NORTHSIDE BEEKEEPERS' ASSOCIATION
Incorporated.

BY-LAWS

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PART 1: PRELIMINARY

1.1 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.

1.2 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. Conflict of Interest in Operations: For the purposes of internal management, a Conflict of Interest includes, but is not limited to, situations where:
    a. A committee member acts as a supplier of honey or bee products to the Association under PART 6: HONEY SOURCING, SALES, AND COMPLIANCE
    b. A committee member has a personal or commercial relationship with a member applying for the Swarm Register or a mentorship role.
    c. A committee member uses Association extraction equipment for personal commercial gain beyond the limits of ordinary membership.

1.3 Objects

The objects of the association are:-

1) To increase the knowledge of bees and bee culture.
2) To improve the standard of beekeeping among beekeepers, and to assist in the formation of and affiliate with similar bodies.
3) To assist in the study of subjects allied and relevant to Apiculture.
4) To foster intelligent observation and good practical handling of bees.
5) To afford advice and assistance to beginners, particularly in overcoming their early difficulties.
6) To arrange lectures, discussions, demonstrations and field days for the benefit of members.
7) To assist members in obtaining suitable apicultural material.
8) To seek out and assist people who are interested and qualified to carry out research work on bees and bee culture.
9) To assist members with and by the acquisition of equipment.
10) To promote the use of honey and other bee products.

1.4 Not for Profit Organisation

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.”

1.5 Australian Business Number

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

PART 2: MEMBERSHIP

2.1 Membership

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

2.1.1 Classes of members

The membership of the association consists of the following classes:-

2.1.1.1 Ordinary (Full) members

1. An ordinary (full) member is a person or organisation who is accepted as an ordinary member and pays the relevant subscription fees set from time to time.
2. 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.
3. The number of ordinary (full) members is unlimited.

2.1.1.2 Honorary Life members

1. 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.
    d. A life member is awarded paid up membership for as long as he or she may live or for the life of the association.
    e. A life member shall enjoy the same rights and privileges as an ordinary member.

2.1.1.3 Junior members

1. A junior member is a person who, being under the age of 18 years at the time of application or renewal, is accepted as a junior member and pays the relevant subscription fees set from time to time.
    a. A junior member is not entitled to a vote at any association meeting.
    b. A junior member is not eligible for election to the Management Committee.

2.1.1.4 Affiliated Schools

1. Affiliated Schools: This membership class is available to any school that provides instruction on beekeeping and maintains its own hives. To join the Association, the school must agree to the membership terms and pay the prescribed fees.
2. The Affiliated School may nominate up to 2 School based representatives to attend association meetings.

3. The Affiliated School is an organisation within the meaning in Ordinary member. The number of Affiliated Schools is unlimited.

2.1.1.5 Bundle Family / Partner Members

1. 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 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.
2. Only the Family / Partner Administrator (Ordinary) member of a Bundle Family is entitled to a vote at any association meeting.
3. Only the Family / Partner Administrator member of a Bundle Family is eligible for election to the Management Committee.
4. The number of Bundle Families / Partners is unlimited

2.1.1.6 Bundle Single Full Member + One Junior Member

1. 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 who pays the relevant fees of this type of Bundle set from time to time, and
    c. One Junior member (under 18 years old),
2. Only the Bundle Single Full Member Administrator (Ordinary) member of this type of Bundle is entitled to a vote at any association meeting.
3. Only the Single Full Member Administrator member is eligible for election to the management committee.
4. The number of Bundle Single Full Members + One Junior is unlimited.

2.1.2 New membership

An application for membership must be:-

1. in writing, lodged by the applicant electronically and in the manner decided by the Management Committee.
2. accompanied by the appropriate fee, if any.
3. applicants that own one or more European honey bee hives are encouraged to provide their HIN on the application form

2.1.3 Membership renewals

An application for membership renewal must be:-

1. Via the club’s assigned electronic submission method;
2. Accompanied by the appropriate fee, if any.

2.1.4 Admission of new membership

On approval of the new membership application the Liaison Officer shall issue a communication to welcome the new member and provide information relating to the club.

2.1.5 Member Biosecurity Obligations

1. **General Biosecurity Obligation (GBO):** All members who keep European honey bees must comply with the General Biosecurity Obligation (GBO) under the *Biosecurity Act 2014* and adhere to the relevant Australian Honey Bee Industry Biosecurity Code of Practice.
2. **Legal Registration:** Members with hives must be legally registered according to the legal requirements of the state or territory that the hives are located.
3. **Assessor Cooperation:** Members must cooperate with any Assessor (such as a Bee Biosecurity Officer) who requests to review records or inspect hives to verify compliance with the Code.
4. **Mandatory Hive Identification:** All European honey bee hives must be identified with the member's Hive Identification Number (HIN) in block letters, minimum 25mm high, as required by law.
5. **Record Keeping:** Members must maintain records of hive inspections, pest surveillance, and any hive movements for a minimum of three years, in line with the Code of Practice.

2.1.6 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 on the NBKA website for the current year.
3. All membership subscriptions are based on a calendar year and become due and payable from 1 January each year.
4. Renewing members shall pay the full annual membership subscription for their class of membership regardless of the date on which the fee is paid.
5. 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.
6. Membership fees are non-refundable.

2.1.7 Other Fees and Charges

The Management Committee may from time to time recommend additional fees and charges in accordance with the association's needs.

