

Mountain State Beekeepers Association

By-Laws

Article I - Membership Dues

Section 1 - Annual dues for the Association shall be \$4 per household plus the amount of the West Virginia Beekeepers Association annual dues. Lifetime dues shall be available for any member at ten times the annual dues. Dues may be amended annually by membership vote.

Section 2 - Annual membership dues shall be received by January 1st of each year. Members who have not paid their dues by April 1st shall be considered delinquent and removed from the membership roster thereby losing any privileges accorded to them. A former member may be reinstated after paying the full annual dues. There shall be no partial-year dues structure.

Section 3- There shall be one vote per paid membership permitted, regardless the number of persons in the household.

Article II - Membership

Section 1 - Anyone interested in apiculture may become a member of the Association. All dues paying members shall be accorded equal rights and privileges in the Association. The Association does not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Section 2 - Membership in the Association shall consists of three levels; silver (lowest), gold and platinum (highest). Definition of levels, points system and rewards will be added by amendment.

Section 3 - Any membership application or membership may be rejected or revoked at the discretion of the Executive Committee if said application or member has been deemed to be a conflict of interest for the Association; participates in actions deemed detrimental to the Association; or provokes hostilities within or toward the Association or other members.

Article III - Officers

Section 1 - The President shall have general supervision over the affairs of the Association. He shall preside at all meetings of the Association and of the Executive Committee; appoint such standing committees as are specified in the By-laws; be an ex-officio member of said committees; and appoint members to special offices as needed. The President shall prepare an agenda prior to each monthly meeting for the conduct of said meetings and shall see that a budget is prepared as a guide for the upcoming year. The President shall also be a secondary signer on the Association's checking account.

Section 2 - The Vice-President, in the absence or disability of the President, shall perform the functions of the office of the President. In addition, the Vice- President shall chair the Program Committee (see Committee section of By-laws).

Section 3 - The Secretary shall keep a full and accurate record of all meetings of the Association for presentation at all business meetings; shall conduct the correspondence of the Association under the direction of the President; shall be responsible to give, or cause to be given, notice of all meetings. The Secretary shall submit the minutes of the previous monthly meeting's minutes to the members of the Association prior to the next consecutive meeting for review; maintain a roster of all members and their status as well as an archive of minutes reports; and shall maintain an inventory of the Association's possessions and their locations, to be confirmed at least annually.

Section 4 - The Treasurer shall receive all monies and deposit them to the credit of the Association in an account designated by the Executive Committee; shall be responsible for paying all bills as approved by the membership or Executive Committee; shall work with the Secretary and the Membership Committee to maintain a roster of dues-paying members; shall maintain a current record of the financial status of the Association for presentation at all business meetings for inclusion in the meeting minutes.

Section 5 - Officers shall be elected by majority vote at the November meeting and installed at the December meeting. Officers shall serve a term of one year or until their successor has been elected and installed. The President and Vice-President shall not serve more than two consecutive years in the same position.

Section 6 - Vacancies of any office shall be filled by appointment by the President, subject to approval of the Association and shall remain in office until the next regular election.

Section 7 - Transfer of all Association's property, equipment, and other Association records or documents, including minutes, financial records and treasurer's books, shall occur by the last day of the year completing an officer's term. In addition, an in-house audit shall be conducted prior to the January meeting.

Article IV - Committees

Section 1 - The membership and officers shall determine the number and types of committees to be necessary for efficient operation of the Association. These, along with the state representative, will be appointed by the President. The President will also serve as an ex-officio member of all committees.

Section 2 - The officers, chairperson of the Membership and Procurement committees, a member-at-large selected by the Executive Committee, and the Association's representative to the West Virginia Beekeepers Association shall constitute the Board of Directors of the

Association. Chairpersons of other committees may be added to the board at the discretion of said board.

Section 3 - The Program Committee, chaired by the Vice-President, shall be responsible for the organization of classes and programs to further the objective of the Association.

Section 4 - The Membership Committee will assist the Secretary and Treasurer in keeping of current addresses, phone numbers, email addresses; ensuring the collection of dues; and ensuring that necessary notices to the membership be delivered.

Section 5 - The Procurement Committee shall oversee purchasing items for the Association and its members; receive sealed bids from vendors; and select vendor purchases which will be the most cost-saving and beneficial for the Association. All bids shall be received in sealed envelopes or be disqualified from the bidding process. Sealed bids will be opened and reviewed with the entire Procurement Committee. Approved bids will be submitted to the Executive Committee for final approval.

Section 6 - The Nominations Committee shall be appointed in September to seek candidates for the Association leadership roles and present nominated members at the October meeting. Elections shall be held at the November meeting and voting shall occur by ballot for any position for which there is more than one candidate. Nominations from the floor shall be permitted at the November meeting, prior to the President's calling to for a motion to cease nominations. When there is more than one candidate for an office, the President shall appoint three members to tally written ballots and announce the results. Elected officers shall be installed at the December meeting.

. Article V - Meetings

Section 1 - Regular monthly meetings will be held on the first Monday of each month unless changed by the membership and the officers to accommodate educational activities or other special events.

Section 2 - All meetings shall be held in accordance with Robert's Rules of Order where applicable and in accordance with the Association's Constitution and By-laws, and the laws of West Virginia.

Article VI - Order of Business

Meetings of the Association shall be conducted in the following suggested order of Business:

Call to Order

Educational Program

Recognition of New Members and Guests

Review and Vote on Past Minutes

Review and Vote on Treasurer's Report

Announcements and Committee Reports (as necessary)

Old/Unfinished Business
New Business
Adjournment

Article VII - Finances

Association funds shall be spent only with the permission of the Executive Committee or by majority vote of membership and all fund expenditures are to appear in the financial reports. The Executive Committee shall not approve the expenditure of more than \$1000.00 (one thousand dollars) without a majority vote by the membership. This shall not include funds collected by the Procurement Committee for club member purchases.

Article VIII - Amendments

By-Laws may be amended by a two-thirds vote of the members present at any regularly called meeting of the Association. Any proposed amendment shall have been presented to the Executive Committee for consideration and reported upon prior to action thereon by the Association. No such amendment shall be inconsistent with the provisions of the Rules and Regulations governing non-profit educational organizations.