



Farnham Division of SBKA - Rules and Members' Handbook

1. Introduction

- 1.1 Farnham Beekeepers Association (FBKA) is a Division of Surrey Beekeepers Association (SBKA). SBKA is a charity (Charity No 1026386) and an Area Association Member of the British Beekeepers' Association (BBKA), itself a Registered Charity (No 1185343).
- 1.2 Purpose of this Document
 - 1.2.1 This document elaborates upon the guidelines given in the SBKA Constitution and provides detail relevant to the operation of FBKA. In the event of any conflict between this document and the SBKA Constitution, the latter shall take precedence.
 - 1.2.2 This document is supported by the following documents:
 - FBKA Apiary Rules which defines the procedures, management, and rules for the FBKA Apiary; available on the FBKA website.
 - FBKA Rules and Check List for Use of an Observation Hive at Schools and Public Events; available from FBKA Committee.
 - SBKA General Data Protection Regulation (GDPR) Policy; available on the SBKA website.
 - SBKA Privacy Policy; available on the SBKA website.
 - FBKA Safeguarding Policy; to be produced in accordance with the SBKA Safeguarding Policy when that is available.
- 1.3 Amendments
 - 1.3.1 With the exception of clauses 1.2.1, 1.3.1, 1.3.2, and 1.3.4, any part of this document may be amended by the FBKA Committee or a member acting on behalf of the Committee.
 - 1.3.2 This document and any amendments shall require agreement by FBKA members.
 - 1.3.3 This agreement shall take the form of a majority of no less than two thirds of members present and voting at a general meeting.
 - 1.3.4 Once agreed by FBKA members, this document shall be subject to approval by the SBKA Trustees.
 - 1.3.5 Any part of any of the FBKA supporting documents listed in clause 1.2.2 may be amended by and approved by the FBKA Committee.

2. SBKA Council

- 2.1 SBKA is managed by its Trustees through a Council which also includes a representative (non-Trustee) from each Division.
- 2.2 At its Annual General Meeting FBKA shall nominate a person to stand for election as the FBKA Trustee of the SBKA. The nominated Trustee is elected at the SBKA Annual General Meeting.
- 2.3 The FBKA Committee shall appoint someone from within the committee as the FBKA Divisional Representative at the SBKA Council.

3. FBKA Objectives

- 3.1 FBKA shall share the objectives defined in the SBKA Constitution which are:
 - 3.1.1 To promote and further the craft of beekeeping and the science of bees and their pathogens, to the public good.
 - 3.1.2 To advance the education of the public in the environmental and economic importance of bees.



- 3.1.3 As an Area Association member of the BBKA, to render such assistance in the pursuit of its objectives as may be appropriate.
- 3.2 FBKA shall operate within the guidelines set out in the SBKA Constitution.
- 3.3 FBKA shall use the income and property of FBKA solely towards the promotion of the above objectives. It is the responsibility of the FBKA Committee and ultimately the SBKA Trustees to ensure this is the case. Note: the SBKA Constitution allows FBKA to reimburse a member for reasonable expenses properly incurred by the member when acting on behalf of FBKA.

4. **Membership**

4.1 Admission of New Members

Membership of FBKA is open to anyone who is interested in furthering its objectives, and who, by applying for membership, has indicated their agreement to become a member and acceptance of the duty of members set out in clause 15.

4.2 Admission Procedure

4.2.1 Applications to join FBKA should be made via the link on the FBKA website.

4.2.2 The FBKA Committee may refuse an application for membership, or renewal of membership, if they believe that it is in the best interests of FBKA for them to do so. In the event of dispute see clause 17.

4.3 FBKA has the following classes of membership:

4.3.1 Registered Member: for practising beekeepers. This provides:

- Membership of: FBKA, SBKA & BBKA,
- Cover of BBKA 3rd Party Public Liability Insurance & Products Insurance,
- Cover of Bee Diseases Insurance for up to 3 colonies (cover for 4+ colonies available at additional cost),
- Newsletters: FBKA, BBKA News, and BeeCraft magazine (paper or digital option).

4.3.2 Partner Member: for partners who are practising beekeepers at the same address as Registered Member. Only one Partner Member is permitted per Registered Member. This membership provides:

- Membership of: FBKA, SBKA & BBKA,
- Cover of BBKA 3rd Party Public Liability Insurance & Products Insurance.

4.3.3 Associate Member: for local non-beekeepers, other family members/partner and members of other Divisions. This provides:

- Membership of: FBKA,
- Newsletters: FBKA.

4.3.4 Junior Member: for children of Registered Members who are under 18 on 1st October of the membership year and who are practising beekeepers. Dependents over the age of 18 can join as Partner Members but only one Partner Member per Registered Member is permitted. Note: see FBKA Apiary Rules for the minimum age allowed at the apiary. This membership provides:

- Membership of: FBKA, SBKA & BBKA,
- Cover of BBKA 3rd Party Public Liability Insurance & Products Insurance,
- Newsletters: FBKA, BBKA News.
- Note: Bee Diseases Insurance is assumed to be covered by the parent's Membership.
- Note: BeeCraft magazine (paper or digital option) can be subscribed for separately if required.



