



CORNWALL BEEKEEPERS' ASSOCIATION

(COWETHAS GWYTHYSY GWENYN KERNOW)

www.cbka.co.uk

Registered Charity, Number 298470

Constitution of the Cornwall Beekeepers' Association (CBKA)

September 2023

(As agreed at the EGM 29th April 2023 and ratified at the CBKA Executive Meeting 26th September 2023)



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PART 1 - Purpose and Powers

1. Adoption of the constitution

The Association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. Name

The Association's name is Cornwall Beekeepers' Association (CBKA,) hereafter called the Association or the CBKA.

The CBKA is in turn an Area Association Member of the British Beekeepers' Association (BBKA), a registered charity in England and Wales, number 1185343.

3. Objects

The Association's objects ('the objects') are intended to promote, sustain and increase individual and collective knowledge of apiculture in the County of Cornwall. They will;

- a) Promote and further the craft of beekeeping, by educating beekeepers and prospective beekeepers in apiculture;
- b) Advance the education of the public in the importance of the honey bee in the environment.

4. Registered particulars

The Trustees must notify the Charity Commission (hereafter referred to as the "Commission") promptly of any changes to the Association's entry on the Central Register of Charities.

5. Application of income and property

The income and property of the Association shall be applied solely towards the promotion of the objects.

- a) An Association Trustee is entitled to be reimbursed from the property of the Association or may pay out of such property reasonable expenses properly incurred by them when acting on behalf of the Association, where agreed in advance by the Council.
- b) As an Area Association Member of the BBKA, a CBKA Trustee will benefit from any Trustee indemnity insurance cover purchased at the British Beekeepers' Associations' expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011. Details of the benefit are available at any time in the Member's area of the BBKA website.

None of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Member of the Association. This does not prevent a Member who is not also a Trustee from receiving:

- a) A benefit from the Association in the capacity of a beneficiary of the Association;
- b) Reasonable and proper remuneration for any goods or services supplied to the Association.

6. Dissolution

The Association may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at an Extraordinary General Meeting convened for the purpose of which 21 days' notice shall have been given to the Members. If the Members resolve to dissolve the



Association the Trustees will remain in office as Association Trustees and be responsible for winding up the affairs of the Association in accordance with this clause.

If the CBKA is wound up, the Members of the CBKA have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The Trustees must collect in all the assets of the Association and must pay or make provision for all the liabilities of the Association.

The Trustees must apply any remaining property or money such that:

Such resolution may give instruction for the disposal of any assets held by or in the name of the Association provided that, if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the Members of the Association but shall be given or transferred either;

- a) to the British Beekeepers' Association (Charity number 1185343) to hold on trust to help achieve the current objects or:
- b) By transfer to such other charitable institution or institutions having objects similar to some or all of the objects of the Association as the Association may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

The Trustees must notify the Commission promptly that the Association has been dissolved. If the Trustees are obliged to send the Association's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Association's final accounts.

7. Amendment of Constitution

7.1 Amendments to Part 1

The Association may amend any provision contained in Part 1 of this Constitution provided that:

- a) No amendment shall be made which would have the effect of causing the Association to cease to be a charity at law;
- b) No amendment may be made to alter the objects if the change would undermine or work against the previous objects of the Association;
- c) No amendment may be made to clause 3 (Objects), clause 4 (Registered Particulars), clause 5 (Application of income and property), clause 6 (Dissolution) or this clause without the prior consent in writing of the Commission.

7.2 Amendments to Part 2

Alterations to Part 2 of this Constitution shall receive the assent of not less than two-thirds of the voting Members present and voting at an Extraordinary General Meeting convened for that purpose. The Secretary of the Association must receive a resolution for the alteration of the Constitution at least 28 days before the meeting at which the resolution is to be brought forward. At least twenty one days' notice of such a meeting must be given by the Secretary to the Members and must include notice of the alterations proposed.

A copy of any resolution amending this Constitution shall be sent to the Commission within 21 days of it being passed.



