

# Rules of the Dunedin Beekeepers Club (draft revision Aug 2016)

## 1. Name

The name of the Club shall be the "Dunedin Beekeepers Club"

## 2. Interpretation

"Executive" means the Committee of Management of the Club.

"Financial Year" means from the 1st July to the 30th June both days inclusive.

"Club" means the Dunedin Beekeepers Club.

"Writing" includes e-mails.

## 3. Registered Office

There shall be a registered office of the Club, which shall be at the Secretary's Office, or such other place as the Club may from time to time appoint.

## 4. Purposes of the Club

The purposes of the Club shall be to:

- a. Improve the technique of apiculture amongst members
- b. Promote interest in Bees and Beekeeping among the general public
- c. Assist in the control of bee diseases
- d. Further and protect the interest of the Club

Pecuniary gain is not a purpose of the Club

## 5. Management of the Club

The Club shall have a Committee of Management, hereinafter referred to as the "Executive", which shall consist of the

- a. President
- b. Vice President or Immediate Past President
- c. Secretary
- d. Treasurer
- e. Up to three additional committee members

In addition the Manager of the club hives will be an Ex-officio member of the Executive with full voting rights.

After retiring from the position of President the retiree will become the Immediate Past President for a period of one year.

Only Members of the Club may be Executive members

## **6. Appointment of the Executive**

At the Annual General Meeting (AGM) the members may decide by majority vote:-

- a. Who shall be the President, Vice President, Secretary and Treasurer
- b. How many and who will make up the additional Executive members
- c. Whether any Executive member may hold more than one position as an officer

## **7. Nominations for Executive members**

Nominations for the Executive can be submitted to the Secretary prior to the AGM or at the AGM.

All retiring members of the Executive shall be eligible for re-election with no restriction on the number of terms served.

If the position of any Officer becomes vacant between AGMs the Executive may appoint another Executive member to fill the vacancy until the next AGM.

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## **8. Cessation of Executive members**

Persons cease to be Executive members when;-

- a. They resign by giving written notice to the Executive
- b. They are removed by majority vote of the Club at a Club meeting
- c. Their term expires

## **9. Role of the Executive**

Subject to the Rules of the Club the role of the Executive is to:

- a. Administer, manage and control the Club
- b. Carry out the purposes of the Club and use money or other assets to do that
- c. Manage the Club's financial affairs, including approving the annual financial statements.
- d. Delegate responsibility and co-opt members when necessary
- e. Ensure that all members follow the rules
- f. Decide the times and dates for meetings and set the agenda for meetings
- g. Decide how a person becomes a Member and how a person stops being a Member
- h. Decide on the procedures for dealing with complaints
- i. Set membership fees
- j. Make regulations

The Executive has all the powers of the Club unless the Club's power is limited by these rules or by a majority decision of the Club

## **10. Roles of Officers**

The President shall:

- a. Oversee the operation of the Club
- b. Ensure the Rules are followed
- c. Conduct and chair all meetings
- d. Sign minutes

The Secretary shall:

- a. Attend all meetings
- b. Take minutes of meetings
- c. Conduct all correspondence
- d. Issue notice of meetings
- e. Maintain the Club's records and documents

The Treasurer shall:

- a. Receive and collect all subscriptions
- b. Keep the Register of Members
- c. Keep a proper set of accounts
- d. Pay all accounts
- e. Prepare an annual statement of accounts and balance sheet

## **11. Executive meetings**

Executive meetings may be held via video or teleconference or other formats as the Executive may decide

No Executive meeting may be held unless more than half the Executive members attend

The President shall chair the meetings or if the President is absent the Executive shall elect an Executive member to chair that meeting

Decisions of the Executive shall be by majority vote

The Chair has a second casting vote

Only Executive members present at an Executive meeting may vote at that meeting

## **12. Membership**

To become a Member a person must complete an application form and pay any subscription due.

There are the following categories of membership:

- a. Member
- b. Associate member
- c. Life member

Members can attend all meetings and vote

Associate members are close family of Members and can attend all meetings but have no voting rights

Life members of the Club may be appointed by the Club in recognition of service to the Club or beekeeping; this being an honorary membership with voting rights.

THE Executive shall have complete discretion when it decides whether or not to allow the applicant to become a Member. The Executive shall advise the applicant of its decision and that decision shall be final.

### **13. Register of members**

The Treasurer shall act as membership secretary and keep a register of Members which shall contain:

- a. Names of the member
- b. Postal and e mail addresses
- c. Telephone numbers
- d. Date at which they became members
- e. Beekeeper number (if a registered beekeeper)
- f. Emergency contact person and their contact details
- g. Subscriptions paid

Members shall have reasonable access to the Register of Members

### **14. Cessation of Membership**

Any member may resign by giving written notice to the Secretary.

If for any reason whatsoever the Executive is of the view that a member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club, the Executive may give written notice of this to the Member. This notice must

- a. Explain how the member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club
- b. State what the Member must do in order to remedy the situation or state that the member must write to the Executive giving reasons why the Executive should not terminate the Member's membership
- c. State that if within 14 days of the member receiving the Executive's notice, the Executive is not satisfied, the Executive may in its absolute discretion immediately terminate the Member's membership.
- d. State that if the Executive terminates the member's membership the Member may appeal to the Club.

