

THE CONSTITUTION AND 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”, “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. Charity: 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. Cooperate with the Counties 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 clubs 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, Vice-President, Secretary, Treasurer, Program Chairman, Webmaster, 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. - All officers (except two Directors who will automatically continue to serve their remaining 1- or 2-year terms) shall be elected 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. In the case of an Officer vacancy during the current year, the President 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. All officers shall be NCSBA members.

## ARTICLE 5

(Dues: Local State, Life and Permanent Memberships)

SECTION 1: CHAPTER MEMBERSHIP AND DUES: The membership year runs from January 1 through December 31. - Annual dues for members are due January 1, payable in advance. New members can join anytime during the year.-

- Individual dues are \$15.00 per year.
- Family dues are \$20.00 per households per year (must live at the same address).
- Family memberships will have two votes,
- Children have no voting rights unless they are a member on their own.
- All members are encouraged to join the NCSBA.

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 shall be 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 \$200 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.

## ARTICLE 6

(Meetings)

SECTION 1: MEETINGS: There shall be regular meetings held monthly. Notice of each meeting shall be posted on the 5CBA website and other media outlets. 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 Chairman to make the necessary arrangement for said meeting.

## ARTICLE 7

(Committees)

SECTION 1: The Executive Committee (EC) shall consist of all the elected officers of the Chapter, namely: President, Vice-President, Secretary, Treasurer, Program Chairman, Webmaster, and three Directors. The Immediate Past President may also serve as an *ex officio*/non-voting EC member if he or she is an active member. The Executive Committee 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 \$50 for a purpose related to Chapter activities without a vote of the membership.

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 Chairman of which is appointed by the President) whose duty will be to compile, present, and nominate a slate of officers at the November Chapter meeting. Other names may be submitted from the membership at large at the time of the election.

SECTION 4: Special Committees: Shall be appointed by the President and consist of a minimum of three active members whose duty will be to serve as directed by the President.

#### 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 OFFICERS)

SECTION 1: PRESIDENT: The President shall preside at all meetings of the Chapter using regular parliamentary usage and Robert's Rules of Order. This officer shall appoint 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, should the Treasurer be unable to perform those duties. The President shall be an active member of the NCSBA.

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. The Vice President shall be an active member of the NCSBA.

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. The Secretary shall be an active member of the NCSBA. Specific duties include:

- Assist the President and others in notifying the membership five to eight days 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 at least 3 days 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. Disbursements will be promptly made to cover membership dues to the NCSBA Membership Coordinator including the necessary information as to new or renewal memberships. The Treasurer will also 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.) The Treasurer shall be an active member of the NCSBA. 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.
- Notify all members after December 31 who are delinquent in payment of dues and seek to restore their membership.
- Promptly inform the NCSBA Membership Coordinator when a Chapter member's death occurs or if changes occur in the mailing address and/or telephone numbers of a member if the member is also an active or inactive (past) member of the NCSBA. Become familiar with and follow the guidelines outlining other expectations for Chapter Treasurers as provided by the NCSBA.
- 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.
- As a Chapter of the NCSBA, which has a 501-C 5 status, filing information returns with the Internal Revenue Service may not be needed.
- 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.
- Serve as custodian of the Chapter's properties, preserving all receipts, titles and other documents as proof of ownership.
- The books and records are subject to unannounced audits by the Auditing Committee.
- 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 CHAIRMAN: The Program Chairman will make necessary arrangements for programs and secure speakers for same. When directed by the Chapter, he/she will secure a meeting place and make necessary arrangements for the regular meetings. The Program Chairman shall be an active member of the NCSBA.

SECTION 6: WEBMASTER: The Webmaster shall be an active member of the NCSBA. Specific duties include:

- Serve as custodian of the Chapter's website. She/he will post or oversee posting of documents, forms, pictures, etc. as necessary or as requested by other officers.
- Serve as custodian of the Chapter's electronic communications. She/he will ensure that Google Groups, Voice, and Calendars are up to date and accurate as needed.
- 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: The Directors shall be active members of the NCSBA. 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.

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 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's Master Beekeeper Program.

Oversight for the apiary's educational activities is not included in these duties. The EdC shall be an active member of the NCSBA.

*[Note: 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 V-P and Program Chairman. Also, consideration may be given to term limits to encourage new ideas and approaches, depending upon the size of the organization.]*

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  
(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 September e-newsletter on September 11, 2019 and adopted by a two-thirds (2/3) majority vote of all members present at the regular meeting held on October 15, 2019.