

LINCOLNSHIRE BEEKEEPERS' ASSOCIATION

Membership Policy

A. Membership Database:

1. It will be maintained by the Membership Secretary in accordance with the Data Protection Act and the security will be overseen by the LBKA Data Compliance Officer.
2. Access to the data will be controlled by the Membership Secretary and limited to one elected Officer in each District, usually the District Membership Secretary.
3. Each District Officer will have access to that district only and will be able to add, amend or delete membership information.
4. Further access will be enabled for LBKA County Officers or other elected District Officers on a Read Only basis as required by their LBKA duties.
5. Access will also be granted to the BBKA Membership Secretary and the National, Regional and Seasonal Bee Inspectors.

B. Classes of Membership:

1. These are as described in the Constitution.
2. Full, Partner or Junior Membership is for active beekeepers or those wishing to be treated as active beekeepers. This gives, amongst other benefits, Third Party Public Liability insurance to £10 M
3. Associate and Country Membership is for those who are not active beekeepers.
4. Full Members, Partner Members Junior Members and Country Members are all registered as members of BBKA in addition to LBKA.
5. Associate Members should become Full, Partner or Junior Members when they acquire bees.
6. For details of the benefits offered by each class see document, 'Lincolnshire Beekeepers' Association: Classes of Membership'. This information should be made available to members and any prospective members.

C. Membership Year:

1. The membership year runs from 1st January to 31st December but new members may join at any time of year.
2. Any new member joining between 1st September and 31st December has membership to the end of the following year, i.e. up to 16 months membership for one year's subscription. The subscription rate then being the rate for the following complete LBKA year.

D. Subscriptions:

1. The subscription rates for Full, Partner, Junior and Country Members are determined at LBKA 's AGM for the following year commencing on the 1st January.

2. The total subscription rates for these classes of Membership include Capitation to BBKA, as decided by the BBKA ADM, Capitation to LBKA's Central Fund and, except for Country Membership, basic Bee Disease Insurance. See the current LBKA Directory for details.
3. Each District determines their own District subscription to be added to the above and also their rate for Associate Membership. These amounts should not be included in the subscription sent to the LBKA Membership Secretary or entered on a BDI return.

E. Joining LBKA:

1. Anyone becomes an LBKA Member by joining one of its Districts.
2. The District Officer responsible for Membership should obtain at least the name and address of each member in writing on a Membership form. Telephone number and email address are optional but useful extras.
3. A suggested membership form can be obtained from the LBKA Membership Secretary as an email attachment. A District's own version of a Membership form is quite acceptable but should contain at least the following:
 - a) The name of the Association and District e.g. 'Lincolnshire Beekeepers' Association; Boston District'
 - b) The Association's registered charity number (500360)
 - c) A choice of all the available options for classes of membership with subscription rates.
 - d) The 'Data Protection' statement
 - e) A statement that: Acceptance of the code of conduct for Juniors or Adults is a condition of membership.
 - f) A District contact
 - g) To whom cheques should be made payable
4. For all **NEW** members, The District Officer should use the information obtained to complete an entry on the LBKA database ensuring that accuracy is maintained and, with the exception of Associate Members, the "LAST PAID" date is completed.
5. It is essential that District Officers take careful note of members' preferences not to have certain information published in the LBKA Directory.
6. A cheque for the subscription together with any additional BDI costs should be sent to the LBKA Membership Secretary. Members will not be registered with BBKA or LBKA until the cheque has been received and the Membership Secretary has ticked the PAID box on the database.
7. Future amendments to members' contact details or status should be made on the database and the LBKA Membership Secretary be informed. A Return for this new member must be made on the BDI site recording any additional BDI costs.

F. Renewal of Membership:

1. Subscriptions are due on 1st January each year.
2. It is recommended that a District Officer checks that members' contact details and colony numbers are accurate, that members have chosen an appropriate class of membership,

accepted the conditions of membership and use of their data as indicated on the Membership form.

3. The District Officer dealing with Membership should post a cheque for the renewal of their Full, Partner, Junior and Country members to the LBKA Membership Secretary by 14th February each year.
4. A Bank Transfer Payment can be made but the details of those members' subscriptions included in the payment must be made know to the Membership Secretary.
5. Any member failing to renew in time shall be recorded as LAPSED by the Membership Secretary and shall be subject to a £10 surcharge on renewal. (at the discretion of the District Officer)
6. These "late" renewals will not be processed until after the Spring Capitation is paid to the BBKA (usually 1st April)
7. An accurate record should be made on the database of District Officers, Swarm Collectors and all members including Associates by 14th March in order that information can be available for the LBKA directory, the BBKA Year book and Swarm Collectors Lists.

G. Bee Disease Insurance:

1. Cover for the first 3 hives is automatically included in the subscription for all beekeeping Members.
2. The insurance becomes invalid if a member is under insured, i.e. has more hives than are insured.
3. Members with hives on a communal site should make themselves aware of specific rules that apply to this situation. See www.bbka.org.uk/local/bdi
4. Where there is more than one beekeeping member in a household it is only the Full member that pays a premium for additional hives.
5. For anyone joining or re-joining after 31st March insurance is not activated for 40 days.
6. A Return of insured members should be made on the BDI site before 1st April, and for new members joining after that date, by 1st September.
7. For Districts still using the paper copies, the triplicate BDI certificate is used as follows: White copy to Member, Yellow copy retained by District, Blue copy to LBKA Membership Secretary.
8. The BDI certificate can be used as a receipt. Amounts entered should only be the subscription payable to LBKA plus any additional BDI premium. Information given on the certificate should include the Association and District number at least (personal roll number if available), plus the District and Association name and Members name and address.

This policy was amended and approved by LBKA's Central Council at the meeting held on 10th October 2017

Next to be reviewed by Oct 2020

For contact details of LBKA Membership Secretary see Directory or LBKA website (www.lincsbka.org.uk)

LBKA registered charity number 500360.