

NORTHSIDE BEEKEEPERS' ASSOCIATION

Incorporated.



BY-LAWS

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By-laws
of
Northside Beekeepers' Association Incorporated

1. Authority

- (1) These by-laws are made in accordance with Rule 42 of the registered constitution “The Rules of the Northside Beekeepers’ Association Incorporated” which states that:
- (a) The Management Committee may make, amend, or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
 - (b) A by-law may be set aside by a vote of members at a general meeting of the association.

2. Interpretation

- (1) If a by-law listed in this document is inconsistent with a rule in the association rules, then the rule will prevail.
- (2) If any doubt arises as to the interpretation of any by-law, the decision of the Management Committee shall be final, provided it is recorded in the minutes of a Management Committee meeting.

3. Objects

- (1) The objects of the association are—
- (a) To increase the knowledge of bees and bee culture.
 - (b) To improve the standard of beekeeping among beekeepers, and to assist in the formation of and affiliate with similar bodies.
 - (c) To assist in the study of subjects allied and relevant to Apiculture.
 - (d) To foster intelligent observation and good practical handling of bees.
 - (e) To afford advice and assistance to beginners, particularly in overcoming their early difficulties.
 - (f) To arrange lectures, discussions, demonstrations and field days for the benefit of members.
 - (g) To assist members in obtaining suitable apicultural material.
 - (h) To seek out and assist people who are interested and qualified to carry out research work on bees and bee culture.
 - (i) To assist members with and by the acquisition of equipment.
 - (j) To promote the use of honey and other bee products.

4. Not for Profit Organization

- (1) This association is qualified as a ‘Not-for-profit’ association by the inclusion of Rule 46 and Rule 49 of “The Rules of the Northside Beekeepers’ Association Incorporated.”

5. Australian Business Number

- (1) This association shall register for an Australian Business Number to comply with current tax obligations.

6. Membership

- (1) Membership shall be open to all persons or organisations of good character that support the objects of the association.

7. Classes of members

(1) The membership of the association consists of the following classes —

(a) Ordinary (Full) members.

- i** An ordinary (full) member is a person or organization who is accepted as an ordinary member and pays the relevant subscription fees set from time to time.
- ii** In the case of an organisation being an ordinary (full) member, only one vote may be cast in respect to that membership by its nominated representative.
- iii** The number of ordinary (full) members is unlimited.

(b) Honorary Life members.

- i** An honorary life member is a person who, having made a major contribution to the association through long and distinguished membership and service has been granted membership status without being required to pay any membership fees.
 - a.** Any two (2) financial ordinary members may make a nomination for life membership for consideration by the Management Committee.
 - b.** The nomination must be made in writing, which includes electronic communications, to the secretary, clearly stating the reasons for the recommendation and signed by the members making the nomination.
 - c.** The Management Committee shall consider the proposal, and if agreed by a majority of the committee, present the motion to members for approval at the next annual general meeting.
- ii** A life member is awarded paid up membership for as long as he or she may live or for the life of the association.
- iii** A life member shall enjoy the same rights and privileges as an ordinary member.

(c) Junior members.

- i** A junior member is a person not having reached the age of 18 years (at the time of joining or renewing), who is accepted as a junior member and pays the relevant fees set from time to time.
- ii** A junior member is not entitled to a vote at any association meeting.
- iii** A junior member is not eligible for election to the Management Committee.

(d) Affiliated Schools

- i** An Affiliated School is a School who engages in the instruction and keeping of Bees who wishes to be a member of the Association and pays the fees set from time to time.
- ii** The Affiliated School may nominate up to 2 School based representatives to attend association meetings.
- iii** The Affiliated School is an organisation within the meaning in Ordinary member and in particular to clause 7 (1) (a) (ii).
- iv** The number of Affiliated Schools is unlimited.

(e) Bundle Family / Partner Members

- i** Bundle family members consists of:-
 - a. One Family / Partner Email Address, and
 - b. One Family / Partner Administrator (who is also deemed an Ordinary Full member – Refer Class 7(a) above) and who pays the relevant fees of the Bundle Family / Partner set from time to time, and
 - c. Up to one person who is a partner or an immediate relative of the Family / Partner Administrator
 - d. Up to six children under 18years old of the Family Administrator.
- ii** Only the Family / Partner Administrator (Ordinary) member of a Bundle Family is entitled to a vote at any association meeting.
- iii** Only the Family / Partner Administrator member of a Bundle Family is eligible for election to the Management Committee.
- iv** The number of Bundle Families / Partners is unlimited.

