**The Constitution and By-Laws of the**

**Sumter County Beekeepers Association**

Article 1

(Name)

Section 1 - Name: The name of this organization shall be “Sumter County Beekeepers Association” hereafter referred to as the “Association”.

Article 2

(Objectives)

Section 1 – Objectives: The objective of this nonprofit organization shall be to encourage successful beekeeping utilizing published and accredited materials from reputable sources and experienced beekeepers to promote a common understanding regarding beekeeping problems and solutions; foster cooperation among members of the association and educate the general public of the importance of honey bees and the beekeeping industry.

Section 2 – Health Risk: Beekeeping can be a serious health risk to individuals who are or may become allergic to bee stings. Anyone who keeps honeybees should seek advice from their physician before engaging in beekeeping. Anyone keeping honeybees should take necessary precautions to protect their property and their neighbor’s health as much as practical to reduce the risk of bee stings.

Article 3

(Members)

Section 1 – Members: All members (including officers and board members) are volunteer non-paid persons interested in beekeeping. Anyone interested in beekeeping and the beekeeping industry may join the “Association” upon payment of annual dues. The right to vote shall be limited to dues paid members.

Section 2 – Junior Members: Junior membership shall be free to all interested youth under (16) years of age. However, a parent or sponsor shall be responsible for the member. Junior members are ineligible to vote. Junior members not attending functions with a parent are required to file a notarized consent form with the Secretary.

Section 3 – Visitors: Persons who are interested in beekeeping may attend meetings as non-members. However, information and program content shall be focused to dues paid members. Visitors are encouraged to join the Association and become certified beekeepers to levels recognized by the Association.

Section 4 – Hold Harmless: Any information conveyed during or after a beekeeping meeting by members or non-members are opinions and shall in no way be conceived in any manner as legal or binding directives or proper/correct actions for any beekeeping situation. ALL Association members shall agree and sign wavier(s) attesting to the risk of beekeeping and shall in no way hold members (new or old) liable for incidents or accidents for information conveyed or inferred at any location or activity at a recognized “Association” activity.

Article 4

(Officers)

Section 1 – Officers: The officers of the Association shall be: President, Vice-President, Secretary and Treasurer. These officers shall serve a two (2) year term. Officers may serve two successive terms thereafter a one-year absence from the position is required before becoming eligible for reelection. The President and Vice-President shall be alternately elected to sustain Association continuity. The Association members shall elect these officers by a majority vote of the members present at the scheduled monthly meeting.

Section 2- Board Members: The Association shall have three (3) “Board Members “with a service term of three years. A Board Members term of service may be less than three years based on board member term or availability. A Board Members term of service will be staggered so that one Board Members term expires each year. As a Board Member retires, the Association members shall elect by a majority vote of the members present officers and board member. A “Board Member” may serve two (2) successive terms thereafter a one-year absence from the Board is required before becoming eligible for reelection.

Section 3 – State Representatives: The Association shall have the right to nominate State Representative(s) for and to “The South Carolina Beekeepers Association” based on “State Representative” requirements at the time of submission. Association shall nominate by a simple majority vote of the members present at a regular monthly meeting representative(s) as prescribed by the SC State Beekeepers Association. The Representative shall represent and report to “Sumter County Beekeepers Association” information presented during the “State” meetings at the following Association monthly meeting. The State Representative length of service shall be three years. The State Representative may serve two successive terms thereafter a one-year absence from the position is required before becoming eligible for reelection.

Article 5

(Duties of Officers)

Section 1 – President: The President shall preside at all meetings of the Association using regular parliamentary procedures according to Roberts Rules of Order. The President shall recommend for approval by the “Board” special committees, fill vacancies and perform other duties for the Association. The President is authorized to make deposits and disburse monies should the Treasurer be unavailable or unable to perform these duties. The President shall review and approve the end of year financial report for the submission to the designated accountant.

Section 2 – Vice President: The Vice-President shall perform the duties of the President in his/her absence or upon the request of the President. If the Vice-President is unable to perform this duty, the Vice-President may approve any member to act in his/her stead with the consent of the majority of the “Board”.

Section 3 – Secretary: The secretary shall manage, safeguard and update the Association and State automated membership information programs, issue membership cards and notify members of dues requirements. The Secretary will generate a synopsis of monthly meetings and post them on the Association Facebook Page. The Secretary shall prepare and sustain a membership list showing paid, delinquent or inactive members. The Secretary shall manage bee package orders and provide information to the President and Treasurer as required. The Secretary will work with members to assure their portfolio has the appropriate paperwork filed with the SC Beekeepers Association as required by the SC Master Beekeeping Program.

