

Wasatch Beekeepers Association

CONSTITUTION AND BY-LAWS

Approved October 2019

ARTICLE 1. NAME

The name of this organization shall be “Wasatch Beekeepers Association.” Hereafter referred to as “Association.” This organization shall operate under the guidelines as set out in these directives.

ARTICLE 2. OBJECTIVES

The purpose of the Association is to promote the art and science of beekeeping. This includes but is not limited to educating beekeepers and the general public in areas relating to Apiculture, promote scientific research, provide members an opportunity to meet and discuss beekeeping topics, offer instruction and support, review current events, products and issues related to beekeeping. To provide a greater appreciation for beekeeping as a hobby and as an industry and assist with bee swarms when possible.

This organization is to encourage study and research in the apiarian art with a goal focused on bee safety, better methodology, increased production and improved marketing.

As we are a 501(c)3 recognized organization, all leadership will make all efforts to ensure and protect the ability of the organization to maintain recognition. All requirements will be met with honest, correct information and submitted on time was required.

ARTICLE 3. MEMBERS

Anyone interested in beekeeping may attend Association meetings. Voting membership is contingent upon payment of the regular annual dues. Members who are seventy years old, who have been active, paying members for at least the past five years, may be considered permanent members of the Association. Permanent members will maintain voting privileges and will not be required to pay dues as long as they desire to remain members.

ARTICLE 4. DUES

The fiscal year of the association shall be the calendar year. The annual dues are set by the Executive Committee, hereafter referred to as “Executive,” to meet the expected budget. The current dues are \$20.00 per year and due beginning in January. Two adult members within the same household are considered members when the membership fee is paid. Any member of the Association who does not pay dues by March 15 will be dropped from the voting membership, but may be kept on a correspondence roll. A person is restored to active membership by paying the current year’s dues. To be considered an active member, dues must be received by July 31 of the current year. Payments received after July 31, will be applied to the next years membership dues.

ARTICLE 5. MEETINGS

Section 1: There shall be monthly scheduled meetings unless cancelled by the Executive for circumstances impacting member safety or other disruptive reasons. A minimum of 9 meetings during each calendar year can be reasonably expected. Notice of each meeting will be made public via convenient and member accessible means such as e-mail, post to public media or the Association website. Any change in the time and place of these meetings shall be decided by a majority vote of the Executive. The Executive may direct the Program Chair to make the necessary arrangements for changing said meeting. A member of the Executive Committee must be present for the meeting to be conducted.

Section 2: One of the regular monthly meetings or a portion of a regular meeting shall serve as the annual business meeting. Officers may report to the membership on such items as finance, programs, membership and special activities. These reports may also be made briefly at the beginning of any regular meeting as determined by the Executive, to update membership of current issues or at the request of the Association membership.

Section 3: The order of business for all regular meetings of the Association should generally proceed using the suggested format, which may be altered or adjusted depending on the needs as determined by the Executive or as requested by the Association:

1. Call to order;
2. Approval of the last meeting minutes if no edits are suggested;
3. Officers reports including financial updates and Association events calendar may be given if significant changes are made or information necessary to the Association are upcoming;
4. Committee reports or updates if appropriate;
5. Business impacting the Association;
6. Informational Program and
7. Adjournment.

Section 4: Special Association meetings may be called by the President, by three members of the Executive or upon the request of twenty-five percent (25%) of the membership. Notice of special meetings must be sent to all Association members a minimum of ten (10) days prior to the scheduled day, time and purpose of the meeting.

Section 5: Executive Committee meetings shall be held at their discretion at a time and place of their choosing. Minutes may or may not be made public depending on the discretion of the Executive or upon request by a 25% vote of the Association.

Section 6: Ten percent of voting Association members shall constitute a quorum for the transaction of Association business at regular meetings. Any ad-hoc committee requires a majority of the members present for a quorum.

Section 7: In matters requiring an Association vote, "Robert's Rules of Order" shall be used to guide the discussion and allow for member input. Discussion of such "matters" shall be led by the current President or someone he/she designates to lead.

Section 8: Minutes of all official meetings shall be kept by the Secretary or designated individual. Minutes of regular Association meeting and special meetings are to be communicated to the members, by e-mail, social media or posting on the Association website. All officially

designated Committees shall keep minutes with copies to the Executive and maybe made public upon decision by the Executive or majority vote of the Committee membership.

ARTICLE 6. ELECTION OF OFFICERS

Election of officers is generally held in November each year, at a place designated by the Executive. Election of officers for the following year should occur at this meeting. These officers become effective January 1 of the next year.

Officers shall be elected by a majority vote of members present at the meeting and will hold office from January through December. In the case of a vacancy, the President may appoint a member to serve during the remainder of the term. If the President cannot serve or is removed from office, the vice president will assume that role unless a majority of the Association members vote for new elections. No person shall be elected for any office without his/her consent.

ARTICLE 7: OFFICERS

Officers of the Association shall be: President, Vice-President, Secretary, Treasurer, Program Chair and Public Relations Officer. (He/She, Him/Her, His/Hers are to be used as applicable). These individuals constitute the Executive Committee, referred in these by-laws as the "Executive."

ARTICLE 8. DUTIES OF OFFICERS

The PRESIDENT shall preside at all Association meetings when present. Business or Association changes requiring approval of the Association will use parliamentary procedures and Roberts' Rules of Order to conduct the business. The President shall appoint special committees as necessary for the success of the Association, fill vacancies in any office and perform such other duties as the Association may direct. Any position appointed by President will be approved by majority vote of the Board.

The President will be authorized to make deposits and to disperse monies should the Treasurer be unable to perform their duties.