(f) Bundle Single Full Member + One Junior Member

- i** Bundle Single Full Member + One Junior member consist of:-
 - a. One Bundle Email Address, and
 - b. One Bundle Single Full Member Administrator (who is also deemed an Ordinary Full member – Refer Class 7(a) above) and who pays the relevant fees of this type of Bundle set from time to time, and
 - c. One Junior member (under 18 years old),
- ii** Only the Bundle Single Full Member Administrator (Ordinary) member of this type of Bundle is entitled to a vote at any association meeting.
- iii** Only the Single Full Member Administrator member is eligible for election to the management committee.
- iv** The number of Bundle Single Full Members + One Junior is unlimited.

8. New membership

- (1) An application for membership must be —
 - (a) lodged by the applicant; and
 - (b) in the manner decided by the Management Committee.
 - (c) accompanied by the appropriate fee, if any.

9. Membership renewals

- (1) An application for membership renewal must be—
 - (a) in writing, which includes electronic communications, on the form prescribed by the Management Committee, as referenced at Appendix A and;
 - (b) Accompanied by the appropriate fee, if any.

10. Admission of new membership

On approval of the new membership application the Management Committee or delegate shall issue a communication to welcome the new member and provide information relating to the club.

11. Membership Subscriptions

- (1) The membership subscriptions shall be set by the Management Committee and presented for ratification at each annual general meeting.
- (2) The membership subscription for each class of membership will be as listed in Schedule 1 - the Schedule of Fees and Charges for the current year.
- (3) All membership subscriptions are based on a calendar year and become due and payable from 1 January each year.
 - (a) Renewing members shall pay the full annual membership subscription for their class of membership regardless of the date on which the fee is paid.
- (4) The membership subscription for new members joining after September 30 will include an extension to the membership period up to and including the end of the subsequent membership year.
- (5) Membership fees are non-refundable.
- (6) Members with hives must be registered according to the state or territory that the hives are located.

12. Other Fees and Charges

- (1) The Management Committee may from time to time recommend additional fees and charges in accordance with the association's needs. These fees will be listed in Schedule 1 – Schedule of Fees and Charges for the current year.

13. Financial year

- (1) The end date of the association's financial year is 31st August in each year.

14. Bank Account

- (1) The Management Committee will maintain a cheque/deposit account with an authorised Financial Institution in the name of Northside Beekeepers' Association Inc., to be operated to meet all charges in relation to the activities conducted by the association.
 - (a) At the next Management Committee meeting following the annual general meeting, the Management Committee shall determine those persons whose signatures shall be recognised to operate the association's account. Generally, these signatories will be the president, secretary, and treasurer.
 - (b) Cheques, bills, authorities, and other instruments authorising payment from the association's account shall be signed by at least two of the approved signatories.
- (2) The treasurer will control an imprest petty cash fund up to the amount approved by the Management Committee from time to time
- (3) All revenue received by the association shall be used entirely for the aims of the association.
- (4) No part of the income of the association shall be paid to any member of the association except that officers, committee members and others may be reimbursed for necessary expenses.
- (5) The association may receive grants and donations and may deposit and expend these according to terms laid down by the donor and acceptable to the executive.

15. Address of the Association

- (1) To ensure a continuous and regular mail delivery, the association will maintain a rental Post Office Box at the Kallangur Post Office.
 - (a) All correspondence for the association should be addressed to that Post Office Box.
 - (b) The Management Committee shall determine the key holders of the Post Office Box. The key holders are to ensure that the mail is collected promptly and regularly.

- (c) The Post Office Box should not be used for members' personal mail.
- (2) The physical address of the association, where required for notation on official documentation, shall be the residential address of the current elected president or his/her nominated representative.
 - (a) The secretary will notify the change of address to each organisation where a physical address has been given as soon as is practicable following each annual general meeting where a new president is elected.

16. Voting at general meeting

- (1) At a general meeting, each question, matter, or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) The method of voting is to be by a show of hands pursuant to Rule 37 of "The Rules of the Northside Beekeepers' Association Incorporated."