Section 4 – Treasurer: The Treasurer shall be custodian of all monies received by the Association and keep full and accurate records showing the receipts and disbursements of all monies. The Treasurer shall provide quarterly and annual financial reports and provide the necessary information to the accountant designated by the Officers and Board for IRS filings. The Treasurer will ensure the President is authorized to make deposits and disburse monies if the Treasurer is unable to perform these duties. Upon completion of the Treasurer term, the end of year financial report, all monies and “books” shall be turned over to the succeeding Treasurer.

Section 5 – Board Members: The Board Members shall examine and audit the books of the treasurer no later than January 15th of each year and report at the February meeting their findings. Board members will make suggestions and recommendations and shall serve in a consultative role to the President and other Officers of the Association. Board members shall also assist in the planning and implementation of monthly programs.

Section 6 – State Representative(s): The State Representative(s) shall represent and serve “Sumter County Beekeepers Association” and “The SC State Beekeepers Association” for successful beekeeping. The State Representative(s) will attend State Board Meetings as practical. The State Representative(s) is/are also expected to attend the “Sumter County Beekeepers” monthly meeting on a regular basis.

Section 7 – Vetting/Qualifications: Officers and Board members who handle monies shall 1) pass a local background verification and 2) have two years or equivalent (as determined by the board) experience or education in accounting or bookkeeping. Officers and Board members who handle the personal information of the membership shall 1) pass a local background verification and 2) demonstrate knowledge and sensitivity with regard to protecting the personal information of the membership. No personal information will be disseminated without member consent.

Article 6

(Meetings)

Section 1 – Meetings: The Association shall meet at least monthly unless and until a majority of the members vote otherwise. Notice of each meeting shall be posted on the Association Facebook page at least one week in advance of the meetings. Any change in meeting time or location shall be decided by a majority vote of the Officers and members of the Board after all voting members of the Association are polled if possible.

Section 2 – Leadership Meetings: Leadership meetings shall be bi-monthly. The date of the meetings shall be at the digression of the President, seeking attendance from the majority of the Officers and Board.

Section 3 – Nominations: The nomination of Officers and Board Members shall be at the September meeting of each year unless special elections are required. Subsequently all nominations of “State” Officers and Representatives shall be in compliance with “State” guidelines.

Section 4 – Elections: The election of the Association Officers and Board Members shall be at the November meeting of each year. Elected persons will begin their duties by January 1st. of the following year. Special or unscheduled elections may be necessary to facilitate Association vacancies.

Article 7

(Quorum)

Section 1 – Quorum: Twenty-five percent (25%) of voting members shall constitute a quorum for the transaction of business at any regular meeting.

Section 2 – Voting: Members are strongly encouraged to vote in all elections to assure a consensus for the majority of the member’s ideas and desires. While most elections shall be held at and during regular meetings, notifications and voting by e-mail may be allowed. Voting by e-mail shall be prescribed by the President, e-mail voting shall be received not later then 10 days prior to an election. E-mal votes received after the tenth day will not be counted. The Secretary shall post voting information to the Association web page as prescribed by consensus of the Board

Article 8

(Dues)

Section 1 – Dues: The amount of annual dues shall be determined by recommendations of the Board and approved by a Quorum present at a regular meeting. Dues shall be paid to the Treasurer not later than January 15th of each year. Any member of the Association who has not paid dues by this time will be dropped from the role of membership and shall become an inactive member of the Association. A person who has been dropped from the membership for non-payment of dues may be restored to active membership by paying the current years dues.

Article 9

(Affiliated Organizations)

Section 1 – Affiliate of The South Carolina Beekeepers Association: Sumter County Beekeepers Association can apply to be affiliated with the SC Beekeepers Association. Sumter County Beekeepers Association strongly encourages our members to support the SC Beekeepers Association through membership and attendance at meetings and special events. As a member of the SC Beekeepers Association special rates and discounts are generally offered, usually above the cost of “State” membership dues.

Section 2 – Affiliated Organizations: Sumter County Beekeepers Association may associate itself and determine its own basis of support for the current year and for so long as is desirable, with any other state of national beekeeping association(s) by a two-thirds (2/3) majority vote of the members attending a regularly scheduled meeting.

Article 10

(Amendments)

Section 1 – Amendments: Any article or section of any article of the Constitution and By-Laws may be amended by a Quorum present at a scheduled meeting provided the proposed amendment(s) have been presented to the Board for their recommendations and input, posted on the Association’s web page and have been presented in writing to the entire membership at least twenty (20) day before the vote.

Article 11

(Dissolution)

Section 1 – Dissolution: Should this Association decide for any reason to dissolve, any remaining monetary assets shall be donated to a local charity to be decided at tha time.

Section 2 – Acceptance: Acceptance of tis document shall be the date of the last signature of Officers and Board.

Sign and Date for Officers and Board

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President Vice-President

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Secretary Treasurer

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Board of Directors Board of Directors

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Board of Directors