

THE CONSTITUTION OF THE WEST CORNWALL BEEKEEPERS' ASSOCIATION

1 NAME:

- 1.1 The name of the association shall be 'THE WEST CORNWALL BEEKEEPERS' ASSOCIATION' hereinafter called the 'Association' or 'WCBKA'.

2 OBJECT:

- 2.1 The Object of the Association is to advance the education of the public in apiculture. The Association may do all such other lawful things as shall further the said object.

3 ACTIVITIES:

- 3.1 The activities of the Association shall include but are not limited to:

- 3.1.1 Further the education of beekeepers.
- 3.1.2 Promote the practice of beekeeping.
- 3.1.3 Encourage the use of best practice amongst both members and other beekeepers.
- 3.1.4 Represent members on relevant bodies and to the community.
- 3.1.5 Educate the public about the practice of beekeeping.

4 MEMBERSHIP:

- 4.1 Membership of the Association shall be open to beekeepers and others interested in beekeeping subject to approval by the membership secretary on behalf of the committee. Membership shall be renewable annually.
- 4.2 Members will be aware of and comply with the association's policies.
- 4.3 Classes of membership shall be as follows:
 - 4.3.1 HONORARY LIFE MEMBERS: These will be recommended by a unanimous vote of the Committee based on outstanding service to the Association for confirmation at an AGM. They shall have full voting rights.
 - 4.3.2 FULL MEMBERS: A member who has bees and is not a member of another association or an individual member of the BBKA will be a full member. They shall have full voting rights.
 - 4.3.3 ASSOCIATE MEMBERS: These members do not pay BBKA capitation and Bee Disease Insurance premium via WCBKA, they will be paid up members of another beekeeping association, or without bees or retired from beekeeping. Associate Members will be subject to a WCBKA subscription and will have voting rights.
 - 4.3.4 JUNIOR MEMBERS: Members over the age of 11 and under the age of 18 on the first day of the membership year. They will have no voting rights. Junior membership shall cease at the end of the WCBKA year in which the Junior Member becomes 18. Persons under the age of 11 are not eligible for membership of WCBKA.

- 4.3.5 EDUCATION MEMBERS: Beekeeping Societies at Educational Institutions. The Society will pay an annual subscription which will entitle the members of that Society to attend meetings. They will have no voting rights. They will not be Associate members of the BBKA and will not have Bee Disease Insurance.

See explanatory Note 1 for a full list of entitlements.

5 TERMINATION OF MEMBERSHIP:

5.1 Membership is terminated if:

- 5.1.1 The member dies or, if it is an organisation, ceases to exist.
- 5.1.2 The member resigns by written notice to the association unless, after the resignation there would be fewer than 2 members.
- 5.1.3 Any sum due from the member to the association is not paid in full within three calendar months of it falling due.
- 5.1.4 The member is removed from membership by a resolution of the Trustees that it is in the best interests of the association that his or her membership is terminated.
- 5.1.4.1 *A resolution to remove a member from membership may only be passed if the member has been given at least 21 days' notice in writing of the meeting of Trustees at which the resolution will be proposed and the reasons why it is to be proposed; and*
- 5.1.4.2 *The member, or, at the option of the member, the member's representative (who need not be a member of the association) has been allowed to make representations to the meeting.*

6 MANAGEMENT:

- 6.1 The management of the Association shall be conducted by a Committee of Trustees elected from and by the voting membership at the AGM.
- 6.2 Any member wishing to stand for election must declare anything which may impede or prohibit them holding the position, including, but not limited to, matters set out in sections 178 and 179 Charities Act 2011 (or any statutory re-enactment or modification thereof).
- 6.3 The Committee of Trustees shall consist of the officers listed in Clause 7 plus a maximum of six further committee members.

6.4 COMMITTEE PROCEEDINGS

- 6.4.1 Committee meetings will be held at least quarterly after the AGM.
- 6.4.2 Committee meetings will be in person or by audio visual conference (Zoom, Teams or similar).
- 6.4.3 If the Chairperson is not present, the Secretary, or Treasurer (in that order) take on the role of Chairperson at said meeting.
- 6.4.4 A Quorum shall be five committee members elected at the AGM, two of whom shall be elected officers.
- 6.4.5 All committee decisions will be subject to a majority vote. If a proposal does not secure a majority vote it will fail.
- 6.4.6 Where there is no quorum those present may form themselves into a 'working party.' Recommendations discussed may be ratified at the next full committee meeting.

