

Constitution of the Institute of Northern Ireland Beekeepers

This amended constitution was formally adopted on the 8th day of November 2016 by the members of the association at the AGM.

SIGNED	Chairperson:	Date:
	Chairperson:	Date:
	Secretary:	Date:

1. NAME

The name of the Association is the Institute of Northern Ireland Beekeepers (hereinafter called "the Institute").

2. ADMINISTRATION

Subject to the matters set out below the Institute and its property shall be administered and managed in accordance with this constitution by the members of the Committee, constituted by clause 5 of this constitution ("the Executive1 Committee").

3. OBJECTS

3.1 The Institute is established to advance the service of apiculture and to promote and foster the education of the people of Northern Ireland and surrounding environs (hereinafter referred to as "the beneficiaries") without distinction of age, gender, disability, sexual orientation, nationality, ethnic identity, political or religious opinion, by associating the statutory authorities, community and voluntary organisations and the inhabitants in a common effort to advance education, and in particular, the education of the people of Northern Ireland and surrounding environs (hereinafter referred to as "the beneficiaries") without distinction of age, gender, disability, sexual orientation, nationality, ethnic identity, political or religious opinion, by associating the statutory authorities, community and voluntary organisations and the inhabitants in a common effort to advance education, and in particular:

- a) to raise awareness amongst the beneficiaries about bees, bee-keeping and methods of management;
- b) to foster an atmosphere of mutual support among bee-keepers and to encourage the sharing of information and provision of helpful assistance amongst each other.

3.2 POWERS

In furtherance of the above objects, but not further or otherwise, the Institute may:

- a. provide, maintain and equip or assist in the provision, maintenance and equipment of premises and facilities designed to carry out the objects of the Institute;
- b. promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof;
- c. organise or assist in organising meetings, lectures, classes exhibitions, and support other publishing reports, periodicals, recordings, books or other documents or information;
- d. obtain collect and receive money by way of annual subscriptions, grants, donations, bequests, legacies or other lawful method PROVIDED that the Institute shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law;
- e. purchase take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotion of the above objects and construct, maintain and alter any buildings or erections which the Institute may think necessary for the promotion of its objects;
- f. make any regulations for any property which may be so acquired;
- g. subject to any consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Institute with a view to the furtherance of its objects;
- h. subject to such consents as may be required by law receive money on deposit or loan and borrow or raise money in such a manner as the Institute shall think fit and to charge all or any part of the property of the Institute with repayment of money so borrowed;
- i. invest the moneys of the Institute not immediately required for the furtherance of the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
- j. recruit and train volunteers with relevant skills to carry out the objects of the Institute;
- k. employ and pay any person or persons, NOT being a member of Executive Committee to supervise, organise and carry on the work of the Institute and make all reasonable and necessary provision for the payment of remuneration to employees provided such work has not been agreed on a voluntary basis;
- l. promote and organise co-operation in the achievement of the above objects and to that end to work in association with local authorities and voluntary organisations engaged in the furtherance of the above objects in the area of benefit;

- m. establish and support, co-operate with, join or amalgamate with any charitable trusts, associations or Institutes formed for all or any of the above objects;
- n. do all such other lawful things as may be necessary for the attainment of the above objects or any of them.

4. MEMBERSHIP

4.1 Membership of the Institute of Northern Ireland Beekeepers (INIB) shall be open to all persons who support the Objects of the INIB irrespective of ethnic origin, age, disability, gender, religious belief or political opinion, nationality, marital status or sexual orientation.

4.2 A Register of Members shall be maintained each year.

4.3 Classes of Membership:

Full Membership incorporates automatic membership of the BBKA, public and product liability insurance, monthly copies of BBKA News, access to the INIB and BBKA websites and reduced admission to the INIB's annual conference.

- a. Partner Membership is available to one individual adult beekeeper resident at the same address as a Full Member. Partner Membership automatic partner membership of the BBKA, includes public and product liability insurance, access to the INIB and BBKA websites and reduced admission to the INIB's annual conference.
- b. Associate Membership includes automatic membership of the BBKA, monthly copies of BBKA News, access to both the INIB and BBKA websites and reduced admission to the INIB's annual conference. Associate Membership does not include insurance.
- c. Local Membership gives access to the INIB website and reduced admission to the INIB's annual conference. Local membership does NOT include membership of the BBKA or insurance.
- d. Honorary members. Honorary Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the INIB, either directly or indirectly. Such membership shall be free from subscriptions
- e. Affiliated Members. Apiculture Organisations with similar objects to the INIB within the area of benefit may upon written application to the INIB and with the approval of the Executive Committee, be admitted as Affiliated Members. Such approval shall not be unreasonably withheld. Affiliated Members shall be entitled to be represented at meetings of the Institute by one duly authorised representative with power to vote on behalf of the Affiliated Member. The INIB reserves the right to withhold at any time, permission for affiliated organisations to use the name of the INIB and will

not enter into any legally binding relationship with said organisations unless expressed in writing and approved by the Executive Committee.