4.3.5 Honorary Members

The FBKA Committee may award Honorary Membership to any member who has rendered distinguished service to FBKA. All such awards shall require the approval of the SBKA Trustees. This membership provides:

- Membership of: FBKA,
- Newsletters: FBKA.

4.4 Entitlement to Vote

Registered Members, Partner Members, Associate Members, Junior Members over the age of 16, and Honorary Members shall be entitled to vote at FBKA general meetings on matters relating to FBKA. Note: only Registered Members and Partner Members, having paid the appropriate SBKA capitation, are entitled to vote on matters relating to SBKA.

5. Officers

- 5.1 FBKA shall have a Chair, a Secretary, a Treasurer and a Membership Secretary, elected annually at the FBKA AGM.
- 5.2 Any office, except for Chair, may be combined with any other. No member may hold the office of Chair for more than three consecutive years unless re-elected by at least four fifths of the members present and voting.
- 5.3 Other titles may be attached to Committee Members to reflect particular areas of responsibility. A President and any number of Vice Presidents may also be appointed.

6. The Committee

- 6.1 FBKA shall be managed by a Divisional Committee consisting of the officers plus the FBKA Trustee (if not one of the Officers) and further members as required. Note: the Committee includes the FBKA Divisional Representative in accordance with clause 2.3.
- 6.2 The Committee shall be responsible for the proper running of FBKA's affairs including any apiaries and the proper management of the assets delegated to it by SBKA.
- 6.3 The Committee is committed to openness and welcomes questions, comments and ideas from members. It shall:
 - 6.3.1 publish the dates of committee meetings in advance to allow members to raise issues for discussion at the next meeting,
 - 6.3.2 publish decisions made by the committee, usually via the monthly newsletter.
- 6.4 The Committee shall have the first responsibility of dealing with all matters of discipline. If the Committee cannot resolve the matter, it shall refer it to the SBKA Council.
- 6.5 The Committee shall:
 - 6.5.1 be elected annually at the AGM. If circumstances require a committee member to step down from their role prior to an AGM, a replacement may be elected at an EGM, see clause 7.2.
 - 6.5.2 meet at least twice each year at a time and place to be determined by the Committee. This may include online meetings.
 - 6.5.3 report to the SBKA Council at intervals specified by the Trustees.

7. General Meetings

- 7.1 FBKA shall hold an Annual General Meeting (AGM) each year after the start of the Financial Year and before the SBKA AGM. The Business to be conducted at the AGM shall be as specified in Annex A.



- 7.2 FBKA shall hold an Extraordinary General Meeting (EGM) if requested by the Chair or Secretary or on receipt of a request signed by at least 10% of members entitled to vote. The calling notice shall state the business to be conducted at the EGM, and no other business shall be conducted.
- 7.3 Notice of General Meetings
 - 7.3.1 The FBKA Committee shall give at least 28 clear days' notice of an AGM to all members and at least 14 days for an EGM. The calling notice shall give the date, time, and location of the meeting. In the case of an EGM, in accordance with clause 7.2, the calling notice will state the business to be conducted at the EGM.
 - 7.3.2 Notice of a general meeting shall be given by electronic communications or in writing - see clause 16.2.
 - 7.3.3 Written notice may be given either personally, or by post, or by leaving it at the member's address.
 - 7.3.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted, or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
 - 7.3.5 A member present at any FBKA meeting shall be deemed to have received notice of the meeting and the purposes for which it was called.
 - 7.3.6 The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the FBKA Committee.
- 7.4 Chairing of General Meetings
 - 7.4.1 The FBKA Chair should preside over any general meeting. In the event of the Chair's absence the FBKA Committee shall nominate a person to act as Chair.
- 7.5 Minutes
 - 7.5.1 The Chair shall ensure that suitable minutes are kept of all general meetings.
- 7.6 Quorum
 - 7.6.1 No business shall be transacted at any general meeting unless a quorum is present when the meeting starts.
 - 7.6.2 The quorum for general meetings shall be the greater of 5% of those members entitled to vote or six members.
 - 7.6.3 If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting should be closed.
 - 7.6.4 If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the Chair shall adjourn the meeting. The date, time and place at which the meeting will resume shall either be announced by the Chair or be notified to FBKA members at least seven clear days before the date on which it will resume.
 - 7.6.5 If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations but shall not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting shall be adjourned.
 - 7.6.6 If a quorum is not present within 15 minutes of the start time of an adjourned meeting, the member or members present at the meeting shall constitute a quorum.
- 7.7 Voting at General Meetings



- 7.7.1 A resolution put to the vote of a meeting shall be decided on a show of hands. Every member present entitled to vote has one vote.
- 7.7.2 Any decision shall be taken by a simple majority of votes cast at the meeting, except as specified otherwise in this document, ie clauses 1.3.3 and 5.2.

8. Reports and Accounts

- 8.1 FBKA shall, prior to the SBKA AGM, send to the Trustees a report of its activities during the year and its approved accounts for the year.
- 8.2 The FBKA Committee shall set an annual subscription based on capitation figures supplied by the SBKA Treasurer and any Divisional component.

