

5 County Beekeepers Association By-Laws—updated November 2022

THE BY-LAWS
OF THE 5 COUNTY BEEKEEPERS ASSOCIATION (5CBA),
A CHAPTER OF
THE NORTH CAROLINA STATE BEEKEEPERS ASSOCIATION, INC. (NCSBA)

ARTICLE 1
(Name)

SECTION 1: NAME: The name of this organization shall be 5 County Beekeepers Association, a Chapter of the NCSBA, Inc. It may also be referred to herein as “5CBA”, “Five County Beekeepers Association”, “Local Chapter”, or “Chapter”.

ARTICLE 2
(Objectives)

SECTION 2: OBJECTIVES: The objectives of this non-profit organization shall be:

a. Education: to teach and encourage better methods among the beekeepers of the 5-county area (Wake, Franklin, Nash, Wilson, and Johnston Counties), to promote cooperation and sharing, to reach a common understanding regarding our problems and their solutions, and to maintain a friendly and helpful relationship with the NCSBA.

b. Community Awareness: to participate in outreach activities including special events and visiting schools to teach and inform the general public relating to honey bees and the beekeeping industry.

c. Cooperation: to work with the Extension services in the field of beekeeping; to work with other beekeeping organizations; to help create a public awareness of the benefits of the bee to mankind through pollination, honey, wax, etc.; and in no way infringe on any other club’s jurisdiction.

ARTICLE 3
(Members)

SECTION 1: MEMBERS: Anyone interested in beekeeping and the beekeeping industry may join the Chapter upon payment of the annual dues. The right to vote shall be limited to active members in good standing. An active member is one who has paid Chapter dues for the current calendar year or who is a Life or Permanent member of the Chapter (see Article 5).

ARTICLE 4
(Officers)

SECTION 1: OFFICERS: Officers must be active Chapter members. The officers shall be: President, Co-President (if filled), Vice-President, Secretary, Treasurer, Program Chair, Webmaster, Educational Coordinator, and three Directors (each Director serving a staggered, 3-year term, with only one position becoming vacant each year).

All elected officers can be co-positions as needed except directors.

Due to limited membership, some of these officer functions may be combined and served by one person, i.e. a Secretary/Treasurer may serve both functions, and the Vice-President may function as a Vice-President and Program Chair.

All officers (except two Directors who will automatically continue to serve their remaining 1- or 2-year terms) shall be elected annually by a majority vote of the members present at the November meeting and hold office from January through December of the next year, or until their successors are elected or appointed.

The President and Treasurer may not serve more than three (3) consecutive terms. Officers that have served three consecutive terms may serve again after an intervening period of one (1) year.

In the case of an Officer vacancy during the current year, the President, with the consent of a majority of the Executive Committee (EC), may appoint a member to serve out the remainder of the term. No person shall be elected for any office without his or her consent.

If the President, Treasurer, or Secretary cannot be present at a meeting, she or he will arrange for a substitute to fulfill the duties.

All officers shall be NCSBA members.

ARTICLE 5
(Local, Life, and Permanent Memberships)

SECTION 1: CHAPTER MEMBERSHIP: The membership year runs from January 1st through December 31st. Annual dues for members are due January 1, payable in advance.

New members can join anytime during the year. All dues paid after October 31st shall be recorded as payment of dues for the current and following year.

Any member who has not paid dues by March 1st will be dropped from the membership roll. Membership status can be restored by payment of dues.

Family memberships will have two votes and children have no voting rights unless they are a member on their own.

All members are encouraged to join the NCSBA.

Dues amount to be set in the Club Policy document.

SECTION 2: LIFE MEMBERSHIP: Life membership in the Chapter may be given to a member who has contributed in some outstanding way to the Chapter's aims and ideals and for meritorious service to the Chapter upon recommendation of the Executive Committee and a majority vote of the members present at any regular meeting. Life members are exempt from payment of Chapter dues but enjoy the same rights and privileges of other active members. No member shall be given Life Membership merely for continuous membership or for the purpose of not paying dues.

SECTION 3: PERMANENT MEMBERSHIP: Permanent membership in the Chapter shall be ten times the annual dues for individuals. After this one-time payment, permanent members no longer pay annual Chapter dues but enjoy the same rights and privileges of other active members.

SECTION 4: SUSPENDING OR TERMINATING MEMBERSHIP: If it is deemed necessary for the best interest of the Chapter, and after a motion is passed by a two-thirds (2/3) majority at an Executive Committee meeting, a member may have his or her Chapter membership suspended or terminated. No refunds of any membership dues will be paid to suspended or terminated members.

