

# CONSTITUTION AND BYLAWS

## OF THE *MCDOWELL HONEY BEES* CHAPTER

### ARTICLE I

#### Name & Structure

**Section 1. Name.** The name of this Chapter shall be *The McDowell Honey Bees*.

**Section 2. Structure.** The McDowell Honey Bees shall be a non-profit chapter of the North Carolina State Beekeepers Association, Inc.(NCSBA) and shall be subject to the constitution and bylaws of that institution.

### ARTICLE II

#### Purpose

The purpose of this Chapter shall be to support all aspects of beekeeping including providing ongoing education for beekeepers as well as the general public. The club will also collectively pursue matters which relate to sustaining a healthy population of honeybees.

### ARTICLE III

#### Members

**Section 1. Membership Eligibility.** Anyone 12 years old or older and interested in beekeeping or the beekeeping community may join the Chapter upon payment of the appropriate annual dues. All Chapter members are encouraged to also join the NCSBA.

**Section 2. Individual Membership.** Annual dues for individual Chapter membership shall be voted on at the annual meeting.

**Section 3. Household Membership.** Household membership in the Chapter shall include all members (12 years old or older) of a household and the annual dues shall be voted on at the annual meeting.

**Section 4. Honorary Life Membership.** Life membership in the Chapter may be given to a member for meritorious service to the Chapter upon recommendation of any paid member

and a majority vote of the Executive Committee. Life members shall be excused from payment of Chapter dues, and shall have all the privileges of membership.

**Section 5. Other Membership Categories.** NCSBA life members and honorary members who choose to join the Chapter, are excused from payment of Chapter dues and have the same rights and privileges as all Chapter members. NCSBA permanent paid members or commercial members shall pay the Chapter's individual or household membership annual dues to hold membership in the Chapter.

**Section 6. Payment of Annual Dues.** Annual dues shall be payable at the time of joining the Chapter the first year and in advance on or before February 1<sup>st</sup> of subsequent years. The Treasurer shall notify members two months in arrears, and those whose dues are not paid within two months thereafter shall be automatically dropped from membership in the Chapter. Annual dues expire on December 31 of each year, and are not prorated and are not refundable.

**Section 7. Membership Rights.** All paid Chapter members, including household members, shall have full membership privileges, including the right to vote on any issue brought before the Chapter at any Chapter gathering.

**Section 8. Resignation from Membership.** Any member may resign from the Chapter at any time.

## ARTICLE IV

### Officers

**Section 1. Officers and Duties.** The officers of the Chapter shall be a President, a Vice-President, a Secretary, a Treasurer, and four Directors. A Honorary Youth Director may also be appointed by the President and shall be an ex-officio (non-voting) member of the executive committee. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Chapter.

**Section 2. Nomination Procedure, Time of Elections.** At the regular meeting held in September, a Nominating Committee of up to five members shall be elected by the Chapter. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in November. The Nominating Committee shall report at the regular meeting in October. Before the election at the annual meeting in November, additional nominations from the floor shall be permitted.

**Section 3. Ballot Election, Term of Office, Removal from Office.** The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin on January 1 following the annual meeting at which they are elected. In the case of a vacancy, the President may appoint a member to serve during the remainder of the term subject to the approval of the Executive Committee. No person shall be elected for any office without his or her consent. Officers may be removed from office at the pleasure of the membership as provided in the parliamentary authority (most recent edition of *Robert's Rules of Order Newly Revised* at time of initiation of removal event).

**Section 4. Office-Holding Limitations.** No member shall hold more than one office at a time, and no member shall be eligible to serve more than five consecutive terms in the same office.

## ARTICLE V

### Membership Meetings

**Section 1. Regular Meetings.** The regular meetings of the Chapter shall be held on the second Thursday of each month from January to November inclusive unless otherwise ordered by the Chapter.

**Section 2. Annual Meetings.** The regular meeting in November shall be known as the annual meeting and shall be for electing officers, receiving reports of officers and committees, and for any other business that may arise.

**Section 3. Special Meetings.** Special meetings may be called by the President or by the Executive Committee or upon the written request of ten members of the Chapter submitted to an officer. The purpose of the meeting shall be stated in the notice, which shall be sent to all members at least three days before the meeting.

**Section 4. Quorum.** Fifteen members of the Chapter shall constitute a quorum for regular or special Chapter meetings.

## ARTICLE VI

### Executive Committee

**Section 1. Composition.** The officers of the Chapter, including the Directors, shall constitute the Executive Committee. Other members of the Executive Committee include a representative of the McDowell County Cooperative Extension Service, who shall be a non-voting (ex-officio) member; and the Chapter's immediate Past President, who may only vote in the event of a tie. Five members of the executive committee shall constitute a quorum.

**Section 2. Duties and Powers.** The Executive Committee shall have general supervision of the affairs of the Chapter between its regular meetings, approve expenditures, and make recommendations to the Chapter.

**Section 3. Executive Committee Meetings.** Unless otherwise ordered by the Executive Committee, regular meetings of the Executive Committee shall be held on the Tuesday preceding the second Thursday of January, March, May, July, September, and November of each year. Special meetings of the Executive Committee may be called by the President or shall be called upon written request of three members of the Executive Committee. Phone and/or email discussions and email voting may be coordinated by the President and should include all members of the executive committee.

