



## **Essex Beekeepers' Association**

# **EBKA HANDBOOK OF POLICIES AND PROTOCOLS**

### **Foreword**

The EBKA Handbook of Policies and Protocols (previously named Trustee Handbook) has been put together as a point of reference for all Trustees, Central Executive Committee (CEC) Officers, Divisional Committee members and other post-holders.

The Handbook should contain all the information needed to run the Association and provide guidance for Divisional Officers, and help to ensure continuity when a new Trustee or other Officer takes over a post. It should be used in conjunction with the current version of EBKA Rules and not used in isolation to replace the Rules. Any updated versions of the Handbook will be available via the website to all members.

Responsibility for maintaining the information content of this Handbook rests with the General Secretary, to whom any factual or typographical errors should be pointed out. Ideas and suggestions for changes or additions to the contents should be passed to the General Secretary for consideration by the CEC.



# EBKA HANDBOOK: POLICIES AND PROTOCOLS

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## 1. Aims and History

### 1.1 Aims

The aim of the Charity, The Essex Beekeepers' Association (EBKA), is to promote the craft of beekeeping. This includes the education both of its members and the general public in beekeeping and the environmental importance of bees. EBKA also acknowledges the importance of carrying out environmentally responsible beekeeping.

This can be achieved through:

- educational courses
- talks and lectures
- divisional and county meetings
- showing hive products
- demonstrations and shows
- examinations
- collection of swarms as a service to the community
- liaising with schools and other organisations for young people, e.g. Scouts; making young people aware of the value of bees and all insects
- advice and lectures/presentations to the public
- its website - <https://ebka.org/>

### 1.2 History

#### BBKA

The British Beekeepers Association (BBKA) was founded in 1874 as the national body for beekeepers. Thomas William Cowan, born 1840, was President and a co-founder together with Charles Nash Abbott, born 1830. The first committee comprised a number of eminent people, including scientists and leading beekeepers of the time.

The BBKA originally consisted of individual members only. From the outset, one of its functions was to organise lectures by prominent beekeepers and scientists, which were then published and distributed to its members.



## EBKA

Just six years after the formation of the BBKA, eleven men met at 90 High Street, Chelmsford on 14 July 1880, with a view to starting an Essex branch, which they would call the Essex Beekeepers Association (EBKA).

The association was formed with the Rev. George Raynor, Rector of Hazeleigh, as Chairman and with the Earl of Rosslyn accepting presidency. Initially, it adopted the rules of the neighbouring association in Hertfordshire, but soon the Essex branch developed its own format and went on to define the aim of the association as:

'The encouragement, improvement and advancement of bee culture, particularly as a means of bettering the condition of the agricultural and other labouring classes as well as the advocacy of humanity to that most industrious of labourers, the honey bee.'

Since those early days, the EBKA has continued to grow, such that a number of local divisions were created within the county, including: Braintree, Chelmsford, Colchester, Dengie & Maldon, Epping Forest, Harlow, Romford, Saffron Walden, Southend and Thurrock. Note: Thurrock seceded from EBKA in 1999. EBKA now comprises nine divisions (see 2.2. *Structure of the Association*).

Reference: Extracts from *One Hundred Years of Honey Essex Beekeepers 1880 - 1980*

EBKA became a Registered charity in 1993: Number 1031419.



## 2. Constitutional Matters

### 2.1 Constitution

Essex Beekeepers Association is a Charity registered with the Charity Commission: Number 1031419.

EBKA is registered as an unincorporated Association.

The Association is governed in accordance with the Association Rules (*see Appendix*), which have been approved and may only be amended by the members at a General Meeting.

### 2.2 Structure of the Association

The EBKA is formed of nine Divisions:

Braintree & District (known as Braintree)  
Chelmsford  
Colchester  
Maldon & Dengie Hundred (known as Maldon)  
Epping Forest  
Harlow  
Romford  
Saffron Walden  
Southend-on-Sea & District (known as Southend).

Management of the Association is vested in the Trustees of the Central Executive Committee (CEC) which is responsible for monitoring and ensuring compliance with Charity Commission rules, the Rules of the Association and the interests of the Membership. Each Division is entitled to elect a Divisional Voting Member to the CEC.

The Trustees of the Association are the Divisional Voting Members, plus the General Treasurer, the General Secretary, and the CEC Chair.

Each Division becomes Host Division for a period of 12 months, commencing at the AGM, and has responsibility for organising the Annual Conference, and providing refreshments at the AGM and the County Honey Show. The divisional order is as follows:

Chelmsford – Harlow – Epping Forest – Southend – Maldon –  
Romford – Colchester – Braintree – Saffron Walden



The Association also has a Presiding Officer, selected by the Host Division for the year and installed at the end of the EBKA AGM, who presides over any General Meeting of members until the end of the AGM in the following year.

*A copy of the Rules of the Association can be found in the Appendix.*

## 2.3 Accounting

*The EBKA Finance Policy can be found in the Appendix.*

The General Treasurer has overall responsibility for safeguarding the financial affairs of the Association, both within the CEC and the Divisions (*see 3.1.2. General Treasurer*).

The funds and assets of all the divisions are the property of EBKA.

The EBKA Consolidated Accounts are to conform to the requirements of the Charity Commission (*see 14. Charity Commission Requirements*).

Divisional accounts must be independently examined according to the rules of the Charity Commission prior to presentation and approval by members at the Division's AGM. Divisional Accounts are submitted to the General Treasurer in accordance with the timing set out in the Treasurer's Timetable (*see Appendix*).

The CEC Accounts (Central Funds) and EBKA Consolidated Accounts are subject to independent examination according to the rules of the Charity Commission.

The CEC Accounts and EBKA Consolidated Accounts are presented for approval to the members at the EBKA AGM (or such later date if independent examination is not finalised).

Divisional Accounts format should follow the Standard Accounts Format (*see Appendix*), omitting only lines not relevant to the Division. Miscellaneous/Sundries income and expenditure should not exceed 5% of the respective totals.

Divisional and CEC Accounts should only contain income and expenditure received or incurred in the relevant year.

The CEC's current bank is CAF (Charities Aid Foundation) Bank, with clearing arranged through any branch of HSBC. CAF Bank exclusively provides banking for charities and pays all interest gross of tax.



EBKA is a shareholder in *BeeCraft Ltd*, holding 143 Fully Paid £1 shares at a nominal value of £1. The current shareholders are the Chair, Treasurer and General Secretary.

Each Division is a shareholder in Bee Diseases Insurance Ltd, each holding a £1 share.

The EBKA benefits by way of Gift Aid tax refunds, which are mainly used for educational purposes.

*The Treasurer's Timetable, Standard Accounts Formats and Guidelines for Examining Divisional Accounts can be found in the Appendix.*

## 2.4 Asset Policy

### Depreciation

- Current policy is to depreciate assets to zero in the year of purchase.
- Depreciation does not form part of the Income and Expenditure Accounts.

### Asset Record/Inventory Record

- Treasurers are required to keep an itemised list of assets with a purchase value in excess of £100, showing their original purchase prices (estimated, if not accurately known), dates of purchase and location of the item.
- An up to date list of such assets must be provided with Divisional Accounts.
- Assets are only shown in the Income and Expenditure Accounts in the year of purchase.

