

NEW FOREST & DISTRICT BEEKEEPERS ASSOCIATION CONSTITUTION

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NEW FOREST & DISTRICT BEEKEEPERS ASSOCIATION CONSTITUTION

Adopted at the E.G.M on 21.02.19

1. Name.

The Name of the Association is the “New Forest & District Beekeepers Association” (NF&DBKA).

NF&DBKA affiliated to the British Beekeepers Association (BBKA) through the Hampshire Beekeepers Association (HBA).

2. Administration

Subject to matters set out below the Association and its property shall be administered and managed in accordance with this constitution by the members of the Committee (“The Committee”).

3. Objects

The objects of the Association (“the Objects”) are to promote the craft of beekeeping, including education of its members and interested members of the general public.

4. Powers

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- Power to raise and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial and permanent trading activities and shall conform to any relevant requirements of the law;
- Power to buy, take on lease or rent any property necessary for the achievement of the objects and to maintain and equip it for use;
- Power subject to any required by law to sell, lease or dispose of all or any part of the property of the Association;
- Power to support and co-operate with any other Associations, charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar purposes and exchange information and advice with them;
- Powers to do all such other lawful things as are necessary for the achievement of the objects;

5. Membership

5.1. Membership of the Association shall be open to any person interested in furthering the objects and who has paid the annual subscription laid down by the Committee.

5.2. The Membership year shall be from 1st October to 30th September of each year.

5.3. Types of membership:

- **Registered** – an adult keeping bees at any time in the membership year.
- **Partner** – an adult keeping their own bees who lives at the same address as the Registered Member shown on his/her application.
- **Family** – an adult non-beekeeper living at the same address as the Registered Member shown on his/her application.
- **Junior** – a young person under 18 years old at the start of the membership year who is the child or grandchild of the Registered or Partner Member shown on his/her application.
- **Country Member** – an individual joining the New Forest & District Beekeepers Association who will not be keeping bees in the current membership year and who wish to be a Country Member of the British Beekeepers Association (BBKA).
- **Associate** – an individual joining the New Forest & District Beekeepers' Association who will not be keeping bees in the current membership year or who is a Registered member of another association affiliated to the British Beekeepers' Association.
- **Life** - any person upon whom the Association wishes to confer the honour of Associate membership for long term service without subscription, may be elected as Honorary Member at the Annual General Meeting upon recommendation of the Committee.
- **Honorary** - any person, upon whom the Association wishes to confer the honour of Associate Membership for outstanding service without subscription, may be elected at the Annual General Meeting upon the recommendation of the Committee.

Benefits of Membership

Member	Public & Product Liability Insurance	Bee Disease Insurance (basic level)	BBKA News & Magazine	NF&DBKA web & info-mail	NF&DBKA Meetings & Events	Voting rights at NF&DBKA Meetings
Registered	Y	Y	Y	Y	Y	Y
Partner	Y	N	N	Y (electronic)	Y	Y
Family	N	N	N	Y (via main member)	Y	N
Country	N	N	Y	Y	Y	Y
Junior	N	N	N	Y (via main member)	Y (accompanied by an adult)	N
Associate	N	N	N	Y	Y	Y

5.4. Every member entitled to vote at the AGMs and Extraordinary General Meetings shall have one vote.

5.5. The Committee may by majority vote, and with good reason to terminate the membership of any individual. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

5.6. The annual subscription due from each member must be paid by 31st October in each financial year and any member whose annual subscription is not paid by that date shall cease to be a member with effect from midnight of the preceding 1st October.

5.7. Any newly lapsed member may still attend the Annual General Meeting but is ineligible to vote.

6. Elected Officers

- 6.1. All Officers of the Association shall retire from office at the end of the committee reports at the Annual General Meeting of the Association. They may then stand for re-election, or be co-opted again.
- 6.2. At the Annual General Meeting of the Association the members shall elect from amongst themselves a **Chair, Secretary** and a **Treasurer**. Chair may stand in the office for maximum of three consecutive years.
- 6.3. At the Annual General Meeting of the Association the members may elect from amongst themselves a **President**.
- 6.4. The Committee may elect from amongst themselves a **Vice Chair**.
- 6.5. The **New Forest Show Secretary** shall be voted by the Committee to be a member of the Committee.
- 6.6. All elected Officers will be members of the Committee. All Officers and Committee posts are to be unpaid other than reimbursement of expenditure wholly and exclusively incurred on behalf of the Association.

