

THE YORKSHIRE BEEKEEPERS ASSOCIATION CONSTITUTION

1.0 NAME:

The name of the association is “**THE YORKSHIRE BEEKEEPERS ASSOCIATION**” (YBKA).

2.0 DEFINITION:

The YBKA is an association of beekeeping organisations and individuals devoted in whole or in part to furthering the Objects set out in Clause 3, below.

The association is a federation of district Beekeeping Associations in Yorkshire which are based in either the existing or historical boundaries of Yorkshire.

The YBKA is a registered charity (number 509743)

3.0 OBJECTS:

The objects of the YBKA shall be:

3.1 to promote and further the craft of beekeeping through our member associations.

3.2 to advance the education of the public in the importance of bees in the environment.

4.0 GOVERNANCE AND ADMINISTRATION:

The YBKA shall be directed and administered in all its activities by the following:

4.1 The GOVERNANCE OF THE YBKA shall be vested in the Conference which shall meet at least twice per year and at other such times as the Chairman may direct, one of which shall be deemed to include the Annual General Meeting of the Association.

Conference will include:-

The President

All other elected Officers of the YBKA

Delegates Appointed by District Associations

A representative of the Yorkshire Agricultural Society

Honary members

Any other member of YBKA as defined in 10.0

4.2 The ADMINISTRATION of the YBKA shall be vested in the General Purposes Committee, which will be appointed by the Conference of the YBKA at the AGM.

5.0 POWERS, DUTIES AND RESPONSIBILITIES OF THE CONFERENCE

5.1 The CONDUCT of CONFERENCE MEETINGS

Meetings of Conference shall be convened by the General Secretary, who will issue a notice of the venue, time and date, an agenda and details of propositions to the secretaries of the district associations at least two weeks prior to the conference. In addition to which notice of the conference will be printed in the newsletter and posted on the website.

The General Secretary will cause proper minutes and reports to be taken of the proceedings

Twenty or 5% of membership, whichever is the larger shall form a quorum.

With the exceptions listed below, at the meeting of Conference a simple majority of those entitled to vote shall be sufficient to carry or defeat a motion.

Exceptions to this are:

any motion that would result in a change to the constitution requires a two thirds majority any motion resulting in expulsion of a member or district association requires a two thirds majority.

Any member of the YBKA may attend Conference.

In general at the Conference of the YBKA voting is restricted to Officers and Delegates who are in attendance. Delegates are appointed by their District Association on the basis of one vote for the first twenty Ordinary Members or part thereof with additional representation for every further twenty registered members.

However, at the Annual General Meeting or an Extraordinary General Meeting, any Registered Member or partner member in attendance is entitled to vote.

In the event of a tied vote, the chairman has the option of deferring a decision or casting a deciding vote

Any decision of the Conference properly arrived at under the Rules and Constitution of the YBKA shall be final and binding.

Any proposition that a district association wishes to submit to the conference should be received by the General Secretary at least three weeks before the date of the conference.

The Chairman may agree to include additional propositions under 'Any Other Business' on the day of the conference.

Any person who is not a Member of the YBKA may attend any meeting of the Conference at the invitation of the Chairman. Any such person may participate in the discussions of the business being transacted, but shall not vote thereon.

The conduct of meetings shall be by standing orders (WHICH DO NOT FORM PART OF THESE RULES AND CONSTITUTION).

5.2 THE ANNUAL GENERAL MEETING:-

The Annual General Meeting shall be held not later than the third Saturday in January in each year, to elect Patrons, The President, Vice-Presidents, Chairman, Vice-Chairman, General Secretary, Treasurer, Examinations Officer, the Area Representatives for the District Associations, the Auditors for the ensuing year, Newsletter Editor, Equipment Supplies Officer together with any other officers deemed necessary.

Members of working parties will be appointed.

Reports of the year's proceedings and a Statement of accounts duly certified by the Auditor for adoption or otherwise shall be presented to the meeting.

Certificates of Merit will be awarded.

A Chairman who has been elected to that office in three successive years is not eligible for re-election as Chairman until twelve months have elapsed but is not, in consequence, debarred from taking the chair at any meeting from which the President, Chairman or Vice-Chairman are absent.

6.0 POWERS, DUTIES AND RESPONSIBILITIES OF THE GENERAL PURPOSES COMMITTEE

6.1 The General Purposes Committee shall consist of:

Chairman
Vice Chairman
Secretary
Treasurer
BBKA delegate
YAS representative

Editor of the Newsletter
Equipment Supplies Officer
Examinations Officer
Area representatives

In addition a maximum of six members of conference may be co-opted onto the committee. The chairman and secretary of the General Purposes Committee shall be the general secretary and chairman of the YBKA as elected by the conference of the YBKA.