### Cups and Trophies

- All cups and trophies must be recorded as assets, albeit with zero value.
- List of County trophies - see 7.5 Cups and Awards. For divisional trophies, contact the Divisional Treasurer.
- If any cups and trophies are believed to have a value to others, e.g. are solid silver, this must be noted.
- Divisions are responsible for a list of assets, including trophies, should the General Treasurer need it.



## 2.5 Special Funds

Restricted funds are amounts where their donor specifies the use to which their donation must be used. They are identified separately in the accounts.

### **Horton Gunn Fund**

This fund holds money left over from the May Horton Fund, the Archie Horton Fund and the Alf Gunn Fund, and is used to cover the costs of buying and engraving a cake knife as the prize at the annual EBKA Honey Show.

### **Memorial Fund**

This fund is to assist with the EBKA Annual Conference (*see 9. Annual Conference*).

## 2.6 Public Face of the Association

### **EBKA style**

The EBKA logo and letterhead are available for use by the CEC and Divisions for the production of letters, posters, newsletters, etc. They can be obtained by email from the General Secretary. *Examples see Appendix*.

### ***The Essex Beekeeper***

The Association publishes a monthly magazine *The Essex Beekeeper*. By the 1<sup>st</sup> of each month, the Editor uploads the latest issue to the EBKA website. The format of the uploaded magazine is a colour pdf in a read-only version and a printable booklet form. Notification is sent by email to each member via eR2.

### **EBKA enterprises**

A number of EBKA promotional items have been made available for sale. These currently comprise badges, mugs, car stickers, polo shirts and fleece jackets. A list with prices can be found on the website.

### **Publicity material**

A selection of items for publicising the Association is available for use at the Annual Honey Show or by Divisions.



## **Website**

The EBKA has a website <https://ebka.org/> with information for members and the general public. The website is maintained by the EBKA Webmaster (see 11. Website).



### 3. Central Executive Committee (CEC) Members and Roles

#### 3.1 Posts and Job Descriptions

A list of current CEC post-holders can be found on the EBKA website.

##### 3.1.1 Chair of the Central Executive Committee

The Chair of the CEC is one of the Trustees of the EBKA.

In addition to responsibilities as a Trustee (*see 3.1.5. Responsibilities of a Trustee*), the role of the Chair is to:

- be a spokesperson for the EBKA
- give general advice, guidance, mediation
- chair CEC meetings; use casting vote when necessary
- work closely with the General Secretary to ensure that EBKA business is conducted in timely fashion using the Business Calendar (*see Appendix*)
- ensure that EBKA business is conducted constitutionally and legally
- in cooperation with the other Trustees, formulate and support EBKA objectives and activities
- together with the General Treasurer and General Secretary, be a nominee to *BeeCraft Ltd*
- provide an Annual Report to members at the Annual General Meeting (also published in *The Essex Beekeeper*)
- provide a compliant Annual Report for the Charity Commission (*see 14. Charity Commission*), alongside the General Treasurer who provides the financial aspects.

The CEC Chair is an *ex officio* member of all sub-committees of the EBKA.



### 3.1.2 General Treasurer

The General Treasurer is one of the Trustees of the EBKA.

In addition to responsibilities as a Trustee (*see 3.1.5. Responsibilities of a Trustee*), the role of the General Treasurer is to:

- make payments and collect income on behalf of the CEC and keep records of these with an audit trail
- report regularly to the CEC on the state of its finances
- produce year-end accounts for the CEC and have them independently examined
- consolidate the accounts of all Divisions with those of the CEC and have them audited or independently examined
- report on the consolidated accounts to the Charity Commission as required by them
- in cooperation with the other Trustees, formulate and support EBKA objectives and activities
- together with the CEC Chair and General Secretary, be a nominee to *BeeCraft Ltd*
- provide an Annual Report to the members at the Annual General Meeting (also published in *The Essex Beekeeper*)
- present the consolidated accounts to the EBKA Annual General Meeting;
- reclaim Gift Aid for all divisions in EBKA via eR2.
- recommend changes in the EBKA subscription periodically
- provide guidance to Divisional Treasurers, e.g. by providing them with a timetable showing what has to be done and when
- provide a template to Divisional Treasurers for the layout of their accounts which enables consolidation of Divisional and CEC accounts in a form that is easy to understand and representative of activities of EBKA
- maintain appropriate accounting policies, e.g. for asset accounting
- provide the financial aspects of the annual Charity Commission Report (*see 14. Charity Commission*).

The General Treasurer is an *ex officio* member of all sub-committees of the EBKA.



### 3.1.3 General Secretary

The General Secretary is one of the Trustees of the EBKA.

In addition to responsibilities as a Trustee (*see 3.1.5. Responsibilities of a Trustee*), the role of the General Secretary is to:

- act as a primary point of contact for the Association, by mail, email or telephone
- ensure that suitable venues are booked for CEC meetings, AGMs and EGMs and provide and keep an attendance record of Trustees and members (*see 4.2 General Meetings*)
- provide notices for members directly via email, eR2 or through *The Essex Beekeeper*
- co-ordinate the provision of and provide to members Agenda and Minutes for each AGM and any EGM needed
- arrange, in conjunction with the CEC, for a speaker to give a talk after the AGM
- provide to CEC members Agenda, Minutes, Trustees' reports and any other relevant papers, at least one week prior to CEC meetings, after liaising with the Chair and with reference to the Business calendar
- keep a record of all Agendas and approved Minutes
- communicate all matters arising from correspondence to the Chair (other than trivia) and send an answer as soon as possible, and communicate with other Trustees and all Secretaries on the CEC on matters when relevant
- in cooperation with the other Trustees, formulate and support EBKA objectives and activities
- along with the CEC Chair and General Treasurer, be a nominee to *Beecraft Ltd*
- update the EBKA Rules as necessary after decisions made by the Trustees and provide an up to date copy to the Charity Commission
- update/maintain the EBKA Handbook in conjunction with the Governance Sub-committee and Trustees
- arrange for the archiving of EBKA papers from time to time.

The General Secretary is an *ex officio* member of all sub-committees of the EBKA.



### 3.1.4 Divisional Voting Member

The Divisional Voting Member is one of the Trustees of the EBKA. In addition to their responsibilities as a Trustee (see 3.1.5. *Responsibilities of a Trustee*), the Divisional Voting Member's role is to:

- act as a spokesperson for his/her Division
- act as a channel of communication between the CEC and the Division
- bring to the attention of the CEC relevant matters of concern and ideas raised in the Division
- canvass opinion within the Division on matters raised at the CEC.

*EBKA Terms and Responsibilities of Trusteeship can be found in the Appendix.*



### 3.1.5 Responsibilities of a Trustee

The role of Trustee of any charity is laid down by the Charity Commission. EBKA Trustees take ultimate responsibility for directing the affairs of EBKA and ensuring that it is solvent, well-run, and delivering its stated aim.

Trustees must:

- ensure that EBKA complies with charity law and the requirements of the Charity Commission
- ensure EBKA follows its Association Rules and remains true to its aim
- ensure EBKA complies with relevant legislation
- act with integrity and avoid personal conflicts of interest or misuse of charity funds or assets
- use funds reasonably and only to further the EBKA's aim
- avoid undertaking activities which might place EBKA's funds, assets or reputation at risk
- use reasonable care and skill to ensure that EBKA is well-run and efficient
- consider getting external professional advice where there may be material risk to EBKA or where Trustees may be in breach of their duties.

