

(APPROVED BY SDBKA COMMITTEE ON BRANCH MEETING 16/09/21 – LEAD: CLIVE HARRIS).

RULES FOR SWINDON AND DISTRICT BEEKEEPING ASSOCIATION (SDBKA)

1. INTRODUCTION.

The Swindon and District Beekeepers Association (SDBKA) is a Branch of, and authorised by, the Wiltshire Beekeepers Association (WBKA). The WBKA is an Area Association Member (AAM) of the British Beekeeping Association (BBKA).

2. CONSTITUTION and RULES.

As a member of the BBKA & WBKA, Swindon and District Branch conforms to the:

- a. BBKA Constitution.
- b. WBKA Constitution (index is at Appendix 1), and
- c. Rules for members of the WBKA at Appendix 2

These SDBKA Rules below are for the proper conduct and governance of the Swindon and District Branch and reflect the local situation and requirements, but where there is a conflict between these SDBKA Rules and those of the WBKA, or the BBKA, then the latter two takes precedence.

3. SDBKA ORGANISATION:

3.1. Committee:-

The Swindon and District Branch is managed on behalf of its members by a Committee consisting of:-

- a. President (if elected)
- b. Chairman
- c. Vice-Chairman
- d. Secretary
- e. Treasurer and
- f. Up to five other members.

3.2. The Committee has the power to appoint:-

- a. Education & Training Officer
- b. Apiary Manager
- c. AHAT Officer, and
- d. Librarian
- e. Membership Secretary
- f. Swarm Liaison Officer
- g. Spray Liaison Officer
- h. Webmaster

3.3 If the total Committee is less than 10 persons, then the Committee may co-opt not more than two people to become full members of the Committee who may serve until the next AGM and may offer themselves for election at that AGM.

4. ELECTION of OFFICERS and TRUSTEE(s):

4.1. The Officers and Committee members are elected or re-elected annually at the Annual General Meeting. Each nominee for committee shall be proposed and seconded and shall be elected by simple majority of those present and eligible to vote.

4.2 A person may not be elected as an officer until that person has been a subscribing member of the Association for at least twelve months.

4.3. Persons shall not be eligible for election or re-election if they are not present at the meeting or have not stated in writing to the Chairperson or Secretary before the meeting that they are willing to do so.

4.4. No member of the committee shall serve for more than two years without offering themselves for re-election.

4.5. The Office of Chairman shall not be held by the same person for more than two years consecutively. In exceptional circumstances the Committee may request a person to stand for more than two years as Chairman.

4.6. One/Two fully paid up member(s) of the Branch must also be elected to serve as a Branch Trustee representative at Trustee/MB meetings for a period of three years. This/These person(s) must meet the criterion defined by the CIO Constitution, Clause 12, Sub-section 2, and must be prepared to sign a certifying declaration that this is true.

5. MEETINGS:

5.1. GENERAL:

5.1.1 The Committee shall meet not less than four times a year with a quorum (Clause 5.1.2), with not more than four months between two subsequent meetings.

5.1.2. For the purpose of a committee meeting, a quorum shall consist of half of the members of the full committee plus one, to include not less than two officers.

5.1.3. At any meeting of the Committee a simple majority of those present shall be sufficient to carry or defeat a motion - the exception concerning expulsion (Clause 6.2). The chairperson of a meeting shall have a second or casting vote should it be needed.

5.1.4. By invitation of the Chairperson or the Committee, any person, whether or not a member of the Association may attend any meeting of the Committee. That person may participate in the discussion of the business transacted at that meeting but may not vote thereon.

5.2. SGM.:

5.2.1. A Special General Meeting may be called at any time by the Branch Committee or shall be so called on receipt by the Secretary of a request signed by ten paid up members of the Branch stating the purpose for which the meeting is required. The date of the SGM and full details of the business to be transacted at the meeting shall be notified in writing to all members of the Branch two weeks before the date of the SGM' No other business may be transacted other than that for which the SGM has been called. .

5.2.2. An SGM, so requested, must be called within 30 days of the request.

5.2.3. For the purpose of an SGM, a quorum shall consist of 25 percent of members eligible to vote on the nature of the business proposed (i.e. Association only or concerning WBKA or BBKA) and to include not less than two officers.

5.3. AGM:

5.3.1. The Annual General Meeting (AGM) of the members shall be held in the month of October.

5.3.2. Members must be given at least two weeks notice in writing of an AGM.

5.3.3.. The Chairperson shall present a report of the year's proceedings at the AGM.

5.3.4. The Treasurer shall present the annual accounts of the Association at the AGM.

5.3.5. Written notice of any resolution for consideration at an AGM, with the names of the proposer and seconder, must be received by the Chairperson or Secretary not less than seven days before the AGM.

5.3.6. For the purpose of an AGM, a quorum shall consist of 25 percent of members eligible to vote on Association business and to include not less than two officers.