Fourteen days after the member received the Executive's Notice the Executive may in its absolute discretion by majority vote terminate the member's membership by giving the Member written notice (Termination Notice) which takes immediate effect. The termination notice must state that the Member may appeal to the Club at the next meeting by giving written notice to the Secretary

(Member's Notice) within 14 days of the member's receipt of the Termination Notice

If the member gives the Member's notice to the Secretary, the Member will have the right to be fairly heard at a Club meeting held within the following 28 days. If the Member chooses, the member may provide the Secretary with a written explanation of the events as the member sees them (the Member's Explanation) and the member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Club Members have had sufficient time to consider the member's Explanation, the member may defer his or her right to be heard until the following Club meeting.

When the Member is heard at a Club meeting, the Club may question the member and the Executive members.

The Club shall then by majority vote decide whether to let the termination stand or whether to reinstate the Member. The Club's decision will be final.

### **15. Obligations of Members**

All members (and the Executive) shall promote the purposes of the Club and shall do nothing to bring the Club into disrepute.

### **16. Conduct of meetings**

An Annual General Meeting shall be held within three months of the close of the financial year with a quorum of ten members.

Ordinary meetings shall be held on the second Saturday of each month and/or at such other times as the President or Executive shall determine.

Special General Meetings may be called by the President or Executive when deemed necessary or on written request signed by at least three members of the Club. Such notice shall specify the nature of the business to be transacted.

Meetings of the Executive may be convened at any time by the President or Secretary

All Ordinary, Annual General and Special General Meetings shall be convened by the Secretary by notice given to Members by circular at least seven clear days before the meeting.

All Members and Life Members may attend and vote at Club meetings. Associate Members may attend meeting, be able to speak but are ineligible to vote.

All meetings will be chaired by the President or in his/her absence the Vice President. If the President and Vice President are absent then the Club shall elect another Executive member to chair the meeting.

On any given motion at a Club meeting the chair shall in good faith determine whether to vote by:-

- a. Voices
- b. Show of hands or
- c. Secret ballot

Any member may request that a motion be voted on ( Member's Motion) at a particular Club meeting by giving written notice to the Secretary at least 28 days before that meeting. The member may also provide information in support of the motion. The Executive may in its absolute discretion decide whether or not the Club will vote on the motion. However if the Member's Motion is signed by at least five of the eligible members;

It must be voted on at the Club meeting chosen by the member and

The Secretary must give the Member's information to all members at least 14 days before the Club meeting chosen by the member or

If the Secretary fails to do this; the Member has the right to raise the motion at the following Club meeting.

The Executive may also decide to put forward motions for the Club to vote on which shall be suitably notified.

## **17. Annual General meeting**

The business of an Annual general Meeting shall be:-

- a. Receiving any minutes of the previous meeting(s)
- b. President's report on the business of the Club
- c. Treasurer's report on the finances of the Club
- d. Election of Executive Members
- e. Motions to be considered
- f. General business

## **18. Money and assets of the Club**

The Club may only use money and other assets if:

- a. It is for the purpose of the Club
- b. It is not for the sole personal or individual benefit of any member; and
- c. That use has been approved by either the Executive or by majority vote of the Club

The Annual Subscription of the Club shall be paid to the Treasurer within 2 months of the commencement of the financial year. The Annual Subscription may be increased or decreased by notice of motion and dealt with at the Annual General Meeting.

Full Members are required to submit the Annual Subscription. Associate members are not required to submit an annual subscription and are covered by the subscription of their full family Member.

If any Member does not pay a subscription by the date set by the Executive or the Club the Treasurer will give written notice that unless the arrears are paid by a nominated date the membership will be terminated. After that date the member shall have no membership rights and shall not be entitled to participate in any Club meetings.

Non-members may attend up to 2 practical beekeeping meetings for free and will thereafter be required to become a member and pay any subscription due.

The Treasurer and one of two other members of the Executive shall be empowered to sign cheques. All cheques must have two signatures.

No review or audit of the annual financial statements is required unless a review or audit is requested by 5% of the Members at any properly convened Club meeting.

### **19. Alteration to the rules**

The Club may alter or replace the rules at a Club meeting by resolution passed by a two-thirds majority of those Members present and voting.

At least 14 days before the meeting at which any rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal and any recommendations the Executive has.

Any rule changes proposed by Members other than the Executive shall be signed by at least 5% of eligible Members and given to the Secretary at least 28 days before the Club meeting at which the motion is to be considered and accompanied by a written explanation of the reasons for the proposal.

### **20. Dissolution**

If at any time members of the Club decide to wind up the affairs of the Club the assets can be disposed of by donation to a non-profit organisation involved with bee keeping, according to the wishes of the majority decision voted on at the general meeting.

Rules approved at the \_\_\_\_\_ meeting of the Dunedin Beekeepers Club held

at

on

Signed

President

Secretary

Treasurer