

# **LIBERTY COUNTY BEEKEEPERS**

## **Constitution and Bylaws**

Effective Date: June 4<sup>th</sup>, 2013

Meetings: 1<sup>st</sup> Tuesday of each month

Business meeting will start at 6:30 p.m. The monthly program will start promptly at 7:01 p.m.

### **Article 1 – Introduction**

- 1.1 The name of this organization shall be Liberty County Beekeepers (LCB.)
- 1.2 LCB is a member of the Texas Beekeepers Association.

### **Article 2 – Objective**

- 2.1 LCB is a not-for-profit organization dedicated to the advancement of all aspects of beekeeping. Established in the spirit of cooperation among members to extend opportunities in all phases of beekeeping and offer assistance as needed.
- 2.2 Mission Statement: “Sharing our passion for keeping honey bees with our local community through education and assistance. Liberty County Beekeepers is dedicated to the preservation and the art of beekeeping.”
- 2.3 Purpose and Structure: LCB is committed to learning, sharing, educating and networking with those interested in beekeeping. To meet this goal, the business of LCB will be primarily conducted by a Board of Directors. The Board of Directors will be representative of members who are interested in the business of LCB, and control shall remain with the membership.

### **Article 3 – Membership**

- 3.1 Membership shall be open to any person interested in beekeeping.
- 3.2 To be a member in good standing, an individual’s annual dues must be paid in full and cannot have had membership suspended or terminated or have such actions pending.
- 3.4 The Board of Directors may suspend a member for cause. The suspension must be upheld by a two-thirds vote that meets the quorum of the board members present at a board meeting.
- 3.5 Membership dues shall be \$20.00 for an individual or household. A household is those people living at the same address and may contain up to 3 adults and any children under 18 years old. Each membership is entitled to one (1) vote in any cause for each active adult member in the

household. New members joining after July 1<sup>st</sup> may pay half (1/2) the annual dues amount. New members joining after November 1<sup>st</sup> may elect to pay the full amount for the upcoming year. The membership year runs from January 1st through December 31st of any given year.

## **Article 4 – Officers and Board of Directors**

- 4.1 The officers shall be President, Vice-President, Secretary, and Treasurer.
- 4.2 The Board of Directors shall consist of the elected officers, previous LCB President and a minimum of six (6) other paid members. They shall meet at least four (4) times per year. Meetings will be scheduled by the President to fall between receiving the Treasurer's Quarterly Report and the next regular meeting. The Board of Directors shall be responsible for the administrative and business affairs of LCB. They shall have general charge of the funds and of the property of the club. They shall have the power to order the payment of all bills or claims against the club, to execute contracts, and to transact all usual business of LCB. All decisions made in the interest of LCB shall be by a minimum quorum. A minimum quorum shall consist of votes from at least three (3) officers and no less than four (4) other board members. A majority vote at any meeting of the Board of Directors shall be required to pass any act or measure; but should the Board of Directors fail to reach an agreement on any act or measure, it may be referred to the membership for final action. Issues arising in a tie vote automatically get published and go before the Membership for voting at the next regular monthly meeting. Any action taken by the Board of Directors may be rescinded by the Membership at any meeting by a two-thirds (2/3) vote of the active members present.
- 4.3 The Board of Directors shall meet in January to establish a budget for the year. The proposed budget is to be presented to the membership by publication in the monthly newsletter or agenda. The budget shall be voted upon at the next regular monthly meeting and becomes official with a majority vote. The Board of Directors shall review the budget and the Treasurer's Quarterly Report each quarter and amend, if needed, a new proposed budget for membership approval as set out above. No LCB funds may be dispersed that are not within the official budget. In the case of an emergency, funds not falling within the budget may be disbursed by direction of the Board of Directors with a seventy-five percent (75%) approval vote of the Board of Directors and as long as a quorum is reached.
- 4.4 The Board of Directors shall make the policies and procedures for LCB. Any changes to the Constitution and Bylaws must be ratified by a two-thirds (2/3) vote of the Board of Directors, published in the monthly newsletter or meeting agenda and approved by a majority vote of active members present at any regular meeting
- 4.5 Special meeting of the Board of Directors may be called by the President, or by four (4) of the Board Members.