17. Membership of the Management Committee

- (1) Membership of the Management Committee of the association shall be elected at each annual general meeting pursuant to Rule 18 of "The Rules of the Northside Beekeepers' Association Incorporated." and consist of:
 - (a) Executive Management Committee members shall consist of a president, vice-president, secretary, and treasurer.
 - (b) Management Committee members shall consist of News Editor, Librarian, Equipment Officer, Liaison Officer, and Visitor Liaison Officer, and Show Delegates.
 - (c) Ordinary Committee members shall consist of any other members of the management committee – Refer Class 32

18. Duties of the President

- (1) The president is usually the formal 'voice' of the association, providing leadership to the committee and the membership and is responsible for the overall co-ordination of the activities of the association. The president is generally responsible for:
 - planning and chairing meetings;
 - conducting meetings in a proper and orderly way;
 - signing documents on behalf of the association;
 - ensuring all relevant information is made available to committee members;
 - ensuring the association is run according to its rules and by-laws;
 - resolving disputes and grievances;
 - initiating projects;
 - overseeing activities and projects; and
 - representing the association at external meetings and events.

19. Duties of the Vice-President

- (1) The primary role of the vice-president is to undertake tasks to reduce the workload of the president. In the absence of the president, the vice-president may;
 - represent the association
 - and;
 - Preside over meetings.
- (2) The secondary role the Vice-President is to manage the association's communication and marketing channels. This includes, but not limited to, newsletters, Facebook, websites, and email communications.

This is to provide a single position responsible to oversee all communication and marketing activities and ensure alignment across platforms is maintained for members, potential members, and public.

- The Vice-President may engage one or more members of the association to perform the duties of one or more communication or marketing functions. The Vice-President will still retain the responsibility of any activities that are delegated and undertaken by other members.
- The Management Committee shall have the power to set guidelines and conditions under which communication and marketing activities are to operate.
- The Vice-President should liaise with the treasurer to develop a budget early in the year to meet anticipated expenses.
- The Vice-President should keep the Management Committee informed of any current activities in the communication and marketing functions.
- The Vice-President will be appointed by nomination and election the annual general meeting.

20. Duties of the Secretary

(1) The secretary is generally responsible for day-to-day administrative tasks of the association, which include, but are not limited to—

- calling meetings of the association, including preparing notices of a meeting;
- preparing an agenda of the business to be conducted at the meeting in consultation with the president;
- keeping minutes of each meeting;
- collecting mail from PO Box;
- attending to correspondence and other documents relating to the association;
- making sure all letters and other documents are properly filed;
- organising activities and events;
- ensuring the safe custody of all books, documents, instruments of title and securities of the association;
- ensuring the safe custody of the common seal of the association;
- maintaining the register of members of the association.

21. Duties of the Treasurer

(1) The treasurer is primarily responsible for managing the finances of the association, keeping true and accurate accounting records that explain the financial transactions and the financial position of the association in a manner that can be conveniently and properly audited. This involves:

- receiving and receipting dues and other payments;
- making payments and bank deposits;
- maintaining all financial records;
- monitoring the income and expenditure of the association;
- keeping committee members informed of the financial position of the association;
- preparing and presenting financial statements to the annual general meeting;
- The Associations Incorporation Act – 1981 requires that the associations' annual financial statements be presented to the members at each annual general meeting. The annual accounts should show;
- a statement of receipts and payments of the Association, recording its total receipts and payments based on the cash method of accounting, as well as a statement of the assets and liabilities of the Association;

- allocating funds;
- preparing and managing a budget; and
- Representing the association on funding applications.

22. Publications

- (1) The Management Committee may establish and provide funding for official publications of the association.
 - (a) The term publication shall be taken here to include both traditional print media and non-traditional electronic media.
 - (b) The Management Committee shall have the power to set guidelines and conditions under which the publications are to be produced.
- (2) A member will be appointed to manage the publications of the association by nomination and election at the annual general meeting.
- (3) No publication may be either implicitly or explicitly represented as an official association publication except with the written approval of the executive.
- (4) Members may submit advertisements for inclusion in the newsletter free of charge.
- (5) Advertisements from non-members may be accepted for inclusion in the newsletter at the discretion of the editor.
- (6) The association will exchange newsletters (free of charge) with other associations having similar objectives.

