

NATIONAL DIPLOMA IN BEEKEEPING EDUCATION BOARD

CONSTITUTION

BACKGROUND

The National Diploma in Beekeeping Education Board, formerly called the Examination Board for the National Diploma in Beekeeping, was established in 1955. It was set up with the approval of the then Department of Education and Science and the Ministry of Agriculture, Fisheries and Food. The National Diploma in Beekeeping Education Board is responsible for managing and administering the National Diploma in Beekeeping (NDB) qualification, which is the highest level beekeeping qualification available in the British Isles.

The award of the qualification, assessed by a rigorous examination and assessment process, is overseen by the Education Board which is also responsible for the strategic direction of the organisation. The Board has the support of Defra and UK Beekeeper Associations and its work and qualification is recognised by them.

NAME

The organisation's name is the National Diploma in Beekeeping Education Board (Education Board).

PURPOSES OF THE NDB EDUCATION BOARD

The principal focus of the work of the Education Board is concerned with the honeybee (*Apis mellifera*) and its place in ecosystems.

To advance the education, training and understanding of beekeepers and the public in the subject of beekeeping, bee science and the benefits of bees in conserving, protecting and improving the natural environment.

To provide for public benefit a beekeeping qualification, the National Diploma in Beekeeping (NDB) that is set and assessed above the level of the beekeeping qualifications awarded by beekeeping associations throughout the United Kingdom. This qualification may be taken and held by persons living either in the UK or elsewhere.

To provide training courses and other education materials at an advanced level to help beekeepers (including trainers and students) and other interested parties to acquire beekeeping related skills and expertise.

ORGANISATION OF THE EDUCATION BOARD

All holders of the NDB are Members of the Education Board.

The day to day affairs of the NDB Education Board shall be carried out by elected officers (the Officers).

These include:

Chairman

Vice Chairman

Secretary

Treasurer

Advanced Course Director

Examination Moderator

President (as and when appropriate)

The Education Board shall be managed by an Executive Committee which shall consist of three Members in addition to the Officers referred to above. All members of the Executive Committee are elected at an Annual General Meeting for a period of three years.

In addition the Executive Committee will appoint an Independent Examiner for financial purposes.

NDB ADVISORY PANEL

The Education Board values input and guidance from interested parties in order to enable its courses, training and examinations to be able to fulfil the needs of bees and beekeeping in the UK and elsewhere. In order to achieve this it shall invite representatives from relevant organisations to join the NDB Advisory Panel.

The List of organisations is to be reviewed at each AGM.

The Education Board shall convene meetings of the NDB Advisory Panel at least once a year after the AGM to report on progress and learn of the wishes that the Advisory Panel might want the NDB Education Board to deliver.

The NDB Education Board is independent of these organisations.

The NDB Education Board may also approach other third parties for help and advice.

CARRYING OUT THE PURPOSES OF THE NDB EDUCATION BOARD

In order to carry out the purposes of the Education Board the Executive Committee shall have the power to:

- Raise funds, receive grants and donations
- Apply funds to carry out the work of the organisation
- Maintain a register of members

- Co-operate with and support other charities and organisations with similar purposes to those of the NDB Education Board.

ANNUAL GENERAL MEETING

The AGM shall be held every year with a minimum of 14 days notice given to Members enclosing the agenda. Minutes must be kept of the AGM.

All Members can attend the AGM and each Member has one vote.

For the meeting to be quorate at least 6 members of the Executive Committee must be present.

The Chairman has a casting vote when there is no majority on a vote.

All decisions will be taken on a simple majority basis of the number of votes cast.

The Officers shall present the plans for the coming year.

Any Member may stand for election as an Officer or member of the Executive Committee having given 3 weeks notice to the Secretary and will be elected by a simple majority vote. Members unable to attend the AGM but who wish to vote can send their wishes in writing to the Secretary at least 5 days before the AGM and the Member's wishes will be expressed at the appropriate time in the proceedings.

The Examiners for the Written and Practical Examinations are appointed at the AGM prior to the year in which the examinations are scheduled to take place. The venue of the Practical Examination is also agreed at the AGM.

MEETINGS OF THE EXECUTIVE COMMITTEE

If members of the Executive Committee have a conflict of interest concerning any agenda item they must declare it and leave the meeting / telephone call while this matter is being discussed and decided.

The Executive Committee may make additional reasonable rules to help run the organisation. These rules must not conflict with this constitution or the law.

MONEY AND PROPERTY

Money and property owned by the Education Board must only be used for Education Board purposes.

The Education Board must keep accounts. The most recent annual accounts are available to Members on written request to the Secretary of the Education Board.

Members can receive money or property to refund reasonable out of pocket expenses by completion of a claim form.

In situations where Members are contracted on behalf of the Education Board to carry out paid services for a third party then records shall be kept of the contractual arrangements and payments made.

Money must be held in the Education Board's bank account(s). There shall be two authorised signatories to sign cheques and only one authorised signatory is required to sign each cheque.

EXTRAORDINARY GENERAL MEETINGS

The Executive Committee must call an Extraordinary General Meeting if they receive a written request from the majority of the Members. Members must be given 14 days notice and told the reason for the meeting.

To be quorate at least 12 Members must be present.

All resolutions at the Extraordinary General Meeting require a two thirds majority of the votes cast in order to be carried. Minutes of the meeting must be kept.

CHANGES TO THE CONSTITUTION

If the Executive Committee considers it necessary to change the Constitution, or wind up the organisation.

This can either be at the Annual General meeting or at a specially convened Extraordinary General Meeting. Any proposal to change the constitution must have two thirds majority of the persons present to be carried.

WINDING UP OF THE NDB EDUCATION BOARD

Any money or property remaining after payments of debts must be donated to a charity with similar purposes to those of the NDB Education Board.

ADOPTION OF THIS CONSTITUTION

This Constitution was adopted on theby the persons whose signatures appear below.

SIGNED

PRINT NAME AND ADDRESS