

# **LANCASHIRE AND NORTHWEST BEEKEEPERS ASSOCIATION**

## **RULES AND CONSTITUTION**

Registered Charity Number 506167

Revised April 2020.

*Approved by Central Council 25<sup>th</sup> April 2020*

## **1 NAME**

The name of the association is THE LANCASHIRE AND NORTHWEST BEEKEEPERS ASSOCIATION (LNWBKA) (Hereinafter referred to as "The Association")

## **2 OBJECTIVES**

- 2.1 To promote and further the craft of beekeeping in Lancashire and the Northwest Area.
- 2.2 To do all that is necessary to keep members up to date on bee health and hive products issues.
- 2.3 To advance the education of the general public in the importance of bees in the environment.
- 2.4 To do all other things that are necessary for the attainment and furtherance of the above-mentioned objects.

## **3 GOVERNANCE AND ADMINISTRATION**

- 3.1 The association shall consist of a President, Honorary Vice Presidents, General Secretary, Treasurer, Honorary Life Members and Members.
- 3.2 Classes of membership shall be as laid down by The British Beekeepers Association.
- 3.3 The association shall be divided into branches of such a number and embracing such districts as the Central Council (described hereafter) of the association shall from time to time decide.
- 3.4 Central Council shall have the power to increase the number of branches or to close any branch which fails to fulfil its obligations and to amalgamate its members with another branch or branches.
- 3.5 Membership of the association, through the branches shall be open to all persons interested in beekeeping and actively furthering the objects of the association subject to the provision of clause 5.3.
- 3.6 The President, General Secretary, Treasurer and Chairperson of Central Council shall be the Trustees of the Association.
- 3.7 The general management of the Association shall be conducted by Central Council.
- 3.8 Central Council shall consist of the above officers and two elected delegates from each branch. It may also contain up to three co-opted members.
- 3.9 Central council will elect its own chairperson, vice chairperson and delegates to the British Beekeeping Association and Bee Disease Insurance at its first meeting after the Association AGM

- 3.10 Central council shall meet at least three times a year and at such times as may be deemed necessary by the chairperson and general secretary. Travelling expenses for the delegates shall be paid. Only the officers and delegates may vote. All propositions at any meeting shall be disposed of by a show of hands, but any three eligible members in the room may demand a ballot of eligible members present.
- 3.11 Central Council may co-opt up to a maximum of three members.
- 3.12 A quorum at any meeting is nine members.
- 3.13 Central council shall have the power to award an honorarium or gift whether pecuniary or otherwise to any officer or member of the association in recognition of services to the association whether such a member or officer is a member of Central Council or not.
- 3.14 Central Council shall be responsible for the policy, conduct and management of the Association and shall control the Association Library, Finances, Insurances and affiliations.
- 3.15 The President, Chairperson, General Secretary and Treasurer shall constitute a Finance and Emergency committee, which shall act when it is deemed necessary. The decisions of this committee shall be binding until the next meeting of Central Council. All decisions of this committee shall be submitted to the next meeting of Central Council for confirmation.

#### **4 Duties and Responsibilities of Central Council**

- 4.1 The general secretary of central council shall cause a notice of meeting and agenda to be sent to each member of the association at least six days prior to the AGM. This notice must include any change to the rules and constitution
- 4.2 No amendment shall be made to these rules which would cause the association to cease to be a Charity at law.
- 4.3 Central Council shall call an AGM of the association as early in the year as possible. At this AGM they shall facilitate the nomination and election of the following: President, Chair, General Secretary, Treasurer, Education Officer, and Exhibition Officer along with other officers as deemed necessary by the Trustees.
- 4.4 An auditor or independent examiner, (depending on rules in force at the time) shall be appointed at this meeting to serve for the ensuing year
- 4.5 Nominations for the position of President, Vice Presidents and Honorary life Members shall be made to the Central Council which shall be solely responsible for making proposals to the AGM. These nominations must be in the hands of the General Secretary of central council by January 1<sup>st</sup>
- 4.6 Central Council shall present to the AGM, an annual report, statement of account, balance sheet and propose the capitation fees to be forwarded by the branches to central council and dates on which these fees are due. Guidance shall be given as to the level of member's subscriptions for the ensuing year.

- 4.7 Central Council shall maintain its active co-operation with DEFRA (or any substituted Authority) in carrying out the provisions of the current statutory Bee Disease Orders
- 4.8 Central Council shall assist any branch finding difficulty in fulfilling their obligations.
- 4.9 Central Council shall keep all financial records for six years.
- 4.10 Each association member shall have one vote at the AGM.
- 4.11 A quorum for the AGM shall be nine.

