



## **Penrith and District Beekeepers Association :**

### **Additional information about procedures and services which support the Constitution** (January 2017)

#### **1. Subscription Renewal**

1.1. The Penrith and District Beekeepers Association (PBKA) membership and financial year is 1<sup>st</sup> January – 31<sup>st</sup> December.

1.2. Membership is renewable by annual subscription.

1.3. Individuals joining/ re-joining PBKA after 1st September will enrol as *Branch only members* (2.2) but only pay the '*Joining Fee*' (2.4)

*Full Membership* (2.3.1) will be available to them from 1<sup>st</sup> January.

1.4. No member is entitled to the benefits and privileges of membership of PBKA, or of the organisations to which the PBKA is affiliated, until the appropriate membership fee has been paid and recorded by the PBKA Treasurer.

#### **2. Membership**

2.1. Membership of the PBKA is open to anyone paying the prescribed Branch membership fees and subscribing to the Objects and Constitution of the Association.

2.2. *Branch only members* are entitled to all the benefits and privileges of membership of the Association, but they are not entitled as individuals to the benefits or services that may be provided through the membership or affiliation of the Association to other organisations\*.

2.2.3. \*Branch only members may make an additional payment to belong to the Cumbria Beekeepers Association (CBKA) on request to the PBKA Treasurer.

2.3.1 *Full Association Members* are those members who have paid the prescribed Full Association Membership Fee.

2.3.2. Full Association Members are entitled to all the benefits and privileges of membership of the Penrith Beekeepers Association, and to all the services provided through its membership or affiliation to other organisations.

e.g. Full Association Membership fee currently includes the annual fees payable to British Beekeepers Association and \*Cumbria Beekeepers Association (CBKA) .

2.3.4. Full Association Membership fees provide each Full Association Member with Public Liability and Bee Diseases Insurance cover for 3 bee colonies.

2.4. *Joining fee*: new members will be required to pay an additional joining fee, agreed at the AGM, as a contribution to the initial administration costs.

2.5. *Honorary membership* :

2.5.1. Members who are considered to have made an outstanding contribution to the work of PBKA can be offered *Honorary Membership*.

2.5.2. Honorary Members must be proposed by the Board and approved by the membership at an AGM.

2.5.3. The benefits : All the fees relating to membership of PBKA, Cumbria Beekeepers Association (CBKA), British Beekeepers Association (BBKA) and Bee Diseases Insurance (BDI) : up to 3 colonies of bees, will be met by PBKA for three years from the commencement of the subscription year in which the proposal was approved.

2.5.4. There will be a maximum of 3 Honorary Members in the PBKA membership at anytime.

2.6. *Life Membership*

2.6.1. Any person who has given outstanding service to the Association or to beekeeping in Cumbria may be elected to become a 'Life Member' and entitled to the privileges of Association Membership without the requirement to pay an annual subscription.

2.6.2. Life members must be elected at an Annual General Meeting (AGM) of the CBKA.

2.6.3. Life Members from the PBKA can be proposed at the PBKA AGM for consideration at the next CBKA AGM.

2.6.4. The CBKA will pay the Association Membership Fee for Each Life Member.

2.6.5. The number of Life Members at any one time may be limited in accordance with the Rules of the CBKA.

### **3. Finances**

3.1. The financial year of the Association shall run from 1<sup>st</sup> January to 31<sup>st</sup> December.

3.2. Bank Accounts shall be opened in the name of the Association with HSBC Bank, or with such other bank as the Board from time to time decide.

3.3. The Board shall authorise in writing the Treasurer and 2 other members of the Board to sign cheques on behalf of the Association.

3.4. Cheques must be signed by the authorised signatories for the following amounts:

- At least **one signatory** : up to £250
- At least **two signatories** : £251 - £1,000
- At least **three signatories** : over £1,000

3.5. Exemption of payments of subscriptions and fees by Charity Trustees during their term of office (Reference Constitution 5 (1)c):

Unless there are extenuating circumstances, Trustees will waive this concession.

### **4. Assets**

4.1. Records will be kept of the assets of the organisation and where they are located.

4.2. The record of assets will be updated annually.

4.3. A loan system will enable designated equipment to be borrowed by members.

4.4. Issue and return dates will be recorded and signed by the approved issuing officer of the Association and the member who is borrowing the equipment.

4.5. A refundable deposit will be required before each item can be borrowed to encourage members to return them in good condition by the due return date.

