

# KENT BEE-KEEPERS' ASSOCIATION

## BYE-LAWS AND REGULATIONS

Effective from 11<sup>th</sup> March 2017

### PREAMBLE

These Bye-Laws and Regulations are made by the Council of the Association under article 56 of the Articles of Association. If the provisions of these Bye-Laws and Regulations are in conflict with the Memorandum and Articles of Association, the latter shall prevail. This issue replaces all previous issues of Bye-Laws and Regulations.

### SECTION 1 - MEMBERSHIP

#### 1. CLASSES OF MEMBERSHIP

**Full Members** are members of the BBKA

**Registered** - Person or body paying the full subscription rate

**Junior** – under 18 at the beginning of the subscription year or date of joining if later – reduced rate

**Honorary** – granted by the Association or Branch

**Other Members** are not voting members of the KBKA and do not receive any Insurance cover through the KBKA, but may participate fully in activities of their branch including voting and may take any office in the Branch except they may not be Representative to Council and are not members of the BBKA.

**Friend of the KBKA** Person wishing to be associated but not wanting to be a full member e.g. a non-beekeeper or member of another beekeeping association. They may additionally subscribe to BeeCraft through the KBKA.

**Partner Member** At the discretion of the Branch Committee, Branches may admit Partner Members. They must reside at the same address as a Full Member but do not receive BeeCraft or County publications.

#### VOTING AND RIGHTS

Only full members may vote at Association meetings.

Friends and Partners of the KBKA are not entitled to vote at Association meetings.

All members may vote at meetings of the Branch to which they belong.

No member may belong to more than one Branch at any one time except a Registered Member may be a Friend in another Branch.

A member may attend meetings of any Branch.

Clubs, schools and other bodies wishing to be members must appoint a representative who will exercise on their behalf all the rights of membership.

#### 2. ENTITLEMENTS

##### BeeCraft

Full members are entitled to a copy of BeeCraft each month.

Friends of the KBKA wishing to receive BeeCraft must pay the appropriate cost to the Branch.

##### Newsletter

All members receive the County Newsletter quarterly.

##### Insurance

Full members, but not Friends of the KBKA, receive insurance under the BBKA scheme covering third party claims in respect of bee stings and other risks under the conditions stated in the policy.

##### Bee Diseases Insurance

Insurance cover for three colonies is included in the subscription for Registered, Junior and Honorary Members.

#### 3. SUBSCRIPTIONS

Annual subscriptions are due on 1<sup>st</sup> October each year.

If the subscription is unpaid by 31<sup>st</sup> December, the person automatically ceases to be a member.

Persons joining the Association between 15<sup>th</sup> August and 30<sup>th</sup> September in any year may pay the subscription for the following year and be a member from the date of joining.

These concessions do not apply if the person has been a member of the Association during the previous year.

For the avoidance of doubt, the initial date of joining is the date shown on the Association's official subscription receipt.

### SECTION 2 - THE ASSOCIATION

#### 4. OFFICERS

President: elected annually by the Council with a maximum period of continuous service of four years.

Chairman & Vice-Chairman: elected annually by Council with a maximum period of continuous service of four years.

General Secretary, County Treasurer, Assistant County Treasurer, Membership Secretary, Examinations Secretary and Webmaster elected annually by Council.

#### 5. COUNCIL

The Association is a company limited by guarantee and a registered charity. Its governing body is the Council whose members are the Branch Representatives. They are the Directors of the Company and as such have the normal duty imposed by the Companies Acts and

Charities Acts to assure that the Association is properly run in accordance with the law and the Memorandum and Articles of Association.

#### Branch Representatives

Each Branch is entitled to two representatives elected annually at the Branch AGM who must be Full Members but not Juniors. Branches may appoint replacements to fill vacancies during the year.

#### Alternates

A Branch Representative may appoint an Alternate, who must be a Full Member but not a Junior, as a replacement at a Council meeting provided the General Secretary is informed, in writing, no later than 24 hours before the meeting. Branch Representatives or their Alternates are the only persons entitled to vote at a meeting.

No person may have more than one vote.

#### 6. COMMITTEES OF COUNCIL

The Council shall appoint an Executive Committee with powers to run the general day to day administration of the Association. This committee shall be appointed at the spring meeting of the Council.

The Council shall appoint other committees as considered appropriate. The following officers are ex-officio members of all Committees of Council:

Chairman, Vice-Chairman, General Secretary, County Treasurer.

Each Committee shall appoint a Chairman, Secretary and other officers as necessary.

All Committees except the Executive Committee may co-opt additional members who need not be members of the Association. These co-opted members will cease to be members of the Committee on the date when the Committee is re-elected.

The Council shall have power to suspend or remove any member of a Committee.

Each Committee shall keep a record of all the proceedings of the Committee. The record of each meeting shall, when approved by the members present at the subsequent meeting, be signed by the chairman of the meeting. Minutes of each meeting shall be sent by the secretary to every member of the committee as soon as possible after the meeting. Council can call for production of the minutes.

The Committee Secretary shall normally send each member of the Committee notice of every meeting of the Committee at least one week before the meeting. The notice must state the date, time and place of the meeting and the principal business to be discussed.

The Executive Committee has the power to instruct the General Secretary to call a meeting of Council or any Committee.

Any regulation applying to a committee shall equally apply to a sub-committee.

#### 7. COUNCIL PROCEEDINGS

The Council shall arrange such meetings as are necessary for the running of its affairs. There are normally four a year – Spring, Summer, Autumn and Winter.

Items to be included on the agenda shall be submitted to the General Secretary in writing at least four weeks before the date of the meeting.

If a proposal includes capital expenditure in excess of £1500 it must be included in the Agenda as it cannot be approved by Council unless this procedure has been followed.

Items, which require explanation or elaboration, should be accompanied by a detailed typed statement for distribution with the Agenda.

The Officers of the Association are normally elected at the spring meeting. At this meeting the co-opted members of Council retire and any new co-options are made. Nominations of retiring officers etc. willing to be re-elected are not required but if it is desired to nominate anyone else notice should be given to the General Secretary in writing before the start of the meeting. If a vote is necessary, the Chairman shall decide the time and method of voting to be used.

Committees are usually elected at the spring meeting. Nominations for these Committees are normally taken at the meeting.

All members of the Association are welcome to attend Council Meetings. They may speak if invited to do so by the Chairman but may not vote.

#### 8. SUBSCRIPTIONS

The annual subscription rate and amount to be retained by the Branch for each class of member shall be recommended by the Executive Committee and determined by Council at the spring or summer meeting preceding the subscription year.

##### Honorary Membership granted by the Branch

The Branch shall remit with the first return, in each financial year, an amount equal to the county allocation of a Registered Member subscription together with any other payments due.

##### Honorary Membership granted by the Association

The Branch shall retain an amount equal to the Branch allocation of a Registered Member subscription when making the first return in each financial year.

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### SECTION 3 - BRANCHES

#### 9. ADMISSION TO MEMBERSHIP

Each Branch Committee shall be responsible for admission of new members to that Branch, but the Committee may delegate this power to any of its officers, as it thinks fit.

#### 10. LISTS OF MEMBERS

Each Branch shall maintain a list of members showing the name, email address and postal address of each member, the date of issue of the Association official subscription receipt and the period for which it relates.

#### 11. FINANCE AND ACCOUNTS

Bank accounts may be opened by Branches with the formal approval of the Branch Committee provided at least two signatures are required to operate the account. Without the express approval of Council, no other person shall hold any funds of the Association.

All cheques must include the following wording 'Registered Charity No. 222946'.

Proper books of accounts shall be maintained by the Branch Treasurers. Branch accounts in the form approved by Council shall be prepared at the end of the financial year (30<sup>th</sup> September), independently examined, signed by two officers and the independent examiner and distributed to branch members.

A copy of the Branch Accounts shall be sent to the County Treasurer by 31<sup>st</sup> December each year having been approved by the Branch – see section 13

Any Branch in financial difficulties must notify the General Secretary immediately.

#### 12. SUBSCRIPTIONS

The Branch Treasurer shall issue a receipt in appropriate form for each subscription received.

Subscriptions shall be remitted, together with one copy of the subscription receipt, to the County Treasurer not later than the following dates:

	<u>Subscriptions received</u>	<u>to County Treasurer</u>
1 <sup>st</sup> period	15 <sup>th</sup> August – 31 <sup>st</sup> December	14 <sup>th</sup> January
2 <sup>nd</sup> period	1 <sup>st</sup> January – 5 <sup>th</sup> April	19 <sup>th</sup> April
3 <sup>rd</sup> period	6 <sup>th</sup> April – 14 <sup>th</sup> August	28 <sup>th</sup> August

New members joining from 15<sup>th</sup> August may pay for the year commencing the following 1<sup>st</sup> October.

