

BUCKS COUNTY BEEKEEPERS ASSOCIATION

BY-LAWS

ARTICLE I: ORGANIZATION NAME

The name of this organization shall be Bucks County Beekeepers Association (hereinafter referred to as BCBA).

ARTICLE II: MISSION



The Bucks County Beekeepers Association is a non-profit organization dedicated to promoting and supporting beekeepers through education and resource sharing.

ARTICLE III: MEMBERSHIP.

Section 1. Membership

Any person interested in beekeeping is eligible for membership. Any member failing to pay annual dues shall be dropped from membership and ineligible to receive "The Buzz".

Section 2. Annual Dues

Individual membership dues are \$10.00. Annual **family** membership dues are \$15.00. Each family member must be registered at time of application or dues renewal. Dues are payable for each fiscal year on or before 1 January (see Article IV, Section 4). Dues for membership will apply to the current fiscal year except if new members paid after 1 October. Such dues will apply to the remainder of the current and next fiscal year.

Reminders for dues payment will be posted in each month's newsletter from January to March inclusive.

Section 3. Junior Membership

Junior membership for persons under the age of 16 is free.

Section 4. Fiscal Year:

The fiscal and membership year is from 1 January through 31 December.

ARTICLE IV: MEETINGS

Section 1. Meetings

Scheduled Regular Meetings will be on the second Tuesday of each month unless otherwise determined by the Board of Directors. Notice of time, place, and agenda for each general

meeting of the BCBA will be mailed and/or e-mailed to each member at least seven days prior to the meeting. Notice will also be posted to the BCBA website.

Section 2. Order of Business

Suggested order of business for meetings.

- a. Call to order by the president
- b. Recognize guests, visitors, and new members in the association.
- c. Program
- d. Minutes of the previous meeting.
- e. Treasurer report.
- f. Committee Reports
- g. Old business
- h. New business
- i. Adjournment

Section 3. Parliamentary Procedure

In parliamentary matters, *Roberts Rules of Order, Revised* shall be used when necessary.

Section 4. Voting

Each member in good standing (dues are currently paid) is entitled to one vote on each issue properly brought before the assembly. Only members who are present at a meeting may vote. No vote by proxy is permitted. The membership year will be from January 1 through December 31.

Persons in rear of their dues by the will cease being active members and ineligible to vote.

Elections and major issues will be voted on by the use of paper ballots.

Section 5. Quorum

A majority of the members present at a general monthly meeting will constitute a quorum for the transaction of business.

Section 6. Visitors

Non-member visitors may attend BCBA regular meetings, participate in the exchange of information, but they are not permitted to vote.

Section 7. Payment of Bills Expenditures

Payment of all expenditures up to \$200.00 shall be made on approval by majority vote of the Board of Directors. Expenditures in excess of \$200.00 shall be made by a majority of the members at a regular meeting.

ARTICLE V: DIRECTORS AND OFFICERS

Section 1. Election of Officers

- a. The **nomination** of officers for the following year will be conducted in October and the **election** will be conducted by the general membership in November of the current

year. Newly elected officers will be able to attend/participate and vote for two (2) meetings prior to assuming office.

- b. All elected positions shall be elected for one (1) year term. No person can be elected to the same position for more than three (3) consecutive terms.

Section 2. Disciplinary Action

- a. Elected members of BCBA Board of Directors who are absent from three (3) Board meetings shall be considered by the Board for disciplinary options.
- b. Appointed BCBA Committee Chairs who are absent from three (3) General Membership meetings shall be considered by the Board for disciplinary options.

Section 3. Salary

No Director, Officer or member of the BCBA shall receive, directly or indirectly any salary or compensation for services rendered for BCB A either as Director or Officers or in any other capacity unless authorized by a concurring vote of the quorum at a BCBA meeting.

Members of the executive board will meet monthly to plan BCBA activates, including by not limited to and making decisions regarding disbursement of funds. The Officers shall have latitude to make decisions on behalf of the membership when faced with situations or issues requiring timely action.

In additions,

Section 4. Special Meetings

The president or a majority of the Board of Directors or by a majority of the general membership may call a special meetings. Notice must be given to the board members no less than seven (7) days prior to the scheduled date. (See Article IV, Section 1).

Section 5. Quorum

Five of the seven Board of Directors must be present to constitute a Board Meeting quorum. Any item of business properly presented to the board of directors must pass/defeated by four (4) votes.

