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# CONSTITUTION OF CHRISTCHURCH BEEKEEPERS CLUB (CBC)

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JANUARY 2026



[WWW.CHCHBEEKEEPERS.ORG.NZ](http://WWW.CHCHBEEKEEPERS.ORG.NZ)  
681 Cashmere Road  
Christchurch

# Constitution of Christchurch Beekeepers Club (CBC)

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## 1. Name

The name of the society is **Christchurch Beekeepers Club Incorporated (CBC)**.

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## 2. Purposes

The purposes of CBC are to:

- Promote and encourage beekeeping in Christchurch and surrounding areas.
  - Provide education, training, and support to members.
  - Support responsible hive management and biosecurity compliance.
  - Foster a sense of community among beekeepers.
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## 3. Membership

### 3.1 Categories

- **Ordinary Membership:** Annual subscription set by the Committee and ratified at the AGM.
- **Family Membership:** Includes family members living at the same address.
- **Lifetime Membership:** Granted by special resolution; exempt from annual fees.

### 3.2 Conditions

Membership is subject to approval by the Committee, and members must comply with CBC rules and purposes.

### 3.3 Financial Year and Membership Fees

1. **Financial Year:** The financial year of the Club shall run from **1 July to 30 June** each year.
2. **Membership Year:** Membership shall commence on the day following the AGM and continue until the conclusion of the next AGM.
3. **Membership Fees:**
  - a. The annual subscription fee shall be set by the Committee and ratified by the members at the AGM.
  - b. Membership fees are due within **twenty-eight (28) days** of the AGM.
  - c. Membership fees are non-refundable upon resignation.

**4. Unfinancial Members:**

- a. Unfinancial members shall not be entitled to vote, hold office, or hire Club equipment.
- b. The Committee may allow a grace period or payment arrangements in exceptional circumstances.

### 3.4 Cessation of Membership

Membership of CBC ends if:

1. **Resignation:** A member gives written notice of resignation to the Secretary.
2. **Unfinancial:** A member fails to pay the annual subscription (or agreed instalments) within the required timeframe and remains unfinancial after reasonable notice.
3. **Conduct Detrimental to CBC:**
  - a. If a member's conduct is considered harmful to the purposes, reputation, or functioning of the Club, the Committee may suspend or terminate their membership.
  - b. Before such a decision, the member must be given at least 14 days' written notice of the proposed action and an opportunity to be heard.
  - c. The final decision shall be made by the Committee and communicated in writing.
4. **Death** of the member.
5. **Legal Ineligibility:** A member becomes legally disqualified from membership under New Zealand law.

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## 4. General Meetings

- The **Annual General Meeting (AGM)** shall be held once per year, with at least 14 days' written notice given to members.
- **Special General Meetings (SGMs)** may be called by the Committee or by written request of at least 10 financial members.
- A **quorum** for General Meetings shall be 20% of financial members or 6 members, whichever is greater.
- Decisions are made by simple majority, unless otherwise stated.
- In the event of a tie, the **Meeting Chairperson shall have a casting vote.**

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## 5. Control and Use of Funds

### 1. Purpose of Funds

- CBC's funds may only be used to advance its purposes.

- No member shall derive personal financial gain from CBC funds, except for reimbursement of reasonable expenses or approved stipends.
- Annual financial statements must be presented to members at the AGM.

## 2. **Bank Accounts and Signatories**

- The Club shall maintain bank accounts in its name.
- The President, Secretary, and Treasurer shall be the authorised signatories.
- Any payments or withdrawals must be authorised by **two (2) signatories**, one of whom must be the Treasurer unless unavailable.

# 6. Committee

## 6.1 Composition

The Committee shall consist of:

- **Officers of the Club:** President, Vice President, Secretary, Treasurer
- Hive Master / Apiary Manager
- Garden Maintenance Manager
- Any number of additional Committee Members as determined at the AGM
- For a Committee meeting there must be a Quorum of 6 people. This must include: President or Vice-President and Secretary or Recorder in the place of the Secretary and Treasurer or Treasurer's report in place of Treasurer.

## 6.2 Term of Office

- Committee members are elected at the AGM and serve until the next AGM.
- Members may be re-elected.
- If a vacancy arises mid-term, the Committee may appoint a replacement until the next AGM.
- **Each Officer (President, Vice President, Secretary, Treasurer) must provide written consent to hold office before their appointment is valid.**

## 6.3 Roles

The Committee shall consist of:

- **Officers of the Club:** President, Vice President, Secretary, Treasurer

- Hive Master / Apiary Manager
- Garden Maintenance Manager

### **Presidents Responsibilities**

- Provides leadership and strategic direction.
- **Chairs meetings and represents CBC publicly.**
- Is the first point of contact, contact details are published on the CBC website.
- Covering meetings and establishing whether a quorum is present;
- Providing an annual report on the operations of the CBC at each Annual General Meeting
- The President has the casting vote if necessary

### **Vice President Responsibilities**

- Assists and deputises for the President.
- Oversees projects as delegated.

