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**Brighton Bee Club
Bylaws**

as Amended and Adopted 11 November, 2020

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19 **Article 1 – Club Calendar:**

20 **Section A:** The Club’s Membership Year shall be from February 1 to
21 January 31 of the following year.

22

23 **Section B:** The Club’s Election Year shall be from the November meeting
24 date until the following November meeting date.

25

26 **Section C.** The Club’s Fiscal Year shall be from January 1 until
27 December 31.

28

29 **Article 2 – Membership:**

30 **Section A – Types:**

31 1) **Paid Member** is any individual who is interested in bee culture or any
32 phase of the beekeeping industry. They may become a Paid Member
33 by submitting the required membership application and dues, and
34 agree to be governed by the Constitution and Bylaws. Each Paid
35 membership shall have one (1) vote. The Secretary shall keep all
36 Paid Members on the membership rolls.

37 2) **Associate Member(s)** is any family member(s) who is interested in
38 bee culture or any phase of the beekeeping industry. They may
39 become an Associate Member by submitting the required application,
40 and agree to be governed by the Constitution and Bylaws. Each
41 Associate membership shall not have voting privileges. The Secretary
42 shall keep all Associate Members on the membership rolls.

43 3) **Honorary Member** is any person(s) having performed a worthy
44 service for the beekeeping industry, by his or her scientific, industrial or
45 administrative abilities will be eligible for honorary membership.
46 Honorary Member may be nominated by any Paid Member to the
47 BOD. Honorary membership shall be extended by a two-thirds (2/3rds)
48 vote of the BOD. Honorary Member(s) shall not have voting rights.
49 The Secretary shall keep all Honorary Members on the membership
50 rolls.

51

52 **Section B – Amount:** The amount of membership dues shall be 20\$, and
53 shall be set by the BOD and approved by two-thirds (2/3rds) vote of Paid
54 Members. The CSBA shall receive 7\$ of the dues, which will make our club a
55 chapter of the CSBA with all rights afforded.

56

57

58 **Article 3 – Officers:**

59 **Section A – Officers:**

60 The officers of the BBC shall consist of a President, Vice President,
61 Secretary, Treasurer, and a Sergeant-at-Arms.
62

63
64 **Section B – Duties:**

- 65 1) The duties of the President shall be to conduct meetings, direct
66 business of the organization, call special meetings when necessary
67 and any other duties as needed.
- 68 2) The duties of the Vice President shall be to assist the President in
69 his/her duties, and assume the duties of the President in his/her
70 absence.
- 71 3) The duties of the Secretary shall be:
- 72 a) To keep minutes, attendance records for all meetings.
 - 73 b) To maintain all corporate records for BBC.
 - 74 c) To keep a record of all membership and furnish current lists of
75 Paid Members, Associate Members, and Honorary Members upon
76 request.
 - 77 d) To distribute meeting minutes within seven (7) days of meeting
78 date.
 - 79 e) To submit an up to date Paid membership roster to the CSBA
80 Treasurer on or before April 1st of the current year.
 - 81 f) Shall coordinate their work in conjunction with the BBC Treasurer.
 - 82 g) To assist and provide all necessary club paperwork to the Audit
83 Committee* when requested. Refer to Article 5.A.1 – Audit
84 Committee
- 85 4) The duties of the Treasurer shall be:
- 86 a) To have charge of all funds of the organization.
 - 87 b) To conduct all banking business, and accredit all accounts of the
88 organization.
 - 89 c) To maintain complete records of the organization's finances.
 - 90 d) To provide the BOD with a current accounting of all funds received
91 and disbursed upon request.
 - 92 e) To provide written receipts for all cash received.
 - 93 f) To reconcile the organization's balance sheet with the monthly
94 bank statements.
 - 95 g) To submit to the BBC Secretary, the previous month's activity at
96 each monthly meeting for submission with the minutes.
 - 97 h) To obtain an up to date Paid membership roster from the BBC
98 Secretary. The Treasurer shall then determine the amount of dues
99 owed to the CSBA Treasurer, and shall remit that amount on or
100 before May 1st of the current year.
 - 101 j) Shall coordinate their work in conjunction with the BBC Secretary.

