

THE BRITISH BEEKEEPERS ASSOCIATION CONSTITUTION

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THE BRITISH BEEKEEPERS ASSOCIATION CONSTITUTION

1 NAME

The name of the Association is “**THE BRITISH BEEKEEPERS ASSOCIATION**” (BBKA).

2 DEFINITION

The BBKA is an association of beekeeping organisations, individuals and other interested groups devoted in whole or in part to furthering the Objects set out in Clause 3, below.

3 OBJECTS

The objects of the BBKA shall be:

- 3.1 to promote and further the craft of beekeeping;
- 3.2 to advance the education of the public in the importance of bees in the environment.

4 GOVERNANCE AND ADMINISTRATION

The BBKA shall be directed and administered in all its activities by the following:

- 4.1 the Delegates appointed by the Area Association Members;
- 4.2 the Executive Committee (EC), elected by the Delegates;
- 4.3 the Officers of the BBKA, namely General Secretary, Treasurer and Exam Board Secretary appointed by the EC, subject to the appointments being ratified by the Delegates.

5 POWERS, DUTIES AND RESPONSIBILITIES OF THE GOVERNING BODY

- 5.1 The Delegates shall at duly convened Delegate Meetings:
 - 5.1.1 provide policy direction to the EC;
 - 5.1.2 ratify the appointment of the Officers of the BBKA appointed by the EC in the previous year;
 - 5.1.3 elect the members of the EC;
 - 5.1.4 elect the members of the Examinations Board.
- 5.2 In furtherance of the objects but not otherwise, the EC may exercise the following powers:
 - 5.2.1 raise funds, invite and receive contributions, provided that in raising funds the EC shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
 - 5.2.2 buy, take on lease or take in exchange, any property necessary for the achievement of the objects and to maintain and equip it for use;
 - 5.2.3 sell, lease or dispose of all or any part of the property of the BBKA with the exception noted in Clause 23.4. In exercising this power, the EC must comply as appropriate with Sections 36 and 37 of the Charities Act 1993;

- 5.2.4 borrow money, subject to any consents required by law and charge all or any part of the property of the BBKA with repayment of the money so borrowed;
 - 5.2.5 employ or appoint such staff and Officers as are necessary for the proper pursuit of the objects;
 - 5.2.6 award honoraria to persons supporting the operation of the BBKA, such honoraria to be reported annually;
 - 5.2.7 co-operate and affiliate with other charities, voluntary bodies and statutory authorities operating in the furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
 - 5.2.8 establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
 - 5.2.9 appoint and constitute Sub-Committees and Working Parties as the EC think fit;
 - 5.2.10 nominate Honorary Fellows and Honorary Members in recognition of their contribution to the BBKA and/or beekeeping;
 - 5.2.11 may undertake any such other lawful things as are deemed necessary for the achievement of the objects.
- 5.3 The Officers of the BBKA shall perform such duties as they may lawfully be required to by the EC.

6 FINANCIAL YEAR

The financial year shall start on 1st October and end on 30th September the following year.

7 CLASSES OF MEMBERSHIP OF THE BBKA

Membership of the BBKA shall be open to the following Classes, with the benefits described and conditions set out in the relevant Section of Annexe A:

- 7.1 **Area Association Members (AAMs):** Area Associations of beekeepers in any part of United Kingdom, the Channel Islands and the Isle of Man with substantially similar objects to those of the BBKA, and with constitutions and/or rules acceptable to the BBKA. An Area Association may consist of one or more branches or divisions or be a federation of independent or quasi-independent beekeeping associations, which agrees to comply with the Constitution of the BBKA and lodges with the BBKA an up-to-date copy of its constitution and/or rules and any subsequent amendments thereto;
- 7.2 **Registered Members:** Individuals, for whom a membership fee has been paid to their AAM or one of its component associations and in respect of whom a capitation is subsequently paid to the BBKA and for whom a contact name and address has been supplied to the BBKA;
- 7.3 **Partner Members:** Adult individuals, being members of an AAM or one of its component associations who reside at the same address as a Registered Member, as defined in Clause 7.2 and who meet the requirements set out in Clause 7.2;