1. These fees will be agreed and minuted in club records.
2. Current fees will be published on the NBKA website.

PART 3: FINANCIAL MANAGEMENT

3.1 Financial year

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

3.2 Bank Account & Financial Systems

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.
2. 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.
3. Cheques, bills, authorities, and other instruments authorising payment from the association's account shall be signed by at least two of the approved signatories.
4. The treasurer will control an imprest petty cash fund up to the amount approved by the Management Committee from time to time.
5. All revenue received by the association shall be used entirely for the aims of the association.
6. 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.
7. 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.
8. The association must maintain a means of receiving electronic retail payments (eg Square or an equivalent service)

3.3 Budget Assignment and Management

1. Annual Budget Planning: All office holders and committee members responsible for managing specific club activities (such as Communications, Library, Equipment, and Apiary) must liaise with the Treasurer to develop an annual budget covering anticipated expenses supporting their duties.
2. Budget Submission and Approval: These operational budgets must be submitted to the Treasurer prior to the start of the financial year for compilation into the Association's overall Annual Budget. The Management Committee must approve the final Annual Budget before the start of the financial year.
3. Expenditure: Expenditure by office holders must be kept within the approved budget for their responsibilities and is subject to the general financial controls established in this Part.

PART 4: GOVERNANCE AND STRUCTURE

4.1 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.
2. All correspondence for the association should be addressed to that Post Office Box.
3. The Management Committee shall determine the key holders of the Post Office Box.
    a. The key holders are to ensure that the mail is collected promptly and regularly.
4. The Post Office Box shall not be used for members' personal mail.
5. 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.
6. 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.

4.2 Voting at general meeting

1. At a general meeting, there may arise a question, matter, or resolution, other than a special resolution, that requires 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."
3. Matters that do not require a members majority vote, as determined by the executive leadership will be addressed by the Management Committee.

4.3 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:
2. Executive Management Committee members shall consist of a;
    a. President,
    b. Vice-president,
    c. Secretary,
    d. Treasurer.
3. Management Committee members shall consist of
    a. News Editor,
    b. Librarian,
    c. Equipment Officer,
    d. Liaison Officer,
    e. Visitor Liaison Officer,
    f. Show Stewards.
4. Ordinary Committee members shall consist of any other members of the management committee
5. Additional roles that may be invited to attend committee meetings from time to time
    a. Hive Officer
    b. Web Officer

    c. Retail Officer
    d. Show Delegates
6. Committee members should serve in a single role to ensure that there is adequate focus on that role's responsibilities. In the event that this is not possible the executive reserves the right to assign duties of unfilled roles.

4.4 Duties of Office Holders

The following sections define the specific roles and responsibilities required to manage the Northside Beekeepers' Association Inc. (NBKA). These duties are established under the authority of Rule 22 of the Association's Rules, which grants the Management Committee general control and management of the administration of the affairs, property, and funds of the Association.

1. The primary objective of these defined duties is to ensure the Association remains "above board and functioning legally" while fulfilling its constitutional objects. Central to these roles is the legal "Duty of Care" imposed on all committee members under the *Associations Incorporation Act 1981*. This mandate requires every office holder to:
    a. **Act in Good Faith:** Perform all duties honestly and fairly in the best interests of the Association as a whole, rather than for personal or individual gain.
    b. **Exercise Due Diligence:** Execute responsibilities with the level of care, skill, and diligence that a reasonable person would exercise in a similar leadership position to shield the committee from personal liability.
    c. **Maintain Transparency:** Adhere to mandatory Conflict of Interest (COI) standards by disclosing any "material personal interest" at the start of every meeting and refraining from voting on matters where a conflict exists.
    d. **Uphold Statutory Disclosure:** Ensure the mandatory disclosure of any remuneration or benefits given to committee members or their relatives at every Annual General Meeting (AGM).
2. As leaders of a beekeeping organisation, office holders are tasked with ensuring the Association meets its General Biosecurity Obligation (GBO) under the *Biosecurity Act 2014*. This includes
    a. providing leadership in recognising notifiable diseases,
    b. maintaining mandatory biosecurity records for three years,
    c. ensuring the Association is a Registered Biosecurity Entity (RBE) with correctly identified hives.
3. All office holders are responsible for maintaining their assigned email and system access, ensuring they maintain data security through the use of strong passwords.
    a. Details of reset/back up email must be the NBKA secretary email to ensure the ease of transfer of office holder accounts to newly elected committee members.
4. All successfully elected office holders shall accept and sign the NBKA "Duty of Care" declaration that they understand and will comply with their legal obligations and role responsibilities defined in the club rules and by laws, at the first committee meeting following the AGM.
    a. Any unelected interim office holders shall accept and sign the "Duty of Care" declaration upon commencement of their roles.

By clearly codifying these operational roles, the Association facilitates a defensible framework for decision-making and ensures that all administrative, financial, and biosecurity mandates are met with accountability and consistency.

4.4.1 Duties of the President

The President provides leadership to the committee and serves as the formal "voice" of the Association. Responsibilities include:

1. **Meeting Oversight:** Planning and chairing meetings, ensuring they are conducted in an orderly way, and acting as the final authority on the interpretation of Rules and By-laws.
2. **Statutory Compliance:** Ensuring the Association is run according to its Rules, By-laws and QLD laws governing associations (Associations Incorporation Act 1981)
3. **Conflict of Interest Management:** Ensuring that any member with a material personal interest in a matter is recused from the discussion and the vote.
4. **Risk Mitigation:** Performing an **annual review of the Association's Risk Register** and reporting findings to members at the AGM.
5. **Continuity:** Maintaining a comprehensive **handover folder** for the role to ensure stability during committee transitions
6. **Signatory of the association:** Providing authorised signature when required
7. **Project Oversight:** Overseeing the delivery of projects related to the club.
8. **Reporting:** Report to the members present at general meetings an overview of the most recent committee meeting outcomes and progress of ongoing projects.