7. The Committee

- 7.1. The Committee are those elected at an Annual General Meeting and consist of not fewer than four members plus elected Officers.
- 7.2. The Committee may in addition invite more members to join the Committee (co-opted members), but not so that more than one third of the members of the Committee would be co-opted members.
- 7.3. All Committee members of the Association shall retire from office at the end of the committee reports. They may then stand for re-election, or be co-opted again.
- 7.4. Each member of the Committee shall have one vote at Committee meetings. The Chair shall be entitled to a casting vote in the event of a deadlock.

8. Termination of Membership of the Committee

A Member of the Committee may cease to hold office at the discretion of the Committee if he or she:

- Becomes incapable by reason of mental disorder. Illness or injury of managing and administering his or her own affairs;
- Is absent without the agreement of the Committee from all their meetings held within a period of six months and the Committee resolve that his or hers office is vacated;
- Notifies the Committee to resign;
- Breaches either the Code of Conduct for Committee members or the Code of Conduct for members.

9. Committee Members not to be personally interested

- 9.1. No member of the Committee shall acquire any interest in property belonging to the Association or receive remuneration or be interested (otherwise as a member of the Committee) in any contract entered into by the Committee.
- 9.2. All monies received on behalf of the Committee shall be paid into the Association bank account.
- 9.3. All existing NF&DBKA Committee Members, or candidates for NF&DBKA Office, should make a full declaration of any commercial beekeeping activities (with the sole exception of selling honey and other hive products from hives which belong to them).

10. Meetings and Proceedings of the Committee

- 10.1. The Committee shall hold meetings among themselves as they see fit and necessary and not less than 6 times a year to carry out business relating to the Association.
- 10.2. A Committee Meeting may be called at any time by the Chair or by any two members of the Committee upon not less than 7 days notice being given to the other members of the Committee of matters to be discussed.
- 10.3. The Chair shall act at meetings of the Committee. If the Chair is absent from any meeting, the members of Committee present shall choose one of their number to be chair of the meeting before other business is transacted.
- 10.4. There shall be a quorum when at least one third of the number of members of the committee for the time being or four members of the Committee, whichever is greater, are present at a meeting.
- 10.5. Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question.
- 10.6. No non-committee person(s) shall be present at Committee meetings unless approved by the committee before the start of the meeting. No non-committee person(s) is allowed to vote at a committee meeting.
- 10.7. The Committee may appoint Sub-Committee to deal with special matters but all decisions of such Sub-Committee shall be ratified by the Committee before being implemented unless the Committee vote on giving decision making power to a Sub-Committee for a specific length of time.
- 10.8. The Committee shall keep the minutes, in books or digitally, of the proceedings at the meeting of the Committee and any Sub-Committee. At the end of his or hers term the outgoing Secretary must pass on this full set of records to the new Secretary.
- 10.9. No outgoing Committee member may store or use any form of Association records, including the membership data bases, bank details materials the logos or any material copyrighted to the Association.

11. Receipts and Expenditure

- 11.1. The funds of the Association, including all donations, contribution and bequests, shall be paid into an account operated by the Committee in the name of the Association.
- 11.2. The funds belonging to the Association shall be applied only in furthering the Objects.
- 11.3. Any financial arrangements on behalf of the Association with any third party must be made with the knowledge and agreement of the Committee.

12. Accounts

The Financial year shall be from 1st October to 30th September of each year.

The Committee shall comply with its obligations with regards to:

- The keeping of accounting records for the Association; The Treasurer at the end of his or her term will supply the new Treasurer, and Committee if requested, with all relevant papers and full financial accounts;
- The preparation of an annual statement of account for the Association;
- The appointment of the auditor to the Accounts to carry out an independent review.
- All cheques shall bear two (2) Signatures.

