

## PREAMBLE

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 beekeepers, we, as members of the beekeeping and honey producing industry in the State of Kansas, do hereby join together and establish this Constitution and Bylaws. KHPA is committed to an atmosphere free of harassment or discrimination because of gender expression, race, religion, ancestry, physical disability or political affiliation.

## 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
- Promote and protect all pollinators.

## ARTICLE III-MEMBERSHIP

Sec. 1- Any person interested in apiculture and who agrees with the purpose of this association may apply for membership.

Sec. 2- The membership dues of the KHPA may be set at any regular meeting and shall take effect the following January 1<sup>st</sup>. Membership dues are payable by January 31<sup>st</sup> of each year and are considered delinquent after that date.

Sec 2a - Memberships may be obtained as either an Individual or as a Family Membership. Individual Membership is for one person. More than one person per household may obtain an individual Membership. Each

person in the household must obtain an Individual Membership to have the privileges of voice and vote on KHPA matters and the possibility of being considered for any elected positions.

Sec. 2b - Family Membership is one membership for all persons living in a household. All persons in the household with a Family Membership have a voice at all KHPA meetings, but there is one vote per Family Membership and each Family Membership shall be counted as one person for purposes of quorum and majority votes.

Section 3- Provision 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.

Sec. 4 - Provision may be made for Youth, Complimentary, or other types of special memberships as deemed necessary by approval of membership at any regular meeting. These are non-voting memberships.

#### ARTICLE IV-OFFICERS

Sec. 1 - The officers of the KHPA shall be:

President

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

3<sup>rd</sup> Vice President

Secretary

Treasurer

Five Regional Directors:

Western

North Central

South Central

Northeast

Southeast

*The Cappings* Editor. The editor of *The Cappings* will be appointed annually by the President and shall be a voting member of the Executive Board.

The immediate Past President shall be a voting member of the Executive Board.

All shall be legal residents of the State of Kansas and at least 18 years of age at the time of election. Regional Directors shall reside in the area they represent. The Elected Officers, Regional Directors and *The Cappings*

Approved 3.5.22

Editor and immediate Past President shall make up the 13-member Executive Committee.

Sec.2 - The term of each officer shall be two years or until a successor is duly elected and installed. Terms shall expire on alternating years to provide continuity of leadership. Regional Directors may be nominated by their respective regions and elected by the general membership. Regional Directors will serve for a maximum of three (3) consecutive two-year terms for a total of six years. Regional directors may be re-elected to their designated area after a hiatus of at least two years.

Sec. 2a- Elections shall take place at the Fall KHPA meeting.

Odd years:

- President
- 2<sup>nd</sup> Vice President
- Treasurer
- Northeast Regional Director
- North Central Regional Director
- Western Regional Director

Even Years:

- 1<sup>st</sup> Vice President
- 3<sup>rd</sup> Vice President
- Secretary
- Southeast Regional Director
- South Central Regional Director
- Southwest Regional Director

Sec. 3 - Officer Duties

President:

- Preside at the Bi-Annual KHPA meetings
- Preside over KHPA Executive Committee meetings
- Call special meetings as needed
- In charge of all organization business
- Serves as Ex Officio Member of all committees
- Oversees the general work of the organization

First Vice President:

- Program Chairperson
- Works closely with the President and other officers
- To become president in the event of death, removal from office or resignation of the president.
- To act as president in case of absence or physical disability of the president.
- Report to the Executive Committee and general membership.
- Develop an operating budget for the office of First Vice President

Second Vice-President

- Provide oversight during the Kansas State Fair of the KHPA Honey Booth
- Coordinate the annual Honey Show at the Kansas State Fair
- Provide oversight, guidance and serve as liaison for the state apiary operations.
- Report to the Executive Committee and general membership.
- Develop an operating budget for the office of Second Vice President

Third Vice President:

- Coordinate and direct any KHPA promotional activities
- Oversee KHPA fundraising activities
- Submit articles or notices to national or local beekeeping publications and media for the promotion of the KHPA
- Oversee or be liaison person for booths, presentations, or exhibits supported by the KHPA. (This could include a honey queen or ambassador)
- Oversee and serve as liaison for the youth/or other scholarship or educational grant programs funded by the KHPA.
- Report to the Executive Committee and general membership
- Develop an operating budget for the office of Third Vice President

Secretary:

- To keep a written record of the proceedings of all meetings of the KHPA
- Record the results of all votes.
- Handle assigned correspondence
- Assist with registration at meetings.
- Report to the Executive Committee and general membership

Treasurer:

