

# **Missouri State Beekeepers Association By-Laws**

**(Revised October 25, 2005)**

## **Article 1: Name**

The name of this organization, a not-for-profit association, shall be the Missouri State beekeepers Association. Also named herein as the “Association”.

## **Article 2: Purpose**

Section 1: The purpose of the Missouri State Beekeepers Association is to engage in any and all activities that will promote the common interests of beekeepers, and the general welfare of beekeeping, in the State of Missouri.

Section 2: To realize these purposes, this Association’s objectives shall be:

- A. To promote and solicit individuals to the beekeeping industry.
- B. To be an instrument of education to future and established beekeepers.
- C. To be a proponent of adequate laws for the protection of beekeeping.
- D. To help establish new beekeeping associations throughout the state of Missouri.
- E. To encourage and support existing regional beekeeping associations in Missouri.
- F. To be an active advocate of national beekeeping industry.
- G. To be an avenue of information between the national beekeeping industry and the beekeepers in the State of Missouri.

Section 3: This association is organized exclusively for the charitable, scientific, and/or educational purposes within the meaning of the above stated objectives.

## **Article 3: Basic Policies**

The following are the basic policies of the Missouri State Beekeepers Association:

- A. The Association shall be noncommercial, non-sectarian, and nonpartisan.
- B. The Association shall work with local and national beekeeping organizations to promote the beekeeping industry and shall seek to participate in the decision making process establishing beekeeping policy for the betterment of all beekeepers.
- C. No part of the net earnings of the Association shall inure to the benefit of, or be distributed to it’s members, directors, and officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2.
- D. Upon dissolution of this organization, after paying or adequately providing for debts and obligations of the Association, the remainder of the assets shall be

placed in a trust fund at the University of Missouri-Columbia for research in apiculture.

- E. This Association shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursement of the Association, including specifically, the number of its members,. Such books of the account and records shall at all reasonable times be open to inspection by membership and Executive Committee.
- F. This Association shall keep such permanent books of minutes of meetings of the Executive Committee, standing committees, and general business meetings as shall be sufficient to establish amendments to these bylaws, the vote for the election of officers and the business policies and activities of the Association.
- G. This Association shall collect dues from it's members to provide for its objectives in Article 2.
- H. Eligibility for any office shall be restricted to those who paid dues during the preceding year.
- I. The membership year shall be January 1 through December 31<sup>st</sup>.
- J. Membership in this Association shall consist of those individuals who have paid annual dues to the Missouri State Beekeepers Association.
- K. General business meetings of this Association shall be at least two (2) per calendar year. They shall include an agenda and an educational program.
- L. The bylaws of this Association may only be amended by two-thirds (2/3) vote of the members present at a regular meeting of the Association, provided members present are not less than thirty (30). Announcement of this meeting and the proposed change must be published in the Association newsletter thirty (30) days prior to the meeting date.
- M. The rules contained in Robert's Rules of Order (revised) shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **Article 4: Officers and Elections**

Section 1: Each officer shall be a member in good standing of the Missouri State Beekeepers Association.

Section 2: The officers of this Association shall consist of a president, vice president, secretary, treasurer, program chairperson, editor, and four (4) directors. These offices shall make up the Executive committee of this Association.

Section 3: Candidates for office shall be placed in nomination by the Nominating Committee. Candidates may also be nominated from the floor.

- A. Candidates for office, except for President, shall be chosen from the general membership.
- B. All officers shall be elected by paper ballot; however, if there is but one nominee for any office, the ballot may be by voice or hand vote. No vote shall be by proxy.

Section 4: In order for an individual; to qualify for nomination as PRESIDENT of the Missouri State Beekeepers Association, the individual, in addition to the qualifications stated in Article 4, sections 1 and 3, must

- A. Have held any position on the Executive Committee for two (2) years prior to nomination.
- B. Have a ninety percent (90%) attendance record at the meetings of the Executive Committee and the general meetings of the Association; ( an excused absence may count as attendance at a meeting. An excused absence may only be given by the President and for reasons of family death, personal illness, or to attend national beekeeping concerns.)