- 7.4 **Country Members:** Individuals, being members of an AAM or one of its component associations not being active in beekeeping who nevertheless wish to support and be involved with the BBKA and who meet the requirements set out in Clause 7.2;
- 7.5 **Individual Members:** Individuals, who are interested in furthering the objects of the BBKA. Individual Members may also be Registered Members, Partner Members or Country Members, as defined in Clauses 7.2, 7.3 and 7.4 above, in which case the individual membership fee is payable in addition to any capitation fee paid via the Individual Member's Area Association;
- 7.6 **Specialist Members:** Organisations, engaged in promoting special sections of the craft and practice of beekeeping or related activities;
- 7.7 **Institutional Members:** Organisations, engaged in general educational activities (including correctional activities) who wish to practise or promote beekeeping;
- 7.8 **Corporate Members:** Corporations or other commercial entities that wish to support in whole or in part, the work of the BBKA;
- 7.9 **Honorary Fellows:** Individuals of academic distinction upon whom the BBKA confers membership, without any membership subscription being levied, in recognition of their achievements;
- 7.10 **Honorary Members:** Individuals upon whom the BBKA confers membership, without any membership subscription being levied, in recognition of their contribution to the BBKA.

8 CAPITATIONS, FEES AND SUBSCRIPTIONS

The following capitations, fees and subscriptions shall apply:

- 8.1 Each AAM shall pay to the BBKA each year a total sum equal to the product of the number of Registered Members, Partners Members and Country Members declared by the said AAM on the due date and the relevant capitation fee per class as determined by the BBKA according to the terms of this Constitution.
- 8.2 The capitation sums specified in Clause 8.1 above shall fall due on one of two dates each year.
 - 8.2.1 The primary date shall be 1st April and payment shall be made before 30th April and will cover all those Registered, Partner and Country Members who have been or become members during the period from the start of the BBKA Financial Year, i.e. 1st October preceding.
 - 8.2.2 The secondary date shall be 1st September for those who become members after the primary date and up to and including the secondary date. Payment shall be made before 30th September.
 - 8.2.3 No capitation shall be due for registrations made after the secondary date, but shall be payable for the subsequent membership year as per Clause 8.2.1 above.
- 8.3 Members of the BBKA in the Classes specified in Clauses 7.5, 7.6, 7.7 and 7.8 above shall pay, by the start of the BBKA financial year.

8.4 Capitation, Fees and Subscriptions shall be fixed by the Annual Delegate Meeting (ADM) and become effective from the beginning of the BBKA Financial Year following the ADM, for all classes of membership, with the exception of Institutional and Corporate Members, which shall be determined by the Executive Committee in negotiation with the applicant body.

9 RETURNS BY AREA ASSOCIATION MEMBERS

9.1 Each AAM shall send to the BBKA annually before 30th April a complete list of the names, as at 1st April, of Registered Members, Partner Members and Country Members and their contact addresses, and may additionally send any other information that the member concerned gives permission for the BBKA to hold.

9.2 Additions, amendments and deletions to the Members Register occurring after the primary date of 1st April should be sent to the BBKA as soon as the details are available, but must in any case be submitted on or before the date returns are due, namely the secondary date of 1st September. This information will be taken as proof of Registered Membership of the BBKA for the supply of a membership card and the delivery of newsletters and other communications. The BBKA will not refund any capitation fee in respect of the remainder of a membership year in which a deletion occurs for whatever cause.

9.3 If an individual is registered with the BBKA after the secondary date of September 1st, benefits of membership will be supplied but no capitation fee will be due until the primary date of the following membership year, provided that the individual's membership of the relevant AAM also starts after the secondary date of 1st September.

10 APPLICATIONS FOR AND TERMINATIONS OF MEMBERSHIP

10.1 Applications

Individuals may not apply directly to the BBKA for admission as Registered Members, Partner Members or Country Members.

10.1.1 Area Association Members

Subject to the conditions set out in Clause 7.1 above any beekeeping association or federation may apply to join the BBKA subject to being proposed and seconded by AAMs and elected by the delegates at a duly convened Delegate Meeting.