### **5. The Board of Trustees**

#### *5.1. Key Roles and Responsibilities*

The following roles and 'indicative' responsibilities are those that are being undertaken by the current Trustees.

They may be changed in future so that they continue to be commensurate with the expertise and skills of the Trustees undertaking them and meet any new requirements of the Association.

### 5.1.2 *The Chairperson:*

- The Chairperson will normally conduct meetings\*.
- Decides on the agenda for meetings in conjunction with the secretary.
- Approves the minutes prior to circulation
- Represent the organisation at county level.
- Has the power to act on any issue specified by the Board
- May approve emergency expenditure between meetings.
- Has the authority to invite individuals to attend a Board Meeting but such a person will not be eligible to vote.
- In conjunction with the PBKA Secretary and the Apiary Managers, prepares the Annual Report for presentation to the AGM and the Charity Commission.

### 5.1.2 *The Vice Chairperson:*

- The Vice Chairperson: will stand in for the chair when the chairperson is not available\*
- The Vice Chairperson may take on other responsibilities as delegated by the Chairperson.

\*In their absence, those present will elect a Chairperson for that meeting only.

### 5.1.3 *The Secretary*

The following 'secretarial responsibilities' are currently being undertaken by more than one Trustee.

#### 5.1.3.1: *Meetings Secretary:*

- Keeping Minutes of Association Meetings and Board meetings;
- Compiling the agenda of PBKA Board Meetings in conjunction with the Chair
- Arranging venues for meetings
- Distributing agendas and minutes to members;
- Attending CBKA Executive meetings with another member of the PBKA Board;
- Preparing Annual Reports to PBKA & CBKA and the other associations to which PBKA is affiliated as required.

#### 5.1.3.2: *Communications Secretary:*

- Distributing information from the BBKA and CBKA to members;
- Distributing information from FERA and BDU (Bee Diseases Unit) through the Bee Inspector to members;
- Maintaining and updating a list of swarm catchers and distributing it to the relevant authorities;

- Responding to enquiries about new membership;
- Maintaining up to date Membership Lists.
- Updating the PBKA web site and social media with current information.

#### 5.1.3.3. Programme Co-ordinator:

- Compiling and circulating the Summer and Winter programmes .
- Arranging venues for Branch Meetings and Training Events;
- Booking speakers for Branch meetings and Training events;
- Organising an Association presence at local events.
- Providing new members with an 'Introductory Pack' and linking them to a 'Bee Buddy'.

#### 5.1.4 Treasurer :

- Keeps records of all financial transactions.
- Keeps records of the receipt of membership fees.
- Keeps an up to date list of members as evidence of membership of PBKA ,CBKA and BBKA.
- Supplies CBKA and BBKA (through CBA membership secretary ) with PBKA Association Members details and relevant remittances as required during the financial year:
  - a) On or before 1<sup>st</sup> April each year the PBKA Treasurer must remit to the CBKA Treasurer the Association Membership and Affiliation fees that are due.
  - b) For new (or former) members, who join (or re-join) PBKA after 1<sup>st</sup> April, but before 1<sup>st</sup> September, an updated membership list must be submitted to CBKA by 1<sup>st</sup> September and the relevant remittances paid to CBKA by 30<sup>th</sup> September.
- Provides the PBKA Secretary with current membership data.
- Issues BDI Certificates and other receipts
- Prepares a balance sheet and a statement of accounts annually for the PBKA AGM which have been inspected/ audited by an appropriate person and including these in the Annual Report to the Charity Commission.
- Authorises cheques together with the other designated signatories (3.3)
- Maintains a register of the association's physical assets, the location of these assets and
  - a \*record of loans and returns to members . \*If deemed appropriate, this responsibility may be delegated to another Trustee.
- Co-ordinates fund raising events and initiatives.

#### 5.1.5 Apiary Managers

- Regularly inspect the PBKA bees at Acorn Bank and maintain records about each colony.

