

3. (a) Voting at the Council Meeting, the AGM and any EGM shall be by: -
  - (i) Full, Life and Family Members on production of current Moir Library Cards
  - (ii) Local Associations by Moir Library Cards provided to their Secretary
- (b) On a vote by show of hands each voter shall have one vote, but if a card vote is called each voter shall have one vote for each card held.
- (c) In any division the Chairperson shall have a deliberative vote (or votes) and a casting vote.
- (d) A quorum shall be twenty.
- (d) Where a postal vote is required, a ballot paper shall be enclosed or printed in The Scottish Beekeeper. In addition a ballot paper shall be sent to each Family Member and to the Secretary of each Local Association there shall be sent one or more ballot papers (as justified by the number of its Affiliate Members). A postal voter shall have the same number of votes as under the rules of a card vote.
- (e) Where a postal vote is required, a ballot paper shall be enclosed or printed in the Scottish Beekeeper. In addition a ballot paper shall be sent to each family member and to the Secretary of each Local Association there shall be sent one or more ballot papers (as justified by the number of its Affiliate Members). A postal voter shall have the same number of votes as under the rules of a card vote.
- (f) Completed ballot papers shall be valid only if :
  - (i) the General Secretary or other designated officer receives them by the specified date;
  - (ii) those voting have paid the current year's subscription.
4. No Standing Committee shall exceed five in number, exclusive of ex-officio members, but such a Committee may co-opt temporarily any person.
5. Before each Executive Committee Meeting any Convener unable to attend shall provide the Secretary with a written report of the work of their particular committee since the previous Meeting.
6. Standing Committees (including ex-officio members) shall be summoned by the respective Conveners at such times and places as may be decided.
7. Reasonable travelling and subsistence expenses (including hotel expenses if necessary) of members of the Executive Committee to all meetings shall be, when claimed, a charge on the funds.

#### **STANDING ORDERS**

1. No speaker shall speak for more than five minutes, except with permission from the Chairperson and/or a majority of the voting members present.
2. No motion or amendment shall be spoken to except by the mover until it has been seconded and no other discussion shall take place on a motion unless or until any amendment is moved and seconded.
3. If there is more than one amendment to the original motion it shall be at the discretion of the Chairperson to put the amendments against one another and the final successful amendment against the motion. Order of voting shall be at the discretion of the Chairperson.
4. It shall be competent at the conclusion of any speech in support of a motion or amendment, other than that of the mover or seconder of the motion or amendment, to move that the question be now put. Such a motion, if seconded, shall be put forthwith to the meeting and, if carried, the voting shall be taken after the mover of the motion shall have closed the debate.
5. It shall be competent at the conclusion of any speech to move without comment that the meeting proceed to the next business. If seconded this motion shall be put forthwith. If carried, the question under discussion shall be considered as dropped.
6. Except the proposer of the motion, who may reply to the debate, no speaker shall speak more than once on any question except to answer questions or to explain, with the consent of the Chairperson, any point that has arisen. After the proposer of a motion shall have replied no other speaker shall be heard.
7. Standing orders can be suspended only by two-thirds of those present voting in favour.

6th November 1999

## CONSTITUTION, RULES AND STANDING ORDERS OF THE SCOTTISH BEEKEEPERS' ASSOCIATION (AS AGREED IN 1970 AND AMENDED 1972/78/90 AND 99)

### **CONSTITUTION**

1. **NAME**  
  
The Association shall be entitled "The Scottish Beekeepers' Association" (SBA).
2. **OBJECTIVES**  
The objectives of the Association shall be:-
  - (a) to promote beekeeping and encourage all interested in the art and science of beekeeping, stressing the benefits that beekeeping confers on agriculture and horticulture
  - (b) to provide helpful educational facilities through:-
    - (i) the publication of a monthly magazine
    - (ii) the maintenance of the Moir Library
    - (iii) the publication of informative leaflets
    - (iv) the promotion of community lectures
  - (c) to conduct examinations in the science of apiculture and the art of beekeeping and in furtherance thereof but not otherwise
  - (d) to provide Public Liability and Products Liability Insurance cover
  - (e) to operate a Compensation Scheme
  - (f) to provide advice on the detection and treatment of bee diseases.
3. **MEMBERSHIP**  
The Association shall consist of:-
  - Full Members
  - Family Members
  - Life Members
  - Affiliate Members
  - Local Associations.

#### Full Members

Anyone may become a Full Member of the SBA on payment of the appropriate annual fee and shall be entitled to receive free copies of the Association's current publications, except any that may be exempted by the Executive Committee. Anyone who has not paid his/her fees by the 31st March will forfeit the benefits of membership. After 30th. June new members may be enrolled for the remainder of the year on payment of a pro rata fee.

#### Family Members

Family Membership shall be available to anyone who permanently resides in the household of a Full or Life Member of the Association, on payment of an individual fee to be fixed annually. Family Members will be entitled to all the rights of Full Membership except the right to receive free copies of the Association's current publications.

#### Affiliate Members

An Affiliate is a member of a Local Association who has paid the SBA Affiliation Fee and is not a Full, Family or Life Member of the SBA. The Affiliate must have joined the Association prior to 31st December 1999. The Affiliate Membership Fee becomes due on 1st January each year and shall be paid direct to the SBA Membership Convener before 31st, March annually. Anyone failing to pay the Membership Fee by the 31st March will only be re-enrolled as a Full Member.

An Affiliate Member does not have direct access to the Moir Library but may gain access through their Local Association's Secretary.

