

COWETA BEEKEEPERS ASSOCIATION  
BY-LAWS

ARTICLE I  
NAME

The name of the ASSOCIATION shall be the "COWETA BEEKEEPERS ASSOCIATION" and shall be referred to as the ASSOCIATION throughout the remainder of this document.

ARTICLE II  
PURPOSE

- A. The purpose of the Association is:
  - a. To promote and support the practice of beekeeping;
  - b. To promote the use of products of beekeepers;
  - c. To engage in any activity which will promote the common interests and general welfare of local beekeepers and the beekeeping industry;
  - d. To perform any act or function authorized by law and not inconsistent with the above stated purpose.
- B. The Association is not organized and shall not be operated for pecuniary gain or profit. No part of the property or funds of the Association shall inure to the benefit of any director, officer or member.

ARTICLE III  
REGISTERED AGENT

The Association shall select a registered agent when incorporated.

## ARTICLE IV MEMBERSHIP

- A. The Association shall have two classes of members:
  - a. ACTIVE: Any person interested in beekeeping may become an Active Member of the Association by paying the required membership dues. An Active Member shall have the right to attend all meetings, vote, and perform any other function not restricted by law, these bylaws, or by the officers and/or directors of the Association.
  - b. HONORARY: At its discretion, the Association may extend honorary membership to any person who has significantly aided the cause of the Association. An Honorary Member shall have none of the obligations of membership in the Association, but shall be entitled to all rights and privileges except those of voting, making motions, and holding office.
- B. Membership in the Association shall be evidenced by paying the required dues.
  - a. Membership shall be active from January 1 through December 31 of the current year.
  - b. Membership for honorary members shall be at the discretion of the board.
- C. Annual membership dues for the next calendar year are payable to the Treasurer prior to the 31st day of December of the current calendar year. No member shall be allowed to vote, hold office, make motions or otherwise participate in the affairs of the Association unless his/her dues are current. The account of membership dues shall be set by majority vote of the board of directors, referred to as the BOARD throughout the remainder of this document.
- D. A lifetime Association membership is offered per person at an amount determined by the Board.

*NOTE... Dues are \$15 if paid prior to the beginning of the year. Dues paid during the current year are \$20. Annual dues are for a family. Lifetime membership is offered at \$100 per person. (This policy passed by the board October 5, 2015)*

## ARTICLE V MEETINGS

- A. There shall be a monthly meeting of the Association to be held at a time and place designated by the Board. The purpose of the November meeting is for the election of officers and directors, conducting such other business as may be properly brought before the membership.
- B. All meetings shall be presided over by the President or other person appointed by the Board. The Secretary or his/her designee shall keep minutes of each meeting, and said minutes shall be made a part of the records of the Association.

- C. At the discretion of the President, or at least five (5) members of the elected board, a meeting of the Board may be called. Written notice shall be sent to each Board member at least ten (10) days prior to the meeting. Said notice shall state the date, time, place, and purpose of the meeting. A quorum for conducting the business of the Board shall be five (5) members of the elected Board. Any member of the Association shall be allowed to attend any meeting of the Board, but may not vote or make motions.
- D. The order of business for all membership meetings of the Association, unless changed by a majority vote of members present, shall be as follows:
  - a. Call to order
  - b. Reading of the minutes of the last membership meeting
  - c. Recognition of visitors and/or guests (Presented by the Vice-President).
  - d. Presentation of Awards
  - e. Report of all Board of Directors meetings since the last membership meeting
  - f. Treasurer's report
  - g. Reports of Officers
  - h. Reports of Committees
  - i. Old Business
  - j. New Business
  - k. Beekeeping Questions and Answers
  - l. Election of new officers (at November Membership Meeting)
  - m. Adjournment
- E. In its discretion, the Board may schedule other informational meetings, educational seminars, workshops, or conferences which may be of benefit to the general membership or segments of the membership.

## ARTICLE VI OFFICERS

- A. The officers of the Association shall consist of a President, Vice President, Secretary and Treasurer. The offices of Secretary and Treasurer may be consolidated upon recommendation of the Board.
- B. To be qualified to hold an elected office in the Association, an individual shall be an Active Member of the Association for the year they shall serve and for the immediate past year.
- C. Officers shall be elected by majority vote of the members present at the November Meeting. Term of office shall be for one year. The term shall begin January 1st and end on December 31st.
  - a. The President can serve for two consecutive terms.
  - b. All other officers may serve successive terms at the discretion of the membership.

