

**THE CONSTITUTION AND BY-LAWS OF THE  
WATEREE BEEKEEPERS ASSOCIATION  
Voted on and Approved October 3, 2019**

ARTICLE 1

(NAME)

SECTION 1 – NAME: The name of this organization shall be “Waterree 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 sixteen (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 one meeting as non-members. However, attending additional meetings will require payment of WBA dues and completion of the HHA release. Information and program content shall be focused on the needs of 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, Treasurer and State Representative. The President and Vice President shall serve a two (2) year term and Secretary, Treasurer and State Representative will serve a three (3) year term. Officers may serve two successive terms, however 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 Member's length of service may be less than three years based on board member term or availability. A Board Member term of service will be staggered so that one Board Member's term expires each year. As a Board member's retires, the Association members shall elect by a majority vote of the members present officers and board members. A “Board Member” may serve two (2) successive terms; however, a one year absence from the Board is required before becoming eligible for reelection. The Association's leadership shall consist of five (5) Officers (President, Vice President, Secretary, Treasurer and State Representative) and the three (3) “Board Members”.

**SECTION 3 – STATE REPRESENTATIVE:** The Association shall nominate a State Representative for and to "The South Carolina State Beekeepers Association" based on “State Representative” requirements at the time of submission. Association members 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 "Wateree Beekeepers Association” information presented during the “State” meetings at the following Associations monthly meeting. The State Representative length of service shall be three years. The State Representative may serve two successive terms, however 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 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 submission to the designated accountant. The President will be responsible for ensuring that meeting/speaker content is based on current information and the latest beekeeping “best practices”, as well as making sure the IRS 990-N filing will be completed each year, before the May 15 deadline, of each consecutive year.

**SECTION 2 – VICE-PRESIDENT:** The Vice-President shall perform the duties of the President in his/her absence or upon the request by the President. If the Vice-President is unable to perform this duty, the Vice-President may appoint 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

Associations WEB 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 manage the Web and Facebook pages, online store and the SCBAMBP records. If the Secretary is not an SCBA Journeyman Beekeeper, the SCBAMBP records must be kept by a SCBA Journeyman Beekeeper or higher. The Beginners Beekeeping class, arranging for teachers and insuring the SCBAMBP presentations used in classes are safe guarded, as well as paperwork and test associated with the SCBA Certified Beekeepers, for the South Carolina 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 monthly and annual financial reports; and provides 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’s term, the end of year financial report, all monies and “books” will 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 15<sup>th</sup> 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 organization. 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 the "Wateree Beekeepers" Association and "The South Carolina 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 "Wateree Beekeepers" monthly and officer meetings on a regularly.

**Section 7 – Vetting/Qualifications-** Officers and Board members who handle monies shall 1.) pass a SLED 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 SLED 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.

**SECTION 8 - ELECTION COMMITTEE** - The Board and Officers will select an Election committee chairman and one (1) alternate committee member, at the first board meeting, preferably in January of each even numbered year. The election committee chairman will select 4 additional WBA/SCBA members to serve on the committee. The alternate will be required to stay aware of the election committee’s work, should the need arise for them to become active, because a member could not complete their term. The committee will serve a two (2) year term. The election committee is responsible for soliciting WBA/SCBA members for committees, officers and to assist with finding members to fill short term officer vacancies, in lieu of a special election, should the need arise. These officer appointments will be for a period of up to, but not more than 12 months.

**SECTION 9 – COMMITTEES AND VACANCIES** - Officers, Board members and Election Committee members together, will appoint special committees and fill officer vacancies (for up to 12 months). This will allow a member that is not totally aware of the time required to fulfill an officer position requirement, the

chance to serve for up to 12 months and then be elected at the next November election, with the time served counting as part of their office term.

**SECTION 10 - Removal of an Officer** - An Officer can be removed from office, when anything occurs which is not in the best interest of Wateree Beekeepers Association, the WBA members, or simply for the dereliction of duties outlined in the Bylaws. The infraction will be reviewed by the Board of Directors, Officers and Election Committee, with formal notification to the officer in question. Once the officer is notified, the officer will be suspended from duty. The membership will be notified of the infraction, including details of the review, with a regular meeting date set for voting. The vote will determine if the officer is removed from office or is reinstated.

## 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 website at least one week in advance of the meeting. Members may elect to have meeting notices and newsletters sent to them via postal delivery at the members' expense. Any change(s) in meeting time or location shall be decided by a majority vote of the members of the Board after all voting members of the Association are polled if possible.

**SECTION 1A- LEADERSHIP MEETINGS:** Leadership meetings shall be bi-monthly. The date of the meeting shall be at the discretion of the President. Meeting dates will be selected for the year and announced by January 10, each year, so Officers and Board Members can plan accordingly and be available to attend.

**SECTION 2 – NOMINATIONS:** The nomination of Officers and Board Members shall be at the September meeting of each year, unless special elections are required. Officers, Board Members and State Representative will be a member of WBA and SCBA.

**SECTION 3 – ELECTIONS:** The election of Association Officers, Board Members and State Representative shall be at the November meeting of each year. Elected persons will begin their duties by 1 January 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 NLT 10 days prior to an election. E-mail votes received after the tenth day will not be counted. The Secretary shall post voting information to the Association's WEB page as prescribed by consensus of the Board.

## ARTICLE 8

### (DUES)

SECTION 1 – DUES: The amount of annual dues shall be determined by recommendation of the Board and approved by a Quorum present at a regular meeting. Dues shall be paid to the Treasurer NLT 15 October each year. Any member of the Association who has not paid dues by the 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 role of membership for non-payment of dues may be restored to active membership by paying the current year's dues.

## ARTICLE 9

### (AFFILIATED ORGANIZATIONS)

SECTION 1 – AFFILIATE OF THE SC STATE BEEKEEPERS ASSOCIATION: Wateree Beekeepers Association is affiliated with the South Carolina State Beekeepers Association. Wateree Beekeepers Association encourages our members to support the SC State Beekeepers Association through membership and attendance at meetings and special events. As a member of the South Carolina State Beekeepers Association special rates and discounts are generally offered, usually above the cost of "State" membership dues.

SECTION 2 – AFFILIATED ORGANIZATIONS: Wateree 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 or 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 the scheduled meeting providing 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) days 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 the South Carolina State Beekeepers Association.

SECTION 2: ACCEPTANCE: Acceptance of this document shall be the date of the last signature.

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President/date

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Vice President/date

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Secretary/date

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Treasurer/date

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Board of Directors/date

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Board of Directors/date

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Board of Directors/date