

Surrey Beekeepers' Association

Epsom Division

Rule Book

Part 1: Constitution

1.0 Relationship with Surrey Beekeepers' Association and British Beekeepers' Association

- 1.1 Epsom Beekeepers' Association (EBKA) is a Division of Surrey Beekeepers' Association (SBKA). SBKA is a registered charity (no 1026386) and an Area Association Member of the British Beekeepers' Association (BBKA). In this rule book EBKA is referred to as "the Division".
- 2.2 This Rule Book has been approved by the SBKA Trustees and a copy has been lodged with them.

2.0 Membership

- 2.1 The Division has the following classes of membership:-
- 2.1.1 Registered Membership –membership of SBKA, with the benefit of BBKA membership including access to the members' website,third party and public liability insurance and bee disease insurance for up to three colonies.Registered members receive BBKA News (the monthly journal of the BBKA) and the monthly magazine Beecraft.
 - 2.1.2 Partner Membership – this offers reduced benefits to the partner of a registered member. Partner members are registered with BBKA and receive the benefits of insurance but do not receive their own copies of publications.
 - 2.1.3 Junior Membership – A local scheme is available to family members of a registered member of the Division. The activities of a junior member are subject to the Division's Child Protection Policy.
 - 2.1.4 Friends of Epsom (Associate Members) receive the divisional newsletter. This category of membership is designed for people who are not beekeepers but wish to maintain an association with the Division. Friends who wish to receive BBKA News may register with BBKA as Country members.
- 2.2 Active beekeeping members shall comply with the BBKA registration requirements as either registered members or partner members.
- 2.3 There is no bar to a member, in any category, of one division also being a member of another division or an individual member of the BBKA. In such a case it is the responsibility of the member to ensure that he/she is not charged twice for BBKA capitation, SBKA capitation or Bee Craft subscription.

3.0 Officers

- 3.1 The Division shall have a Chairman, a Secretary, a Treasurer and a Membership Secretary who shall be elected annually at its Annual General Meeting (AGM). Any office, except that of the chairman, may be combined with any other. Only members of the Division may be elected as officers.
- 3.2 Each year at the Division's AGM a member shall be nominated to stand for election as a Trustee of SBKA at the SBKA AGM. This nomination shall be approved by the members of the Division at the AGM.

3.3 No member may hold the office of chairman for more than three consecutive years unless re-elected by at least four fifths of the members present and voting at the Divisional AGM

3.4 A President may be elected at the Division's AGM. The role of the President shall be to chair the AGM and, if asked to do so by the Committee, to undertake appropriate additional responsibilities.

3.5 [On the recommendation of the Committee, one or more Vice Presidents may be elected in recognition of distinguished service to the Division. No duties shall attach to this title.]

4.0 The Committee

4.1 The Division shall be managed by a committee consisting of the officers , the Divisional Trustee (if not one of the Officers) and up to six ordinary members who shall be elected at the AGM.

4.2 If any vacancy is not filled at the AGM, the Committee may by resolution appoint a member to fill it.

4.3 The Committee may by resolution co-opt up to two additional members for particular purposes.

3.6 Appropriate titles may be given to committee members to reflect particular areas of responsibility.

4.4 If an officer leaves office in the course of a year, the Committee may elect any member of the Division to fill the vacancy.

4.5 The Committee shall meet at least twice each year.

4.6 The Committee shall appoint one of its members as Divisional Representative to the SBKA council. The Divisional representative will represent the Division at SBKA council meetings and the SBKA AGM and at any EGM.

5.0 General Meetings

5.1 The Division shall hold an AGM in each financial year. This shall be held before the AGM of SBKA in the same financial year.

5.2 An Extraordinary General meeting (EGM) may be called by the Chairman or the Secretary, and shall be called on receipt of a request signed by at least 10% of members entitled to vote. The notice of the meeting shall state the business to be conducted and no other business shall be conducted at the meeting.

5.3 Notice of the AGM and of any EGM shall be given by email or post to every registered [and partner] member of the Division [to arrive] at least [4] weeks before the date of the meeting. The notice shall include an agenda and details of all vacancies to be filled and an invitation to nominate members for election.