6.2 The duties and responsibilities of the General Purposes Committee are as follows:

Act in all matters for the well being of the YBKA.

Co-ordinate and monitor the activities of the working parties

Monitor the finances of the YBKA

Present a statement of accounts, duly audited, to the Annual General Meeting of the YBKA.

Prepare a budget of estimated income and expenditure and present it to the Annual General Meeting of the YBKA.

Prepare an agenda for conference meetings

Arrange a venue and time for conference meetings and distribute notice of the meetings, the agenda and details of any propositions to all member associations .

Prepare any propositions that the committee feel should be submitted to the BBKA Annual Delegates Meeting.

The treasurer shall collect all the money due to YBKA and lodge it to the credit of the YBKA bank account.

The Treasurer or in his absence the Secretary shall control all payments and receipts to/from YBKA accounts.

Prepare and draft alterations to the standing orders or to the constitution where necessary.

6.3 Meetings of the General Purposes Committee shall be convened by the General Secretary who shall cause proper minutes and reports to be taken of the proceedings. A report of each meeting should be prepared for the newsletter and website.

6.4 A resolution in writing signed by 80% of members of the General Purposes Committee of Conference shall be valid and effectual as if it had been passed at a meeting of the Committee duly convened and held.

7.0 WORKING PARTIES

The AGM shall appoint members to the working parties and give guidance as to their purpose and goals for the current year:-

7.1 List of Working Parties:

Honey Show:- Shall have the duty of arranging honey shows.

Conventions:- Shall have the duty of arranging day conventions, weekend schools and lecture tours.

Education:- Shall have the duty of organising Beekeeping courses and beekeeping examinations.

Great Yorkshire Show: Shall have the duty of organising the YKBA participation at the Great Yorkshire Show and providing demonstrations as prescribed by Conference

Handbook and Publications:- Shall have the duty of publishing a handbook at such times when finance permits as prescribed by Conference.

7.2 Meeting of the Working Parties

Each Working Party shall elect its own Chairman, and may co-opt members of Conference, but such co-options shall not exceed fifty per cent, by number of the elected members and shall transact such business as may be required to it by Conference. The Chairman, Vice-chairman, General Secretary and Treasurer shall be ex-officio members of every working party, and shall be given due notice of meetings.

Except where special authority is given by the Conference a working party shall not take final action until a final report shall have been made to the Conference and approved. Where such special authority is given a quorum shall be four.

8.0 EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called within six weeks of the receipt by the Secretary of a requisition signed the chairman or by ten members of the YBKA, setting out motions to be proposed at the meeting. The agenda of any Extraordinary General Meeting shall be announced at the time of giving notice of the meeting, and no propositions shall be considered at such a meeting except those detailed on the agenda.

An Extraordinary General Meeting will be conducted in the same manner as the Annual General Meeting.

9.0 FINANCIAL YEAR

The financial year of the YBKA and the District Associations shall end on the 30th September in each year.

10.0 CLASSES OF MEMBERSHIP OF THE YBKA

Membership of the YBKA shall be open to the following classes:

1. **District Association Membership:** Area associations within Yorkshire which agree to comply with the constitution of the YBKA.
2. **Registered Members:** Individuals aged eighteen years and over at the start of the financial year for whom a membership fee has been paid to their District Association and in respect of whom a capitation fee is subsequently paid to the YBKA and for whom a contact name and address has been supplied to the YBKA.
3. **Junior Registered Members:-** : Individuals aged under eighteen years at the start of the financial year for whom a membership fee has been paid to their District Association and in respect of whom a capitation fee is subsequently paid to the YBKA and for whom a contact name and address has been supplied to the YBKA.
4. **Partner Members:** Adult individuals aged eighteen years and over at the start of the financial, being members of an District Association who reside at the same address as a Registered Member and in respect of whom a capitation fee is subsequently paid to the YBKA and for whom a contact name and address has been supplied to the YBKA.
5. **Individual Members:** Individuals, not being members of an District Association, registered directly with the membership secretary or treasurer and for whom a contact name and address has been supplied to the YBKA.
6. **Honorary Members:** A member of the YBKA who has performed distinguished or meritorious service of an outstanding nature in the furtherance of the objects of the YBKA and to the betterment of Beekeeping and has been elected by the Conference to be an Honorary Member and shall be entitled to free life membership of YBKA. Any recommendation shall be considered by the General Purposes Committee before submission to the Conference in any one year; except in very exceptional circumstances and with the full concurrence of the General Purposes Committee when two names may be submitted.

