

**Constitution
of the
CountyCork Beekeepers Association
February, 2013**



ARTICLE I: NAME

This Association shall be known as the County Cork Beekeepers Association (CCBKA).

ARTICLE II: OBJECTIVES

The objectives and purpose of this not for profit organization shall be:

- To promote and foster the craft of beekeeping and to educate the public in the importance of honeybees, honey and other by-products, and pollination in our county.
- To provide a forum for the exchange of information, ideas, and views of mutual interest to beekeepers.
- To provide education on the practical aspects of beekeeping and to encourage the use of better and more productive methods.
- To conserve the future of the honeybee in Cork.
- To foster cooperation between members of the Association.

ARTICLE 3: Affiliation

The association shall be affiliated to the Federation of Irish Beekeepers' Association.

ARTICLE 4: Membership

Membership of the Association will be open to any person regardless of their age, race, gender, marital status, sexual orientation, disability, membership of traveling community, faith or political or other personal beliefs.

Membership of the Association shall be obtained by providing the relevant details with the payment of the annual subscription to the Treasurer or his/her delegate.

Should any member conduct themselves in such a manner as to bring CCBKA into disrepute or held to be in breach of any of the association rules, the committee after calling for an explanation from such Member may:

- a) Caution such member or
- b) Do either one or both of the things set out under
 - i) Suspend such member from membership of the Association for the current year. or
 - ii) Declare such member to be ineligible for applying for membership renewal of the Association.

Any member suspended or declared to be ineligible to apply for membership shall not be entitled to a refund of any monies paid to the Association.

Fully paid up members of other beekeepers' associations are welcome to join this Association as associate members. They are not entitled to vote at association meetings.

Only a member in good standing shall be eligible to participate in Association functions. All fully paid-up members shall have the power to vote on any matters discussed at General Meetings.

The AGM shall be empowered to elect a member as an Honorary Life Member only on the recommendation of the Executive Committee. Honorary Life membership shall be conferred only in recognition of outstanding service to the Association and shall entitle the Honorary Life Member to all rights and privileges of full membership including the right to be elected to office. This is the highest honour which may be bestowed on a member. The AGM shall be empowered to revoke such honorary life membership.

ARTICLE 5: Executive Committee

The Executive Committee shall

- Have general supervision of the affairs of the Association;
- Fix the date, hour, and place of the meetings and formulate the policies of the Association
- Approve all expenditures.
- Arrange lectures and study programmes of the Association
- Agree Delegates to attend FIBKA meetings and/or to represent the Association.
- Ensure the running of the Association Apiary

The officers of this association shall consist of a Chairperson, Secretary and Treasurer. The Executive Committee of the Association will consist of the Officers and up to 8 elected members including the President.

Any member in good standing shall be eligible to hold office. The officers and elected members shall be elected annually at the AGM.

In case of the vacancy in the position of Chairman, Secretary, or Treasurer, the Committee shall appoint a successor to fill the remaining term until the next AGM.

The officers shall be elected by majority vote when a quorum of members is present at the AGM meeting and shall serve in that capacity for the next twelve (12) months.

The Quorum of the Executive Committee shall be five members.

After the coming into force of the provisions of this Constitution, the Chairman, Secretary and Treasurer shall hold office for the maximum period of 3 years and shall be ineligible to hold the same office for the further period of 1 year.

The Committee shall have the power to co-opt up to three persons having special knowledge or qualifications to assist the work of the Committee. The Committee may also invite any persons to attend specific meetings to advise on particular matters under consideration. Invitations and co-opting will be agreed by Committee in advance. Co-opted Members have no voting rights.

The Committee may appoint at any time, sub-committees to deal with special subjects, each sub-committee shall include at least two members of the Committee, and it may appoint its own Chairman.

Every question at the meeting of the Committee shall be determined by the majority of votes of the members present and voting, every member having one vote. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

Special meetings of the Executive Committee may be called by the Chairman or when any three members of the Committee give six days' notice in writing of such a desired meeting. The notice calling the Special Executive Committee meeting shall state the objects of the Meeting and no other business shall be transacted thereat.

The Annual General Meeting (AGM) shall be held within 3 months of the end of the financial year. Fourteen days' notice in writing shall be given to each Member.