10.1.2 Individual Members

Any individual person notwithstanding his or her status as Registered, Partner or Country Member may apply directly to the General Secretary of the BBKA for admission to Individual Membership subject to confirmation by the EC.

10.1.3 Specialist Members

Organisations falling into this class wishing to join the BBKA shall be admitted by resolution proposed and seconded by AAMs and/or the EC and passed by a simple majority at a duly convened Delegate Meeting.

10.1.4 Institutional Members and Corporate Members

Organisations falling into these two classes shall be admitted at the discretion of the EC.

10.1.5 Honorary Fellows and Honorary Members

Honorary Fellows and Honorary Members shall be proposed by the EC and elected by resolution at a duly convened Delegate Meeting in recognition of their outstanding contribution to beekeeping and to the BBKA respectively.

10.2 Terminations of Membership

10.2.1 AAMs

Any AAM wishing to terminate its membership of the BBKA shall give the BBKA 12 full weeks notice in writing. The BBKA will not refund any capitation fees for the unexpired portion of the period of its membership, but the Registered, Partner and Country members shall continue to receive the relevant membership benefits for the remainder of that period for which capitation has been received.

10.2.2 Arrears of Capitation

If any AAM is in arrears with its capitation fees payable to the BBKA by more than 8 full weeks, the General Secretary shall issue a written 'Notice of Arrears'. If the AAM fails to settle the arrears in full within 4 full weeks of such notice, its membership will lapse and the AAM shall forfeit all rights to attend Delegate Meetings. Lapse of membership will not cancel the debt of the arrears.

10.2.3 All Other Classes

All other classes of Member except Registered, Partner and Country Members may terminate their membership by failing to renew Membership by the due date. The BBKA may, but will not be obliged to, send a reminder.

10.3 Compulsory Termination of Membership

Any Delegate Meeting may by a resolution carried by a majority of two thirds, terminate the membership of any member, including an AAM, that commits any serious breach of this Constitution or whose conduct is in the opinion of the Delegates unbecoming a member of the BBKA provided that:

10.3.1 not less than 12 full weeks notice in writing shall be given by the EC to the member concerned of the intention to terminate membership under this Clause;

10.3.2 the member concerned shall be furnished with the reason for the proposed termination of membership and shall be given the opportunity of attending the Delegate Meeting and stating his/her or its case if he/she or it so desires;

10.3.3 the EC shall have duly put a disciplinary motion on the Agenda for that Delegate Meeting.

10.3.4 Compulsory termination of membership of classes of member admitted by the EC shall be dealt with by the EC.

11 APPOINTMENT AND DUTIES OF DELEGATES

- 11.1** The policy direction of the BBKA shall be determined by the Delegates at Annual Delegate Meetings or from time to time at duly convened Special Delegate Meetings.
- 11.2** Each AAM shall be entitled to appoint one Delegate to represent it at Delegate Meetings, provided that the name and address of the Delegate is sent to the General Secretary of the BBKA before the date specified in Clause 12.1.3 below, excepting that:
- 11.3** any Delegate may represent only one AAM at any Delegate Meeting and
- 11.4** if, for reasons beyond his/her control, the AAM Delegate is unable to attend, the AAM concerned may appoint a substitute and inform the General Secretary as soon as possible.

12 THE ANNUAL DELEGATE MEETING (ADM)

12.1 Convening the Meeting

- 12.1.1** Notice of the ADM shall be sent to Secretaries of AAMs, Individual Members, Corporate Members, Institutional Members, Specialist Members, Honorary Fellows and Honorary Members not later than 21 full weeks before the Meeting.
- 12.1.2** AAMs and Specialist Members may send to the BBKA, propositions for inclusion in the agenda not later than 12 full weeks before the date of the Meeting. Propositions will be constituted according to the current standing orders for conduct at the ADM. The Standing Orders Committee shall review all propositions to ensure that they conform to the Standing Orders, and if not that they are dealt with in accordance with the provisions of said Standing Orders. Additionally, the Standing Orders Committee may, if there are two or more Propositions of very similar import, negotiate with the two or more AAMs to form a composite proposition.
- 12.1.3** The agenda for the Meeting, together with copies of propositions and all reports and papers relating to the Meeting, shall be sent to Secretaries and Delegates of AAMs, Individual Members, Corporate Members, Institutional Members, Specialist Members, Honorary Fellows and Honorary Members not less than 8 full weeks before the Meeting.
- 12.1.4** The quorum for the ADM shall be two-thirds of the number of AAMs immediately preceding the meeting.