11.0 CAPITATION FEE:

A Capitation Fee shall be paid for each Registered, Junior Registered, Partner member by District Association treasurers to YBKA membership secretary by 31st January, for the current year. The balance of any outstanding capitation fees from new members to be paid by 31st July. Failure to submit capitation or register payment of capitation to the District Association with the YBKA membership secretary by 31st March could result in loss of benefits of membership.

Individual members shall pay capitation fee direct to the treasurer or membership secretary.

The Capitation Fee for Honorary Member of the YBKA appointed by Conference shall be paid from YBKA Association funds.

The Capitation Fee for registered, junior registered, partner registered and Individual members shall be fixed at the Spring Conference Meeting of YBKA for the following year.

12.0 CERTIFICATE OF MERIT:

Conference may award certificates of merit to members who have made a significant contribution to beekeeping in Yorkshire either at the county or district level. Nominations should be made to the General Secretary by district associations at least one month before the AGM, accompanied by a citation and endorsed by at least two members of the association. Any nominations must be approved by the General Purposes Committee of the YBKA. Recipients of a Certificate of Merit will be added to the YBKA roll of honour.

13.0 DISTRICT ASSOCIATIONS

Each District association shall elect its own Officers to administer its funds, and the District Secretary or Treasurer shall give a receipt for subscriptions paid.

Each District Association may have its own Constitution and Rules but none shall contravene the Constitution and Rules of YBKA.

Each District association shall hold an Annual general Meeting prior to the Annual General meeting of the YBKA to elect its Officers and Representatives and transact its own business.

On a District association becoming defunct it shall be the duty of the District Secretary to send to the YBKA General Secretary all books, assets, papers and other documents for safe keeping. The balance of any bank account shall be handed to the YBKA Treasurer to be held in trust until such time as the District Association is revived or a similar Association is formed in the same area which is affiliated to YBKA.

14.0 TERMINATION OF MEMBERSHIP

A District Association may terminate its Membership of YBKA by giving twelve months notice in writing to the Annual General Meeting of the YBKA.

The notice shall commence following confirmation at the said Annual General Meeting. The notice of termination may only be agreed upon provided that one third of the Members of the District Association present and voting at the meeting where the resolution is agreed upon.

A quorum for such a meeting shall be a minimum of one third of the District Associations paid up Membership.

The YBKA General Secretary or the appointed deputy will be invited to attend and be permitted to take part in the procedures of the meeting and fourteen days notice of the meeting will be given where such a resolution is to be debated.

15.0 EXPULSION:

Conference shall have the power to expel from the YBKA any Member whose conduct they consider injurious to the welfare of the Association or its members.

16.0 AFFILIATIONS:

YBKA shall not affiliate with any other Organisation, except by the consent of the Annual General Meeting. All such affiliations shall be reviewed at the Annual General meeting.

17.0 CHARITY STATUS:

The YBKA is a charity and will conduct its activities in compliance with the Charity Act currently in force..

18.0 TRUSTEES:

The YBKA shall appoint at the AGM at least 5 trustees, one or two whom shall be the Chairman or Secretary of the YBKA, to hold in trust any Assets, Equipment and the like of the Association. The names of the trustees will be entered on the YBKA annual registration to the

charity commission.

Trustees shall cease to hold office if:

disqualified from holding office as a Trustee by virtue of Section 72 of the Charities Act 1993 or any statutory re-enactment or modification of that provision.

notifies the YBKA of their wish to resign

becomes incapable by reason of mental disorder, illness or injury of managing and administering their own affairs.

19.0 NEW DISTRICT ASSOCIATIONS:

Any Member of YBKA may instigate the setting up of a New District Association. The General Purposes Committee may grant sufficient funds to the new District Association as is deemed necessary. Notwithstanding this, written application should be made to the general Secretary indicating the area the New District will serve, always provided that the New Districts presence does not conflict with a neighbouring Association of YBKA.

20.0 ALTERATIONS:

An alteration or amendment to this Constitution and Rules shall only be made at the Annual General Meeting or an Extraordinary General Meeting and require a two thirds majority vote.

21.0 DISSOLUTION:

In the event of the YBKA being dissolved, the trustees will be responsible for disposing of the assets to an organisation with similar aims.

September 2007.