

# KENT BEE-KEEPERS' ASSOCIATION

## BYE-LAWS AND REGULATIONS

Effective from 23rd November 2019

### PREAMBLE

These Bye-Laws and Regulations are made by the Council of the Association under article 62 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** - Registered, Junior or Honorary members of the KBKA

**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. Must reside with a registered beekeeper.

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

**OTHER MEMBERS – Friend of the KBKA** At the discretion of the Branch Committee, Branches may admit Friends who are persons wishing to be associated with but not wanting to be full members of the Association, e.g. a non-beekeeper or member of another beekeeping association. Friends are not voting members of the KBKA but may participate fully in activities of their branch including voting. Friends may take any office in the Branch except they may not be Representative to Council and are not members of the BBKA. Friends subscribing to BBKA Insurance must reside at the same address as a Full Member but do not receive BeeCraft or County publications. Friends not subscribing to BBKA Insurance are not required to reside at the same address as a Full Member and may choose to subscribe to BBKA News and/or BeeCraft

#### VOTING AND RIGHTS

Only full members as defined above may vote at Association meetings.

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

Friends may participate fully in activities of their branch. Friends may take any office in the Branch except they may not be Representative to Council, are not members of the BBKA and are not entitled to vote at Association meetings.

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

Registered and Honorary members will receive a copy of BeeCraft each month.

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

##### Newsletter

The County Newsletter quarterly is published periodically on the KBKA website

##### Insurance

Full members, but not Friends of the KBKA, receive all KBKA benefits including 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 up to 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.

Under Article 12(3) 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.

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

General Secretary, County Treasurer, Membership, Secretary, Examinations Secretary and Webmaster and all other officers are 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 Chair, Vice Chair, General Secretary, Membership Secretary and Treasurer along with 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. Branch Representatives are the only persons entitled to vote at a meeting and, under Article 29, may not appoint an alternate. Branches may appoint replacements to fill vacancies during the year. No person may have more than one vote.

#### 6. COMMITTEES OF COUNCIL

The Council shall appoint an Executive and Finance Committee with powers to run the general day-to-day administration of the Association at the winter meeting of the Council. The Chair, Secretary, Treasurer and Membership Secretary will form the committee along with at least two but no more than four KBKA Councillors, each representing different branches. Council representatives on the Executive and Finance Committee will serve for a period of no more than three years after which they must stand down and would not be eligible for re-election for a period of two years.

The Council shall appoint other committees as considered appropriate, these Committees will be elected at the winter meeting. Nominations for these Committees are normally taken at the meeting.

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

All Committees except the Executive and Finance 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 Chair 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 and Finance 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.

At the spring meeting the co-opted members of Council retire and any new co-options are made. The Officers of the Association will be elected at the winter meeting. 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 Chair shall decide the time and method of voting to be used.

All full members of the Association are welcome to attend Council Meetings. They may speak if invited to do so by the Chair 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 and Finance 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.

### SECTION 3 – BRANCHES

The purpose of the branch is to encourage the art of beekeeping and to increase the knowledge of such by organising periodic lectures, demonstrations and general discussions among members including the upkeep of an apiary for the purpose of instruction. Each Branch Committee

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shall keep a record of all its meetings and proceedings. The minutes of each meeting shall, when approved by the members present at the subsequent meeting, be signed by the Chair of the meeting. Council can call for production of these minutes.

### 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. Council can call for production of all branch account books and bank statements. 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 at the Branch AGM – see section 13

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

### 12. SUBSCRIPTIONS

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

The County Membership Secretary or County Treasurer shall issue two invoices per year to each branch. The invoices shall cover the BBKA Capitation, KBKA Subs and BDI Premium portions of the subscriptions received by the branch.

The fees shall be calculated according to the centralised membership records maintained by each branch.

Invoices shall be issued according to the following schedule, and remitted to the County Treasurer not later than the following dates:

Period	Subscription received	Invoice issued	Payment due
Spring	15 <sup>th</sup> Aug to 28 <sup>th</sup> Feb	1 <sup>st</sup> Mar	25 <sup>th</sup> Apr
Autumn	1 <sup>st</sup> Mar to 14 <sup>th</sup> Aug	15 <sup>th</sup> Aug	5 <sup>th</sup> Sep

New members joining from 15th 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 between 1<sup>st</sup> October and 31<sup>st</sup> December to receive and adopt the annual report and accounts and to elect a KBKA representative (under Article 26), branch officers and the independent Examiner for the new year. The representative and officers of the branch must be elected from the branch membership; the Independent Examiner can be a branch member but may not be a member of the branch committee. Branches may appoint replacements to fill vacancies during the year.

### 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 Registered and Honorary members will receive up to 12 copies as part of their annual subscription 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.

The County Newsletter is published periodically on the KBKA website.

## 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.