

# **GREENE COUNTY BEEKEEPERS ASSOCIATION CONSTITUTION AND BYLAWS**

## **Article 1 NAME, PURPOSE AND LOCATION**

Section 1.01 The name of this organization shall be the Greene County Beekeeping Association (GCBA). It is a non-profit unincorporated association formed under the laws of the State of Ohio, with the purpose to assist and educate beekeepers, to maintain our individual rights as beekeepers, to encourage beekeeping as a hobby and as an industry, to promote natural beekeeping and methods, and to create a positive public image of beekeeping. The offices of GCBA shall reside in the County of Greene, Ohio.

## **Article 2 MEMBERSHIP AND DUES**

Section 2.01 Individuals who are interested in beekeeping and subscribe to the objectives of this organization may join by paying dues.

Section 2.02 There shall be five categories of Membership in the GCBA as follows:

- 1) Regular Member – an annual dues-paying member, entitled to all benefits of the Association and voting privileges.
- 2) Associate Member – Immediate family or a youth member (i.e. 4H, Scouting, etc.) who do not pay dues. Entitled to Association benefits but do not have voting privileges. NOTE: Associate membership is typically limited to immediate family and youth only; exceptions must be approved by the Executive Committee.
- 3) Life Member – A regular member who has prepaid a minimum of 10-years dues in advance; or a member who is 65 or older, who has been a paying Regular member for at least 10 years, who has contributed significantly to the Association and has been awarded “Life Member” status by the Executive Committee. Life members are relieved from paying dues but are entitled to all benefits of the Association and voting privileges.
- 4) Professional Member – a business entity which sponsors beekeeping through contributions to GCBA and are approved by the Executive Committee. Professional members shall be entitled to 1 regular membership (with all benefits of the Association and voting privileges). Professional members may also be permitted to advertise in Association publications (ie. Newsletter, Web site) with approval of the Executive Committee

Section 2.03 The Executive Committee shall set the dues for each category of membership annually. Dues shall be due and collected based on the calendar year commencing in February of each year.

Section 2.04 The current dues structure for membership shall be published in appropriate GCBA publications no later than the 1st day of February of each year.

Section 2.05 Only members in good standing (dues paid) may vote at any meeting, and only the primary member of a Family membership is entitled to vote. Members in arrears (dues not paid) for sixty (60) days shall be dropped from the rolls.

### **Article 3 THE EXECUTIVE COMMITTEE**

- Section 3.01 The Executive Committee shall be the governing body of the Association and shall be responsible for managing the property of and conducting the business and all other affairs of the Association not delegated to the membership or to committees so authorized by these Bylaws. The Committee shall consist of up to nine (9) Committee Members; such officers being the President, Vice-President, Secretary, Treasurer, Newsletter Editor, the immediate Past President, Webmaster, plus two members from the general membership
- Section 3.02 A President, Vice-President, Secretary, and Treasurer shall be elected by ballot at the last meeting of the calendar year. Officers are elected to serve a term of one year.
- Section 3.03 Any vacancy occurring on the Committee between elections of the Association shall be filled by affirmative vote of the remaining Executive Committee. A Member so selected shall serve until the next election.
- Section 3.04 At the first meeting of the Executive Committee following the last meeting of the calendar year, the Committee shall organize itself and organize any sub-committees and appoint sub-committee chairs. These Chairs shall attend Executive Committee meetings as business requires. The Executive Committee shall make rules for its own governance.
- Section 3.05 The Executive Committee shall meet once every 4 months (at least 2 times per year). Special Meetings may be called by the President or by any three officers provided notice is given each other officer at least five days prior to the Special Meeting, its purpose clearly stated and no other business conducted at such meeting. A quorum of the Board shall be required to conduct any business of the Association, such quorum being at least three officers.
- Section 3.06 No Director, Officer, Committee Member, or any volunteer member working on behalf of the GCBA shall be held liable for any of their actions excepting gross negligence and shall be indemnified and held harmless from any consequences of their actions.