13. Annual General Meeting

- 13.1. There shall be an Annual General Meeting of the Association which shall be held within four months following the financial year end.
- 13.2. Every Annual General Meeting shall be called by the Committee. The Secretary shall give at least 21 days notice of the Annual General Meeting to all members of the Association. All the paid up members of the Association shall be entitled to attend and vote at the meeting.
- 13.3. A minimum of 21 days notice should be given of the elected posts to which Members may seek nomination. Only paid up members may be elected to the Committee.
- 13.4. All new candidates seeking election should submit a written statement 14 days before the Annual General Meeting to the Secretary setting out how they meet the requirements of the post for which they seek to be elected. Each candidate must have 2 other paid up members of the Association who have agreed to propose and second them.
- 13.5. The Committee shall present to each Annual General Meeting the report and accounts to the Association for the preceding membership year.
- 13.6. All motions to be considered at the Annual General Meeting must be presented to the Secretary in writing 14 days before of the date of the meeting by the members who propose and second the motion.
- 13.7. All paid up members are entitled to vote at the Annual and Extraordinary General Meeting, save for the Chair, who will only vote if there is a tie. The Chair may not use his/her vote in order to secure his/her continued term of office.
- 13.8. Only Paid up members in the room shall be entitled to vote.
- 13.9. Voting may be by a secret ballot.

14. Extraordinary General Meeting

- 14.1. The Committee may call an Extraordinary General Meeting of the Association at any time.
- 14.2. At least 15% of the membership, or twenty members, whichever is the lesser, can request such a meeting in writing to the Secretary, stating the business to be considered.
- 14.3. At least 14 day notice must be given. The notice shall state the business to be discussed.
- 14.4. All motions to be considered at the Extraordinary General Meeting must be presented to the Secretary in writing 7 Days before the date of the meeting by members who Propose or Second the motion.

15. Procedure at General Meeting

- 15.1. The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every General Meeting of the Association.
- 15.2. There shall be a quorum when at least 10% of the members of the Association, or ten members of the Association, whichever is the greater, are present at any General Meeting.
- 15.3. The minutes of all General Meeting must be circulated to Members within 60 days.

16. Alterations to the Constitution

Subject to the following provision of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

17. Dissolution

- 17.1. If the Committee decides it is necessary or advisable to dissolve the Association it shall call an Extraordinary General Meeting of all Members of the Association, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by two-thirds majority of those present and voting the Committee shall have the power to realise any assets held by or on behalf of the Association. Such release of any assets will be as follows;
- 17.2. Current Members 'of the Association at the date of Dissolution shall be entitled to receive a pro-rata refund (by date) of their current year NF&DBKA subscription.
- 17.3. All residue after of all proper debts and liabilities shall be gifted to such Association or Charitable Intuition or Intuitions having objects similar to the objects of the Association as the Members of the Association may determine or, failing that, shall be applied for some other Charitable purpose.
- 17.4. A copy of the statement of accounts, or account and statement for the final accounting period of the Association shall circulate to all Members.

The Constitution was adopted on the date mentioned above by the New Forest & District Beekeepers Association and witnessed by the persons whose signatures appear at the bottom of this document.

Appendix 1

Conduct: for Committee & Sub-Committee Members

This code sets out the standards of behaviour expected of the NF&DBKA Committee Members. The code incorporates the Nolan principles of standard in public life. It aims to ensure that all observe the highest standards of propriety and act in the best interests of the NF&DBKA and its Members at all times.

Respect

Committee Members must treat each other, and others they come into contact with working in their role, with respect and courtesy.

Commitment

Committee Members must devote sufficient time preparing for and attending meetings to ensure they add value to the Committee's work.

No Personal Benefit

Committee Members must not benefit from their position beyond what is allowed by prior agreement of the Committee. Committee Members should take decisions solely in terms of the NF&DBKA interest. Committee Members should not use their position in order to gain financial or other benefits exclusively for themselves, their family their friends or other Committee Members.

Conflict of Interest

Committee Members should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict.

All Committee Members, or Candidates for NF&DBKA Office, should make a full declaration of any commercial beekeeping activities in the NF&DBKA Area (selling products from hives belonging to them excepted).

Probity

Committee Members must comply with any rules agreed by the Committee including those relating to the acceptance of gifts and hospitality and avoidance of activities which might compromise the NF&DBKA position and public standing.

Openness and Accountability

Committee Members must be open, responsive and accountable to each other, NF&DBKA Members and other Stakeholders about their decisions, action and work, including their use of the NF&DBKA name and resources.

Committee Members are accountable for their decisions and actions to the Committee and the NF&DBKA Membership and must submit themselves to whatever scrutiny is appropriate to their position.

Confidentiality

Committee Members must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

Integrity

Committee Members are required to use their knowledge, expertise to take the best decisions they can in the interests of the NF&DBKA. They are equally responsible for all decisions of the Committee. Committee Members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or individual.