4.4.2 Duties of the Vice-President

The Vice-President's role is to support the President and manage the Association's external communication channels. Responsibilities include:

1. **Presidential Support:** Undertaking tasks to reduce the workload of the president.
2. **Absence of President:** Representing the association and presiding over meetings in the absence of the president.
3. **Communication & Marketing Management:** Overseeing all communication and marketing channels (Newsletters, Facebook, websites, and email communications) to ensure alignment across platforms for all audiences (members, potential members, and public).
4. **Delegation Oversight:** Engaging and delegating communication/marketing functions to other members, while retaining full responsibility for all delegated activities.
5. **Policy Compliance:** Operating communication and marketing activities according to the guidelines and conditions set by the Management Committee.
6. **Financial Planning:** Liaising with the treasurer to develop a budget early in the year to ensure good financial planning.
7. **Reporting:** Keeping the Management Committee informed of any current activities in the communication and marketing functions.

4.4.3 Duties of the Secretary

The Secretary is responsible for the day-to-day administration and comprehensive record-keeping of the association. Responsibilities include:

1. **Meeting Preparation & Minutes:** Calling meetings, preparing notices, preparing an agenda in consultation with the President, and keeping minutes of each meeting.
    a. Distribution of agenda prior to the meeting
    b. Ensuring 'Declaration of Conflicts of Interest' is addressed as a standing item on every Management Committee meeting agenda, immediately following 'Apologies' and prior to 'Minutes of Previous Meeting'".
    c. Recording meeting minutes and action/register updates
    d. Distribution of minutes (Committee and General Meetings)
    e. Facilitate requests from members to access Committee Meeting minutes
2. **Correspondence & Filing:** Collecting (or delegating the collection of mail) from the PO Box, attending to all correspondence and documents relating to the association, and ensuring they are properly filed.
3. **Event Organisation:** Organising activities and events.
    a. Event Register: Owns and administers committee/executive approved NBKA events. All NBKA events need to be approved by the executive or committee, where public liability insurance is required.
    b. Volunteer Allocation: Administer non NBKA events such as speaking events requested by community groups. Organise volunteers to attend.
4. **Asset & Seal Custody:** Ensuring the safe custody of all books, documents, instruments of title, securities, and the common seal of the association.
5. **Governance Registers:** Maintaining the club's governance registers, including, but not limited to:
    a. Members of the association,
    b. Risk register,
    c. Conflicts of interest register,
    d. Events register,
    e. Committee action tracking register.
    f. Committee member duties of care and conflicts declarations
    g. Sponsor Register

4.4.4 Duties of the Treasurer

1. The Treasurer manages the Association's financial affairs, maintaining detailed accounting records for audit and compliance. Responsibilities include:
    a. **Financial Management:** Managing all association finances, including receiving and receipting dues/payments, making payments and bank deposits, allocating funds, and maintaining true and accurate accounting records.
    b. **Reporting & Oversight:** Monitoring income and expenditure, and keeping the Management Committee informed of the association's financial position.
        i. Monthly income and expenditure reports
        ii. Balance sheet
        iii. Attractive items reports

iv. Maintaining honey sales data in a format that enables the planning and sourcing of honey and other items, for club events and revenue generation opportunities.

c. **Budgeting & Funding:** Preparing and managing the annual budget, and representing the association on funding applications.

d. **Annual Compliance & Disclosure:** Preparing and presenting annual financial statements to the AGM as required by the *Associations Incorporation Act 1981*. The annual accounts must include:
    i. A statement of receipts and payments (cash method of accounting).
    ii. A statement of the assets and liabilities of the Association.
    iii. A report on the assets and liabilities of the Association.
    iv. Since 22 June 2022 Queensland law requires that an association disclose all remuneration or benefits given to management committee members, senior staff, or their relatives at the AGM. The treasurer shall prepare and report:
        1. A written remuneration statement on payments (reimbursements and event sales) made to committee members and general members.
        2. The statement must provide a comprehensive account of all remuneration paid, specifying the total amount and the number of individuals remunerated.
        3. To ensure full transparency, all committee member remuneration and benefits must explicitly state the recipient's name and the exact amount received.
        4. In the unlikely event that no remuneration was paid, the Treasurer **must** state this verbally at the AGM, and the Secretary **must** record this statement in the AGM minutes.
e. **Annual Public Liability Insurance (PLI) Review:** The Treasurer shall conduct an annual insurance review and report on the outcomes at the AGM.
f. **Asset Audit:** Oversight of annual asset audits to ensure NBKA assets are accounted for and not missing.

4.4.5 Ordinary Committee Members

Ordinary Committee Members are a vital part of the Management Committee, providing broad support and specialised assistance. To be effective, members should demonstrate commitment, availability, leadership, and a willingness to accept responsibility, along with the ability to use the club's communication technology.

Duties of Ordinary Committee Members:

1. **Club Advocacy & Communication:** Regularly communicate with members, respond to feedback, and voice concerns or opinions.
2. **Decision Making & Ethics:** Make decisions solely in the best interest of the club, not for individual gain.
3. **Support Functions:** Assist with general club activities, perform specific assigned tasks, and sit on sub-committees as required.
4. **Committee Readiness:** Be available to fill executive committee casual vacancies that may arise and keep the Management Committee informed of current topical issues affecting the club, members, or beekeeping in general.

Three Ordinary Committee Members will be appointed by nomination and election at the annual general meeting.

4.4.6 Duties of the News Editor

The News Editor manages the association's internal and external communications to maintain a positive reputation and keep members informed. Responsibilities include:

1. **Communication Strategy:** Advising the Vice President and committee on communication tasks and creating materials for members and the wider community.
2. **Social Media Administration:** Managing the association's Facebook pages to ensure content is relevant, up-to-date, and free from bullying or harassment.
3. **Newsletter Production:** Planning, authoring, and editing periodic newsletters, including recruiting volunteers and coordinating topical articles.
4. **Collaboration & Distribution:** Coordinating with the President, Vice President, and Librarian for content reviews and distributing the final edition prior to general meetings.
5. **Financial Planning:** Liaising with the Treasurer and Vice President to establish an annual budget for communication expenses.