23. Duties of the News Editor

- (1) The position and duties of the “News Editor” have been retained for historical purposes and as a guideline for the delegated incumbent and Vice President should the Vice President wish to exercise his/her prerogative and delegate some of the responsibilities associated with communication and marketing.
 - (a) Subject to the parameters outlined in 23(1) the News Editor is responsible for the association’s communication with different target audiences, including members of the association, other associations and members of the wider community. The News Editor will advise the Vice President and committee on communication tasks and use written and verbal skills to create/maintain a range of communication material. By communicating effectively with the target audience, they help to build a positive reputation for the association.
 - (b) Subject to the overarching responsibilities of the Vice president the News Editor is responsible for maintaining the content of the association’s 2 Facebook pages and other social media tools. Social media is an important tool to continuously keep in contact with our members and members of the wider community. It is incumbent on the News Editor to ensure that the Facebook pages and other social media tools are kept up to date and the content relevant and not become old and stale.
 - (c) Subject to the overarching responsibilities of the Vice President the News Editor acts as the Administrator to the association’s 2 Facebook pages and as such should monitor the posts put up by members and ensure that there is no trolling and/or bullying of members. Robust discussion is welcome but personal attacks on individuals cannot be tolerated. Continual breaches of etiquette by an individual members must be reported to the committee for action.
 - (d) For many members, the monthly newsletter represents their primary interaction with the organization. The association will publish a monthly newsletter prior to each meeting for the months of January to November, containing topical articles relating to beekeeping and giving notification of and reporting on meetings, functions and special events of the association. Along with the Vice President the News Editor is responsible for the following:

- (e) Planning, recruiting and editing newsletter content.
- (f) Determining suitable articles that should be included in each edition of the newsletter.
- (g) Recruiting volunteers to write articles.
- (h) After volunteers submit articles, edit them for clarity and consistency.
- (i) Distributing the newsletter
- (j) send an e-mail message with the file containing the newsletter to the members; members email address are not to be visible
- (k) post the newsletter on the association's Members' only Facebook page;
- (l) send, via email, the newsletter to other associations and sponsors
- (m) Present a copy of each newsletter to the Librarian for inclusion in the association library.
- (n) In conjunction with the Vice President the News Editor should liaise with the treasurer to develop a budget early in the year to meet anticipated expenses.
- (o) The News Editor should keep the Management Committee informed of any current topical issues affecting the association or beekeeping in general.
- (p) The News Editor will be appointed by nomination and election the annual general meeting with responsibilities as delegated by the Vice President.

24. Library

- (1) The Management Committee may establish and provide funding for a lending reference library for the benefit of members. The library will comprise, but not be limited to, any pamphlets, brochures, catalogues, newsletters, magazines, books, video tapes and DVD's containing information relating to beekeeping and/or honey.
 - (a) The Management Committee shall have the power to set guidelines and conditions under which the library is to operate.
- (2) The Management Committee may from time to time set fees and charges for the use of the library. These fees will be listed in Schedule 1 – Schedule of Fees and Charges for the current year.
 - (b) At this time there is no deposit required for borrowing library items.
 - (c) At this time there is no fee for borrowing library items.
- (3) The reference library shall be for the use of members of this association only.
- (4) A Librarian will be appointed to manage the reference library of the association by nomination and election at the annual general meeting.
- (5) The Librarian will store the reference library at a secure place convenient to him/her.
- (6) The association may subscribe to the following journals of beekeeping interest for inclusion in the reference library.
 - (d) 'The American Bee Journal' – a monthly publication.
 - (e) 'The Australian Beekeeper' – a monthly publication.
- (7) Any library item borrowed by members must be authorised by the Librarian.
- (8) The period of loan will generally be for one month (from meeting to meeting) but may be extended by arrangement with the Librarian depending on availability.
- (9) The library item must be returned to the Librarian in the same condition as borrowed.
 - (f) Any faults or repairs required should be reported to the Librarian.
 - (g) Fair wear and tear is accepted at the discretion of the Librarian; however rectification of other damage, loss, or breakages must be paid for by the member borrowing the item.
- (10) The Librarian will be appointed by nomination and election the annual general meeting.

