

WESTERN ARKANSAS EASTERN OKLAHOMA BEEKEEPERS ASSOCIATION
May 2016

NAME

The name of this association shall be “Western Arkansas Eastern Oklahoma Beekeepers Association.”

MISSION STATEMENT

The purpose of this association is the protection and preservation of the honeybee. To accomplish that goal, we put an emphasis on education of the public in the value of the honeybee as a pollinator and the perils that it now faces, education of the novice beekeeper in proper management of a colony, and education of the experienced beekeeper in new concepts and practices while providing a forum through which they can pass their knowledge and experience to the next generation.

BY-LAWS

Article 1: Membership

Membership shall be open to all interested persons who pay dues, with privileges accorded to the level of dues paid by members.

Membership shall run from January 1 to December 31, is annually renewable with no pro-rating.

Levels of membership shall be set by members and may be increased or decreased by the majority vote of the Association’s voting membership as deemed necessary for the betterment of the Association.

Full individual membership includes all privileges of voting in all elections and issues offered for a vote, listing on swarm list, receipt of newsletters, calendars of events, access to all educational material from the Association’s library, use of honey extracting equipment, access to our Facebook group (<https://www.facebook.com/groups/148011648678883/>), one door prize ticket and the right to hold office.

Family Membership allows a second member of the family all privileges of the individual members.

Article 2: Dues

Dues are payable upon becoming a member and are renewable annually. Dues will be set by a vote of the general membership and changed or affirmed each year at the annual election.

Levels for membership dues are as follows:

Full individual membership per year: \$ 12.00

Family membership per year: \$ 18.00 (Annual membership + 50%)

All monies will be held by the treasurer to be deposited in a checking account in a local bank and will be accounted for on a monthly basis to the membership through treasurer's reports.

All money is to be used for operation of the Association. It may be spent on educational activities and materials such as videos, books, speakers, and demonstration materials for public presentations, as well as postage and related secretarial supplies as required, printing costs, labels, training hives, fuel expense, and advertising.

Article 3: Meetings

All regularly scheduled meetings will be held the second Monday of each month at 6pm, at a place agreed to by the membership.

Special events may be held at times and places agreed on by the membership or in lieu of a regularly scheduled meeting.

Board of Directors meeting may be called by the President or any Board Member as needed, or at the request of members when an issue arises that requires business or policy decisions. The Board of Directors is mandated to meet a minimum of once a year after elections to review annual budgets, set calendars, and set the course of the year's activities.

Article 4: Officers

All office holders must have full individual membership dues paid by March 1 of each year and be 18 years of age.

Officers are expected to attend meetings and shall be responsible for the administration of the association. In case of absence, responsibility for their duties rests with the remainder of the Board of Directors.

Section 1; President

The president shall preside at all regular and special meetings and meetings of the Board of Directors.

The president may appoint committees and call special meetings when necessary.

The president represents the Association on special occasions and is the official spokesperson for at the Association.

The president may fill vacancies of the Board of Directors through appointment for an unexpired term of a Board Member for the remainder of the year, if needed. He/she may also combine officer positions in accordance with Article 7 when a vacancy occurs.

The president has no voting rights but will vote to break any tie vote when a simple majority is required.

The president reports all financial issues to the membership in the absence of the treasurer.

The president may direct the use of Association funds for the operation of the Association as approved by the Board of Directors or a majority vote of the membership when appropriate.

Section 2: Vice President

The vice-president shall preside in the absence of the president, and acts with all of the powers granted to the president in said absence. A full report of all business will be made to the president upon his/her return.

The vice-president fills in for the secretary and/or the treasurer in their absence.

The vice-president assists the president with setting agendas and programs for the coming years.

Section 3: Secretary

The secretary shall take notes of the meeting, read minutes from previous meetings, answer correspondence. All public notices in the newspapers and other media will be regularly posted by the secretary.

The secretary will establish and maintain files to preserve all documents and records of the association. He/she is the official keeper of the mission Statement and By-Laws.

Section 4: Treasurer

The treasurer keeps all the financial records, makes deposits, disperses funds, and reports monthly the disbursements and outstanding bills still due. This is kept in a permanent file. The treasurer, president or vice president shall sign all checks. Only one signature is required on checks with dollar amounts less than \$150 issued for the Association. If the dollar amount is over \$150, two of the three signers are required to sign the check.

The treasurer, in conjunction with the secretary, will keep a current list of membership and cause to be sent out past due notices for annual membership dues when necessary. Attendance records shall be kept for internal use only.

The treasurer will inform the secretary of any membership dropped for failure to pay dues and expend a reasonable effort in collecting same and restoring membership. The treasurer keeps the official membership roster.

Section 5: Board of Directors

The Board of Directors will consist of the president, vice-president, secretary, treasurer, and board members. Their responsibilities are to govern the Association, to fairly represent the members and to serve as advisors to the president in all matters having to do with policy, procedure, or programs. They convene when necessary, at least once a year, to organize the year's agenda, set the budget, assist in planning and producing programs, resolve conflicts, and address any business brought before the Board.

