



Suffolk Beekeepers' Association Constitution



1. NAME

The Association is known as: the "Suffolk Beekeepers' Association" (SBKA).

2. DEFINITION

SBKA is an Area Association of the British Beekeepers' Association (BBKA) and consists of associations and societies of beekeepers in Suffolk and adjoining counties with substantially similar objectives to those of the BBKA and known as Branch Associations.

3. AIMS

The SBKA shall have the following Aims:

- 3.1 To promote and further the craft of beekeeping.
- 3.2 To advance the education of the public in the importance of bees in the environment.
- 3.3 To encourage its membership to support and participate in honey shows and other events both within and outside Suffolk which further the above Aims.

The SBKA shall, in addition:

- 3.4 Represent the Branch Associations' members in dealings with the BBKA, enabling them to register with the BBKA and enjoy the benefits afforded by membership of the BBKA.
- 3.5 Represent the Branch Associations' members in dealings with any other organisations for which membership through the SBKA may afford greater benefits than would otherwise be available to the Branch Associations' members.
- 3.6 Carry out any lawful activities that will further all the above Aims.

4. ADMINISTRATION

The following will govern and administer the activities of the SBKA:

- 4.1 An Executive Committee, known as the County Committee, to which each Branch Association will appoint one representative each year
- 4.2 Officers, namely the President, Chairman, Vice Chairman, Honorary Treasurer and Honorary Secretary (The Officers), who shall be elected each year at the Annual General Meeting of the SBKA by registered members of the Branch Associations and by virtue of their election become ex officio members of the County Committee



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4.3 Nominations for these offices may be made by any member of the SBKA at the Annual General Meeting.

5. MEMBERSHIP OF THE SBKA

Membership of the SBKA shall be open to the following:

5.1 The Branch Associations as constituent members of the SBKA and who agree to comply substantially with the Constitution of the BBKA. Each Branch Association should lodge with the SBKA an up-to-date copy of its constitution and/or rules and any subsequent amendments thereto.

5.2 Any beekeeping association, federation or organisation situated in East Anglia that may wish to apply to join the SBKA subject to being proposed and seconded by members of the County Committee and elected by a simple majority at a meeting of the County Committee

Individuals may not apply directly to the SBKA for admission.

6. MEMBERSHIP OF THE COUNTY COMMITTEE

The County Committee shall consist of:

6.1 The Officers of the Association and a representative from each Branch Association who must all be Registered Members of the BBKA.

6.2 If a Branch Association's usual representative is unable to attend a meeting, another from that association should take their place.

6.3 The County Committee shall appoint one of its members or co-opt any member of a Branch Association to fill a vacancy in an office between elections and he/she shall have the same status as if elected.

6.4 The County Committee shall elect/appoint annually an organiser for the annual Honey Show, who will hold various meetings during the year attended by elected representatives from all the branches to inform and assist with the preparation and running of the Show.

6.5 The Committee may co-opt those with special knowledge or experience, to attend meetings as required, but, they may not vote. Examples are: Membership Secretary, Education and Examination Secretaries, ADM Representative.

6.6 The County Committee may appoint sub-committees.



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7. DUTIES OF THE COUNTY COMMITTEE

At duly convened meetings, the Committee shall:

- 7.1 Provide policy direction to the activities of the SBKA
- 7.2 Exercise the powers for the furtherance of the Aims set out in this Constitution. These will consist of:
 - 7.2.1 Levy a charge in the form of a capitation or other fee on the Branch Associations
 - 7.2.2 Raise funds, invite and receive contributions, provided that in raising funds the Committee shall not undertake any permanent trading activities and shall act strictly in accordance with the law
 - 7.2.3 Buy, take on lease or take in exchange, any property or equipment necessary for the achievement of the Aims and maintain such property and equipment in good order
 - 7.2.4 Sell, lease or dispose of all or any part of the property of the SBKA
 - 7.2.5 Co-operate with and if appropriate affiliate to other organisations, voluntary bodies and statutory authorities operating in the furtherance of the Aims or of similar activities and exchange information and advice with them
 - 7.2.6 Establish or support any trusts, associations or institutions formed for all or any of the Aims
 - 7.2.7 Maintain and revise periodically any Standing Orders deemed necessary for the proper and efficient management of the SBKA's activities
 - 7.2.8 Undertake any other lawful activities that will promote and help achieve the Aims of the SBKA

8. PROCEEDINGS OF THE COUNTY COMMITTEE

- 8.1 The members of the County Committee may regulate their proceedings as they think fit, subject to the provisions of this constitution
- 8.2 The person elected as Chairman of the SBKA shall chair meetings of the County Committee. If the Chairman is not available the person elected as Vice Chairman will chair the meeting. In the absence of both, the County Committee may elect a temporary Chairman for the meeting.



