branch Representatives to the Council will be notified by their relevant Branch Secretaries at least 14 days before the date of the meeting. Notices of meetings sent to the last known address of a member by prepaid post will be deemed to have been received 4 days after posting.

Rules

35. Rules for the conduct of the normal business of the Association may be made, altered or deleted by the Executive Council, subject to approval by an AGM. Changes to Rules shall normally take effect at the beginning of the next financial year, unless otherwise decided at the AGM at which they were approved. No Rule may be approved that would have the effect of amending this Constitution or would conflict with any of its provisions.
36. Changes to the Rules shall not be interpreted as an amendments to this Constitution. Changes to this Constitution shall not necessarily invalidate the Rules.

General Meetings of the Association

Procedure and notification of meetings

37. The President or Vice-President will normally conduct the business of all General meetings of the Association. Otherwise, those present will elect a Chairman for that meeting only. The Chairman of the meeting will have an additional casting vote.
38. The quorum for a General Meeting is 10 Association members.
39. Voting at General Meetings will normally be by show of hands but if three Association members present request a ballot, then a ballot will be held and proof of Association Membership may be required.

40. Written notices of General Meetings must be sent by the Association Secretary to each Branch Secretary so as to arrive not less than 21 days before the meeting for onward transmission to all the Association members in the Branch so as to give them not less than 14 days notice of the meeting. Notices sent by prepaid post to the last known address of a member will be deemed to have been received 4 days after posting.

Annual General Meetings

41. An Annual General Meeting of the Association shall be held within three calendar months of the end of the Association's financial year. The business of the Annual General meeting will include: (a) To approve the Annual Report of the Executive Council; (b) To approve the Treasurer's Financial Statement.

- (c) To receive such other reports as may be presented.
- (d) To ratify Association Membership and Affiliation fees for the next financial year.
- (e) To approve Rules or amendments to Rules proposed by the Executive Council.
- (f) To elect the Officers and an independent Auditor for the ensuing year.
- (g) To elect, or re-elect, a maximum of ten members to serve on the Executive Council.
- (h) To fix the date of the next Annual General Meeting.
- (i) To elect Life Members of the Association.

Amendment of Constitution

42. This Constitution shall NOT be altered, except at a Special General Meeting (SGM) called for the purpose in accordance with the provisions of Paras 37-40. A proposal of amendment may either be made by the Executive Council or a written proposal of amendment signed by ten Association Members may be submitted to the Association Secretary in which case an SGM to consider the proposal must be held to deal with the matter not less than two and not more than three calendar months from the date of receipt of the proposal. .

43. At the SGM only the proposal to amend the Constitution, and any subsequent written amendments to it which have been received in writing by the Secretary before the start of the meeting will be considered.

44. Approved changes to the Constitution will come into effect on January 1st next following the SGM, unless it is determined otherwise by a special resolution at the SGM.

Dissolution of the Association

45. If the Executive Council decides that it is necessary or desirable to wind up the Association it shall call a General Meeting in accordance with the provisions of Paras. 37-40 to discuss a written proposal to this effect. If this proposal is confirmed by a two thirds majority of those present and voting at the meeting then the Executive Council will realise the assets of the Association and any trophies, or any special assets held, shall be disposed of as may have been determined by regulations which apply to them. The general assets remaining after settlement of all due debts and legal liabilities, and all documents and records remaining in possession of the Association, shall be disposed of as may be determined by a resolution of the SGM.

RULES OF THE ASSOCIATION

1. The financial year of the Association shall run from 1st January to 31st December.

2. All membership subscriptions shall become due on the 1st January each year. Membership shall be from the date of payment of such subscriptions until the 31st December immediately following. Members whose subscriptions have not been paid by the 1st April will be deemed to have resigned from the Branch and from the Association.
3. Where a Branch Member specifically wishes to become a Partner Member, or Country Member of the BBKA, they must remit the appropriate BBKA affiliation fee to their Branch Treasurer on or before 1 April, who will then forward these to the Association Treasurer for remission to the BBKA. (This is to conform with the grades of BBKA membership as defined in Clause 7.3, and 7.4, of the BBKA constitution).
4. On or before the 1st April each year Branch Treasurers must remit to the Association Treasurer the Association Membership and Affiliation Fees payable by the Branch, a list of Full and Associate Branch Members for the current financial year and details of the various membership fees charged by each Branch.
5. For new (or former) members, who join (or rejoin) the Association after 1 April, but before 1 September, a 'secondary' date of 30 September will apply for the remittance of the fees payable by the Branch Treasurers to the Association Treasurer (and details of the types of membership to the BBKA List Secretary by 1st September), This is solely to conform to the requirements of clauses 9.1 and 9.2 of the BBKA Constitution
6. An up to date list of Full and Associate Branch Members may be requested by the Association Secretary at any time.
7. Association Members shall be entitled to attend any and all meetings, demonstrations or other beekeeping activities organised by the Association or any of its Branches.
8. Names and addresses including e-mail addresses of Association Members but no other personal information may be held in a computer data retrieval system, for use only by the Association in connection with its beekeeping activities and for the provision of services to members by organisations to which it is affiliated. Membership details shall not be passed to any other third party without the express permission of the member concerned. Members not wishing to be included in the data retrieval system should inform the Association Secretary, in writing, as soon as possible, when their names and addresses will be removed from it.
9. Notices of the AGM sent by the Association Secretary to members via the Branch Secretaries shall include:
 - (a) A copy of the Annual Report of the Executive Council.
 - (b) A copy of the Statement of Accounts.
 - (c) A copy, or an abstract, of the minutes of the previous Annual General Meeting.
 - (d) Copies of any formal proposals to be submitted to the AGM together with the names of the proposer and seconder.
10. The maximum number of Life Members of the Association at any one time shall be limited to ten.

11. Association Membership and Affiliation Fees for the next financial year are fixed as part of the normal business of the Association's Annual General Meeting (see Para. 41(d)). Branches should fix the date of Branch AGMs (at which Branch membership fees will be approved) to follow that of the Association AGM so that proper account can be taken of the Association Membership fees for the next financial year. The date of the next Association AGM will be fixed as part of the business of each Association AGM (Para, 41(h)) thus giving sufficient notice to enable this to be done.
12. Communication between CBKA and individual members will normally be via the branch secretaries. Direct e-mail communication from CBKA to individual members may be permitted from time to time as determined by the Executive Committee.
13. At all formal meetings of CBKA, including the AGM, SGM, Executive Council meetings and conferences, no decisions will be taken on any item of 'Any Other Business' unless the items have been advised to the Secretary not less than 24 hours before the scheduled start time of the meeting. Discussion of short notice items may be allowed at the Chairman's discretion and any required decision deferred to a later meeting