



LANCASTER BEEKEEPERS

RULES

1.0 Rules

- 1.1 Under the powers granted by clause 50 of the Articles of Association, the Directors have produced these rules to govern the conduct of the Company (referred to as "The Charity" in the Memorandum and Articles of Association).
- 1.2 These rules may be altered, added to or repealed at a general meeting called for that purpose.

2.0 Delegation

- 2.1 Under the powers granted by clause 50, the Directors delegate, as far as the Memorandum and Articles permit, the day to day running of the Company to a Management Committee.
- 2.2 The Directors may revoke or alter this delegation at any time.

3.0 Management Committee

- 3.1 The Charity shall be administered and managed in accordance with the Memorandum and Articles of Association and these Rule by a Management Committee comprising:
 - 3.1.1 The Chairperson
 - 3.1.2 The Secretary
 - 3.1.3 The Treasurer
 - 3.1.4 As many other Committee Members as the AGM shall decide.
- 3.2 Management Committee meetings may be called by the Chairperson, Secretary or Treasurer by giving all members of the Management Committee at least seven days notice.
- 3.3 Three members of the Management Committee shall form a quorum.

4.0 Membership

- 4.1 There shall be the following classes of membership:
 - 4.1.1 Registered Members
 - 4.2.2 Partner Members
 - 4.2.3 Country Members
 - 4.2.4 Friends
- 4.2 Registered Members shall be:
 - 4.2.1 full members of the Charity
 - 4.2.2 receive a copy of BBKA News and other direct communications
 - 4.2.3 be covered by public liability insurance.
- 4.3 Partner Membership is open to one residing at the same address as a Registered Member and shall:
 - 4.3.1 be full members of the Charity
 - 4.3.2 be covered by public liability insurance
 - 4.3.3 but will not receive a copy of BBKA News or other direct communications
- 4.4 Country Members is open to individuals who are not active beekeepers but are interested in the activities of the Charity. Country members shall:

- 4.4.1 be full members of the Charity
- 4.4.2 will receive a copy of BBKA News and other direct communications
- 4.4.3 but will not be covered by public liability insurance

- 4.5 The membership class of Friends is open to:
 - 4.5.1 individuals interested in beekeeping but have not yet reached the age of eighteen
 - 4.5.2 Registered, Partner or Country members of other organisations affiliated to the British Beekeepers' Association wishing to participate in the events organised by the Charity
 - 4.5.3 individuals not involved in the keeping of bees but wishing to participate in the events organised by the CharityFriends will:
 - 4.5.4 not be full members of the Charity
 - 4.4.2 not receive a copy of BBKA News and other direct communications
 - 4.4.3 not be covered by public liability insurance

5.0 Membership Fees

- 5.1 Membership fees shall be set by the Management Committee each September and become due on 1st November of each year.
- 5.2 Members who have not paid their annual subscription are not permitted to vote at annual general or extra-ordinary general meetings or to hold office.

6.0 Financial Year

- 6.1 The Charity's financial year shall be from 1st November to 31st October.

7.0 Bank and Investment Accounts

- 7.1 All monies of the Charity shall be placed into a bank current account opened in the name of the Charity.
- 7.2 Any monies surplus to the Charity's immediate requirements may be placed into appropriate investment accounts, opened in the name of the Charity, on the recommendation of the Treasurer and with the approval of the Management Committee.
- 7.3 Any transfers of funds between accounts should be made on the recommendation of the Treasurer and with the approval of the Management Committee.
- 7.4 Each and every transaction from any bank or investment account shall require two signatures from a list of approved signatories.
- 7.5 The list of approved signatories shall include:
 - 7.5.1 The Chairperson
 - 7.5.2 The Secretary
 - 7.5.3 The Treasurer
 - 7.5.4 Any other member of the Management Committee, approved by the Management Committee.

8.0 Annual General Meetings

- 8.1 An annual general meeting must be held within 60 days of the end of the Charity's financial year.
- 8.2 Each member must receive 14 day's clear notice of the annual general meeting
- 8.3 The annual general meeting will conduct the following business:
 - 8.3.1 Minutes of the previous annual general meeting and any matters arising

- 8.3.2 Officers' Reports
- 8.3.3 Consideration and acceptance of the annual accounts
- 8.3.4 Election of Chairperson, Secretary and Treasurer
- 8.3.5 Election of Auditor
- 8.3.6 Election of any other officers
- 8.3.7 Election of Management Committee Members
- 8.3.8 Setting the annual subscription
- 8.3.9 Any other business appropriate to an annual general meeting, and of which due notice has been given.
- 8.4 10% of the Branch's paid up membership, present at an annual general meeting, shall form a quorum.
- 8.5 All votes shall be decided by a simple majority but in the case of a tied vote the Chairperson or acting Chairperson shall have a casting vote.

8.0 Extra-ordinary General Meetings

- 8.1 An extra-ordinary general meeting may be called by:
 - 8.1.1 any three named Officers
 - 8.1.2 a decision of the Management Committee
 - 8.1.3 a written request to the Secretary by 10% of the current members.
- 8.2 On receipt of a valid request to hold an extra-ordinary general meeting the Secretary shall, within 14 days, provide every member with 30 days notice of the meeting.
- 8.3 The notice shall state the purpose of the meeting and, where possible and appropriate, provide as much background information as possible.
- 8.4 To be successful any proposal put to an extra-ordinary general meeting must be approved by not less than two thirds of those eligible to vote.
- 8.5 The Chairperson or acting Chairperson shall not have a casting vote.