PART 2 - Management

8. Executive, Officers, Trustees and other Council Members

The Association and its property shall be managed and administered by a Council comprising the officers and other Members elected in accordance with this Constitution. The officers and the elected Group Representatives shall be the Trustees of the Association and in this Constitution are together called 'the **Trustees**'.

The management of the Association shall be vested in a Council that shall include the following Officers:

- a) Chair
- b) Vice Chair
- c) Secretary
- d) Treasurer
- e) Membership Secretary (who may also be the treasurer),
- f) Examinations Officer
- g) Schools Liaison Officer
- h) Annual Delegate Meeting Representative

The Council shall meet at least four times per annum, excluding AGMs and EGMs.

In addition, each Group of the CBKA will be entitled to elect **Two** Trustees, known as Group Representatives, to serve on the CBKA Council for two-year terms, the term of each Representative ending in alternate years, thus normally electing one Representative per year.

Group Representatives are also eligible to be elected, at the CBKA AGM, to any of the Officer posts on Council.

A Trustee must be a Member of the Association or the nominated representative of an organisation that is a Member of the Association.

No one may be appointed a Trustee if they would be disqualified from acting under the provisions of clause 8.8.

A trustee, or any connected person to that trustee shall not:

- a) buy or receive any goods or services from the association on terms preferential to those applicable to the general public.
- b) Sell goods, services or any interest in land to the association
- c) Receive any other financial benefit from the charity outside any gratuities for the holding of office.

The number of Trustees shall be not less than 15 but (unless otherwise determined by a resolution of the Association in general meeting) shall not be subject to any maximum.

A Trustee may not appoint anyone to act on their behalf at meetings of the Trustees.

8.1 President

The Association shall also appoint a President who is to represent the Association as an independent spokesperson and figurehead. They will have longstanding beekeeping experience and knowledge.

The president shall be nominated by any Member and elected at the AGM for a one year term. They are an ex-officio Member of the Council and do not have a vote. Nominations, with a



proposer and seconder, must be received by the Secretary at least fourteen days prior to the AGM, and include reasons for advocating the nominee.

8.2 Executive

The Executive of the Association will comprise of the Chair, Vice Chair, Secretary and the Treasurer. They can consult or meet as necessary, for the day to day running of the organisation in accordance with the Association policies, or to prepare recommendations for consideration at full Council meetings.

The EC shall not have the authority to make decisions outside the Council, except in an emergency.

The Council may appoint additional Members of the Council to the Executive to prevent a majority of the Executive coming from one associated group, or as thought necessary.

8.3 Chair

The Chair's role shall be that of an executive manager of the Council, motivating, driving, engaging with and representing the wider Membership views.

General meetings shall be chaired by the person who has been elected as Chair.

If there is no such person or they are not present within fifteen minutes of the time appointed for the meeting, the Vice Chair shall chair the meeting if present, otherwise a Trustee nominated by the Trustees shall chair the meeting.

If there is only one Trustee present and willing to act, they shall chair the meeting.

If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the Members present and entitled to vote must choose one of their number to chair the meeting.

8.4 Non-Council Posts (Co-Options)

The Trustees may co-opt onto the Council, from time to time, other posts to meet the needs of the Association. These posts can be appointed from elected Council Members or may be co-opted by the Council from CBKA members deemed competent by the Council.

These roles may include:

- a) An Asian Hornet Co-ordinator
- b) An Independent Examiner
- c) A Disease Liaison Officer
- d) An Equipment Officer
- e) A Magazine Editor
- f) A Microscopist
- g) A Social Media Officer
- h) A Website Manager

Co-opted Members will not be Trustees of the Association and will not have a vote at Council meetings, unless co-opted under clause 8.5.

8.5 Appointment of Council Officers/Trustees

The Association shall elect the Officers at the Annual General Meeting. Nominations for the Officers on the Council may be drawn from either the Group Representatives or from other



Association Members and should include a proposer and a seconder and a brief statement by the candidate. Nominations must be submitted to the Secretary fourteen days prior to the AGM. The nomination shall:

- a) Be signed by a Member entitled to vote at the meeting;
- b) Be signed by the person who is to be proposed to show their willingness to be appointed.

