



Darlington Beekeepers Association Constitution

1. **NAME:** The NAME of the Association is 'The Darlington Beekeepers' Association' (hereinafter called 'DBKA').
2. **AFFILIATIONS:** DBKA is affiliated to Yorkshire Beekeepers' Association (YBKA) and to the British Beekeepers' Association (BBKA)
3. **OBJECTIVES:** The objectives of DBKA are as follows:
 - A. To promote and improve the craft of beekeeping.
 - B. To provide education, training and support for its Members.
 - C. To inform the wider public about the important role that the honeybee (*Apis mellifera*) plays in our natural environment and to promote the protection of that environment.
4. **GOVERNING DOCUMENT:** This Constitution is the DBKA's governing document and is the rule book that defines how it is to be administered and managed.
5. **THE COMMITTEE**
 - A. DBKA is administered and managed by a Committee of elected members consisting of the honorary officers of the Association and up to five other members; five committee members including two officers to form a quorum. For tied votes the chair shall have a casting vote. The committee shall have power to fill temporary vacancies and shall also have power to appoint sub-committees; each sub-committee shall have at least one member of the committee. In the case of an Officer's post becoming vacant part-way through the year the committee may (a) delay appointing a successor until the AGM or (b) make an interim appointment in which case the whole membership should be informed of the vacancy and invited to apply.
 - B. The Honorary Officers of the Association shall be the Chairman, Vice-Chairman, Secretary, Treasurer and Membership Secretary. An Executive committee consisting of at least three officers of the Association may take decisions required urgently between committee meetings, any such decision to be reported to the committee by email as soon as practically possible.
 - C. The Chairman shall be elected for a period of three years, and all other Officers and Committee Members for one year at an **Annual General Meeting** (AGM). All are eligible for re-election. The Chair and the Vice-Chair may serve for a maximum of three consecutive years after which they will be not eligible for re-election to the same post until 12 months have elapsed. They are not, in consequence, disbarred from election to another post or from taking the chair at any meeting from which both the Chair and the Vice-Chair are absent.
 - D. Members with special responsibility shall be appointed by the committee annually and their positions notified to the membership following the first committee meeting after the AGM.
 - E. Candidates for Officers or the committee must be proposed and seconded in writing to the Secretary at least 14 days before the AGM (except the Chairman if he/she is still in tenure). The name will not be accepted unless the candidate has expressed willingness to serve on the committee if elected. The election shall be decided by vote of those members present at the AGM.

- F. All members of the Committee must retire with effect from the conclusion of the AGM next after their appointment and may be eligible for re-election at that AGM.
- G. Committee Members are appointed to “hold in trust” all assets and equipment that belongs to the DBKA.
- H. The Committee, at all times, must act with honesty and integrity and must avoid any personal conflicts of interest and must avoid any misuse of DBKA funds or assets.
- I. The Committee has over-riding collective authority, responsibility and accountability for the good governance of the DBKA according to the rules set out in this constitution.
- J. Committee Officers/Committee Members are authorised to sign any leases or licences on behalf of DBKA, for the purposes of meeting the aims of the Association.
- K. Custodian Trustees (when required)
 - i. There shall be not less than two nor more than four Custodian Trustees of the Association (who shall not necessarily be Members) who shall be nominated by the Committee
 - ii. For the purpose of giving effect to such nomination the Chair is hereby declared to be the person empowered to appoint new Trustees of the Association within the meaning of S36 Trustee Act 1925 and they shall by deed duly appoint the person or persons so nominated by the Committee
 - iii. The Custodian Trustees shall hold office until death or resignation or until removed from office by the Committee. On any such vacancy the Committee shall nominate the person or persons to be appointed as the new Custodian Trustee or Trustees.
 - iv. The Custodian Trustees shall be indemnified out of Association assets against losses or expenses incurred in carrying out the business of the Association as authorised by the Committee or by a General Meeting.
 - v. All property of the Association (but not cash and bank accounts) shall be vested in the Custodian Trustees and shall be dealt with by them as the Committee shall from time to time direct (of which an entry in the minutes confirmed and signed in accordance with these Rules shall be conclusive evidence).

