

# SOUTHEAST BEEKEEPING CLUB CONSTITUTION & BYLAWS

## ARTICLE I: NAME

**Section 1.1** The name of this organization shall be the Southeast Beekeeping Club (“SEBC”).

## ARTICLE II: PURPOSE AND MISSION

**Section 2.1** The SEBC shall be an affiliate of the Colorado State Beekeepers Association (CSBA). The objective of the SEBC is the promotion of honey bees and beekeeping in the southeast Denver metropolitan area, and the Colorado counties of Arapahoe, Douglas, Elbert, Lincoln, El Paso, and Adams as well as:

- coordinating activities, programs, and projects with the Colorado State Beekeepers Association;
- assisting in furthering the objectives and programs of the CSBA;
- educating school children, beekeepers, and the public about honey bees, the environment, and public policy affecting the honey bee and management of honey bee colonies;
- assisting beekeepers with apiary management and inspections;
- mentoring new beekeepers;
- training new and current beekeepers;
- networking among beekeepers,
- maintaining an equipment library for use by paid members at no charge, and
- maintaining a lending library of books and materials for use by paid members at no charge.

## ARTICLE III: MEMBERSHIP

**Section 3.1** Any person or business that is interested in the well-being of honey bees may join the Club by paying a membership fee in the amount determined by the Club for a one-year period due on the first January meeting of each year. A portion of each member’s dues may include an amount forwarded to the CSBA to provide members with membership in CSBA, if necessary.

**Section 3.2** Membership is on an annual basis, from January 1 through December 31.

**Section 3.3** Each membership fee will entitle that person or business to one vote.

**Section 3.4** No part of the net earnings of the SEBC shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons,

except that the club shall be authorized and empowered to pay reasonable compensation for services rendered.

**Section 3.5** Members who are in good standing, with a current paid membership, and no outstanding debts to the SEBC shall be allowed to borrow SEBC's books and equipment.

#### ARTICLE IV: BOARD OF DIRECTORS

**Section 4.1** The Board of Directors shall comprise the Officers of the Club. The Officers of the Club shall be a President, Vice President, Secretary, Treasurer and three (3) at-large board members. The Officers are elected by the members of the Club from the members of the Club at the Annual Meeting in October.

All officers are elected for one-year terms, which run from January 1 to December 31 of the calendar year. Should an officer or board member resign during their term of office, the board will request volunteers to fill the vacancy, and appoint from those volunteers a member in good standing to serve out the unexpired term.

In addition, the immediate past President shall be invited to serve as advisor for the Board of Directors.

**Section 4.2.** Officers and Directors shall serve no more than two consecutive terms in any single position on the Board. Officers and Directors may serve non-consecutive single terms in a position without limitation.

#### ARTICLE V: DUTIES OF DIRECTORS

**Section 5.1** The Board of Directors shall direct the business and affairs of the Club, make all rules and regulations governing these activities, and plan the programs for the year.

**Section 5.2** The Board of Directors shall meet at least four times a year, on dates and times to be set by the President.

**Section 5.3** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. Members of the Board of Directors may also vote on issues before the Board in writing, either by email, the U.S. Postal Service, or hand delivery.

**Section 5.4** No Director, Officer, or member of the Club shall receive any salary or compensation for services rendered to the Club, unless approved by vote of a quorum of the members of the Board at a regular Board meeting.

## ARTICLE VI: DUTIES OF OFFICERS

### **Section 6.1** The President shall:

- Preside over all meetings of the Club and of the Board of Directors.
- Call special meetings when required.
- Perform all acts and duties of an executive and presiding officer, including appointing committees.
- Appoint committees as needed to perform special functions (i.e., program, membership, budget, audit, nominating, or public relations committees), consisting of at least two members.

### **Section 6.2** The Vice President shall:

- Perform all the duties of the President when the President is absent or at the request of the President.
- Assist the Board in implementing programs.

### **Section 6.3** The Secretary shall:

- Keep a complete written record of all meetings of the Club and of the Board of Directors.
- In cooperation with the Treasurer, maintain a complete list of paid members, their names, addresses, phone numbers, and email addresses.
- Announce regular monthly meetings and special activities to the members by either email or the US Postal Service.
- Write letters as requested by the President or Board of Directors.
- Send all notices required by these Bylaws or requested by the President.
- In cooperation with the Treasurer, notify members of the dues payment date.

### **Section 6.4** The Treasurer shall:

- Keep full and accurate account of all the financial transactions of the Club in books belonging to the Club, and deliver such books to a successor Treasurer.
- Maintain savings and/or checking accounts in the name of the Club and receive and disburse funds in these accounts.
- Sign as Treasurer all checks and other financial transactions of the club.
- Pay all bills.
- Keep a record of all property and equipment owned by the Club.
- In cooperation with the Secretary, maintain a complete list of paid members, their names, addresses, phone numbers, and email addresses.
- In cooperation with the Secretary, notify members of the dues payment date.

### **Section 6.5** The Members-at-large shall:

- Represent the interests of the Club membership.
- Take direction from and make recommendations to board officers.
- Support the board by assisting in small tasks or organizing committees to complete specific tasks.

ARTICLE VII: AMENDMENTS

**Section 7.1** These Bylaws may be amended at any meeting of the Club, provided:

- The proposed Amendment is provided by email to all paid members and in writing to the paid members at the regularly scheduled meeting prior to the meeting at which the proposed Amendment will be voted on.
- Paid members receive ten days notice of the meeting at which the Amendment will be voted on, and that the proposed Amendment is included in the notice.
- The proposed Amendment will pass with “yes” votes from two thirds (2/3) of the paid members present.

ARTICLE VIII: CLUB TREASURY

SEBC funds shall be kept in a checking account. Disbursements of \$200 or more shall require the signatures of two (2) of the following: President, Vice President, Treasurer, and Secretary.

ARTICLE IX: DISSOLUTION

Upon the dissolution of the SEBC, the Board of Directors shall, after satisfying all outstanding liabilities, transfer its assets to the CSBA.

APPROVED BY A MAJORITY VOTE OF THE PAID MEMBERS OF THE SEBC AT A REGULAR GENERAL MEETING OF THE CLUB ON SEPTEMBER 4, 2019.

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PRESIDENT: \_\_\_\_\_

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SECRETARY: \_\_\_\_\_