When elected and appointed as a Trustee, the EBKA Terms and Responsibilities of Trusteeship (*see Appendix*) must be signed, which sets out the rights, responsibilities and obligations of a Trustee.

A Trustee may serve for a period not exceeding four consecutive years in the same position. He/she has a right to appoint a Proxy to attend on their behalf for not more than two meetings in a calendar year. The General Secretary or CEC Chair must be given the name of the Proxy prior to the meeting in question.

County Officers (Chair, General Treasurer, General Secretary) may serve for a period not exceeding five consecutive years in the same post.



### 3.1.6 Editor of *The Essex Beekeeper*

The principal responsibility of the Editor is for the production of the EBKA monthly magazine, *The Essex Beekeeper*. The magazine is an important channel of communication between the CEC and EBKA members and should offer interesting and informative articles. Articles must be topical and impartial and each issue must have the declaration that: 'The contents do not reflect the opinions or views of the Editor or the EBKA'.

The Editor has freedom of content for the magazine. The Editor is responsible for the layout and content, but should ensure that each issue includes the following:

- such advertisements as advised by the Advertising Secretary (see 3.1.14)
- contact details of useful contacts within and associated with EBKA
- divisional meeting/event dates for the month of issue and the following month.

Additionally certain issues must include business items such as AGM notice, reports, unconfirmed Minutes, etc, as shown on the Business Calendar.

Since the EBKA has moved away from having a printed booklet, it is no longer necessary for there to be any constraint on the number of pages. The Editor may decide that extra pages are required for certain months. Extra pages may be needed for other matters, e.g. Show Schedule, Conference details.

Copy for the magazine comes from articles and letters sent in by members, from divisional reports, and from other Associations' magazines, or will be formal EBKA business items such as AGM reports, Minutes, Show results, etc. Contributors need much encouragement!

A scheme exists to enable editors of various beekeeping associations to exchange publications: an online exchange known as *eBees*. There are approximately 30 members who belong to the list, although not all contribute. Where an item is used, full acknowledgement of the source must be given.

The web page is: <http://lists.ebees.org.uk/mailman/listinfo/editors>

The Editor must be mindful that breach of copyright could seriously impact upon EBKA.

By the 1<sup>st</sup> of each month, the Editor uploads the latest issue to the EBKA website. The format of the uploaded magazine is a colour pdf in a read-only version and printable booklet form. Notification is emailed to all members at the beginning of the month via eR2.

Also a pdf copy of the issue is emailed to *eBees*.



### 3.1.7 EBKA Membership Secretary

The Membership Secretary should be an existing Trustee. The duties of the Membership Secretary are to:

- be responsible for data protection
- act as a liaison between Divisions, EBKA and the BBKA, encouraging a consistent and timely approach to maintaining all membership categories, payment and personal data on eR2 Membership system in order to facilitate 'clean' County Spring and Autumn returns and meaningful County-lead customized data
- understand BBKA timings of eR2 membership extracts (e.g. as used for BBKA magazine distribution) to support queries regarding membership benefits
- assist divisions to understand the BBKA and EBKA membership benefits associated with each membership category and cascade subsequent changes imposed by BBKA and EBKA
- report to the CEC on the total membership of EBKA across all divisions and the distribution across each membership category. Identify any specific membership attrition rates – what could we do better?
- understand the number of Juniors and vulnerable people across EBKA to ensure the correct policies are in place, ensuring that EBKA recognize it has a duty of care.
- support the General Treasurer to understand the impact of any capitation changes across its membership
- encourage notification of divisional and county officer updates to the eR2 Systems Manager in order that the BBKA Register is kept up to date
- act as liaison between eR2 systems and Divisions, cascading eR2 system changes and to understand the impact of such changes on the work of Divisional Membership Secretaries.
- champion changes to eR2 Systems and BBKA that will assist the work of Divisional Membership Secretaries.



### 3.1.8 Examinations Secretary

The duties of the Examinations Secretary are to:

- be a link between Essex beekeepers and the BBKA Examinations Board
- process applications for the various BBKA exams and assessments according to the requirements of the BBKA Examinations Board (procedures vary according to the particular exam or assessment and may be changed by the BBKA from time to time: prospective candidates should visit the BBKA website for the latest procedures/documents/fees – [www.bbka.org.uk](http://www.bbka.org.uk))
- manage BBKA Exam Portal through eR2
- ascertain potential dates when Assessors will be available
- where necessary for a particular type of assessment, allocate the Assessor and apiary, and provide the Assessor with the necessary documentation (dates may be arranged directly between Assessors and candidates)
- for the Modular examinations, arrange a suitable venue and invigilation for the dates allocated by the BBKA and maintain confidentiality of the exam papers, both before and after the exams, according to BBKA requirements
- for most exams and assessments, the results are sent direct from the BBKA to the candidates but, where the result of an assessment is sent to the Examinations Secretary, the Secretary should inform the candidate in a timely manner
- arrange for the presentation of certificates for successful candidates (usually at the Annual Conference and the AGM), or send certificates to those who cannot be present
- promote the taking of the BBKA examinations widely to EBKA members.
- liaise with the Education Secretary (*see 3.1.9*) to help co-ordinate education across the county where appropriate.



### **3.1.9 Education Secretary**

The duties of the Education Secretary are to:

- organise county-wide education and training. The main areas needed are the higher-level skills and knowledge not likely to be addressed at local level
- promote and support skills training at divisional level either with Divisional Education Secretaries or other officials in that role
- to co-ordinate education across the county where appropriate
- to liaise with the Examinations Secretary (*see 3.1.8*) in identifying areas of need in developing knowledge and skills and to organise courses to support and encourage BBKA examinations
- to keep up to date in developments in beekeeping by attending BBKA and other national events when possible.

### **3.1.10 Bee Health Secretary/Bee Health Officer**

The duties of the Bee Health Secretary/Officer are to:

- collect names and contact details of the nominated divisional Bee Health Officers and Asian Hornet leads, and to coordinate activities across the Divisions
- arrange for these details to be available on the EBKA website
- promote Bee Health across the Divisions by giving presentations and disseminating information
- arrange an appropriate day's Workshop, or talk or demonstration as required, e.g. Bee Health Day and Ted Hooper Lecture
- co-ordinate with APHA Bee Inspectors as necessary.



### **3.1.11 National Honey Show Delegate**

The duties of the National Honey Show (NHS) Delegate are to:

- promote the Show
- advise on the Show Schedule
- transport entries to the Show on behalf of EBKA exhibitors
- collect entries after the Show, plus prize monies and cards if necessary
- send a list of winning members to the Editor for *The Essex Beekeeper*
- provide a report on the Show for *The Essex Beekeeper*
- attend the NHS AGM at the Show and use their vote if needed.

### **3.1.12 eR2 Systems Manager**

The eR2 Manager's role is to maintain the Essex Association level data which is held in eR2. This includes among other things:

- maintaining the list of eR2 users and their permissions (access granted to Officers in each branch after authorisation has been approved by the branch)
- maintaining the Officers' list (branches need to notify the eR2 Manager when there is any change to their Officers - this information is used by the BBKA and also shown in the Directory of Officers)
- maintaining any county-level payment items.

