

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

ARTICLE 1

(Name)

SECTION1: 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)

SECTION1: 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, Education Chair, Director, Webmaster, and Communications Chair. All officers shall be elected by a majority vote of the members present via an online voting form during a two-week voting period starting late October/early November. The officers will be announced 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 and Life Memberships)

SECTION 1: DUES: The annual dues for the regular members of the Alamance County Beekeepers (currently \$10.00), is payable in advance to 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 for the current year will be dropped from the roll of membership after March 31 and shall cease to be a dues paid member of 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. All officers shall be excused from payment of Chapter dues. The only NCSBA dues the Chapter will be collecting will be for the participants of the Bee School for their first year.

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 by 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 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 Vice President 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, Director, Webmaster, Communications Chair, Education 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 the 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 October meeting.

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 eight 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.

- a. The President shall appoint such special committees as are deemed necessary, fill vacancies of any office, and perform such other duties as the chapter may direct.
- b. The President will serve as the public voice for the chapter with support and advice as requested.

- c. The President will be authorized to make deposits and disburse all monies should the Treasurer be unable to perform these duties.

SECTION 3: VICE PRESIDENT: It is the duty of the Vice President to perform the duties of the President in the absence of the President, or upon the President's request.

- a. The Vice President will make the necessary arrangements for monthly meetings and secure speakers for these meetings. If the Vice President is unable to perform this duty in the absence of the President, the Vice President may appoint any member to act in their stead.
- b. The Vice President will secure a meeting place and make necessary arrangements for monthly meetings.
- c. The Vice President shall promote club events and meetings through all appropriate communication channels, including but not limited to the club website, social media pages, and newsletter.

SECTION 4: SECRETARY: The Secretary shall record the minutes and the proceedings of the chapter at regular or called meetings including special group activities. The Secretary's duties 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 of memberships. The Treasurer will also make prompt remittance to cover authorized invoices. (Authorization for expenditures results from the Chapter approved Budget or from a special vote of the Executive Committee and/or a Chapter meeting.) The Treasurer's duties further include:

1. Maintain full and accurate records showing the receipts and disbursements of all monies.
 2. Maintain an accurate membership list.
 3. Notify all members after December 31 who are delinquent in payment of dues and seek to restore their membership.
- 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 to 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 shall serve on the Auditing Committee, whose duty shall be to examine and audit the books of the Treasurer and make recommendations on its findings at the regular January meeting. The Director shall also coordinate special events, private events, parades, and public events requested of or undertaken by the Chapter. The Director's duties shall include:

- a. Schedule special and private events, identify an appropriate speaker or representative, and coordinate the handoff to the requesting party as requests arise.
- b. Schedule parades and public events, pay required fees when applicable, and complete all required forms by each event deadline.
- c. Coordinate drivers, mascot participation, volunteers, and other event logistics at least two to three weeks before each event when possible.
- d. Inform the Vice President with relevant information for channel promotion once event

details are confirmed.

e. Oversee volunteer sign-up processes for events requiring staffing early enough to recruit and confirm participants.

SECTION 7: EDUCATION CHAIR: The Education Chair shall oversee and coordinate the educational activities of the Chapter. The Education Chair's duties shall include:

- a. Coordinate Beginning Beekeeping School and other educational programs offered by the Chapter.
- b. Assist in securing instructors, speakers, materials, and volunteers for educational activities.
- c. Support educational outreach related to honey bees and beekeeping when such outreach is instructional in nature.
- d. Work with the President, Vice President, Director, and Executive Committee to ensure educational programs align with the Chapter's objectives and event needs.
- e. Arrange for a substitute or assistant if unable to perform the duties of the office.

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 will compose and distribute the monthly newsletter five to eight days prior to the monthly meeting. If 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 (2/3) vote of all members present, providing proposed amendments have been presented to the Executive Committee for their approval and 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 the 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 the 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 by-laws 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 to \$10, 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 as competition no longer exists

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

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 by-laws 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

This revision replaces the previous Constitution and By-Laws dated February 15, 2018

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 June 19, 2025. The by-laws were revised as follows:

- Article 4, Section 1 - changed election process to an online format vs. in person
- Article 5, Section 1 - Removed collecting NCSBA Dues for members (except the bee school enrollment). Updated wording of dues deadlines to reflect unpaid members for

the current year will drop after March 31st, not December 31st. Officers will no longer pay dues in exchange for their service.

- Article 7, Section 3 - Nominating committee will announce slate of officers at the October meeting, and members at large can submit their names at this time.
- Article 11, Section 1 - Reworded to clarify the executive committee will approve prior to presenting to the members at large.

This revision replaces the previous Constitution and By-Laws dated October 20, 2022

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 September 17, 2026. The by-laws were revised as follows:

- Article 4, Section 1 – Removed Program chair and replaced with Education chair
- Article 9, Section 3 – Updated the Vice President Duties
- Article 9, Section 4 – Updated the Secretary Duties
- Article 9, Section 6 – Updated the Director Duties
- Article 9, Section 7 – Replaced the Program chair with Education chair and added duties
- Article 9, Section 9 – Updated the Newsletter Communication chair duties

This revision replaces the previous Constitution and By-Laws dated June 19, 2025