

Scottish Beekeepers' Association

A Manual for Local Association Secretaries

2009 edition

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Dedication

This Manual is dedicated to the late Fraser Sim,
Membership Convener of the Scottish Beekeepers' Association
from 1985 to 2003
who brought the original concept to fruition.

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1

Introduction

This Manual was originally compiled by the late Fraser Sim who recognised the need for the Scottish Beekeepers' Association to guide the Secretaries of Local Beekeepers' Associations affiliated to the Scottish Beekeepers' Association to carry out their duties and to make them aware of the resources that the SBA could provide for them. He realised that the position of Local Secretary often changes hands and as a result the finer points can easily be forgotten or mislaid.

In this Manual we hope to have included all the rules, regulations and requirements of a Local Secretary and to have provided all the information you require to answer questions from your own members, and to let your Association access the many resources which the SBA can provide for you.

If however there is a point which you think has been omitted and should be covered in the Manual, or covered more fully, please do not hesitate to contact the Compiler.

Note that the layout of this edition of the Manual has been deliberately arranged so that all the early parts are likely to be more or less permanent, or at least to require updating very infrequently.

The later parts on the other hand, which contain details of current office-holders and others you may need to contact, as well as details of current working practices, are likely to need fairly frequent updating, so be prepared to make updates when they are needed. These updates will be regularly made by the Executive Committee to the master copy which is held electronically on the SBA's web-site. As it is expected that no changes will be made to early parts, the page numbers referring to them in the Table of Contents (which will be regularly updated) will, it is hoped, remain correct even if you need to get updates for the later sections while keeping the old versions of the early sections.

The easiest way to obtain copies of the updates (and the cheapest from the SBA's point of view) is for you to download the electronic version of the latest updated pages from our web-site, if you have computer access to the Internet, and a printer. On the other hand, those who require paper updates should request them from the Compiler who will be pleased to supply them and will inform you when they become available. It is the present Compiler's intention to make updates ready in time for the November Council meeting of the SBA, to which Local Association Secretaries are annually invited. If you come to that meeting you should be able to get your updates immediately, and without any postal cost to the SBA.

The final sections are not really part of the Manual at all. They are what is probably best referred to as Supplies and Reference Materials.

The SBA wants to ensure that all Local Associations have a sufficient supply always on hand of the recruiting leaflet "Bee a Beekeeper", of application forms for joining the SBA, and of entry forms for the SBA's Examinations. Updates of these will seldom be needed, but they are of course consumable materials which you can be expected to use up, so that you will have to renew your supplies regularly.

As far as possible a master copy of each of these will also be maintained on the web-site with the rest of the Manual, so that you can print off further copies for yourself if you have computer access to the web-site. However the appropriate person will be happy to supply copies of all these materials

free of charge on being notified, and those which are not available electronically will always be available by post. The only one not available electronically at present is the “Bee a Beekeeper” leaflet.

Reference materials are of a slightly more permanent nature but are to be considered as separate from the Manual, though you might be well advised to store them in pockets at the end of the same folder. They will almost certainly need to be updated from time to time, and when this happens you will be told, and your supply will be renewed.

There are four main items in the category:–

- The **Insurance and Compensation Scheme leaflet** is supplied free of charge, as we are obliged to make the terms of the Insurance cover we provide available to all our members.
- The **Code of Practice on processing and packaging honey for small-scale beekeepers** costs £2 for a new copy. It is currently out of print, and the production of a new edition is awaiting clarification of the legislation.
- A complete set of the **syllabuses for all the Certificates for which the SBA runs Examinations** costs £3. Two copies of any syllabus are made available free of charge to Local Association Secretaries whenever that syllabus changes, with the hope that one copy will be kept intact and the other dismantled to make it freely available for photocopying (which the SBA would encourage), so that photocopies can be distributed to potential candidates for the examinations.
- The one resource missing at present from this set of reference materials is a **single complete catalogue of the holdings of the Moir Library**. We are still working from the printed catalogue of 1950, from two printed supplements covering acquisitions from 1950 to 1962 and from 1963 to 1984, and from two computer-generated lists of material acquired from 1985 to 1999 and from 1999 to 2005.

For details of how to get fresh copies of these items, see the table at the end of the Manual.

Please take good care of this Manual, and make sure that your successor gets it when you hand on the job of Secretary to someone else.

