



# RULES OF THE ESSEX BEEKEEPERS' ASSOCIATION

Founded 1880

*Adopted at the EGM November 2008*

*Amended at the AGM March 2011*

*Amended at the AGM March 2012*

*Amended at the EGM November 2012*

*Amended at the EGM January 2016*

*Amended at the EGM January 2021*

*Amended at the EGM November 2022*

*Amended at the AGM March 2024*

Member of the British Beekeepers Association

Registered Charity Number 1031419

# **RULES OF ESSEX BEEKEEPERS' ASSOCIATION**

## **1 Name**

The Association shall be called the Essex Beekeepers' Association (abbreviation EBKA).

## **2 Object**

The aims of the EBKA shall be to promote and further the craft of beekeeping.

## **3**

The charity may carry out any activities that further its Object or is conducive or incidental to doing so, in particular:

- To co-operate with other charities, voluntary bodies and statutory authorities and to exchange appropriate information and advice with them.
- Support any UK-based charity whose charitable purposes align with those included in the Object.

## **4 Members and Associates**

The Association shall include:

- Registered Members
- Registered Member and Partner Member (e.g two members residing at the same address)
- BBKA Junior and Divisional Junior Member (under 18 years of age)
- Group Members (e.g. schools)
- Honorary Life Members elected by the Central Executive Committee (hereinafter called the CEC) in recognition of special services to the Association or to Beekeeping, and
- Divisional Associates: Divisional Associates are not members, but the category exists to accommodate those who wish to support and participate in EBKA's activities, without voting rights.

## **5 Conditions of Membership**

- All members except Honorary Life Members shall pay the BBKA capitation fee.
- Authority to set the scale of Annual subscriptions is vested in the CEC and published on the current application form, except for Divisional categories for which category the subscription is set by Divisions at their own AGMs. Subscriptions become due on 1st January each year.
- Payment of a subscription entitles a member to full benefits and privileges of the Association pertaining to that category.
- The CEC may refuse or terminate membership.

## **6 Alteration of Rules**

- 1) Subject to the following provisions of this clause the Rules may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution setting out the terms of the alteration proposed. Members shall be given twenty-eight days notice in writing of any proposed amendments.

- 2) No amendment may be made to Rule 1, Rule 2, Rule 26, or this clause without the prior consent in writing of the Commissioners.
- 3) No amendment may be made which would have the effect of making the charity cease to be a charity at law.
- 4) The CEC should promptly send to the Commissioners a copy of any amendment made under this clause.

## **7 Divisions of the Association**

The Association shall operate through Divisions covering the County of Essex as defined in 1880. The Divisions are:

Chelmsford  
Harlow (suspended from 1 January 2024)  
Epping Forest  
Southend-on-Sea and District  
Maldon & Dengie Hundred (M&D100)  
Romford  
Colchester  
Braintree and District  
Saffron Walden

Where a Division proposed a change of name, agreed by a majority of members at a Divisional AGM or EGM, the change should then be ratified by the CEC and agreed at the AGM.

Others may be added and named at the discretion of the CEC and approved at the AGM.

## **8 Management of the EBKA**

The management of the EBKA shall be vested in the CEC which shall consist of County Officers, Divisional Voting Members, County and CEC Appointees, and Co-opted Members.

Only the County Officers and Divisional Voting Members shall have the power to vote and shall be the 'Charity Trustees' within the meaning of section 177 of the Charities Act 2011. Each has one vote excepting that in the event of an equal vote the Chair of the CEC has an additional casting vote.

Proxy voting: The Trustees shall be permitted for not more than two CEC meetings per annum to exercise the right to appoint an EBKA member (excluding Divisional Associates and Juniors) as their proxy, with full voting rights. The General Secretary or CEC Chair must be given the name of the proxy prior to a CEC meeting thus affected.

No Trustee appointed under Rules 8a or 8b shall serve for a period of more than four consecutive years in the same office. Only in exceptional circumstances can Members at the AGM agree to extend the term of office at the end of four consecutive years by a period of one year. If the CEC Chair and the General Secretary are required to stand down at the same time, the Trustees may agree that either the Chair or the Secretary may serve for one additional year before standing down.

No County Appointee appointed under Rule 8d shall serve for a period of more than five consecutive years in the same post.

Those standing down under these rules shall be ineligible for a period of one year for election to the office or post they have vacated.

- a) County Officers:  
Chair of the CEC; General Secretary; General Treasurer
- b) Divisional Voting Members:  
The members of each Division shall be entitled to elect at the Annual General Meeting of their Division one Voting Member. The number of Divisional Voting Members shall not exceed the number of Divisions and shall be not less than five. For each Division whose members do not elect a Voting Member at its AGM, the members of EBKA may elect one Voting Member at the AGM of the EBKA.
- c) Trustees appointed under Rules 8a and 8b may be paid for providing goods and services subject to certain conditions. Strict adherence to the Charity Commission's guidance on paying Trustees for providing goods and services must be observed.
- d) County Appointees:  
President; BBKA Delegate; National Honey Show Delegates; Editor; EBKA Show Secretary; Education Secretary; Examinations Secretary; Bee Health Secretary
- e) CEC Appointees:  
Minutes Secretary; Membership Secretary; Book of Commemoration Secretary; Advertising Secretary; Webmaster
- f) Co-opted Members:  
The CEC may co-opt members for special duties or expert advice.
- g) Ex-Officio Status:  
The CEC Chair, General Secretary, and General Treasurer are ex-officio members of all committees of the Association including Divisional Committees.
- h) Determination of Membership of the Central Executive Committee:  
A member of the CEC may cease to hold office if he or she notifies to the CEC a wish to resign but only if the effect of the resignation will not be to make it impossible for the CEC to hold a quorate meeting.  
A member of the CEC shall cease to hold office if he or she is absent without the permission of the CEC from all its meetings held within a period of six months and the CEC resolves that his or her office be vacated.
- i) Presiding Officer:  
Elected annually under Rule 24b the Presiding Officer of the EBKA shall for one year, preside at all County events except the meetings of the CEC. The year of office shall commence at the close of the EBKA Annual General Meeting and cease at the end of the AGM the following year.
- j) Insurance:  
The Association may take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers, and Committee.

The CEC may pay the cost of purchasing and maintaining indemnity insurance in respect of liability for any act or default of the County Officers, Divisional Voting Members or

employees of the Association in relation to the association PROVIDED that such insurance shall not extend to indemnification against liability for wilful or criminal wrongdoing or default.

**9 Sub-Committees**

The CEC may appoint one or more sub-committees consisting of three or more members of the CEC for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the CEC would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the CEC.

**10 The AGM and the Association Year**

The Association Year shall end on December 31st and the AGM shall be held before the following 1st April. The CEC shall agree the venue within the County and decide on whatever format for the AGM is appropriate. The Trustees' Report and consolidated accounts for the CEC and all Divisions shall be presented at the AGM.

County Officers and County Appointees whose election is provided for by Rules 8a and 8c shall be elected individually. The AGM will note those elected as Divisional Voting Members by each Division.

Those elected shall retire annually and shall be eligible for re-election subject to Rule 8. Should any person elected be unable to carry out his or her duties, another person may be appointed by the CEC to hold office in their stead until the next elections.

The appointment of any paid official must be approved by the AGM.

**11 Notice of Meeting**

The General Secretary shall give not less than seven days written notice of the AGM or any EGM, except as stated in Rule 6, and furnish all members with an agenda of the business to be transacted thereat.

**Meetings of the CEC**

- 12** The CEC shall meet at least quarterly. Its members shall receive a notice and an agenda in writing from the General Secretary not less than seven days prior to the date of the ordinary meeting.

One third of the Divisional Voting Members with two County Officers shall form a quorum at any meeting of the CEC.

- 13** At each meeting of the CEC, reports will be received from:  
The County General Treasurer  
Each Division

**Special Meeting**

- 14** A special meeting of the CEC shall be called by the General Secretary within 14 days of receipt of a requisition stating the business to be considered and signed by any five of its members.

An EGM may be called by the CEC.

- 15** The CEC shall undertake the organisation and administration of all services and exhibitions consistent with the objective(s) stated in Rule 2, and shall delegate any or all of these functions to Divisional or other Committees, or revoke such delegations.

No individual member of the EBKA shall use the EBKA title or assets for personal gain.

**16 Financial**

All funds and other assets of any kind, whether held by the CEC or by a Division shall be the property of the EBKA. The security, maintenance and loan of equipment held by Divisions shall be the responsibility of the Divisional Committee.

The CEC, Show Committee and each Division shall have a Banking Account into which all monies received by the County or relevant Divisional Treasurer must be paid. Payments to be made in the most appropriate format as agreed by the CEC and each Division; small amounts as agreed by the CEC and each Division may continue to be paid from a Petty Cash Account kept for that purpose.

Officers of the Association, including Divisional Officers, must not commit the Central funds of the EBKA without prior approval of the CEC.

The consolidated accounts for the CEC and all Divisions shall be independently examined according to the current regulations of the Charity Commission.

**17 Correspondence**

All correspondence with affiliated bodies shall be signed by the Secretary or the appropriate delegate(s) or liaison officer(s) as necessary.

All other official correspondence of the Association shall be signed by the Chair or Secretary, or by the Treasurer when the subject is financial.

**Management of Divisions**

- 18** A Division shall function through a Divisional Committee freely elected by the members of the Division to hold office for one year or until the next Annual General Meeting of the Division.

Should a Divisional Officer be unable to carry out his or her duties, another Officer may be appointed by the Divisional Committee to hold office until the next election.

Where a Divisional Committee is unable at an AGM to appoint members to the posts under Rule 19 and, as a Committee unable to carry out the duties as set out in Rule 21 and 22, the Divisional Committee should make representation to the CEC for the Division to be suspended at the end of the Association year on 31 December.

Funds held in the Divisional Bank Account and held in the Petty Cash Account must be transferred to and held separately in the CEC Bank Account. All Divisional Assets held by the Division and set out in the inventory submitted with the Annual Accounts can be allocated to another Division or sold at fair value with the proceeds held separately in the CEC Bank Account.

Members in the suspended Division, providing they satisfy the Conditions of Membership in Rule 5, may request to join another Division.

If, after sufficient time has elapsed without any prospect of the Division being re-established, then Members at an AGM may vote on a resolution for the Division to be removed from the Association's records. Any Funds held separately in the CEC Bank Account should then be merged with the Main Account.

- 19** Each Divisional Committee shall include a Divisional President, Chair, Secretary, Treasurer, and Divisional Voting Member.
- 20** A Divisional Committee may arrange educational or social meetings, exhibitions, shows and demonstrations, appoint speakers and administer such services as may be delegated to them by the CEC, such delegation remaining in force until withdrawn by special resolution of the CEC.
- 21** All Divisional Committees shall:
  - a) Loyally administer the Association policy as defined at the AGM and accept the direction of the CEC whose decisions shall be clearly recorded in the CEC Meeting Minutes by the Secretary and circulated in writing to each delegate.
  - b) Remit to the General Treasurer capitation due to the county and to the BBKA:
    - by 15<sup>th</sup> March every year for all then current members;
    - by 15<sup>th</sup> August every year for members joining since the April capitation payment.The remittances generated from the eR2 Membership Database shall be used as the authoritative record of the amount due to be paid by Divisional Treasurers to the EBKA central funds.
  - c) Call a Divisional AGM in January and submit their independently examined financial statement to the General Treasurer within 10 days of that meeting.
  - d) Divisional committee officers are elected at the divisional AGM but the roles are taken up after the County AGM in March.
  - e) Provide the General Secretary and the General Treasurer with all information and documents required by these officers in connection with their duties on the CEC.
  - f) Recognise that all funds or assets of any other kind, whether held by the CEC or by a Division, shall be the property of the Association.
  - g) Submit accounts for the Calendar Year ending December 31st, containing only items actually received and paid during that year. All stock and equipment and any liabilities or prepayments outstanding at December 31st must appear on a Balance Sheet accompanying the Income and Expenditure Account.

- h) Submit a list to the General Treasurer by 30th November every year of sums received which qualified for Gift Aid during the current subscription year.

22 A permanent minute, accessible to the Trustee, shall be made of all Divisional meetings.

### **The Host Division**

23 Each Division in turn, in the order set out in Rule 7, shall become Host Division for a period of 12 months commencing at the AGM. A new Division shall become Host only after each established Division has had the opportunity to act as Host to the County. In the case of a Division being unable to accept its responsibility for the year, the next in turn shall be asked to accept the position with the approval of the CEC.

24 The Host Division shall:

- a) Decide the venue and undertake the entire organisation of the Annual Conference which shall be staged as an event apart from the AGM.
- b) At the Divisional AGM preceding the Annual Conference, elect any member of the Association as the next Presiding Officer of the EBKA.

### **Trophies**

25 The Association trophies shall be returned by the holders to the Show Secretary, in good condition, adequately packed and insured in transit, not later than 28 days before the Show at which they are to be re-awarded. Presentation will take place at the appropriate meetings.

### **Dissolution of the Association**

26 If the CEC decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given.

If the proposal is confirmed by a two-thirds majority of those present and voting the CEC shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the members of the Association may determine, or failing that shall be applied for some other charitable purpose.

A copy of the statement of accounts, or account and statement, for the final accounting period of the Association must be sent to the Charity Commissioners.