

**WEST NORFOLK AND KING'S LYNN BEEKEEPERS'
ASSOCIATION CONSTITUTION**

1. GENERAL

- 1.1 Adoption of the constitution. The association and its property will be administered and managed in accordance with the provisions of this constitution.
- 1.2 The name of the Association shall be the "West Norfolk and King's Lynn Beekeepers' Association (WNKLBA).
- 1.3 It shall be affiliated to the British Beekeepers' Association (BBKA) and together with the Norfolk Beekeepers' Association (NBKA) shall form the Federation of Norfolk Beekeepers.
- 1.4 Its objectives shall be to promote and further the craft of beekeeping; to check and eliminate bee diseases and to advance the education of the public in the importance of bees in the environment.
- 1.5 WNKLBA shall consist of President, Vice-President, ordinary and honorary life members.
Only the ordinary members shall have the power to vote on any matters discussed at General Meeting, or otherwise co-opted as deemed necessary by the Executive Committee.

2 EXECUTIVE COMMITTEE

- 2.1 The management of WNKLBA shall be vested in the Executive Committee which, in addition to the Chairman, Vice-Chairman, officers and Trustees shall consist of up to twelve ordinary members, all being elected at the Annual General Meeting.
- 2.2 The officers of WNKLBA shall be the Secretary, Membership Secretary, Treasurer and Show Secretary. The duties of the Secretary and Treasurer shall be governed by their respective terms of reference. Any of these offices may be combined at the discretion of the Executive Committee.
- 2.3 Such honoraria as may be paid to these officers shall be decided at the Annual General Meeting.
- 2.4 Membership of the Executive Committee shall be open to any ordinary members whose nomination has been formally proposed and seconded. Such nominations are to be deposited with the Secretary up to and including the Annual General Meeting. The Executive Committee is itself empowered to nominate members to the Committee.

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- 2.5 Members of the Executive Committee shall serve for a period of 12 months, and shall be eligible for re-election for a further 12 months if so willing.
- 2.6 The Executive Committee may appoint such sub-committees as it deems necessary; the Chairman and Vice-Chairman are to be ex-officio members of all such sub-committee. None of these appointments require ratification by the Annual General Meeting.
- 2.7 To further the aims of WNKLBA, the Executive Committee shall appoint such area representatives as it deems necessary.
- 2.8 The Chairman of any meeting shall have a vote and a casting vote.
- 2.9 To assist in the smooth running of the Federation of Norfolk Beekeepers, a member of WNKLBA shall serve on the Executive Committee of NBKA, likewise a member of NBKA shall serve on the Executive Committee of WNKLBA. Such appointments shall be approved by both Associations. The same person may serve in each capacity providing s/he is a member of both Associations.
- 2.10 Apart from the Chairman, Vice-Chairman and officers appointed by the Annual General meeting, the Committee shall consist of a maximum seventeen members, twelve elected, four co-opted and the representative of NBKA. Five members shall be deemed necessary for a quorum.
- 2.11 Special meetings of the Committee may be called at any time the Chairman authorises or when any three members of the Committee give six days notice in writing of such desired meeting.
- 2.12 No members of the Executive Committee are permitted to partake in the discussion or vote in any debate in which s/he has a financial interest. Such an interest must be declared beforehand and at the discretion of the Chairman that person may present relevant information for discussion. Failure to observe this requirement may result in disqualification from the Executive Committee.
- 2.13 The Executive Committee shall have the power to refuse any person membership of the association, for reasons it thinks fit, it may likewise expel a member and return their subscription pro rata. In both instances the association will make every effort to liaise with the person(s) concerned prior to such action.

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3 GENERAL MEETINGS

- 3.1 An Annual General Meeting shall be held before the end of March each year. Special General Meetings shall be called by the Secretary at the written request of not less than twelve members; such request must be accompanied by the reasons for such a meeting.
- 3.2 Seven days notice must be give before any General Meeting is called.
- 3.3 Apart from the appointment of the Executive Committee and the Trustees, the Annual General Meeting shall fix the annual WNKLBA subscription for the forthcoming year starting 1st January following. It shall also be empowered to discuss such matters as are requested in writing to the Secretary not less than fourteen days before such a meeting.
- 3.4 The appointment of honorary life members shall be made at the Annual General Meeting.