2

Guide to the Duties of a Local Secretary

As a Local Secretary you hold a key position in your Local Association. Handled properly, it can give you the satisfaction of knowing that the successful meetings are to a great extent due to your organisation. It is not simply a case of writing up the minutes and any letters required. It is in the hope of helping you to get that satisfaction that this Manual has been written. It is based on considerable past experience, but the SBA Executive is always seeking ways to improve what it offers, so if you have helpful suggestions of how this section can be improved, please pass them on to the compiler of this Manual.

Below is the list of the principal duties which most Local Association Secretaries need to carry out.

1. Organise the smooth running of the Association generally. A good Secretary can often have much of the burden lifted by delegating some of the arrangements to capable people, but it is sensible to maintain overall control.
2. Maintain a list of all members and their type of membership, i.e., Local Non-affiliated, Affiliate or Full SBA Member. Ensure however that your use of membership records is in compliance with the Data Protection Act. This means you must inform your members of what records you keep, and you must not disclose details you hold of your members without their written consent. For more detail about this, see the presentation made in 2007 to LA Secretaries by Alasdair Joyce and available on the SBA web-site at
<http://www.scottishbeekeepers.org.uk/> .
3. Organise a programme for the months ahead and arrange speakers and venues. This is normally done at a committee meeting but suggestions should also be invited from the members. The interest of the members must be maintained at all costs, by establishing a regular pattern of meetings. Some associations divide the year into two parts, summer/winter. This allows greater flexibility in the type of meeting held. Summer can have on site meetings at the Association's apiaries, visits to members' apiaries, visits to professional beekeepers or suppliers of equipment in the district. However if theft or vandalism is present in the district many beekeepers are unwilling to reveal their sites so discretion is needed. Winter is the time for indoor activities, speakers, demonstrations by the more expert members, quizzes, and inter-association meetings.
4. Send the finalised programme to the Editor of The Scottish Beekeeper, for inclusion in "The Scottish Beekeeper" at appropriate intervals (probably when you circulate the information to your members — then you won't forget!). In this way a useful melting pot of ideas accumulates if every association submits its calendar of events. Please try to carry out this important task.

5. Ensure that all equipment needed at meetings will be available and that someone will be present to take charge. This is especially important at outdoor meetings where bees are being handled, and where inexperienced people may be present. Any refreshments customarily provided should also be arranged, and any costs collected and accounted for. Arrangements with speakers should be confirmed well beforehand. Also any accommodation for the speaker, if required. Ensure that speakers have their expenses promptly paid, preferably before they leave the meeting.
6. Keep a record of the affairs of each business meeting in the form of minutes. This avoids any disagreement later, on the course of action decided upon at that meeting. At the start of the next business meeting the Minutes of the last meeting must be approved, either after they have been read at that meeting, or alternatively after they have been circulated to the members before the meeting.
7. Arrange the time and place for the AGM and circulate all members as to the arrangements. An agenda should be prepared and sent out with this notice. One of the items could be an invitation to make suggestions on "Future Meetings or Speakers". An example is attached, but must of course be altered to suit your own Association's requirements. At the AGM it is also the universal practice to present the accounts for the past year, so it is important that the Treasurer is warned of this well in advance, and is able to have his/her final accounts and associated report prepared.
8. Ensure that your Association is in full compliance with the law with regard to more stringent legislation which has come into force in the 1990s for the protection of children and vulnerable adults. These new requirements bear upon all voluntary organisations, and Local Beekeeping Associations are not exempt. If any of your Association meetings are attended by young persons under the age of eighteen or by vulnerable adults, and there are any occasions on which any such person is not accompanied by an adult with the duty of a parent or carer for that young person or vulnerable adult, then in the eyes of the law, that duty of care devolves on those running the meeting, who are deemed to be "in Child Care position". That duty involves submitting themselves to full checking for any criminal record through Disclosure Scotland, and undergoing an approved training programme. A useful summary of what is involved is available on the SBA's web-site

<http://www.scottishbeekeepers.org.uk/>

Free Disclosure Scotland reports can be obtained by voluntary organisations which register with

The Central Registered Body in Scotland (CRBS), Unit 55, Stirling Enterprise Park, Stirling FK7 7RD (Tel:- 01786-849777, Fax:- 01786-849767, email:- info@crbs.org.uk), and they can also supply much more detailed information. Voluntary Organisations also have their own central body

Workwithus.org, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB, (Tel:- 0131-556-3882, Fax:- 0131-556-0279, email:- admin@workwithus.org).

The SBA has as yet little experience in this area, and any feedback from Local Association Secretaries about how they are managing this issue would be most welcome. Please pass information on this to the General Secretary of the SBA either directly or through the Forum on the SBA's web page.