6.4.7 In between meetings the committee may take decisions by email subject to the same quorum and voting rules. At least five committee members, two of whom shall be elected officers, must respond to the proposal and a majority of the responders must vote in favour of the proposal for it to pass.

7 OFFICERS:

7.1 The Officers of the Association shall hold office for a two-year term and are eligible for re-election for a second consecutive two-year term and will be elected from and by the voting membership at the AGM. They shall comprise:

7.1.1 CHAIRPERSON

7.1.2 SECRETARY

7.1.3 TREASURER and

7.1.4 MEMBERSHIP SECRETARY

7.2 No “connected person” (see cl 18) of any Trustee shall be a Trustee of WCBKA

8 PRESIDENT:

8.1 The President shall be elected at the AGM from and by the voting membership, hold office for a five-year term and be eligible for re-election for a second consecutive five-year term.

9 COMMITTEE MEMBERS:

9.1 The committee members shall be elected from and by the voting membership at the AGM for a two-year term and are eligible for a second consecutive two-year term.

9.2 Where possible two members of the committee shall have been members of the Association for less than 3 years at the time of nomination.

10 OBLIGATIONS OF INDIVIDUAL TRUSTEES

10.1 The Trustees must manage the business of the association in accordance with the association’s objects and the charity commission’s guidance, and may do all such lawful things as are necessary for the achievement of the objects.

10.2 No-one may be elected or co-opted as a Trustee if he or she would be disqualified from acting under the provisions of clause 11.

10.3 CONFLICT OF INTEREST

10.3.1 A WCBKA trustee must:

10.3.1.1 *Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement entered into by the WCBKA which has not previously been declared; and*

10.3.1.2 *Absent himself or herself from any discussions of the WCBKA trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the WCBKA and any personal interest (including but not limited to any personal financial interest)*

10.3.1.3 *Any trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the WCBKA trustees on the matter.*

11 DISQUALIFICATION AND REMOVAL OF TRUSTEES

11.1 A Trustee shall cease to hold office if he or she:

- 11.1.1 Is disqualified from acting as a Trustee by virtue of sections 178 and 179 Charities Act 2011 (or any statutory re-enactment or modification thereof).
- 11.1.2 Ceases to be a member of the WCBKA.
- 11.1.3 In the written opinion, given to the WCBKA, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months.
- 11.1.4 Resigns as a Trustee by notice to the WCBKA (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- 11.1.5 Is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

12 POWERS AND DUTIES OF COMMITTEE OF TRUSTEES

12.1 POWER TO CO-OPT

- 12.1.1 The Committee shall be able to co-opt Full or Associate members onto the Committee to fulfil specific roles during the year. A co-opted member will be a Trustee.

12.2 POWER TO MAKE EX-OFFICIO APPOINTMENTS

- 12.2.1 The Committee may make and revoke ex-officio appointments (who will not be Trustees unless they are elected or co-opted onto the Committee of Trustees) for any posts they consider necessary to the functioning of the Association. Appointees will report as required to the Committee.

- 12.2.2 Appointments may include but are not limited to, the following posts:

- 12.2.2.1 *An Hes Editor*
- 12.2.2.2 *Apiary Manager Chy Vellan*
- 12.2.2.3 *Bulk Purchase Co-ordinator*
- 12.2.2.4 *Education Co-Ordinator*
- 12.2.2.5 *Equipment Manager*
- 12.2.2.6 *Exam Board Secretary*
- 12.2.2.7 *Librarian*
- 12.2.2.8 *Safeguarding Officer*
- 12.2.2.9 *Show Co-ordinator*
- 12.2.2.10 *Spray Liaison Officer*
- 12.2.2.11 *Swarm Co-ordinator*
- 12.2.2.12 *Web Master*

- 12.2.3 The President and ex-officio members may attend committee meetings, by invitation of the Trustees or at their own request but may not vote unless those holding appointments are also elected or co-opted Trustees and members of the committee.

