

Washington State

West Plains Beekeepers Association

Mission Statement: To promote effective beekeeping practices through education of members and the general public.

BYLAWS

Revision Adopted: August 5th, 2011

Article I: Name

The name of this organization shall be: West Plains Beekeepers Association.

Article II: Purpose and Operation

The purpose of this organization shall be:

- To educate members and the general public concerning healthy beekeeping practices;
- To train beekeepers in practical, successful and responsible practices of raising healthy honey bee colonies and harvesting honey through formal classes, public presentations, and general sharing of ideas and experiences;
- To increase public awareness of the importance of honey bees to our environment, ecology and food production;
- To collaborate as appropriate with other organizations with similar goals, in the collection and sharing of data and experiences;
- To assist in obtaining Washington State bee certification and/or register beekeeping activities.

This organization shall operate as a nonprofit corporation organized under the Nonprofit Corporation Act of the State of Washington and shall follow the requirements of 501(c)(3) of the Internal Revenue Code of 1986 (as amended) or the corresponding provision of any future United States Internal Revenue law.

Article III: Membership

Membership shall consist of persons who:

- Subscribe to the mission and purpose of the organization;
- Agree to abide by the Bylaws of the organization;
- Pay dues as determined by the organization.

Article IV: Officers, Duties, and Term of Office

Officers: The officers of the organization are President, Vice President, Secretary, and Treasurer.

Duties:

- President: Serves as the chief executive and operating officer and shall have general charge of the affairs of the organization; presides at all meetings of the organization; establishes meeting date, time, and

location; chairs the Executive Board of the organization; and may be given other responsibilities by the membership.

- Vice President: Serves in the absence of the President, or upon request of the President, performing all the functions of the President; serves on the Executive Board of the organization and is a member of the Education Committee; and may be given other responsibilities by the President.
- Secretary: Serves by maintaining an active record of the proceedings of the organization, including, but not limited to, the recording of meeting minutes, creating correspondence on behalf of the organization, and accepting correspondence directed to the organization; serves on the Executive Board of the organization; and may be given other responsibilities by the President.
- Treasurer: Serves by maintaining custody of all organizational funds and records of those funds; serves on the Executive Board of the organization; and may be given other responsibilities by the President.

Term of Office: The term of office is one year. Officers whose terms have expired will assure the orderly transition of authority to their successors before being relieved of their responsibilities.

Vacancies:

If a vacancy occurs in an elected office other than President

- The President can appoint a temporary officer to fill the position until a Nomination Committee is organized to compile a list of candidates to bring forward to the membership at a regular meeting, following the established practices of the Nomination Committee.
- If the vacancy occurs three months prior to regularly scheduled elections, the vacancy can be filled with a temporary officer appointed by the President allowing the new officer to be elected during the regular election cycle.

If a vacancy occurs in the office of President

- The Vice President shall fill the position of President.
- The vacancy then is in the office of Vice President and the new President can appoint a temporary officer to fill the position of Vice President until a Nomination Committee can be organized to compile a list of candidates to bring forward to the membership at a regular meeting, following the established practices of the Nomination Committee.
- If the vacancy occurs three months prior to regularly scheduled elections, the vacancy can be filled with a temporary officer appointed by the President allowing the new officer to be elected during the regular election cycle.

Removal of Officers: Elected officers can be removed from their positions for:

- Absenteeism – Unless excused by the President, an officer will be considered not in good standing and will automatically be removed for missing three consecutive regular meetings of the organization.
- Recall – Any officer may be recalled for cause including, but not limited to, the following grounds:
 - Failure to perform duties as defined in Article IV above;
 - Failure to follow the bylaws of the organization relating to purpose or authority and jeopardizing the organization's nonprofit status;
 - Illegal use, misuse, loss or damage of the organization's assets such as equipment, property, data or funds;
 - Authorizing or expending funds or obligating the organization to debt without proper prior authorization as defined in the bylaws.

Article V: Elections -- Annual elections shall be held in June at the regular meeting.

The Nominating Committee will present a list of candidate(s) for each office to the membership prior to the regular meeting. This list can be submitted to the membership at the previous regular meeting or electronically two weeks prior to the regular June meeting.