### **Article 4 DUTIES OF OFFICERS**

- Section 4.01 It shall be the duty of the President to preside at meetings of the Association, coordinate its activities, and perform all duties usually pertaining to this office. A Presidential nominee must have been a member in good standing for at least one year. It is preferred that the President held a seat on the Executive Board the prior year.
- Section 4.02 In the absence or disability of the President, the Vice-President shall perform all the duties of the President. The Vice-President shall also serve as the Chair of

the Nominating Committee and act as the primary election official, supervising nominations, elections and balloting.

- Section 4.03 The Secretary shall perform such duties as are usual to this office; shall keep the minutes of all proceedings and record the same, maintain historical documents and conduct routine Association correspondence.
- Section 4.04 The Treasurer shall take membership applications for new membership and keep a roster of members; receive all funds of the Association and deposit same in a two signature checking account in a federally insured bank or Credit Union. The Treasurer will disburse funds not already budgeted for only as authorized by a majority vote of the membership at any meeting of the organization, provided a quorum is present, maintain accurate records of income and disbursements and make these records available to any member on request. The Treasurer shall make an annual report of receipts and disbursements and perform such duties as are usual to this office.
- Section 4.05 The Executive Committee shall also be responsible either through its Members or its sub-committees or special assignments to publish and mail, or email, a newsletter to all members; to interact with the media, educators, public officials or the general public to disseminate information on the Association and on beekeeping; to ensure the membership is kept fully informed of legislation affecting beekeepers, of beekeeping techniques, diseases or any scientific or technical matter affecting beekeeping.
- Section 4.06 The Executive Committee shall present to the membership, for its approval, at the first scheduled meeting of the Calendar year (usually February), a budget for the upcoming year. Once approved, the Officers shall authorize expenditures in accordance with the budget and may exceed budget line items by not more than 10% without approval of the membership. In any case the Officers may not expend any funds in excess of \$100 without approval of the membership.

## **Article 5 - COMMITTEES**

- Section 5.01 At the first organizational meeting of the Executive Committee, the Officers shall propose and organize sub-committees and recommend Chairs to each sub-committee. Committees and Chairs will be approved by a majority vote of the members at a general meeting.
- Section 5.02 The standing committee of this association shall be An Auditing Committee to report on the correctness of the Treasurer's accounts, to ensure that expenditures are consistent with the budget and other authorizations and to conduct an audit at least annually in the month following elections, or at any time the Treasurer's duties are passed to another member.
- Section 5.03 The Executive Committee shall propose other special committees as needed or as may be directed by majority vote of the members present at any meeting, provided a quorum is present.

## **Article 6 MEETINGS, PROCEDURES AND QUORUM**

- Section 6.01 The Meeting Calendar shall be established and published by the Executive Committee no later than the third week of January of the calendar year. Meetings are typically held each month except for December and January, but this may vary by vote of the members. Elections and other year-end business should be conducted during the final meeting of the calendar year (typically November).
- Section 6.02 Special Meetings of the membership may be called by the President or, in his absence, by the President-elect; or upon application of 25% of the members, the President shall call such a meeting. Notice of time, place and purpose of the meeting together with statement of business to be voted upon, shall be given in writing, personally, mailed, or emailed to each member, not more than 20 days or less than 10 days before the meeting. No other business shall be transacted except that for which the meeting was called.
- Section 6.03 5% of the membership in good standing, present and in person shall constitute a quorum for the transaction of business.
- Section 6.04 Members in good standing shall be entitled to one vote. Elections shall be by ballot and plurality of votes cast shall elect. All other matters shall be by a majority vote of members present in person and voting unless otherwise provided by law or in these Bylaws.
- Section 6.05 Nominations may be made from the floor provided that the nominee is present and consents to the nomination or has given such consent in writing when not present.
- Section 6.06 Robert's Rules of Order, as revised, shall govern all proceedings of this Association.
- Section 6.07 The calendar year shall also be the fiscal year.

## **Article 7 AMENDMENT**

These Bylaws may be amended at any meeting by a two-thirds vote, a quorum being present, provided notice of such amendments and the nature thereof shall have been mailed or emailed to the membership at least ten days prior to the date of the meeting

## **Article 8 – DISSOLUTION**

Should the club vote to disband, all general funds remaining after debts and other accounts are settled will be donated to Greene County Parks and Recreation as recognition for all their past support of the GCBA.