New members joining for part of a financial year may opt not to receive BeeCraft magazine for this period. They must use the 'New Member' subscription form to apply for membership. They may not have been KBKA members at any time during the previous 18 months to use this form.

The remittance for each period is to be paid by a single cheque drawn on the branch bank account or other method agreed in advance with the County Treasurer.

#### 13. ANNUAL GENERAL MEETING

Each Branch shall hold an AGM after the end of each financial year and not later than the following 31<sup>st</sup> December to receive and adopt the annual report and accounts. All officers of the branch and the independent examiner for the new year will be elected at the meeting. The Independent examiner can be a branch member but may not be a member of the branch committee.

#### 14. LETTERHEADS

All external correspondence orders, invoices and receipts from the Association or any of its Branches or Committees shall include the following:

'The Kent Bee-Keepers' Association, a company limited by guarantee Registered No. 238630'  
'Registered Charity No. 222946'  
and also the address of the Registered Office.

Association letterhead is available free of charge from the General Secretary. The name, address and telephone number of the person using it should be stated thereon.

#### 15. BEECRAFT AND COUNTY NEWSLETTER

##### BeeCraft

In each Financial Year, every Full Member will be entitled to up to 12 copies starting with the February issue.

Friends of the KBKA are not entitled to BeeCraft. If a Friend wishes to take BeeCraft, then they must pay the subscription to include the cost of BeeCraft as given on the subscription renewal form.

BeeCraft is mailed direct to all subscribers and Branches must notify the Secretary of BeeCraft Ltd with any changes of address, or additional subscribers by the first of the month preceding publication.

##### County Newsletter

Branches should give advance notice of all forthcoming events to the County Newsletter Editor.

County Newsletter is published quarterly and must be distributed to all members as early in the month as possible. Each Branch shall make its own arrangements for this but it is the responsibility of the Branch Committee to see that the distribution method chosen is effective.

### SECTION 4 - GENERAL INFORMATION

#### 16. GIFT AID

The Association operates an optional system for members who are taxpayers to sign a 'Gift Aid Declaration'. Under this system a member signs a declaration that he or she wishes the Association to treat his/her subscription as a donation or gift, likewise all donations he or she might make thereafter. The Association can then reclaim tax on this amount. There is no fixed term commitment and the declaration can be cancelled at any time.

#### 17. TROPHY INSURANCE

Trophies for the County Honey Show and Kent Classes at the National Honey Show are insured against loss. Branch Trophies shall be included on the Association's policy at replacement cost if valued at £150 or more. The Branch shall supply a professional valuation, description and photograph.

#### 18. BEE DISEASES INSURANCE

This provides compensation for members if their bees and equipment are destroyed under an Order issued by the Bees Officer as a result of American Foul Brood or European Foul Brood being detected. All full members are automatically covered for three colonies. Further premiums, paid via the Association, are required for additional colonies up to a maximum of 39. Beekeepers with 40 or more colonies are not eligible for this scheme but may insure direct with Bee Diseases Insurance under their Scheme B.

Claim forms are carried by Bees Officers and should be obtained at the time of destruction.

#### 19. BBKA PUBLIC AND PRODUCTS LIABILITY INSURANCE

This covers the Association, its Branches and Full Members. Standard cover is restricted to Beekeepers operating less than 40 hives.

##### Public Liability

Legal liability arising from the promotion of beekeeping, the keeping of bees and the sale of bees and related products. Limit £10,000,000 any one incident. Property damage excess £500.

##### Products Liability

Legal liability arising from the promotion of beekeeping, the keeping of bees and the sale of bees and related products. Limit £10,000,000 any one incident and in total any one year.

The above details are current at 6<sup>th</sup> June 2015 but terms and conditions are liable to change. Any query should be addressed to the General Secretary of the BBKA. Members need to be registered with the BBKA for insurance cover and notification is made by the County Treasurer after receipt of the subscription payment form from the Branch Treasurer.

If any member is involved in an incident where there is a possible claim against these policies it is essential to notify the BBKA General Secretary as soon as possible.

If proof of Public Liability Insurance is required for a show, farmers' market, working in schools etc. details can be downloaded from the BBKA web site at [www.bbka.org.uk](http://www.bbka.org.uk)

#### 20. ALL RISKS INSURANCE

KBKA does not insure any equipment except for trophies valued at more than £150. Loss or damage to beehives, beekeeping equipment and bees, subject to an excess may be insured. Quotations and details are available from the NFU (National Farmers Union). Association and Branch books, equipment and other items can also be covered by the NFU.