4.4.7 Duties of the Librarian

The Librarian is responsible for the care and management of the reference library established for the use of members. Responsibilities include:

1. **Library Management:** Maintain an up-to-date catalogue of the library collection, including cataloguing and maintaining periodic newsletters and apiary reports, and arranging repairs or replacements as required to keep items in good repair.
2. **Lending Control:** Make available a selection of items for borrowing at each general meeting, keep a record of all borrowed and returned items (including detail, borrower, and date), and follow up on overdue items.
3. **Acquisition & Finance:** Make recommendations to the Management Committee for new items for acquisition and liaise with the Treasurer to develop an early annual budget for anticipated expenses.
4. **Member Communication:** Contribute to the newsletter with content such as book reviews and updates on new books available.

4.4.8 Duties of the Equipment Officer

The Equipment Officer manages the club's beekeeping and honey extraction equipment loan program for members. Responsibilities include:

1. **Equipment Management & Maintenance:** Responsible for the care and management of the equipment collection, maintaining an up-to-date catalogue, arranging necessary repairs to keep all equipment in good repair, and making recommendations to the Management Committee for new acquisitions.
2. **Loan Administration & Communication:** Manage the loan program by responding promptly to loan availability and booking requests from members. This also involves publishing a list of available items in the association newsletter and Facebook group from time to time.
3. **Record-Keeping & Compliance:** Ensure the borrowing member reads, signs, and accepts the loan terms. Maintain comprehensive records of all transactions, including: all fees (if applicable) and deposits (received, held, or returned); details of the equipment loaned; member information, location of use, loan dates/time frames; signed loan terms and the condition of the equipment at the time of loan and return;

and records of maintenance, repairs, and all related expenses. The Officer is also responsible for following up on overdue items.

4. **Financial & Committee Reporting:** Maintain an accurate float for program funds. Provide the float overages and financial records to the Treasurer monthly. Report monthly to the Committee on funds received, equipment loaned, and maintenance activities.
5. **Biosecurity Response:** Notify the Management Committee within twenty-four (24) hours after being notified by a member where a notifiable disease event was identified. This notification must include all previous member names and loan dates for the impacted equipment within the last twelve months or relevant timeline, and the Officer must follow all reasonable directions from the committee to reduce the risk of the disease spreading.

4.4.9 Duties of the Liaison and Visitor Liaison Officer

The Liaison Officer serves as the primary contact between the Management Committee and three key groups: the wider community, potential members, and new/existing members. Responsibilities include:

1. **Community & Inquiry Liaison:** Serving as the contact between the association and the wider community, and directing external and potential member inquiries to the relevant person(s) in the club.
2. **Member Onboarding & Mentorship:** Welcoming and documenting all new persons, explaining meeting procedures, and following up with club information via email. This includes encouraging new and existing members, maintaining the mentor/mentee register, and ensuring all new members are matched with a mentor within 14 days.
3. **Promotional Support:** Representing and promoting the club at external events as requested by the Management Committee, and working with the Management Committee to promote special events and field days.
4. **Committee Reporting & Representation:** Preparing and delivering the Liaison Officer Report at each general meeting. The officer is available to represent absent members of the Management Committee as required and must keep the Management Committee informed of any issues affecting the association.
5. **The Visitor Liaison Officer** is responsible for welcoming and recording visitor's details at general meetings.
6. **Oversight of Mentor Standards:** To monitor the ongoing suitability and performance of registered mentors, ensuring they consistently model the positive behaviors, trust, and professionalism defined in 5.2.1 Role of a Mentor.
7. **Compliance Monitoring:** To verify that active mentors are fulfilling their "Compliance Leadership" role by adhering to the **General Biosecurity Obligation (GBO)** and training mentees on mandatory outcomes, such as regular Varroa surveillance and notifiable disease reporting.
8. **Complaint Handling:** To act as the primary point of contact for mentees to report concerns regarding mentor conduct, breaches of confidentiality, or the provision of guidance that contradicts the **Australian Honey Bee Industry Biosecurity Code of Practice**. (or latest equivalent).
9. **Administrative Removal from Register:** To remove or suspend a mentor from the **Mentor Register** if they fail to meet program standards, provide guidance for

personal commercial gain, or engage in conduct prejudicial to the interests of the association.

10. **Reporting of Program Risks:** To inform the **Management Committee** of any significant mentor-related risks/issues or program failures that could impact the association's reputation or its primary object of assisting beginners.
11. **Procedural Documentation:** To maintain a private record of the reasons for a mentor's removal from the register to ensure transparency and consistency in the event of an appeal to the Management Committee under **Rule 11**.

4.4.10 Duties of the Hive Officer

The Hive Officer oversees the health, biosecurity compliance, and management of all Association-owned apiaries, providing leadership to members in fulfilling their General Biosecurity Obligation (GBO). Responsibilities include:

1. **Legal Registration & Identification:** Ensuring the Association remains a Registered Biosecurity Entity (RBE) and that all hives are branded/marked with the Hive Identification Number (HIN) in block letters (minimum 25mm high) as required by law.
2. **Health Inspections:** Conducting or overseeing regular visual brood inspections of all Association hives, including the inspection of at least three full-depth frames of brood after clearing adult bees.
3. **Mite Surveillance:** Executing mandatory surveillance for pests, specifically Varroa mites, utilising alcohol wash..
4. **Disease Management & Statutory Reporting:** Immediately reporting any detection or suspicion of notifiable diseases (e.g., American foulbrood or Varroa mite) to Biosecurity Queensland via the 13 25 23 hotline.
5. **Biosecurity Record-Keeping:** Maintaining accurate records of inspections, hive strength, pest detections, and movements (including swarm boxes) for a minimum of three (3) years. Records are to be managed:
    a. Via the NBKA Hive Report App and Site Visit Registration App.
    b. Report via Bee123 (as required)
6. **Hygiene Protocols:** Enforcing "Come Clean, Go Clean" standards across all apiaries, including the sterilization of hive tools and cleaning of protective apparel between sites.
7. **Competency & Training:** Demonstrating due diligence by successfully completing an approved pest and disease management course or the Beekeeper Biosecurity Training and Assessment Program every three years.
8. **Committee Reporting:** Providing regular reports on apiary health and biosecurity status at Management Committee meetings.
9. **Financial Planning:** Liaising with the Treasurer to establish an annual budget for apiary management expenses, new equipment and revenue generating activities (sales of nuc, training events, honey etc.)