25. Duties of the Librarian

- (1) The Librarian will be responsible for the care and management of the reference library established for the use of members. Duties of the Librarian include the following:
 - Maintain an up-to-date catalogue of the library collection.
 - Make available a selection of items for borrowing at each general meeting.

- Keep a record of items borrowed, including the item detail, the borrower and the date borrowed.
- Keep a record of items returned.
- Follow up overdue items not returned.
- Arrange repairs as required to keep library items in a good state of repair.
- Make recommendations and advise the Management Committee of suggested items for acquisition.

26. Beekeeping and Honey Extracting Equipment

- (1) The Management Committee may establish and provide funding for a collection of equipment used in the day to day keeping of bees and production of honey for the general benefit of financial members of the association.
- (2) The Management Committee shall have the power to set guidelines and conditions under which the purchase and use of the equipment is to operate.
- (3) The Management Committee shall have the power to set loan contract and loan schedule conditions which are required to be agreed by borrowing member prior to borrowing any equipment.
- (4) The Management Committee shall have the power to set fees and charges for the use of the club's beekeeping equipment. These fees will be listed in Schedule 1 – Schedule of Fees and Charges for the current year.
- (5) A deposit will be required for the use of any equipment and will be refunded to the member on return of the borrowed equipment in terms of the loan agreement for the item/s.
- (6) All or part of the deposit paid may be withheld by the equipment officer based on the condition of the returned equipment as defined in the loan agreement for the item/s
- (7) A fee for the use of the beekeeping equipment borrowed will be charged in terms of Schedule 1 – Schedule of Fees and Charges for the Current Year.
- (8) The equipment shall be for the use of financial members of the Northside Beekeepers Association only.
- (9) An equipment officer will be appointed to manage the beekeeping equipment assets of the association by nomination and election at the annual general meeting.
- (10) Any equipment borrowed by members must be authorised by the equipment officer.
- (11) The borrowing member is required to complete and agree to the Equipment Loan Contract by signing the Loan Schedule Agreement prior to borrowing of an equipment
- (12) The period of the equipment loan is based on a twenty-four (24) hour period. Multiple days can be arranged for the equipment and the period of the loan may be extended by arrangement with the Equipment Officer depending on availability. Fees are payable for the total period of the equipment loan as are as listed in Schedule 1- Schedule of Fees and Charges.

27. Duties of the Equipment Officer

- (1) The equipment officer will be responsible for the care and management of the collection of beekeeping and honey extraction equipment established for the use of members. Duties of the equipment officer include the following:
- (2) Maintain an up-to-date catalogue of the equipment collection.
- (3) Make available a list of items in the program to be published in the association newsletter and Facebook group from time to time.
- (4) Respond in a timely manner to members for equipment loan availability and booking requests.
- (5) Ensure the member reads, signs and accepts the loan terms for the equipment that is being loan to that member.

- (6) Keep a record of:
 - (a) All fees and deposits from members.
 - (b) The equipment that is loaned out
 - (c) All deposits held, partly held or returned to members.
 - (d) Details of the member including names and contact details.
 - (e) The location of the equipment that the equipment will be used at.
 - (f) The loan dates / time frames.
 - (g) Signed loan terms for the equipment.
 - (h) Condition of equipment at the time of the loan and the condition or the equipment on return.
 - (i) Maintenance and repairs required and completed on the equipment.
 - (j) All expenses for repairs and maintenance on equipment.
 - (k) Any other records to ensure the successful operation of the program on behalf of the members.
 - (l) Follow up overdue items not returned.
- (7) Maintain a float accurately for the funds obtained through the program.
- (8) Provide the overs of the float and financial records to the Treasurer monthly.
- (9) Report monthly to the committee regarding funds received, equipment loaned, and any maintenance planned or undertaken.
- (10) Arrange repairs as required to keep all equipment in a good state of repair.
- (11) Make recommendations and advise the Management Committee of items suggested for acquisition.
- (12) Notify the Management Committee within twenty-four (24) hours after being notified by a member where a notifiable disease event was identified.
- (13) This notification to include all previous member names, loan dates for the impacted equipment within the last twelve (12) months or relevant timeline.
- (14) The Equipment officer to follow any reasonable directions from the committee regarding notification to members, cleaning of the equipment and any other task necessary to reduce the risk of the disease spreading.
- (15) The Equipment Officer will be appointed by nomination and election the annual general meeting.