In the event of more than one nomination for any particular post, candidates will be asked to leave the room prior to a vote being taken at the AGM.

Late nominees can be accepted exceptionally at the discretion of the currently serving Executive and subject to approval by Members present at the AGM.

Members are elected to the CBKA posts for one year, that is, until the next Annual General Meeting, when the position is renewable.

The Trustees representing the Groups will be elected at a general meeting of that Group, standing for two years, each one being elected every other year to retain continuity on the committee. The names of the elected Group Representatives shall be put forward to the CBKA AGM for ratification to serve as Members of the Council.

The Trustees may co-opt any person who is willing to act as a Trustee. Subject to clause 8.6, they may also co-opt Trustees to act as officers on the Council. Co-opted persons shall be ratified at the next AGM.

Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after their appointment but shall be eligible for re-election at that annual general meeting.

8.6 Exclusions

- a) The appointment of a Trustee, whether by the Association in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this Constitution as the maximum number of Trustees.
- b) The Trustees may not appoint a person to be an officer if a person has already been elected or appointed to that office and has not vacated the office.

8.7 Duties of the Council

- a) To administer the funds of the Association.
- b) To appoint sub-committees as required and to have power to co-opt for special purposes until the next AGM, provided that all acts and decisions of any sub-committees appointed shall be reported to the Council as soon as possible.
- c) To arrange meetings of Council and offer support for conventions, shows, etc. that may be considered desirable.
- d) To recommend nominations for the election of Honorary Life Members for approval at the AGM.
- e) To make the official publication (Gwenyn Kernow) available to Members of the Association.
- f) The Secretary or other Member appointed by Council shall take minutes of Council meetings. A copy of these minutes shall be made available to Members on request.
- g) One half of the Trustees appointed at that time shall form a quorum of which at least two shall be from the Executive.



- h) Any activities undertaken by any sub-committee formed by the Council shall be deemed to be carried out on behalf of the Association. In addition, any monies, equipment, material, or publications obtained by any sub-committee shall be deemed to be the property of the Association.
- i) Members of Council must disclose any personal and pecuniary interests in matters being discussed or likely to be discussed at meetings of Council.
- j) In the event of a tied vote in a Council meeting, the Chair shall have a second or casting vote.
- k) Borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CBKA must comply as appropriate with sections 124 and 125 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions).
- l) Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use
- m) Deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CBKA to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

The Council shall have the power to suspend a Member of the Council or Member of the Association if he/she is deemed to have engaged in conduct considered disreputable or opposed to the general interests of the CBKA. In such an event the Member shall have the right to be heard before a meeting of the Council held prior to any such suspension which will only take effect by a three-quarters vote of the Members of the Council present excluding the Council or Association Member under consideration.

8.8 Disqualification and removal of Trustees

A Trustee shall cease to hold office if they:

- a) Are disqualified from acting as a Trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- b) ceases to be a Member of the Association;
- c) in the written opinion, given to the Association, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months;
- d) resigns as a Trustee by notice to the Association (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- e) is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that their office be vacated.

8.9 Conflicts of interests and conflicts of loyalties

An Association Trustee must:

- a) declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the Association or in any transaction or arrangement entered into by the Association which has not been previously declared; and
- b) absent themselves from any discussions of the Association Trustees in which it is possible that a conflict will arise between their duty to act solely in the interests of the Association and any personal interest (including but not limited to any personal financial interest).

Any Association Trustee absenting themselves from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Association Trustees on the matter.