Article 5: Committees

Committees are of two kinds, permanent and ad-hoc. Permanent committees are formed at the direction of the Board of Directors and are ongoing. Committees may be of any size.

Permanent committees might be:

Publicity Committee - in charge of all information distributed through the local newspapers and other media.

Membership Committee - in charge of promoting new membership. Members of this committee respond to all members who know of prospective members and/or contacting nonmember beekeepers to solicit membership.

Audit Committee - the president shall form an Audit Committee to audit the financial records on a yearly basis.

Display team - in charge of maintaining display items, catalogs, handouts, and any other education items for a display. There will be a team leader and approximately 12 other members on this team.

Librarian - in charge of maintaining, updating, lending and return of the book/video collection and education materials owned by the club. The librarian will bring the library to each meeting so that club members can check out and return material as needed.

Photographer - in charge of photographing, videoing and recording of meetings/events/ displays throughout the year. The material will be added to our member and public Facebook page to promote the club and membership.

Ad hoc - committees are convened for special purposes and have short-term responsibilities. They may be formed at the request of the president or in response to certain events such as fund raising, picnics and other social events, or as needed by the association.

Article 6: Elections

Section 1: Term Limits

The president, vice-president, secretary, treasure, and board members may serve indefinitely by an annual vote of the membership.

Section 2: Requirements

Office holders must be dues paying members elected by a majority vote of eligible, full individual members through nominations from the floor at the September meeting.

Appointments may be made by the president to fill vacancies until the next scheduled election.

The vice-president fills in for the president for the remainder of the term in case of resignation.

All nominees must agree to hold office before a vote is taken.

Section 3: Annual Elections

During September, at the regularly scheduled meeting or a special event, but no later than November 30, the membership shall elect officers to take office on January 1 of the following year. The membership shall also affirm or change the dues for membership.

Article 7: Combining Offices and Re-alignment of Officers

In the interest of Maintaining effective leadership for the guidance of the Association, it may be necessary to combine certain offices. This action may be brought about by being unable to produce a willing and qualified candidate, resignation of an officer, failure of an officer to perform their duties due to ill health, job requirements, disassociation with the association or other extenuating circumstances.

The following offices may be combined:

- a. vice-president/secretary

- b. vice-president/treasurer
- c. secretary/treasurer

In the event these offices are combined at a general election of offices, the membership shall elect other board members to sit on the Board of Directors so that the number of Board of Directors will always be no less than five and not more than nine. Should an officer position become vacant during the year, the president may combine offices until the next general election.

Should the vice-president assume the duties of president on a permanent basis during the calendar year, the change will be announced to the membership as soon as practical. If necessary, a special election may be called to fill vacant positions.

Article 8: Voting

Section 1: Quorum

30% of the full individual membership or 20 members, whichever is less, shall constitute a quorum for all Association meetings and voting. Five members of the Board of Directors shall constitute a quorum for a meeting and voting. If a special meeting is called, all members of the Board of Directors must be notified. Where only one candidate exists for a position, a vote of acclamation may be made by a show of hands.

Section 2: Election of Officers

The offices of president, vice-president, secretary, treasurer, and board members shall be elected by a simple majority of a quorum present at the time the vote is taken. All election voting will be by secret ballot. Where only one candidate exists for a position, a vote of acclamation may be made by a show of hands. Any issue voting will be done by show of hands.

Section 3: Change to By-Laws

The by-laws may be changed by a simple majority vote of a quorum present at the time the vote is taken.

Section 4: Absentee or Proxy Voting

The Association will not recognize absentee or proxy voting.

Article 9: Remuneration

All officers of the Association shall serve without remuneration. Both officers and members may be reimbursed to cover necessary expenses when serving the Association under specific direction of the president, with approval of the Board of Directors.

Article 10: Dissolving the Association

In the event of dissolution of the Association, after all liabilities and obligations have been paid, satisfied and discharged, any remaining assets shall be distributed as directed by the Board of Directors.

Article 11: Actions

All suggested changes to the by-laws must be brought before the Board of Directors one month before the annual election or special election. This provision may be fulfilled by giving the suggested changes, in writing, to the secretary.

“ORDER OF BUSINESS”

The following “Order of Business” is suggested for management of Association meetings:

1. Call to order.
2. Pledge of Allegiance.
3. Invocation.
4. President’s welcome.
5. Reading of minutes from last meeting.
6. Treasurer’s Report.
7. Introduction of guests and new members.
8. Committee reports.
9. Old business.
10. New business

(The president will call a short break)

11. Introduction of Program. (In the event the program is an “out-of-town” speaker, the program may be moved up to aid the speaker.)
12. Adjournment.

Date: _____

President

Attest: _____
Secretary