



St Albans & District
Beekeepers Association

Charter of the Executive Committee of St Albans & District Beekeepers Association [CIO]

CHARITY REGISTRATION NUMBER: 1193448

This Charter of St Albans & District Beekeepers Association [CIO] (“the Charity”) sets out the purpose and powers of the Executive Committee of the Charity (“the Executive Committee”) and in particular the delegation of powers by the Trustees of the Charity (“the Trustees”) to the Executive Committee under the constitution of the Charity (“the Constitution”).

Last updated 31/7/2023

1. Objectives

The Executive Committee is responsible for the day to day running of the Charity. Its objectives are:

- To use the powers delegated to it by the Trustees to uphold the objectives of the Charity as set out in the Constitution.
- To keep the Trustees informed of its activities.

2. Delegated Powers

(1) The following powers are delegated to the Executive Committee under Section 18 of the Constitution.

- Organising the activities of the Charity.
- Membership of the Charity as set out in Section 9 of the Constitution.
- All finances, including setting membership fees, deciding expenditure and recouping Gift Aid, with the following exceptions, which can only proceed with the agreement of the Trustees:
 - Expenditure in excess of £3000.
 - Borrowing money.
 - Buying, leasing or otherwise acquiring property.
 - Employing staff.

- Liaising with the Hertfordshire Beekeepers Association (HBKA).
- (2) The following powers are not delegated and remain the responsibility of the Trustees.
- Oversight of the Charity and all its activities to ensure that it conforms to the Constitution.
 - Defining the role of the Executive Committee and updating this Charter.
 - Submitting the annual report to the Charity Commission.
 - Dispute resolution, unless the dispute concerns members of the Trustees as set out in section 7 of the constitution.

3. Governance and Administration

- (1) The Executive Committee shall comprise the following:
- Three officers (A Chairperson, Secretary and Treasurer).
 - Nine other members of the membership to form the Exec Committee who shall take on various duties to the running of the Charity. (Education & Training, HBKA Representative, Public Events, Social Media etc known as Function Leaders)
 - Members may be co-opted onto the committee from time to time. Members can be co-opted onto the committee at any time by existing Exec Committee members or at an AGM by the membership of the Charity. The maximum number of co-opted members shall be four
 - Co-Opted members to the Exec Committee will have voting rights on votes taken at Exec committee level.
- (2) The Officers & nine other committee members shall be elected annually by a majority vote of the Members of the Charity.
- (3) All members of the Exec Committee shall advise the Trustees & remaining Exec Committee Members of their involvement with other Beekeeping organisations. This information to be advised to the membership of the Charity when re-election or new members are standing for election of the Exec Committee at future AGM's.
- (4) If an elected position becomes vacant the Executive Committee shall appoint a temporary Officer for ratification at the next AGM.
- (5) Function Leaders such as Education & Training, Public Events Organizer, Social Media etc., shall be appointed by the Executive Committee as necessary.
- (6) At least one member of the Executive Committee shall be a Trustee.
- (7) All members of the Executive Committee shall be voting members. The Chair shall have a casting vote only.
- (8) The Executive Committee shall meet a minimum of five times each year, the dates being set no later than the first meeting following the AGM. The 1st meeting being held within the 1st month Of the AGM.

- (9) An Executive Committee meeting quorum shall be at least 50% of the voting members including at least Two Officers.
- (10) The Secretary shall give a minimum of fourteen days notice of all Executive Committee Meetings. In an emergency the Chairperson may call a meeting at two days notice.
- (11) Members of the Charity wishing to attend an Executive Committee meeting shall make a request for an invitation via the Chairperson. The request shall not be unreasonably withheld. Invitees shall not be allowed to speak, except by permission of the Chair.
- (12) Meetings shall be minuted and the minutes made available to the Trustees & the Executive Committee within 28 days.
- (13) Formal notices and all other communications of the Charity shall be by means of email to the Executive Committee member's email address registered within the Membership eReturn2 system. Executive Committee members without access to email shall make arrangements to have email from the Charity delivered to them by other means.
- (14) Any Disputes within the membership of the Charity or Exec Committee will be referred to the Trustees for resolution. All disputes will remain confidential between the affected parties, Exec Committee & Trustees until such resolution is reached. Then - only with permission of all the affected parties - will details be made known to membership of the Charity.
- (15) Organising & Charing the Annual General Meeting as laid out in the constitution section 11. The Chair of Trustees shall greet the AGM, then hand over to the Chair to host.

4. Membership

- (1) Membership Administration shall be executed by the Treasurer using the eReturn2 system.
- (2) Five classes of membership will be offered:
 - (a) Full (Registered) Membership
 - (b) Partner Membership
 - (c) Country Membership
 - (d) Junior Membership (Under 18's)
 - (e) Schools Membership
- (3) Existing Honorary members of the Charity shall be honored only (The Charity will liable for HBKA, BBKA capitation fees & Basic Bee Disease insurance (BDI) only for the appropriate class of membership:
 - (a) Eric Margrave (Full Member)
 - (b) Eileen Remnant (Country Member)
 - (c) Christine Aitken (Country Member)
 - (d) Anne Wingate (Full Member)

5. Finance

- (1) The Charity shall have the power to raise money by means of yearly membership fees and other fees as determined by the Executive Committee.

- (2) All monies shall be lodged in bank accounts in the name of the Charity.
- (3) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the Charity, for which two signatures shall be required. The Trustees can appoint additional signatories as required.
- (4) The account in the name of the Charity shall be used for the running of the Charity only & acting as an agent for the use of sales via card machine subject to meeting conditions set out in section 6
- (5) The Charity shall claim Gift Aid at the appropriate rate for membership fees paid to the Charity.
- (6) The financial year of the Charity shall run from 1st January to 31st December.
- (7) The Executive Committee must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Trustees, within 6 months of the financial year end.

6. Conditions for acting as Agent for sales by card machine at events

- (1) St Albans & District Beekeepers Association will act as an agent only for sales of products by card machine at public events
- (2) St Albans & District Beekeepers Association will not take any commission or fees for any sales made at events.
- (3) Refunds are not to be paid from the association bank account. Two signatures are required for payments from the association account (CHARTER OF THE EXECUTIVE COMMITTEE OF ST ALBANS & DISTRICT BEEKEEPERS ASSOCIATION [CIO], section 5, item 3)
- (4) All transaction fees applied by the card machine merchant will be paid for by the person whose product has been sold
- (5) St Albans & District Beekeepers Association will not be liable for any losses of sales/goods (damaged items, stolen items, incorrect change given etc.)
- (6) All monies received into the association bank account from sales by the card machine at events will be transferred to the event organiser for distribution to the appropriate person.
- (7) All sales to be recorded by the card machine (cash or card transactions) to enable correct distribution of funds to those persons selling items & correct fees deducted.
- (8) Records to be kept of :
 - 1. Name of person supplying items to sell,
 - 2. name & quantity of each items supplied,
 - 3. number of items returned,

4. number of items sold by cash or card machine & values for each.
 5. Total paid to person supplying items
 6. Records to be kept for minimum time of 3 years.
- (9) Any dispute of monies received by the seller, not resolved by the event organizer with the seller can be escalated to the 3 officers of the committee for resolution. Their decision will be final.
- (10) All persons selling at events are bound by these rules.
- (11) Card machine will remain the property of St Albans & District Beekeepers Association.

This document shall be reviewed/Updated annually by the Trustees of St Albans & District Beekeepers Association (cio).