4.4 Each Full Member, Partner Member or Associate Member of the INIB shall be entitled to:

- attend the Annual General Meeting (AGM);
- stand for nomination to the Committee;
- vote in the election of new Officers of the INIB and all proceedings thereto;
- raise proposals for discussion at the AGM;
- vote on all propositions raised at the AGM.

Members under 16 years of age in each class of membership shall have no entitlement to vote in the affairs of the INIB.

4.5 All members shall abide by the constitution of the INIB. The Executive Committee shall have power to expel any member whose conduct, in the opinion of at least three-quarters of the full Executive Committee, renders that person unfit to be a member of the Association. No Member shall be expelled without first having been given an opportunity to make representations at a General Meeting before a decision is made.

5. Membership Subscriptions

5.1 The Executive Committee of the INIB shall from time to time fix the rate of annual subscription appropriate to each category of Membership and shall operate a renewal process for each membership category.

The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding 1 year at a time.

6. EXECUTIVE COMMITTEE

6.1 The Executive Committee shall meet not less than 5 times a year and shall consist of not less than 6 people and no more than 18, elected at an Annual General Meeting. Only Institute members will be eligible to be elected to the Executive Committee.

- a) Nominations from members entitled to vote of the Institute for members of the Executive Committee will be taken at the Annual General Meeting.
- b) If there is more than one nomination for any vacancy then a secret ballot, may be held for that vacancy
- c) If the number of nominations is less than the number of vacancies, further oral nominations may with the approval of the Annual General Meeting

be invited from members present and voting at the said Annual General Meeting.

6.2 Executive Committee members shall hold office until the next Annual General Meeting following his/her appointment. A retiring Executive Committee member shall be eligible for re-election.

6.3 The Executive Committee elected at an Annual General Meeting shall have the power to co-opt further members to fill any casual vacancy arising on the Executive Committee, who shall be Institute Members, or representatives of Affiliated Members and who shall serve until the conclusion of the next following Annual General Meeting PROVIDED that the number of co-opted members shall not exceed one-third of the total membership of the Executive Committee. Co-opted members shall have the right to vote.

6.4 The Chairperson, Secretary and Treasurer, who shall be the Honorary Officers of the Institute, shall be full Individual Members or representatives of Affiliated Members of the Institute, and shall be elected annually by and from the voting members at the Annual General Meeting.

6.5 A President and at least one Vice-President who shall be proposed annually by the Executive Committee and elected at an Annual General Meeting. There shall be no limit upon the term of office of a President or Vice-President but a serving President's or Vice-President's term of office shall terminate if not ratified by a majority of the members voting at each annual general meeting of the Association.

6.6 Any member of the Executive Committee who fails to attend 5 Executive Committee meetings without reasonable excuse shall lose her/his place on the Executive Committee which may be filled by co-option in accordance with Clause 5.3 above.

6.7 The Trustees (if appointed for the purpose of holding property in their own names on behalf of the Institute) shall be notified in writing of and shall be entitled to attend all meetings of the Executive Committee but without the power to vote.

7. FUNCTIONS OF THE EXECUTIVE COMMITTEE

7.1 The Executive Committee may make such regulations as they consider appropriate for the efficient conduct of the business of the Executive Committee and the Institute.

7.2 The Executive Committee may appoint such staff NOT being members of the Executive Committee as they consider necessary on such terms and conditions as they may determine.

7.3 The Executive Committee may appoint such sub-Committees, advisory groups or working parties of their own members and other persons as they may from time to time decide necessary for the carrying out of their work, and may determine their terms of reference, duration and composition. All such sub-committee shall report back fully and promptly.

7.4 The proceedings of the Executive Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualification of any member.

8 CHAIRING MEETINGS

All meetings of the Institute or of the Executive Committee shall be presided over by its Chairperson, failing whom its Vice-Chairperson,

Any subcommittees shall be presided over by its Chairperson failing whom its Vice-Chairperson, if one has been appointed. If neither the Chairperson or Vice-Chairperson are present, the subcommittee may elect one of their number to take the Chair.

The Chairperson of any meeting shall have a second or casting vote.

9 FINANCE

9.1 All moneys raised by or on behalf of the Institute shall be applied to further the objects of the

Institute and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the Institute engaged upon the business approved and sanctioned by the Committee of the Institute.

9.2 The Honorary Treasurer shall keep proper accounts of the finances of the Institute.

9.3 The financial year of the Institute shall run from 1 January to 31 December.

9.4 The accounts shall be audited by an auditor or auditors appointed by the Annual General Meeting OR examined by any independent person who shall be appointed at the Annual General Meeting.