- D. President: The President shall;
- a. Have such powers and duties as are imposed upon him/her by law, these By-Laws, and by the Board. The president shall preside at all membership and Board meetings unless otherwise directed by the Board.
  - b. Appoint all committees and select the chairperson of said committees, unless stated otherwise by the By-Laws.
  - c. Serve as ex-officio member of all committees, except the Nominations Committee and the Beekeeper-of-the-Year Award Committee.
  - d. Perform such other duties as the By-Laws may prescribe or the Board of Directors may direct.
- E. Vice-President: The VP shall:
- a. Perform in all duties incumbent upon the President during the absence or disability of the President.
  - b. Review all bills presented for payment by the Treasurer, not already approved by the Board, and needing payment before the next meeting of the Board. This bill can be approved for payment or disapproved as the VP sees fit. If the bill is disapproved, the Treasurer can submit the bill to the board for review at the next Board meeting or by letter.
  - c. Review the Association's accounts annually. Discrepancies shall be brought to the attention of the Board.
  - d. Obtain the names of all visitors and guests present at membership meetings, introduce the visitors and guests to the members present, and give a correct list of the visitors and guests to the Secretary.
  - e. Perform such other duties as the bylaws may prescribe or the President and /or Board may direct.
- F. Secretary: The Secretary shall:
- a. Keep, or cause to be kept, in a book provided for the purpose, a true and complete record of the proceedings of all meetings and the Board. A copy of the minutes of said meetings shall be sent to all members of the Board as soon after a meeting as the Secretary or his/her designee can make copies available.
  - b. Be custodian of the records
  - c. Write letters as directed by the President and/or Board
  - d. Attend to the giving of all notices required by law, these bylaws, the President, and/or the Board.
  - e. Deliver all records of the Association to his/her successor in office, or by request of the Board, to the Board of Directors.
  - f. Provide assistance to the Treasurer as necessary at all meetings of the Association
  - g. Perform such duties as the bylaws may prescribe or the President and or the Board may direct.

- G. Treasurer: The Treasurer shall:
- a. Keep full and accurate records of all Association financial transactions, showing the financial condition of the Association. These records shall be available for review by the President or his/her designate at all times.
  - b. Be the legal custodian of all Association funds that may from time to time come into the possession of the Association. He/she shall immediately deposit all funds of the Association in some reliable bank to be designated by the Board, and shall keep this bank account in the name of the Association.
  - c. Furnish at meetings of the Board, or whenever requested, a statement of the financial condition of the Association.
  - d. Prior to the November meeting furnish the VP the Association's accounts for his/her review.
  - e. Keep a complete list of current members and addresses of members. This list will be made available to any member of the Association, on request. The list shall exclude the name, and all other information, of any member that has indicated this information not be released.
  - f. Maintain a complete record of all physical property and equipment owned by the Association, the physical location of said property and/or equipment, and the member responsible for the said property and/or equipment.
  - g. Deliver all records of the Association to his/her successor in office, or by request of the Board, to the Board.
  - h. Perform such other duties as the bylaws may prescribe and/or the Board may direct.
- H. Any officer may be removed by the membership at any meeting with respect to which notice of such intent is given to the members at least thirty (30) days prior to the meeting.
- I. A vacancy in any office because of death, resignation, removal, disqualification, or for any other reason, shall be appointed by the Board for the unexpired portion of the term of that office.

## ARTICLE VII BOARD OF DIRECTORS

- A. The Elected Board of Directors for the Association, noted as being referred to as the Board, shall consist of the current officers, the immediate past president, and six Elected Directors. The Elected Directors shall be elected to office by a majority vote of the members present at the November Meeting. The Board shall consist of the Board and any Ex-officio directors approved by the elected Board.
- B. To be qualified to serve as an Elected Director of the Association, an individual shall be an Active Member of the Association for the year they shall serve and for the immediate past year.