12.2 Conduct of the Meeting;

The ADM shall be conducted in accordance with the provisions of Annexe B, below.

13. SPECIAL DELEGATE MEETING (SDM)

- 13.1** The EC may call an SDM when it believes the situation merits one and will call a SDM within 13 weeks of the receipt by the BBKA of a written request from no fewer than 10 per cent of AAMs, stating the business to be discussed, subject to a minimum notice of 6 full weeks and distribution of papers for the Meeting.

- 13.2** The agenda for the Meeting and other papers will be issued and the Meeting conducted according to the applicable sections of Annexe B.
- 13.3** The quorum for the SDM shall be two-thirds of the number of AAMs immediately preceding the meeting.

14. VOTING AT DELEGATE MEETINGS

- 14.1** Only Delegates may vote on any matter put before the Meeting.
- 14.2** Voting at any Delegate Meeting shall be by the display of an official voting card on the basis of one vote per Delegate present. However, the Delegate of any AAM may demand a Registered Membership Vote immediately after any vote taken except for the Election of the Executive Committee, Examination Board Members and the President. A Registered Membership Vote takes precedence over a Delegate Vote and entitles each Delegate to record one vote for every Registered Member and Partner Member of his/her Association. Any tied vote will be resolved by the casting vote of the Chairman of the meeting.

15 REMOVAL OF THE EXECUTIVE COMMITTEE

- 15.1** All of the elected members of the EC, except the President and one other, to be elected by the Delegates at the meeting to act as temporary second trustee in addition to the President, shall resign at the end of a Delegate Meeting if a motion of No Confidence in the EC is carried by a majority of two thirds of the Delegates present. A new EC shall then be elected in accordance with Clause 18 below.
- 15.2** On completion of this election the EC member acting as temporary second trustee shall resign, unless he or she is re-elected according to Clause 15.3 below.
- 15.3** Any EC Member removed by the vote of no confidence may stand for re-election.

16 THE EXECUTIVE COMMITTEE

16.1 Structure

The management of the BBKA shall be vested in an EC comprising the following:

- 16.1.1** The President who is a Trustee;
- 16.1.2** Twelve members, who shall previously have stated their willingness to act as Trustees.

16.2 Proceedings of the Executive Committee

- 16.2.1** The members of the EC may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- 16.2.2** The quorum shall be at least half the number of Trustees, subject to a minimum of four.
- 16.2.3** The person elected as Chairman shall chair meetings of the EC. If the Chairman is not available the person elected as Vice Chairman will chair the meeting. In the absence of both, the EC may elect a temporary chairman for the meeting, subject to Clause 16.2.2 above.

- 16.2.4** The person elected as Chairman shall have no powers except those conferred by this constitution or delegated to him/her by the EC.
- 16.2.5** In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- 16.2.6** No decisions made by a meeting of the EC shall be valid unless a quorum is present at the time.
- 16.2.8** Meetings of the EC shall be recorded with agreed actions and decisions made.
- 16.2.9** The EC will hold at least four meetings a year.

16.3 Officers in attendance at EC meetings

The following Officers namely The General Secretary, The Treasurer, The Examinations Board Secretary and The Editor BBKA News will be invited to attend all meetings of the Executive, but shall not have voting rights.

- 16.4** The EC may invite advisers and observers to attend Meetings of the EC as they think fit. The EC may require any or all persons who are not trustees to leave the meeting when they feel that the item to be discussed should only be revealed to the Trustees.
- 16.5** The EC shall have full authority to manage the affairs of the BBKA subject only to this Constitution, the requirements of the Charities Acts and the resolutions of the Delegate Meetings.

