

# EASTERN MISSOURI BEEKEEPERS' ASSOCIATION BY-LAWS

*UPDATES ARE SHOWN IN ITALICS*

## ARTICLE ONE: MEMBERSHIP

1. Anyone interested in apiculture may become a member of the association by payment of the annual dues, or by waiver of such dues as provided in Article Eight.
2. All dues paying members shall have equal voting rights, with family privileges, but only one vote per membership.
3. The association may, by a majority vote of the members in good standing, elect Honorary members who may have the privilege of the floor but no vote.
4. Membership may be terminated by a 2/3 majority vote of all the members present in good standing of the association, after written notice to the member of such contemplated action and an opportunity for the member to present an oral or written statement of the Board of Directors and/or the membership.

## ARTICLE TWO: MEETINGS OF THE MEMBERS

1. *Regular meetings shall be held monthly at a time and place designated by the Board of Directors.*
2. *Electronic notification of the time and place of all meetings of the members shall be given to all the members in good standing.*
3. Ten members appearing at the meeting place at the time announced for convening of the meeting shall constitute a quorum for business, except for the election of officers and directors or for the amendment of these by-laws, when fifteen members shall constitute a quorum.

## ARTICLE THREE: BOARD OF DIRECTORS

1. The affairs of the association shall be managed by a nine-member Board of Directors, each member of which shall be a member in good standing of the association.
2. *The Board of Directors shall consist of the officers of the association which are the president, vice-president, secretary, treasurer, social media coordinator, program chairperson, communications coordinator, and two member advisors.*
3. The board of Directors shall be elected by a majority vote of the members in good standing present at the regular November meeting, after sending due notice of said election to all members.
4. The Board of Directors shall take office on January 1 of the following year.
5. *The term of office of all directors shall be two years, or until their successors are elected or appointed.*
6. A vacancy on the board of Directors shall be filled for the unexpired term by the Board.

7. (a) Continued failure or habitual negligence on the part of a director to act or respond to official duty on the Board of Directors or any other act or cause that is detrimental to the association and serves to defeat its purpose shall be cause for removal from office.(b) Removal from office of a director for cause shall be by a 2/3 vote of the Board of Directors, provided that the director shall have had written notice of the contemplated action and an opportunity to present an oral or written statement to the Board.
8. *The Board of Directors must approve any spending over \$300.00 by a 2/3 vote.*

#### ARTICLE FOUR: MEETINGS OF THE BOARD OF DIRECTORS

1. Regular meetings of the Board of Directors shall be held at a time and place to be determined by resolution of the Board.
2. After the time and place of the regular meetings have been determined, no notice of a regular meeting need be given. Reasonable notice shall be given to each director when there is a change in time or place of the regular meeting.
3. Special meetings of the Board of Directors may be called by any three directors upon giving reasonable notice of the time, place, and purpose of the proposed meeting to the other directors.
4. The president shall preside at all meetings.
5. Five directors shall constitute a quorum for the transaction business.
6. Any action which could be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the directors.

#### ARTICLE FIVE: OFFICERS AND ADVISORS

1. *The officers shall consist of the president, vice-president, secretary, treasurer, program chairperson, communications coordinator, and social media coordinator.*
2. *The officers and advisors shall be elected by the members in good standing at the November meeting of members and shall take office on January 1 of the following year for a term of two years.*
3. A vacancy in any office shall be filled for the unexpired term by the Board of Directors.
4. The president shall be the principal executive officer of the association. The president shall be responsible for:
  - A. Signing with the secretary of the association, any contracts or other instruments which the Board of Directors has authorized to be executed, except when such signing has been expressly delegated to another office by law or by the Board of Directors.
  - B. Calling the meetings to order.
  - C. Preserving decorum.
  - D. Calling for reports of officers or chairmen committees
  - E. Appointing such committees not otherwise provided for.