The Hive Officer shall be appointed through nomination and election at the annual general meeting, or appointed as a management committee member.

4.4.11 Duties of the Show Stewards

The Show Stewards are responsible for the successful planning, execution, and financial acquittal of Show Honey Court displays and competitions. The Stewards may appoint a sub-committee to assist with show events. Key duties include:

1. **Annual Planning & Compliance:** Annually review and update the Honey Court Competition Rules, Schedules, Entry Forms, and Sponsors prior to events. Confirm show dates and obtain written confirmation of Public Liability coverage.
2. **Logistics & Personnel:** Arrange competition judges and sponsors. Order necessary honey and goods for sale through the Retail Officer. Organise the extraction demonstration (including equipment and capped frames) and coordinate the member roster for demonstrations, stewarding, and sales.
3. **Setup & Administration:** Prepare the competition entry book and receive entries. Manage the display setup, including cleaning, posters, and competition arrangements. The Show Steward holds the authority to refuse entries that do not meet required show standards as defined in the Operations Manual or Show Rules & Entry Requirements. Prior to the event, arrange the cash float and change with the Treasurer, obtain volunteer entry tickets, and purchase supplies.
4. **Financial Acquittal & Reporting:** Complete competition and prize money bookwork. Tally sales and takings daily. Collate all takings, receipts, and payments to pass on to the Treasurer.
5. **Liaison with Show Societies:** Representation of NBKA with event organisers
6. **Operations Manual:** Maintenance of the show or event's operations manual (how to run the show)

Detailed operations manuals for managing show preparation, logistics and operations may be produced from time to time in support of NBKA taking a consistent approach to planning and managing events.

4.4.12 Duties of the Web Officer

The Web Officer is responsible for managing the association's digital presence and ensuring the security of member data on behalf of the executive.

Duties include, but are not limited to;

1. Update website pages and maintain accurate and functional webpages.
2. Maintain and update site plugins (excluding PHP managed by the provider).
3. Manage domain registration and liaise with the web provider.
4. Escalate any security concerns or data breaches to the Management Committee immediately
5. Ensure compliance with Privacy Laws (Section 14) personal data

4.4.13 Duties of the Retail Officer

The Retail Officer is responsible for the retail operations for NBKA revenue generating events.

Duties include but are not limited to:

1. Liaison with each show stewards or event organisers
2. Access to point of sale report (planning information)
3. Liaise with committee for approval of sourcing honey, products and supplies
4. Taking responsibility for the logistical operations relating to product procurements
5. Organising volunteers for bottling and retail preparations
6. Responsible for tracking inventory levels of club and member supplied products in stock.
7. Responsible for the retail officer budget as agreed with the Treasurer
8. The Retail Officer retains the authority to reject product if it is not labelled to current legal requirements or does not meet food safety standards..

The Retail officer role must not be held by an executive member of the committee to ensure adequate separation of duties are applied to key financial roles.

PART 5: PROGRAMS AND OPERATIONS

5.1 Events Management and Show Steward

The association undertakes various events to meet its objectives, including shows, revenue-generating activities, and educational events.

1. The Management Committee and/or executive holds the authority to approve events, set guidelines and conditions for the operation of all NBKA events, including Show Honey Courts.
    a. The Show Stewards are responsible for the planning and execution of Honey Court events.
    b. The association will make an annual donation toward the prizes for the Honey Court competition, with the amount set by the Management Committee.
    c. Show Delegates (known as Show Steward & Show Delegate) are appointed by election at the annual general meeting.
2. All events representing NBKA and its interests shall be approved by the Management Committee or Executive and recorded by the secretary in a formal NBKA Events Program Register,
    a. The Events Program Register aims
        i. to prevent unauthorised club representation and the potential of fraudulent fund raising utilising NBKA assets and opportunities for personal gain.
        ii. enable increased volunteer participation throughout the year

5.2 NBKA Mentoring Program

The NBKA Mentoring Program is established to fulfill the Association's primary object under Rule 3(e): *"To afford advice and assistance to beginners, particularly in overcoming their early difficulties"*. The Association recognises that the first year of beekeeping is critical for long-term success and that a dedicated mentor significantly eases this transition.

The objective of the initiative is to cultivate competent beekeepers who possess hive management expertise alongside a thorough understanding of their ethical and legal obligations to the industry. The Association utilises mentoring as its primary strategy to ensure that incoming members comprehend and fulfill their General Biosecurity Obligation (GBO) as mandated by the *Biosecurity Act 2014*.

Through this structured support, the NBKA Mentoring Program fosters a culture of due diligence and collective responsibility, ensuring the future sustainability of our local beekeeping community.

5.2.1 Role of a Mentor

An NBKA mentor role provides guidance and support to less experienced beekeepers, building a relationship based on trust, respect, and dependable leadership.