Basic Expectation of NF&DBKA Committee Members

1. Strive to attend all meetings sending apologies to the Chair for necessary absences.
2. Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
3. Talk to the Chair before the meeting if you need to clarify anything.
4. Arrive on time. Stay till the end.
5. Participate fully in the meeting:
 - Listen to what others have to say and keep an open mind;
 - Contribute positively to discussions;
 - Try to be concise and avoid soliloquies.
6. Help others concentrate on the meeting. Discourage side conversations.
7. Have the best interests of the organisation/beneficiaries in mind at all times.
8. Draw attention to any potential conflicts that may arise in the meeting.
9. Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
10. Sub-Committee Leaders, or their Designated Deputy, will deliver a monthly report to the Committee.

Procedures in Case Breach of Code

The Committee may, by majority vote, terminate the Membership of any Committee Member for breach of the Code of Conduct. The Individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

Appendix 2

Conduct: for NF&DBKA Members

This Code sets out the standards of behaviour expected of NF&DBKA Members. The Code aims to ensure that all members observe the highest standards of propriety and act in the best interests of the NF&DBKA and its members and the general public at all times.

Preamble

In the terms of its Constitution the NF&DBKA aims primarily to promote and advance the craft of Apiculture within the New Forest and to encourage the competency and professional conduct amongst its members in their beekeeping activities. To this extent the Association expects of its members that they themselves maintain a competent and professional approach in all aspect of their beekeeping activities.

Scope

NF&DBKA Member should comply with the code whenever the:

- Conduct beekeeping and related activities.
- Collect swarms or removal of feral colonies.
- Attend beekeeping events.
- Contribute to the media (local, national, or international).
- Use of beekeeping social media and websites.
- Refer to the NF&DBKA in any other way.

Compliance with statutory regulations

All Members who keep bees whether for recreational use, commercial use or any other reason relating to the production and harvesting of honey bee products must comply with UK statutory laws and Local Government By-laws in beekeeping.

All Members who keep bees should be registered with the BBKA or Bee Farmers' Association, either directly or through a local Association, and should a valid Membership number and insurances for public liability and diseases.

Conduct of Members

All Members of the Association are expected to:

- Adhere to the Association's Constitution.
- Practice proven and ethical standards in working and managing their bees or any activity associated with apiculture, including the collection of swarm and removal of feral swarms/colony and any aspect of research and development in apiculture.
- Behave in a proper, lawful and responsible manner in all activities associated with beekeeping.
- Behave in a responsible manner in activities associated with the general public on beekeeping matters.
- Acknowledge and respect the views of fellow beekeepers without derogatory or disparaging comments whilst maintaining their right to express their own views in any forum of the Association.
- Not to use or attempt to use their position as Members improperly to confer on or secure for themselves or any other person, an advantage or disadvantage.
- All members must be treated, and treat others, equally and be given the same set of opportunities regardless of their race, age, gender, sexuality, disability, culture or anything else that might be discriminated against.

Personal and Commercial interests:

- When undertaking any activity for a third party, commercial or otherwise--: product sales, advice, training, consultancy, beekeeping services etc. members will not act or give the impression they are acting on behalf of the NF&DBKA unless by specific prior arrangement with the Association Committee.

Responsibilities to the Public

Any Member who keeps bees on a property which is not their own must have the permission of the Landowner to keep their bees on that property. (Preferably in writing).

The Member shall at all times act in an environmentally and socially responsible manner whilst working with their bees on any site.

The beekeeper must work as safely and responsibly as reasonable at all times.

The beekeeper should at all times keep the area in which they keep their bees in a tidy and clean environment and avoid any damage to other property.

The beekeeper should maintain regular contact with the Landowner and adhere to any reasonable requests made by the Landowner regarding the keeping of the bees on their property.

The beekeeper must ensure that the interests of the general public are observed when working on their bees or transporting bees in any vehicle on the public road system.

Conduct in respect of swarm collection and bee removals

Any member of the Association who carries out swarm collection or the removal of feral swarms or colonies must be competent to do so. The bee remover must know their limitations and must not endanger the safety of other persons, livestock, pets or other animal's property. Bee Collectors must assess the risk before collecting bees and should issue reasonable warnings to anyone who may be at risk. The bee remover/swarm collector should make all reasonable efforts to seek permission from the property owners before collecting swarms. (Read the BBKA Swarm Collection Protocol).

