

## **BYLAWS OF THE MID-COLUMBIA BEEKEEPERS ASSOCIATION**

### **ARTICLE I – NAME**

**Section 1.** The name of this organization shall be the Mid-Columbia Beekeepers Association, herein MCBA or Association.

**Section 2.** This is a trade association which is not-for-profit and will not be incorporated.

### **MISSION STATEMENT**

To promote effective honey beekeeping practices through education of members and the general public.

### **ARTICLE II – PURPOSE AND RULES OF ORDER**

**Section 1.** The purpose of the MCBA shall be to promote the art and science of beekeeping, primarily to backyard, hobbyist, and commercial beekeepers, and the general public.

**Section 2.** The MCBA shall conduct educational programs under the Washington State Beekeepers Association Master Beekeepers Educational program, and other generally accepted beekeeping organizations and online source.

**Section 3.** The MCBA shall be primarily for the enjoyment and educational goals of its members.

**Section 4.** The MCBA shall cooperate with the Washington State University Extension Service, other universities, the Washington State Department of Agriculture, and the Washington State Beekeepers Association, to disseminate the latest beekeeping information.

**Section 5.** Use of Roberts Rules to conduct meetings.

**Section 6.** A quorum for a Board of Directors meeting shall be by a majority of the board at a regularly scheduled meeting. A quorum for the general membership meeting or special meeting shall be majority of members present in good standing with a minimum of one member of the board of directors present at a regularly scheduled meeting.

### **ARTICLE III – MEMBERSHIP**

**Section 1.** Membership in MCBA may be open to all persons interested in bees and beekeeping, upon payment of annual dues. The dues shall be determined by the Board of Directors for the membership year stated in Section 5 of this article.

**Section 2.** Payment of dues is necessary for current membership and voting privileges.

**Section 3.** Membership shall terminate upon death, voluntary withdrawal, or nonpayment of dues, or as otherwise provided in the bylaws. The rights, title, and interest of a member shall cease upon termination of membership.

**Section 4.** Membership is not a requirement to attend general meetings, which are open to the public.

**Section 5.** The membership year shall be from March 1 through February 28/29.

### **ARTICLE IV – DUES**

**Section 1.** The dues shall be determined by the Board of Directors of the membership as stated in ARTICLE III.

**Section 2.** The annual dues shall be due and payable to the Treasurer on an annual basis. Dues not received by the Treasurer by the 20th day of March of the calendar year are considered delinquent and members may be dropped from the membership register and thereupon shall forfeit all rights and privileges of membership.

**Section 3.** Reinstatement of membership terminated for failure to pay dues is automatic upon receipt of dues. **Section 4.** The fiscal year is the calendar year will follow the membership year.

#### **ARTICLE V – CONDUCT OF BUSINESS**

**Section 1.** The business affairs of MCBA shall be conducted by the committee chairs and officers on a strictly volunteer position. Any remuneration will be direct proceeds to the club.

**Section 2.** The MCBA shall not loan money to any member, officer or committee chair for any purpose.

**Section 3.** An annual budget listing anticipated income and expenditures shall be prepared for each fiscal year and presented to the Board of Directors for approval by a majority of the members present at a regularly scheduled or special meeting. The approved budget then shall be submitted to the general membership for approval at the general membership meeting in April for the new fiscal year, as identified in Article IV, Section 4. Approval or amendment of the annual budget shall constitute general membership approval to spend monies and make payments identified in the annual budget.

**Section 4** The board of directors may conduct voting on individual motions by electronic means, providing the motion receives a second and is passed by a majority of the board.

#### **ARTICLE VI – OFFICERS**

**Section 1.** The elected officers of MCBA shall be a President, Vice President, three (3) Executive Vice Presidents, Records Secretary, Membership Secretary, and Treasurer upon a majority vote of the Association members. Any two positions may be combined with the exception of President, Vice President and Executive Vice President combinations. The following officers shall be elected in April of an even numbered year and shall be: President, Executive Vice Presidents 1 and 3 and the Membership Secretary. The following officers shall be elected in April of an odd numbered year: Vice President, Executive Vice President 2, Records Secretary and Treasurer. A slate of officer candidates for the next fiscal year shall be presented to the membership for approval by a majority vote of the members present at the regularly scheduled meeting in March. Voting for officers shall be at the April General Membership meeting. At the March meeting, any member in good standing may nominate him/herself or another member in good standing, with his/her permission, to be added to the slate of candidates. The elected slate of officers shall take office in the next fiscal year. All officers shall be active members of the club and shall attend as many club sponsored events as possible.

April Even Year Elections	April Odd Year Elections
President	Vice President
Executive Vice President 1	Executive Vice President 2
Executive Vice President 3	Records Secretary
Membership Secretary	Treasurer

**Section 2. President** – The President shall have general supervision of the affairs of MCBA. The main role of the President is to expedite the business of the association in every way compatible with its purpose and membership. The President shall preside at all meetings of MCBA. The President may appoint committees and shall be an ex-officio member of all committees. The President shall call special meetings of the Association and the Board of Directors. The president shall direct the preparation of a slate of officer candidates for the next fiscal year as identified in Article VI, Section 1. The President shall cause the preparation of an annual budget as identified in Article V, Section 3. If the President for any reason vacates or is removed from office or is for any reason absent, the Vice President will take on the duties of the appointment, or, in the case of resignation, three unexcused absences or death, the Vice President automatically shall perform the duties of the President for the duration of the term. The President shall respond promptly to all correspondence.

**Section 3. Vice President** – The Vice President, in the absence, disability or removal of the President, shall perform the functions of the office of President and such other duties as appointed by the President. The Vice President is responsible for keeping the property inventory. The Vice President shall respond promptly to all correspondence.

**Section 4. Executive Vice President** – The Executive Vice President(s), shall perform the functions as appointed by the President. The Executive Vice President(s) are responsible for creating and oversight of committees and assist the Vice President in the keeping of the property inventory.

**Section 5. Records Secretary** – The Records Secretary shall be responsible for keeping the records for the club, which include but are not limited to the minutes, apprentice certificates, membership information, and other club records as directed. This information should be kept in an orderly fashion accessible to those who may need it. This shall be the central place for the keeping of all the club's records. The Secretary shall respond promptly to all correspondence. The Secretary shall perform such other duties as appointed by the President.

**Section 6. Membership Secretary** – The Membership Secretary shall be responsible for keeping the membership forms up to date and updating the information given out to those in need of such information. This shall also include but not be limited to the making of name tags, receiving and recording membership dues, and compiling such information and providing it to the Records Secretary, and working with others to keep the membership information available to others, within the bounds of personal privacy. This position may be combined with the Records Secretary. The Membership Secretary shall perform other duties as appointed by the President.

**Section 7. Treasurer** – The Treasurer shall pay all bills in a timely manner, collect money from all club income: classes, membership, fair, etc., deposit all money to the current bank account in a timely manner, match statements to amounts coming and going, give a monthly treasure's report at the board of directors and general membership meetings, collect mail from the club post office box at least monthly, step in for either secretary if secretary is absent. The Treasurer of the Association is the officer entrusted with the custody of the MCBA funds and financial records. This information should be kept in an orderly fashion accessible to those who may need it. The Treasurer shall perform other duties as appointed by the President.

**Section 8.** The President, Vice President, or Treasurer shall pay all bills for MCBA, as approved by the membership through an approved or amended annual budget, and maintain accurate records of MCBA

finances. All payments not identified as part of the approved or amended annual budget are to be approved by the board of directors at the regularly scheduled board meeting. In case of extended absence or incapacity of the Treasurer, the President may appoint a member of the MCBA to act as temporary Treasurer with approval of the Board. All payments shall be by a check or electronic payment issued by the MCBA.

**Section 9.** Any officer may be removed from office by a vote of two-thirds of the members present. Vote shall occur at a special meeting called at least 30 days in advance. Notification shall be made to all Association members and must include a list of charges.

**Section 10.** Should any officer position, except for President and Vice President, become vacant before the term expires, the President may fill the unexpired term by the appointment of any MCBA member in good standing.

## **ARTICLE VII – BOARD OF DIRECTORS**

**Section 1.** There may be a Board of Directors consisting of the Officers, and two members of the general membership and appointed committee chairpersons.

**Section 2.** No Officer or member of the Board of Directors shall receive compensation, either directly or indirectly, for the conduct of the business of MCBA except for reasonable out-of-pocket expenses with approval of the Board.

## **ARTICLE VIII – FINANCES**

**Section 1.** No indebtedness shall be incurred by any Officer, committee member, or any other MCBA member on behalf of MCBA.

**Section 2.** All monies shall be used in accordance with the mission of the association and in accordance with the annual budget as provided for in Article V, Section 3.

**Section 3.** If the MCBA ceases to exist at some future time, funds and assets of record shall be disbursed to Washington State University, Pullman, Washington, Honey Bee Research Lab, with the objective and intent that these funds and assets be used for the benefit of the art and science of beekeeping.

**Section 4.** All payments shall be made by a check or electronic payment issued by the MCBA.

## **ARTICLE IX – MEETINGS**

**Section 1.** Meetings of the general membership will be held at a place and time to be established by the Board. It shall be the intent to hold general membership meetings monthly. The newsletter and other electronic means will be used to notify members of each upcoming meeting.

**Section 2.** Decisions made by the Board of Directors may be overridden by a simple majority vote of the members in good standing present and voting at a regular or special meeting.

**Section 3.** The business for regular membership meetings, unless changed by a majority vote of the members present and voting, will include the following subjects:

A. Call to order

B. Presentation of the minutes of the last general membership meeting, which may be emailed to members in advance of the meeting

C. Reports of Officers (including a financial report by the Treasurer)

D. Reports of Committees

E. Unfinished business

F. New Business (including election of Officers)

G. Resolutions

H. Announcements

I. Presentation of educational program

J. Adjournment

**Section 4.** Special meetings may be called by the President, the Board of Directors, or may be called upon request, in writing, by one-quarter of the membership or by a majority of the Board of Directors. Not less than ten (10) days written notice shall be given prior to any such special meeting.

#### **ARTICLE X – AMENDMENTS**

**Section 1.** Changes in these Bylaws may be made by a two-thirds majority of members present in person or virtually and voting at any membership meeting.

**Section 2.** Proposed amendments to these Bylaws shall be submitted in writing to the Board of Directors. Such amendments must pass the Executive Board by a two-thirds vote. Such amendments must be presented to the regular membership for ratification in accordance with Section 1 of this article.

#### **ARTICLE. ARTICLE XI – POLICIES AND PROCEDURES**

**Section 1.** The MCBA may enact any policies and procedures it deems necessary to carry out the mission of the association. Creation, deletion or amendment of policies and procedures shall be carried out in the same manner as changes to the bylaws as outlined in ARTICLE X, Section 1, except that passage only requires the majority of members in good standing present and voting at the meeting. The Policies and Procedures shall be maintained as an attachment to these bylaws.

#### **ATTACHMENTS**

ATTACHMENT 1: COMMITTEES AND/OR JOB DESCRIPTIONS:

##### **Education**

The Education chairperson/committee will promote, plan and present educational programs under the Washington State Beekeepers Association Master Beekeepers Education program, including but not limited to the yearly Apprentice Beekeepers Class. The chairperson may cooperate with the Washington State University Extension Service, other Universities, the Washington State Department of Agriculture, the Washington State Beekeepers Association, and apiculture-related organizations to disseminate the latest beekeeping information to the club.

### **Equipment Coordinator**

The duties of the Equipment Coordinator include keeping accountability of all equipment, including books and electronic media, ensuring it is clean and operable, repairing or notifying the club secretary that equipment needs repair or replacement. The Equipment Coordinator will also check equipment in and out to members. Coordinator will ensure equipment is clean and operable upon check out and also when it is returned.

### **Newsletter Editor**

The duties of the Newsletter Editor will include publishing an informative and interesting newsletter. The editor will ensure the newsletter is published before a certain date. Date is to be determined. Newsletter Editor will research articles to publish and visit the Northwest Beekeepers Association (WA, OR, & ID) for relevant information.

### **Outreach**

The Outreach chairperson/committee will seek ways to promote the art and science of beekeeping, to hobby beekeepers, and the general public. This can be accomplished through the use of demonstrations, displays, education, etc. in schools, clubs, fairs, and other public venues. They will also be responsible for notifying city, county, and private and private agencies annually that MCBA members are willing and able to remove swarms.

### **Public Relations**

The Public Relations chairperson/committee will receive all inquiries, questions, comments, etc., from the public concerning the MCBA, its purpose and scope, and will provide answers to those inquiries. If unable to answer, he will direct those inquiries to other appropriate members or individuals who may be able to provide the information requested. The chairperson will provide information about MCBA activities, education opportunities, information on bees and beekeeping, and promote the art and science of beekeeping, to hobby beekeepers, commercial beekeepers, and the general public through available public information outlets.

### **Alternative Beekeeping**

The Alternative Beekeeping Coordinator will promote, plan, and coordinate the presentation of alternative methods available to beekeepers that cannot or do not wish to use traditional Langstroth hives. The chairperson shall cooperate with the education coordinator, the Washington State University Extension Service, other universities, the Washington State Beekeepers Association, and apiculture-related groups to disseminate the latest alternative beekeeping information to the club and the public.

### **Bee Queen Coordinator**

The Bee Queen Coordinator/committee will arrange for the National Bee Queen or Princess to visit and to arrange and schedule those venues which the Queen or Princess can give their presentation. The coordinator also will arrange transportation and other necessities needed for the Queen/Princess visits.

### **Webmaster**

The Webmaster will be responsible for maintaining the MCBA webpage and other social media that the MCBA may decide is needed to fulfill its mission to disseminate information about the Association, as well as the latest beekeeping information and resources to its members and other interested beekeepers.