17 EXAMINATIONS BOARD

- 17.1** The purpose of the Examinations Board of the BBKA is to be responsible for the management of the BBKA Examinations and the maintenance of the necessary standards.
- 17.2** The Examinations Board shall comprise no fewer than three and no more than nine persons in addition to the Moderator, the Secretary and Treasurer. The EC may appoint ex-officio members to the Examinations Board.
- 17.3** The Examinations Board shall, at their first meeting following the Annual Delegate Meeting, appoint a Chairman and Moderator. The Secretary and Treasurer shall be appointed by the EC.
- 17.4** The Examinations Board shall have the following powers:
 - 17.4.1** to set standards for BBKA qualifications;
 - 17.4.2** to arrange all syllabi and examinations;
 - 17.4.3** to manage the Examinations Procedures.
- 17.5** The Examinations Board shall operate independently of the Executive Committee of the BBKA except in respect of the following:
 - 17.5.1** the expenditure of money beyond the amounts set out in the budget approved by the EC;
 - 17.5.2** the determination of the Honoraria for the Examinations Board Officers.
- 17.6** Any issues of contention or dissatisfaction between the EC and the Examinations Board will be referred to the President of the BBKA for a ruling which shall be final.

18 NOMINATION AND ELECTION OF THE TRUSTEES, EXECUTIVE COMMITTEE AND EXAMINATIONS BOARD MEMBERS

- 18.1** At any time there shall be a President and a maximum of twelve other Trustees elected by Delegates as members of the EC at a Delegate Meeting, except that an election under clause 15.2 may be postal.
- 18.2** The Examinations Board shall comprise a maximum of nine members also elected at a Delegate Meeting.
- 18.3** The nomination and election of EC and Examinations Board members shall be subject to the following conditions:
 - 18.3.1** no person who is under the age of 18 may be appointed;
 - 18.3.2** no person shall be entitled to act as a Trustee, whether on a first or subsequent re-election before signing a declaration of acceptance and of willingness to act in accordance with the Constitution of the BBKA;
 - 18.3.3** only AAMs shall be entitled to nominate candidates for election;
 - 18.3.4** members shall be elected on grounds of personal merit and shall be deemed not to represent any specific body or organisation of beekeepers including the member's Area Association, but shall act solely in the interest of the BBKA;
 - 18.3.5** candidates may be Registered Members, Partner Members, Individual Members or Honorary Members only;
 - 18.3.6** nominations of candidates for election must be made by an AAM on the appropriate form and delivered to the BBKA General Secretary to arrive not later than 12 full weeks before the date of the meeting;
 - 18.3.7** election shall be by ballot at a Delegate Meeting, each Delegate present having one vote for each vacancy. In exceptional circumstances, deemed necessary by the President of the BBKA, the ballot may be by post under the direction of the President or his nominated Deputy.

19 ELIGIBILITY OF TRUSTEES TO SERVE

- A Trustee shall cease to hold office if he/she:
- 19.1** is disqualified from acting as a Trustee by virtue of Section 72 of the Charities Act 1993 or any statutory re-enactment or modification of that provision;
 - 19.2** becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs;
 - 19.3** is absent from three consecutive EC meetings unless his/her absence is caused by illness or circumstances that in the opinion of the EC justifies his/her absence;
 - 19.4** notifies the BBKA of his/her wish to resign.

20 TENURE OF OFFICE OF EXECUTIVE COMMITTEE AND EXAMINATIONS BOARD MEMBERS

- 20.1** The President shall hold office for a period of two years having been elected at an ADM.

- 20.2** The other elected members shall be divided into three groups (four persons for the EC and three persons for the Examinations Board). Each year at the Annual Delegate Meeting one group shall retire in rotation.
- 20.3** Elected members shall hold office for a term of up to three years and shall be eligible for re-election for further terms. No elected members shall serve longer than 8 consecutive years. Immediately thereafter, members and the President shall not be eligible for re-election for a period of two years. Service on the Examinations Board shall not count as service on the EC or vice-versa.
- 20.4** Vacancies in any group not retiring by rotation (including a vacancy caused by a member being elected President) shall be filled by a separate vote at the Delegate Meeting immediately following the group election. A member filling any such vacancy shall serve for the unexpired term of that member whose place he/she is filling. The unexpired term shall count as a term in respect of Clause 20.3
- 20.5** Vacancies carrying the longer unexpired term shall be voted for before those carrying a shorter term.
- 20.6** Co-opted members of the EC shall not be Trustees.

21 CHAIRMAN, VICE-CHAIRMAN AND CHAIRMAN OF FINANCE

- 21.1** The election of the Chairman, Vice Chairman and Chairman of Finance shall take place annually at the first meeting of the Executive Committee after the Annual Delegate Meeting.
- 21.2** The 13 Trustees including the President shall be eligible to vote. The President is not eligible to take any other office.
- 21.3** Elections shall be by ballot and a simple majority shall decide the result. In the event of a tie, the President shall have a casting vote or may decide to hold a new election.
- 21.4** No person shall serve as Chairman, Vice-Chairman or Chairman of Finance for more than three years consecutively in any one of these positions but for example, service as Vice Chairman for 3 years followed by service as Chairman for 3 years is permissible.

22 USE OF RESOURCES

- 22.1** The income and property of the BBKA shall be applied solely towards the promotion of the Objects of the BBKA.
- 22.2** A member of the EC may be paid out of, or be reimbursed from, the property of the BBKA reasonable expenses properly incurred by him or her when acting on behalf of the BBKA.
- 22.3** None of the income or property of the BBKA may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the BBKA. This does not prevent:
- 22.3.1** a member, who may be a Trustee, from receiving reasonable and proper remuneration for any goods or services supplied to the Charity, provided that said member takes no part in the EC's decision to procure goods or services from him or her;

- 22.3.2** the purchase of indemnity insurance for the EC, officers, employees and members of Sub-Committees and Working Parties against any liability that by virtue of any rule of law would otherwise attach to a Trustee or other officer in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the BBKA but excluding:
- 22.3.2.1** fines;
- 22.3.2.2** costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the member of the EC or other officer;
- 22.3.2.3** liabilities to the BBKA that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether that conduct was in the best interests of the BBKA or not.
- 22.4** No member of the EC may be paid or receive any other benefit for being a Trustee.

23 PROPERTY

- 23.1** The EC shall ensure that the title to all land held by or in trust for the BBKA that is not vested in the Official Custodian of Charities and all investments held by or on behalf of the BBKA, is vested either in a corporation entitled to act as a Custodian Trustee or in no fewer than three individuals appointed by them as Holding Trustees.
- 23.2** The terms of appointment of any Holding Trustee must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the BBKA.
- 23.3** The EC may remove the Holding Trustees at any time.
- 23.4** The EC may not dispose of or mortgage or use as a security for a loan the National Beekeeping Centre without a proposition being debated at a Delegate Meeting and being passed by a majority of at least two-thirds.

24 ALTERATION OF THIS CONSTITUTION

Subject to the following provisions, this Constitution may be altered only by a resolution passed by not less than two-thirds of the Delegates at a Delegate Meeting. The proposition to change the Constitution with the revised constitution shall be issued according to the notification periods specified in Clause 12.

- 24.1** No amendment may be made to Clause 1, Clause 3, Clause 5, Clause 22, or Clause 26 without the prior consent in writing of the Charity Commission.
- 24.2** No amendment may be made which would have the effect of making the BBKA cease to be a charity at law.

25 NOTICES

Any notice may be served by the BBKA on any member by delivering it personally or by sending it through the post or electronically to such member at the last known address of the member. Any notice so sent will be deemed to have been received by the member within five days of issue. Notices may be served on the BBKA by sending them to the office of the BBKA in a similar manner.

26 WINDING UP

A proposition for the winding up of the BBKA may be put to a Delegate Meeting in accordance with Clause 12. To be effective, such a proposition must be carried by a majority of at least two thirds of those Delegates present. If upon the winding up of the BBKA and payment of all outstanding debts and liabilities, there remains any property whatsoever; this shall be transferred by the Holding Trustees to some other organisation(s) having objects similar to those of the BBKA.