6. FINANCE

- A. The financial year and membership year of the DBKA are concurrent with those of Yorkshire BKA, of which DBKA is a district, and run from 1st October in any year until 30th September in the following year
- B. The committee shall administer the funds of the Association.
- C. The Treasurer shall be responsible for the keeping of the accounts and for the preparation of the annual statement of accounts, which will be examined by an Independent Examiner.
- D. All cheques must be signed by two authorised signatories. Up to four committee members including the Treasurer, will be appointed as authorised signatories. No authorised signatories may be related to each other. Expenses must be authorised by two signatories unrelated to the claimant.
- E. No Member may incur any costs without first agreeing an estimate of the expenditure with the Executive Committee. Unauthorised expenditure is unlikely to be refunded.
- F. Indemnity: The members of the Committee shall be entitled to an indemnity out of the assets of the Association for all expenses and other liabilities properly incurred by them in the management of the affairs of the Association.

7. MEETINGS

- A. Committee Meetings shall be called by notice of the Secretary.
- B. A Quorum for Committee Meetings shall be half the elected Committee Members including at least two Officers.
- C. There shall be an AGM as soon as possible after the close of the financial year on a date to be fixed by the committee.
- D. Members shall receive notice of the AGM, by post or email, and a copy of the agenda not less than twenty-one days before the agreed date for the meeting. The sending of the notice by post or email to the address held on the Association records shall be deemed as delivered whether the notice is received or not.
- E. A verbal report of the year's work, together with a statement of accounts made up to the end of the previous financial year and duly examined shall be submitted to this meeting which may discuss the management and concerns of the Association.
- F. The Independent Examiner, who shall not be a member of the committee, shall be appointed at an AGM or by the Committee if an appointment is necessary at any other time.
- G. An **Extraordinary General Meeting (EGM)** may be called by the Committee, or by the Secretary on the written demand of twenty per cent of the voting members of the Association. The demand shall state the objects of the meeting and no other business shall be transacted thereat. The meeting must be called within twenty-eight days of receipt of the demand. All members shall receive notice of the EGM by post or email and a copy of the agenda not less than fourteen days before the agreed date. Such notice may be sent by post or email to the address held by the Association and shall be deemed to be delivered.
- H. The person elected as chairman of the association shall, if present at any general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the association who are present at a general meeting shall elect a chair to preside at the meeting.
- I. A Quorum at General Meetings shall be the greater of 20 members or 10% of the membership to include at least three Officers.
- J. No business may be transacted at any general meeting of the members of the association unless a quorum is present when the meeting starts.
- K. If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- L. If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the chair or be notified to the Associations members at least seven clear days before the date on which it will resume. If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- M. If the committee decides that it is advantageous to hold a General Meeting either fully or partially by electronic means, then they shall notify the membership at the same time as the notification of the General Meeting and Agenda are sent to the members. The decision to hold a General Meeting either fully or partially by electronic means must be noted in the Committee minutes.

8. MEMBERSHIP

Membership shall be open to all persons in sympathy with the objects of the Association on application to the Membership Secretary, and on payment of the annual subscription. His or her election need not be referred to the committee unless the Membership Secretary has any doubts about the suitability of the applicant, in which case the application shall be dealt with by the committee.

- A. Membership runs from 1st October to 30th September and subscriptions are due annually on 1st October. Any member whose subscription is overdue by more than three months shall cease to be a member.
- B. Voting at Annual and Extraordinary General Meetings is open to all Adult Members.
- C. All adult Members are eligible to serve on the Committee.
- D. Classes of membership shall be as laid down from time to time by '*The British Beekeepers Association*' and are currently as follows:
 - i) **Registered Members** – Adult members who receive all the benefits of membership, including Public and Products Liability insurance under the BBKA Insurance Policy, BBKA News magazine and the DBKA Newsletter. They will be members of Yorkshire BKA (YBKA) through their membership of DBKA. They will also be entitled to Bee Disease Insurance (BDI) for the first 3 colonies.
 - ii) **Partner Members** – Adult member residing at the same address as a Full Member. One Partner Member per Registered Member. They receive all the benefits of membership, including Public and Products Liability insurance under the BBKA Insurance Policy, but not BBKA News magazine and the DBKA Newsletter. They will be members of Yorkshire BKA (YBKA) through their membership of DBKA. They will also be entitled to Bee Disease Insurance (BDI) for the first 3 colonies.
 - iii) **Country Members** – Members who do not keep bees but who wish to support DBKA and BBKA and receive BBKA News magazine and the DBKA Newsletter.
 - iv) **School Membership**-- One school contact must be named under School membership (same subscription cost as registered member) – using school address and email address. Same benefits as Registered member but no BDI or BBKA Insurance.
 - v) **School Partner** - Same school address as School Member. Multiple Partners available per school. Same benefits as Partner Members except no BDI or BBKA insurance.
 - vi) **BBKA Junior Members** - Available to anyone under 18 years old who is accompanied by a Registered Member. BBKA capitation is paid and member will receive BBKA News. BDI will be in place but must be in the name of an adult.
 - vii) **DBKA Junior Members** – Available to anyone under 18 years old who is accompanied by a Registered Member. No capitation is paid to BBKA and therefore there is no insurance. Not eligible for BBKA News magazine but will receive the DBKA Newsletter.

