

# **OCONEE COUNTY BEEKEEPERS ASSOCIATION**

## **CONSTITUTION AND BY-LAWS**

### **ARTICLE I- NAME**

The name of this non-profit association shall be the **Oconee County Beekeepers Association**.

### **ARTICLE II-OBJECTIVES**

The objective of this Association shall be to promote Beekeeping by encouraging the keeping and efficient management of honeybees.

The Association will accomplish this through education and the exchange of ideas with the Association membership and the local community:

- Educate members and new beekeepers in the science and techniques of apiculture, and treatment of diseases and pests.
- Communicate techniques, guidelines, and regulations for marketing products related to beekeeping.
- Encourage interest in beekeeping among people of all ages; providing opportunities for informal exchanges of information through fellowship and association with other beekeepers.
- Inform the members and the public of the ecological and economic benefits of honeybee culture.
- Avoid engaging in social or political controversy as an Association.
- Cooperate with members, Clemson Extension, and community as it relates to honeybees and the beekeeping community.
- Cooperate actively with other apicultural, agricultural, and similar organizations to achieve the objectives of this Association.

### **ARTICLE III- Liability**

In no event shall the Oconee County Beekeepers Association or its members be liable for damages arising from activities of their members at events, educational programs, or other activities.

### **ARTICLE IV - MEMBERSHIP AND DUES**

- Any person with an interest in beekeeping shall be eligible for membership in this Association.
- Membership shall not be denied based on race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.
- Dues shall be established annually by Board of Directors and voted on by members at the October meeting.

- Annual dues are payable at the December meeting. Membership expires December 31. Members who do not pay dues by December 31 will be removed from active membership after the February meeting. Active membership will be restored after paying current years dues.
- Special assessments and fees may be established by a majority vote of members present at a regular meeting.
- All members will be asked to join the South Carolina Beekeeping Association (SCBA).

**ARTICLE V - OFFICERS**

The officers the Oconee County Beekeepers Association shall be President, President-Elect, Secretary, and Treasurer.

It is required that officers are members of the SCBA.

**ARTICLE VI - ELECTION OF OFFICERS AND SCBA BOARD REPRESENTATIVE**

**OFFICERS:**

NOMINATIONS: A nominating committee may be appointed by the President and nominations will be accepted from the floor in at the December Meeting.

VOTING: Officers shall be elected annually from the nominees by the membership present at the December meeting. Members vote for officers by written ballot. Ballots will be counted by the President-Elect and the Extension Representative. All Officers are elected by majority vote. Incoming officers shall take office January 1 at the beginning of the fiscal year. Vacancies in any of the offices shall be filled by special election at a regular meetings.

**SCBA BOARD REPRESENTATIVE:**

Nominated in May and Elected by majority vote of members present at June meeting by written ballot. Votes to be counted by (2) members appointed by President.

**ARTICLE VII–DUTIES OF OFFICERS**

**PRESIDENT:** The President is the presiding officer, leader, and spokesman for the Association. This officer:

- Presides as President at all meetings of the Board of Directors and General Membership using regular parliamentary procedures according to Simplified Roberts Rules of Order.
- Ensures adherence of the Board of Directors and the General Membership to these bylaws.

- Calls special meetings of the General Membership and Board in accordance with these bylaws
- Plans meetings, arranging for topical discussions, demonstrations, or guest speakers.
- Organizes annual Association events (Annual Cookout and Honey Show).
- Prepares meeting agendas in advance and is responsible for contacting the Clemson Extension Oconee County office (2 weeks) prior to meeting with agenda and other information to be included in reminder message to membership.
- Creates committees and coordinates the efforts of all Committees.
- Calls special meetings of the General Membership and Board in accordance with these bylaws.
- Reviews the financial records of the Association on a regular basis.
- Acts as the principal point-of-contact for Oconee County Beekeeping Association to Clemson Extension Oconee County, SCBA, other beekeeping organizations, and other businesses.

**PRESIDENT ELECT:** The President-elect acts as the backup for the President and oversees all committee work. This officer:

- Presides over meetings in the absence of the President, assume the responsibilities and duties of the President.
- Assists the President with coordinating all duties deemed necessary.
- Serves (or can appoint a member of the Board) as an ex-officio member of every committee, but can vote only to break ties within that committee.
- Assists the President in the promotion and education of the Association; arranging for educational programs such as peer and guest speakers, workshops, Q & A sessions, etc.
- Works under the direction of the President to advance and promote the good image and beneficial works of the Oconee County Beekeeping Association.
- Works with the President to recommend, determine and implement policy decisions made by the Board.

