



Barnet and District Beekeepers' Association

Rules

November 2017

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1. RESPONSIBILITIES OF OFFICERS

The Officers of the Association and their responsibilities:

Chair and Deputy Chair

- Chair meetings
- Coordination
- Programme
- Liaison with Whalebones Trustees
- Maintain an overview of the organisation's aims and activities including liaising with Committee members
- Provide leadership and control the flow and information at Committee meetings, Annual General Meeting (AGM) and Emergency General Meeting (EGM)
- Ensure the Constitution is complied with
- Plan and chair meetings, agendas, review and authorise minutes (along with secretary)
- Sign cheques and legal documents
- Represent the organisation at events, functions, partner bodies and subgroups
- Act as Safeguarding Officer

Secretary

- Correspondence, Email or otherwise (external facing)
- Arranging meetings and taking the meeting minutes
- Mail distribution
- Prepare agendas (with support from the Chair)
- Distribute papers

Membership Secretary

- Correspondence (Email or otherwise) to the membership
- Creating and maintaining membership lists
- Liaising with the Area Membership Secretary about Area and BBKA Membership
- Arrange BDI returns and receipts

Treasurer

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- Payment of bills
- Maintaining accounts
- Advising on annual subscriptions
- Lead financial planning and oversee financial activity of the organisation
- Ensure the organisation is financially viable and notify the Committee of any concerns
- Manage budgets and accounts and present them to the Committee at meetings
- Prepare regular and annual accounts
- Arrange for verification of accounts
- Sign Cheques
- Transfer monies due to BDI Ltd in April and September each year after agreement with the Membership Secretary
- Transfer monies due from the Association to the BDKA on a quarterly basis. (Capitations, which cover the BBKA Capitation also Bee Craft, and any donations) as and when agreed with the Membership Secretary
- In conjunction with the Committee manage the Association's finances

Apiary Managers

- Oversee the operation and upkeep of the Association's apiaries in accordance with the Apiary Protocols

Association Bee Inspector

- To keep updated with any bee disease in the area and liaise with the area bee inspectors over any suspected cases.
- To keep updated with any bee parasites and pests affecting the Association area and update members on any actions to take
- Liaison with Bee Inspectors & FERA
- Responding to members enquiries about disease and pests and inspecting members hives when required

Publicity Officer

- Attracting new Members
- Publicising the Association and its activities

Education Coordinator

- Co-ordinate basic training course

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- Co-ordinate Basic Assessment examinations
- Co-ordinate and publicise further training and self-help groups to the greater membership

Honey Show and Social Secretary

- Co-ordinate annual Honey Show and judge
- Liaison on behalf of the Committee with the Area BKA
- Arrange housekeeping e.g. room hire and other administration requirements stated in the Constitution, e.g. Annual General Meeting (AGM)

Beginners Representative

- Be the point of contact for the new beginners
- Act as spokesperson and representative at Committee meetings
- Gather feedback for the improvement and development of the beginners training programme
- The Beginners Representative should be a member that has completed the Beginners course in the previous year and is subsequently chosen to represent the following years Beginners. This Officer of the Committee will stand for one year only.

2. CODE OF CONDUCT FOR OFFICERS

Each officer shall, in exercising his/her functions as a member of the Committee, act in the interests of the Association and in particular must

- seek, in good faith, to ensure that the Association acts in a manner which is in accordance with its objectives (as set out in the constitution)
- act with due care and diligence
- in circumstances giving rise to the possibility of a conflict of interest between the Association and any other party put the interests of the Association before that of the other party
- in taking decisions as a member of the Committee and where any other duty prevents him/her from doing so, disclose the conflicting interest to the Association and refrain from participating in any discussions or decisions involving the other Officers with regard to the matter in question

3. PERSONAL INTERESTS OF OFFICERS

An Officer who has a personal interest in any transaction or other arrangement which the Association is proposing to enter into, must declare that interest to the Committee and he/she will be debarred from voting on the question of whether or not the Association should enter into that arrangement.

An Officer shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers or any firm of which he/she is a partner or any limited company of which he/she is a substantial shareholder or director, has a personal interest in that arrangement.

Provided that:

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- (a) he/she has declared his/her interest and
 - (b) he/she has not voted on the question of whether or not the Association should enter into the relevant arrangement
- an Officer will not be debarred from entering into an arrangement with the Association in which he/she has a personal interest (or is deemed to have a personal interest) and may retain any personal benefit which he/she gains from his/her participation in that arrangement.

No Officer may serve as an employee (full time or part time) of the Association, and no Officer may be given any remuneration by the Association for carrying out his/her duties as a member of the management Committee.

Where an Officer provides services to the Association or might benefit from any remuneration paid to a connected party for such services, then

- (a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable
- (b) the Committee must be satisfied that it would be in the interests of the Association to enter into the arrangement (taking account of that maximum amount)
- (c) less than half of the Committee must be receiving remuneration from the Association (or benefit from remuneration of that nature).