6. MEMBERSHIP:

- 6.1.** Membership of the Branch is governed by the conditions laid out within the Constitution of the WBKA, Clause 9.

7. SUBSCRIPTION:

- 7.1.** Persons wishing to be Members of the Association shall pay an annual subscription. The Branch subscription shall be determined by the Committee and be subject to acceptance at an AGM. The annual subscription shall apply from the beginning of November and be collected following an AGM. The subscription shall include any contribution or capitation to Wiltshire Beekeepers Association (WBKA) and British Beekeepers Association (BBKA) together with any Bee Diseases Insurance (BDI) premium for not less than two colonies.
- 7.2.** Persons may subscribe to the Association as an Associate Member providing they do not keep bees or otherwise subscribe fully (inclusive of county and BBKA capitation) to another beekeeping association. The subscription for an Associate Member will be set by the Branch Committee to exclude any WBKA and BBKA capitation fees or BDI premium, and therefore such persons will not benefit from these.
- 7.3.** Membership shall lapse on the subscription being two months in arrears.
- 7.4.** A partner or other family member (with the same mailing address), who is not a beekeeper in their own right, shall be considered a social member.

8. OFFICERS:

- 8.1.** The Officers of the Association shall be the President, Chairperson, Vice Chairperson, Secretary and Treasurer and other such officers as may be determined to be necessary at an AGM.

9. COMMITTEE:

The affairs of the Association shall be conducted by the Committee which shall comprise:

- 9.1.** The Officers as defined in Clause 6,
- 9.2.** The Committee shall have not less than one general committee member per ten (or part thereof) subscribing members of the Association, but such that the total number of Committee members is no more than 10 persons.
- 9.3.** If the total Committee is less than ten persons, then the Committee may co-opt up to an additional two members who may serve until the next AGM but such co-opted members may offer themselves for election at that AGM.
- 9.4.** For the purpose of a committee meeting, a quorum shall consist of half of the members of the full committee plus one, to include not less than two officers.
- 9.5.** At any meeting of the Committee a simple majority of those present shall be sufficient to carry or defeat a motion - the exception concerning an expulsion which must then be referred to the Trustees who will then initiate the procedures defined within the Constitution of the WBKA (Clause 9.4.(iv)).
- 9.6.** The Committee may allocate duties amongst themselves.
- 9.7.** The Committee may appoint officers for specific duties as it sees necessary. Such officers shall be responsible to the Committee and report to it.

- 9.8.** By invitation of the Chairperson or the Committee, any person, whether or not a member of the Association, may attend any meeting of the Committee. That person may participate in the discussion of the business transacted at that meeting but may not vote thereon.

10. COMMITTEE RESPONSIBILITIES:

The responsibilities shall include:

- 10.1.** To pursue the Aims of the Association, as defined in Clause 3. of the Constitution of the WBKA.
- 10.2.** To provide support and advice, where required, to any individual, group or organisation in pursuing activities as described by the Aims of the Association.
- 10.3.** To be responsible for the administration and disbursement of the funds of the Association, the application of grants and the co-ordination of fund raising efforts.
- 10.4.** To organise social activities in so far as they encourage the brotherhood of members and do not distract from the principal aims of the Association .
- 10.5.** To keep other members and the WBKA regularly informed of such activities.
- 10.6.** To pursue all the above in so far as the funds and other resources of the Association will permit.
- 10.7.** The Secretary shall be responsible for keeping minutes of Committee meetings and ensuring committee members receive copies soon thereafter. The Secretary also shall be responsible for keeping minutes of annual and special general meetings and ensuring members receive copies before the next relevant meeting.

10.8. The Treasurer shall be responsible for keeping the accounts of the Association and for preparing a statement of accounts that shall be independently checked by a suitable person agreed by the Committee and presented to the AGM for adoption.

10.9. The Committee shall determine who shall be entitled to sign cheques and other documents on behalf of the Association.

10.10. The President, when there is one, shall act as chair at an AGM or SGM.

10.11. The Chairperson, Secretary and Treasurer and one other person for every 35 members (paying WBKA capitation), or part thereof, of the Association shall normally attend meetings of the WBKA and represent the interests of the Association.

10.12. The financial year of the Association shall be from October to the end of the following September.

11. CESSATION:

In the event of the Association ceasing to function or wishing to close, the residual funds and assets of the Association shall pass to the WBKA to be held in trust for a period of five years, after which time they shall become the property of the WBKA.

12. INTERPRETATION OF CONSTITUTION:

No rule shall be interpreted such that it will contradict the Constitution of Wiltshire Beekeepers Association.

13. ALTERATIONS:

An alteration to the rules shall only be made at an AGM or SGM providing members receive in writing the proposed alterations not less than fourteen days before such a meeting and the proposed alterations are accepted by not less than two thirds of those present and eligible to vote.