Section 5: Tenure

- A. All officers, except President, Vice President, and the Directors, shall serve a term of at least one (1) year.
- B. The President and Vice President shall serve a term of two (2) years.
- C. Directors shall serve a term of three (3) years, one (1) Director being nominated and elected each year. One (1) Director shall be the outgoing President and shall serve for two (2) years. Each local Association shall elect, from their membership, one (1) board member of the State Association each year to serve at the pleasure of the President.
- D. The state shall be divided into three (3) sections, northeast, northwest, and south central. Each Director shall be an advisor to their section of the State reporting to the outgoing President/Director any pertinent issues of concern.

Section 6: Vacancies

Executive Committee: When a vacant office exists, the President shall appoint individuals according to the qualifications outlined in these Bylaws until the next general meeting of the Association when an individual shall be nominated and elected to the unexpired term of the office.

President: The Vice President of this association shall fill the vacant office of the Presidency until the Nominating Committee can offer a candidate to the general membership for election. This individual will serve the unexpired term.

Section 7: Installation of officers shall take place at the general meeting closest to the time their term begins.

Section 8: Any officer of this Association who has violated the terms of this office according to these Bylaws may be removed from office by recommendation of the Executive Committee and a vote of agreement by the membership. A motion to remove the individual from office may also be made from the floor at any meeting. Proof of the violation(s) must be substantiated.

## **Article 5: Duty of Officers**

Section 1: The **President** shall:

- A. Preside as Chairperson at all meetings of the Executive Committee and the membership;
- B. Coordinate and oversee the work of the officers and committees of the Association in order that objectives may be promoted;
- C. Decide all questions of order according to the bylaws of the Association.
- D. Appoint all committees and vacancies as provided in these bylaws or as requested by the Association;
- E. And perform such other duties as may be prescribed in these bylaws or assigned by the Association.

Section 2: The **Vice President** shall:

- A. Perform the duties of the President in his absence;
- B. Shall assume the office of President if it should become vacant;
- C. And shall be the Chairman of the Nominating Committee.

Section 3: The **Program Chairperson** shall

- A. Be responsible for developing educational programs for each meeting of the Association;
- B. And serve the President and Association as directed.

Section 4: The **Secretary** shall

- A. Record the business transactions, votes, and elections including each meeting's agenda of the Executive Committee and the general meetings of this Association;
- B. Keep a record of the members and their addresses;
- C. Conduct the correspondence of the Association;
- D. File and preserve all papers belonging to the Association according to **Article 3** of these bylaws;
- E. Transfer all records, documents, and roster of Association members to his/her successor.

Section 5: The **Treasurer** shall

- A. Act as financial officer of this Association having custody of all funds;
- B. Keep a full and accurate account of all receipts and expenditures and be responsible for the maintenance of books;
- C. Deposit all monies received by the Association in a bank designated by the Executive Committee;
- D. Make such disbursements from the funds of the Association as are authorized by the Executive Committee and these bylaws;
- E. Present a financial statement at every meeting of the Association and when requested by the Executive Boards and membership;
- F. And present the Association's financial records to the elected auditor and/or committee at the end of the fiscal year.

Section 6: The **Editor** shall

- A. Be responsible for publishing a newsletter and mailing it to the membership at the discretion of the Executive Board;
- B. Maintain a portfolio of all published newsletters of the Association;
- C. And include in each newsletter: information from the Executive Committee, the dates of the Association's meetings, programs and events, a condensed version of the spring and fall business meetings, news and notices from regional associations and news pertaining to the beekeeping industry.

Section 7: The **Directors** shall

- A. Help execute all matters of the Executive Committee;
- B. Use their experience and expertise to set policies of this Association, to review policy and amendment change presented by the membership;
- C. And serve the President and Association as directed.

Section 8: All officers of this Association shall transfer all records of their office, which shall include a detailed report on their activities, to their predecessor at the end of their tenure.