28. Show Delegates - Redcliffe Show Honey Court

- (1) In conjunction with the Redcliffe AH&I Show Society the Northside Beekeepers Association will host the Honey Court at the annual Redcliffe Show.
- (2) The Management Committee shall have the power to set guidelines and conditions under which the Honey Court is to operate.
- (3) Two show delegates (known as Show Steward & Show Delegate) will be appointed to manage the Redcliffe Show Honey Court display on behalf of the association by election at the annual general meeting.
- (4) The association will make an annual donation as a contribution towards the prizes awarded at the Honey Court competition. The amount of the donation to be set by the Management Committee on an annual basis

29. Duties of the Show Delegates

- (1) The elected show delegates have the responsibility to liaise with the Redcliffe AH&I Society to prepare and enact arrangements for the Honey Court display and competition for the duration of the Redcliffe Show.
- (2) The show delegates may appoint members to form a sub-committee to ensure the successful operation of the event.
- (3) Duties of the show delegates include the following:
 - Before the event:
 - In February each year, review and update the Honey Court Competition Rules & Schedules and Entry Forms and Sponsors.
 - Confirm dates for the Redcliffe Show with show secretary.

- Obtain written confirmation of coverage of Northside Beekeepers' Association against Public Liability by Redcliffe AH&I Society insurers.
- Arrange a judge for the competitions giving sufficient advance notice.
- Negotiate sponsors for the competition prizes.
- Order honey and other goods for sale at the display.
- Arrange for the availability of frames of capped honey for extracting
- Ensure that extracting equipment will be available for the uncapping and extracting demonstration.
- Arrange any repairs necessary to the display area in readiness – repaint if required.
- Prepare competition and prize schedule and entry forms for publication in newsletter.
- Arrange members to form roster for demonstrations, stewards, and sales counter.
- Wednesday (night) prior to event:
 - Arrange cash float cheque with treasurer and obtain change at bank – keep receipts for all purchases.
 - Obtain entry tickets for volunteers from show society.
 - Clean display shelving.
 - Arrange posters and flowers for display.
 - Obtain urn, purchase tea and coffee materials for use during the show.
 - Set up the extracting demonstration equipment.
 - Prepare the competition entry book to receive entries.
 - Receive competition entries.
- Thursday - Judging Day
 - Purchase a gift for the judges
 - Arrange lunch for judge and helpers
 - Check goods for sale and pricing – keep records of items sold and returned.
 - Prepare entries for judging.
 - Set up display.
- Friday, Saturday and Sunday (During the Show).
 - Complete show and prize money bookwork.
 - Check display and sales items.
 - Check volunteer roster – arrange coverage if not filled.
 - Tally sales and takings for each day and prepare float for next day.
 - Collate all takings, receipts and payments to pass on to treasurer.

The Show Delegates will be appointed by nomination and election the annual general meeting.

30. Swarm Register

- (1) The Management Committee or their delegate will maintain a register of members of the association who have requested to be placed on a call list to assist the general public by collecting swarms of bees.
- (2) Participants (members) should be experienced beekeepers (Registered for 12 months) before they will be considered for addition to the register. It is strongly suggested that members go with a mentor at least twice and the mentor provide a reference to the Management Committee before a new participant is added to the register.
- (3) It is strongly recommended newer participants should place a mentor on “stand-by” in case they are overwhelmed when carrying out a swarm rescue, and the mentor can be contacted quickly for assistance if necessary.
- (4) It is strongly recommended that participants carry a mobile phone that is “in range”, carry a first aid kit, and always advise a family member or friend where / when they are working, particular if they are working alone in remote areas.

- (a) Participants in the swarm register agree for their personal information to be divulged to the general public as required for the purpose of collecting swarms. The swarm register will include the following particulars for each member wishing to participate:
 - (b) The full name of the member.
 - (c) The contact phone number of the member.
 - (d) The district that the member has offered to service
 - (e) Types of bees that they are willing to collect
- (5) The current swarm register will be published on the Association's website and newsletter from time to time.
- (6) A member wishing to be removed from the swarm register may do so by a written request to the Secretary.
- (7) Members participating in the private collection of swarms for the general public, do so in a private capacity, at their own risk and not as representatives of the Association.
- (8) Members collecting swarms do so voluntarily. There is no obligation to accept every request to collect a swarm.