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8.3 The person elected as Chairman shall have no powers except those conferred by this constitution or delegated to him/her by the County Committee.

8.4 The representatives from each Branch Association shall, in the event of a vote, have one vote each.

8.5 No Officer shall be entitled to vote at meetings of the County Committee except in the case of an equality of votes when the Chairman shall have a casting vote

8.6 The County Committee will hold at least four meetings a year. It may be summoned by the Chairman or by any six members of the Committee upon seven days notice being given to all other members of the Committee. Six members shall be a quorum.

8.7 No decisions made by a meeting of the County Committee shall be valid unless a quorum is present at the time

8.8 A record of all meetings of the County Committee shall be kept and contain details of all agreed actions and decisions made by the meeting

8.9 The County Committee may invite advisers and observers to attend meetings of the County Committee as they think fit. The County Committee may require any or all such persons to leave the meeting when and if they feel that an item on the agenda to be discussed does not require their presence or is a matter which requires confidentiality

8.10 The County Committee shall have full authority to manage the affairs of the SBKA subject only to this Constitution and any resolutions passed at General Meetings

9. MEETINGS OF THE ASSOCIATION

9.1 The Annual General Meeting of the Association shall take place in March. The Secretary will publish the Notice of the AGM and advise all Branch Associations and their members not later than 21 days before the date of the meeting.

9.2 The Branch Associations and their members may send to the SBKA propositions for inclusion in the agenda not later than 30 days before the date of the meeting. The County Committee shall review all propositions to ensure that they conform to the requirements of the SBKA's Constitution and / or Standing Orders.



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Additionally, the County Committee may, if there are two or more Propositions of very similar import, negotiate with the proposers to form a composite proposition

9.3 The agenda for the AGM, together with copies of propositions and any other relevant papers shall be published not less than 21 days before the AGM

9.4 The President shall be elected annually at the AGM. There shall be no limit to his or her length of service

9.5 The election of the Chairman, Vice Chairman, Secretary and Treasurer shall take place annually at the AGM and Officers may hold office for a period of up to five years. The nomination and election of candidates to the Offices shall be subject to the following conditions:

9.5.1. No person who is under the age of 18 may be appointed

9.5.2. Only Branch Association who are BBKA Registered Members shall be entitled to nominate or second candidates for election. Nominations shall be passed to the Secretary in good time for publishing together with the notice and agenda for the AGM concerned

9.5.3. The Officers shall be elected on grounds of personal merit and shall be deemed not to represent any specific body or organisation of beekeepers including any nominating Branch Associations, but shall act solely in the interest of the SBKA

9.5.4. Candidates for the Offices must be Registered Members of the BBKA

9.5.5. Elections shall be by vote at an AGM, each voting member present having one vote for each vacancy and a simple majority shall decide the result. In the event of a tie, the President shall have a casting vote or may decide to hold a new election

9.6 Where the number of nominations for an office exceeds the number of vacancies, elections shall be by an immediate vote. Votes on this and other proposals shall be by a show of hands, unless any member requests a ballot.

9.7 Votes by proxy will be accepted at meetings for motions, which have been published at least 21 days beforehand.

9.8 At the Annual General Meeting, the business shall include:

9.8.1 Consideration of the annual reports of the work done by or under the authority of the Association.



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9.8.2 Presentation of the annual accounts.

9.8.3 The appointment of the Officers and auditor(s)

9.9 A special meeting of the Association may be called at thirty days notice upon the written demand of twenty members of Branch Associations or of the President or Chairman.

9.10 At every meeting of the Association, the Chairman of the meeting shall be the Chairman or Vice-chairman of the Association. In their absence, members present shall, before any other business is transacted, elect one of their number to chair the meeting.