- 4.6 Any officer absent from two (2) consecutive meetings of the Board of Directors without satisfactory excuse accepted by the Board of Directors, shall be considered to have resigned and the office shall be declared vacant. Any vacant office shall be filled as soon as possible by vote of the Board of Directors and approved at the next regular meeting
- 4.7 Board of Directors meeting time and place shall be announced to the membership. Board meetings are open to any LCB member. Liberty County Beekeepers is established to serve the desires of the membership, thus any member in good standing present at a board meeting may vote on any issue.
- 4.8 The only allowable “closed” meeting of the Board of Directors shall be by unanimous vote of the four (4) officers. Should a sensitive issue arise needing a “closed” meeting; that meeting shall conduct no other business than address the sensitive issue at hand.

## **Article 5 – Duties of Officers**

- 5.1 The President shall preside over all regular monthly meetings and meetings of the Board of Directors and shall supervise the affairs of the same. The President may supervise and define the manner in which all reports are made. In absence of the Treasurer, the President is authorized to sign checks and make financial transactions on behalf of the LCB as duties require.
- 5.2 The Vice-President shall perform the duties of the President in his/her absence and shall act in an advisory capacity at all times. In case of the death, resignation, or incapacity of the President, he/she shall become President for the unexpired term.
- 5.3 The Secretary shall record and maintain a complete and accurate record of the minutes of all meetings of the Board of Directors and of the Membership. He/she shall maintain a current membership list working with the Treasurer to keep proper records of paid and new members. He/she shall be responsible for all general correspondence concerning the club. He/she shall keep the attendance list of all meetings. Within the week before the next regular monthly meeting, the Secretary shall distribute via e-mail to all paid members a newsletter (preferably) or at least an agenda. This correspondence should include the next meeting’s program topic, agenda for the business meeting, any items to be voted upon, minutes from the previous monthly meeting, minutes from any Board of Directors meetings not previously published and Quarterly Treasurer’s Report when applicable.
- 5.4 The Treasurer shall have charge of all monies and shall report thereon at all regular meetings. He/she shall collect all dues from members and provide members with a receipt of payment. He/she shall pay all bills upon the authorization of the Board of Directors and the official budget. Checks or any other form of disbursement of funds will require a signature by the Treasurer and one other officer. He/she shall keep records in a permanent file of all receipts and expenditures. LCB fiscal year shall be the calendar year. Within fifteen (15) days after the end of each quarter, the Treasurer shall submit to the Secretary a Treasurer’s Quarterly Report. The details of the quarterly report shall include a tally by budget item (category) showing: budgeted amount,

amount spent that quarter, and amount spent year-to-date for that category. The Secretary shall forward the report to all board members within five (5) days and publish the report in the next newsletter or agenda. The Board of Directors will review the quarterly report to determine if an audit or budget revision is needed.

- 5.5 No person may hold more than one (1) office at a time without approval by three-fourths (3/4) of the Board of Directors. In the case of a vacancy in an office, other officers may fulfill the duties of the vacant office until the next board meeting.
- 5.6 Recall of Officers – An elected officer, for just cause, may be recalled in the following manner. A petition signed by 20% of the members in good standing shall be submitted to the Board of Directors, who shall call a special meeting within 30 days, including petitioners and petitioned, and review the circumstances pertaining thereto. If no solution is found, it shall be presented to the membership for a vote. To recall an elected officer shall require a two-thirds (2/3) majority vote of the active members in good standing.

## **Article 6 – Nominations and Elections**

- 6.1 Time of Election – The President, Vice President, Secretary, and Treasurer shall be nominated at the October meeting. Annual elections shall be held in November. There will not be a meeting in December. Elected officers will assume their duties in January.
- 6.2 Eligibility – Persons eligible for an elective office shall be an active member in good standing for a period of not less than one (1) year or the nomination is approved by the Board of Directors
- 6.3 Vacancies in office shall be filled by vote and appointment for the unexpired term by the Board of Directors

## **Article 7 – Dissolution of the Liberty County Beekeepers**

- 7.1 Upon the dissolution of the association, after paying or adequately providing for the debts and obligations, the remaining assets shall be distributed to the Texas Beekeepers Association, a non-profit association.