4. TERMINATION FROM COMMITTEE MEMBERSHIP

Any Officer or Co-opted Member may be removed from Committee membership by way of a resolution passed by majority vote at a Special Committee Meeting providing the following procedures have been observed: -

- the matter has been investigated and a decision has been reached by the Deputy Chair or Chair following the Investigative and Appeal process and the Officer or Co-opted Member has received written notification.
- at least 14 days' notice of the intention to propose the resolution must be given to the Officer/Co-opted Member concerned, specifying the grounds for the proposed removal
- the Officer/Co-opted Member concerned shall be entitled to be heard on the resolution at the Committee meeting at which the resolution is proposed.
- the Officer/Co-opted Member concerned is entitled to be accompanied by a friend

5. CODE OF CONDUCT FOR MEMBERS

All Members of the Association are expected to:

- adhere to the Association's Rules
- practice proven and ethical standards in working and managing their bees or any activity associated with apiculture, including the removal of feral swarms and any aspect of research and development in apiculture
- behave in a proper, lawful and responsible manner in all activities associated with beekeeping
- behave in a responsible manner in all dealings with the general public on beekeeping matters
- acknowledge and respect the views of fellow beekeepers without derogatory or disparaging comment whilst maintaining their right to express their own views in any forum of the Association
- not use or attempt to use their position as members improperly to confer on or secure for themselves or any other person, an advantage or disadvantage
- When undertaking any activity for a third party, commercial or otherwise - e.g. product sales, advice, training, consultancy, beekeeping services, etc. - members will not act,

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claim to act or give the impression they are acting on behalf of the BDBKA unless by specific prior arrangement with the Association Committee

6. WITHDRAWAL FROM MEMBERSHIP

Any person who wishes to withdraw from membership shall sign, and lodge with the Association, a written notice to that effect; on receipt of the notice by the Association, he/she shall cease to be a member.

7. SUSPENSION OF BDBKA MEMBERSHIP

Any Member may be suspended from BDBKA membership by way of a resolution passed by majority vote at the Special Committee Meeting providing the following procedures have been observed: -

- The matter has been investigated and a decision has been reached by the Deputy Chair or Chair after following the Investigative and if necessary Appeal process and the Member has received written notification
- at least 14 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed termination
- the Member concerned shall be entitled to be heard on the resolution at the Committee meeting at which the resolution is proposed
- the Member concerned is entitled to be accompanied by a friend

8. ACTION TO BE TAKEN REGARDING MISCONDUCT

This applies to all Members and Officers of the Association

In the event that any member persistently fails to comply with this Associations' code of conduct for Members and/or Officers and/or brings the name of the Association into disrepute or conducts themselves in any manner deemed irresponsible or unethical the Committee may act in terms of the Rules in dealing with the matter.

9. COMPLAINTS PROCEDURE

Any member of the Association who has a complaint against another member may contact the Committee Secretary. The Committee Secretary will undertake to provide an initial response within 10 working days and to make all reasonable steps to resolve the issue within 4 weeks. In the event the member is not satisfied with the outcome after that time, they may take the issue to the Chair of the Association. If the complaint is about the Chair or Committee Secretary, the member may take the issue to the Deputy Chair or Treasurer.

10. GRIEVANCE PROCEDURE

This grievance procedure is intended as the procedure by which a member the BDBKA may formally have a grievance, regarding any condition of their membership, heard by the Committee. The aggrieved member has the right to representation from another member or a friend.

Stage 1

A Member who has a grievance, should raise the matter in writing with the Association Committee Secretary.

If the Association Committee Secretary is unable to resolve the matter at that time, then a formal written grievance form should be submitted. The Association Committee Secretary

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should then respond within 14 days to the grievance unless an extended period of time is agreed upon by both parties. The response will give a full written explanation of the Associations Committee Secretary decision and who to appeal to if still aggrieved.

Stage 2

In most instances the Committee Secretary's decision is final and the matter will come to a close. However, in some circumstances the Member may remain aggrieved and can appeal against the decision of the Committee Secretary.

The appeal, to the Association Chair, must be made within 14 days of the original response to the Members grievance. The appeal must be in writing. The Association Chair will attempt to resolve the grievance. A formal response and full explanation will be given in writing within 14 days

There is no further right of appeal. Where however both parties agree that there would be some merit in referring the matter to a third party for advice, conciliation or arbitration, arrangements will then be made to find a mutually acceptable third party.

Using mediation

A mediator can sometimes help resolve grievance issues before it is necessary to invoke the formal procedure. Mediation is a voluntary process where the mediator helps two or more people in dispute to attempt to reach an agreement. Any agreement comes from those in dispute, not from the mediator.

BDBKA will source a neutral mediator from the membership. Mediators will work individually or in pairs as co-mediators.

11. INVESTIGATION FOR ALLEGATIONS OF BREACH OF CONDUCT.

Formal investigations should be carried out by the most appropriate Committee Officer who is not directly involved with the incident being investigated. This person will be the Investigating Officer. This Officer may involve others to assist with the investigation process. All the relevant facts should be gathered promptly as soon as is practicable after the incident. Statements should be taken from witnesses at the earliest opportunity. Any physical evidence should be preserved and/or photographed if reasonable to do so.