9. Local Group Organisation

The Association shall support the formation of local Groups within the county. A local group:

- a) Shall be known as 'Cornwall Beekeepers' Association - *Name (e.g. Bodmin) Group*'.
- b) May ask its Members for an extra contribution (additional to the subscription) to augment its funds if a majority of the Annual General Meeting of the Group so decide.
- c) Must hold an Annual General Meeting each year, before the CBKA AGM, to elect officers and transact its business. The quorum at a Group AGM shall be one fifth (20%) of its membership or 10 members, whichever is the smaller.
- d) Must send to the Association Secretary, not later than twenty one days prior to the Association AGM, a report and list of officers of the group.
- e) Must send to the Association Treasurer, not later than twenty one days prior to the Association AGM, an annual statement of their accounts including the value or list of assets and bank account details and signatories.
- f) May make nominations for the Council Officers in writing to the Association Secretary at least fourteen days before the Annual General Meeting.
- g) Shall report its activities to the Editor of the official magazine as soon as possible after such activities have taken place.
- h) Shall elect at their AGM (held before the CBKA AGM) up to Two Trustees, known as Group Representatives, to serve on the CBKA Council for two-year terms, the term of each Representative ending in alternate years, thus normally electing one Representative per year. Candidates may be re-elected for subsequent terms.
- i) The role of the Group Representative is to have full input to Council decisions and business, to bring their local ideas/suggestions etc. and also to feedback to their respective groups items/business discussed at Council.

The Rules of any local Group shall be compatible with those of the Association. Members can select which Group to join and all members are free to attend any Group meeting or event across the county.

In the event that a group be dissolved or disbanded, all assets of the group become the property of the Association.

10. General Meetings

The Association must hold a general meeting within twelve months of the date of the adoption of this Constitution.

An Annual General Meeting must be held in each subsequent year and not more than thirteen months may elapse between successive Annual General Meetings.

All general meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

Annual and Extraordinary General Meetings may be held in person, online, by telephone or on a hybrid basis (with some people meeting face to face and others joining virtually). All eligible members attending by whatever means will be able to vote on any motions raised either in person or online.

10.1 Annual General Meeting of the Association

An Annual General Meeting (AGM) shall be held not later than 30th April each year, at such time and place as the Council may decide.



At least one month's notice of the Annual General Meeting shall be communicated to Members.

At the AGM the Council Officers and the President shall be elected, and the Independent Examiner of the Association approved. The Group Representatives shall be ratified as Trustees by the Members present.

Business brought before it by the Council, or by Members who have given twenty-one days' notice of such business, shall be considered at the Annual General Meeting.

The Council shall lay before the meeting Officers' Reports of the previous year. A scrutinized statement of accounts shall have been made available to all Members together with an agenda of the meeting.

10.2 Extraordinary General Meeting

The Trustees may call an Extraordinary General Meeting (EGM) at any time.

The Trustees shall call an Extraordinary General Meeting if requested to do so in writing by not less than twelve Members of the Association.

The request must state the nature of the business that is to be discussed.

The meeting shall be called within twenty eight days of the Secretary receiving the request.

Members shall receive not less than fourteen days' notice of such meeting. If the Trustees fail to hold the meeting within twenty-eight days of the request, the Members may proceed to call an Extraordinary General Meeting but in doing so they must comply with the provisions of this Constitution.

10.3 Notice of Meetings

The minimum period of notice required to hold any general meeting of the Association is fourteen clear days from the date on which the notice is deemed to have been given.

A general meeting may be called by shorter notice, if it is so agreed by all the Members entitled to attend and vote.

The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an Annual General Meeting, the notice must say so.

The notice must be given to all the Members and to the Trustees.

10.4 Postponement/cancellation of Meetings

In the event of unexpected circumstances, the Council reserve the right to postpone or cancel a general meeting as appropriate.

10.5 Quorum

No business shall be transacted at any Annual, Special or Extraordinary General Meeting unless a quorum is present.

A quorum shall be:

- a) either ten voting Members of the Association, or



- b) one twentieth (5%) of the total number of voting Members of the Association, whichever is the greater.

If a quorum is not present within half an hour of the time the general meeting was due to commence, or if during a meeting a quorum ceases to be present, the Chair must adjourn the meeting.

The meeting shall be adjourned to such time and place as the Chair shall determine. The Chair must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.

If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the re-convened meeting the Members present at that time shall constitute the quorum for that meeting.

The Chair of a general meeting may adjourn the meeting whilst a quorum is present if:

- a) The meeting consents to that adjournment; or
- b) It appears to the chair that an adjournment is necessary to protect the safety of any persons attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.

10.6 Votes

Each Member entitled to vote shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote they may have.

A resolution in writing signed by each Member who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more Members.

10.7 Record Keeping and Minutes

The Association must keep minutes of all:

- a) appointments of officers and Trustees made by the Trustees;
- b) proceedings at meetings of the Association;
- c) meetings of the Trustees and committees of Trustees including:
 - i. the names of the Trustees present at the meeting;
 - ii. the decisions made at the meetings; and
 - iii. where appropriate the reasons for the decisions.

11. Finance

The Trustees must comply with their obligations under the Charities Act 2011 with regard to:

- a) the keeping of accounting records for the Association;
- b) the preparation of annual statements of account for the Association;
- c) the transmission of the statements of account to the Commission;
- d) the preparation of an Annual Report and its transmission to the Commission;
- e) the preparation of an Annual Return and its transmission to the Commission.

Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.



The financial year of the Association shall end on 31st December each year.

Subscription fees shall be decided at the CBKA AGM to take effect from the beginning of the next financial year. Subscriptions shall be due on the 1st January each year. Members shall not be entitled to the benefits of the Association until their subscription has been paid. Bee Disease Insurance (BDI) cover is subject to BDI regulations.

In cases of urgency the Council shall be empowered to increase the subscription to take effect on 1st January of the next financial year.

Signatories for financial transactions (bank, building society account, etc.) shall be 2 out of 4 members of the Executive. No financial transaction shall have more than one Member of the same family as signatory. Members of the same family shall include a close relative, not necessarily living at the same address.

No signatory shall sign a transaction to the benefit of themselves or a family member.

Bank and other accounts shall be opened and operated as the Trustees consider necessary, and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000.

Trustees shall ensure funds are set aside as a reserve against future expenditure but only in accordance with the reserves policy contained in the CBKA Financial Procedures.

Trustees shall obtain and pay for such goods and services as are necessary for carrying out the work of the Association.

12. Membership

12.1 General

The CBKA membership year runs from 1st January to 31st December every year.

Membership is open to all beekeepers and those interested in apiculture who support the objects of the CBKA. Membership is open to individuals over eighteen, Junior Members under the age of eighteen and other organisations who are approved by the Trustees.

The Trustees may refuse an application for Membership if, acting reasonably and properly, they consider it to be in the best interests of the Association to refuse the application. The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

All Members must complete an application and pay the rate for the class of Membership and applicable to the period applied for.

Members shall not be entitled to the benefits of Membership until the appropriate subscription has been paid in full.



Any BBKA Membership benefits e.g. Third Party and Product Liability insurance shall be in accordance with current BBKA policy. Bee Diseases Insurance (BDI) cover shall be in accordance with the BDI terms and conditions.

Membership is not transferable to anyone else.

The CBKA must maintain a register of names and addresses of the Members. This register shall be held in accordance with the CBKA Data Protection Policy.

12.2 Membership Classes of the Association

12.2.1 Full Members: Full Members become Registered Members of the BBKA and are entitled to:

- a) Have access to the CBKA magazine - Gwenyn Kernow
- b) Vote at CBKA General Meetings
- c) Stand for election to the Council
- d) Attend meetings, demonstrations, shows and conventions
- e) Have access to the BBKA magazine
- f) Third Party and Product Liability insurance and BDI cover.

Full subscription rates shall be set at the AGM.

12.2.2 Partner Members: These are adult individuals who reside at the same address as a Full Member. They become Partner Members of the BBKA. They are entitled to the same benefits as Full Members except they will not receive the BBKA's magazine or BDI cover. Currently they will be covered by BBKA's Third Party and Product Liability insurance and can serve as Trustees of the Association.

Subscription – 66% of Full Membership.

12.2.3 Country Members: These are individuals, not actively keeping bees, who nevertheless wish to support and be involved with the CBKA and the BBKA. They become Country Members of the BBKA. They are entitled to the same benefits as Full Members except they will not have any insurance benefits.

Subscription – 50% of Full Membership.

