

# PINNER AND RUISLIP BEEKEEPERS' ASSOCIATION

## CONSTITUTION

### 1. NAME

The Association shall be called the Pinner and Ruislip Beekeepers' Association (hereinafter referred to as the "Association").

### 2. OBJECTS

The Objects of the Association shall be to promote efficient beekeeping for the benefit of the public.

In furtherance of the above Objects the Association shall have the following powers:

- To arrange meetings and lectures
- To stimulate co-operation amongst beekeepers
- To provide advice and assistance to beekeepers
- To do all other things necessary to advance the Objects

### 3. ORGANISATION

#### Officers

The Officers of the Association shall comprise a President, Chair, Deputy Chair, Honorary Secretary and Honorary Treasurer. Officers will hold the office until the end of the next Annual General Meeting. The retiring Officers will be eligible for re-election.

#### Committee

The Association Officers and eight (8) other Members all of whom must be elected at the Annual General Meeting shall form the Committee. The Committee shall manage the affairs of the Association in its best interest and may make such bye-laws as they think necessary. Each Committee Member (other than Officers) shall serve until the next AGM and may stand for re-election. The Committee has the power to temporarily co-opt other Members to the Committee or to serve on a special Sub-Committee.

The Committee shall meet at least four times per year. Five members of the Committee shall form a quorum. The Chair of the Committee shall have a casting vote in the event of a tie.

#### Trustees

There shall be no fewer than three and no more than five Trustees of the Association. The trustees shall comprise the Chair, the Honorary Treasurer, the

Honorary Secretary and up to two other members who are elected at a General Meeting.

The property of the Association (other than cash) shall be vested in the Trustees and shall be held by them on behalf of the Association. The Trustees shall deal with such property as directed by resolution of the Committee, and a record of such resolution in the Committee minutes shall be conclusive evidence of that authority.

Trustees shall hold office until the conclusion of the next Annual General Meeting (AGM), unless they resign, are removed, or die before that time. Trustees may be removed from office by a resolution of the Committee passed by a majority of those present and voting at a quorate Committee meeting. Any such removal shall be recorded in the minutes.

Where a vacancy arises due to resignation, removal, death, or otherwise, the Committee may appoint a replacement Trustee by resolution passed by a majority of those present and voting at a quorate Committee meeting. The appointed Trustee shall serve until the next AGM and shall be eligible for election by the members.

Trustees shall be eligible for re-election at the AGM and shall have the right to attend Committee meetings.

#### 4. MEMBERSHIP

Membership shall be open to any person interested in advancing the Objects regardless of age, political affiliation, disability, ethnic origin, religion, nationality, sex or sexual orientation.

Classes of Membership

- a. Full members with full voting rights
- b. Full Partner members living at the same address as the Full member with full voting rights
- c. Associate - non-beekeeping members with full voting rights
- d. Associate Partner non-beekeeping member living at the same address as the Associate member with full voting rights.
- e. School beekeeping members with full voting rights
- f. Junior members under 16 years of age and in receipt of full time education who shall have no voting rights
- g. Life members, having previously been beekeeping or associate members, paying no subscriptions, who may attend any meetings with full voting rights.
- h. Honorary Past President Life Membership, paying no subscriptions, who may attend meetings with full voting rights.

Membership shall at all times be subject to the approval of the Committee.

#### 5. WORKING WITH CHILDREN & VULNERABLE PEOPLE

Association members shall at all times adhere to the Policy and Guidelines issued from time to time by the British Beekeepers Association, a copy of which will be displayed at the Apiary, and will only work with children or vulnerable people (other than family members) at the Apiary after arranging for the necessary consent from a

parent or guardian required from time to time by the Policy and Guidelines. See Appendix A of this Constitution for a copy of the Policy and Guidelines and Consent Form.

## 6. SUBSCRIPTIONS

The rates for the various classes of members shall be agreed at the Annual General Meeting. Subscriptions are payable on joining the Association and on 1 January annually thereafter. Any member whose subscription remains unpaid on 1 April shall be notified by the Honorary Secretary and cease to enjoy the benefits of membership. BBKA affiliation ceases on 31<sup>st</sup> December each year until renewed by payment of the membership subscription.

