

# **ULSTER BEEKEEPERS' ASSOCIATION**

*FORMED A.D. 1942*

## **CONSTITUTION AND RULES**

### **NAME**

The Association shall be called the '**ULSTER BEEKEEPERS' ASSOCIATION**'.

### **PURPOSE**

To promote, and educate the public in, the craft of beekeeping and the impact of honey bees on the environment.

### **POWERS**

1. To promote the formation of local beekeepers' associations;
2. To disseminate information and advice about beekeeping by means of literature, leaflets and in any other manner the association may think suitable;
3. To support and encourage the improvement of the honey bee and the promotion of honey bee products;
4. To improve the standard of beekeeping, including the organising of beekeeping classes and encouraging beekeepers to acquire approved beekeeping qualifications;
5. To liaise with appropriate associations and other bodies for the benefit of beekeeping;
6. To obtain funds from legitimate sources, for the benefit of beekeeping, such monies to be used as the association may approve;
7. To assist and advise on the improvement of the foraging environment of the honey bee;

8. To respond to any initiatives or activities that would be of benefit to beekeepers.

## **MEMBERSHIP**

### **LOCAL ASSOCIATIONS**

Beekeeping associations in Ulster will become affiliated to the Ulster Beekeepers' Association by payment of an annual capitation fee, such fee to be decided by the executive committee from time to time. The capitation fee shall be due on 1<sup>st</sup>. January each year.

All members in good standing in affiliated associations shall be members of the Ulster Beekeepers' Association.

### **ASSOCIATE MEMBERS**

Any person may become an associate member of the Ulster Beekeepers' Association by payment of an annual fee to be determined by the executive committee from time to time. The annual fee shall be due on 1<sup>st</sup>. January each year.

## **GENERAL MEETINGS**

### **ANNUAL CONFERENCE**

The association shall hold a conference each year; the date, venue, format and all other details to be arranged by the executive committee.

### **ANNUAL GENERAL MEETINGS**

The association shall hold the annual general meeting each year on a date and at a venue and in a format to be arranged by the executive committee. The officers for the ensuing year shall be elected at the annual general meeting.

### **ORDINARY GENERAL MEETINGS**

Ordinary general meetings shall be held at such times as the executive committee may decide.

### **SPECIAL GENERAL MEETINGS**

Special general meetings may be held at such times as the executive committee or a general meeting may decide. Special general meetings shall also be held upon the requisition in writing of at least four affiliated associations such meeting to take place within 30 days of receipt of the requisition by the secretary.

## **NOTICE OF MEETINGS**

At least 15 days notice shall be given of every general meeting. Notice of general meetings shall be sent to the secretary of each affiliated association and it shall be their duty to notify their members. Associate members shall also be notified.

## **RESOLUTIONS**

Any member, associate member or affiliated association wishing to put a resolution before a general meeting must notify the secretary in writing 30 days before the date of the meeting. The resolution will be included in full in the notice summoning the meeting.

## **VOTING**

Voting at general meetings shall be confined to members present. Each member shall be entitled to one vote. Decisions shall be made on the basis of simple majority. The chairman of the meeting shall have a casting vote.

## **QUORUM**

Unless otherwise determined by a previous general meeting or the executive committee, a quorum at a general meeting shall consist of 10 members.

## **OFFICERS**

### **ELIGIBILITY FOR MEMBERSHIP**

Only members of the Ulster Beekeepers' Association are eligible to hold office in the association. However, an office bearer does not, of necessity, have to be a representative of an affiliated association or the representative of the associate members.

### **PRESIDENT**

A member who has rendered distinguished service to beekeeping shall be elected at the annual general meeting as president of the association; shall hold office for one year; shall be eligible for re-election but may not hold office for more than three consecutive years. The vice-president shall act in the absence of the president.

### **VICE-PRESIDENT**

A member shall be elected at the annual general meeting as vice-president of the association; shall hold office for one year and shall be eligible for re-election.

### **CHAIRPERSON**

The chairperson of the association shall be elected at the annual general meeting; shall hold the office for one year; shall be eligible for re-election but after 3 consecutive years in the office shall not be eligible for re-election to that office in the following 2 years. The chairperson shall preside over all

general meetings and all executive committee meetings. The chairperson shall be accountable to the executive committee. The vice-chairperson shall act in the absence of the chairperson.

## **VICE- CHAIRPERSON**

The vice-chairperson of the association shall be elected at the annual general meeting; shall hold office for one year and shall be eligible for re-election.

## **SECRETARY**

The secretary of the association shall be elected at the annual general meeting; shall hold the office for one year and shall be eligible for re-election but after 3 consecutive years in the office shall not be eligible for re-election to that office in the following 2 years. The secretary shall, in collaboration with the chairperson and other officers of the executive committee as appropriate, draw up agenda for meetings, issue minutes of meetings within 3 weeks of the meeting, deal with correspondence and generally carry out the wishes and decisions of the executive committee. The secretary shall be accountable to the executive committee.

