

**THE CONSTITUTION AND BY-LAWS
OF
THE ALAMANCE COUNTY BEEKEEPERS,
A CHAPTER OF THE NORTH CAROLINA STATE BEEKEEPERS ASSOCIATION, INC.
(NCSBA)**

**ARTICLE 1
(Name)**

SECTION 1: NAME: The name of this organization shall be "The Alamance County Beekeepers," a Chapter of the North Carolina State Beekeepers Association, Inc. (NCSBA).

**ARTICLE 2
(Objectives)**

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

- a. Education: Teach and encourage better methods among the beekeepers of Alamance County and the surrounding area, to promote cooperation and sharing, to reach a common understanding regarding our problems and their solutions, to maintain friendly and helpful relations with the NCSBA.
- b. Charity: Do such things as will tend to improve purposes exclusively for its members and the general public relating to honey bees and the beekeeping industry.
- c. Should this Chapter undergo dissolution, its assets will be distributed to the NCSBA.

**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 members in good standing.

**ARTICLE 4
(Officers)**

SECTION 1: OFFICERS: The officers of the Chapter shall be: President, Vice-President, Secretary, Treasurer, Program Chairman, Director, Webmaster, and Communications Chair. All officers 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 a vacancy, the President may appoint a member to serve during the remainder of the term. No person shall be elected for any office without his or her consent.

ARTICLE 5

(Dues: Local, State and Life Memberships)

SECTION 1: DUES: The annual dues for the regular members shall be the sum of the NCSBA dues (currently \$15) plus the annual dues of the Alamance County Beekeepers (currently \$6.00), payable in advance to the treasurer of the Chapter and shall be due on January 1 of the fiscal year covered by said dues. All dues expire on December 31 of each year. Any member of the Chapter who becomes delinquent in payment of dues after December 31 will be dropped from the roll of membership after March 31 and shall cease to be a dues paid member of the NCSBA and the local Chapter. A person who has been dropped from the roll of membership for nonpayment of dues may be restored to active membership by paying current year dues. The Treasurer shall be excused from payment of Chapter dues.

SECTION 2: LIFE MEMBERSHIP: Life membership in the Local Chapter may be given to a member who has contributed in some outstanding way to the local Chapter's aims and ideals and for meritorious service to the Chapter upon recommendation of the executive Committee and a majority vote the members present at a regular meeting. Life members shall be excused from payment of local dues. No member shall be given Life Membership merely for continuous membership or the purpose of not paying dues.

ARTICLE 6

(Meetings)

SECTION 1: REGULAR MEMBER MEETINGS: There will be monthly meetings held on the third Thursday of each month, except there will be no regular meeting in December. The time and place for each meeting shall be decided on by the Executive Committee at a December planning meeting for the following year. Necessary changes to meeting dates, places and times may be made by the Program Chairman in coordination with the President. Notice of each meeting shall be advertised by way of a monthly Chapter newsletter.

SECTION 2: EXECUTIVE COMMITTEE MEETINGS: There will be regular meetings for the Executive Committee. Each meeting shall be held the second week of the last month of each quarter for the first three quarters of the year, namely: the second week of March, June, and September. All members of the Executive Committee are expected to be at each of these meetings.

SECTIONS 3: PLANNING MEETING: A planning meeting will be held by the Executive Committee during the month of December. The local inspector will be invited to attend this meeting, as well as anyone the President sees fit to help plan the following year's meetings.

ARTICLE 7

(Committees)

SECTION 1: EXECUTIVE COMMITTEE: The Executive Committee shall consist of all the elected officers of the Chapter, namely: President, Vice-President, Secretary, Treasurer, Program Chairman, Director, Webmaster, Communications Chair, and the immediate Past President who shall be an ex-officio member. The Executive Committee shall have authority to transact business on behalf of the Chapter when it is not in session and will plan the following year program at a December planning meeting.

SECTION 2: AUDITING COMMITTEE: The Auditing Committee shall consist of the Director, and two members at large or officers appointed by the President and its duty will be to examine and audit the books of the Treasurer and make recommendations on their findings at their regular January meeting.

SECTION 3: THE NOMINATING COMMITTEE: The Nominating Committee shall consist of three members (the Chairman appointed by the President), whose duty will be to nominate and present a slate of officers for the October meeting. Other names may be submitted from the membership at large at the time of the November election.

SECTION 4: SPECIAL COMMITTEES: Such committees shall be appointed by the President consisting of a minimum of three 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: ALL: It is the expectation of this club that all officers do their utmost to attend all meetings. A bare minimum of 8 meetings per year is required to remain an officer in good standing, unless otherwise approved by the President.

SECTION 2: 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.

SECTION 3: 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 also coordinate and facilitate, with the help of the Program Chair, all outside Education opportunities for the club.