## **5 GENERAL**

- 5.1 All monies, properties and effects shall be the property of "The Lancashire and Northwest Beekeepers"
- 5.2 Central Council shall have powers to deal with all matters, which may arise, and which are not covered by these rules provided their decisions are within the constitution of the Association.
- 5.3 Central Council shall be empowered to refuse admission to and expel any person or member whose conduct shall in the opinion of Central Council render him/her unfit for membership. Before any such member is expelled the secretary shall give him/her seven days written notice to attend a meeting of Central Council and shall inform him of the complaints made against him/her. No member shall be expelled without first having an opportunity of appearing before Central Council and answering the complaints made against him/her and not unless two thirds of the Central Council then present vote in favour of his/her expulsion.
- 5.4 Central Council shall publish Member Handbook annually. This could be an electronically generated one.
- 5.5 The income and property of the Association shall be applied solely towards the realisation of the objects of the Association.
- 5.6 The Association shall not carry on any trading activity of a permanent nature.
- 5.7 If upon the winding up or dissolution of the Association there remain after settlement of all its debts and liabilities any residue shall be transferred to some other charitable institution having similar objects to the Association.
- 5.8 A trustee shall cease to hold office if he/she is disqualified from acting as a trustee by virtue of Section 72 of the Charities Act 1998 or any Statutory re-enactment or modification of that provision.
- 5.9 A trustee shall cease to be a trustee if he/she is no longer holds the office of President, General Secretary, Chair of Central Council or Treasurer.
- 5.10 The Association shall hold one or more beekeeping events each year at such a place and time as it shall deem most suitable in the interests of the Association and its objects , and adopt such measures as it believes most conducive to extend and improve the knowledge of practical beekeeping and the most efficient preparation and use of bee products throughout the region.

- 5.11 No amendments shall be made to sections (1), (2), (3), or (4) without prior written consent of the Charities Commission.

## **6 THE FINANCIAL YEAR**

- 6.1 The financial year shall commence on the 1st November and end on the 31<sup>st</sup> October the following year.

## **7 SUBSCRIPTIONS**

- 7.1 Each branch shall encourage and promote the craft of beekeeping in its district and organise and conduct meetings, lectures and demonstrations therein.
- 7.2 Subscriptions shall be paid to the branches and an official receipt given. All subscriptions shall forthwith be paid into the bank account of each branch
- 7.3 The annual membership subscription shall be resolved at the AGM of each branch.
- 7.4 Subscriptions shall be due on 1st November. Any member who has failed to pay his/her subscription by 1st March shall be removed from the British Beekeepers Membership list and will lose all rights to insurance and privileges of the Association, nor shall they be eligible to serve on Central Council or any Branch committee.
- 7.5 A branch may at a special branch meeting after the AGM of the Association and before the next branch AGM resolve to amend the subscription agreed at the preceding branch AGM. Central Council must be informed immediately of any such action.

## **8 RULES FOR BRANCHES**

- 8.1 Each branch shall encourage and promote the craft of beekeeping in its district and organise and conduct meetings, lectures and demonstrations therein.
- 8.2 Each branch will hold an AGM in November in which a Chairperson, Secretary, Treasurer, two delegates to central council, an independent examiner and a committee of at least six members shall be appointed. Branch committees have the power to co-opt to fill any vacancy. At this AGM the secretary shall present a report of the branch activities during the season and the treasurer shall present an independently verified financial report for the approval of the members. The treasurer will propose the subscription for the year to be approved of the members present. Subscriptions are due on the 1st November.
- 8.3 Branches shall submit a copy of the secretary's report with a full list of officers and members to the association secretary by the 30th November
- 8.4 Each branch will be responsible for the maintenance and upkeep of its own membership using the prevailing BBKA membership system.

- 8.5 Branches shall forward all due capitation fees to the Association Treasurer by the dates specified by Central Council.
- 8.6 All branches must keep all documents relating to donations, subscriptions and financial payments for six years. In particular a Gift Aid certificate must be available for everyone for which Gift Aid is being claimed and these certificates must be kept for six years after claims cease.
- 8.7 Three members shall be required to make a quorum of any branch committee meeting.
- 8.8 The Chairperson and the Secretary of the Association shall be ex- officio members of branch committees and must be sent Notices of all meetings.
- 8.9 Branches may receive donations and these may be used for such purposes as the branch committee decides.
- 8.10 Branches shall hold all bank accounts in the name of "The Lancashire and Northwest Beekeepers Association". All bank accounts shall be controlled by at least two signatories

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