Qualifications for eligibility require the individual to be a member in good standing.

Voting for officers is by all members in good standing who are present at the annual meeting. Voting may be either by written ballot, by voice, or by show of hands. The President in consultation with the Chair of the Nomination Committee will make the determination concerning process of election.

Article VI: Committees

Executive Board – Chair is the President of the organization and membership consists of the current elected officers, or an appointed temporary officer.

Responsibilities: Maintains effective organizational communications and workflow between regular meetings; conducts any required business as necessary for the good of the organization between regular meetings; presents an annual budget to the membership in December for the following year; and assists in the efficient functioning of the organization. Has authority to spend no more than ten (10%) of the annual budget without prior permission from the membership.

Full reports of any action taken will be provided to the membership at regular meetings. The membership may give permission for the Executive Board to take action on behalf of the organization if such action is deemed necessary prior to the next scheduled meeting. Meetings will be called as needed.

Standing Committees – Established in support of primary on-going organizational purposes and functions.

- Education Committee – Chair is appointed by the President; the Vice President will be a member of the committee; all other membership is determined by the Chair.

Responsibilities: Educates the general public and organizational members on matters related to bees and beekeeping. This may include, but not be limited to, current beekeeping standards, topics of interest, and local conditions related to bees.

The following are standard activities:

- Training of members at regular meetings;
 - Providing public displays at appropriate events;
 - Class(es) covering the Basics of Beekeeping and Journeyman level course work as defined by the Washington State Beekeepers Association Master Beekeeping program;
- Publicity Committee – Chair is appointed by the President; membership is determined by the Chair.

Responsibilities: Establishes and maintains contact with other organizations with similar purposes to serve as a conduit between the organizations so identified; identifies and routinely informs appropriate media contacts about the organization's programs and activities; works with Education Committee to help ensure effective marketing and promotion of sponsored classes and activities.

- Nomination Committee – Chair is appointed by the President; Membership is determined by the Chair.

Responsibilities: Provides an annual slate of candidates for election following the requirements of the bylaws.

Special Committees: Formed by the membership to accomplish specific objectives of short duration. These committees are not intended to serve more than one year and are disbanded when their purpose has been achieved. When a need for a special committee is identified, the President shall appoint a Chair and shall ensure that the purpose and time line for the committee is defined.

Any Standing or Special Committee Chairperson may be removed from their position by the President.

Article VII: Meetings

There shall be regular meetings. The schedule and location for the meetings shall be announced at the beginning of each calendar year.

Special meetings may be called by the President, or by a majority of the members, or with written petition of at least ten percent (10%) of the voting members, as a need arises.

Notices: Meetings will be announced at the previous month's meeting. Notification to members shall be by electronic communication unless otherwise specified by the member. Attempts will be made to accommodate member's individual needs.

Meeting notices will include date, time, place, subject of the educational program, and the agenda for the meeting.

Quorum: A quorum shall consist of the lesser of ten (10) voting members present, or twenty five percent (25%) of the voting members present.

Members may continue with a meeting without a quorum providing information and giving direction without taking official action on any topic requiring a vote, such as election of officers.

Article VIII: Voting Rights

Members in good standing shall be entitled to cast one vote in matters requiring action or approval. Proxy votes are not allowed.

Article IX: Dissolution of Assets

At a time it is determined that the organization is to be dissolved, any assets will be allocated to a non-profit organization with the purpose of providing beekeeping information to the public, such as the Inland Empire Beekeepers Association of Washington State or a similar organization.

Article IX: Parliamentary Authority

The Rules contained in Robert's Rules of Order, Newly Revised, shall govern this organization in all cases in which they are applicable and are not in conflict with these Bylaws.

Article X: Amendments

Proposed amendments to these Bylaws shall be submitted to the President of the organization. The President may bring the proposed amendment(s) forward to the membership for a vote at a regular meeting, or may

appoint a special Bylaws Committee to review and make a recommendation to the membership at a regular meeting.

Approval to amend the Bylaws requires a two third vote of the members eligible to vote.