ARTICLE 6 (Meetings)

SECTION 1: MEETINGS: Regular meetings are held monthly. Notice of each meeting shall be posted on the 5CBA website and in the monthly newsletter. . The time and place for each meeting shall be decided on by a majority vote of the members present at a regular meeting. If this is not possible, the Chapter may direct the Program Chair to make the necessary arrangements for club meetings.

ARTICLE 7 (Committees)

SECTION 1: The Executive Committee (EC) shall consist of all the elected officers of the Chapter, namely: President, Co-President (if filled), Vice-President, Secretary, Treasurer, Program Chair, Webmaster, Educational Coordinator, and three Directors. The Immediate Past President may also serve as an *ex officio* voting EC member if he or she is an active member. The EC shall have authority to transact business on behalf of the Chapter and to meet at other times to

discuss Chapter business and activities. Meetings of the EC are open to the general membership. The EC may vote with a 2/3rd majority approval to spend up to \$100 for a purpose related to Chapter activities without a vote of the membership. There is a cap of \$600 per year.

SECTION 2: The Auditing Committee shall consist of the three Directors, and its duty will be to examine and audit the books of the Treasurer and make recommendations based on their findings at the January Chapter meeting.

SECTION 3: The Nominating Committee shall consist of three active members. The Chair will be appointed by the President with the consent of a majority of the Executive Committee (EC). This committee's duty will be to compile, present, and nominate a slate of qualified candidates at the November Chapter meeting. Other names may be submitted from the floor at the time of the election.

SECTION 4: The Apiary Committee shall consist of three active members. The Chair will be appointed by the President with the consent of the majority of the Executive Committee (EC). This committee's duty will be to plan and manage the club's apiary.

SECTION 5: Special Committees shall be appointed by the President with the consent of a majority of the Executive Committee (EC) and consist of a minimum of three active members whose duty will be to serve as directed by the EC. Special Interest Groups (SIGs) within the club function as committees. A member of each committee will give an update of their activities at the monthly meeting.

ARTICLE 8 (Quorum)

SECTION 1: QUORUM: Those members present shall constitute a quorum for the transaction of business at any regular meeting. Two-Thirds of the committee shall constitute a quorum for the Executive Committee.

ARTICLE 9 (Duties of the Officers)

SECTION 1: PRESIDENT: The President shall preside at all meetings of the Chapter using regular parliamentary usage and the current edition of Robert's Rules of Order. This officer shall appoint, with the consent of a majority of the Executive Committee (EC), such special committees as is deemed necessary, fill vacancies on any office, and perform such other duties as the Chapter may direct.

The President will be authorized to make deposits and disburse all monies, if the Treasurer is unable to perform those duties.

CO-PRESIDENT: The Co-President, if one is elected, will share duties with the President. He or she will have the same roles and powers as the President. The two individuals will agree on sharing the duties and decisions.

SECTION 2: VICE-PRESIDENT: It shall be the duty of the Vice President to 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.

SECTION 3: SECRETARY: The Secretary shall record the minutes and the proceedings of the Chapter at each regular and/or called meeting and any special group activities. Specific duties include:

- Assist the President and others in notifying the membership prior to meetings.
- Email membership all special events, notifications or communications in regards to our club, beekeeping or related material as approved by the EC.
- Use the media to inform the general public in a timely manner of meetings, also activities of special interest.
- Maintain complete files of the minutes, Constitution and By-Laws and rules of policy.
- Protect and preserve the Chapter charter granted by the NCSBA.
- Maintain files of all communications including both correspondence and publications.
- Post club minutes on the 5CBA website prior to next meeting.
- In cooperation with the President, arrange for a substitute if it becomes necessary to be absent from duties of Secretary.
- At the end of the term of office deliver all files, records and Chapter property to the successor.

SECTION 4: TREASURER: The Treasurer shall collect and receive all monies generated from membership dues, sales of goods, gifts, special activities or from any other source. Such monies shall be fully protected in a proper and timely method. The Treasurer will make prompt remittance to cover authorized invoices. Authorization for expenditures result from the Chapter approved Budget or from special vote of the Executive Committee and/or a Chapter meeting. Specific duties include:

- Maintain full and accurate records showing the receipts and disbursements of all monies.
- Issue Chapter membership cards (if used) and maintain an accurate membership list.
- Send a list to the Secretary to notify all members who are delinquent in payment of their dues as of March 1st.
- 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.
- Maintain a complete inventory of the Chapter's properties, location and estimated value. This inventory will be verified and updated each year at the time the financial books are closed for the fiscal year and a complete report given to the Chapter at the regular January meeting. This list will be based on information provided by the Secretary and committee heads.
- Serve as custodian of the Chapter's properties, preserving all receipts, titles and other documents as proof of ownership.
- Propose yearly budget in January. This will be presented to the EC in the January meeting for approval by the club membership in the January club meeting. Work with the newly elected Treasurer as applicable.
- Deliver all books and documents to the successor at the end of term of office, having had them audited at this time.

SECTION 5: PROGRAM CHAIR: The Program Chair will make necessary arrangements for programs, secure speakers, and ensure that meeting topics are posted on the website. When directed by the EC, he or she will secure a meeting place and make necessary arrangements for the regular meetings. The Program Chair will notify the Treasurer to pay guest speakers.

SECTION 6: WEBMASTER: Specific duties include:

- Serve as custodian of the Chapter's website. She or he will post or oversee posting of documents, forms, pictures, etc. as necessary or as requested by other officers.
- Ensure NCSBA web site has up to date contact information for 5CBA.
- Maintain electronic files of all documents posted on the web site.

- At the end of the term of office turn over ownership of all social media sites; ensure successor has instructions and rights to perform Webmaster duties and deliver all files, records and Chapter property to the successor.

SECTION 7: DIRECTORS: Specific duties include serving on the Auditing Committee to examine and audit the books of the Treasurer and make recommendations on their findings at the regular January Chapter meeting. At the direction of the EC, they may need to perform an unscheduled audit of the Treasurer's books.

The Directors will also assist the Secretary in welcoming members to the meetings with a special emphasis on new members and guests.

SECTION 8: EDUCATIONAL COORDINATOR: The Educational Coordinator (EdC) shall serve as the contact for educational-related requests and activities but shall not specifically be responsible for conducting the activities. The EdC shall inform the members about these opportunities and gauge if there is enough interest to proceed with them. Alternatively, a Chair for the activity may be appointed by the President, with the consent of a majority of the Executive Committee (EC), to do this. Activities include:

- Bee school.
- Speaking engagements at schools, civic groups, and others.
- Table exhibits and other types of exhibits for events
- Assembling, tracking and making a list available to members of educational materials (hard-copy and electronic) for self-education or use in outreach.
- Testing of and submitting electronic reports for successful certified candidates in the NCSBA Master Beekeeper Program.

Oversight for the apiary's educational activities is not included in these duties.

ARTICLE 10 (Amendments)

SECTION 1: AMENDMENTS: Any article or any section of any article of this Constitution and By-Laws may be amended by any regular meeting by a two-thirds (2/3) vote of all members present, providing proposed amendments have been presented to the Executive Committee for their recommendation, and have been presented in writing to the entire membership at least 30 days before that regular meeting.

ARTICLE 11
(Miscellaneous)

SECTION 1: ELECTRONIC PROCESS: The Chapter shall be authorized to use electronic processes to provide notice to all members and to receive electronic votes from members entitled to vote. This will include the use of virtual attendance and voting through video conference or telephone, and email.

Virtual attendance at a meeting counts towards a quorum.

SECTION 2: FISCAL YEAR: The fiscal year for the Chapter shall run from January 1st until December 31st of the same year.

SECTION 3: DISCRIMINATION: The Chapter is committed to the elimination of discrimination on the basis of race, color, creek, national origin, religion, political beliefs, family and marital status, sex, age, veteran status, sexual orientation, genetic information, or disability and will not discriminate against any member or person.

SECTION 4: CLUB POLICIES: A document describing the current guidelines and practices of the club will be maintained by the EC and reviewed yearly. Approval of changes will be made by majority vote of the EC. Members will have access to this document on the website.

SECTION 5: DISSOLUTION: Should this Chapter undergo dissolution, the assets will be donated to a new or small chapter within NCSBA.

ARTICLE 12
(Repealing Clause)

SECTION 1: REPEALING CLAUSE: Upon acceptance by vote of the Chapter this Constitution and By-Laws supersedes all previous Constitution and By-Laws.

SECTION 2: ADOPTION: This Constitution and By-Laws was provided to the membership in the November e-newsletter on November 12, 2022 and adopted by a two-thirds (2/3) majority vote of all members present at the regular meeting held on December 20, 2022.