9. TERMINATION OF MEMBERSHIP

A person's membership will be terminated if:

- A. The member resigns from the association.
- B. The member dies.
- C. Any sum of money owed by the member to the Association is not paid in full within three months of its falling due.
- D. A member fails to return Association property on request.
- E. A member uses DBKA name to promote commercial activities (see clause 12).

- F. The Executive Committee may remove a person's membership if they believe it is in the best interests of the Association to do so, and pass a resolution to that effect.
- G. Before the Committee take any decision to remove someone from membership of the Association they must:
 - i. inform the member of the reasons why it is proposed to remove him/her from membership;
 - ii. give the member at least 21 clear days notice in which to make representations to the Committee as to why he/she should not be removed from membership. (such notice may be sent by post or email to the address held by the Association and shall be deemed to be delivered).
 - iii. at a duly constituted meeting of the Committee, consider whether or not the member should be removed from membership;
 - iv. consider at that meeting any representations which the member makes as to why the member should not be removed; and
 - v. allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

10. SUBSCRIPTIONS

- A. The rate of the Annual Subscription for all categories of membership for the following year shall be decided at the AGM or at an EGM.
- B. Annual subscriptions are due on the first of October.
- C. Any member whose subscription is overdue by more than three months shall cease to be a member.

11. NOTIFIABLE DISEASES OF HONEYBEES

Members of the association who keep honeybees should register with BEEBASE, the database run by APHA, or a relevant government authority. Any member having a suspected outbreak of a notifiable disease (e.g. foul brood) in his or her apiary, shall notify the Regional Bee Inspector without delay. Whether the bees etc have been destroyed or not the DBKA Secretary must also be informed.

12. COMMERCIAL ACTIVITIES

Members must not use the name Darlington Beekeepers Association to promote personal and/or commercial activities outside the association. Members selling under the auspices of DBKA may only sell locally produced honey and bee products.

13. ALTERATIONS TO THE CONSTITUTION

The constitution may be altered at the AGM or at an EGM. Any proposed alteration must be circulated to the membership at least 21 days before the meeting. The constitution shall not be altered except by a majority vote supported by at least two thirds of those voting at an AGM or EGM.

14. TERMINATION OF AFFILIATION TO YBKA

- A. DBKA may terminate its affiliation to the YBKA by giving notice in writing to the General Secretary - such termination to take effect following confirmation of the decision at the next YBKA AGM.
- B. A notice of termination may only be submitted by DBKA if two thirds of the Members present at a General Meeting where the resolution is proposed are in agreement. A quorum for such a meeting will be one third of the District's paid up Membership. The YBKA General Secretary or

an appointed deputy will be invited to attend and be permitted to take part in the proceedings of the meeting. At least fourteen days' notice of the meeting (when such a resolution is to be debated) must be given to all Members of the Association.

15. DISSOLUTION OF THE ASSOCIATION

In the event of the DBKA being dissolved the Committee will be responsible for paying or making provision for all its liabilities and for sending to the YBKA General Secretary all books, assets, papers and other documents for safe keeping. The balance of any bank accounts will be handed to the YBKA Treasurer to be held in trust for the benefit of Members in the locality or specialism of the defunct District.

This document is the Constitution of the Darlington Beekeepers' Association and was adopted at the Annual General Meeting held at St Anne's Church Hall, Darlington on Wednesday 2nd October 2019 and became effective at the closure of that meeting. This document was amended at the AGM held by Zoom on Monday 14th December 2020 and became effective at the close of that meeting.