Section 6. Electronic Voting

Under mitigating circumstances the BCBA President has the prerogative to initiate electronic voting by the Board of Directors. Five (5) board members must respond electronically.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: President

The president shall:

- a. Preside over all meetings of the BCBA and the Board of Directors.
- b. Call special meetings of the BCBA and the Board of Directors.

- c. Perform all acts and duties required of an executive and presiding officer, including the nomination of various committee chairs and non-elected positions to be approved by Board of Directors.
- d. Be the representative of BCBA at appropriate functions unless s/he appoints a designee.
- e. The results of which will be reported in the April Before assuming office the president elect will appoint two members to audit the books of the association Newsletter.

Section 2. Vice-President

The Vice-President shall:

- a. Perform all duties incumbent upon the President during the absence or disability of the President, and
- b. Shall perform such duties as the By-Laws may provide or the Board of Directors may prescribe.

Section 3. Secretary

The secretary shall:

- a. Keep a complete record of all meetings of the BCBA and the Board of Directors.
- b. Process all correspondence as directed by the Board of Directors.
- c. Serve all notices as required by the Board of Directors.
- d. Perform all such other duties as may be required by the President and/or Board of Directors.

Section 4. Treasurer

The treasurer shall:

- a. Receive and disburse all funds, and be custodian of all securities of the BCBA. Keep a full and accurate, accounting of all the financial transactions of the BCBA in books belonging to the BCBA and deliver such books to her/his successor in office.
- b. Make a full report of all business matters to the members and Board of Directors whenever requested.
- c. Keep a complete list of members, their contact information and status.
- d. Notify those who have not paid their dues.
- e. Maintain BCBA's business account. The BCBA business account is to maintain a minimum of two (2) member names.
- f. Perform such other duties as may be required by the Board of Directors.

Section 5. Committee Chairs

Committee Chairs shall:

- a. Submit a report to the general membership and/or Board of Directors when requested by the President.
- b. Be responsible to staff their committee members.
- c. Be appointed by co-chairs.
(What is meant by this?)

Section 6. Dual Positions

- a. Any elected position may be held by two individuals at a time.

ARTICLE VII. NON-ELECTED POSITIONS

Section 1. Webmaster

The Webmaster shall:

- a. Maintain the BCBA website.
- b. Maintain all BCBA social media.
- c. Manage BCBA E-mail account.

Section 2. BCBA Quartermaster

The BCBA Quartermaster shall

- a. Maintain a complete written inventory of all physical property and equipment owned by the BCBA and its location.
- b. Be responsible for storing BCBA equipment and tracking equipment in use.
Not being done at the present time nor is there an inventory.

Section 3. Refreshment Coordinator

The BCBA Refreshment Coordinator shall:

- a. Coordinate refreshments at General BCBA meetings.

Section 4. Publications Coordinator

The BCBA Publications Coordinator shall:

- a. Create and edit the BCBA publications.
- b. Research timely and informative topics to be included in the newsletter.
- c. Communicate with BCBA Webmaster to ensure updated information
- d. Share publications with BCBA members.

Section 5. Ad Hoc Committees

- a. The Board of directors shall appoint ad-hoc committees as needed.

Section 6. Dual Positions

- a. Any non-elected position may be held by two individuals.

ARTICLE VIII: AMENDMENT (S)

Section 1: Amendment(s) to By-Laws

Any amendment(s) to these by-laws herein shall be first voted upon by the BCBA Board of Directors and then presented to the general membership for a vote no less than 30 days hence.

ARTICLE XI: DISSOLUTION

Section 1: Dissolution

The dissolution of BCBA shall be determined by a majority of the general membership.

Section 2: Disbursement of Assets

Upon dissolution of the Bucks County Beekeepers Association, all remaining assets will be

used exclusively for tax-exempt purposes as decided by the general membership.

REFERENCES

Robert's Rules of Order at this web site www.robertsrules.org/

ADDITIONS TO BE CONSIDERED

Actions of the Executive Board shall be binding on the Association, unless disapproved by two-thirds of the voting membership.

Members may request minutes of the Executive Board meeting be delivered to (the requesting individual) or read at the following board meeting following board action.

A nominating committee for executive board offices will be appointed by the president at least one month prior to the calling from nominations from the general membership.

Voting for any election office will be conducted by a paper ballot provide to each member in good standing.

Approved October 13, 2015.