

## **ARTICLE I. NAME**

The name of the organization shall be SOWEGA Beekeepers Club.

## **ARTICLE II – MISSION STATEMENT**

Provide members and the community with technical beekeeping information and an awareness of bee and beekeeping habitat, biology, and safety.

## **ARTICLE III - MEMBERSHIP**

- SECTION 1. Any person interested in beekeeping is eligible for membership.
- SECTION 2. Any eligible person wishing to become a member may do so by payment of \$20.00 annual family membership dues. The membership year shall be 01 January through 31 December. If dues are not paid at the first of the year, dues will be pro-rated for the rest of the year.
- SECTION 3. Membership shall be on an annual basis as outlined in Article III Section 2. Dues become payable on 01 January, of each year. In order to vote in an annual business meeting a member must be in good standing for the previous year.

## **ARTICLE IV - ANNUAL BUSINESS MEETING**

- SECTION 1. The fiscal year of the Club shall begin on 01 January and end the following 31 December.
- SECTION 2. The Annual Business meeting of the Club shall be held before the close of the fiscal year, at any place designated by the Board of Directors, within the area served by the Club. The purpose of such meeting is the election of Officers and Directors, receiving reports and conducting such other business as may be properly brought before the membership.
- SECTION 3. Special meetings may be called by the President, or may be called upon request, in writing, by one-quarter of the membership, or by a majority of the Board of Directors. Not less than seven (7) days written notice shall be given prior to any special meeting.
- SECTION 4. Notice of time and place and topic of each regular meeting of the Club shall be mailed (or emailed) to each member at least seven (7) days prior to the meeting.
- SECTION 5. Ten (10) members of the Club shall constitute a quorum for the transaction of business at regular meetings. A Committee requires a majority of its members for a quorum.
- SECTION 6. Each “member” or “family membership” in good standing is entitled to one vote only. No vote by proxy is permitted.
- SECTION 7. The order of business for all meetings of the Club, unless changed by a majority vote of members present, shall be as follows:
- Call to order by the president
  - Recognize guests and visitors

- Reading and approval of the minutes from the previous meeting
- Reading of the financial report
- Discussion of unfinished business
- Discussion of new business
- Program
- Adjournment

SECTION 8. In parliamentary matters, Roberts Rules of Order Revised shall be used in all cases where applicable, subject to the **BY-LAWS** of the Club.

SECTION 9. Payment of all bills shall be made on approval by a majority vote of the Board of Directors, or a majority of the members at a regular meeting.

### **ARTICLE V – BOARD OF DIRECTORS**

SECTION 1. The Board of Directors shall serve without pay and consist of five members. The number of person serving can be amended by the Board of Directors and voted by the membership. Members of the Board of Directors are:

- President
- Vice President
- Secretary
- Treasurer
- Past President or Member at Large

SECTION 2. Eligibility criteria: paid member in good standing which includes attendance at 50% of all meetings.

SECTION 3. The President shall serve for one year with two consecutive term limit to the number of terms. Other Board Members will have no term limits. The “member at large” will be voted on by the general membership when there is no past president, i.e., new club organization or when the existing president has been re-elected.

SECTION 4. Vacancies within the board shall be filled by the Board of Directors.

SECTION 5. Board members failing to meet eligibility criteria will be removed from the Board.

SECTION 6. Voting

- A. A majority of board members constitutes a quorum. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- B. Passage of a motion requires a simple majority, i.e., one more than half the members of the board.

### **ARTICLE VI – DUTIES OF OFFICERS**

SECTION 1. The President shall:

- A. Preside over all meetings of the Club and the Board of Directors.
- B. Call special meetings of the Club and the Board of Directors.

- C. Perform all acts and duties required of an executive and presiding officer, including the appointment of various committees that may be required for the proper functioning of the Club.
  - a. Nominating Committee: Shall consist of two (2) members of the Club, appointed by the President. Nominations may also be made from the floor. Consent should be obtained from the nominees proposed for office before submitting their names to the membership.
  - b. Auditing Committee: Shall consist of two (2) members of the Club, appointed by the President. One (1) shall be a member of the Board of Directors and shall act as chairman for the books audit of the Treasurer and make a report at the annual meetings.
  - c. The Board may appoint other standing and ad hoc committees as needed.

SECTION 2. The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President, and shall perform such duties as the BY-LAWS may provide or the Board of Directors may prescribe.

SECTION 3. The Secretary shall:

- A. Keep a complete record of all meetings of the Club and of the Board of Directors.
- B. Keep a complete list of all members contact information to communicate with the membership as needed.
- C. Write letters as directed by the President and/or Board of Directors.
- D. Notify Officers and all members of Committees of their appointment.
- E. Serve all notices required by law and these BY-LAWS.
- F. Turn over to the Treasurer any money received for membership.
- G. Perform such other duties as may be required by the President and/or Board of Directors.

SECTION 4. The Treasurer shall:

- A. Sign as Treasurer, with the President, all checks and other obligations of the Club, unless authorized to sign alone by a vote of 2/3 of the membership present.
- B. Receive and disburse all funds, and be custodian of all securities of the Club. Keep a full and accurate account of all the financial transactions of the Club in books belonging to the Club, and deliver such books to his successor in office.
- C. Shall make a full report of all matters and business of this office to the members at the annual meeting and to Directors, whenever requested.
- D. Maintain a complete record of all physical property and equipment owned by the Club and location thereof.
- E. Keep a complete list of members and addresses.
- F. Notify those who have not paid their dues that they are due.
- G. Deposit all moneys of the Club in the name and to the credit of the Club in such depositories as may be designated from time to time by the Board of Directors.
- H. Perform such other duties as may be required by the Board of Directors.

SECTION 5. Past President/Member at Large.

- A. Assist the President with administrative duties.
- B. Assist both Secretary and Treasure with administrative duties during elections, member registration, club meetings, and member activities.
- C. Assist Board of Directors with club activities, programs, and organizational directions
- D. Act as a liaison between club committees and Board of Directors as requested

**ARTICLE VII – MEETINGS**

SECTION 1. Meetings

- A. Regular meetings shall be held every second Thursday of each month at 6:30 pm.
- B. Special meetings may be held at any time when called for by the President or a majority of Board members.
- C. Agendas and agenda items shall be provided at least seven day in advance of regular meetings. Agenda items from club membership will be discussed at the discretion of the President or Board of Directors.

**ARTICLE VIII – CONFLICT OF INTEREST AND GOOD NEIGHBOR POLICY**

SECTION 1. Conflict of interest: Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such a nature that it prevents or may prevent that member from acting on the matter of an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate that seat and refrain from discussion and voting on said item.

SECTION 2. Good neighbor policy: No hive of honeybees shall be maintained in a residential area in such a manner as shall constitute a substantial nuisance.

**ARTICLE IX – AMENDMENTS**

SECTION 1. These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

SECTION 2. Amendments to the by-laws approved by the Board must be approved by a majority vote of the membership.