SECTION 4: SECRETARY: The Secretary shall maintain complete files of the minutes, Constitution and By-Laws and rules of policy. The Secretary's duties further include:

- a. Coordinate the county representation in the North Carolina State Fair, including the registration and materialization of the county display booth.
- b. Use the media to inform the general public in a timely manner of meetings, also activities of special interest.
- c. Protect and preserve the Chapter charter granted by the NCSBA.
- d. Maintain files of all communications including both correspondence and publications.
- e. In cooperation with the President, arrange for a substitute if it becomes necessary to be absent from the duties of Secretary.
- f. At the end of the term of office deliver all files, records and Chapter property to the successor.
- g. The Secretary will also be authorized to make deposits and disburse monies, should the Treasurer or President be unable to perform those duties.

SECTION 5: 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 Treasurer including the necessary information as to new or renewal memberships. The Treasurer will also make prompt remittance to cover authorized invoices. (Authorization for expenditures results from the Chapter approved Budget or from special vote of the Executive Committee and/or a Chapter meeting.) The Treasurer's duties further include:

- Maintain full and accurate records showing the receipts and disbursements of all monies.
 - Issue Local 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. This may be done in coordination with the Program Chairman and by way of the Chapter newsletter.
- d. Promptly inform the NCSBA Treasurer when death occurs or changes occur in mailing address and telephone numbers of the membership.

e. 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.

f. 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 the Chapter at its regular January meeting.

g. Serve as custodian of the Chapter's properties, preserving all receipts, titles and other documents as proof of ownership.

h. The books and records are subject to unannounced audits by the Audit Committee.

i. Deliver all books and documents to the successor at the end of term of office, having had them audited at this time.

SECTION 6: DIRECTOR: The Director will make up the $\frac{1}{3}$ of the Auditing Committee, whose duty will be to examine and audit the books of the Treasurer and make recommendations on their findings at their regular January meeting. The Director will also provide outreach to all new members and Beginning Beekeeping Class members to welcome them to the club as new members.

SECTION 7: PROGRAM CHAIR: The Program Chair, with guidance and assistance from the Executive Committee will make or oversee the making of the necessary arrangement for programs, and the speakers and meeting places for those programs. The Program Chair will also work with the Vice President to recruit volunteers for Outside Education opportunities for the club.

SECTION 8: WEBMASTER: The Webmaster shall maintain the website for the Alamance County Beekeepers, including renewal of the domain.

SECTION 9: COMMUNICATIONS CHAIR: The Newsletter Communications Chair shall record the minutes and the proceedings of the Chapter at each regular and/or called meetings and any special group activities. In addition, the Communications Chair will compose and distribute the monthly newsletter five to eight days prior to the next meeting, and be responsible for at minimum 2 social media posts per month on behalf of the club . In the event that the Communications chair is unable to perform their duties, they will work with the president to arrange for a substitute.

ARTICLE 11 (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 ($\frac{2}{3}$) 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 any regular meeting.

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 read and adopted by a two-thirds (2/3) majority vote of all members present at the regular meeting held on February 18, 1999, at Graham in Alamance County, North Carolina.

This revision replaces a previous Constitution and By-Laws dated October 21, 1982.

This Constitution and By-Laws was revised by a greater than two-thirds majority vote of all members present at the regular meeting held on July 11, 2002. The section revised was Article 5, Section 1 (Dues). The annual chapter dues were raised from \$4.00 to \$6.00.

This revision replaces a previous Constitution and By-Laws dated February 18, 1999

This Constitution and By-Laws was revised by a greater than two-thirds majority vote of all members present at the regular meeting held on February 15, 2018. The bylaws were revised as follows:

- Article 4, Section 1 (Officers) – addition of Webmaster and Newsletter Chair

- Article 5, Section 1 (Dues) – annual chapter dues were raised from \$6.00 to \$10.00, effective for 2019 membership

- Article 7, Section 1 (Committees) – addition of Webmaster and Newsletter Chair

- Article 9, Sections 3, 4, 5, 6, 7, 8 – edited the definitions of officer duties and created

definitions for added officers

- Article 10, Section 1 (Honey Queen) – strike section as competition no longer exists

This revision replaces a previous Constitution and By-Laws dated July 11, 2002

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This Constitution and By-Laws was revised by a greater than two-thirds majority vote of all members present at the regular meeting held on October 20, 2022. The bylaws were revised as follows:

- Article 4, Section 1 - officer titles change, two positions removed
- Article 7, Section 1 - officer titles change, two positions removed
- Article 9, Section 1 - added new section 1. Subsequent sections renumbered
- Article 9, Section 3 - additional duties added
- Article 9, Section 6 - additional duties added
- Article 9, Section 7 - additional duties added, titles corrected
- Article 9, Section 9 - additional duties added, titles corrected
- Article 9, Section 10 - previously stricken section removed