1. Compliance Leadership: Mentors are expected to lead by example, demonstrating "good faith" by adhering to all state laws, including mandatory Registered Biosecurity Entity (RBE) registration, good record keeping and Hive Identification Number (HIN) identification.
2. Share beekeeping knowledge and experience, informing mentees of where they can further access sources of self study information such as the club library and newsletters.
    a. Ensuring new beekeepers are informed in the identification, management and reporting of pests and diseases.
3. Foster a supportive environment by valuing the mentee, maintaining confidentiality, and developing mutual trust.
4. Provide active listening and solve problems by offering direction to help new members become proficient.
5. Support new beekeepers in understanding and fulfilling their legal obligations as a beekeeper including but not limited to;
    a. Biosecurity laws and record keeping
    b. Food labelling requirements
    c. Council requirements and hive number restrictions
    d. Part B of the Australian Honey Bee Industry Biosecurity Code of Practice
6. Coordinate with the Liaison Officer to facilitate member onboarding.

5.2.2 Role of a Mentee

A mentee is a motivated club member who actively seeks to develop their beekeeping skills and knowledge by engaging with an experienced mentor. The success of the mentorship relationship relies on the mentee's proactive involvement and commitment. The duties include:

1. **Preparation and Initiative:** Schedule meetings, prepare questions in advance, and clearly articulate personal learning goals and expectations.
2. **Active Engagement:** Be receptive to guidance, commit to practicing the skills learned, and provide timely updates on progress and challenges.
3. **Respect and Reliability:** Honor agreed-upon meeting times and follow through on commitments made to the mentor.
4. **Feedback and Communication:** Provide honest feedback on the mentorship process and promptly notify the mentor and Liaison Officer of any required changes to the arrangement.
5. **Documentation:** Maintain personal records of learning, including notes on advice received, biosecurity requirements, and hive observations.
6. **Learning:** Proactively utilise club resources including the library, newsletters and general meetings to build further knowledge of advanced beekeeping practices.
7. **Compliance:** Ensure compliance to the legal requirements involved in keeping bees and selling honey.

5.3 Club Assets

The Association maintains a collection of assets, including the Library and Beekeeping Equipment, for the general benefit of its financial members.

1. The Management Committee holds the authority to establish and provide funding for these assets, as well as to set the guidelines and conditions for their operation and use.
    a. All assets will be audited at least annually
        i. For accounting purposes
        ii. For maintenance and replacement requirements
    b. Audit records shall be maintained by the Treasurer

2. **The Library:** A lending reference library is maintained, comprising pamphlets, brochures, catalogues, newsletters, magazines, books, video tapes, and DVDs containing information related to beekeeping and/or honey.
    a. The Management Committee may set fees and charges for the use of the Library (listed in Schedule 1 – Schedule of Fees and Charges for the current year).
    b. The Librarian role is responsible for the maintenance and operation of the library and its lending activities.

2. **Beekeeping and Honey Extracting Equipment:** This collection includes loan equipment used for the day-to-day keeping of bees and the production of honey, as well as equipment designated for Association events.
    a. The Management Committee sets loan contract and loan schedule conditions, which must be agreed to by the borrowing member prior to taking any equipment.
    b. Fees and charges, as well as a refundable deposit for use of the equipment, will be set by the Management Committee (listed in Schedule 1).
    c. All or part of the deposit may be withheld by the Equipment Officer based on the condition of the returned equipment.
    d. The equipment is for the use of financial members of the Northside Beekeepers Association only.
    e. The Equipment Officer is responsible for maintenance and operation of the equipment and its lending activities.

3. **Events Equipment:** This collection includes club branded equipment and ancillaries used for events such as fundraisers and educational events.
    a. The event organiser is responsible for arranging the collection, cleaning and return of all events equipment.
    b. The equipment officer is responsible for the management of events equipment.

4. **IT Equipment:** The collection includes computing devices, payment devices, audio visual equipment exclusively for the use of the club.
    a. The Treasurer is responsible for the club’s IT equipment.

5. **Apiary:** This collection includes hives, bees, and ancillary equipment used in the safe and productive management of the apiary.
    a. The club offers apiary events to club members (or non members at a cost that includes their membership fee as PL insurance only applies to club members.)
    b. Apiary assets are the responsibility of the Hive Officer.
    c. All honey and bee products of the apiary are considered club assets.

6. **Data and information:** NBKA has data assets that need to be protected and maintained, these include;
    a. Member personal information
    b. Apriary performance data
    c. Honey sales by event data
    d. Club records (minutes, reports, communications,etc

7. **Asset Security & Access Controls:** The executive is responsible for ensuring controls are in place and effective for the access to information and assets; including but not limited to:
    a. Equipment storage locations - access to secure storage locations
    b. Personal information - access control to membership platform and member personal details
    c. Bank accounts and other financial systems (e.g. Square)
    d. Committee email accounts & related systems

5.4 Publications

The Management Committee holds the authority to establish and fund official publications, encompassing both traditional print and non-traditional electronic media.

The Committee is responsible for setting the guidelines and conditions for production.

Management & Appointment: A member is appointed to manage the publications as the News Editor, through nomination and election at the annual general meeting.
Official Status: No publication may be implicitly or explicitly represented as an official association publication without the written approval of the executive.
Advertising: Members may submit advertisements free of charge, while non-member advertisements are accepted at the discretion of the editor.
Exchanges: The association will exchange newsletters free of charge with other associations having similar objectives.

5.5 Swarm Register

5.5.1 Swarm Register Management

1. The Management Committee or their delegate will maintain a register of members who have requested to be placed on a call list to assist the general public by collecting swarms of bees.
2. The current swarm register is published on the Association's website and newsletter from time to time.
3. A member wishing to be removed from the swarm register may do so by a written request to the Secretary.