5.4 The agenda for an AGM shall include the following items:

5.4.1 To receive and approve minutes of the previous AGM

5.4.2 To receive and approve the Chairman's report

5.4.3 To receive and adopt the Treasurer's report and accounts

5.4.4 To receive reports from officers

5.4.5 To elect officers and committee members for the coming year

5.4.6 To nominate a member for election as Divisional Trustee at the AGM of SBKA

5.4.7 To transact such other business as the meeting shall deem necessary and proper

- 5.5 Only Registered and Partner Members who have paid their subscriptions for the current year are entitled to make nominations, stand for election and vote at AGMs and EGMs
- 5.6 Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

6.0 Nominations and ballots6.1 Nominations for election to any position shall only be made with the prior knowledge and approval of the nominee

- 6.2 Nominations shall be proposed and seconded by members, in writing, and be in the hands of the Secretary at least five days before the AGM. Email nominations may be accepted at the discretion of the Secretary.
- 6.3 If the nominations for any position exceed the number of vacancies, a secret ballot shall be held.
- 6.4 The person chairing the AGM shall have discretion to accept nominations at the AGM [if no other nominations have been received and][if he/she considers it appropriate]
- 6.5 If a late nomination necessitates a secret ballot, then a three quarters majority of the votes cast shall be required for any candidate to be elected.

7.0 Reports and Accounts

- 7.1 The Division shall, prior to the SBKA AGM, send to the Trustees a report of its activities during the year and its approved/audited accounts for the year.
The Divisional Committee shall set an annual subscription based on capitation figures supplied by the SBKA Treasurer and a Divisional component set by the Committee.

8.0 Duties of the Treasurer

- It is the duty of the Treasurer to:-
- 8.1 manage the Division's finances in consultation with the Committee
- 8.2 Propose the divisional subscription for the coming year on the basis of the proposed capitation fee of SBKA, the premiums set by BDI Ltd and the Division's budget for the coming year.
- 8.3 Collect subscriptions, donations, and any other monies proper to the Division and manage the same.
- 8.4 Transfer monies due from the Division to SBKA by way of capitations as required by the rules and decisions of SBKA.
- 8.5 Transfer any further monies due to the SBKA on request from the SBKA Treasurer.
- 8.6 Transfer monies due to BDI Ltd in April and September each year.
- 8.7 Ensure, in liaison with the divisional Membership Secretary, that the SBKA Membership Secretary and Bee Craft Ltd are kept fully informed of all relevant changes of membership.
- 8.8 Check the membership list against the BBKA membership list twice each year in March and September.
- 8.9 Verify the division's membership list with Bee Craft Ltd each year in November.
- 8.10 Prepare accounts to be submitted to the Divisional Auditor and to the Divisional AGM
- 8.11 Submit a quarterly report to the SBKA trustees.

- 8.12 Comply with the requirements of the constitution of SBKA in relation to approved segregated funds

9.0 Duties of the Membership Secretary

9.1 The Divisional Membership Secretary shall:-

- 9.1.1 Ensure, in liaison with the Divisional Treasurer, that the SBKA Membership Secretary and Bee Craft Ltd are kept fully informed of all relevant changes of membership, such as new or lapsed registered, partner or country members of the BBKA.
- 9.1.2 Maintain a membership list of the Division and record any changes to the names, addresses and, if appropriate, telephone numbers and e-mail addresses of members, together with the respective class of membership.
- 9.1.3 In liaison with the Divisional Treasurer verify the Divisional membership with Bee Craft Ltd each year in November and notify the same of any changes as they occur. Also verify the membership list against the BBKA membership list twice per year in March and September.

10.0 Duties of the Divisional Representative

10.1 The Divisional Representative shall:-

- 10.1.1 Attend SBKA Council meetings
- 10.1.2 Report to Council on the activities of the Division.
- 10.1.3 Inform the Divisional Committee of any relevant business conducted at Council meetings.
- 10.2 The Divisional Committee may appoint a substitute Representative for any meeting that the appointed Representative cannot attend, provided that the SBKA Secretary is informed beforehand.

11.0 Duties of the Divisional Trustee

- 11.1 The Member appointed to stand as a Trustee and duly elected as a Trustee shall perform the duties of a Trustee of SBKA as set out in the SBKA Constitution.

12.0 Conduct

- 12.1 Members of the Division are expected to conduct themselves so as to further the interests of the Charity, promote the objectives of the Division and preserve the good opinion of the public of beekeeping and beekeepers.

13.0 Discipline

- 13.1 The Divisional Committee shall have the first responsibility of dealing with all matters of discipline. If the Divisional Committee cannot resolve the matter it should be referred by the Committee to the SBKA Council.

14.0 Complaints

- 14.1 In the case of a complaint by a member of the Division or a member of the public the Divisional Committee shall take all reasonable steps to resolve the matter, but if the matter

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is not resolved it may be referred to the SBKA Council

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This document is the Constitution of the Epsom Beekeepers' Association. It was adopted at the Annual General Meeting on 17 November 2012 and approved by the SBKA Council on

Signed:

President, Epsom Beekeepers' Association

In the presence of

Chairman, Epsom Beekeepers' Association

Divisional Trustee, Surrey Beekeepers' Association

Date:

Secretary, Surrey Beekeepers' Association

Date: