



Constitution

1) NAME AND MEMBERSHIP

The Association shall be known as the Stowmarket and District Beekeepers Association. (SDBA). It is an unincorporated association. Its members are affiliated to The British Beekeepers Association (BBKA)

2) PURPOSE

The purpose of SDBA is to promote good beekeeping, particularly in the Stowmarket area of Suffolk, and in furtherance of this objective SDBA may:-

- a) Arrange lectures and demonstrations
- b) Organise Honey Shows
- c) Own apiaries for study and instruction
- d) Maintain Libraries
- e) Raise funds, invite and receive contributions from any willing and interested persons by way of subscription or other means, provided that SDBA shall not engage in any permanent trading activity
- f) Carry out any other lawful activities in pursuit of its stated objective

3) MEMBERSHIP

SDBA shall consist of individuals interested in beekeeping who shall be entitled to membership on application and payment of a prescribed fee. It shall have power to expel any member whose conduct in its opinion renders them unfit for membership but before any such member is expelled the Hon. Secretary of SDBA shall give that member 14 days written notice to attend a meeting of SDBA or its appointed representatives to answer questions or complaints regarding their conduct

4) OFFICERS

A Chairman, Vice Chairman, Honorary Secretary, and Honorary Treasurer shall be elected annually to hold office from the end of the Annual General Meeting (AGM) to the end of the succeeding AGM. Nominations for these officers may be made by any member at or before an AGM. Elections shall be by a show of hands unless any member requests a ballot

An Honorary President shall also be elected annually at the AGM

5) COMMITTEE

An executive Committee shall be appointed annually at the AGM to provide for the administration, management and control of the affairs of SDBA. The Committee shall consist of the elected officers and up to six members also elected at the AGM. The Committee may co-opt members to fill casual vacancies arising in the Committee

6) DUTIES OF THE COMMITTEE

At duly convened meetings, the Committee shall provide policy direction to the activities of SDBA and shall exercise the following powers:

- a. Levy a charge in the form of a capitation or other fee on its members
- b. Raise funds, invite and receive contributions, provided that when raising funds the Committee shall not undertake any permanent trading activities and shall act strictly in accordance with the law
- c. Buy, take on lease or take in exchange, on behalf of SDBA any property or equipment deemed necessary in the pursuit of the objective of SDBA and maintain such property and equipment in good order. Any officer or member holding property or equipment on behalf of SDBA shall be responsible for its safekeeping and shall ensure it is covered by adequate insurance during storage at his or her property. Any officer or member undertaking delivery of such property or equipment to or from a venue on behalf of SDBA shall be responsible for its safekeeping and insurance cover
- d. Sell lease or dispose of any items purchased on behalf of SDBA
- e. Co-operate with other organisations with similar objectives
- f. Undertake any other lawful activities that will promote and help achieve the objective of SDBA

7) **GENERAL AND OTHER MEETINGS OF SDBA**

- a. The Annual General Meeting (AGM) of SDBA shall take place in February at such time and place as the Committee shall determine. At least 14 days clear notice of the AGM shall be given by the Hon. Secretary to the members of SDBA. At the AGM the business shall include:
 - i. The appointment of Officers
 - ii. Consideration of the Annual Report of the activities undertaken by or under the auspices of SDBA
 - iii. Presentation of certified annual accounts
 - iv. An Extraordinary General Meeting (EGM) of SDBA may be called with 30 days clear notice in writing to all members upon the written demand of 20 members or of the President or Chairman
 - v. At every meeting of SDBA the Chair shall be taken by the Chairman or Vice Chairman. In their absence, the persons present shall, before any business is dealt with, elect one of their number to Chair the meeting
 - vi. A quorum at any meeting of SDBA or its Committee shall be six members
 - vii. At meetings of the committee, all members of the committee shall be entitled to vote when called on to do so, apart from the Chairman of the meeting concerned, who shall exercise a casting vote in the event of a tie. The Honorary President will only have a vote when Chairing a meeting in the event of a tie.

8) **FINANCE**

- a) SDBA shall have power to raise and receive money by any lawful means, provided that no permanent trading activities are undertaken

- b) Annual subscriptions shall be decided by the Committee and shall be due on 1st January
- c) The income and property of SDBA shall be applied solely towards the promotion of the purposes of SDBA and no portion of the income or property of SDBA may be paid or transferred directly or indirectly to any member of SDBA. However members may be reimbursed for reasonable out of pocket expenses. Any member engaged in a profession shall be entitled to charge and be paid all usual professional or other charges for work done by themselves or their firm when instructed by SDBA to act in that capacity on its behalf.
- d) SDBA's financial year shall run from 1st January to 31st December. Prior to the AGM the annual accounts shall be examined by one or more suitably qualified persons

9) **CHANGES TO THIS CONSTITUTION**

Changes to this Constitution may only be made at an AGM or an EGM called for this purpose. Alterations to the Constitution must receive the assent of two thirds of the members present and voting providing there is at least one quarter of the membership in attendance

10) **DISSOLUTION**

SDBA may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the assent of two thirds of those present and voting providing there is at least one quarter of the membership in attendance. Such resolutions shall give instructions for the disposal of any assets remaining after settling any outstanding debts and liabilities. Any remaining assets may be given to another beekeeping organisation, or donated to another charitable purpose.

11) **ADOPTION OF THE CONSTITUTION**

This document is the Constitution of the SDBA and any amendments will be adopted at the next AGM