9. Duties of the Chair

The Chair shall:

- 9.1 maintain this document in accordance with clause 1.2.1 and ensure that any updates are made in accordance with clause 1.3.
- 9.2 work with the FBKA Committee to ensure that the FBKA supporting documents listed in clause 1.2.2 are kept up-to-date and follow good practice.
- 9.3 ensure that the FBKA Committee operates in accordance with clauses 3 and 6.
- 9.4 ensure that general meetings are conducted in accordance with clause 7.
- 9.5 at general meetings and committee meetings:
 - 9.5.1 guide the meeting through the agenda, keep the discussion on track, and ensure discussions are orderly and efficient.
 - 9.5.2 ensure all participants have a chance to speak and help manage disagreements.
- 9.6 along with other FBKA Committee members where appropriate, represent FBKA to external organisations and the public.

10. Duties of the Secretary

The Secretary shall:

- 10.1 support the Chair in ensuring the smooth functioning of the FBKA Committee.
- 10.2 for general meetings and committee meetings help the Chair prepare the agenda and with the support of the Committee ensure the agenda and all necessary documents are circulated to the participants in advance in accordance with clause 7.3.
- 10.3 take the minutes of meetings, recording those present, documenting decisions, and recording action items for follow-up. In the event of the Secretary's absence at a meeting the FBKA Committee shall nominate a person to act as Secretary.

11. Duties of the Treasurer

The Treasurer shall:

- 11.1 transfer monies due from the Division to SBKA by way of fees, capitations etc, at a frequency and to the timetable set by the SBKA Treasurer.
- 11.2 transfer any further monies due to SBKA on request from the SBKA Treasurer.
- 11.3 transfer monies due to BDI Ltd in April and September each year.
- 11.4 ensure, in liaison with the Divisional Membership Secretary, that the SBKA Membership Secretary is kept fully informed of all changes of membership.

12. Duties of the Membership Secretary

The Membership Secretary shall:



- 12.1 maintain the ER2 membership system and ensure that it is kept up-to-date.
- 12.2 with the support of the FBKA Committee, ensure that other FBKA contact lists (eg email and WhatsApp) are kept up-to-date.
- 12.3 in liaison with the Divisional Treasurer, reconcile the ER2 membership list to the membership subscriptions and BDI payments received and submit the half yearly return of capitation payments and BDI premiums to SBKA within the timetable set by the SBKA Treasurer and Membership Secretary.
- 12.4 verify the FBKA membership with BeeCraft Ltd each year in November and notify Beecraft Ltd of any additions, deletions or changes to Registered Members during the year.

13. Duties of the FBKA Divisional Representative

The FBKA Divisional Representative shall:

- 13.1 attend SBKA Council meetings.
- 13.2 report to Council on the activities of the Division.
- 13.3 inform the FBKA Committee of any relevant business conducted at Council meetings.
- 13.4 The FBKA Committee may appoint a substitute Representative for any meeting that the appointed Representative cannot attend, provided that the SBKA Secretary is informed beforehand.

14. Duties of the FBKA Trustee

- 14.1 The Member nominated to stand as a Trustee and duly elected as a Trustee shall perform the duties of a Trustee of SBKA as specified in the SBKA Constitution.

15. Duty of Members of FBKA

- 15.1 Members are expected to conduct themselves so as to further the interests of FBKA and promote the objectives of FBKA and to preserve the good opinion of the public of beekeeping and beekeepers. Members are expected to demonstrate high standards of behaviour and to promote an atmosphere of courtesy and tolerance.
- 15.2 Members shall be liable to pay FBKA the annual membership subscription in the time specified in the renewal notice.

16. Electronic Communications

16.1 To FBKA

Any member of FBKA may communicate electronically with FBKA to an address specified by FBKA for the purpose, so long as the communication is authenticated in a manner which is satisfactory to FBKA.

16.2 From FBKA

FBKA communicates with members electronically. This includes email, secure messaging, and via its website. Any member, by providing FBKA with their email address or similar, is taken to have agreed to receive communications from FBKA in electronic form at that address, unless the member has indicated to FBKA their unwillingness to receive communications in electronic form. In this case communication from FBKA to that member will be limited to notices of formal meetings, ie AGMs and EGMs. Exceptions to this limitation may be considered on a case-by-case basis by the FBKA Committee.



17. Disputes

- 17.1 In the case of a complaint by a member or by someone applying for or wishing to renew membership the FBKA Committee shall take all reasonable steps to resolve the matter, but if the person feels at the end of this process that they still have a grievance it can be referred to the SBKA Council.



Annex A: Business to be conducted at the Annual General Meeting

1. Approve the Minutes of the previous AGM
2. Receive and approve the Chair's Report
3. Receive and adopt the Accounts and Report from the Treasurer
4. Receive Reports from Officers
5. Appoint the Officers and Committee for the coming year
6. Nominate a member for election as the FBKA Divisional Trustee at the AGM of SBKA
7. Transact such other business as the members shall deem necessary and proper and which has been notified to the FBKA Committee at least 6 weeks before the meeting.