Constitution and By-Laws

West Virginia Eastern Panhandle Beekeepers Association

CONSTITUTION

Article I

Section 1. The name of the Association is the “West Virginia Eastern Panhandle Beekeepers Association”. It is incorporated in accordance with the laws of the State of West Virginia and shall function as a Non-Profit Organization in accordance with the laws of the State. The name may be reflected as “Doing Business as Eastern Panhandle Beekeepers Association”.

Section 2. The Association’s object shall be to promote the beekeeping and education of the public about the importance of honey bees and our mutual roles in ensuring their survival. This is accomplished through the shared experience of working together in the classroom, in the apiaries and more broadly in our community here in the Eastern Panhandle of West Virginia.

Article II

Section 1. The membership shall consist of beekeepers and others interested in beekeeping or allied activities who have paid either annual membership dues or elected to become Life Time Members by paying a one-time fee.

Section 2. Members in good standing will share equally in the activities of the Association and be entitled to one vote. Family membership is encouraged in which each member of the family will be expected to pay dues and independently enjoy the rights and privileges of membership.

Section 3. Any person may be elected to honorary membership by the approval of the Association. Nomination of such individuals may come from the general membership or from the Executive Board.

Article III

Section 1. The officers of the Association shall be the President, Vice-President, Secretary, Treasurer and Membership Chairman.

Section 2. The President shall have general supervision over the affairs of the Association. He/She shall preside at all meetings of the Association, appoint such standing committees as are specified in the By-Laws, and serve as an ex-officio member of all committees.

Section 3. The Vice-President, in the absence or disability of the President, shall perform the functions of the President.
Section 4. The Secretary shall attend and keep a full and accurate record of all meetings of the Association, conduct the correspondence of the Association under the direction of the President, give notice of all meetings, submit at meetings reports or minutes of activities of the Association.

Section 5. The Treasurer shall receive all moneys and deposit same to the credit of the Association in such depository as may be designated by the Association, pay bills when approved by the Executive Committee, and submit at the regular meetings reports of the financial status of the Association. The Treasurer will also retain cognizance of any equipment or other real property owned by the Association.

Section 6. The Membership Chairman shall maintain a current list of all members in good standing as well as their contact information and oversee efforts to encourage and maintain active membership in the Association.

Article IV.

Section 1. The President, Vice-President, Secretary, Treasurer and Membership Chairman shall be elected at the annual December meeting of the Association. The newly elected officers will serve a two-year term beginning January 1 of the year after elected. No member shall serve more than two consecutive terms in one office.

Section 2. A nominating committee to secure nominations for offices of the Association will be appointed in October of the election year to report at the November meeting. Additional nominations are allowed at any meeting prior to the election.

Section 3. When there is more than one candidate for an office, the President shall appoint three members to act as tellers to count the written ballots and announce the results. Absentee ballots for elections may be accepted by the secretary up to 15 days before the election.

Section 4. Vacancies shall be filled by appointment by the President, subject to approval of the Association.

Section 5. Transfer of the Association records, documents, and other Association items including the annual audit, and the treasurer's books will be made to all succeeding officers prior to the January meeting of the Association.

Section 6. It will not be required that the treasurer be bonded or held financially responsible beyond reasonable prudence and diligence in pursuit of his or her duties. Performance will be monitored through an annual audit to be performed in the first quarter of each year. The fiscal year shall correspond with the annual calendar.
Article V.

Section 1. The West Virginia Eastern Panhandle Beekeeper’s Association, as a Non-Profit 501-c (3) Organization incorporated within the laws of the State of West Virginia, will in general pursue and encourage successful beekeeping and related public information activities in compliance with policies and guidance provided by the State.

Section 2. Dues will be owed on or before January 1 of each calendar year. However, they may be made current at any time thereby establishing full membership for the remainder of the year. Dues will not be pro-rated or apportioned.

Article VI.

Section 1. A quorum for voting shall consist of ten per cent of the members of the Association in good standing. Each member of the Association who is in good standing (i.e. has paid up status regarding Association dues) shall be entitled to one vote.