- 102 k) To assist and provide all necessary club financial paperwork to the
103 Audit Committee* when requested. Refer to Article 5.A.1 – Audit
104 Committee
105 5) The duties of the Sergeant of Arms shall be:
106 a) Maintain order at all meetings.
107 b) Assist with keeping to the meeting agenda.
108 c) Assist any officer(s) with his/her duties.
109

110 **Section C – Election:**

- 111 1) Prior to the election of officers for the ensuing year, a Nominating
112 Committee shall prepare a list of valid candidates.
113 2) The Election of Officers shall take place at the November meeting.
114 3) The officers shall be elected by a majority vote of Paid Members
115 present, either in-person or via teleconference.
116 4) Paid Members may also cast written ballots deemed valid if they are
117 received by the Secretary prior to the Election and include the Paid
118 Member’s valid signature. Electronic emails are considered a written
119 ballot.
120 5) The officers shall be elected for a two (2) year term in alternating
121 years. The Vice-President and the Secretary elected in the even years
122 and the President, Treasurer, and Sergeant-at-Arms elected in the odd
123 years.
124

125 **Section D – Removal:** Officer(s) may be removed from office by written
126 request of the majority of the Paid membership or by a two-thirds (2/3) vote
127 of the BOD. Replacement of officer(s) shall follow the Constitution, Article 5,
128 Section C – “Mid-Term Vacancy”.
129

130 **Article 4 – Board of Directors (BOD):**

131 **Section A – Duties:**

- 132 1) Conduct all meetings.
133 2) Represent BBC at any outside bee events.
134 3) Purchase necessary club supplies, as long as the annual accrued amount
135 is 1,000\$ or less. Any amount over 1,000\$ must be presented and
136 approved by the simple majority vote of Paid membership.
137

138 **Article 5 – Committees:**

139 **Section A – Standing:**

- 140 1) **Audit committee** shall be established by the President at the February
141 general meeting for the purpose of reviewing the club finances for the
142 previous year. The Audit Chair and committee shall prepare their audit
143 findings and present their Audit Report at the March general meeting.
144 The Audit committee shall be terminated after their report is completed
145 and approved.
146

- 147 2) **Nominating committee** shall be established by the President at the
148 September general meeting for the ensuing year. The Nominating Chair
149 and committee are responsible for securing nominations for a President
150 and a Secretary, or a Vice President, a Treasurer, and a Sergeant of
151 Arms. The nominees need to be a Paid Member. The nominees' names
152 shall be submitted by the Nominating Chair to the Secretary no later than
153 the October general meeting, so that the list may be published in the
154 October general meeting minutes, for elections at the November general
155 meeting. The Nominating committee shall be terminated after the
156 November general meeting.
- 157 3) **Club Event(s) committee** shall be established by the President at the
158 February general meeting for the current year. The Event Chair and
159 committee shall be responsible for determining which events the club
160 wants to participate in for the current year. This committee will be a
161 twelve (12) month commitment.

162
163 **Section B – Working.** Working committees shall be formed by the President
164 as needed. Membership is voluntary and not term limited.
165

166 **Article 6 – Contribution(s) and/or Donation(s):**

167 **Section A:** Any and all contribution(s) and/or donation(s) made to the BBC
168 shall belong to the BBC, and the disposition of its contents will be handled by
169 the BOD.
170

171 **Article 7 – Amendments:**

172 **Section A:** These Bylaws of the BBC may be altered or amended only at a
173 general meeting. Changes should be submitted to the Board of Directors on
174 or before the next BOD meeting, so they can be reviewed. A “Notice of
175 Proposed Bylaw Change(s)” shall be prepared and sent to all Paid members
176 by any effective means at least fourteen (14) days before said general
177 meeting. There must be a two-thirds (2/3^{rds}) vote of the total Paid
178 membership present, at said general meeting, to carry the change(s) to the
179 Bylaws.

180

181 **Addendum A – Meeting Agenda**

182 AGENDA FOR BBC BOD/GEN/SPECIAL MEETING (WHEN & WHERE)

183 1) Call to order

184 2) Guest Speaker (if present)

185 3) Approval of the last month's Secretary's minutes (BOD/Gen)

186 4) Approval of the last month's Treasurer's report (BOD/Gen)

187 5) 15 minutes floor time to membership (BOD)

188 6) Old Business (BOD/Gen)

189 7) New Business (BOD/Gen)

190 a) Other New Business (BOD/Gen)

191 8) Balance of meeting time will be for Networking (Gen)

192 9) Adjournment (BOD/Gen)