### **Secretary Responsibilities**

- Is responsible for the overall administration of the CBC including
- Ensuring minutes of meetings are recorded and maintaining minute book or file.
- Sending adequate notice of committee meetings
- Preparing the agenda for meeting in consultation with the President
- Collecting and collating reports from Officers
- Receiving and replying to correspondence as required by the Committee
- Maintaining an up to date Conflicts of Interests Register
- Filing approved financial statements with the Incorporated Societies office upon their approval by members at an annual general meeting;
- Updating the CBC's details on the Incorporated Societies Register and
- Holding the CBC's records, documents and books except those required for the treasurer's function.
- Acts as a contact person on behalf of the club.
- The Secretary is the CBC's dedicated contact person with the Registrar of the Incorporated Societies office. The CBC shall advise the Registrar of Incorporated Societies within 20 (twenty) working days of any change occurring, or the Society becoming aware of the change.

### **Treasurer Responsibilities**

- Manages finances, banking, and reporting.
- Presents up-to-date reports at each committee Meeting.
- Prepares annual financial statements for the AGM.
- Ensures the final report of accounts is reviewed by an appropriate independent person prior to presentation at the AGM.
- Maintains the Membership Register
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### **Hive Master / Apiary Manager Responsibilities**

- Oversees teaching hives and apiary operations.
- Receives an annual stipend as set by the Committee. This gives one speaking rights but no voting rights at committee meetings.

### **Garden Maintenance Manager Responsibilities**

- Manages gardens and apiary surrounds.
- Receives an annual stipend as set by the Committee. This gives one speaking rights but no voting rights at committee meetings.

### **Committee Members Responsibilities**

- Attend meetings and support CBC activities.
- Assist with events, education, and outreach.

## **6.4 Committee Member Qualifications**

1. Must be financial members of CBC.
2. Must have at least **12 months of active membership** before election (except inaugural Committee).
3. The Committee may co-opt additional members with special skills or expertise, even if they do not meet the 12-month requirement, provided they are financial members.
4. Must demonstrate commitment to CBC's purposes.
5. Preferred skills include: beekeeping, administration, event organising, education, gardening/land care.
6. Must be in **good standing** (no overdue fees or disciplinary issues).

7. Must not be legally disqualified under the **Incorporated Societies Act 2022 or successor legislation.**

## 6.5 Conflict of Interest Register

1. **Disclosure:** All **Officers of the Club** (President, Vice President, Secretary, Treasurer) must disclose any personal, financial, or other interest that could create a conflict with their duties.
  2. **Register:** The Secretary shall maintain a **Conflict of Interest Register**, recording:
    - the name of the Officer,
    - the nature of the conflict,
    - the date of disclosure, and
    - any actions taken to manage the conflict.
  3. **Restrictions:** An Officer with a declared conflict must not vote on, or take part in, decisions where the conflict exists, unless the Committee agrees it is minor or does not affect impartiality.
  4. **Transparency:** The Register shall be available for inspection by financial members of the Club on request.
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## 7. Hire of Extraction Gear

1. **Availability:** The Club shall maintain honey extraction equipment for members.
2. **Eligibility:** Only current financial members may hire equipment, unless authorised by the Committee.
3. **Booking and Duration:**
  - a. Must be booked in advance with the Equipment Officer.
  - b. Standard hire period shall not exceed 3 days unless otherwise approved.
4. **Hire Fee and Bond:**
  - a. A hire fee, set by the Committee, shall be paid prior to collection.
  - b. A refundable bond may be required; forfeited if returned dirty, damaged, or incomplete.
5. **Responsibilities:**
  - Collect and return equipment on time.
  - Clean thoroughly before return.
  - Report any damage or malfunction immediately.
6. **Liability:** The Club accepts no responsibility for injuries, accidents, or losses while equipment is in a member's possession.
7. **Discretion:** The Committee may refuse or restrict hire to protect Club property or ensure fair access.

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## 8. Code of Conduct

- Members shall treat each other with courtesy, respect, and fairness.
  - Members shall act safely and responsibly during all Club activities.
  - Discriminatory, abusive, or disruptive behaviour is not permitted.
  - Breaches of this Code may be addressed by the Committee, including suspension or termination of membership.
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## 9. Dispute Resolution

- Disputes between members or with the Committee shall first be addressed in good faith discussion.
  - If unresolved, the matter may be referred to an independent mediator appointed by agreement.
  - The Committee's decision following mediation shall be final, provided it complies with New Zealand law.
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## 10. Alteration of Rules

These rules may only be amended by a **two-thirds majority** of financial members present at a General Meeting.

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## 11. Winding Up

If CBC is wound up, any surplus assets shall be distributed to a beekeeping or environmental charity, as determined by members at a General Meeting. No member shall gain financially.

## Adoption and Signatures

This Constitution of the **Christchurch Beekeepers Club** was adopted by the members at a duly convened meeting of the Club on the ..... of ..... **2026**.

Signed:

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**President**

Date: \_\_\_\_\_

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**Vice President**

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Date: \_\_\_\_\_

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**Treasurer**

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Date: \_\_\_\_\_

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**Secretary**

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Date: \_\_\_\_\_

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