- Implement systems/ applications which will promote bee health and reduce disease and infestations.
- Ensure that the Apiary Rules are followed.
- Lead the Branch Meetings at the Apiary by informing visiting members:
  - of the current state of the bee colonies
  - raise their awareness of bee husbandry issues and strategies to deal with them.
  - the ways in which they can minimise the risk of transferring infection
- Under normal circumstances , follow the guidelines issued by the Bee Diseases Unit (BDU) for maintaining the condition and cleanliness of the hives and apiary equipment ,the disposal of old/ diseased resources, and the reporting of diseases.
- Order new equipment within the funding levels available.
- Extract honey and bottle it in compliance with current Food Safety regulations.
- Provide PBKA Members with nucs of bees and Queens as they become available.
- Provide the Board with regular updates on the state of the Apiary and any issues of concern.
- Check the First Aid Box at the beginning of each season to ensure that all the medication available will be within the 'use by date' during that year.
- Follow the guidelines in the relevant PBKA Risk Assessments to minimise the risk of injury to Branch Members and the general public.

5.2. *Records and reports* compiled by Trustees remain the property of the PBKA.

5.3. *Resignation* as a Trustee should be made in writing to the Chair or, if in the case of the resignation of the Chair, to the PBKA Meetings' Secretary.

5.4. *Branch Representation at the CBKA Executive Council Meetings:*

5.4.1. Two Trustees will represent PBKA at the CBKA Executive Council Meetings.

5.4.2. These will be appointed by the Trustees at the first Board Meeting following the AGM.

5.4.3. To maintain the representation of two PBKA Trustees at each CBKA Executive Meeting, other Trustees may agree to attend if the designated representative/s are unavailable.

## **6. Data Protection**

*PBKA adheres to the requirements of the Data Protection Act 1998 which protects individuals from the unauthorised and unreasonable use of disclosure about themselves whilst balancing the legitimate need of Charity Commission and PBKA to collect and use personal data for the achievement of its charitable objectives.*

6.1. Names, addresses and contact details (including telephone numbers and E mail address ) of PBKA Members, but no other personal information, will be held in a computer data retrieval system for

- use by PBKA in connection with its beekeeping activities
- the provision of services to members by PBKA and the other organisations to which it is affiliated.

6.2 Membership details shall not be passed to any other third party without the express permission of the member concerned.

6.3 Members not wishing to be included in the data retrieval system should inform the PBKA Secretary in writing as soon as possible, when their names and addresses will be removed from it.

6.4. *Gift Aid:*

6.4.1. PBKA is able to re-claim part of the membership fee from HMRC if members confirm that they are able/ willing to Gift Aid their subscription.

6.4.2. Members will be required to confirm that they are able/ willing to gift aid when they renew their annual membership. For administrative purposes this information will be included on the membership list.

## **7. Policies**

7.1. Policies will be developed by the Board to inform the practise of the Association.

7.2. Policies will be reviewed every 3 years or sooner if the need or legislation requires.

Current policies include:-

- 'Equal Opportunities Policy'
- 'Child & Vulnerable Adults Protection Policy.'

7.3. Copies of PBKA Policies are available to members via the web site or by post on request to the Secretary.

## **8. Health and Safety:**

Identifying key risks and the recommended actions that should be taken to minimise the possibility of accidents will be identified through 'Risk Assessments' for:

- Branch Meetings at the Association Apiary and elsewhere.
- Training events and conferences
- Educational programmes

## 9. PBKA Development Record

- A planning document which provides a framework for recording the activities undertaken by PBKA towards the promotion of its charitable objectives, is reviewed at the end of each membership year and new priorities are agreed by the Board prior to the AGM.
- Copies of this are available to Members via the PBKA web site or on request to the Communications Secretary.

## 10. Other Services

*10.1. Communication:* Information and receipts are provided by E mail if an E mail address has been included on the Membership Form.

Hard copies are posted to members without an E mail address or on request to the Communications Secretary/ Treasurer if there are difficulties with accessing information provided by E mail.

Members should provide information to the Treasurer if their contact details change within a membership year.

*10.2 An Introductory Pack* which provides information about PBKA, the associations to which it is affiliated, and examples of colony record sheets, useful guide to acronyms etc. is provided to new members.

*10.3. Educational programmes:*

Subject to the availability of PBKA members with the appropriate skills and experience, PBKA offers :

- Educational projects to schools and Community groups in formal and informal educational settings.
- Professional Development training for College and School staff
- Presentations to Community Groups.

*10.4. Bee Buddy Scheme:* PBKA attempts to link each member with at least one other Association Member in their locality. This is to provide opportunities to share beekeeping expertise and a social link for attending meetings.

Contact details of individual members are not shared with potential 'bee buddies' without prior permission.

The Bee Buddy links are reviewed at the beginning of each membership year. Members may opt in/ opt out of this scheme and request changes by contacting the Treasurer who is currently responsible for this initiative .

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