## 7. ANNUAL GENERAL MEETING and EXTRAORDINARY GENERAL MEETINGS

The Annual General Meeting shall be held within fifteen months of the previous Annual General Meeting and notice thereof shall be given to members at least seven days previously.

Extraordinary General Meetings shall be called by the Honorary Secretary within twenty-eight days of the receipt of a request for such meeting signed by not less than seven members and specifying the business to be transacted. The Honorary Secretary shall give at least seven days notice of such meeting, stating the business to be transacted, and no other business shall be transacted at that meeting.

## 8. ELECTRONIC MEETINGS

### a. General

The Association may hold general meetings (including Annual General Meetings and Extraordinary General Meetings) and meetings of the Committee wholly or partly by electronic means, provided that all persons participating in the meeting are able to communicate with each other.

### b. Participation and Quorum

A person participating in a meeting by electronic means shall be deemed to be present in person and shall be counted in the quorum and entitled to participate fully in the proceedings.

### c. Conduct of Meetings

The Committee may make whatever arrangements they consider appropriate to:

- enable those attending a meeting to exercise their rights to speak and vote;
- ensure the identification of those taking part and the security of the meeting;
- and
- facilitate the orderly conduct of the meeting.

The chair of the meeting may refuse entry to, or remove from, a meeting (whether physical or electronic) any person who fails to comply with such arrangements.

### d. Voting

Votes at a meeting may be taken by a show of hands, poll, or by electronic means.

Where a vote is taken electronically, it must be conducted in a manner which

allows votes to be:

- accurately recorded; and
- capable of being verified if necessary.

The result of the vote declared by the chair shall be conclusive.

e. Notice of Meetings

The notice of a general meeting must:

- state that the meeting will be held wholly or partly by electronic means (if applicable); and
- include sufficient details to enable members to access and participate in the meeting.

f. Technical Failure

If it appears to the chair that the electronic facilities at a meeting have become inadequate for the purpose of the meeting, the chair may:

- adjourn the meeting; or
- make such arrangements as they consider appropriate to enable the meeting to continue.

Any adjournment shall not invalidate the proceedings already completed.

g. Hybrid Meetings

Meetings may be held as a combination of a physical place and electronic participation.

## 9. COMPLAINTS POLICY

Procedure following an allegation of misconduct or grievance

Please see Appendix B for Statement.

a. In the event of a complaint or incident considered necessary for investigation or possible disciplinary action against one of the members, or the Committee, the following procedure will be followed and, where applicable, additional guidance will be sought from the appropriate sources.

Allegations or complaints about an Association member should be submitted in writing to the Secretary. Allegations or complaints about the Committee should be submitted in writing to the Chair. If the allegation or complaint is specifically about the Chair, then the matter should be referred to the President.

The Secretary (or Chair or President as appropriate) will acknowledge the letter, convey its contents to a Committee Meeting and after its investigation and/or consideration all parties will receive a written response.

b. The person or persons subject to the allegation or grievance must be advised, preferably in writing, that an issue is to be considered for possible investigation and/or action.

c. In the event of a formal hearing taking place, the person or persons concerned must be given the right to be heard and to be accompanied by an advisor.

d. The Committee must be impartial and must hear all sides of the story. It should then adjourn and consider its decision. The decision must be given in writing as soon as possible after the hearing. A copy of the Minutes of the hearing must be made available to all parties.

e. In the event of disciplinary action being taken, then the person or persons involved will be advised of his/her/their right of appeal, which must be put in writing to the Committee (as mentioned above). The Committee will then consider how to proceed.

## 10. FINANCE

- a. The financial year of the Association shall end on 31 December of each year.
- b. The Committee shall at each Annual General Meeting submit a report of the past year's transactions, and an income and expenditure statement of the Association's accounts duly independently examined.
- c. The Committee will endeavour to ensure that there are sufficient reserve funds to maintain the running of the Association for one year. This amount will change from year to year and will be decided by the Committee following advice from the Treasurer.
- d. From each appropriate subscription paid by members in Clause 4(a), (b) and (c) the Association shall pay on behalf of the member:
  - (i) The affiliation fees at the required rates to the Federation of Middlesex Beekeepers' Association; and
  - (ii) The British Beekeepers' Association
- e. The Association may raise funds in furtherance of the Objects by selling donated and/or Association honey and other products of the hive and by such other means as the Committee shall determine, provided that no form of permanent trading shall be undertaken in the raising of funds.