The financial year is from 1st November until 31st October.

The Quorum necessary for an extraordinary or Annual General Meeting shall be 25 members or 20% of membership whichever is the lesser.

Special General Meetings shall be called by the Secretary at the request of the Committee or at the written request of not less than ten members of the Association, indicating the purpose for which the meeting is called. The business will be stated on the notice calling the meeting

and no other business will be shall be transacted there at. Three weeks' notice shall be given of Special Meetings.

ARTICLE 6: DUTIES OF OFFICERS

The **Chairman** shall preside at all meetings of the Association; if unable to do so shall delegate to the Secretary. The Chairman has responsibility for the smooth management of the Executive Committee meetings and kept within a time limit and will ensure appropriate and fair consideration of all topics. In the event of a tied vote at any meeting the Chairman shall have a second or casting vote.

The **Secretary** has the responsibility to record the minutes and proceedings of the Association at each meeting and event. A minute secretary may be appointed but it is the responsibility of the Secretary to ensure minutes are accurately recorded and circulated. The Secretary will file and preserve and make available all its documents; attend to all correspondence of the Association in a timely manner; notify the members and general public of regular meetings and other activities; and attend to other duties that naturally pertain to the office.

The **Treasurer** shall receive and disburse all monies of the Association in a timely manner and shall keep a complete and accurate record showing the receipts and disbursements. Disbursements other than routine in nature must be approved by the Executive Committee. The Treasurer shall keep a record of current membership.

The position of **President** is an honorary title while also conferring the status of an ordinary member of the Executive Committee. The President is elected by members and holds office for 5 years. The President has a representative role for the Association.

Financial operations

The Association shall maintain a bank account and the authorised cheque signatories shall be the Treasurer and two other elected officers. Cheques shall be signed by any two of the three signatories.

ARTICLE 7: Membership DUES

The annual dues shall be set by the Executive Committee of the Association and submitted to the members for approval at the AGM meeting. Changes will become effective in the new financial year.

The annual dues shall be payable in advance to the Treasurer of the Association and shall be due no later than the AGM. All memberships expire on December 31st of each year.

A person who has been dropped from the roll of membership for non-payment of dues may be restored to active membership in good standing by paying the current year's dues.

ARTICLE 8: MEETINGS

Executive Committee Meeting

There shall be a minimum of 4 Executive Committee meetings of the Association each year preferably during Winter, Spring, Summer and Autumn (January, April, September and November). The Chairman may change the month of a meeting during a given year if circumstances require it. Meetings may be combined with special events, such as workshops, educational courses etc.

Members of the Executive Committee of the Association shall be notified by e-mail or by other means, as appropriate, of the time and place of each meeting at least seven (7) days prior to such meeting.

Ordinary members can apply to the Secretary to request items to be included in to the agenda.

Order of Business:-

The order of business at regular and special meetings of the Executive Committee will normally be as follows:

- Approval of Minutes of the previous meeting.
- Matters Arising
- Reports of officers
- Apiary Update
- Agenda issues
- Unfinished business
- Communications to members
- AOB
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ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of CCBKA shall be held within three months of the end of the financial year (31st October). Fourteen (14) days' notice shall be given to each Member.

The Secretary's Report will be available to members at the meeting. This is a summary report of the issues.

Order of Business:-

At this meeting the following business will be transacted:

- Opening by Chair
- Apologies for absence
- Adoption of the minutes of the previous AGM and of any Special General Meetings held since
- Presentation of the Secretary’s report
- Presentation of the Treasurer’s report
- Association’s Apiary Report
- Planned activities for following year
- Business of any proposed motion or discussion items received by the Secretary in writing at least fourteen days before the AGM.
- Election of members to the offices of Chairperson, Secretary, Treasurer, President
- Election of Executive Committee Members
- Fixing the annual subscription
- Presentation of Examination Certificates
- Any other matters arising.

Article 9: Changes to the Constitution

Changes to this Constitution shall normally be initiated by the Executive Committee to be approved by the membership. Motions to amend the Constitution may be made to the Executive Committee by any member.

This Constitution has been accepted by the officers

Chairman: _____

Date: _____

Secretary: _____

Date: _____

Treasurer: _____

Date: _____