4 MEMBERSHIP

Membership of WNKLBA shall be open to the following Classes;

- 4.1 Full Members; Individuals, for whom a membership fee, BBKA capitation fee and Bee Disease Insurance (BDI) has been paid.
- 4.2 Partner Member; Adult individuals who reside at the same address as a Full member, whom whilst being a member of both WNKLBA & BBKA will not receive separate newsletters and correspondence.
- 4.3 Associate Membership; WNKLBA member only. Available to individuals who are full members of another BBKA affiliated association.
- 4.4 Junior Members; Individuals under 18 years of age membership of WNKLBA will be free, but BBKA capitation fees and BDI at the current rate will be payable. In order to comply with BBKA's third party and public liability insurance conditions, a responsible parent or guardian must be named on the membership application form.
- 4.5 Honorary Members; Individuals upon whom WNKLBA confers membership without any membership subscription being levied, in recognition of their contribution to WNKLBA. BBKA capitation fees and BDI remain the responsibility of the individual.

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- 4.6 Membership of WNKLBA shall be obtained by forwarding the relevant details with the payment of the annual subscription to the Membership Secretary, to whom renewal subscriptions should be paid.
- 4.7 The Annual Subscription shall include such monies as are required for the business of WNKLBA together with fees for affiliation as set by the BBKA *without further vote by the A.G.M.* and with BDI cover for three colonies of bees as required by BDI Ltd. Insurance cover for more colonies can be obtained by payment of the required premium.
- 4.8 New members joining WNKLBA after the 30th June shall pay six months' membership; however full BBKA capitation and BDI must be paid.
- 4.9 Membership of the Association entitles all members to partake in the activities and benefits organised by both WNKLBA and NBKA.
- 4.10 Membership of WNKLBA shall cease twelve months after the payment of the last subscription or pro-rata if joining under the terms of clause 4.8

5 BRANCH ASSOCIATIONS

- 5.1 The WNKLBA, subject to the approval of the Annual General meeting, shall have the power to approve the formation of branches of the Association. Such branches shall appoint their own committees to work in close association with the parent body to whom lists of members and balance sheets must be submitted annually at times requested by the parent body.
- 5.2 Each branch association shall be represented on the Executive Committee of the parent Association by its Secretary and up to two members elected for that purpose by the branch association, these representatives being in addition to the members of the Executive Committee.
- 5.3 Branch Associations shall not have the power to pledge the parent association financially or otherwise.

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6 SHOWS, EXHIBITIONS AND YEARBOOK

- 6.1 In addition to the Annual General Meeting, WNKLBA shall hold at least one public exhibition of honey and hive products; such an exhibition shall include a honey show and sale of honey together with related products. Such shows and sales shall be governed by the exhibition regulations obtainable on request from the Show Secretary. The aims of such exhibitions shall not only be competitive but also educational.
- 6.2 WNKLBA shall contribute to the publication "Federation of Norfolk Beekeepers' Yearbook, a copy of which shall be supplied to all full members of the Association following payment of the relevant subscription. Where more than one member is resident at the same address, one Yearbook only shall be sent to that address.

7 DISSOLUTION

- 7.1 If the members resolve to dissolve the charity the Trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.
- 7.2 The Trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- 7.3 The Trustees must apply any remaining property or money;
- (a) directly for the objects;
 - (b) by transfer to any charity or charities for purposes the same as or similar to the charity;
 - (c) in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.
- 7.4 The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the Trustees are to apply the remaining property or assets of the charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a) - (c) inclusive in sub-clause (3) above.
- 7.5 In no circumstance shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity).
- 7.6 The Trustees must notify the Commission promptly that the charity has been dissolved. If the Trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

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8 AMENDMENT OF CONSTITUTION

Any amendments or additions of the Constitution shall only be approved by the members, at either an Annual or Special General Meeting.

- 8.1 The charity may amend any provision of this constitution provided that;
- (a) no amendment may be made that would have the effect of making the charity cease to be a charity at law;
 - (b) no amendment may be made to alter the objects if the change would undermine or work against the previous objects of the charity;
 - (c) no amendment may be made to clauses **1.4** without the prior written consent of the Commission;
 - (d) any resolution to amend a provision of this constitution is passed by a simple majority of members present and voting at a general meeting.
- 8.2 A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

Signed Chair _____

Signed Secretary _____