5.5.2 Member Participation and Liability

1. Members participating in the collection of swarms for the general public do so in a private capacity, not as representatives of the Association.
    a. They operate at their own risk and are **not covered** by the club public liability insurance.
    b. They must ensure they are compliant with any associated regulations (biosecurity, health and safety, etc.).
2. Members collecting swarms do so voluntarily. There is no obligation to accept every request to collect a swarm.
3. Swarm requests from the general public may also be posted on the private members Facebook Group from time to time. Members responding to these requests do so in a private capacity, and the club takes no liability for their participation in swarm collection.

5.5.3 Eligibility and Information Disclosure

1. Participants must be experienced beekeepers, having been a Registered Biosecurity Entity (RBE) with the Queensland Government for a minimum of 12 months, before they will be considered for addition to the swarm register.
2. 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.
    a. The swarm register will include the following particulars for each member wishing to participate:
        i. Full name of the member.
        ii. Contact phone number of the member.
        iii. The district that the member has offered to service.
        iv. Types of bees that they are willing to collect.

5.5.4 Strong Recommendations and Equipment

1. It is strongly recommended that participants:
    a. Collect swarms with a mentor at least twice.
    b. Ensure the mentor provides a reference to the Management Committee before the participant is added to the register.
    c. Newer participants place a mentor on "stand-by" for quick assistance if they become overwhelmed.

    d. Carry a functional mobile phone, carry a first aid kit, and always advise a family member or friend where/when they are working, particularly if they are working alone in remote areas.
2. Any swarm catch box placed away from a member's residence must be identified with the beekeeper's name and phone number in characters at least 25mm high.

PART 6: HONEY SOURCING, SALES AND COMPLIANCE

6.1 Purpose and Authority

This Part is established under the authority of Rule 42 to make By-laws for the internal management of the Association. Its primary objectives are to ensure all honey sold is legal, traceable, and food-safe, fulfilling the Association's Duty of Care and supporting the constitutional object "To promote the use of honey and other bee products". The framework protects the Association's NFP integrity and mitigates financial risk from non-compliance with the *Food Act 2006* and the *Food Standards Code*.

6.2 Scope and Compliance

All honey produced, processed, or sold under the NBKA brand or at Association sanctioned events must comply with the Food Standards Code, the Queensland Biosecurity Act 2014, and the Australian Honey Bee Industry Biosecurity Code of Practice.

6.3 Honey Sourcing Priorities (The Honey Pipeline)

The Management Committee shall manage honey sourcing for NBKA fundraising events by prioritising the following tiered approach:

1. **Tier 1 (Club Honey):** Honey sourced from the Association Apiary, managed as Association property under Rule 22 shall take priority for sale at fundraising events.
2. **Tier 2 (Member Consignment):** Retail packaged honey provided by financial members that can demonstrate compliance with food safety, licensing, and labelling regulations may be requested by the Show Steward in advance of events.
3. **Tier 3 (External Sourcing):** Honey sourced from commercial suppliers, utilised only if Tiers 1 and 2 are exhausted.

Note that the club will not accept honey that does not meet the government food safety standards. The Retail officer retains the authority to accept or reject consignment honey.

6.3.1 Club Honey (Tier 1)

1. The Association may maintain its own apiary for the production of honey.
2. The Hive Officer shall be responsible for the health of association hives and the hygienic extraction and packaging of honey using clean equipment in a suitable environment.
3. All honey produced from Association hives is the property of the Association.
4. Club honey shall take priority of sale at fund raising events as it is a key revenue stream for the ongoing financial health of the club.
5. In advance of fundraising events the management committee may call for expressions of interest for members to supply packaged or bulk honey for events, via general meetings and Facebook
    a. Honey purchased from members in bulk/packaged becomes Club Honey and retains traceability to the source.
    b. Members selling honey to the club will receive electronic payment within 30 days.

6.3.2 Member Consignment (Tier 2)

The club may offer to sell member consignment honey in the event that there is insufficient Club Honey available to cover the demand of an event.

When acting as a sales representative for Member Honey, the following conditions apply:

1. **Compliance:** All member supplied products must be supplied as legally compliant to food and safety regulations.
2. **Ownership and Risk:** The product remains the property of the member, and members retain the title and associated risk. NBKA takes no responsibility for the product other than processing the sale, returning unsold stock and paying commission on units sold.
3. **Member Requirements:** Members providing honey must:
    a. be financial members
    b. provide documented evidence that their product was produced under a current food license
    c. Demonstrate that products maintain traceability for recall purposes.
4. **Committee Members:** Any committee member participating in Member Consignment (Tier 2 supply) honey supply shall:
    a. declare a conflict of interest in the committee register in advance of supplying products
    b. shall not contribute to, or vote on setting the rate of commissions, as commercial rates are periodically reviewed.
5. **Payments:** All payments to members shall be via bank transfers (no cash payments) and all transactions are subject to disclosure and presentation to all members at the AGM as required by law.

6.3.3 External Sourcing (Tier 3)

Commercial bulk honey may be sourced from commercial suppliers, if Tiers 1 and 2 are exhausted of supply. In such instances the management committee will consider and may approve the purchase of honey and packaging for NBKA to package and sell compliant honey products at fundraising events. All labelling, traceability and food safety laws must be complied with.

6.4 Sales Management and Commission

1. The Management Committee (excluding those participating in Tier 2) shall determine the rate of commission required by the Association for the sale of eligible products, with the fee schedule voted and ratified at the AGM.
2. The Retail officer must ensure that all participating members offering eligible product have a fair allocation of units and may allocate a maximum number of units per person at their discretion, in the event of over supply or limited retail display area.
3. The Retail officer must keep accurate and complete records of product compliance and unit sales for submission to the Treasurer (Financials) and Secretary (Compliance & Product Traceability).

6.5 Guidance on Honey Labelling

To ensure transparency and meet legal obligations, all honey offered for sale by the Association or its members at Association sanctioned events must have packaging that complies with the Food Standards Code:

PART 7: SPONSORSHIP MANAGEMENT

7.1 Objective

To provide a transparent framework for the recruitment, management, and recognition of sponsors, ensuring all partnerships align with the Association's **Objects** to "promote the use of honey" and "afford advice and assistance to beginners" while maintaining strict financial and legal accountability.