The eR2 Manager also provides assistance and support to users when they have issues with eR2. If required they will liaise between the eR2 Support Desk and users to get any issues resolved.



### 3.1.13 Minutes Secretary

The duties of the Minutes Secretary are to:

- take the Minutes of each CEC meeting and provide a draft document to all members of the CEC within 1-2 weeks
- collect suggested amendments and provide an amended version of the Minutes to the General Secretary for distribution to the CEC for its next meeting
- make any further corrections arising from this meeting and send the final version to the Webmaster so the Minutes are available on the website.

### 3.1.14 Advertising Secretary

EBKA members do not pay for advertising unless the advertisement is for their commercial purposes.

Advertisers in the *Essex Beekeeper* are charged according to the scale of charges agreed by Trustees.

The duties of the Advertising Secretary are to:

- talk to prospective advertisers, providing them with the rates for placing an advert and ascertaining for how long they would like to advertise
- issue an invoice once the advertiser has committed to placing the advert, and sending a copy of the invoice to the EBKA General Treasurer
- establish payment confirmation before the advert can appear in the *Essex Beekeeper*.

### 3.1.15 ADM Representative

The BBKA Annual Delegates Meeting (ADM) is the means by which members democratically direct its policies. Each BBKA member association is represented by one delegate whose voting power equates to the number of members of their respective association.

EBKA elects its ADM representative who is expected to elicit and represent the views of all divisions. The ADM representative has a responsibility to pass information about BBKA policy decisions to divisions and may act as a conduit between EBKA and BBKA about policy matters. The Delegate is expected to refer to the Business Calendar (see Appendix) where the schedule of activities related to the BBKA ADM is recorded.



### **3.1.16 Webmaster**

*See 11: Website*

### **3.1.17 EBKA President (an honorary position)**

The individual is selected, in the first instance, by the Trustees, in recognition of the contributions made to the EBKA usually over a number of years. The choice of President is ratified at the AGM.

The principal duty of the President is to present awards at the County Conference and the County AGM. The President might be called upon to welcome guest speakers or to give a vote of thanks, or other such appropriate duties.

The Chain of Office is worn at all County events by the incumbent President. It is in two-tone blue fabric with a heavy medallion: engraved on the back denoting that it was presented by J.R and K.L Dodd during his last year as President in 1972-1973 and, on the front, President and Essex Beekeepers Association surrounding an image of a skep and the County logo. The attached Presidential Medallions are gold-covered, with skep, logo, name of current President and date elected. The President is responsible for having the Presidential Medallions engraved with their name and year of election.



## 3.2 Expenses

CEC Members' time spent helping the EBKA to function well is essential and appreciated, and it is desirable that every Division should be represented in the running of the Association.

CEC members are not expected to claim expenses for attendance at CEC meetings but, if this should cause hardship, they should contact the General Secretary.

Certain expenses, such as overnight accommodation, train fares, or car mileage, incurred in carrying out EBKA business or attending an event on behalf of EBKA, may be reimbursed, if approved in advance by the CEC.

Expenses should be claimed within the calendar year to which they apply and not later than three months after standing down from the post to which they apply.

## 3.3 CEC Post-holders

To contact CEC post-holders, please consult the EBKA website where there is a list of EBKA email addresses for appropriate post-holders.



## 4. Meetings

### 4.1 Central Executive Committee (CEC) Meetings

The Central Executive Committee meets at least quarterly, and normally six times a year. The dates and locations are agreed before the beginning of the financial year. Virtual meetings are acceptable as official meetings.

The Agenda for each meeting is produced in advance of the meeting by the General Secretary, in consultation with the CEC Chair.

The meetings are run according to CEC Meeting Guidelines (see *Appendix*).

A special meeting of the CEC shall be called by the General Secretary if requested by the required number of its members, as specified in the Association Rules.

An Extraordinary General Meeting of the Association may be called by the CEC provided that no less than 7 days' notice is given to the Membership.

### 4.2 General Meetings

#### 4.2.1 Annual General Meetings

The Annual General Meeting (AGM) of the EBKA is held within three months of the end of the financial year, normally on a Saturday in March. This enables time for all the Divisional AGMs to be held and their approved accounts to be consolidated with the EBKA central accounts, and for the consolidated accounts to be examined and prepared for presentation to the members at the AGM.

Notice of the AGM, plus agenda and reports from the CEC Chair and General Treasurer are published in *The Essex Beekeeper* to give members the required notice of the meeting. This will usually be in the February issue of the magazine.

The venue in recent years has been Writtle College, Lordship Road, Chelmsford CM1 3RP.

The AGM is chaired by the Presiding Officer (see 2.2. *Structure of the Association*) for that year.



Refreshments are usually made available for AGM attendees. These are customarily provided by the Division that will be hosting the Annual Conference that year.

It is also usual to have a speaker after the AGM.

#### **4.2.2 Extraordinary General Meetings**

An Extraordinary General Meeting (EGM) may be held to consider matters of urgency that cannot wait until the next AGM.

An EGM is chaired by the Presiding Officer for that year.

#### **4.2.3 Notice of General Meetings**

The Association Rules require that members be given no less than 7 days' notice of any General Meeting. Should there be any proposed change to the Association Rules at a General Meeting, 28 days' notice must be given. Further information about changes to the Rules may be found in Rule 5 of the Association Rules (*see Appendix*).



## 5. Membership

### 5.1 General

The BBKA has mandated the use of its electronic membership system known as **eR2** for Associations such as the Essex Beekeepers Association (EBKA).

eR2 is fully compliant with GDPR and members' details are held in a secure online environment. It has features developed for the BBKA such as automatic allocation of BBKA membership numbers, Officers' lists, email and mailshot facilities, Spring and Autumn payment and membership returns, etc.

Importantly, eR2 allows the Divisional Membership Secretaries to fully manage the registration, renewals, payment types, payment allocations, benefits and status of their members across BBKA, Bee Diseases Insurance (BDI), EBKA and their own Divisions.

EBKA is affiliated to the BBKA for the variety of membership benefits it provides to its members. In order to deliver those benefits, the BBKA must recognize the membership categories of the members on the eR2 system. The BBKA has therefore constrained the membership categories on eR2 to the following list **only**:

- Registered Member
- Partner Member
- School Member
- Country Member
- Junior Member
- Honorary Member
- Non BBKA Member

In order to ensure a continuity of benefits for its members, it is imperative that Divisional Membership Secretaries keep their members' details and status current, and encourage members to notify them of any changes to contact details or addresses etc.

The BBKA also use the Officers' list to notify EBKA Officers of information applicable to their Officer role. Therefore, following each Divisional AGM, the eR2 Manager must be notified of the Division's elected Officer list so that it can be updated on eR2 and available to the BBKA.

There is no capitation payable to BBKA or BDI for Non BBKA members.



## 5.2 Membership Categories

The EBKA has the following membership categories: Registered, Partner, School, Junior, Honorary Member (BBKA), Divisional Life Member, County Life Member, Non BBKA Member (Associate).

The vast majority of EBKA members fall into the BBKA category of Registered and Partner membership, with few membership categories falling outside this.

For ease of administration and to ensure no loss of benefits, EBKA has adopted the BBKA categories of membership and shown below:

**Registered Member:** Full membership for one person over 18 years of age and involved with bees; registered on eR2 as a Registered Member in the nominated Division; BDI and applicable BBKA Registered Member benefits.

**Partner Member:** Full membership for one person over 18 years of age involved with bees and sharing the same address as a Registered Member; registered on eR2 as Partner Member in the nominated Division. Applicable BBKA Registered Member benefits.

**School Member:** Recommended by the BBKA to be held on eR2 by the Division as follows: main contact registered under 'Schools' category; additional 'Partner' members to be listed under the same address (these people must be teachers, support staff, parents or governors associated with the school). To denote that all members belong to the same school we recommend highlighting this manually in their membership record by marking for both the main school member and the partner members their school name in the first line of the address. In this way the BBKA can easily see which school member the partners are associated with. Each partner should have their own unique membership number.

**Country Member:** Individuals, being members of EBKA not being active in beekeeping, who nevertheless wish to support and be involved with the BBKA and who meet the requirements otherwise to be a Registered Member of the division on eR2.

**Junior Member:** A person under 18 years of age registered by the Division on eR2 for junior benefits with the BBKA.

If a Division does not want their Junior Member to be registered with the BBKA and receive BBKA benefits, they can register them as a Non BBKA Member (they would then be known as a Divisional Junior within the EBKA). The Division will then be able to administer their Divisional Junior Members, provide their own divisional benefits and charge their own



divisional membership subscription, as it deems fit. eR2 contains customised fields which the Division can utilize to identify its Divisional Junior Members.

Note that currently no EBKA capitation is payable for a Junior Member.

**Honorary Member (BBKA):** An individual upon whom the BBKA confers membership, without any membership subscription being levied, in recognition of their contribution to the BBKA.

**Honorary Divisional Life Member (DLM):** The BBKA does not recognise the EBKA's Honorary membership category of DLM. This honour is bestowed by the Division in recognition of the member's contribution and service to the Division.

The member enjoys full BBKA and EBKA benefits as either a Registered or Partner Member, but their subscription and basic BDI is paid by the Division. They must be registered on eR2 by their Division as a **Registered or Partner Member** to receive BBKA and BDI benefits. (The eR2 payment for a DLM can be configured to ensure that the normal Registered Member subscription allocations are made but include a DLM 'discount' resulting in zero to be paid by the member.)

eR2 contains customised fields which the Division can utilize to identify its DLMs.

**Honorary County Life Member (CLM):** The BBKA does not recognise the EBKA's Honorary membership category of CLM. This honour is bestowed by the EBKA in recognition of the member's contribution and service to the EBKA.

The member enjoys full BBKA and EBKA benefits as either a Registered or Partner Member but their subscription is paid by the EBKA, with the Division paying their basic BDI. They must be registered on eR2 by their Division as a **Registered or Partner Member** to receive BBKA and BDI benefits.

(The eR2 payment for CLM can be configured to ensure that the normal registered member subscription allocations are made but include a CLM 'discount' resulting in zero to be paid by the member.)

eR2 contains customised fields which the Division can utilize to identify its CLMs.

**Non BBKA Member:** a divisional membership category which is not registered with the BBKA. This is an **Associate** category for a person without bees who wishes to support the EBKA and maintain social contact, or who has bees and is a full member of another Division, or who is a Divisional Junior Member (see Junior Member).



A Non BBKA Member has no voting rights and cannot be an EBKA Trustee. eR2 allows the Division to keep details of its Non BBKA members on the BBKA membership system so it can identify all its divisional members on one system. Fees are set by the Division at its AGM.

eR2 contains customised fields which the Division can utilise to identify its categories of Non BBKA members.

## 5.3 Registration and Update Procedures

Registration for membership is via the Division to which the member wishes to belong.

### 5.3.1 Methods for registering the new member

The Division may use a paper form for the member's details and category of membership, which the Divisional Membership Secretary must then enter manually into the eR2 membership system along with any payment due.

Alternatively, the Divisional Membership Secretary may set up the new member on eR2 with a minimum set of details and then send an online 'invitation to become a new member' to the member's email address, detailing the subscription amount due for the particular membership category.

The new member is then able to enter and submit his/her own details directly into eR2. The Divisional Membership Secretary is automatically notified by an eR2 email when the new member has submitted his details. Once the member has submitted, an automatic email is also generated to the new member with details of how to pay his subscription to the Division using the payment methods that the Division supports.

The eR2 system automatically allocates a BBKA membership number to each member entered on eR2, irrespective of the membership category chosen, including Non BBKA members.

Once full details and the subscription are received, the membership is 'approved' and the new member's status is marked as 'active' by the Divisional Membership Secretary. The member will then receive applicable BBKA and BDI benefits.

### 5.3.2 Method for existing members to renew their membership

Members who are already registered with the BBKA and then **renew their membership** with the Division, do not need to be re-registered.



Members who have the status of 'lapsed' on eR2, but subsequently renew their membership and pay their subscription, can be returned to 'active' by the Divisional Membership Secretary, with the same BBKA membership number.

An eR2 online renewal system is available to Divisional Membership Secretaries. Emails can be configured to send an 'invitation to renew' to all members of a division registered on eR2 with an email address. The member's status is automatically amended to 'awaiting renewal'.

The invitation contains a link to the member's details held on eR2 and the member is able to review, update and submit their details, including indicating whether 'Gift Aid' can be claimed on their behalf this year and to include a note to the Divisional Membership Secretary if required. Once their renewal is submitted, the member's status is automatically marked as 'active'. Their chosen payment options appear in the 'Payments' list on eR2. Emails similar to those for 'new member' are generated to thank the member for renewing and to inform the member of the subscription payment methods supported by the Division.

Once the subscription is received, the member is 'approved' by the Divisional Membership Secretary who then uses eR2 to generate and send by email the member's receipt and BBKA and BDI certificates.

The member will continue to receive applicable BBKA and BDI benefits while his status is 'awaiting renewal' or 'active' 'pending approval'.

eR2 offers Divisional Membership Secretaries a method to 'manually renew' their individual members and manually issue receipts, BBKA and BDI certificates to the member.

It also offers a 'bulk file upload' method to apply payments to existing members. Receipts, BBKA and BDI certificates can be issued in bulk, once payments have been correctly applied and the member's status changed back from 'awaiting renewal' to 'active'.

These methods could be used where the Division wishes to use an alternative method of membership subscription renewal rather than the 'online renewal' method.

Utilisation of the eR2 system for updates to members' contact details ensures that the BBKA has the latest details of all its BBKA membership categories.

It is imperative therefore that Divisional Membership Secretaries encourage members to notify them of any changes, which the Membership Secretary should then update immediately into eR2 ensuring the member's continuity of benefits.



## 5.4 Rates, Apportionment and Entitlements

The subscription for most membership categories comprises four portions:

- BBKA capitation
- EBKA capitation
- Division's portion
- mandatory minimum Bee Diseases Insurance (BDI) premium.

For all Non BBKA Members and Divisional Juniors, the entire subscription goes to the Division.

A table of the rates and apportionment for the current year are available each autumn via the General Treasurer, who will inform Divisional Membership Secretaries.

A member's entitlements depend on the membership category and are summarised in the Membership Benefits table in the *Appendix*.

**Honorary Members** (CLMs and DLMs) are not required to pay any BBKA capitation. In order that the Honorary Member has zero subscription to pay, EBKA pays their basic BDI insurance leaving the Honorary Member to pay for any additional BDI Insurance they may require.

**CLMs** are not recognised by the BBKA. They must be registered with the BBKA as Registered or Partner members. In order that the CLM has zero subscription to pay, only paying for any additional BDI subscription if required, their BBKA capitation is paid by EBKA and their basic BDI is paid by the Division. EBKA will require no subscription payment from the Division for the CLM. The Division will not charge a divisional subscription.

**DLMs** are not recognised by the BBKA. They must be registered with the BBKA as Registered or Partner members. In order that the DLM has zero subscription to pay, only paying for any additional BDI subscription if required, their BBKA and EBKA capitation, and basic BDI are paid by the Division. The Division will not charge a divisional subscription.

## 5.5 Payment Dates

### 5.5.1 Subscriptions

Subscriptions are due on 1<sup>st</sup> January each year to cover membership until the 31<sup>st</sup> December. Membership is considered to have lapsed if not renewed by 15<sup>th</sup> February.



Divisional Membership Secretaries must identify their lapsed members on eR2 promptly by changing their status to 'lapsed'. This is to ensure the member's benefits are stopped and the member is not included as an 'active' member in the period returns and thus included in the BBKA remittances for payment by EBKA.

The eR2 membership system recognizes two distinct membership renewal and recruitment cycles **only**: the Spring Returns, which consist mainly of existing membership renewals, and the Autumn Returns which capture mainly new members.

The closure dates for the Spring and Autumn Returns are as agreed between the BBKA and BDI but usually occur at the end of March and end of August respectively, and notified to the eR2 Systems Manager.

The Divisional Membership Secretary closes the Divisional Returns on eR2, then validates and produces remittance advices showing the amounts due and payable by the Divisional Treasurer to the EBKA Treasurer (for BBKA and EBKA) and directly due to BDI.

The eR2 Systems Manager closes the EBKA Returns once all Divisions have closed and submitted their Returns, and submits the consolidated county period Returns on eR2 and the subscription period is complete. eR2 produces remittance advices showing how much is now payable by the EBKA Treasurer to BBKA for its 'active' membership for the period.

Once the county Returns are submitted, the eR2 membership system is then available to accept new members and accumulate membership subscriptions for the next subscription period.

The full subscription is due irrespective of which subscription period the new member enters. Members joining EBKA via the Divisions after 1<sup>st</sup> September, after the Autumn Returns have been submitted, pay the normal annual subscription, which covers them to the end of the following year.

## 5.5.2 Divisional Payments and Donations

Divisional payments (such as apiary fees) and the various optional donation categories that the division supports can be defined within the eR2 system.

These payments can then be made available for the member to select, at the point where they join or renew their membership subscription. Optional payments and donations are captured or entered into eR2 either 'online', manually or in bulk, at the same time as the membership subscription. The member's receipt created from eR2 will include any divisional payments and donations that the member has selected and made.



Payments and donations made with the subscription fall within the membership returns period applicable and, on closing the returns, the various payment and donation categories form part of the period returns. When the period is closed, remittance invoices are created by eR2 for all payments and donations defined within the division. This will inform the division of where funds should be transferred.

*The EBKA Treasurers' Timetable can be found in the Appendix.*



## 6. Insurance

*EBKA's Insurance Policy can be found in the Appendix.*

### 6.1 Trustee Liability

The BBKA Insurance Policy covers EBKA Officers of the CEC and Divisions. The amount covers is £2,000,000, with no applicable excess. In order to be covered by this insurance, Association, and Divisional Officers must be members of the BBKA (Registered, Partner, Country or Honorary).

### 6.2 Public Liability Insurance (Third Party Insurance)

The BBKA's Public and Product Liability Insurance covers individual beekeepers, who are Registered or Partner Members or Junior members of the BBKA (*see 5.1. Membership Categories*).

The Public Liability cover relates to beekeeping activities of those members (noted above) in the UK and has a £10,000,000 limit of liability. A notice of cover is available from the BBKA's website (<https://www.bbka.org.uk>) for members attending farmers' markets etc, where proof of cover is required.

The Public Liability insurance also covers EBKA Officers of the CEC and Divisions undertaking their activities in connection with their group.

In addition the insurance covers Product Liability up to £10,000,000.

The public are not directly insured by the BBKA Insurance when attending Taster Day.

EBKA policy is that training sessions should only be attended by BBKA members. Members of the public attending Taster Days should be asked to sign a disclaimer document (*see BBKA Disclaimer Document in the Appendix*).

### 6.3 Bee Diseases Insurance (BDI)

Bee Diseases Insurances (BDI) is a scheme run by beekeepers for beekeepers. Its purpose is to provide some compensation to a beekeeper when colonies have to be destroyed on the advice or instruction of a APHA Bee Inspector as a result of a foul brood infection.

Each full Registered Member's subscription (i.e. not Junior or Associate) includes a



mandatory minimum premium to cover up to three colonies.

When a Registered Member joins with a Partner Member, their subscriptions include only one mandatory minimum premium to cover up to three colonies.

An additional premium is payable if the Registered Member and Partner Member between them run more than three colonies.

Beekeepers should insure for a number of colonies that allows for the inevitable expansion that happens during the summer, including collection of swarms. A nucleus colony is treated as one colony for insurance purposes.

Mini-nucs are not covered by BDI.

All Divisional hives must be covered by BDI policy and annual insurance premium is to be paid as an operational expense.

A BDI explanatory leaflet can be found in the *Appendix*.



## 7. County Honey Show

### 7.1 Aims and Objectives

The Annual Honey Show is a county-wide event where members of the EBKA:

- promote and further the craft of beekeeping to the public
- test the skills of EBKA members in the production of entries in connection with apiculture, and include the awarding of prizes.

The Show should be held at a suitable venue of a large agricultural/farming/country event in the County around late Summer/early Autumn.

**Reports to and receives authority from:** The EBKA CEC has delegated to the Show Committee (as shown below) the responsibility for organising and running the Annual Honey Show.

### 7.2 Show Committee

*The Honey Show Committee Terms of Reference can be found in the Appendix.*

The Show Committee shall comprise a Chair, Secretary, Treasurer, Show Steward and ideally members representing each of the Divisions. Other members may be those with particular skills or knowledge. At least one member of the Show Committee should be a CEC Trustee or County Officer.

With the exception of the Show Secretary (who is a County appointment whose election is provided for by Association Rule 7c, elected individually at the EBKA AGM and who attends CEC meeting), the role of the Chair, Treasurer and Show Steward shall be agreed by committee members and reported to the CEC.

### 7.3 Financial

The Show Committee shall hold a separate bank account. The Treasurer, Chair, Secretary and CEC Trustee committee member shall have signing powers on this account. All payments from this account require authorisation of two of the signatories noted above.

Each year the Show Committee will submit to the CEC, accounts that have been independently examined.



The CEC has agreed to fund the Show Committee's bank account annually from Central Funds to a maximum of £5,000. Any balance held in the Show Committee's bank account following the Show, having accounted for all income and the payment of disbursements, may be held in that account or, if requested by the CEC, transferred to Central Funds.

The prices charged for honey and other products at the Show are to be agreed by members of the Show Committee and the prize money for various entry classes will be subject to review, from time to time, by the Show Committee.

