

## **Part 2**

### **Rule/Standing Order 1**

#### **Terms of Reference/Constitution for Branch Executive Committees of WBKA**

***These standing orders/rules set out the provisions and powers of Branches, and can only be amended at a General Meeting of the Charity***

#### **1. Name**

The name shall be “.....Branch of Warwickshire Beekeepers’ Association” (The Charity)

#### **2. Objects**

The charitable objects of the Branch shall be:

**to advance the education of the public in the importance of bees in the environment and to promote and further the craft of beekeeping.**

#### **3. Charity Trustees**

As soon as possible after the Branch Annual General Meeting (AGM) the Branch Executive Committee shall nominate at least one, and up to two eligible members one of whom must be a member of the Branch Executive Committee so that they can be elected as Trustees of the Charity at its AGM. The Branch Secretary shall, at least three weeks before the Charity’s AGM, notify the Charity’s Hon. Secretary to that effect for ratification by the Charity Trustees.

A key role of Branch nominated Trustees is to ensure that the Branch achieves its charitable objects and complies with the Charity’s Constitution and rules

#### **4. Meetings and Voting**

##### **4.1. Branch Officers and Committee**

- a) The business of the Branch shall be conducted by a Branch Executive Committee consisting normally of Chair, Deputy Chair, Secretary and Treasurer together with other committee members elected at the AGM of the Branch.
- b) The Chair shall not hold office for more than two years in succession but is eligible for re- election after a break.
- c) Four members shall form a quorum at a Branch Executive Committee Meeting. In the event of an office falling vacant during the year, the Branch Committee shall have power to fill the vacancy. The member so appointed shall hold office until the next Branch AGM and shall then be eligible for election to the office. The Branch committee may co-opt additional Branch Committee members during the year

##### **4.2. Branch Annual General Meeting**

An AGM of the Branch shall be held in February. The business of the meeting shall include:

- a) The receipt and consideration of reports including reference to the achievement of its charitable objects and of Branch accounts for the previous year.
- b) The Election of Officers and Committee Members.
- c) The Appointment of an Independent Examiner.
- d) The determination of the Branch capitation fee payable by all grades of Member other than Branch honorary life Members for the next financial year.
- e) Consideration of any proposal or other matter of which due notice has been given as set out below.

Any eligible Member of the Branch wishing to make any proposals or raise any other matter for discussion at a Branch AGM shall give written notice to the Branch Secretary not later than 14 days preceding the meeting. In the case of a proposal, the notices shall be counter-signed by the eligible Member seconding the proposal. This sub-rule shall not preclude the amendment of any proposal during the discussion in the course of the AGM

At least 28 days' notice of a Branch General Meeting shall be given to all Members of the Branch. Any proposals must be received by the Branch Secretary at least 14 days prior to the meeting, and the agenda and any proposals to be sent out to eligible members at least 7 days before the AGM. 25 eligible Members or 20% of the membership, whichever is the smaller shall form a quorum at a Branch Annual General Meeting.

Decisions on proposals at Branch Annual General Meetings will be by simple majority of those eligible to vote. Should it be required the Chair will have a casting vote.

Members, except Juniors and Associates, who have paid their subscriptions for the year in which the meeting is held are eligible to vote.

### **4.3. Special Branch General Meeting**

The Branch Secretary shall call a Special Branch General Meeting (SGM) if instructed to do so by the Branch Executive Committee or if requested to do so by any Branch member provided that the request is signed by five Branch members or by three members of the Branch Executive Committee and states the purpose for which the meeting is requested.

The meeting shall take place within 28 days of a valid instruction or request being received by the Branch Secretary

In the event that the Branch Secretary is unable to call the meeting, the Branch Chair may act instead.

The period of notice, quorum, voting arrangements and the requirement that the agenda be stated in advance is as for Annual General Meetings.

## **5. Membership**

Categories of member, age limitations and ending someone's membership are as stated in the Charity's Constitution, except that Branches may accept Associate Members who may already be full, partner or junior members of other branches or who may wish to be members for social purposes.

## **6. Financial**

Funds held by the Branch shall be administered at the discretion of the Branch Committee within the Constitution of the Charity and its rules.

Branch Treasurers will provide the Charity's Honorary Treasurer with a copy of the independently examined Branch accounts to a programme determined by the Charity's Hon. Treasurer. The accounts shall be submitted using a standard template, supplied by the Charity's Hon Treasurer. These will be accompanied by the Branch Reserves Policy, the original examiners report and the original bank statements showing the year end balances, in addition, following the presentation of the Branch accounts to members at the Branch

AGM, the Branch Treasurer shall provide the Charity's Honorary Treasurer with a printed set of Branch Accounts signed by at least two Branch Executive Committee Members to confirm their approval.

## **7. Branch Honorary Members**

Branch Honorary Life Membership may be bestowed in recognition of services to the Branch. Nominations may be made to the Branch Executive Committee and confirmed at a Branch General Meeting. The BBKA Capitation Fee and the Charity Capitation Fee, in respect of Branch Honorary Life Members shall be met from Branch funds.

## **8. Legal Status**

A proposal to dissolve the Branch or to change its legal status must be confirmed at a properly constituted Branch AGM or SGM by two thirds of the votes of the members of the Branch who are eligible to vote. The proposal to dissolve or change its legal status must then be put to the Charity's Trustees for approval. Upon dissolution of the Branch or a change in its legal status its assets will revert to the charity

The Charity may dissolve a Branch for persistent failure to observe the objectives of the Charity or contravention of Charity's constitution or the rules.

Under no circumstances will individuals receive a cash payment from any dissolution or change in legal status