12.3 POWER TO MAKE RULES AND POLICIES

- 12.3.1 The Trustees may from time to time make rules or policies for the conduct of their business. The rules or policies may regulate the following matters but are not restricted to them:

- 12.3.1.1 *The conduct of members in relation to one another and to the WCBKA's members and volunteers.*

- 12.3.1.2 *The setting aside of the whole or any part or parts of the WCBKA's premises at any particular time or times or for any particular purpose or purposes.*
- 12.3.1.3 *The procedure at General Meetings and meetings of the Trustees and Committees in so far as such procedure is not regulated by this constitution.*
- 12.3.1.4 *The keeping and authenticating of records.*
- 12.3.1.5 *Generally, all such matters as are commonly the subject of the rules of an unincorporated association.*

12.3.2 The WCBKA in general meetings has the power to alter, add to or repeal the rules or policies.

12.3.3 The Trustees must adopt such means as they think sufficient to bring the rules and policies to the notice of members.

12.3.4 The rules and policies shall be binding on all members of the WCBKA. No rule or policy shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

12.4 POWER TO DELEGATE TO SUB-COMMITTEES

The Trustees may delegate any of their powers or functions to a sub-committee of at least 3 members, one of whom must be a Trustee. The terms of such delegation, including any conditions imposed, must be recorded in the Minutes.

No expenditure may be incurred on behalf of the WCBKA except in accordance with a budget previously agreed with the Trustees.

All acts and proceedings of any sub-committees must be fully and promptly reported to the Trustees.

The terms of Reference of the current Standing Sub-Committees are set out in Annexe 2.

13 GENERAL MEETINGS.

13.1 The Association shall hold a General Meeting in every calendar year (but not more than 15 months apart), as its Annual General Meeting at such time and place as may be determined by the Committee and shall be specified in the notice of the meeting. All General Meetings other than the AGM shall be called Extraordinary General Meetings. The AGM may be in person or by audio visual conference (Zoom, Teams or similar).

13.2 An Extraordinary General Meeting may be called by the Committee at any time or shall be called by request in writing of 12 members of the Association, stating their names and specifying the matter which they want to discuss. This information shall be sent to the Secretary who will convene the Meeting. The business to be discussed shall be stated on the notice convening the EGM and no other business will be discussed. The EGM may be in person or by audio visual conference (Zoom, Teams or similar).

13.3 The notice required in the calling of all General Meetings shall be three weeks.

13.4 A Quorum for these Meetings shall be twelve members with full voting rights, as outlined in this constitution.

13.5 All Full, Honorary and Associate members shall have one vote, by show of hands, (save as varied herein).

13.6 Where the Committee so decides, postal voting will comprise a valid vote on matters notified in the newsletter containing an appropriate voting slip. Any member unable to attend the General Meeting may vote by returning the signed slip to the Secretary, no later than two days before the General Meeting.

13.7 A voting member may request a proxy vote by contacting the Secretary prior to an AGM or EGM.

14 FINANCE.

14.1 All disbursements (other than routine administrative matters by the officers already authorised in general by the Committee) shall be approved by the Committee and duly recorded in the minutes.

14.2 The Treasurer is empowered however to authorise individual items of expenditure not exceeding £50 in total on any one occasion. Such action is to be reported to the Committee at the next meeting.

14.3 Proper financial records shall be kept by the Treasurer in compliance with the guidance of the Charity Commission, and annually shall be scrutinised by an independent suitably qualified person or persons appointed by the Committee.

14.4 At the AGM each year the Treasurer shall place before the members an audited INCOME AND EXPENDITURE ACCOUNT and BALANCE SHEET for the previous year.

14.5 The rate of ANNUAL SUBSCRIPTION shall be decided by the AGM.

15 AMENDMENT OF THE CONSTITUTION.

15.1 Proposals for the amendment of the Constitution must be included and specified in the formal agenda of a General Meeting and shall only be made by a vote of two-thirds majority of voting members present.

15.2 No amendment shall be made which would have the effect of causing the Association to cease to be a Charity at Law.

15.3 No amendment to Clause Two shall be made without the approval of the Charity Commissioners or their successors.

16 DISSOLUTION OF THE ASSOCIATION.

16.1 The Association may be dissolved by a resolution passed by a two-thirds majority of voting members present at an Extraordinary General Meeting convened for the purpose of which Notice (Prescribed by Clause 13) has been given.

16.2 Such a resolution may give instructions for the disposal of any assets held by, or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed amongst the members of the Association, but shall be given or transferred to such other charitable institutions, having objects similar to the object of the Association, as the Association may determine.

16.3 If effect cannot be given to this provision, then such assets shall be given to some other charitable purpose.

17 INDEMNITY FOR THE TRUSTEES.

17.1 The Trustees shall be indemnified from Association funds against any approved uninsured liability incurred by them on behalf of the Association.