- F. Putting to vote all motions regularly seconded.
  - G. Deciding upon all questions of order according to the By-Laws and in accordance with Robert's Rules of Order, in circumstances not provided for by these By-Laws
  - H. Counting or have counted all votes in elections and to declare the results thereof.
  - I. Casting a vote on motions and in elections only when tie votes are recorded.
  - J. Appointing a committee each year, consisting of two members, to complete an audit by December 31, of all financial records.
  - K. Performing such other duties as may be prescribed by the Board of Directors.
5. In the absence of the president or in the event of the president's inability or refusal to act, the vice-president shall be responsible for:
- A. Performing the duties of the president.
  - B. Performing such other duties as may be prescribed by the president or the Board of Directors.
6. The secretary shall be responsible for:
- A. Being the custodian of association records other than the records kept by the Treasurer and Communications Coordinator.
  - B. Keeping the minutes of the meeting of the Board of Directors and of the regular monthly membership meetings.
  - C. Reporting the action of all the meetings to the membership and recording the same in the secretary's book after it has been read and approved.
  - D. Performing such other duties as may be prescribed by the president or the Board of Directors.
  - E. Sending miscellaneous correspondence such as memorials, thank yous, and certificates of appreciation.
7. The treasurer shall be responsible for:
- A. *Collecting local dues and state dues.*
  - B. Disbursing all funds approved by the board.
  - C. Keeping a record of all receipts and expenditures.
  - D. Submitting a monthly financial report, which will be printed in the monthly newsletter.
  - E. *Submitting a monthly financial report to the Board of Directors and available on the Club website for members upon request.*
  - F. *Collecting dues and forwarding the registration information to the secretary.*
  - G. Collecting state dues and forwarding to the state treasurer and keeping an updated record of paid state dues.
  - H. *Paying social media, website, communications, and advertising invoices.*
  - I. Filing a "nonprofit status form" with the state of Missouri each year.
  - J. Transferring all funds and all records of the association to his/her successor with a financial audit by December 31.

- K. Performing such other duties as may be prescribed by the president or the Board of Directors.
8. The program chairperson shall be responsible for:
- A. Arranging to have a program for monthly meetings in coordination with the Board of Directors.
  - B. Reserving meeting space for monthly meetings, picnics, and banquets.
  - C. Signing contracts for meeting space.
  - D. *Securing the necessary equipment for meetings, such as presentation equipment, AV equipment, etc.*
  - E. *Keeping a record of all receipts and expenditures and report them monthly to the treasurer and Board of Directors.*
  - F. *Soliciting advertising and donations for Club events such as picnic, workshops, and parties.*
9. The communications coordinator shall be responsible for:
- A. *Composing, posting, and emailing public meeting notices and announcements.*
  - B. *Work in conjunction with the social media coordinator for composing, posting, and emailing public meeting notices and announcements.*
  - C. *Keeping a record of all members with their email addresses and phone numbers.*
  - D. Keeping a record of all income, receipts and expenditures and reporting them monthly to the treasurer and Board of Directors.
  - E. *Keeping a record of all members with their post office addresses and phone numbers.*

**Add Items 10 and 11**

10. The social media coordinator shall be responsible for:
- A. *Maintaining and updating the website and Club social media platforms.*
  - B. *Staying current with social media to maintain the Club's digital presence.*
  - C. *Working in conjunction with the communications coordinator for composing, posting, and emailing public meeting notices and announcements.*
  - D. *Keeping records of all receipts and expenditures, and reporting them monthly to the treasurer and Board of Directors.*
11. Member Advisors shall be responsible for:
- A. *Attendance at Board meetings and participation in discussion of all Club activities.*
  - B. *Performing such duties as may be prescribed by the president or the Board of Directors.*
  - C. *As a member of the Board of Directors, each member advisor position has all the rights and obligations of a Board member.*

**ARTICLE SIX: ELECTIONS**

1. Officers and directors shall be elected at the regular membership meeting in November.
2. The president shall, prior to the November meeting, appoint a nominating committee composed of the vice-president and two members in good standing in the association who are not members of the Board of Directors. The nominating committee shall propose to the membership, prior to the election, names and candidates for the position to be filled, whose consent to serve shall have been obtained.
3. Elections for contested offices and contested positions on the Board of Directors shall be by written ballot of the members in good standing.

#### ARTICLE SEVEN: COMMITTEES

1. The Board of Directors may establish by resolution such committees as it deems advisable.
2. Committees shall have such powers as are delegated by the Board of Directors.

#### ARTICLE EIGHT: DUES

1. The fiscal year of this association shall begin on January 1 and end on December 31.
2. *Each member of the association shall be required to pay \$10.00 per year dues, or \$15.00 for family dues, payable on their annual renewal date each year, except in cases where payment has been waived by action of the Board of Directors.*
3. *Members who fail to pay their dues by their annual renewal date shall forfeit their membership and their names will be removed from the membership list until such membership has been renewed at a subsequent date, on which date the membership then begins.*
4. Annual dues are waived for members 80 years of age and over.

#### ARTICLE NINE: AMMENDMENTS

These By-Laws may be amended by a 2/3 vote of the members in good standing who are present and voting at any meeting of the association, provided that a written copy of the proposed amendment shall have been provided to each of the members at least seven days in advance of the meeting.