The Association reserves the right to act in terms of its Constitution against any Member with respect to any irresponsible action or conduct caused by a member who may bring the aims and objectives of the Association or the beekeeping fraternity in general into disrepute in respect associated with the removal of bees or their destruction.

Complaints

Any Member of the Association who has a complaint against another Member or the Association Committee or any another beekeeping body may contact the Committee by email. The Committee undertake to provide an initial response within 10 working days and to make all reasonable steps to resolve the issue within 4 weeks.

In event the Member is not satisfied with the outcome after that time; they may take the issue to the Chair of the Association. If the Complaint is about the Chair, the Member may take the issue to the Secretary or Treasurer.

Action to be taken regarding Misconduct

In event that any member persistently fails to comply with this code of contact, brings the name of the Association into dispute, or fails or conducts themselves in any manner deemed irresponsible or unethical the Committee of the Association may act in the terms of the Constitution in dealing with the matter.

The Committee reserve the right to refuse, with good reason, membership or renewal.

Appendix 3

Roles of the Committee

The Committee are voted in by the members at the AGM. The Committee as a whole body has a general duty to initiate, decide and confirm general matters of policies, strategies and implementation that will guide the elected Officers. In addition, it is required to appoint and instruct delegates to the HBA to reflect NF&DBKA policy at the HBA Quarterly and Annual Meetings. Elected Officers will also be responsible from time to time for overseeing the work of Co-opted Committee members and Volunteer members working in furtherance of the NF&DBKAs aims.

All Elected and Co-opted Committee Members will be bound by the NF&DBKA's Code of Conduct for Committee Members.

Chair Inspiring and leading by example; developing and maintaining the strategic vision of the NF&DBKA; building unity and purpose within the organisation; promoting NF&DBKA the message to members and the wider public; carrying and chairing Committee Meetings; attending NF&DBKA Meeting and AGM; representing the Association at formal or informal events where necessary; liaising with Neighbouring Associations in the furtherance of the Association aims and policies.
Vice Chair Where the chair is absent from any meeting or there is at the time a vacancy in the office of the chair, the vice-chair is to act as chair.
Treasurer Keeping an accurate set of accounts in compliance with any legal obligations, including the preparation of annual accounts; ensuring the safe keeping and appropriate; distribution of all income and expenditure; seeking to maximise the value of financial NF&DBKA assets through low risk investments strategies and best value procurement practises.
Secretary Ensuring the smooth running of and a co-ordinated approach to all Committee work facilitating all aspects of Committee Meetings, the AGM and any EGM's as required; responsible for compiling and distributing agendas and for minuting Meetings and distributing minutes; online record keeping; assisting the Chair in promoting of NF&DBKA internally and externally.
Membership Secretary Maintaining an accurate register of members accordance with data protection requirements and administer their BBKA registration, Bee Disease Insurance, BeeCraft, Beekeepers Quarterly Subscriptions; assisting Secretary, Treasurer, in all aspects of internal and external communication and membership finances; overseeing the delivery of services to members that are not the direct responsibility of any other elected Officers, including periodically canvassing members as part of a service review in order to further develop an attractive range of members benefits.
President Honorary position reflecting an individual contribution to the association. May require representing the Association when dealing with 3 rd parties and general public.
Quartermaster Managing the NF&DBKA Equipment; its storage; use and hire; replacement of equipment or disposal of redundant equipment.

Education & Training

Running courses including Beekeeping Taster Days; introduction to Beekeeping; and train new trainers training courses, with practical apiary training for beekeepers.as courses, shows and events.

Apiary

Managing Association Apiaries, Develop training in the apiary sites; for new and experience beekeepers; locate new apiary sites for beekeepers and the NF&DBKA.

Swarms

Co-ordinating Swarms; collection of swarms in the New Forest Area, train new swarm collectors.

Bookings & Speakers

Co-ordinating: events, speakers, volunteers for shows and events, and equipment required for shows and events.

New Forest Honey Show Secretary

Co-ordinating all activities related to the "Bee and Honey" Tent at New Forest County Show and liaise with all parties involved.

Web Master

Maintaining the contents of the official NF&DBKA website/social media accounts according to requirements; editing and delivering the Newsletter.