

Tarland Bee Group – Sub Group Rules of Procedure – FINAL

Tarland Bee Group (TBG) will be constituted as a sub-group of Tarland Development Group (TDG) SC041598, and will be subject to TDG's Constitution, policies and guidelines.

Purposes of Tarland Bee Group

The basic purpose of TBG is to promote beekeeping in Tarland and surrounding areas. The detailed aims are:

- to provide a community facility (apiary) where local residents can learn how to keep bees under the tutelage of volunteer experienced beekeepers (mentors)
- to provide affordable access to beekeeping (appropriate site, hives, bees and other equipment) for local residents
- to improve beekeeping standards and provide continued learning opportunities through mentoring, training, workshops and talks.

Membership

Membership of TBG will be open to residents of Tarland and the surrounding area (within 10 miles of Tarland village) who subscribe to the purposes of TDG and TBG and agree to abide by their policies and guidelines. Any person who wishes to become a member must sign a written application for membership. All applications for membership will be considered by the TBG Steering Committee, which may, at its discretion, refuse to admit any person or group to membership. A fee will be charged for membership, the level of which shall be agreed annually by the TBG Steering Committee. Members will be provided with 'Tarland Bee Group Guidelines' which will outline the terms and conditions with which members will be expected to comply when at the apiary and cover issues of personal safety and bio-security. The TBG Steering Committee will be at liberty to withdraw membership from any person who fails to comply with these Guidelines. TBG members will be encouraged to become members of TDG.

Powers

The TBG Steering Committee will make day to day decisions on how TBG is managed and operates and will supervise any contractors or staff. Decisions taken by the Steering Committee will be underpinned by the policies and guidelines of TDG. If TBG needs to develop separate policies or guidelines these must be approved by TDG Trustees at a Trustees meeting.

Decision-making

TBG will be managed by the TBG Steering Committee which shall have a minimum of 4 members and a maximum of 8, at least 1 of whom must be a Trustee of TDG. The TDG Trustee will represent the sub-group at the TDG Trustees meetings. The TBG Steering Committee shall elect a Chairperson and Secretary from amongst its members annually (at the start of the new beekeeping season) and will meet at least four times per year. Minutes of the meetings will be taken by the Secretary and a copy of the minutes will be made available to members on the TBG web page. At least three current members of the TBG Steering Committee must be present at each meeting.

Membership of the TBG Steering Committee is open to anyone in the sub-group who expresses an interest, subject to the maximum number of members.

The Steering Committee will be responsible for making substantive decisions about the organisation and running of TBG. Decisions taken at Steering Committee meetings will be by consensus, but if a vote is required, each Steering Committee member present shall have one vote, and in the event of a tied vote, the Chairperson will have a second casting vote. If necessary, decisions can be taken between meetings by email. TBG members may attend Steering Group meetings if they so wish. Any complex or contentious matters will be referred back to the TDG Trustees, who will have a final say in such decisions.

Annual Members Meetings

The Sub-Committee will organise an annual members' meeting to provide an update on project finances and an opportunity for members to give suggestions, comments and feedback on how the project is being run and any future developments proposed. If an 'in person' meeting cannot be organised, a virtual meeting will be arranged instead and the annual financial update must be provided by email.

Financial Procedures

The funds of TBG will be overseen by the Treasurer of TDG and will form part of the annual accounts of TDG.

Dissolution of Tarland Bee Group

In the event that Tarland Bee Group ceases to operate, all residual assets, or liabilities, would revert to TDG.

Effective Date

This document shall be effective as from 14th July 2021

Draft Approved by Tarland Development Group on 14th July 2021