7.2 Definition of a Sponsor

For the purposes of this Association, a sponsor is defined as any individual, business, or organisation that provides financial contributions, material goods, or services to the Association to support its activities, competitions, or infrastructure.

7.3 Management Responsibilities

The management of sponsors is a shared responsibility among the following officers:

1. **Show Steward:** Responsible for negotiating specific sponsorships and prizes for the relevant **Show Honey Court**.
2. **Liaison Officer:** Acts as the primary conduit between the Association and the wider community to seek out potential new sponsors.
3. **Treasurer:** Must receive and receipt all sponsorship dues or financial contributions, ensuring these funds are used solely for promoting the Association's objects and are recorded in the annual financial statements.
4. **News Editor:** Responsible for maintaining the Association's reputation with sponsors by distributing the periodic electronic newsletter to them and providing agreed-upon recognition in Association publications.

7.4 Sponsor Recognition and Benefits

In exchange for support, the Association may provide sponsors with:

1. **Publication Rights:** A copy of newsletters sent via email.
2. **Advertising:** Inclusion of the sponsor's name or logo in the newsletter or on Association social media pages at the discretion of the News Editor and Management Committee.
3. **Event Recognition:** Public acknowledgement during demonstrations, field days, or the Redcliffe Show.
4. **Invitation to NBKA Hosted Events:** Invitation to attend in person an NBKA event for a limited number of sponsored guests.

7.5 Conflict of Interest (COI) and Transparency

1. **Mandatory Declaration:** In accordance with the Association's **Material Personal Interest** standards, any Management Committee member who has a personal, familial, or business relationship with a potential or current sponsor **must disclose the nature of that interest** at the commencement of any meeting where sponsorship is discussed.

2. **Exclusion from Voting:** A committee member with a COI regarding a sponsor must not be present for or vote on any matters related to that sponsor's agreement or the procurement of goods from that sponsor.
3. **The Honey Pipeline:** If a sponsor is also a supplier of honey or beekeeping equipment, the Association must ensure that any "Wholesale Rate" or "Retail Profit" is managed transparently to avoid the perception of individual gain.

7.6 Quality and Biosecurity Standards

1. **Reputable Sources:** The Association shall only enter into sponsorship agreements with "reliable and reputable sources" that support the principles of the **National Bee Biosecurity Program**.
2. **Equipment and Supplies:** Any equipment provided by sponsors for member use must be entered into the **Equipment Officer's catalogue** and maintained in a safe, hygienic, and serviceable condition.

7.7 Sponsorship Register

The **Secretary** shall maintain a **Sponsorship Register** as a protected data point within the Association's records, listing the sponsor's name, the nature of the support provided, and the duration of the agreement. These records must be retained for a **minimum of three years**.

Appendix: FORMS

Forms for the administrative management of the association are attached as:

- Nomination for Office Bearer - Appendix A
- Form Appointing a Proxy - Appendix B
- Form Appointing a Proxy (with voting directions) - Annex C

NORTHSIDE BEEKEEPERS' ASSOCIATION INC.Nomination Form (Appendix A)

I wish to nominate:	_____ _
For the position of:	_____ _

Proposer

- **Name:** _____ **Signature:** _____

Seconder

- **Name:** _____ **Signature:** _____

Nominee Acceptance

- I have read, understood and accept the Duties of this role as defined in the NBKA Rules and by-laws.
- I have read and understood the Duty of Care & legal responsibilities of this role as communicated in the NBKA Rules and by-laws. Available on the club website.
- **I accept the above nomination:** _____ (Signature)
- **Date:** ____ / ____ / 20____

Insurance Note: NBKA Inc. holds Public Liability Insurance ($20M) and Volunteer Workers Insurance for club activities.
For details, please contact the Treasurer: nbkatreasurer@gmail.com
[This form must be received by the Secretary fourteen days prior to the AGM.]

Submission Instructions for Electronic Signature

1. **Proposer:** Enter the nominee's name, the position, and your name. Email this form to the Seconder (your email address acts as your electronic signature).
2. **Seconder:** Enter your name on the form and forward the email to the Nominee (your email address acts as your electronic signature).
3. **Nominee:** Fill in the date and forward the email containing the form to nbkasecretary@gmail.com (your email address acts as your electronic signature).

Postal Address: PO Box 582, Kallangur, 4503

Appendix B – Appointment of Proxy Form

Member Name:	_____ ___
Address:	_____ ___
Appoint Proxy:	_____ ___

I, the member named above, hereby appoint the proxy named above to vote for me on my behalf at the (Annual) General Meeting of the Association,
to be held on the ____ day of _____, 20____, and at any adjournment of that meeting.

Signature: _____ **Date:** ____ / ____ / 20____
[This form must be received by the Secretary prior to the meeting via email to nbkasecretary@gmail.com or by post to PO Box 582, Kallangur, 4503]

Appendix C – Absentee / Proxy Form (with Voting Directions)

Member Name:	_____ ___
Address:	_____ ___
Appoint Proxy:	_____ ___

I, the member named above, hereby appoint the proxy named above to vote for me on my behalf at the (Annual) General Meeting of the Association,
to be held on the ____ day of _____, 20____, and at any adjournment of that meeting.

Voting Directions

Resolution	**In Favour**	**Against**
1.	[ ]	[ ]
2.	[ ]	[ ]

(If no selection is made, the proxy may vote as they consider appropriate.)

Signature: _____ **Date:** ____ / ____ / 20____
[This form must be received by the Secretary prior to the meeting via email to nbkasecretary@gmail.com or by post to PO Box 582, Kallangur, 4503]