**SECRETARY:** The Secretary manages the communications and record keeping of the Association. This Officer:

- Sends pertinent information to members, and encourages members to communicate with each other by providing a current Membership List and Annual Agenda to all members.
- Relates information to the Clemson Extension Oconee County Office for regular meeting notice (2 weeks) prior to meeting.

- Mails members who do not have email, occasional mailings including an Annual Agenda & Membership List at least yearly.
- Provides name Tags at meeting
- Provides membership Cards (both local and state) to the Treasurer prior to the December meeting.
- Coordinates communication to Board Members including collecting/distributing agenda items before meeting and sending minutes after meeting for review.
- Takes minutes at Board meetings and regular meetings when required
- Maintains the master copy of the Annual Agenda for use by the Board, Extension office, & members.
- Communicates to the state SCBA the nominations for Beekeeper of Year (BKOY), JR BKOY, and Extension Agent of the Year.
- Orders free materials from the National Honey Board once a year.

**TREASURER:** The Treasurer manages funds and financial records of the Association

- Collects annual dues from the members and all other funds, and deposits all funds in Association Bank or Credit Union account.
- Treasurer shall be designated as co-custodian of the Bank account.
- Pays State dues and bills in a timely manner.
- Keeps full and accurate records of all OCBA financial transactions (receipts and disbursements) which shall be available for review by the President or designee at any time.
- Issues (both local and state) membership cards.
- Maintains a record of members and addresses.
- Updates membership records for IT Coordinator.
- Registers attendees at meetings.
- Gives brief financial report at each regular meeting.
- Purchases, as required, products for the Association or meetings (e.g. paper goods).
- Closes the books as of December 31 and files the necessary returns with the IRS and the SC Department of Revenue.
- At the end of his/her term, has all records and books audited by the Board of Directors and delivers them to the successor, including papers, checkbooks, monies, and other Association possessions of the Treasurer.

**ARTICLE VIII - BOARD OF DIRECTORS:**

The purpose of the BOARD OF DIRECTORS shall be to conduct such business as may be necessary between meetings, to plan activities and perform such other duties as may be designated in the By-Laws.

**BOARD OF DIRECTORS** (10) consists of:

- Elected officers
- Immediate Past President
- (2) Members appointed by the President.
- SCBA Representative
- IT Coordinator\*
- Extension Staff representative ex-officio member, can vote only to break ties within the Board meeting.

\*IT Coordinator is appointed by the Board of Directors and is responsible for:

- Maintaining the overall membership list of the Association in coordinating with the Treasurer as dues are paid
- Updating and maintaining SCBA membership status for Oconee County Beekeepers Association through SCBA's web-based Apricot system
- Administering and updating the Oconee County Facebook page and group
- Coordinating with Clemson Extension Oconee County Staff to update the Oconee County Beekeepers Association webpage on Clemson Extension Oconee County's website

**MEETINGS:**

- **WINTER MEETING:** Held the second Thursday in January. Reviews regular meeting agenda for the year and books from previous year. Discusses other Association business.
- **FALL MEETINGS:** Date determined at least 2 weeks prior to meeting. Budget for next year determined. New and Old Business discussed.
- **OTHER MEETINGS:** Called by President as need arises

**ARTICLE IX –COMMITTEES:**

**Standing Committees:** The purposes of Standing Committees are to organize and carry out annual and ongoing projects/ events. Standing committees are formed at the February meeting.

- **Social Committee:** Assists President with the arrangements for regular meetings and annual Events (cookout and Honey Show). Coordinates with Extension Staff to secure and prepare meeting venues, equipment, supplies.
- **Exhibit Committee (Fair/festivals):** Maintains and organizes supplies and educational materials (i.e. brochures, demonstration hive, Honey Board Materials) used by members at Exhibits. Coordinates volunteers to work with

Extension Staff to acquire, set-up, and return equipment (i.e. tables, tents, beekeeping equipment) and other materials used at exhibits.

- **Beekeeper Education Committee:** Organizes classes offered by the Association. Coordinates with Extension Staff to secure venue for class, materials used by class, and publicity required for class.
- **Honey House Committee:** Assists Extension Staff with the management of the Shared Certified Honey House. Responsible for Maintenance of facility including but not limited to Cleaning, winterizing, and periodic inspection of the facility. Recommends Guidelines for use. Educates and Assists users with permits and extraction techniques

**Special Committees:** The purposes of a Special Committee organizes and carry-out new or specific projects of the Association and are created by the President. Members are volunteers or appointees of the President.