## 11. HONORARY AUDITOR (INDEPENDENT EXAMINER)

An Independent Examiner shall be appointed by the members at each Annual General Meeting.

## 12. EQUIPMENT

Equipment belonging to the Association may be hired for use by members at their own risk at fees to be decided by the Committee. No equipment may be borrowed by a member whose subscription is in arrears. All damage and loss shall be made good by the member borrowing the item.

## 13. ASSOCIATION APIARIES

The Association shall maintain a centre for beekeeping, including the provision of suitable buildings and services for the benefit of members, which shall be subject to rules approved by the Committee.

## 14. HONEY SHOW

The Association may hold an Annual Honey Show organised by an Honorary Show

Secretary who shall be elected at the Annual General Meeting.

#### 15. FEDERATION OF MIDDLESEX BEEKEEPERS' ASSOCIATIONS

The Association shall elect at each Annual General Meeting a delegate to the Executive Committee of the Federation of Middlesex Beekeepers' Association to which the Honorary Secretary shall be an ex officio delegate.

#### 16. AFFILIATION

The Committee may arrange for the Association to become affiliated to any other charitable Association, Society or Club having kindred interests and may also arrange for the affiliation of any other Association, Society or Club with or to the Association.

#### 17. DISSOLUTION

In the event of the dissolution of the Association its assets, after payment for all liabilities, shall be transferred to the British Beekeepers' Association or other beekeeping body having charitable status.

#### 18. ALTERATION OF CONSTITUTION

No alteration to this Constitution shall be made except at a General Meeting of the Association. Notice of a proposed Resolution shall be given to the Honorary Secretary at least 14 days prior to the General Meeting.

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September 1984  
Amended January 29<sup>th</sup>, 2000  
Amended January 26<sup>th</sup>, 2002  
Amended January 25<sup>th</sup>, 2003  
Amended January 27<sup>th</sup>, 2007  
Amended January 24<sup>th</sup>, 2009  
Amended January 29<sup>th</sup>, 2011  
Amended February 17<sup>th</sup>, 2018  
Amended March 1<sup>st</sup>, 2025  
Amended 28<sup>th</sup> Ma7, 2026

## APPENDIX A

### British Beekeepers Association's Policy and Guidelines and Consent Form on Working with Children and Vulnerable People

First Edition Adopted 27th Jan. 2007

#### Introduction to the document

The BBKA wants children and vulnerable people to enjoy their involvement with the fascinating life of honeybees. It is important that we inform, educate and enthuse children giving them a greater understanding of the vital part honey bees play in the environment.

This document is in two sections.

The first deals with the Policy of the BBKA and its applicability, the second with 'best practice' Guidelines to be followed where children are involved with BBKA beekeeping activities in any form. A model consent form is also supplied for use where appropriate.

The Policy and Guidelines are there to help you to provide the expected protection of children and vulnerable adults and to avoid situations in which well-intentioned actions could be misinterpreted.

The Policy does not contain any complete definition of what is 'an abuse'; to prepare a rigorous 'legal' definition would prove difficult and is unlikely to include all possible circumstances. It does state some obvious types of abuse and how these might be extended in particular conditions. In any event, future legal decisions would soon make any definition obsolete.

Note:

In the Policy and Guidelines document children and vulnerable adults are collectively referred to as “children” in the interests of readability of this policy, although the great differences in needs must not be forgotten.

British Beekeepers Association Policy and Guidelines  
No 1

## Working with Children and Vulnerable People

### 1. The Policy

Through this Policy the BBKA aims to:

- Adopt the highest possible child protection standards and
- Take all reasonable steps in relation to the safety and welfare of the children with whom we come into contact in relation to our activities within the BBKA and its Member Associations.