## **Article 6: Executive Committee**

Section 1: The Executive Committee shall consist of the President, Vice President, Program Chairman, Secretary, Treasurer, Editor and Directors.

Section 2: The outgoing President shall be one of the Directors with a two (2) year term of office.

Section 3: The President shall be chairperson of the Executive Committee.

Section 4: The duties of the Executive Committee:

- A. To review and recommend to the President, question on policy and Association activities.
- B. To receive recommendations of the Association for proposed activities, policy changes, and/or amendments to these bylaws.
  - 1. These recommendations shall be in writing.
  - 2. The Executive Committee shall recommend to the Association their endorsement or rejection of each recommendation by the next general meeting of the Association.
- C. All recommendations for policy changes and amendments to these bylaws must be presented to the Executive Committee for their research and decision of endorsement or rejection before presented to the Association for a vote.

Section 5: The Executive Committee shall designate, when needed, a bank in which funds of the Association are to be deposited, create an annual budget, oversee fund raising activities, and report the financial health of the Association at each meeting.

Section 6: It shall report interim activities to the membership at each meeting with recommendation for approval of the members assembled.

Section 7: The Executive Committee shall regularly meet to carry out the business of the Association as prescribed by the **Purpose and Objectives** in **Article 2**.

## **Article 7: Standing Committees**

Section 1: The standing committees of this Association shall be the **Program Committee**, the **Nominating Committee**, the **Auditing Committee**, and the **Queen Committee**.

- A. Members of these committees shall be appointed by the President with approval by the Executive Committee.
- B. The President shall appoint such other committees as are needed with the approval of the Executive Committee.

Section 2: Program Committee

- A. The Program Chairman shall chair all meetings of the committee.
- B. This committee is responsible for all planning of the programs presented to the membership at each meeting and for all activities necessary to carry out this responsibility.
- C. The committee is responsible for prudently disbursing the budget for programs and for maintaining records and receipts of such disbursements.

Section 3: Nominating Committee

- A. The Vice President shall chair all meetings of this committee.
- B. The Vice President may appoint a body of three (3) members or more (in odd numbers).
- C. Shall report their nominations for offices of the Association at the fall meeting each year.
- D. Shall keep their meetings confidential.
- E. Shall nominate only those individuals who qualify under the provisions of these bylaws and who have agreed to serve the Association.

Section 4: Auditing Committee

- A. Shall be appointed by the President. May be a body of at least three (3) members, one (1) of the members being the incoming Treasurer.
- B. The outgoing Treasurer is not to be a member, but make himself available for questions by the committee.
- C. This committee is to audit the financial books of this Association for the previous year.

- D. Any discrepancies found in the audit are to be reported to the President after reasonable questioning of the Treasurer.
- E. The report of this committee is to be presented to the Executive Committee.

## **Article 8: Membership and Dues**

Section 1: Membership in this Association shall consist of those interested in, or engaged in beekeeping and paying dues as provided in these bylaws.

Section 2: The membership year shall be from January 1 through December 31<sup>st</sup>.

Section 3: Membership in the Association shall cease upon failure to pay dues ninety (90) days after December 31 of any calendar year or to conform with the bylaws of the Association.

Section 4: Membership allows an individual the privilege:

- A. To vote in any election and on any motion put forth at the meeting;
- B. Of recommending policy and amendment change;
- C. Of recommending Association activities;
- D. Of holding office;
- E. And of receiving the Association newsletter.

Section 5: Membership dues shall be in an amount to support the annual budget of this Association as determined by the Executive Committee.

Section 6: All dues are payable January 1<sup>st</sup> of each year.

## **Article 9: Awards**

The Executive Committee shall consider and select as agreeable a Missouri State Beekeepers Association member to receive the **Beekeeper of the Year Award**.

This award may be given to an individual with the following attributes:

- A. Do the most to promote the art of beekeeping
- B. Promote membership in the Association
- C. Promote the Association
- D. Publicize beekeeping and introduce the art of beekeeping to prospective future beekeepers
- E. Be an active member in good standing in the association
- F. Special awards may be given at the discretion of the Executive Committee.