## ARTICLE VII

### Committees

**Section 1. Standing Committees** Standing committees shall consist of the Executive Committee, Nominating Committee and Auditing Committee.

**Section 2. Auditing Committee.** The Auditing Committee shall consist of the four Directors, and its duty shall be to examine and audit the Treasurer's accounts and make recommendations at the November annual meeting.

**Section 3. Other Committees.** Such other committees, standing or special, may be established by the Chapter, the President, or the Executive Committee as it shall from time to time deem necessary to carry on their work. Chairpersons for these committees shall be appointed by the President.

**Section 4. President's Ex-Officio Committee Membership.** The President shall be a non-voting (ex officio) member of all committees.

## ARTICLE VIII

### Duties of Officers

**Section 1. President's Duties.** The President shall:

- 1) Preside at all Chapter meetings using the parliamentary authority set forth in these bylaws.
- 2) Be the chief spokesperson and representative of the Chapter.
- 3) Create and fill such special or standing committees as deemed necessary.
- 4) Fill vacancies of any office.
- 5) Perform such other duties as directed by the Chapter.
- 6) Be authorized to make bank deposits and withdrawals and disburse all monies, should the Treasurer be unable to perform those duties. Withdrawals and disbursement exceeding \$500 require approval by executive committee.

**Section 2. Vice-President's Duties.** The Vice-President shall:

- 1) Perform those duties of the President in his or her absence, or upon the President's request. If the Vice-President is unable to perform this duty in the absence of the President, then the Vice-President may appoint any member to act in his or her stead.
- 2) Serve as the Chairperson of the Program Committee and be responsible for deciding for the programs, securing speakers, and arranging a meeting place for all Chapter meetings.

**Section 3. Secretary's Duties.** The Secretary shall:

- 1) Record the minutes and proceeding of the Chapter at each regular and/or special meetings, as well as Executive Committee meetings.
- 2) Assist the President and others in notifying the membership five to eight days prior to meetings.
- 3) Use the media to inform the public of Chapter meetings and special activities.
- 4) Maintain complete files of minutes, constitution and bylaws and rules of policy.
- 5) Maintain files of communications, correspondence and publications.
- 6) Coordinate communications with NCSBA Master Beekeeper Program.
- 7) Arrange for a substitute if it becomes necessary to be absent from the duties of Secretary.
- 8) At the end of the term of office, deliver all files, records and Chapter property to the successor.

**Section 4. Treasurer's Duties.** The Treasurer shall:

- 1) Collect and receive all Chapter monies generated from membership dues, sales of goods, gifts, special activities, and any other revenue source.
- 2) Protect all Chapter monies in a proper and timely manner.
- 3) Collect and submit NCSBA dues until March 31<sup>st</sup> each year.
- 4) Be authorized to make bank deposits and withdrawals and disburse all monies. Withdrawals and disbursement exceeding \$500 require approval by executive committee.
- 5) Make prompt remittance to cover authorized and approved invoices based on approved budget/expenditures from the Chapter or Executive Committee.
- 6) Maintain full and accurate records showing receipts and disbursements of all monies.
- 7) Maintain an accurate membership list.
- 8) Notify members delinquent in payment of dues on April 1<sup>st</sup> each year and seek to restore their membership.
- 9) The books shall be closed prior to each regular January meeting and a complete report on the financial standings given to the chapter at that time.
- 10) Maintain a complete inventory of the Chapter's properties, location, and estimated value. Submit report at the regular January meeting.
- 11) Serve as custodian of the Chapter's properties, preserving all receipts, titles and other documents as proof of ownership.
- 12) Provide full access to all financial records to the Auditing Committee.
- 13) Deliver all books and documents to the Executive Committee at the end of the term of office.

## **ARTICLE IX**

### Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

## **ARTICLE X**

### Amendment/Revision of Constitution and Bylaws

This Constitution and Bylaws may be amended or revised at any regular meeting of the Chapter by a two-thirds (2/3) vote of all members present, provided the proposed amendment or revision has been submitted and distributed to the general membership in writing at least thirty (30) days prior.

## **ARTICLE XI**

### Dissolution

In the event this Chapter undergoes dissolution, its assets will be distributed to local organizations as identified by the last standing executive committee of the Chapter.

## ARTICLE XII

### Repealing/Adoption

**Section 1. Repealing Clause.** Upon acceptance by a vote of the Chapter, this Constitution and Bylaws supersedes all previous Chapter Constitution and Bylaws.

**Section 2. History.**

Original Chapter Constitution and Bylaws---2001

1<sup>st</sup> amendment---2001

2<sup>nd</sup> amendment---January 2012

**Section 3. Adoption.** This Constitution and Bylaws were read and adopted by a two-thirds (2/3) vote of all members present at the regular meeting held on:

**June 8, 2017** at McDowell Senior Center, Marion, North Carolina.

**Ed Speer**

President

**Bill Hendley**

Vice President

**Karen Speer**

Secretary