9. Set up a Spray Liaison Scheme between the Association and all spray contractors in the district to try to forestall the risks involved in spraying. Your own Association Spray Liaison Officer will get good help by keeping in touch with the SBA's Markets Convener who monitors the situation with regard to spraying throughout Scotland.

10. Ensure the Association appoints a Honey Show Committee at an AGM or committee meeting, which would be in charge of organising a local honey show for your members. Usually each Local Association has contacts with a Local Horticultural Show or other body which will house a honey show, but otherwise the task may fall entirely on your Association. This can become an onerous task and is better left to a sub-committee who can refer to the main one if required.
11. Appoint someone to organise a bulk purchase of beekeeping equipment for members. Be on your guard to ensure that all money is collected on receipt of the equipment; i.e. cash and carry. Many Associations make this popular by running it on a non-profit basis but that is up to the individual Association.
12. Maintain contact with your SBA Area Representative so that news of events or requirements can easily be passed on. This may be helpful if a disease or such like affects the area. The Area Representative will then pass this information to all other Associations in the Area, and if need be to the whole of the SBA. Encourage your SBA Area Representative to come to some of your meetings by providing a copy of your programme to the representative personally.
13. Encourage all members to become full SBA members to achieve maximum benefit from our organisation.
14. Encourage members to sit the SBA examinations and assist them, by arranging courses or publicising courses available elsewhere. Each Secretary should have two full sets of Syllabus Booklets on hand for reference, and the Education Convener of the SBA will always give advice when asked. Please refer to the Education Section, where the procedure is fully explained. It may be worth while to appoint an Examinations co-ordinator to handle the processing of entries to the Examinations. When members pass the SBA's examinations, it is always worth-while to make an occasion of the presentation of the Examination Certificates where others can see that the examinations are perfectly attainable by ordinary beekeepers. An AGM may well be a suitable occasion.
15. The three printed sections of the catalogue of the Moir Library have been issued to Local Association Secretaries and should be made available to the members on demand, (see page 7). All three of the printed sections of the catalogue are still available from the Library Convener at £5 each if your association's holdings are incomplete, and the two on-line sections are downloadable from the SBA's web-page. The section of this Manual on the Moir Library details the requirements for borrowing books. Many Local Members are unaware that it exists. Be sure to publicise it.
16. Ensure that information from the SBA and/or the Scottish Government Rural Directorate (SGRD) is passed on to all members as soon as possible after receipt. This is particularly important about information on diseases and changes in legal requirements. Keep a file for all such information, and be sure to include anything new that has come in with your next circular to your members. Of course really urgent matters may require an immediate circular to be sent out.
17. When possible attend the AGM (March) and Council Meeting (November) of the SBA. This is your Association's opportunity to raise any subject in a Scotland-wide forum, and to keep abreast of all developments. Failing that, instruct your Area Representative of any point which your Association wishes to raise.
18. Keep lines of communication with other Local Associations open. The Associations, in each of the four areas, are listed in the Area Representatives' Section of this manual which is regularly updated. The names and addresses of all Local Secretaries are published annually in the May issue of "The Scottish Beekeeper", and are also given in the "Current Information" section towards the end of this Manual.

Example of an Agenda for a Local Association AGM held in December

1. Apologies for absence.
2. Minutes of the last Annual General Meeting (enclosed).
3. Matters arising from the Minutes, not otherwise on the Agenda.
4. Secretary's Report (enclosed).
5. Accounts and Treasurer's Report (enclosed).
6. Subscriptions for the year after the one about to start.
7. Activities planned for the year now starting.
 - (a) Indoor meetings.
 - Feb 17 — "A nibble and a yarn" with placing of bulk order.
 - Mar 16 — Lecture.
 - Apr 20 — Lecture.
 - (b) Association dinner.
 - (c) Possible summer outing.
 - (d) The Honey Show.
 - (e) Beginners' class.
 - (f) Organising forthcoming presentations for SBA Examinations.
 - (g) Summer programme
 - May —
 - June —
 - Jul —
 - Aug — Heather picnic.
 - (h) Arrangements for taking bees to the heather.
 - (i) Suggestions for other activities.
8. Election of Office Bearers for coming year.
9. Election of Committee members for coming year.
10. Bank signatories for coming year.
11. Presentation of Certificates to successful candidates in SBA Examinations.
12. Association Apiary report (enclosed).
13. Purchase of equipment for members by bulk order (to be organised in February).
14. Any other competent business.
15. Date and place of next Annual General Meeting.