31. Duties of the Liaison and Visitor Liaison Officer

(1) Objective

To be the conduit between:

- (a) the association and the wider community; and
- (b) potential, new and existing members and the Management Committee.

(2) Duties of the Liaison Officer

- (c) To liaise with members of the wider community and potential club members to ascertain their requirements and process or direct them to relevant person(s) in the club.
 - (d) To encourage and assist new and existing members.
 - (e) To welcome and document all new person(s), explain procedures of meeting and follow up with email with club information.
 - (f) To encourage existing club members to become mentors for newer members.
 - (g) To maintain a register of mentors and mentees.
 - (h) To ensure that all new members are matched with a mentor within 14 days of becoming members of the club.
 - (i) To represent/promote the club at external events as requested by the Management Committee.
 - (j) Work with the Management Committee to help promote special events, field days.
 - (k) Prepare and deliver Liaison Officer Report at each general meeting.
 - (l) Availability to represent absent members of the Management Committee as required.
 - (m) The Liaison Officer must keep the Management Committee informed of any issues affecting the association.
- (3) The Liaison and Visitor Liaison Officer will be appointed by nomination and election the annual general meeting.

32. Ordinary Committee Members

- (1) Ordinary Committee members are an important component of the Management Committee. In order to fulfil their role effectively ordinary committee members should have:
- (a) a commitment to the club
 - (b) sufficient time to devote to the Management Committee
 - (c) an understanding of the role of the Management Committee and their role within it
 - (d) leadership skills and willingness to accept responsibility

- (e) listening skills
- (f) the ability to use the technology the club uses to communicate to its members.
- (2) Duties of Ordinary Committee Members:
 - (g) regularly communicating with members and responding to feedback
 - (h) making decisions that are in the best interest of the club and not for individual gain
 - (i) may be asked fill executive committee casual vacancies that may arise
 - (j) sit on sub committees as required
 - (k) perform specific tasks as required for the association
 - (l) assist with the general activities involved in running the club (g) voice concerns/opinions
 - (h) keep the Management Committee informed of current topical issues affecting the club, its members or beekeeping in general.
- (3) Three Ordinary Committee Members will be appointed by nomination and election the annual general meeting.

33. Role of a Mentor

- (1) A mentor is a person or friend who guides a less experienced person by building trust and modelling positive behaviours. An effective mentor understands that his or her role is to be dependable, engaged, authentic, and tuned into the needs of the mentee.
- (2) The first year for a new beekeeper is made that much easier with a mentor.
- (3) A mentor is there to help you along your way to becoming a proficient beekeeper.
- (4) A mentor supplies his or her time completely free, there is no charge for this service.
- (5) Mentors should live within a reasonable distance of their mentee.
- (6) The characteristics of effective mentoring to include the ability and willingness to
 - (a) value the mentee as a person;
 - (b) develop mutual trust and respect;
 - (c) maintain confidentiality;
 - (d) listen both to what is being said and how it is being said;
 - (e) provide direction to help the mentee solve his or her own problem;
 - (f) focus on the mentee's development and resist the urge to produce a clone.
- (7) The Liaison Officer will match a mentee to a mentor when a member first joins the club or on request.
- (8) Topics to be cover by a mentor during the program:-
 - (a) Introduction to honey bees and beekeeping
 - (b) Races of honey bees
 - (c) Beekeeper's responsibilities
 - (d) Various beekeeper organization in Australia and Queensland
 - (e) Legal requirements – Qld Biosecurity Act 2014
 - (f) AHBIC - Biosecurity Code of Practice
 - (g) Regulations keeping bees in the suburbs and in a rural area
 - (h) The biology of the honey bee colony
 - (i) Determining a suitable apiary site
 - (j) Protective clothing
 - (k) Hive equipment
 - (l) Managing a smoker
 - (m) Types of Hives
 - (n) Standard Hive construction
 - (o) Types of frames
 - (p) Standard frame construction

