

# Mid Bucks Beekeepers Association

## Constitution and Rules



Approved at the AGM of the Association 19th November 2014

- 1 Name  
The Association shall be known as the 'Mid Bucks Beekeepers Association'.
- 2 Objects  
The object of the Association shall be to promote and further the craft of Beekeeping for the public benefit.
- 3 Membership  
The Association shall consist of a President, Vice - President(s), Life Members and an unlimited number of members.
- 4 Officers and Committee
  - i) The Officers of the Association shall be a Chairman, Vice - Chairman, Secretary, Treasurer, Membership, Apiary Manager, Programme and Education Officer
  - ii) The Committee shall be formed from the Officers in 4 (i) above and at least three elected members elected annually, one of whom shall be a novice member.
  - iii) The President, Vice Presidents, Chairman, Secretary and Treasurer shall act as the charity trustees
  - iv) Five Committee Members can form a quorum
  - v) All Officers and Members of the Committee shall be elected at the Annual General Meeting after having been proposed and seconded by paid - up members of the Association, for a period of one year and shall stand down at the next General Meeting.
  - vi) The committee has the power to co-opt members to fill places left vacant after the Annual General Meeting.
  - vii) Any Officer or Committee Member may offer him self (or herself) for re-election.
  - viii) Committee meetings shall be held at least at three monthly intervals.
  - ix) Every matter shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the Chairman of the meeting shall have a second or casting vote.
  - x) In furtherance of the objects but not otherwise, the Committee may exercise the following powers:
    - Power to raise funds and to invite and receive contributions providing that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to the relevant requirements of the law;
    - Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
    - Power to appoint and constitute such advisory sub committees as the Committee may think fit;
    - Power to do such other lawful things as are necessary for the achievement of the objects

5 Annual General Meeting

The Annual General Meeting shall be held in October each year for the following purposes--

- i) To receive the Reports of the Officers of the Association.
- ii) To receive and approve the Balance Sheet which shall have been duly audited prior to the meeting.
- iii) To elect the Officers and Members of the Committee of the Association provided always that nominations for those positions have been given in writing to the Secretary not less than 14 days before the meeting. No member can be re-elected to the same role on the Committee for more than 6 consecutive years.
- iv) To discuss any resolution placed on the Agenda by any member provided always that not less than 14 days notice of the resolution has been given in writing to the Secretary.
- v) To alter or amend the rules or constitution of the Association which shall not be altered or amended except by a General Meeting or Extraordinary Meeting of the Association, provided that members are informed of any proposed changes at least 14 days before the Meeting and provided that no amendment is made to the objects clause, or any other clause which would cause the Association to cease to be charitable, and that no amendment is made to this power of amendment or to the dissolution clause without the prior written consent of the Charity Commission.
- vi) A quorum at the Annual General Meeting shall be one quarter of the fully paid - up members of the Association attending the Meeting and those who have submitted Proxy forms.
- vii) Every matter shall be determined by a majority of votes of the fully paid-up members present and those who have submitted proxy votes on the question, but in the case of equality of votes, the Chairman of the meeting shall have a second or casting vote.
- viii) Appointment of auditors for the coming year.

6 Subscriptions

- i) All Officers and Members of the Association save those specified in clauses 9(i), 9(ii) 9(iii) and 10 below shall pay a yearly subscription to the Association. The period covered by the subscription shall be from 1st January in any year until 31st December of that year.
- ii) The amount of the subscription for the next year shall be recommended by the Committee to the Annual General Meeting and endorsed by that meeting.
- iii) No member shall be entitled to the privileges of membership of the Association until such time as the subscription for the current year has been paid.
- iv) Any members not paying the subscription by 31st March shall be struck from the register of members.

7 Financial Year

- i) The Financial Year shall be from 1st September in any year to 31st August in the following year.

8 Association Accounts

- i) The Treasurer shall open Banking Accounts as necessary in the name of the Association.
- ii) The Account(s) shall be operated by at least two of the minimum of four authorised officers of which one would under normal circumstances be the Treasurer.

- iii) The Treasurer shall prepare accounts at the end of each financial year, which shall accurately reflect the financial affairs of the Association in that financial year.
  - iv) The Accounts shall be audited and presented at the Annual General Meeting.
- 9 Presidents and Vice Presidents.
- i) The Presidency and Vice-Presidency of the Association shall be conferred for a period of 3 years as honours on Persons who have rendered outstanding services to the Association.
  - ii) Nominations shall be made by the Committee and be approved by an Annual or Extraordinary General meeting of the Association. A President or Vice-President after 3 years may be re-nominated by the Committee for a subsequent tenure.
  - iii) The President and Vice Presidents may attend and vote at Committee and General meetings.
  - iv) Deleted
  - iv) Presidents and Vice Presidents may resign at any time by giving notice in writing to the Secretary.
  - v) Presidents and Vice-Presidents are not required to pay subscriptions to the Association but may be required to pay BBKA fees and subscriptions to other external bodies.
- 10 Life Members
- i) The Honour of Life Membership of the Association can be conferred by an Annual General Meeting on Members considered to have rendered outstanding services to the Association.
  - ii) Life Members shall not be required to pay any annual subscription to the Association.
  - iii) Life Members may vote at Annual and Extraordinary General Meetings.
  - iv) Life Membership does not include membership of the BBKA and subscriptions to other external bodies
- 11 Extraordinary Meetings
- i) An Extraordinary Meeting of the Association shall be called for at any time by the Chairman or Secretary provided always that twelve members of the Association send a written and signed request to the Secretary for such a meeting.
  - ii) The request shall state the nature of the matter to be discussed and the reason for the request.
  - iii) At least twenty-eight days' notice of any Extraordinary Meeting shall be given by the Secretary to the Members of the Association. The meeting shall be called within six weeks of the notice having been received.
  - iv) A quorum at the Extraordinary Meeting shall be one quarter of the fully paid - up members of the Association and those who have submitted Proxy forms.
  - v) The matter shall be determined by a majority of votes of the members present and voting on the question, but in the case of equality of votes, the Chairman of the meeting shall have a second or casting vote.
- 12 Dissolution
- i) If the Committee decides that it is necessary or advisable to dissolve the Charity, it shall call a meeting of all ordinary members of the Charity, of which not less than 28 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 voting the Committee shall have power to

realise any assets held by or on behalf of the Charity. 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 Charity as the members of the Charity may determine or failing that shall be applied to some other Charitable purpose. A copy of the statement of the accounts or account and statement for the final accounting period of the Charity must be sent to the Commission.