27 ADOPTION OF THE CONSTITUTION

This document is the Constitution of the BBKA and was adopted at the Annual

Delegate Meeting, held at Stonleigh on the 13th Day of January 2007

and it comes into force with effect from that date.

ANNEXE A

BBKA Membership Classes Benefits

Benefit Class of Membership	ADM Powers	Year Book	Officer Indemnity Insurance	3rd party Public Liability and Product Insurance	BBKA News & other direct communications	Events & Advice	Representation and facilities†	Body that Nominates for membership	Acceptance by
Area Association Member ¹	A,V,P,S	✓	✓†	✓†	X	X	✓	By Proposition	ADM
Registered Member ¹	A	X	X	✓*	✓	✓	✓	AAM	AAM
Partner Member ¹	A	X	X	✓*	X	✓	✓	AAM	AAM
Country Member ¹	A	X	X	X	✓	✓	✓	AAM	AAM
UK Individual Member	A	✓	X	✓†	✓	✓	✓	Anyone	EC
Overseas Individual Member	A	✓	X	X	✓	✓	✓	Anyone	EC
Specialist Member	A,P	✓	X	X	✓	X	✓	By Proposition	ADM
Institutional Member	A	✓	X	X	✓	X	✓	Anyone	EC
Corporate Member	A	✓	X	X	✓	X	✓	Anyone	EC
Honorary Fellow	A	✓	X	✓	✓	✓	✓	EC	ADM
Honorary Member	A	✓	X	✓	✓	✓	✓	EC	ADM

Notes:
Under ADM Powers: A - The right to attend
V - The right to Vote
P - The right to submit propositions for consideration by the delegates
S - The right to speak.
Others may speak at the discretion of the chairman of the meeting

¹ The membership year for these members is defined as the 12 calendar months commencing on the primary date as defined in Clause 8.2; for all other members the period is defined as being the same as the BBKA financial year.
*Registered & Partner Members Insurance cover begins as soon as they have paid their local association and have received a receipt for their subscription. All other benefits for Registered, Partner and Country Members begin when their registration details are received by BBKA.
†UK Individual Member and AAM Insurance cover begins 6 weeks after first joining or after a lapse in membership.
‡e.g. Government & EU negotiations & liaison with manufacturers; Use of NBC-HQ

ANNEXE B

Conduct of the ADM

The ADM shall be chaired by the President of the BBKA, or in his or her absence, a deputy proposed by the EC and approved by a simple majority of delegates who shall, taking appropriate procedural advice from the Chairman or another member of the Standing Orders Committee, ensure that the meeting is run in a seemly and proper manner including competent recording in writing of the Minutes of the Meeting.

The ADM will conduct the following business:

- 1** appoint tellers;
- 2** adopt the standing orders that had been circulated with the Meeting Papers;
- 3** approve Minutes of the previous ADM;
- 4** review Matters Arising from the Minutes;
- 5** receive the reports of the Executive Committee (including any sub-committee or working party) and the Examinations Board on the previous year's work;
- 6** receive and approve the Accounts and Balance Sheets for the previous year of the various funds administered by the BBKA, together with the report of the Independent Reporting Accountant; receive a report on performance against budget for the previous year and to approve a budget for the ensuing year;
- 7** appoint the Independent Reporting Accountant for the current year's accounts;
- 8** ratify the appointments of the Officers having taken up their duties since the previous ADM;
- 9** receive reports on previous year's resolutions and others that have been completed since the previous ADM;
- 10** elect the President, Executive Committee and Examinations Board Members as vacancies fall due;
- 11** confer Honorary Fellowship and Honorary Membership;
- 12** debate and vote on the acceptance of Area Association Members and Organisations in other classes of Membership applying to join the BBKA;
- 13** debate and vote on the various Propositions submitted by the Area Association Members, Specialist Members and the EC;
- 14** fix the date and venue of the next ADM.