## 7.4 Administration

The Show Committee should meet during the year to arrange to carry out the following duties:

- agree on the venue and discuss with the event organisers the logistics of setting up and holding the Annual Honey Show
- agree the Show Schedule and Entry form and arrange for its publication in *The Essex Beekeeper* and on the EBKA website
- publicise the event to the Divisions. Encourage participation of sufficient volunteers to help set up in the marquee and on the day of the Show. Also seek members to enter the various Show Classes
- ensure that suitable insurance cover is arranged and a Risk Assessment completed
- keep and maintain an inventory of items of equipment held by Show Committee members and replace/repair items from time to time
- arrange for the storage of the equipment used for the Show
- agree and book the judges for each Show
- arrange for the printing of prize cards and record chart
- ensure that the cups and other prizes are available for the President to award at the Annual Conference following the Show
- catering on the day to be undertaken by members of the Host Division (see 2.2. *Structure of the Association*) with a lunch and refreshments for volunteers in the marquee for which there will be a small charge
- review the attractions set out in the marquee for the public and seek to include a display that is relevant/topical on current issues for beekeepers.



## 7.5 Cups and Awards

*The Show Committee reserves the right to award or withhold any of the following cups and trophies.*

Burt Challenge Cup	Best entry in Classes 11A and 11B (cut comb)
Cowan Vase	Best entry in Classes 1, 4 (sections)
Dearman Cup	Class 39 (12 jars naturally crystallised or soft set)
Ford Trophy	Most points in Classes 2, 3, 6, 7, 8, 9, 10, 12 (honey)
Horton Cake Cup	Best entry in Classes 22, 26 (fruit cake)
Memorial Cake Knife	This is presented annually through an endowment made by friends of the late Mrs M Horton (Life Member of EBKA and Central Association of Bee-Keepers). To be retained by the winner of the Horton Cake Cup as a permanent token of their prowess.
Mallinson Cup	Best entry in Classes 35, 36 (cast & uncast candles)
Ongar Cup	Class 5 (extractable frame)
President's Cup	Presented to the Division whose members gain the highest number of points in all Classes
Holmes Cup	Presented to the exhibitor with the highest number of points in all Classes
Tidswell Challenge Bowl	Most points in Classes 1–12 (all honeys)
Jersey Cup	Best cake of beeswax in Class 13
W.B.C. Cup	Highest number of points in Classes 23, 24, 29 (biscuits, honey sandwich, fudge)
Devall Medal	Awarded to the novice gaining the highest number of points in all Classes and who has won a prize in Classes 19–21.
Essex Chronicle Cup	Class 38 (12 jars clear honey)
Marconi Trophy	Best sweet mead (Class 14)
Walden Wine Shield	Best melomel (Classes 42&43)
AF Gunn Jubilee Shield	Best metheglin (Classes 44&45)



## 8. National Honey Show

### 8.1 About the Show

The National Honey Show (NHS) is the largest in England, and is open to the public for three days in October (in recent years).

The Show offers:

- three days of lectures and workshops
- 243 classes for a wide range of exhibits, including honey and wax, confectionery, mead, art/craft, photography, and more
- 14 classes open to the world
- 14 classes open to Essex members only
- 78 cups and trophies
- a large selection of trade stands.

The exhibits for Essex members can be delivered to the Show and collected afterwards by the entrants themselves, or our NHS Delegate will take them there and collect them after the Show, together with any prizes.

### 8.2 County Classes

The NHS range of classes includes sections for individual counties.

**Essex has its own section:**

- comprising 14 classes
- sponsored by the EBKA
- with three perpetual cups:
  - Dodd Cup - highest points in classes 261 - 272
  - Treamearne Cup - crystallised or soft set honey
  - Walter Gee Trophy - three jars of different types of honey
- exclusively for EBKA members.

**London also has its own section:**

- EBKA members who keep their bees inside the M25 are also entitled to enter the London section classes
- mainly applies to members of Epping Forest and Romford Divisions who live in the London Boroughs of Redbridge, Barking & Dagenham, and Havering.



## 9. Annual Conference

The EBKA Annual Conference is held once a year and is organised by each of its nine Divisions taking its turn in the following cycle:

Chelmsford – Harlow – Epping Forest – Southend – Maldon –  
Romford – Colchester – Braintree – Saffron Walden

Each conference should be organised such as to expect it to pay for itself. Members are expected to pay for a ticket to attend the conference. Financial support, up to £500, may be paid out to the host Division, but only in the case of a shortfall.

Conferences are normally held in the autumn months: October or, more unusually, November. When setting a date, the Division should make every attempt to avoid clashes with other significant beekeeping events, such as the County Honey Show, Module Examinations day, National Honey Show, etc.

The Conference programme consists traditionally of three lectures, plus the presentation of trophies to winners at the County Honey Show and of certificates to successful candidates in BBKA examinations and assessments. It is also customary to run a raffle, and to have several trade stands.

Publicity is important for a successful Conference and development of a dedicated Conference website is helpful in this aspect. The EBKA website should publicise the Conference, and also link to the Conference website, if there is a separate one, or the Host Division's website. A facility to book online, although not mandatory, does help to boost attendance.

The EBKA Presiding Officer, who is installed at the end of the AGM, is usually the President or Chair (but not necessarily an Officer) of the Division who is organising the Annual Conference in that year.

A short report for the Book of Commemoration should be produced afterwards, containing a summary of the speakers, finances, number attending, etc (see 12. *Book of Commemoration*).



## 10. Education and Examinations

### 10.1 Funding

EBKA aims to support and enhance the Divisions' educational activities. Funding for such measures comes from the tax reclaimed under Gift Aid legislation from members' subscriptions. Members should be encouraged to sign the Gift Aid declaration on their subscription forms as this produces useful income for EBKA at no expense to the members themselves.

### 10.2 BBKA Examinations

Members are encouraged to enter BBKA beekeeping examinations. Details of how to enter, fees, and downloadable entry forms and syllabuses are available on the BBKA website ([www.bbka.org.uk](http://www.bbka.org.uk)).

#### 10.2.1 Encouraging Entries

There are currently two types of award for candidates who do well in the BBKA examinations and assessments.

The Miss Avey Award applies to the Basic Assessment and gives a sum of money to the candidate(s) gaining a distinction.

In 2011 a new Award was created for the Module Examinations, as a memorial to Ted Hooper. The Ted Hooper Award gives a sum of money to any candidate who gains a distinction in a Module examination in that year.

New financial awards were agreed by the CEC in 2021 and are given to people achieving a Pass at higher Assessments, namely General Husbandry and Advanced Husbandry.

The values of all these awards are reviewed by the Trustees from time to time.

Awards and certificates are presented twice yearly, at the AGM and the Annual Conference.

#### 10.2.2 Entry Procedure: BBKA Assessments and Module Exams

Procedures for applying and arrangements for taking particular Exams and Assessments vary and may be changed from time to time by the BBKA Examinations Board.



In all cases, therefore, prospective candidates should visit the BBKA website for the latest information about taking BBKA Examinations and Assessments, including application procedures, eligibility, and fees. Application forms and syllabuses can be downloaded from the BBKA website.



## 11. Website

### 11.1 General

The name of the website is [www.ebka.org](http://www.ebka.org) ; [www.essexbeekeepers.com](http://www.essexbeekeepers.com) is also reserved for name protection purposes and also redirects to [www.ebka.org](http://www.ebka.org)

The website has been developed using Wordpress software and is hosted as a service by wordpress.com. This is paid for via the wordpress.com site.