9.5 An annual statement of accounts for the last financial year shall be submitted by the Executive Committee to the Annual General Meeting.

9.6 An account shall be opened in the name of the Institute with a bank, building society or other financial institution as the Executive Committee shall from time to time decide. The Executive Committee shall authorise in writing the Honorary Treasurer and 3 members of the Executive Committee to sign cheques on behalf of the Institute. All cheques must be signed by not less than 2 of the 4 authorised signatories.

10 . TRUST PROPERTY

The Institute may appoint and may terminate the appointment of not less or not more than 3 people to act as Trustees for the purpose of holding any moneys or property belonging to the Institute. The title to all or any such real and/or personal property which may be required by or for the purposes of the Institute shall be vested in the Trustees who shall hold such property in trust

for the Institute. The Trustees shall act under the instructions of the Executive Committee who shall, subject to the approval and consent of the Institute as determined by a General Meeting, have power to fill vacancies among the Trustees.

11. ANNUAL GENERAL MEETING

10.1 An Annual General Meeting of the Institute shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting) as the Executive Committee shall determine.

10.2 Annual General Meeting

The agenda for the meeting shall be:

1. Apologies for absence.
2. Minutes of the previous AGM.
3. Chairman's report.
4. Treasurer's report.
5. Secretary's report
 - a. Membership Secretary's Report.
6. Election of the President and Vice President.
7. Election of the Chairman and Vice Chairman.
8. Election of the Honorary Treasurer.
9. Election of the Honorary Secretary
10. Election of Members to serve on the Executive Committee.
11. Election of Auditor(s).
12. Election of INIB Delegate to attend the BBKA's Annual Delegate Meeting. The name and address of the INIB Delegate to be sent to the General Secretary of the BBKA not less than 8 weeks before the ADM.
13. Consideration of ADM propositions and voting instructions for Delegate.
14. The transaction of such other business as may from time to time be necessary. Items to be raised by Members under other business must be notified to the Secretary in writing not less than one calendar month before the AGM.

Items 1 to 5 above shall be chaired by the out-going Chairman, items 6 to 12 by an acting Chairman who is not standing for election to office.

11. SPECIAL GENERAL MEETINGS

The Executive Committee may at any time at its discretion and shall upon a requisition signed by not less than 5 members having the power to vote and giving reasons for the request, call a Special General Meeting of the Institute for the purpose of altering the constitution in accordance with Clause 13 hereof or of considering any matter which may be referred to them by the Executive Committee or for any other purpose.

12. RULES OF PROCEDURE AT ALL MEETINGS

Voting

12.1 Subject to the provisions of Clause 13 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. In case of an equality of votes the Chairperson shall have a second or casting vote.

Minutes

12.2 Minute books or minute folders shall be kept by the Secretary of the Executive Committee and all other subcommittees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

Quorum

12.3 The quorum at General Meetings of the Institute shall be 7 and at meetings of the Executive Committee shall be 6 or such other number as the Executive Committee may from time to time determine.

Standing Orders

12.4 The Executive Committee shall have power to adopt and issue Standing Orders and/or Rules for the Institute. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by the Institute in General Meeting and shall not be inconsistent with this constitution.

13. ALTERATIONS TO THE CONSTITUTION

13.1 Any alterations to this Constitution shall receive the assent of not less than two-thirds of the members of the Institute present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than twenty one clear days before the meeting at which the alteration is to be brought forward.

13.2 At least fourteen clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of the Institute PROVIDED FURTHER THAT no alteration shall be made which would cause the alteration shall be made which would cause the Institute to cease to be a charity at law.

14. DISSOLUTION

14.1 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 Institute they shall call a meeting of all members of the Institute 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.

14.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Executive Committee shall have power to dispose of any assets held by or in the name of the Institute

14.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable Association or associations having objects similar to the objects of the Institute as the Executive Committee may decide.

15. INDEMNITY AND INSURANCE

15.1 The Institute must insure to their full value against any foreseeable risk all the property of the Institute (except those buildings that are required to be insured by owner or tenant). The Institute must also insure suitably in respect of public liability and employer's liability and take out other insurance policies to protect the Institute when required.

15.2 The Institute may purchase indemnity insurance for the Executive Committee members against any liability that by virtue of any rule of law would otherwise attach to a Executive Committee Member or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Institute but excluding:

- i) fines;
- ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Executive Committee Members or other officer;
- iii) liabilities to the Institute that result from conduct that the Executive Committee Members or other officer knew or must be assumed to have known was not in the best interests of the Institute or about which the person concerned did not care whether it was in the best interests of the Institute or not.

Ends.

08.11.16