- C. Elected Directors shall serve for three-year staggered terms, with two directors being elected at each November Meeting. Elected Directors may serve successive terms at the discretion of the membership. Any Elected Director may be removed by the membership at any meeting with respect to which notice of such intent has been given to the members at least thirty (30) days prior to the meeting.
- D. Should any Elected Director die, resign, be removed from office, or be disqualified for any other reason, the Board shall appoint a successor to fill the unexpired term.
- E. The business and affairs of the Association shall be managed by the Board of Directors in accordance with the Association's purpose and consistent with the directives of the membership. In addition to the powers and authority expressly conferred upon it by these bylaws, the Board may exercise all such powers of the Association and do all such lawful acts as directed or required by the members or officers that are not prohibited by law, by the articles of incorporation, or by these bylaws.
- F. The Board may meet from time to time as necessary to carry out the duties required of it. Meetings may be called by the President or by any five (5) members of the Elected Board of Directors. A quorum of a meeting of the Board shall be five (5) of the elected members of the Board.
- G. Any action which may be taken by the Board at a meeting may be taken without a meeting provided that all elected members of the Board sign a written approval. Such written approval shall have the same effect as a unanimous vote of the Board at a meeting.

ARTICLE VIII  
STANDING COMMITTEES

The Association shall have the following Standing Committees:

A. Beekeeper of the Year Award Committee

- a. The Beekeeper of the Year Award Committee shall be comprised of at least two Active Members of the Association and the immediate past recipient of the Award. Each year the President shall select at least two Active Members to serve on the Committee with the immediate past recipient of the Award serving as the Chairman of the Committee. If the immediate past recipient cannot, for any reason, be a member of the Committee, a proxy shall be appointed by the President.
- b. The Committee shall solicit written nominations for the Award from the members of the Association and accept nominations through September 30. Only current Active Members, as outlined in Article IV, Section A a of these bylaws, not serving on this committee shall be eligible for the Award.
- c. The Committee shall meet at least sixty (60) days prior to the November meeting and consider the following criteria in deciding a winner: The Beekeeper of the Year should;
  - i. Exemplify good beekeeping practices,
  - ii. Demonstrate leadership
  - iii. Promote beekeeping
  - iv. Actively participate in local, regional, or national beekeeping organizations
- d. The Chairman of the Committee shall be responsible for obtaining the Award and shall present the Award at the December Meeting. If the Chairman is not available at the December Meeting, the President shall present the Award.

B. Nominating Committee

- a. A Nominating Committee of at least three (3) Active Members shall be selected by the President at least six months before the November Meeting. The Chairman of the Committee shall be appointed by the President.
- b. The Nominating Committee shall meet at least 60 days before the November Meeting and select at least one nomination for each of the offices of President, Vice President, Secretary, Treasurer, and Directors. The Committee shall verify that all nominees are eligible for office and each nominee shall agree to serve in the office if elected. The Chairman, or his/her designee, shall present these individuals at the November Membership Meeting.

Auditing Committee.

- c. An Auditing Committee may be selected at any time by the Board to review the financial records of the Association.
- d. There shall be an annual audit in January of the prior calendar year of the Association's financial records and physical assets.
- e. The Auditing Committee shall consist of not less than three Active Members of the Association, one of which shall be a member of the Elected Board of Directors. Neither the VP nor the Treasurer can serve on the Auditing Committee, but at least one of these officers should be present to answer questions.
- f. The Treasurer shall be ready to present the financial records of the Association to the Auditing Committee upon request.

ARTICLE IX  
PARLIAMENTARY PROCEDURE

The rules contained in the current edition of "Robert Rules of Order Newly Revised", shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws or any special rules of order the Association may adopt.

ARTICLE X  
AMENDMENTS OF BY-LAWS

- A. The Board by a two-thirds vote shall have power to alter, amend, or repeal these bylaws and/or adopt new bylaws.
- B. Any bylaws adopted by the Board may be altered, amended or repealed, and new bylaws adopted, by a two-thirds vote of the members of the Association. The members may prescribe that any bylaw or bylaws adopted by them shall not be altered, amended, or repealed by the Board. Any amendment or repeal by the membership shall be done at the November Meeting or at a special meeting called for that purpose. A copy of any proposed amendment shall be sent to all members at least thirty (30) days prior to the meeting at which it is to be considered.
- C. The last update to these bylaws; October 05, 2015