



Lancaster Beekeepers

Rules

1 Name

- 1.1 The name of the organisation shall be The Lancaster Branch of the Lancashire and North West Beekeepers' Association (the Branch), commonly known as Lancaster Beekeepers.

2 Status

- 2.1 The Branch is one of the eight branches making up the Lancashire and North West Beekeepers Association (LNWBA) which is a registered charity number 506167.
- 2.2 Members of the Branch are governed by these Rules and by the Rules and Constitution of the Association as approved by LNWBA Central Council January 2010.

3 Management

- 3.1 The Branch shall be managed at all times in accordance with the Rules and Constitution of LNWBA as approved by LNWBA Central Council January 2010, by a Management Committee of no fewer than six members including:
 - 3.1.1 Chairperson
 - 3.1.2 Secretary
 - 3.1.3 Treasurer
 - 3.1.4 Independent Examiner (auditor)
 - 3.1.5 Two delegates to LNWBA Central Council
- 3.2 The Committee has the power to co-opt to fill any vacancy.
- 3.3 The Chairperson and the Secretary of the LNWBA shall be ex-officio members of branch committees and must be sent Notices of all meetings.
- 3.4 Management Committee meetings may be called by the Chairperson, Secretary or Treasurer by giving all members at least seven days' notice.
- 3.5 Three members of the Management Committee shall form a quorum.

4 Objectives

- 4.1 The objectives of the Branch shall be:
 - 4.1.1 to encourage and promote the craft of beekeeping in Lancaster and the surrounding district;
 - 4.1.2 to support the role of bees in the environment.
- 4.2 In accordance with LNWBA Rules, the Branch commits to conducting meetings, lectures and demonstrations within the Lancaster district.

5 Powers

- 5.1 In furtherance of the objectives, but not otherwise, the Management Committee may:
- 5.1.1 raise funds, invite and receive contributions and donations;
 - 5.1.2 buy, lease or otherwise acquire and maintain any property;
 - 5.1.3 sell, lease or otherwise dispose of all or any part of the property of the Branch;
 - 5.1.4 subject to any consents required by law and financial prudence, to borrow money or charge all or any part of the property of the Branch;
 - 5.1.5 co-operate, exchange advice and information with other charities, voluntary bodies and statutory authorities to further the objectives of the Branch;
 - 5.1.6 appoint and constitute sub-committees and working parties as the Management Committee sees fit;
 - 5.1.7 do all other lawful things as may be necessary for the achievement of the objectives.

6 Membership

- 6.1 Membership of the Branch shall be open to anyone interested in supporting the objectives of the Branch.
- 6.2 There shall be the following classes of membership:
- 6.2.1 **Registered**
includes membership of the Branch and Registered Membership of the British Beekeeping Association (BBKA)
 - 6.2.2 **Partner**
includes membership of the Branch and Partner Membership of BBKA
 - 6.2.3 **Junior**
includes membership of the Branch and Junior Membership of BBKA (only open to those under age 18 on 1st November)
 - 6.2.4 **Country**
includes membership of the Branch and County Membership of BBKA
 - 6.2.5 **Lancaster only**
membership of the Lancaster Branch only
 - 6.2.6 **Life**
granted by the Management Committee, a life member enjoys one of the classes of membership listed above but pays no Branch element of the subscription

7 Membership fees

- 7.1 Membership fees shall be set at the Annual General Meeting and become due on 1st November of each year.
- 7.2 Members who have not paid their fees by 31st December will be deemed to have resigned from the Branch.
- 7.3 Members who have not paid their fees by 1st March shall be removed from the BBKA register and will lose rights to insurance and privileges of the Association.
- 7.4 Members who have not paid their annual subscription are not permitted to vote at Annual General or Extraordinary General Meetings or to hold office.

8 Bank and Investment Accounts and Cash

- 8.1 All monies of the Branch, with the exception of “petty cash” (8.5 below) shall be placed into a bank account opened in the name of the Branch.
- 8.2 Any monies surplus to the Branch’s immediate requirements may be placed into appropriate investment accounts, opened in the name of the Branch, on the recommendation of the Treasurer and with the approval of the Management Committee.
- 8.3 Every transaction from any bank or investment account shall require two signatures (or the equivalent dual on line authorisation).
- 8.4 The list of approved signatures shall include:
 - 8.4.1 The Chairperson;
 - 8.4.2 The Treasurer;
 - 8.4.3 Any other members of the Management Committee selected by the Management Committee.
- 8.5 An amount deemed appropriate by the Treasurer and approved by the Management Committee may be retained for petty cash.

9 Financial Year

- 9.1 The Branch’s financial year shall be from 1st November to 31st October.

10 Annual General Meetings

- 10.1 An Annual General Meeting (AGM) will be held within 21 days of the end of the Branch’s Financial Year.
- 10.2 Each member must receive 4 weeks’ notice of the AGM.
- 10.3 The AGM will conduct the following business:
 - 10.3.1 Minutes of the previous AGM and any matters arising;
 - 10.3.2 Officers’ reports, including but not limited to the Secretary’s report and the Treasurer’s report, for approval by the members;
 - 10.3.3 Election of Chairperson, Secretary and Treasurer;
 - 10.3.4 Election of Independent Examiner (auditor);
 - 10.3.5 Election of Management Committee members;
 - 10.3.6 Setting the annual subscriptions;
 - 10.3.7 Any other business appropriate to an AGM and of which due notice has been given.
- 10.4 10% of the Branch membership, present at an AGM, shall form a quorum.
- 10.5 All votes shall be decided by a simple majority but in the case of a tied vote, the Chairperson or acting Chairperson shall have the casting vote.

11 Extra-Ordinary General Meeting

- 11.1 An Extraordinary General Meeting (EGM) may be called by:
 - 11.1.1 any three named Officers;
 - 11.1.2 a decision of the Management Committee;
 - 11.1.3 a written request to the Secretary by 10% of the current members.
- 11.2 On receipt of a valid request to hold an extra-ordinary general meeting the Secretary shall, within 14 days, provide every member with 21 days notice of the meeting.
- 11.3 The notice shall state the purpose of the meeting and, where possible and appropriate, provide as much background information as possible.
- 11.4 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.
- 11.5 The Chairperson or acting Chairperson shall not have a casting vote.

12 Changes to the Rules

- 12.1 Changes to these Rules may only be made at a duly convened EGM.

13 Document retention

- 13.1 The Branch retains all documents relating to donations, subscriptions and financial payments for six years. In particular a gift aid certificate must be available for everyone for which gift aid is being claimed and these certificates must be kept for six years after claims cease.

14 General Data Protection Rules

- 14.1 As a Branch of LNWBA, members' data will only processed in accordance with the LNWBA Privacy Notice.