12.2.4 Local Members: These are individuals who wish to support the CBKA. They will not become Members of the BBKA through the CBKA. They will have access to CBKA magazine and be entitled to attend meetings, demonstrations, shows and conventions. They will not be able to vote at CBKA General Meetings or hold office at Association level or Group level. They will not have any insurance benefits.

Subscription – 40% of Full Membership.

12.2.5 Junior Members: These are Members under 18 years of age. They are entitled to the same benefits as Full Members, except that they cannot stand for election to, or be a Member of, the Council. Insurance will reflect current BBKA policy.

Subscription – 40% of Full Membership.

12.2.6 CBKA Honorary Life Members: These are individuals nominated by the Council and elected by the approval of Members at the AGM. Entitlement to any Membership benefits will be at the discretion of the Council and will be notified to the Member from time to time, to be reviewed at least every 3 years.

12.2.7 Schools Membership: These are Schools, Educational Establishments and Community Groups involved in education and community activities. They are entitled to the benefits of full



Membership, excluding the third party and Public Liability Insurance. (Details to be provided in their Membership pack)
Full subscription shall apply.

Percentages of the full subscription will be rounded up to the nearest pound.

12.3 Termination of Membership

Membership is terminated if:

- a) The Member resigns by written notice to the CBKA unless, after the resignation, there would be less than two Members;
- b) The Member dies or, if it is an organisation, ceases to exist;
- c) Any sum due from the Member to the CBKA is not paid in full within three months of it falling due;

The Trustees have the right to terminate Membership at any time. Membership shall be removed by a resolution of the Trustees that it is in the best interests of the Association that the Membership is terminated. A resolution to remove a Member from Membership may only be passed if:

- a) The Member has been given at least twenty one days notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
- b) The Member or, at the option of the Member, the Member's representative (who need not be a Member of the Association) has been allowed to make representations to the meeting.

13. Notices

Any notice required by this Constitution to be given to or by any person must be:

- a) in writing by post, addressed to the Member at his or her address, or
- b) by electronic communications to the Member's email address.
- c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

A Member who does not register an address with the Association, "unsubscribes" to electronic communications channels, or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Association.

14. Policies

The Association may from time to time make rules or bye-laws for the conduct of their business.

The bye-laws may regulate the following matters but are not restricted to them:

- a) the admission of Members of the Association (including the admission of organisations to Membership) and the rights and privileges of such Members, and the entrance fees, subscriptions and other fees or payments to be made by Members;
- b) the conduct of Members of the Association in relation to one another, and to the Association's employees and volunteers;
- c) the procedure at general meeting and meetings in so far as such procedure is not regulated by this Constitution;
- d) the keeping and authenticating of records.
- e) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.



The Association in general meeting has the power to alter, add to or repeal the rules or bye-laws.

The Association must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of Members of the Association.

The rules or bye-laws shall be binding on all Members of the Association. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

15. Disputes

Any Member having a complaint about any aspect of the Association should write to the Association Secretary or any Council Member setting out their grievance. If the complaint cannot be resolved at that level it will be referred to the full Council for consideration.

If a dispute arises between Members of the Association about the validity or propriety of anything done by the Members under this Constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

16. CBKA Policies, Procedures and Guidelines

In order to facilitate good governance of, and within, the Association, supplementary policies, procedures and guidelines outside of this Constitution may be required. The documents listed below do not therefore form part of the Constitution.

They include, but are not limited to:

- 1) CBKA Safeguarding Policy
- 2) CBKA Financial Procedures
- 3) CBKA Data Protection Policy
- 4) Social Media Policy
- 5) Council Officers Roles and Responsibilities (NEW)
- 6) Code of Conduct for Council Members
- 7) Review and Retention of Documents
- 8) Ethics, equality and diversity policy (NEW)
- 9) Administration of Gifts, Trusts and Legacies
- 10) Policy Statement of Genetically Modified crops

The above documents shall be reviewed as required to reflect statutory legislation or procedural improvements.

The master documents are held by the Association Secretary.

The latest issues of the relevant documents shall be made available on the Association website.