Section 2. The Constitution and/or By-laws of the Association may be amended by announcing the proposed changes at one meeting with the vote on the change to occur at a subsequent meeting. A two thirds vote of those attending shall be required for any proposed changes.

Article VII.

Section 1. Use of the Association name, “West Virginia Eastern Panhandle Beekeeper’s Association or Eastern Panhandle Beekeeper’s Association shall not be used by any person or identity without express permission of the Executive Board or the membership of the Association.

Article VIII.

Section 1. Should it become necessary to dissolve the Association, it is essential as a 501-c (3) Non-Profit organization, that all material and financial assets be disposed of by the Executive Board in accordance with guidance set forth by the U.S. Department of the Treasury Internal Revenue Service.
BY-LAWS

Membership

Section 1. All members in good standing shall be accorded equal rights and privileges in the Association. Membership shall be composed of all annual members in good standing and lifetime members.

Section 2. Any application for membership in the Association, or existing membership of an individual may be rejected or revoked at the discretion of the Executive Board if said application or member has been deemed to be, or to have a conflict of interest or they are participants in actions deemed detrimental for the Association.

Dues

Section 3. Dues for the organization will be established by the Executive Board each year. The amount of dues for Life Time Membership shall be set at 10 times the rate for annual dues.

Meetings

Section 4. All meetings will be conducted in accordance with Robert's Rules of Order and the laws of the State of West Virginia.

Section 5. Regular meetings will be held on the second Thursday of each month at Hospice of the Panhandle in Martinsburg, W.V. unless changed by the membership and/or Executive Board to accommodate bee classes, or other special events such as the summer picnic or the Christmas Party.

Committees

Section 6. The membership and the Executive Board will determine the number and type of committees to be necessary for efficient operation of the Association. These will be appointed by the President who also will be an ex-officio member of all committees.

Section 7. The officers and chairpersons of Standing Committees will constitute the Executive Board of the Association. Chairpersons of special committees may be added to the board at its discretion. The Executive Board will meet as necessary to prepare an agenda and order the anticipated program for each membership meeting.
Duties of Officers

Section 8. The President shall have general supervision over the affairs of the Association, preside over all meetings of the Association and the Executive Board, appoint special and standing committee members, serve as an ex-officio member of all committees, prepare an agenda prior to each meeting, oversee preparation of a budget for each upcoming year, and serve as a secondary signer on club accounts.

Section 9. The Vice-President shall assume all the duties of the President in his or her absence or physical disability. In addition, He/She will serve as the Program Chairman and be responsible for the organization and conduct of the annual beekeeping training classes and other activities to further the purposes of the Association.

Section 10. The Secretary shall keep a full and accurate record of all meetings of the Association for presentation at all membership meetings, conduct correspondence of the Association, maintain appropriate files and archives of important documents, and assist the Membership Chairman.

Section 11. The Treasurer shall receive all monies and deposit them to the credit of the Association in place selected by the Executive Board, be responsible for paying all bills as approved by Executive Board, serve as the primary signer on all accounts, maintain a current record of the financial status of the Association and present a report to the membership at all regular business meetings of the Association. He/She shall assist the Membership Chairman in monitoring the status of members.

Section 12. Association funds shall be spent only with the permission of the Executive Board or by vote of the membership and all fund expenditures are to appear in the financial reports. The executive Board shall not approve the expenditure of more than $1,000 (One Thousand dollars) without a vote of approval by the membership. This shall not include funds collected by appropriate committees for specific purposes (outside of the Association accounts) in support of the members.

Section 13. The Membership Chairman will assist the Secretary and Treasurer in keeping a current list of members in good standing, and their contact information including phone numbers and email addresses. He/She will oversee programs to encourage growth and maintenance of membership and facilitating their continued identification and active interaction with the Association.

The foregoing Constitution and By-Laws were voted on and approved by the membership on

9 March 2017

Curt Shade
President, WVEMPBA