

RULES
of the
VICTORIAN APIARISTS' ASSOCIATION INCORPORATED
Inc. No A8347
MELBOURNE SECTION.

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1. NAME

1.1 The name of the Section shall be VICTORIAN APIARISTS' ASSOCIATION, MELBOURNE SECTION. (Hereafter called 'the Section'.)

2. OBJECTIVES

The objects of the Section and the powers it may employ are:

- 2.1 To arrange and conduct eleven monthly (hereafter called 'general') meetings per fiscal year except for the month of December.
- 2.2 To arrange lectures, discussions, demonstrations and field days for the benefit of beekeepers.
- 2.3 To give advice and assistance to beginner and established beekeepers regarding the management of their beehive(s).
- 2.4 To promote fellowship amongst attendees at general meetings and in the wider beekeeping community.
- 2.5 To assist beekeepers to source suitable apicultural references by fostering the expansion of the Victorian Apiarists' Association Incorporated Library.
- 2.6 To support the management of beekeeping projects such as at the Collingwood Children's Farm according to the Memorandum of Understanding between the Collingwood Children's Farm and the Section.
- 2.7 To educate the general public regarding the importance of honeybees for food security and the ways they can support honeybees.
- 2.8 To advise and consult with local government authorities and utilities throughout the State of Victoria regarding sensible regulation and administration of beekeeping practices, having due regard for current Victorian Apiarists' Association Incorporated policy.
- 2.9 To promote membership of the Victorian Apiarists' Association Incorporated.

3. MANAGEMENT COMMITTEE

3.1 The management of the Section shall be deputed to a Management Committee of no less than five persons of whom one is the Chairperson, one the Deputy Chairperson, one the Secretary, one the Treasurer, and not less than one, nor preferably more than eight other Committee members elected at the Annual General Meeting. This number shall include the Section elected representative to the Victorian Apiarists' Association

Incorporated Executive Council

3.2 After the election the Management Committee shall hold office until the next Annual General Meeting.

3.3 The Chairperson shall have been a member of the Management Committee for a minimum of two years to be eligible for nomination to that position.

3.4 There shall be at least five Management Committee meetings each fiscal year, the number of such meetings being determined by the Management Committee.

3.5 The Chairperson, in consultation with the Secretary, shall nominate the time and place of Management Committee meetings.

3.6 The Secretary shall give at least fourteen days' notice of each Management Committee meeting to all Committee members.

4. FINANCE

4.1 The Management Committee may augment its finances by submitting proposals to a General Meeting of the Section and having such proposals approved by a majority of the members present at such a meeting.

4.2 The monies in the hands of the Management Committee shall be used to carry out the program of activities by the Management Committee.

4.3 Payment of accounts shall be authorized by the Management Committee. Cheques must be signed by any two members of the Management Committee, being the Treasurer and any one of Chairperson, Deputy Chairperson, or Secretary.

4.4 The income and property of the Section shall be applied towards the promotion of the objectives of the Section. No portion shall be paid or transferred, directly or indirectly, to any person, company or entity, except that any reasonable and proper remuneration including out of pocket expenses shall be provided to such persons, company or entity for any authorized services rendered to or on behalf of the Section.

4.5 The fiscal year of the Section shall coincide with the fiscal year of the Victorian Apiarists' Association Incorporated to which day the accounts of the Section shall be balanced.

4.6 The Management Committee may request from the Victorian Apiarists' Association Incorporated Executive Council an annual administrative grant to assist with the implementation of the program of work.

5. AUDIT OF ACCOUNTS

5.1 The accounts of the Section shall be audited as soon as practicable after the end of the fiscal year to allow the Treasurer to satisfy Rule 6(a). The Section shall use the same auditor as engaged by the Victorian Apiarists' Association Incorporated.

6. ANNUAL GENERAL MEETING.

6.1 The Annual General Meeting shall be held at such premises as the Management Committee shall decide and shall take place in the month of July of each fiscal year, such meeting to be advertised at least thirty days prior to the meeting.

6.2 The Annual General Meeting of the Section shall be held for the following purposes:

(a) To receive from the Management Committee an Annual Report, financial balance-sheet and statement of income and expenses, and an audited statement of accounts from the preceding fiscal year.

(b) To elect a Chairperson, Deputy Chairperson, Secretary, Treasurer and Management Committee for the ensuing year,

(c) To decide on any resolution which has been duly submitted to the meeting.

(d) To receive the Annual Report from the Victorian Apiarists' Association Incorporated Library Trust.

6.3 Every Victorian Apiarists' Association Incorporated member present shall be entitled to one only ordinary vote on any one motion. In the case of a tied vote the Chairperson shall have the casting vote as well as an ordinary vote.

6.4 The Management Committee shall be empowered to make regulations to enable members of the Victorian Apiarists' Association Incorporated not present to vote by proxy.