**YOU ARE EXPECTED TO:**

- Treat everyone with respect. THIS IS THE GOLDEN RULE. Any mis-use of power could be regarded as an abuse.
- Not physically, emotionally or sexually abuse any child or young or vulnerable person.
- Take all reasonable steps to ensure the health, safety and welfare of any child in contact with the BBKA.
- Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.
- Be aware of Child Protection issues in relation to the work you do and do not become complacent.
- Ensure that no adult is ever normally alone with a child.
- Prevent any other person from putting any child in a situation in which there is a significant risk to their health and safety.
- Take appropriate action if you become aware of anyone physically, emotionally or sexually abusing a child.
- Report any evidence or reasonable suspicion that a child has been physically, emotionally or sexually abused whether by an adult or another child to the Local Authority Social Services Child Protection Team.

The policy applies to:

Any member of the BBKA or a BBKA Member Association whose beekeeping activities brings them into contact with children. This may include:

- organised visits to the apiary
- children attending training courses
- children undertaking correspondence courses. (This counts as ‘contact’.)

- children attending shows or events, possibly as part of 'Education Days'.

The BBKA expects you to apply this Policy to all of your work with children and vulnerable people.

You have a duty to do everything reasonable in your power to ensure the safety and welfare of children while they are in contact with the BBKA and to act in accordance with the guidelines below.

Remember that all children have a right to protection from harm and  
**YOU CANNOT SHIRK THIS RESPONSIBILITY**

#### Discussion of Child Protection

Open discussion of Child Protection should be encouraged since this helps to make members more comfortable with the issues involved. Do not keep it 'under wraps' for fear of upsetting or embarrassing people.

## 2.Guidelines

This section gives general Guidelines, if you have any doubt about best practice in any specific area, contact your Local Authority Social Services Child Protection Team for further advice.

### A. Scope of your Responsibilities

1.Where children are accompanied by responsible adults, e.g. parent, teacher, or other group leader, primary responsibility for the children should lie with that person. The beekeeper remains responsible for safe beekeeping within the apiary.

If, owing to illness or another unexpected event a BBKA member is left in charge of a child or group then they should act in accordance with this Policy and Guidelines.

2. You should NOT undertake activities where you are the only adult present with children.

In all cases:

- Plan the activities and make decisions during the event following the principles set out in this Policy and Guidelines,
- Assign clear tasks to others involved in the children's activities, ensure that there is clear understanding as to which adults have responsibility for each aspect of Child Protection and that procedures are followed,
- Maintain appropriate child-to-adult ratios as required by the relevant Local Authority (the guidelines for local schools for the appropriate age group are the best guide) and ensure that your decisions are based on the principles described in the Guidelines in this document.

This must underpin your main aim of providing an enjoyable and safe experience for the children.

### 3. Non-beekeeping Volunteers at an event.

Offers of help are always welcome and should be encouraged. However, take considerable care if the volunteer is not very well-known to you or you have the slightest reason for concern. When a volunteer assists to work with children they must have read the Policy and

Guidelines and agree to work in accordance with it.

#### B. Emergency Aid or First Aid

A first aider should be in attendance, together with a mobile phone (which works at that location) and vehicle, if appropriate, in case of emergency.

Members should follow the advice given in BBKA publications concerning emergency aid. (See references at end). Permission to treat the child must be obtained, if possible, from both the responsible adult and the child. Ideally, the responsible adult should have obtained their own prior, explicit permission (or otherwise) to administer First Aid to the child. Failing this, it is best to obtain permission to carry out emergency aid in advance of a problem occurring using a simple permission form. (See the example at the end of this document.) Your Local Authority Education Department has guidance for schools which could be used. Make a written record of all First Aid given, regardless of who administers it.

#### C. Dealing with allegations of abuse

It is to be hoped that you will never have to deal with an alleged incident of child abuse, but it is sensible that you are prepared to do so if necessary. You have a responsibility to report ANY concerns regarding the welfare of children and vulnerable persons.

There are three likely scenarios which you should be aware of and be prepared to deal with if necessary:

- a) There is suspicion or evidence that a person associated with the event is abusing a child
- b) A child accuses a person associated with the event of abusing them
- c) A child discloses abuse happening elsewhere e.g. at home

In all cases you must:

- Act in a calm manner and as quickly as you can without causing any further distress to the child.
- Keep any details strictly confidential and share only on an absolute 'need to know' basis.
- Contact Social Services for advice ASAP. Make sure you know the contact point.
- Do not question the child further or give any undertaking of confidentiality to the child.
- Make your own verbatim written notes as soon as practicable.