**Committee members:** Any active member may serve on one or more of the Standing or Special Committees. Each Committee will elect a Chairman. The President-Elect Serves (or can appoint a member of the board) as an ex-officio member of every committee, but can vote only to break ties within that committee.

## **ARTICLE X - MEETINGS**

Regular meetings shall be held at 6:30 PM On the second Thursday of each month unless otherwise announced. Meeting announcements are emailed or mailed (to members without email) to members prior to meeting by a representative of Clemson Extension Oconee County.

The order of business at regular meetings shall be:

- A. Call to Order
- B. Pledge/invocation
- B. Pot Luck Meal
- C. Secretary's Report
- D. Treasurer's Report
- E. Old Business
- F. New Business
- G. Program
- H. Adjournment

Special meetings may be held at times and places, and for such purposes as the membership may agree upon.

## **ARTICLE XI-AWARDS**

**BEEKEEPER OF THE YEAR, JUNIOR BEEKEEPER OF THE YEAR (under 18),  
EXTENSION AGENT OF THE YEAR**

- Nominated and voted on by members in February.
- Winner (one from each category) is nominated by Association for State Awards.
- Nominated and submitted according to SCBA Guidelines.
- Submitted to SCBA by Secretary with approval of President.
- State Beekeeper of the Year submissions should not be past State winners; except in the event of an extraordinary contribution to beekeepers or beekeeping since last winning the State Award.

**ARTICLE XII- SHARED CERTIFIED HONEY HOUSE**

The Shared Certified Honey house is located at The Oak Grove 4H Event Center which is owned and operated by Clemson Extension Oconee County. The purpose of the Shared Certified Honey House is to offer a facility where members and others can process their honey at a Certified Honey House. Funds raised from use of Honey House are used to pay utility bills and associated expenses.

The Association:

- Cooperates with Clemson Extension Oconee County to manage and maintain.
- Educates and Assists members and others with permits and extraction techniques.
- Establishes Guidelines for use.
- Determines fees for use.
- A Standing Committee is established in February to assist with management.

**ARTICLE XIII: RULES OF CONDUCT**

All members shall treat each other with courtesy and respect each other's opinions.

In the event of disruptive behavior (violation of Robert's Rules of Order and/or rude or offensive behavior) by a member(s), the presiding officer shall correct the situation.

Presiding officer should first give a verbal warning to the individual(s) to stop the disruption. If the disturbance continues or the individual(s) causes another disruption at any other Association meeting or activity, the member(s) shall be excused from the meeting or activity.

If the same member(s) refuses to leave the meeting or activity or creates yet another disturbance at any other meeting or activity his/her/their membership shall be revoked by Board of Directors without refund for the next 12 consecutive

calendar months, and the individual(s) shall be banned from all of the Association's gathering during that time period.

#### **ARTICLE XIV-FUNDS**

Treasurer shall deposit dues, fees, and other monies accruing to the Association in a bank or credit union account. Treasurer and at least one other member shall be designated as co-custodians of the account. The Treasurer may write checks or drafts up to the amount of \$100.00 without approval. Checks to be written in excess of \$100.00 must receive approval by Board of Directors.

The Treasurer may establish a petty cash fund of \$50.00.

At the end of his/her term, the Treasurer, has all records and books audited by the Board of Directors.

#### **ARTICLE XV-AMENDMENTS**

Proposed amendments to this constitution or the By-Laws shall be prepared in writing and shall be read at a regular meeting. Each amendment so proposed shall be voted on at the next regular meeting. Amendments shall be accepted upon receipt of an affirmative vote by majority of the active members present and voting.

#### **ARTICLE XVI -QUORUM**

One-fourth of the active membership shall constitute a quorum for regular meetings.

One-half of the Board of Directors shall constitute a quorum for a business Meeting.

#### **ARTICLE XVII -REPEALING CLAUSE**

Upon acceptance by vote of the Association, this Constitution and By-Laws supersedes all previous Constitutions and By-Laws. This Constitution and By-Laws was read and adopted by majority vote of all members present at the regular meeting held.

#### **ARTICLE XVIII-DISBANDMENT**

Should the Association undergo dissolution, the Board of Directors shall vote to distribute any remaining assets to the South Carolina Beekeepers Association, any public benefit corporation, and /or local, state or Federal government for a public purpose.