#### Life Members

The Association as a mark of esteem may grant Life Membership. A Life Member will be entitled to free membership with whole rights of a Full Member.

#### Local Associations

- (a) Any association of beekeepers in Scotland may become a Local Association of the SBA, on fulfilment of the following conditions:-
- (i) acceptance of the Constitution and Rules of the SBA;
  - (ii) submission of its Constitution and Rules to the SBA for approval.
- (b) A Local Association may consist of Full, Family, Life and Affiliate Members of the SBA and Non-members of the SBA and may levy its own fees. Non-members of the SBA shall not be admitted into the Insurance and Compensation Schemes of the SBA, nor have individual access to the Moir Library.
- (c) In the event of a Local Association ceasing to function the SBA may, at the request of the Local Association, hold any funds and records on agreed terms.
- (d) Local Associations are divided into Areas on a geographical basis, at present North, East and West. An Area Representative shall be elected from within each Area. The Executive Committee shall supervise the election.

#### 4. STRUCTURE

##### President's Committee

There shall be a President's Committee consisting of the President, Vice President, Immediate Past President, General Secretary, Treasurer and Editor.

The President's Committee shall be empowered to act forthwith on matters of extreme urgency.

##### Executive Committee

The Executive Committee shall consist of:-

- (a) the President's Committee, plus their deputies or Assistants, if appointed
- (b) the Conveners of Standing Committees.
- (c) the Representative from each Area.

##### Procedures

- (a) the President shall not serve for more than three consecutive years
- (b) an Area Representative shall not serve for more than three consecutive years
- (c) five members of the Executive shall form a quorum and the members of the President's Committee shall be ex-officio members of all Standing Committees.
- (c) the Executive shall meet as required and before each Council, AGM or EGM
- (e) the Executive shall implement all the decisions of the Council and transact all necessary business in the affairs of the Association
- (f) the Executive shall appoint Conveners and Officers as they consider necessary from time to time, subject to their being confirmed at the next AGM.

##### Council Meeting

There shall be a Council consisting of:-

- (a) all Full, Family and Life Members of the SBA
- (b) (i) the President or Secretary (or a deputy) of each Local Association
- (ii) one additional representative for each fifty or part of fifty Affiliate Members of the SBA in the Local Association
- (c) the Executive Committee.

The Council shall meet in November and items for discussion must be in the hands of the Secretary by the end of September. The Council shall make decisions on general policy of the SBA.

##### Annual General Meeting (AGM).

The Annual General Meeting of the SBA shall be in March. At this meeting the following business shall be transacted:-

- (a) the adoption of the Minutes of the previous AGM and any business arising therefrom
- (b) presentation of Reports from the Secretary, Treasurer and Editor
- (c) doption of Accounts and fixing of all fees for the ensuing year

- (d) reports from Conveners, Officers and Area Representatives
- (e) election of all Honorary Office Bearers and Office Bearers
- (f) intimation of all Standing Committee Members appointed by the Executive.
- (g) business of which notice of motion has been received by the calling of the meeting
- (h) any other competent business.

At the AGM all members of the Council shall be entitled to vote.

##### Extraordinary General Meetings ( EGM )

Extraordinary General Meetings may be called on the instruction of the President or on written requisition of twenty members or of seven Local Associations. The notice calling an EGM must specify the business and no other business can be transacted at such a meeting.

Should a quorum of twenty not be obtained the cost of the meeting shall be borne by the members or Local Associations requesting such a meeting.

#### 5. FINANCE

The financial year shall end on the 31st December and audited accounts be presented at the AGM. The Auditor shall be appointed annually at the AGM. Membership Fees become due on the 1st January annually and must be paid by the 31st March to maintain membership.

Accounts, in name of "The Scottish Beekeepers' Association", shall be maintained with banks and operated on as mandated by the Executive. Approval for permanent overdraft facilities must be obtained at a Council Meeting, AGM or EGM.

The Treasurer shall have overall responsibility for the financial affairs of the Association. No member of the Executive Committee shall bear any financial responsibility provided he/she has acted in good faith and in accordance with the Constitution. Surplus funds may be invested in the name of "The Scottish Beekeepers' Association", under advice of a licensed Financial Advisor and with the approval of the Executive Committee.

#### 6. POSTAL VOTE

The Constitution may be altered only by a Postal Vote and then only if two thirds of those voting vote in favour. Any proposed change to the Constitution must first be considered by an EGM or Council Meeting. The changes must be quoted in full in the notice summoning the Meeting. They must be signed by not less than ten members and be received by the General Secretary by the 31st August. No alteration shall be made to the Association's Constitution, which would have the effect of causing it to cease to be recognised as a Scottish charity.

#### 7. DISSOLUTION

If the Executive Committee, by a majority, decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call an EGM of which the relevant period of notice has been given stating the term of the resolution to be proposed thereat. If such a decision is confirmed by a majority of those members entitled to vote, the Association shall be dissolved.

Any assets remaining after the settlement of such debts and liabilities shall be given or transferred to such other charitable organisation or organisations having objects similar to the objects of the Association as the Executive Committee may determine.

#### RULES

1. SBA Conventions shall be held at various centres throughout Scotland. The AGM and Council Meeting shall be held at Perth or at such other place, as the Executive shall decide.

2. The Association shall meet at such times as shall be decided by the Executive Committee. Notices of meetings shall be published in "The Scottish Beekeeper" for the month preceding that of the meeting and shall be considered good and sufficient notice.