9.11 A quorum at any meeting of the Association shall be twelve members who are registered and current members of a Branch Association.

9.12 Except as this constitution provides, every matter shall be determined by a simple majority of the members present and voting thereon, one vote per subscription. In case of an equality of votes, the Chairman of the meeting shall have a casting vote.

9.13 The proceedings of the Association or of the County Committee shall not be invalidated by any failure to appoint or any defect in the appointment or qualification of any member.

10. FINANCE

The financial year shall start on 1st January and end on 31st December of each year

11. CAPITATIONS, FEES AND SUBSCRIPTIONS

11.1 The SBKA shall collect from the Branch Associations such capitation sums, levies, affiliation fees and subscriptions as are set each year by organisations or bodies which the SBKA decides to promote and on behalf of the members of the Branch Associations

11.2 The SBKA shall forward these capitation sums, levies, fees and subscriptions to the organisations or bodies concerned by the due dates specified by them

12. RETURNS BY THE BRANCH ASSOCIATIONS

Each Branch Association shall send to the Membership Secretary of the SBKA additions, amendments and deletions to their Members of the BBKA (or succeeding national organisation) throughout the year as soon as reasonably possible after they



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become available. This will be used to confirm the right of the Branch Associations' members to vote at General Meetings of the SBKA

13. TERMINATION OF MEMBERSHIP

13.1 Any Branch Association wishing to terminate its membership of the SBKA shall give the SBKA 12 full weeks' notice in writing. The SBKA will not refund any capitation fees for the unexpired portion of the period of its membership, but the members of the Branch Association shall continue to receive the relevant membership benefits for the remainder of that period for which capitation has been received

13.2 Arrears of Capitation:

The SBKA through the County Committee will specify dates for payment of capitation fees and other dues. If any Branch Association is in arrears with such fees payable to the SBKA by more than eight weeks, the Secretary shall issue a written 'Notice of Arrears'. If the Branch Association fails to settle the arrears in full within four full weeks of such notice, its membership will lapse and the Branch Association shall forfeit all rights to attend meetings of the County Committee. Lapse of membership will not cancel the debt of the arrears or any other liability of the Branch Association concerned to the SBKA

13.3 Termination of Membership:

Any meeting of the County Committee may by a resolution carried by a majority of two thirds, terminate the membership of any Branch Association that commits any serious breach of this Constitution or the conduct of which is in the opinion of the County Committee unbefitting of a member of the SBKA, provided that:

13.3.1 Not less than 12 full weeks' notice in writing shall be given by the County Committee to the Branch Association concerned of the proposal to terminate its membership under this Clause.

13.3.2 The Branch Association concerned shall be furnished with the reason for the proposed termination of membership and shall be given the opportunity of attending a meeting of the County Committee and stating its case if it so desires.

13.3.3 The County Committee shall have duly put a motion on the Agenda for that meeting



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14. USE OF RESOURCES

14.1 The assets of the SBKA may be disposed of at the discretion of the County Committee provided sufficient reserves are maintained to provide for any unforeseen circumstances.

14.2 The SBKA may pay a member of the County Committee reasonable expenses properly incurred by him or her when acting on behalf of the SBKA

14.3 No member of the County Committee may be paid or receive any other benefit for being a member of the County Committee.

15. DISSOLUTION

The Association may at any time be dissolved by a resolution supported by the votes of not less than two thirds of those present and voting at a meeting of the Association convened for the purpose of which at least 30 clear days notice in writing shall have been sent to all members. Such resolution shall give instructions for the transfer of any assets held by or in the name of the Association to its Branch Associations. Should these also fail, assets should be given to other organisations concerned primarily with beekeeping.

16. ALTERATIONS TO THIS CONSTITUTION

No alteration to the Constitution shall be valid unless it receives the assent of not less than two thirds of the members of the Association present and voting at an AGM or a special meeting called for the purpose. A motion for the alteration of the Constitution shall be received by the Honorary Secretary of the Association at least 30 clear days before the meeting at which the motion is to be proposed.

17. ADOPTION OF THE CONSTITUTION

This document is the Constitution of the SBKA and was adopted at the AGM (or SGM) of the Suffolk Beekeepers' Association held on 2nd March 2016

Signed:

President

Signed

Chairman

Signed

Secretary