7. AMENDMENT TO RULES.

7.1 Notice of motion concerning alteration or amendment of the Rules of the Section must be submitted in writing to a General Meeting of the Section no later than one General Meeting preceding the Annual General Meeting.

7.2 A three-fifth majority of Victorian Apiarists' Association Incorporated members present at the Annual General Meeting is required to carry such alteration or amendment.

8. PROCEEDINGS AT MEETINGS

8.1 The order and conduct at the Annual General Meeting and Management Committee meetings shall follow standard meeting procedures to the extent that they do not conflict with these rules.

8.2 At all General Meetings of the Section, the Chairperson, if she/he so desires, or in her/his absence, the Deputy Chairperson or a nominated member of the Management Committee shall take the Chair.

9. QUORUM FOR MANAGEMENT COMMITTEE

9.1 A quorum shall be not less than half plus one elected members of the Management Committee.

9.2 In the absence of the Chairperson the Deputy Chairperson will assume the chair. In the absence of both these bearers the Management Committee shall nominate one of its elected members to take the chair.

10. ELECTION OF MEMBERS TO MANAGEMENT COMMITTEE.

10.1 Only members of the Victorian Apiarists' Association Incorporated are eligible to accept nomination for Management Committee positions. Such nominations must either be moved at the Annual General Meeting, or if by proxy, must be in writing. Acceptance of a position must be in person or in writing.

10.2 At the Annual General Meeting all positions on the Management Committee shall be declared vacant, and all retiring members shall be eligible to re-election.

10.3 Only members of the Victorian Apiarists' Association Incorporated may nominate any candidate or candidates.

10.4 Every member of the Victorian Apiarists' Association Incorporated shall be entitled to vote for as many candidates as there are vacancies to be filled, and not more.

10.5 If there are more candidates than there are vacancies to be filled, voting may be by secret ballot, or by majority show-of-hands. The candidate(s) who receive most votes shall be declared elected, and in the case of two or more candidates receiving equal number of votes, election shall be determined by drawing lots.

11. VACANCIES ON MANAGEMENT COMMITTEE.

11.1 Any member absent from two consecutive Management Committee meetings without an apology to these meetings will automatically relinquish their position on the Management Committee.

11.2 The Management Committee shall have the power to appoint a member of the Victorian Apiarists' Association Incorporated to fill any casual vacancy on the

Management Committee until the next Annual General Meeting and this person shall be eligible for election as a member of the Management Committee at such meeting.

12. SUB-COMMITTEES

12.1 The Management Committee may appoint from members of the Victorian Apiarists' Association Incorporated such sub-committees as may be deemed necessary or expedient and shall depute to them such powers and duties as the Management Committee shall determine. Such sub-committees shall on request of the Management Committee report their proceedings to the Management Committee and shall conduct their business in accordance with the direction of the Management Committee. The Management Committee shall have power to co-opt other people for special duties on matters before the Committee or sub-committees.

13. BY-LAWS AND REGULATIONS

13.1 By-laws, consistent with these Rules, may be made, repealed or amended by a General Meeting.

13.2 The Management Committee may make Regulations consistent with the Rules or By-laws.

14. RELATIONSHIP TO VICTORIAN APIARISTS' ASSOCIATION INCORPORATED

14.1 The Section shall uphold the purposes, and shall be bound by the Constitution Rules of the Victorian Apiarists' Association Incorporated.

14.2 The Management Committee of the Section shall be responsible to the Executive Council of the Victorian Apiarists' Association Incorporated for the use of monies made available to the Section by the Executive Council.

14.3 The Section shall submit the matters contained in Rule 6.2 to the Executive Council of the Victorian Apiarists' Association Incorporated in suitable time to be included in the financial statement of the Victorian Apiarists' Association Incorporated.

14.4 The Section shall deliver an Annual Report to the Annual General Meeting of the Victorian Apiarists' Association Incorporated, which shall be presented to a meeting of the Section's Management Committee prior to delivery.

14.5 If upon winding up or dissolution of the Section there remains, after satisfaction of all debts and liabilities, any property or monies shall be given or transferred to the Victorian Apiarists' Association Incorporated.

15. LIFE MEMBERSHIP.

15.1 The Annual General Meeting may request the Victorian Apiarists' Association Incorporated Executive Council to confer the title and benefits of Life Membership, or any other award, on any person, or persons who in the opinion of the Meeting has rendered outstanding services to the Section.

(These Rules, with a slight grammatical correction in 2.6, have been signed by the President, K MacGibbon, of the Victorian Apiarists' Association Incorporated on 02/08/2014 and counter signed by Chairperson, B Heinze, of the Victorian Apiarists' Association Incorporated Melbourne Section on 21/09/2014.)