- (q) General hive management over the various seasons of the year
- (r) Feeding bees
- (s) Queen bees and breeding
- (t) Swarming
- (u) Removing Honey
- (v) Honey extraction methods
- (w) Pests
- (x) Endemic diseases
- (y) Exotic diseases and pests
- (z) Chemicals and the effects on honey bees and the environment
- (aa) Flora
- (bb) Pollination
- (cc) Products of the hive
- (dd) NBKA membership and active participation

34. Forms

- (1) Forms for the administrative management of the association are attached as:
 - (a) **Membership Application/Renewal - Appendix A**
 - (b) **Nomination for Office Bearer - Annex B**
 - (c) **Form Appointing a Proxy - Annex C**
 - (d) **Form Appointing a Proxy (with voting directions) - Annex D**

Schedule 1 - Fees

Schedule of Fees as at 1st January 2022	
Joining Fee	Nil
Full Membership	\$45.00 per annum
Associate Membership (Closed)	\$15.00 per annum
Junior Membership	\$10.00 per annum
Honorary Life Membership	\$0.00 per annum
Affiliated School	\$80.00 per annum
Social Member (Closed)	\$5.00 per annum
Bundle Family Membership (one email address)	\$60.00 per annum
Bundle Partner Membership (one email address)	\$60.00 per annum
Bundle Full + One Junior Membership (one email address)	\$60.00 per annum
Newsletter Fee (for posted Newsletter)	Nil
Library item deposit	Nil
Library item borrowing fee	Nil
Beekeeping Equipment deposit	\$50.00 per item
Beekeeping Equipment hiring fee	As per NBKA Loan Schedule

Appendix A – Membership Application/Renewal Form (refer separate document)

(Membership application now processed online via Wild Apricot membership software)

Appendix B - Nomination Form for Office Bearer

NORTHSIDE BEEKEEPERS' ASSOCIATION INC.

Nomination Form

I wish to nominate for the position of

Proposer: Name: Signature:

Seconder: Name: Signature:

I accept the above nomination (signed)

Date.....

Insurance Note: - NBKA Inc. has Public Liability of \$20M & Volunteer Workers Insurance for its members to cover club activities. For further details contact the club Treasurer, Email: nbkatreasurer@gmail.com

[This form must be received by the Secretary fourteen days prior the meeting.]

Email: nbkasecretary@gmail.com

Postal Address: PO Box 582 Kallangur, 4503

This nomination form can be updated using Microsoft Word and sent electronically as follows:

1. The Proposer enters in the name of the nominee, the position and the Proposer's name leaving the Proposer's signature blank.
2. The Proposer then emails the updated form to the Seconder. The email address now becomes the Proposer's electronic signature.
3. The Seconder enters their name leaving the Seconder's signature blank.
4. The Seconder then **forwards** the proposer's email with the updated form to the Nominee. The email address now becomes the Seconder's electronic signature.
5. The Nominee fills in the Date and **forwards** the Seconder's email with the completed form to nbkasecretary@gmail.com
6. The email address now becomes the Nominee's electronic signature.

Appendix C – Form Appointing a Proxy

NORTHSIDE BEEKEEPERS' ASSOCIATION INC.

Appointment of Proxy Form

I, of,

being a member of the association, appoint

..... of

as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the
.....day of October, 20...., and at any adjournment of the meeting.

Signed Date

[This form must be received by the Secretary prior the meeting.]

Email: nbkasecretary@gmail.com

Postal Address: PO Box 582 Kallangur, 4503

Appendix D – Form Appointing a Proxy

(with a direction on how to vote for relevant motions)

NORTHSIDE BEEKEEPERS' ASSOCIATION INC.

Absentee/Proxy Form

I, of....., being

a member of the association, appoint.....

of..... as my proxy, to vote for me on my behalf at the

(Annual) general meeting of the association, to be held on theday of....., 20....

and at any adjournment of the meeting.

Signed Thisday of

This form is to be used * in favour of * against the following resolutions –

[*Strike out whichever is not wanted.]

[List relevant resolutions]

(Unless otherwise instructed, the proxy may vote as the proxy considers appropriate.)

[This form must be received by the Secretary prior the meeting.]

Email: nbkasecretary@gmail.com

Postal Address: PO Box 582 Kallangur, 4503