The domain names are paid for and maintained via fasthosts.co.uk. Payment is managed via the General Treasurer.

The forwarding email addresses of Officers are maintained by the Webmaster in conjunction with information maintained by the General Secretary.

The master passwords of the domain and the site itself are held by the Chair of the CEC and the Webmaster.

The programme calendar and other functions of the site are managed via Google account-enabled services, the master password of which is held by the Webmaster and the Chair of the CEC. Authority to publish to the shared EBKA programme is delegated to Divisional Secretaries or their representatives using Google account mechanisms.

The content of the website is reviewed and controlled by the Webmaster. However, the decision of the EBKA Trustees via the CEC is final.

The objectives of the website are to:

- provide a source of information for Essex beekeepers and the general public on bee-related events within Essex
- promote the activities and increase the membership of the EBKA
- promote local honey
- provide information on dealing with swarms.

### 11.2 Email Handling

A variety of public and membership queries come in related to :

- contacts via the website



- emails addressed to the Webmaster
- 'lost' emails – where the recipient is an unrecognised '@ebka.org' or any '@essexbeekeepers.com'.

These are responded to directly where the detail is website-related.

Where a query is an open one, looking for a local response, the email is forwarded to the geographically nearest division.

Where the query is Association-related, the mail is forward to the appropriate CEC member (e.g. Chair or General Secretary) or the CEC as a group.



## 12. Book of Commemoration

The purpose of the Book of Commemoration is to act as an historical record of the EBKA. There are in fact two books as the original one filled up; the new one begins at year 2000.

The original Book of Commemoration has a fine, decorated frontispiece containing a statement of the purpose of the EBKA. This is read aloud by the newly installed Presiding Officer at the end of each Annual General Meeting.

The Book records:

- Presidents
- Chairs of the Central Executive Committee
- details of the Annual Conferences
- Honorary Life Members
- names of deceased members with the year of their death and the Division to which they belonged
- obituaries of those members who made a singular contribution to the art of beekeeping or the wellbeing of the EBKA.

Trustees can assist in keeping this record up to date by submitting information about their divisional members and details of the conferences organised by their Division to the Book of Commemoration Secretary.



## 13. Record-keeping

### 13.1 Routine Recording

As they carry out their tasks, Officers will keep informal records, in form and formats according to the needs of the task. It is a matter of personal choice how long these are retained. Any record keeping must comply with EBKA's Privacy Policy (*see Appendix*).

The General Treasurer must maintain records of all financial transactions, receipts, etc, according to the requirements of good accounting practice and Charity Commission guidelines.

The General Secretary must keep signed copies of all CEC meetings, Annual General Meetings, Extraordinary General Meetings, and important or formal correspondence.

Divisions must maintain permanent Minutes of Divisional Committee Meetings and General Meetings.

Formal and informal records should form part of the hand-over process when postholders change.

### 13.2 Archiving

From time to time, for instance at the change of General Secretary, EBKA papers such as meeting Minutes should be deposited at the Essex County Council Records Office, with the aim of maintaining a continuous historical record of EBKA proceedings.



## 14. Charity Commission Requirements

The Charity Commission (CC) regulates the way registered charities operate. There is guidance on their website:

<https://www.gov.uk/government/organisations/charity-commission>

The Trustees of EBKA are registered with the CC. The General Secretary ensures that the list of EBKA Trustees is up to date with the CC.

The General Treasurer submits an Annual Return to the CC including a financial report. This is done online as soon as possible after the Annual General Meeting.

The Chair, on behalf of the Trustees, uploads a compliant Annual Report for the CEC, after Trustee approval, within 10 months of the end of the financial year, i.e. the report is due by 31<sup>st</sup> October of the following calendar year.



## 15. Governance

### 15.1 Governance SubCommittee

The Governance Sub Committee (GSC) was set up in 2017 to help the CEC to put in place various policies and documents in order to comply with the requirements of the Charity Commission and to improve the efficiency and good governance of the EBKA.

The GSC Terms of Reference set out the constitution of the subcommittee, its objectives and responsibilities (*see Appendix*).

### 15.2 EBKA Policies

The following documents are now in use and are available in the *Appendix*:

- Privacy Policy (To comply with GDPR)
- Health & Safety Policy
- Safeguarding, Child Protection and Vulnerable Adults Policy
- Finance Policy
- Equality & Diversity Policy
- Insurance Policy

EBKA policies and other documents are reviewed annually. They are available to all members on the EBKA website and the nine Divisions are encouraged to use them and to report back to the Governance SubCommittee any suggested improvements.

#### 15.2.1 Privacy Policy

EBKA's Privacy Policy (*see Appendix*) complies with the General Data Protection Regulation (GDPR) and explains how members' personal information is processed in connection with membership of the Association. The Policy informs members of its policies and practices concerning the collection, processing and security of personal information, which is used in relation to EBKA activities.

The EBKA Membership Secretary (*see 3.1.7*) is responsible for data protection, with due reference to the CEC.



### 15.2.2 Health & Safety

EBKA's Health & Safety Policy (see *Appendix*) describes EBKA's responsibility for health and safety and how it is put into practice. The policy includes specific risks to beekeepers and the importance of training.

The Trustees have overall responsibility for health and safety, but a Divisional Committee, the Honey Show Committee or CEC-appointed Secretary (depending on the event) must ensure that there is an Appointed Safety Officer for every organised event

The responsibility of the Appointed Safety Officer is to assess the risk to volunteers, members and visitors, identify what measures are needed to comply with EBKA's health and safety obligations, and complete a written Risk Assessment.

An Accident Report Form as well as the following Risk Assessment forms are available in the *Appendix*:

- EBKA Apiary Risk Assessment
- BBKA Display of Observation Hives
- BBKA Running a Honey Show
- BBKA Use of an Apiary for Training

### 15.2.3 Safeguarding Policy

The aim of this Policy, together with the Association's safeguarding guidance and procedures, is to help members, volunteers and officers of the EBKA provide the expected protection of children and vulnerable adults and to avoid situations in which actions could be misinterpreted.

### 15.2.4 Finance Policy

The Policy provides guidance to treasurers and explains how EBKA expects its financial matters to be managed and trustees' responsibilities. It helps to ensure that EBKA meets its legal and other statutory obligations, and that all Trustees, and EBKA, Division and Show committee members understand their personal obligations in ensuring proper financial controls are maintained.

The Policy includes the following Appendices: EBKA Treasurer's Timetable, Guidelines for Examining Divisional Accounts, and Standard Accounts For Treasurers.



### **15.2.5 Equality & Diversity Policy**

This sets out EBKA's commitment to equality and diversity within the Association.

### **15.2.6 Insurance Policy**

This covers Insurance Cover and Requirements, Trustee Liability, Public Liability Insurance (Third Party Insurance), Bee Diseases Insurance (BDI), and All Risk Insurance (including Out Apiary Insurance). *It refers to the BBKA's Disclaimer Document, which can be found in the Appendix.*

## **15.3 Other Governance Documents**

- EBKA Rules
- County Honey Show – Terms of Reference
- Governance SubCommittee - Terms of Reference
- EBKA Terms & Responsibilities of Trusteeship
- EBKA Handbook: Policies and Protocols

*All documents can be found in the Appendix.*