#### D. Use of Information relating to children

Information about children e.g. names and addresses must be treated in strictest confidence. It must be kept securely by a responsible adult, used only for the purpose required, retained only as long as necessary for that purpose and disposed of in a way which maintains the young persons' confidentiality. Contact the office of the UK Data Registrar if further specific advice is needed.

#### E. Photographs of Young Members and Children attending Events

Permission should be sought from parents or responsible adults to take and/or use photographs of children attending events. Any information that can allow the young people to be identified by name or home/school location must not accompany the use of photographs of children in promotion or display materials.

F. Suitability for working with children.

At present, there is no explicit requirement in the circumstances applicable to this Policy for any checks regarding the suitability members or volunteers to work with children under the Protection of Children Act 1999. If you have any concerns regarding suitability, contact your local police (or use the Home Office website) for information on how to proceed with checks against lists maintained by the Home Office.

BBKA Advisory leaflets referring to good practice in relevant situations:

B1 Bee Stings

B5 Managing live bees at shows

B6 Organising an apiary meeting

Consent form

PINNER & RUISLIP BEEKEEPERS ASSOCIATION

Visitors are required to adhere to the following code of conduct whilst in the apiary:

- To behave quietly calmly and avoid rapid movement.
- To walk away to an agreed area if alarmed in any way.
- If stung, to inform a supervisor immediately.
- Any person behaving in a way that is deemed irresponsible by the Supervisors will be asked to leave the apiary and demonstration.

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I give my consent for my child ..... (Full name)

to attend the demonstration of live bees on .....

at .....

Signed: .....  
(Parent or Guardian)

I give my consent for my child .....  
(Full name)

to receive any required emergency First Aid from a suitable-qualified adult at the

demonstration of live bees on .....

at ....."

Signed: .....  
(Parent or Guardian)

## APPENDIX B COMPLAINTS POLICY COMMITTEE STATEMENT

The Committee acknowledges that, to its knowledge, there have been no incidences of misconduct or need for complaint from or by members or members of the public, and that the membership of the club is friendly, helpful and enthusiastic about the hobby of beekeeping. However, it is the responsibility of all members to assist with the club's development and progress, and ensure that no person is allowed to degrade or damage the property or interests of the club or other members, or bring the club into disrepute.

The Committee of PRBKA reserves the right to make decisions and enforce fair and reasonable measures to ensure the club and no members are disadvantaged by any action or statement of any other member. It should be noted that Committee decisions are made for the benefit of the club in general and not for the convenience of Committee members or any other individual.

The Committee will fully investigate any complaint or incidents of misconduct in a calm, honest and dignified manner and confidentiality will be maintained where possible.

If following an investigation and having considered all relevant circumstances it is concluded that a breach has occurred, the Committee shall take what it deems to be appropriate action. This may include, but is not restricted to, issuing a formal reprimand in writing, a temporary suspension of club membership or fully revoking club membership. In the case of non-members, action may include a ban from club premises for a set period of time, or for life.

### Guidance Notes for the Committee

1. In the event of an incident or complaint all action will be taken at the earliest

opportunity

2. All Committee members should be informed of the nature of the incident as soon as practicably possible
3. The parties involved should be asked to provide a signed, written statement of what happened.
4. The Committee should meet to discuss the incident/complaint and to consider an appropriate course of action.
5. The Committee should be reminded of the need for appropriate levels of confidentiality and the need to retain an objective and impartial frame of mind
6. In the case of unacceptable behavior, consideration should be given to the parties involved, being suspended from the club until investigations have been carried out
7. Letters should be sent to all parties informing them of the suspension and of the Committee investigations
8. Where there are witnesses to the incident a notice should be put up in the Corbell Centre to advise that an incident is being investigated and that members have been suspended pending the outcome. A request for witnesses should be made
9. After gathering of evidence and appropriate preparation, a meeting should be held – preferably with all Committee members present. The parties will be invited to attend this meeting separately. The questions should be prepared in advance and a written record produced. Where appropriate, the same questions should be asked of each party. Responses will be recorded by more than one person.
10. After deliberations, the Committee will decide on the outcomes and advise each party appropriately.
11. A notice will be put up in the Corbell Centre to advise members that the matter has been dealt with by the Committee. Where judged appropriate, further information could be given.