A report should be prepared which outlines the facts of the case by the Investigating Officer. This should be submitted to the Association Chair who will decide whether further action is required. Where appropriate, this report may be made available to the individual and their representative.

In most circumstances where breach of code of conduct is suspected, it will be appropriate to set up an investigatory hearing. This would be chaired by the Association Chair, who would be accompanied by one or more Committee Officers who are not directly involved with the incident being investigated. The Investigating Officer would be asked to present his/her findings in the presence of the member who has been investigated. Witnesses should be called at this stage, and the member (or their representative) allowed to question these witnesses.

Following the full presentation of the facts, and the opportunity afforded to the Member to state their side of the case, the hearing should be adjourned, and everyone would leave the room except the Association Chair and the other Committee members hearing the case. They would discuss the case and decide which of the following options was appropriate:

- take no further action against the Member
- issue a verbal warning
- issue a first written warning

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- issue a final written warning
- recommend suspension of Membership to be discussed at a Special Committee meeting

If the decision is to suspend membership, then the process will follow that detailed in the section entitled Suspension from Membership and Termination of Committee Membership and the decision will be by a resolution of the Committee.

All parties should be brought back, and informed as to which option has been chosen.

Time Scales for the expiry of Warnings

Warnings issued to Members/Committee Members shall be deemed to have expired after the following periods of time.

Verbal Warnings: 6 months

First Written Warnings: 12 months

Final Written Warnings: 18 months (or as agreed and recorded at the hearing)

These time scales remain provided that during that period, no further warnings have been issued in respect of the Members conduct.

Letter to Member of decision taken

All letters must contain the following information:

- The letter must be issued within 7 days of the date of the hearing.
- The nature of the offence and where appropriate, that if further misconduct occurs, further action will be taken.
- Sent to their home address or by handing it to them in person.

Appeals

Every Member has the right to appeal against the outcome of a hearing. The basis of an appeal should normally relate to one of the following areas:

- that the Associations procedure had not been followed correctly.
- that the resulting action was inappropriate.
- that the need for action was not warranted.
- that new information regarding action has arisen

An appeal should be put in writing to the Association Chair. The letter of appeal may be constructed by the member or their representative. The letter should contain the grounds for appeal and should be lodged within 10 days of receipt of the warning or decision to forward the case to the Committee to terminate membership.

An appeal will be arranged within 14 days of receipt of the appeal letter.

Appeal will be heard by the Association Chair who may request a Committee Officer or Ordinary Member of the Association, who have not previously been involved in the case to attend. This will form the Appeal Committee.

When dealing with an appeal against suspension of membership written statements of the case may be submitted no later than 2 days prior to the date of Appeal Hearing. No additional written evidence will be admitted by the Appeal Committee on the date of the Hearing.

Witnesses may be required by either party at an appeal hearing, dependent upon the circumstances and nature of the case. However, there is no specific obligation on either party to produce a witness. Either party must give 5 days' prior notice that they intend to call specific persons involved or associated with the case under consideration.

It is the responsibility of the Member to each arrange for the availability and attendance of any

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witness they wish to call.

The Association Chair and/or Appeal Committee will then hear the appeal and consider the information.

The Association Chair/Appeal Committee will then decide the action to be taken.

The Association Chair/Appeal Committee decision will be final.

12. EQUIPMENT FOR LOAN

The Association may make available from time to time items of beekeeping equipment, books, videos and other Media that may be borrowed by Members.

In borrowing any item from the Association, a Member is deemed to have agreed to return it in the condition it was received or replace it with an identical new item.

Members will be eligible to access loan equipment following the attendance at the appropriate Association training session.

Equipment loan refundable deposits

Small Extractors £20 for equipment plus £20 for cleaning

Large Extractor £20 for equipment plus £20 for cleaning

Equipment must be returned to Whalebones and be inspected by a Committee member. If no damage and clean, then the deposits will be refunded.

All other equipment £30

13. RULE CHANGES

Rules for the conduct of the normal business of the Association may be made, altered or deleted by the Committee, and will be notified to members at the AGM. No Rule may be approved that would have the effect of amending the Constitution or would conflict with any of its provisions.

Changes to the Rules shall not be interpreted as an amendment to the Constitution. Changes to the Constitution shall not necessarily invalidate the Rules.

The current version

14. REMUNERATION OF COMMITTEE OFFICERS

No Officer shall be entitled to any form of remuneration in respect of any services supplied to the Association. Nothing in this section shall prevent the reimbursement to Officers of reasonable out of pocket expenses properly incurred for the Association and supported by bills or receipts from third parties.

15. INTERPRETATION

In the construction of these Rules masculine shall include feminine and singular shall include plural and vice versa.

The Committee of the Association shall be the sole authority for the interpretation of the Rules and its decision upon any matter not provided for by these Rules shall be final and binding.

16. POLICIES

Separate Policies will be maintained for Equal Opportunities, Safeguarding and Data Protection.