18 INTERPRETATION

18.1 In this constitution 'connected person' means:

- 18.1.1 a child, parent, grandchild, grandparent, brother or sister of a Trustee.
- 18.1.2 the spouse or civil partner of a Trustee or of any person falling within sub-clause (1) above.
- 18.1.3 a person carrying on business in partnership with a Trustee or with any person falling within sub-clause (1) or (2) above.

Certified as a true copy of the Constitution of the West Cornwall Beekeepers' Association, approval having been given at the Annual General Meeting held on 8 Nov 2016.

Amendments approved by the AGM 7 November 2017. Further amendments approved by the AGM 6 November 2023.

EXPLANATORY NOTES

NOTE 1

The components of WCBKA membership are:

- (a) BBKA membership (and insurance)
- (b) BDI insurance
- (c) WCBKA services (library, equipment hire)
- (d) WCBKA voting rights at AGM/EGM
- (e) Attendance at WCBKA meetings
- (f) Association communications

Membership Classes and the associated benefits	BBKA membership	BDI Insurance	WCBKA Services. Library	WCBKA meeting voting rights	WCBKA meetings attendance (Including apiary meetings)	Association communications
Honorary Life Membership	Y	N	Y	Y	Y	Y
Full Members	Y	Y	Y	Y	Y	Y
Associate Members	N	N	Y	Y	Y	Y
Junior Members	Y	Y	Y	N	Y	Y
Associate Junior Member	N	N	Y	N	Y	Y
Education Members	N	N	N	Y	Y	Y

NOTE 2

The membership year runs from 1st of November to 31st of October. A new member joining part way through the year may join:

as a Full member and pay the appropriate year's subscription or
 as an Associate member and pay the full year's Associate subscription or
 attend a meeting as a guest.

ANNEXE 1 – JOB DESCRIPTIONS

(These Job Descriptions do not form part of the Constitution and may be amended by the Committee)

CHAIRPERSON

SECRETARY

TREASURER

MEMBERSHIP SECRETARY

TRUSTEES

PRESIDENT

AN HES EDITOR,

APIARY MANAGER CHY VELLAN

BULK PURCHASE CO-ORDINATOR

EDUCATION CO-ORDINATOR,

EQUIPMENT MANAGER

LIBRARIAN,

SAFEGUARDING OFFICER

SHOW CO-ORDINATOR

SPRAY LIAISON OFFICER

SWARM CO-ORDINATOR

WEB MASTER

ANNEXE 2 – TERMS OF REFERENCE OF STANDING SUB-COMMITTEES

(These Terms of Reference do not form part of the Constitution and may be amended by the Committee)

OFFICERS SUB-COMMITTEE

Members: President (acting as Chair) and the Officers.

Function: to consider and make recommendations to the Committee of Trustees on any matters delegated by the Committee, including, but not limited to:

- the strategic plan for the WCBKA
- amendments to the Constitution

EDUCATION SUB-COMMITTEE

Members: Education Officer (acting as Chair), and at least 2 other members recommended by the Education Officer and approved by the Committee, one of the three must be a Trustee.

Function: To consider and implement educational activities appropriate for the membership and public.

Formulate and recommend to the Committee the annual Education Programme for the forthcoming season and implement it.

CHY VELLAN APIARY SUB-COMMITTEE

Members: Apiary Manager (acting as Chair) and at least 2 other members recommended by the Apiary Manager and approved by the Committee, one of the three must be a Trustee.

Function: Formulate a Code of Practice to regulate activity at the Apiary, for approval by the Committee.

Formulate and recommend to the Committee the Annual Strategic Plan for the Apiary for the forthcoming season and implement it.

ANNEXE 3 – POLICIES

(These Policies do not form part of the Constitution and may be amended by the Committee)

- JUNIORS
- DATA PROTECTION
- EXPENSES
- EQUITY
- *ENDORSEMENTS*

*The association has adopted and follows the BBKA's **Equality, Diversity and Inclusion Policy** (see <https://www.bbka.org.uk/bbka-compliance>).*

ANNEXE 4 – CODES OF PRACTICE

(These Codes of Practice do not form part of the Constitution and may be amended by the Committee)

- APIARY CODE OF PRACTICE
- APIARY SAFETY DRESS CODE