

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

ARTICLE 1
(Name)

SECTION 1: NAME: The name of this organization shall be Orange County Beekeepers Association, Chapter of the NCSBA, Inc.

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 Orange County and surrounding areas, to promote cooperation and sharing, to reach a common understanding regarding our problems and their solution, 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, and three Directors (1 year, 2 year and a three year director {a new three year director being elected each year}). 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 Orange County Beekeepers Association, 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 the State annual spring meeting 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.

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 of the members present at any regular meeting. Life members shall be excused from payment of local dues. No member shall be given Life Membership merely for continuous membership or for the purpose of not paying dues.

ARTICLE 6

(Meetings)

SECTION 1: MEETINGS: There shall be regular meetings held monthly. Notice of each meeting shall be advertised. The time and place for each meeting shall be decided on by a majority vote of the members present at a regular meeting. If this is not possible, the Chapter may direct the Vice-President to make the necessary arrangement for said meeting.

ARTICLE 7

(Committees)

SECTION 1: COMMITTEES: The Executive Committee shall consist of all the elected officers of the Chapter, namely: President, Vice-President, Secretary, Treasurer, Directors 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.

SECTION 2: The Auditing Committee shall consist of the three Directors, 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 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 November meeting. Other names may be submitted from the membership at large at the time of the 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: 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. The President shall be an active member of the NCSBA.

SECTION 2: 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, with the assistance of the Directors will make the necessary arrangement for programs and secure speakers for same. When directed by the Chapter, he/she will secure a meeting place and make necessary arrangements for the regular meetings.

The Vice President shall be an active member of the NCSBA.

SECTION 3: SECRETARY: The Secretary shall record the minutes and the proceedings of the Chapter at each regular and/or called meetings and any special group activities. The Secretary shall be an active member of the NCSBA. The Secretary's duties further include:

a. Assist the President and others in notifying the membership five to eight days prior to meetings.

b. Use the media to inform the general public in a timely manner of meetings, also activities of special interest.

- c. Maintain complete files of the minutes, Constitution and By-Laws and rules of policy.
- d. Protect and preserve the Chapter charter granted by the NCSBA.
- e. Maintain files of all communications including both correspondence and publications.
- f. In cooperation with the President, arrange for a substitute if it becomes necessary to be absent from the duties of Secretary.
- g. At the end of the term of office deliver all files, records and Chapter property to the successor.

SECTION 4: 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 result from the Chapter approved Budget or from special vote of the Executive Committee and/or a Chapter meeting.) The Treasurer shall be an active member of the NCSBA. The Treasurers duties further include:

- a. Maintain full and accurate records showing the receipts and disbursements of all monies.
- b. Issue Local Membership cards (if used) and maintain an accurate membership list.
- c. 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. As a Chapter of the NCSBA, which has a 501-C 5 status, filing information returns with the Internal Revenue Service may not be needed.
- g. 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.
- h. Serve as custodian of the Chapter's properties, preserving all receipts, titles and other

documents as proof of ownership.

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

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

SECTION 5: Directors: The Directors will assist the Vice-President in the planning of programs and field days. The Directors will also serve as the Auditing Committee.

ARTICLE 10
(Honey Queen)

SECTION 1: HONEY QUEENS: If desired, the ___[insert Chapter name]___ Chapter of the NCSBA, may sponsor and select a girl from their area to compete with other girls in the state of North Carolina to serve as Honey Queen for one year. Basis of support, rules and regulations, honey queen committee, and the continuation of the contest and program may be decided upon a vote of the members attending a regular meeting. These rules and regulations will fall within NCSBA guidelines.

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 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 ___[insert the day, month, year]___ at ___[insert place, i.e. county, city or area]___.

President

Vice-President

Treasurer

Secretary