The VICE-PRESIDENT shall perform the duties of the President in his/her absence or at his/her request. If the Vice-President is unable to perform this duty in the absence of the President, he/she may appoint any member of the Executive to act in his/her stead. The Vice President is to ensure that duties outlined in the Association Fiscal Policies are followed. He/She is to oversee the Association website and media outlets to ensure security and protect Association integrity. When appropriate and if approved by vote of the Association he/she maybe considered as a president-elect for the following year in order to facilitate a smooth transition of Association leadership.

The SECRETARY shall keep an accurate record of the minutes and business of the Association. The Secretary shall see that members and general public are notified of each regular monthly meeting by written notice and/or appropriate electronic media releases. The Secretary shall also see that any other news item or information beneficial and advantageous to the members of the Association and the general public gets distributed.

The Secretary shall conduct such correspondence and transact such business as the Association may deem necessary; including assisting in the collection of dues, issuing membership cards, assisting with membership renewal notification and maintain a list of the physical property that the Association may own and the location of such property.

At the end of Secretary's term in office he/she shall deliver to his/her successor all papers and other property of the Association that may be in their possession. By acceptance of a majority of the membership, the Secretary and Treasurer maybe the same individual.

The TREASURER shall be custodian of all monies received by the Association and keep full and accurate records showing the receipts and disbursements of all monies in accordance with the accepted Fiscal Policies and Procedures document. All receipts should be obtained before reimbursement is given. Purchases on behalf of the Association should obtain written or verbal approval from at least two Board member if over \$10 or an amount set by the Board. The Treasurer will also assist in collection of the annual dues from the members, issue membership receipts, see that all members are notified when it is time to renew their membership and transact such other business as the Association may direct.

The Treasurer shall close Association books each year as of December 31, file the necessary information returns to the Internal Revenue Service and present the records and books for examination and auditing at any time during the year when requested by the Executive. At the request of the Association or Executive, the Treasurer shall make a complete report on the Association's membership and financial standing.

The Treasurer shall see that the President is authorized to make deposits and disburse all monies in the event that he/she is unable to perform the required duties. At the end of their term in office he/she shall deliver to their successor all financial records, monies and other property of the Association that may be in their possession.

The PROGRAM CHAIR shall make the necessary arrangements for the monthly program, secure speakers and ensure that the meeting place is set up and audio/visual systems are working. The Program Chair may invite other Association members to assist and determine important topics for discussion, meeting setup and program. When directed by the Association, the Program Chair will secure a meeting place and make necessary arrangements for the regular meetings. Unless otherwise directed by the Executive, the Program Chair will lead the Nominating Committee.

The PUBLIC RELATIONS CHAIR may prepare and distribute an Association newsletter, serve as the internal and external communications officer, maintain the Association calendar, see that a swarm coordinator is functioning and coordinate community events where the Association maybe invited or involved. These functions may also be delegated as approved by the Executive.

ARTICLE 9. COMMITTEES

The EXECUTIVE COMMITTEE shall consist of all the elected officers of the Association (President, Vice-President, Secretary, Treasurer, Program Chair and Public Relations Officer).

The immediate past President, may serve as an ex-officio member but not have voting rights. The Executive Committee shall have authority to transact business on behalf of the Association when it is not in session.

The AUDITING COMMITTEE is not a standing committee. The Committee may consist of up to three Association members, whose duty is to examine and audit the books of the Treasurer and to make recommendations on their findings in writing or at an Association meeting. The Secretary is to chair or designate a lead for this committee. The audit must be performed at least once each year or an audit can be requested by the Executive Committee or by 25% vote of the Association.

The NOMINATING COMMITTEE is chaired by the Program Director or they may designate a chair, but should remain a member of the committee. The chair will select members (3 or more Association members if needed) that are in good standing to assist. Members of the committee shall be ratified by the Executive. The purpose of the committee is to research candidates and submit nominations of officers for the following year at the Annual Meeting. Any member of the Association may suggest candidates to the Nominating Committee.

SPECIAL COMMITTEES may be utilized to facilitate the smooth functioning of the Association and may consist of Association members. Committees are generally appointed by the President to fill a specific Association need. However, upon failure of the President to act or concerns about the functioning of the Association, a group of at least 10% voting members may form a committee that has standing and bring their concerns to the membership for action, which upon majority vote, a member or members of the Executive maybe removed and/or replaced.

ARTICLE 10. POLICIES

The Association shall have a Fiscal Policy and Procedures document. This document shall contain the policies and procedures for managing the funds of the Association. Any changes to this document shall be approved by the Executive. Upon the majority vote of the Executive, changes may be reviewed and ratified by the Association membership.

The Association shall indemnify to the full extent possible for the good faith exercise of judgment in the performance of assigned duties, any person made or threatened to be made a party to any action, suit or proceeding of any kind or manner, by reason of the fact that the person is or was a member of the Executive or any authorized committee, employee or agent of the Association.

ARTICLE 11. WEBSITE

The Association may maintain a website, the purpose of which would be to further the purposes of the Association. The Vice President will oversee and ensure the interests of the Association are protected.

ARTICLE 12. AMENDMENTS

Any article or section of any article, of Wasatch Beekeepers Association's Constitution and By-Laws may be amended at any regular meeting by a two-thirds (2/3) vote of members present, providing the proposed amendment has been presented to the Executive for their review and

recommendation and has been presented in writing to the entire membership at least one month before any vote is taken.

Should this Association disband, its assets shall be distributed to the active members of the Wasatch Beekeepers Association.

ARTICLE 13. REPEALING CLAUSE

Upon acceptance by vote of the members of the Association, this Constitution and By-Laws supersedes all previous Constitution and By-Laws.

Date: