

CONSTITUTION OF THE KANSAS HONEY PRODUCERS ASSOCIATION

PREAMBLE

In order to better promote the use and marketing of honey, to promote better beekeeping practices within the State of Kansas, and to increase harmony and cooperation among the beekeepers of Kansas, we as members of the beekeeping and honey producing industry of the State of Kansas do hereby join together and establish this Constitution and Bylaws.

ARTICLE I—NAME

The name of this organization shall be the Kansas Honey Producers Association (KHPA).

ARTICLE II—PURPOSE

This organization shall be a not for profit entity designed to: advance and foster the interests of Kansas honey producers by promoting honey and other bee-related products, secure beneficial legislation, develop a spirit of mutual encouragement and cooperation, increase knowledge of bees and beekeeping practices, invite into membership all beekeepers residing within or managing bees within the State of Kansas, and foster the promotion and protection of all pollinators.

ARTICLE III—MEMBERSHIP

Section 1: Any person interested in apiculture and who is in agreement with the purpose of this association may apply for membership.

Section 2: The membership dues of The Kansas Honey Producers Association may be set at any regular meeting and shall take effect the following January 1st. Membership dues are payable by January-31st each year and are considered delinquent after that date.

Section 3: Provisions may be made for Life Membership to be granted. Guidelines for Life Membership may be set or revised at any regularly called meeting of the Association.

Section 4: Provisions may be made for Youth or other types of memberships as deemed necessary by approval by membership at any regular meeting.

ARTICLE IV—OFFICERS

Section 1: The officers of the Kansas Honey Producers Association shall be the President, three (3) Vice-Presidents, Secretary, Treasurer and six (6) Regional Directors (see part 3 of bylaws). All shall be legal residents of the State of Kansas and at least 18 years of age at the time of election. In addition, Regional Directors shall reside in the area that they represent. The Elected officers and the Regional Directors shall make up the Executive Committee (13 members).

Section 2: The term of each officer shall be two years or until a successor is qualified. Terms shall expire at alternate years to provide continuity of leadership. Regional Directors may be elected by their regional members for a maximum three (3) consecutive two-year terms (6 years total). Regional Directors may be re-elected to their designated area after a hiatus of at least two (2) years.

- a. Odd years: elections for President, 2nd VP, Treasurer, Northeast, North Central, and Northwest Regional Directors.
- b. Even years: elections for 1st VP, 3rd VP, Secretary, Southeast, South Central, and Southwest Regional Directors.

Section 3: Duties of the Officers

PRESIDENT:

- In charge of all organization business
- Ex Officio Member of all committees
- Oversee the general work of the organization

FIRST VICE-PRESIDENT:

- Program Chairperson
- Work closely with the President and other officers
- Substitute for the President as required
- Report to the Executive Committee and the general membership

SECOND VICE-PRESIDENT:

- Oversee or be liaison person for the Kansas State Fair Booth
- Honey Show Coordinator (Kansas State Fair)
- Oversee, render assistance to, and be liaison to State Apiary operations
- Report to the Executive Committee and the general membership

THIRD VICE-PRESIDENT:

- Direct promotions of the organization
- Oversee or be liaison person for fund raising for the association
- Submit articles or notices to national and local beekeeping publications and local media to help promote the organization
- Oversee or be liaison person for other booths, presentations, or exhibits supported by the Association. (This could include a honey queen or ambassador.)
- Oversee or be liaison person for youth and/or other scholarship or educational grant programs funded by the Kansas Honey Producers
- Report to the Executive Committee and the general membership

SECRETARY:

- Keep minutes of all meetings of the Executive Committee meetings and the general meetings
- Handle assigned correspondence
- Assist with registration at the meetings
- Report to the Executive Committee and the general membership

TREASURER:

- Receive and keep an accurate record of all monies for the association
- Assist the Executive Committee with the development and approval of the annual budget (spring meeting)
 - a) Budgeted items will include expenses related to the Kansas State Fair, Programs, Promotions, Scholarships and Grants, and special activities
 - b) No officer or program chairperson may extend their budget by more than 10% without the express permission of the Executive Committee (a special meeting may be called if the need arises)
- Pay bills approved by the Executive Committee
- Complete any and all financial statements required by the Internal Revenue Service or other governing agency
- Work closely with the Secretary and Editor of the association newsletter (The Cappings) to maintain and provide accurate membership information

- Assist the secretary during registration at meetings to receive registration fees
- Report to the Executive Committee and the general membership

REGIONAL DIRECTORS

- Represent the needs of their respective areas to the Executive Committee during committee meetings
- At the discretion of the President, a nominating committee will be selected from the Regional Directors to fill officer vacancies
- At the discretion of the President, 2 or 3 regional directors will conduct an annual audit of the treasurer's records

ARTICLE V – EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the regularly elected officers of the Association and the Regional Directors.

Section 2: The Executive Committee shall have power to transact any and all business between meetings of the Kansas Honey Producers Association. The Executive Committee may adopt, direct, and make such policies as are deemed necessary during such periods. Business may be conducted in person or through electronic communication (e.g. email or teleconference or other technologic means).

- The President shall be the officer to call any such special meetings to order
- If an Executive Committee Member feels it worthy to call such a meeting, the member shall make that request of the President and he will notify all Executive Committee members
- A quorum of Executive members will be required to vote on any items of business needing action during the special meeting. (A quorum will be a minimum of 7 of the Executive Committee members voting affirmative for the presented motion to pass.)

Section 3: The Executive Committee shall meet prior to the general meeting or meetings of the Association in order to establish the Agenda for the business meeting and to facilitate transactions during the business meeting. The President is at liberty to invite other persons of interest to the executive committee, including but not limited to the newsletter editor, web master, State Yard Coordinator, past presidents and/or other established committee members. KHPA members may request an audience with the Executive Committee by contacting the President prior to the Executive Committee meeting in order to discuss concerns or issues related to the management of the association.

Section 4: The Executive Committee shall produce a budget for the organization each year during the spring Executive Committee meeting and present it to the membership during the general business meeting.

Section 5: Attendance—missing two or more consecutive Executive Committee meetings may be considered grounds for removal from office.

ARTICLE VI—FISCAL YEAR

The fiscal year of the Kansas Honey Producers Association shall coincide with the calendar year.

ARTICLE VII—GOVERNMENT

Section 1: The Kansas Honey Producers Association shall be governed by rules and regulations established by a majority of members present and voting at a regularly or specially called meeting.

Section 2: Robert's Rules of Order, Newly Revised, shall serve as a guide for the business meeting, voting, and discussion.

ARTICLE VIII—MEETINGS

Section 1: There shall be at least one regularly called meeting of the Kansas Honey Producers Association each year. Under normal circumstances, two regular meetings shall be held each year; one meeting in the spring and one in the fall of the year.

Section 2: The regular meeting shall be held at a time and place to be designated by the Executive Committee. The time and place of said meeting shall be published not less than thirty days before the meeting date in the official publication of the organization or in a special edition notification (hard copy or electronic publication).

Section 3: The Executive Committee shall have power to call special meetings when deemed necessary. Notice of such meetings may be given in the official publication of the organization provided that it is published and mailed or sent electronically not less than ten days before the date of the special meeting. Otherwise, the Executive Committee shall notify the membership of the special meeting by sending written notice by mail or electronically to the members not less than ten days before the special meeting.

Section 4: Fifteen (15) members in good standing shall constitute a quorum at a regular general business meeting.

Section 5: General business meetings shall follow the Agenda given in Part II of the attached Bylaws of the Association.

Section 6: All matters to be submitted to the regular meeting shall be previously submitted to the Executive Committee for preliminary deliberation. The President shall have the privilege of ruling out-of-order any such matters brought before the meeting contrary to this provision.

Section 7: Except as otherwise provided in the Constitution and Bylaws, all matters shall be decided by majority vote of those present and voting.

Section 8: In the case of a Special Meeting, only those matters for which the meeting was called may be discussed and acted upon.

Section 9: Only members in good standing (whose Membership Dues are paid for the current year) shall be allowed the privilege of voice and/or vote at the meeting.

ARTICLE IX—ELECTIONS

Section 1: At the meeting previous to the General Meeting in which Election of Officers is held (normally the Election of Officers occurs at the Fall Meeting), a Nominating Committee of not less than three nor more than five persons shall be appointed by the President to secure a slate of candidates for the election.

Section 2: Only those members in good standing shall be permitted to vote.

Section 3: Candidates for any office in the Association must have been a member in good standing for at least one year prior to the election.

Section 4: Any candidate shall be at least 18 years of age at the time of the vote and be a current resident of Kansas.

Section 5: Election of Officers shall be by secret ballot. To be elected to office, the candidate must receive a majority of the votes cast in the election.

Section 6: Nominations for the various offices may be made from the floor of the regular business meeting. Those placing a name in nomination shall have determined that the proposed candidate is a member in good standing and is qualified and willing to serve if elected before placing the name into nomination.

Section 7: In the event that an officer cannot complete his/her elected term due to resignation, long-term illness, incapacitation, or death, the following steps may be taken:

- For President, the first Vice President will serve in the Presidential capacity until the next general membership meeting where a successor may be nominated and elected.
- For all other offices, the President will choose another executive committee member to complete the duties of the absent officer. A permanent replacement may be nominated and elected at the next general membership meeting.
- Regional Directors will not be replaced until the next general meeting, allowing the members of the affected region the opportunity to select new representation nomination for the Executive Committee.

ARTICLE X—PROMOTIONAL ACTIVITIES

Section 1: The Kansas Honey Producers Association may carry on such promotions of honey, other beekeeping products and practices, and information on pollination practices as may be deemed advisable and may work with other agricultural commodity producer groups and with the Kansas State Board of Agriculture on mutually beneficial projects.

Section 2: The Kansas Honey Producers Association may establish and maintain a Honey Ambassador or Scholarship Grant Program(s) for the purposes of education and honey promotion.

Section 3: The Kansas Honey Producers Association may work with national organizations on mutually beneficial projects. A member of the Kansas Honey Producers Association may be designated to attend one or more of the national meetings and bring back a report of decisions, recommendations, and actions taken to the KHPA.

ARTICLE XI—LEGISLATIVE MATTERS

Section 1: The Kansas Honey Producers Association may encourage such legislation as may be beneficial to beekeeping, honey sales, and honey quality. The KHPA shall work with government agencies at various levels to secure beneficial rulings and practices for the honey-producing industry.

Section 2: The Kansas Honey Producers Association may work with the Kansas State Board of Agriculture and its divisions and with other producer groups representing agricultural commodities in Kansas to secure beneficial legislation.

ARTICLE XII—ASSOCIATION APIARY

The Kansas Honey Producers Association may establish a Kansas Honey Producers Association Apiary for the purposes of teaching beekeeping practices, the production of honey used in promotional booth(s), and for providing income for the various activities of the Association. The Second Vice-President, working in conjunction with the decisions made by the Executive Committee, shall govern the Kansas Honey Producers Association Apiary.

ARTICLE XIII—AMENDMENTS

Section 1: This Constitution may be amended by a two-thirds vote of the members present and voting at any regular meeting, provided that the proposed amendment was published at least thirty (30) days prior to the meeting in the official publication of the Association (regular edition or special edition) and/or published hard copy, electronically, and/or posted for access to all members.

Section 2: This Constitution and accompanying Bylaws shall be in effect from the date of adoption at the regular meeting of the organization. All other previous constitutions are repealed.

KANSAS HONEY PRODUCERS ASSOCIATION BYLAWS

PART 1. OFFICIAL REPRESENTATIVE

The Kansas Honey Producers Association shall designate one person as representative for the purpose of receiving legal correspondence. This delegated responsibility will generally fall to the President but another Executive Committee Member may accept responsibility for correspondence.

PART II. ORDER OF BUSINESS

The order of business at the regular general business meeting shall consist of:

- a. Call to Order by the President
- b. Introduction of visitors
- c. Approval of minutes of the previous meeting
- d. Treasurer's report
- e. Officer's reports
- f. Reports of standing committees and Regional Directors
- g. Unfinished business
- h. New business
- i. Election and/or installation of officers (as needed)
- j. Adjournment

PART III. REGIONAL DIRECTORS

Section 1: For the purpose of electing regional directors to the Association Executive Committee, the state shall be divided into six (6) regions of similar climate and needs. The regions shall be:

Northwest: North of Kansas Highway 96, West of US Highway 183

Southwest: South of State Highway 96, West of US Highway 183

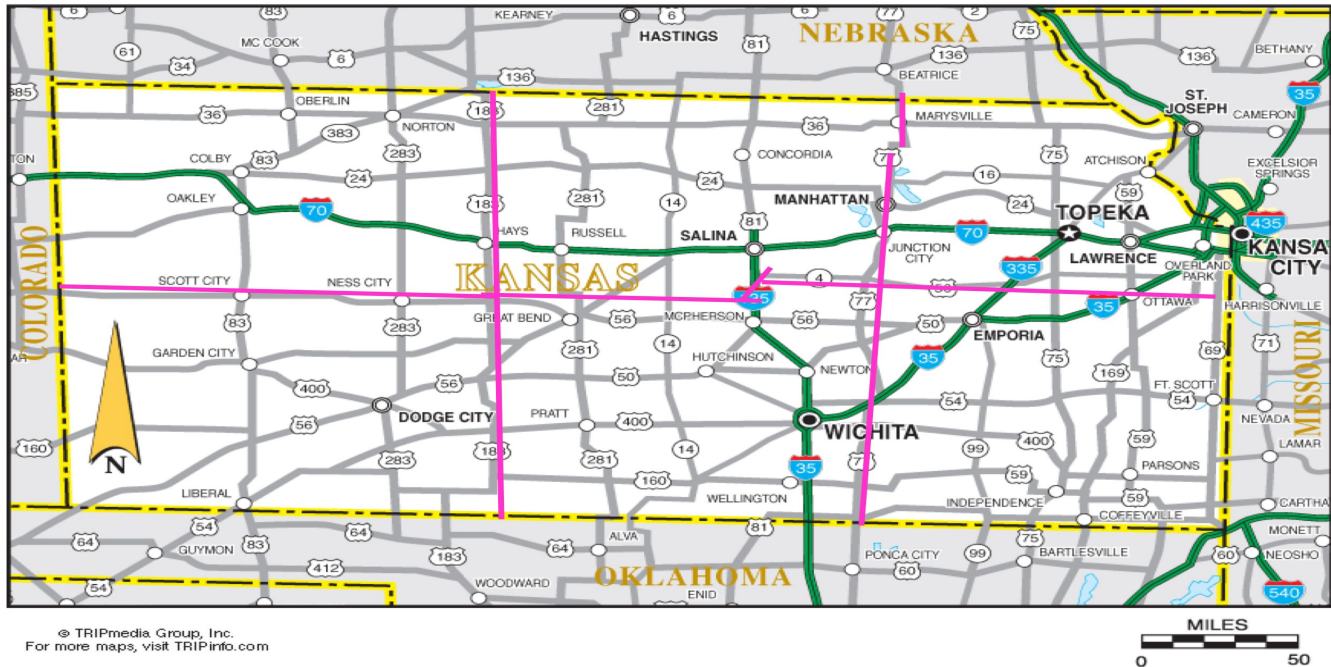
North Central: North of Kansas Highway 4, East of US Highway 183, West of US Highway 77

South Central: South of Kansas Highway 4, East of US Highway 183, West of US Highway 56/77

Northeast: North of Kansas Highway 68 to Osage City and north of US 56, East of US Highway 77

Southeast: South of Kansas Highway 68 to Osage City and south of US 56, East of US Highway 56/77

Beekeepers residing on a line or in a split county may choose which regional meetings they wish to attend.



Section 2: Each Regional Director shall be nominated by the members of that region who are in attendance at the regular meeting of the Kansas honey Producers Association. The election of the Regional Director shall take place following the Election of Officers during the general Business Meeting. All members in good standing shall vote upon each nominated Regional Director.

Section 3: The Regional Director shall be aware of the honey promotion needs and beekeeping needs in that region and shall make such reports to the general membership and at executive committee meetings.

Section 4: The Regional Director shall promote KHPA meetings and educational activities throughout his/her region.

Section 5: The terms of the six Regional Directors shall be staggered so that three Regional Directors are elected each year. The Secretary of the Kansas Honey Producers Association shall make known which Regional Directors' terms are expiring that year. Elections for representatives for the Northeast, North Central, and Northwest Regions shall be held in odd numbered years; representatives for the Southeast, South Central and Southwest Regions shall be held in even numbered years.

PART IV—PROMOTION OF KANSAS HONEY AND BEEKEEPING

Section 1: The Kansas Honey Producers Association may make use of various opportunities at flower and garden shows, trade shows, and other occasions for promotion of honey and beekeeping products as may be deemed advisable. Consent and funding shall be obtained by vote of the Executive Committee at a regularly held meeting or through a special meeting called by the President (special meeting circumstances apply and the meeting may be held with information passed and votes taken electronically).

Section 2: The Kansas Honey Producers Association may establish and maintain a Kansas Honey Queen Program or Honey Ambassador to promote honey at various activities and occasions. The Kansas Honey Queen/Ambassador Program shall be established by vote of the Executive Committee at a regularly held meeting and shall be under the direction of the Third Vice President of the Association. The Third Vice President may solicit assistance in selection and management of candidates. A budget will be established with the Executive Committee and the Treasurer to manage expenses.

Section 3: The Kansas Honey Producers Association may conduct classes in general or specific areas of beekeeping or colony management either alone or with the assistance of one or more local/regional beekeeping organizations. Permission to establish and fund classes shall be obtained from the Executive Committee at a regular or specially held meeting or through electronic communication. Any program using the name of the Kansas Honey Producers Association or the Name of any of the Regional Areas (ex. Northeastern Area Kansas Honey Producers) shall have permission of the Executive Committee and shall have the program approved by the Executive Committee.

Section 4: The Kansas Honey Producers Association may designate one or more persons to serve as a legislative committee for the purpose of securing beneficial legislation. The duties of the Legislative Committee shall be established and reviewed periodically by the Executive Committee. Reports shall be made to the members at the regular meeting of the Association and other appropriate opportunities. Funding and general directions shall be obtained through the Executive Committee members.

PART V—COMMUNICATIONS

Section 1: The official publication of the Kansas Honey Producers Shall be “The Cappings.”

Section 2: The newsletter editor duties shall include:

- The newsletter will be published quarterly.
- The newsletter will carry information regarding upcoming meetings
- The Editor will secure accurate membership information from the association treasurer.
- The Editor will provide a copy of “The Cappings” to each member in good standing either through U.S. Mail or electronic means.

Section 3: KHPA Web page and Webmaster requirements:

- www.kansashoneyproducers.org will be the official web listing for the association web site
- The Webmaster will update the website with current officer contact information, meeting dates, and information beneficial to the general membership
- The Webmaster will secure passwords with two (2) other Executive Committee members to prevent access to the website being lost through accident or mishap.

PART VI—BEEKEEPER OF THE YEAR

The “Beekeeper of the Year” may be selected annually by a committee appointed by the President of the Association. This selection is the sole function of this committee and is not included in the description of any elected officer.

PART VII—BEE YARD OPERATION GUIDELINES AND LIFE MEMBERSHIP

Section 1: The Kansas Honey Producers Association (KHPA) will own and maintain beehives located at various managed bee yards. A **State Bee Yard Coordinator** shall be appointed by the KHPA Executive Committee to assist the 2nd Vice President in overseeing and coordinating those State Bee Yards. Reports from the bee yard managers shall be submitted to the State Bee Yard Coordinator for final summary and submission to the 2nd Vice President. The 2nd Vice President shall then submit a summarized report to the Fall KHPA Executive Committee for review.

Section 2: The goal of the state managed yards is to produce honey or other hive products to be sold at the Kansas State Fair. Any surplus honey may be sold at the discretion of the 2nd Vice President.

Section 3: Hives may be donated to a state yard to apply for individual **life membership**. (See criteria for life membership donations below.) All hives donated by individuals in exchange for life membership in the association will remain the sole property of the KHPA.

Section 4: The 2nd Vice President will transfer funds from the State Fair Budget to the General Fund Budget equal to the annual dues for each life member.

Section 5: Additional hives may be added to the state operated bee yards as deemed necessary by the 2nd Vice President and/or State Bee Yard Coordinator with the approval of the KHPA Executive Committee (vote). Funds for additional hives may come from the State Fair Budget.

Section 6: Repairs, replacement of bees, new queens or other maintenance expenses should be discussed with the 2nd Vice President and/or State Bee Yard Coordinator prior to undertaking. These expenses shall be funded through the KHPA State Fair Account. Anticipated repairs should be included in the annual bee yard report.

Section 7: All equipment shall meet requirements as specified in the KHPA Life Membership Criteria document.

Section 8: Any liability insurance for association-owned hives will be covered through the blanket policy maintained by the KHPA organization.

Section 9: The State Yard operators will serve on a voluntary basis, as approved by the Executive Committee of the KHPA. Operators shall be current members in good standing of KHPA. Each yard operator’s contract will be reviewed, yard records audited, and contracts reassigned yearly for the following production year.

Section 10: The State Yard operators report should include: inventory of number of hives in production, any empty equipment, quality and condition of hives and wood ware, and quantity of honey provided to the association for sale at the state fair. This report should be submitted as a brief written statement for permanent record. This report shall be submitted to the State Yard Coordinator at least one week prior to the KHPA Fall Meeting to be summarized and presented to the KHPA

Executive Committee.

Section 11: Compensation to the yard manager for the work provided to maintain the bee yard and produce honey will include:

- Fifty-fifty division of all honey products produced by KHPA hives
- All beeswax cappings and surplus bees beyond those needed to keep association equipment filled and in production.

Section 12: Management practices shall be consistent with known “best practice” models, at the wisdom and discretion of the yard operator. Contracts may be withdrawn and bees collected if inappropriate management is evident. If the yard manager is unable to fulfill his/her contract, he/she shall notify the State Bee Yard Coordinator and all hives will be collected and redistributed to other KHPA yard locations until a new yard can be established.

Section 13: Packaging and/or bottling of produced honey will be handled with direction of the 2nd Vice President.

Kansas Honey Producers Association State Bee Yard Operation Guidelines and Contract

_____ (name) agrees to manage _____ (number) colonies for the purpose of honey production for the Kansas Honey Producers Association for the _____ (year) honey season. Hives are located:

(Approximate location/address/GPS coordinates of hives/driving directions/landowner contact info.).

He/ She agrees to manage hives using best practice models to keep the hives healthy and as productive as possible. Production from managed hives will be divided as described above. He/She shall permit an inspection of KHPA hives/yard by the 2nd Vice President, State Yard Coordinator or other appointed officer as deemed necessary.

_____ (signature) _____ (date)
State Yard Operator

_____ (signature) _____ (date)
2nd Vice President

_____ (signature) _____ (date)
State Bee Yard Coordinator

Bee Yard Report for _____ (year).

- Number of hives in production _____
- Pounds of honey produced _____
- Pounds of honey provided for State Fair or association/KHPA use _____
- Comb or other hive products produced _____
- Empty equipment (list): _____

Estimated needs for next season (wood ware, foundation, bees, queens):

Other hive products donated to KHPA (wax, pollen, additional honey):

KHPA LIFE MEMBERSHIP CRITERIA

KHPA annual members may become lifetime members by donating a complete bee hive to the association for use in the state bee yards as described below. The honey produced in the KHPA managed bee yards is sold at the Kansas State Fair. Money generated through honey sales is paid to the general fund to compensate for the life members' annual dues.

Applying members shall provide the following equipment:

- 2 deep brood supers (9 5/8")
- 3 medium supers (6 5/8")
- New frames and foundation (10 for each super) to fill required supers. State Bee Yard Coordinator will instruct member on the type and kind preferred
- Hive bottom board
- Telescoping cover
- Inner cover
- Minimum of 3 pounds of live bees including queen

All woodenware must be commercially manufactured and be in NEW, UNUSED, CONDITION. Exterior surfaces must be latex primed and painted white or a light color. The State Yard Coordinator must approve alternative exterior finish.

The bees, including queens, will be purchased by the State Bee Yard Coordinator for the KHPA managed bee yards. The State Bee Yard Coordinator will contact the member with the cost of the bees and any delivery charges or arrangements. The donor member shall promptly pay KHPA for the bee purchase to complete the life membership requirements.

Delivery of hive to one of the state bee yards will be the responsibility of the donor at the direction of the State Yard Coordinator.

Life membership shall begin January 1 of the following year, once all requirements have been satisfactorily fulfilled.

PART VI—ADDENDUM

All matters not covered by the Constitution and Bylaws shall be covered by resolutions recorded in the minutes of regular or special meetings of the Kansas Honey Producers Association.