## **TREASURER**

The treasurer of the association shall be elected at the annual general meeting; shall hold the office for one year and shall be eligible for re-election but after 3 consecutive years in the office shall not be eligible for re-election to that office in the following 2 years. The treasurer shall, in co-operation with the chairperson and other officers of the executive committee, as appropriate, keep proper records of account, operate bank accounts, prepare and present audited statements of account to the annual general meeting and generally provide the association with good financial stewardship. The treasurer shall be accountable to the executive committee.

## **PUBLIC RELATIONS AND MEDIA MANAGER**

The public relations and media manager shall be elected at the annual general meeting; shall hold office for 1 year and shall be eligible for re-election. The public relations and media manager shall be accountable to a public relations sub-committee, appointed by the executive committee, which shall review his/her responsibilities from time to time in a continuing programme of promoting the activities of UBKA and the affiliated local associations, the issues related to local beekeeping, the protection of the honey bee and its environment and which support the above stated Purpose and Powers of UBKA.

No formal statement shall be made on behalf of the UBKA by anyone unless such a statement has been approved by the public relations and media manager.

## **WEBMASTER**

The webmaster of the association shall be elected at the annual general meeting; shall hold office for 1 year and shall be eligible for re-election. The webmaster shall be accountable to a public relations sub-committee which shall review his/her responsibilities from time to time. The webmaster shall set up, operate, amend and maintain the internet website of the association using content provided by the public relations sub-committee and a format agreed with the public relations sub-committee.

The webmaster shall keep the website up to date in general and in particular by updating within 4 weeks of each meeting of the executive committee.

## **CONFERENCE MANAGER**

The conference manager shall be elected at the annual general meeting; shall hold office for 1 year and shall be eligible for re-election. The conference manager shall be accountable to the conference sub-committee, appointed by the executive committee, which shall review his/her responsibilities from time to time. The conference manager shall plan and manage the annual UBKA conference within the terms agreed between the conference sub-committee and the executive committee. He/she shall do so in such a way that membership satisfaction is maximised and a financial surplus is provided for UBKA funds.

## **AUDITOR**

An Auditor shall be appointed each year at the Annual General Meeting.

## **EXECUTIVE COMMITTEE**

All business of the Ulster Beekeepers' Association shall be conducted by an executive committee.

## **ELIGIBILITY**

Only members of the Ulster Beekeepers' Association are eligible to be members of the executive committee.

## **MEMBERSHIP**

Each affiliated association shall be entitled to three representatives on the executive committee. The names of their representatives must be supplied to the association secretary not later than 7 days after the date of the affiliated association's annual general meeting.

1. One representative from the associate members. The name of their representative must be supplied to the association secretary not later than 15<sup>th</sup>. March in each year.
2. The chairperson, vice-chairperson, secretary and treasurer of the association shall be members of the executive and shall hold the same offices on the executive committee, with the power to appoint sub-committees.
3. The president and vice-president shall be ex officio members of the executive committee.

## **MEETINGS**

The executive committee shall meet at least twice a year and at such other times as is found necessary. The executive committee shall also meet upon the requisition to the secretary, in writing, of at least eight members of the executive committee, such meetings to take place within twenty one days of receipt of the requisition by the secretary.

## **NOTICE OF MEETING**

At least seven days notice shall be given of every meeting of the executive committee.

## **QUORUM**

A quorum at an executive committee meeting shall consist of ten members.

## **VOTING**

Voting at meetings of the executive committee shall be confined to those members of the executive committee present. Each member shall be entitled to one vote. Decisions shall be made on the basis of simple majority. The chairperson shall have a casting vote.

## **CO-OPTION**

The executive committee shall have the power to co-opt up to five persons to serve as members of the executive committee. Co-opted members will not have voting rights.

## **STANDING AND SUB-COMMITTEES**

The executive committee shall have the power to appoint and also disband such standing and subcommittees, as it deems necessary to carry out specific tasks on behalf of the executive committee. Standing and sub-committees shall have the power to co-opt persons when specific expertise is required. Co-opted persons will not have voting rights.

# **CONSTITUTION AND RULES**

## **ALTERATION TO CONSTITUTION AND RULES**

The constitution and rules of the association shall only be altered at an annual, ordinary or special general meeting. Notice of any proposed alteration must be sent to the secretary thirty days before the general meeting and must be included in full in the notice summoning the meeting.

## **COPIES OF CONSTITUTION AND RULES**

Following an alteration to the constitution and rules the secretary of each affiliated association shall receive, free of charge, a copy of the altered constitution and rules. Copies will be furnished to others on payment of the current cost.

## **DISSOLUTION**

- If the executive committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the association they shall call a meeting of all members of the association who have the power to vote of which meeting not less than twenty one days notice (stating the terms of the resolution to be proposed thereat) shall be given.

- If such decision shall be confirmed by a simple majority of those present and voting at such meeting the committee shall have power to dispose of any assets held by or in the name of the association.
- Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the association as the committee may decide.

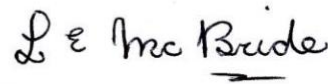
## **APPROVAL**

Approved at the annual general meeting on Friday 3<sup>rd</sup> October 2014.

Signed:



**(Chairperson)**



**(Secretary)**

**John Witchell**

**Lorraine McBride**