- To receive and keep an accurate record of all monies for the association
- To pay all bills allowed by the KHPA or by the Executive Committee in accordance with the approval from the president.
- Assist the Executive Committee with the development and approval of the annual budget presented at the spring meeting
- Budgeted items will include expenses related to the Kansas State Fair, programs, promotions, scholarships, grants and special activities.
- No officer or program may extend their budget by more than 10% without the express permission of 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 KHPA official newsletter, *The Cappings*.
- Maintain and provide accurate membership information.
- Assist the secretary during registration at meetings and receive registration fees.
- Report to the Executive Committee and 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, two or three Regional Directors will conduct an annual audit of the Treasurer's records.
- Report to the Executive Committee
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*The Cappings* editor:

- Published quarterly newsletter
- Provide information regarding upcoming meetings.
- Post announcements to the KHPA website
- Secure accurate membership information from KHPA treasurer
- The editor will provide a copy of *The Cappings* to each member in good standing either through US mail or electronic means
- Report to the executive committee.

## ARTICLE V- EXECUTIVE COMMITTEE

Sec. 1 - The Executive Committee shall consist of the elected officers of the KHPA, the editor of *The Cappings* as an Ex Officio voting member, and the immediate Past President as a voting member.

Sec. 2 – Seven (7) members of the Executive Committee shall constitute a quorum.

Sec. 3 – The Executive Committee shall have the power to transact all business between meetings of the KHPA. The Executive Committee may adopt, direct, or make such policies that are deemed necessary during such periods. Business meetings may be conducted in person, electronically, or virtually so long as all members participating in such meetings can communicate with one another at the time of such meeting. Participation in such a meeting constitutes presence in person at such meeting. Approval of said meeting may be accomplished via electronic communication.

Sec. 3a - The President shall be the only officer to call special meetings. Only the business specified in the call shall be transacted.

Sec. 3b - If a member of the Executive Committee feels it worthy to call such a meeting, that member shall make that request of the President. The President will notify all members of the Executive Committee.

Sec. 3c – A quorum of the Executive Committee will be required to vote on any items of business needing action during the special meeting.

Sec. 4- The Executive Committee shall meet prior to the general Bi-Annual meeting of the KHPA to establish the general business meeting agenda and to facilitate transactions during the business meetings.

Sec. 4a – A member of the KHPA may ask to have an item of business added to the Executive Committee’s agenda prior to the Executive Committee’s meeting held prior to the general meeting.

Sec. 4b- The President is at liberty to invite other persons of interest to the Executive Committee. That included but is not limited to; webmaster, State Yard Coordinator, past presidents, and other established committee members.

Sec. 4c- KHPA members may request an audience with the Executive Committee by contacting the President prior to the executive Committee meeting to discuss concerns or issues related to the management of the association

Sec. 5- The Executive Committee shall prepare for presentation the proposed budget for the KHPA during the general business meeting.

Sec. 6 – Any member of the Executive Committee missing two or more consecutive meetings shall be considered for grounds for removal from office.

#### ARTICLE VI – FISCAL YEAR

The fiscal year of the KHPA shall coincide with the calendar year.

#### ARTICLE VII – GOVERNMENT

Sec. 1 – The KHPA shall be governed by rules and regulations established by a majority of members present and voting at a regular or specially called meeting.

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

#### ARTICLE VIII – MEETINGS

Sec. 1 – There shall be at least one regularly called meeting of the KHPA each year. Under normal circumstances, two regular meetings shall be held each calendar year: one in the spring, and one in the fall.

Sec. 2 – The regular meeting shall be held at a time and place designed by the Executive Committee. The time and place of said meeting shall be published in print or digitally not less than 30 days before the meeting date in the official KHPA's publication or as a special edition notification.

Sec. 3 – The Executive Committee shall have the power to call special meetings when deemed necessary. The membership shall receive notification of a special meeting 10 days prior to the meeting through the official KHPA publication and posted on the KHPA website.

Sec. 4 – Ten (10) members in good standing shall constitute a quorum at a regular business meeting.

Sec. 5 – The general business meeting shall follow the agenda provided in the Bylaws, Article III.

Sec. 6 – All matters to be submitted to the regular meeting shall be submitted in advance to the Executive Committee for consideration. The President shall have the privilege to ruling out-of-order any matters brought before the meeting contrary to this provision.

Sec. 7 - Except otherwise provided in the Constitution and Bylaws, all matters shall be decided by majority of those present and entitled to vote.

Sec. 8 – In the case of a special meeting, only those matters for which the meeting was called may be discussed and acted upon.

Sec. 9 – Only members in good standing, that is having paid their dues for the current year, shall be allowed the privilege of voice and or voting at the meetings.

## ARTICLE IX – ELECTION

Sec. 1- At the meeting of the Executive Board held prior to the general meeting, the president shall appoint a nominating committee of not less than three (3) Regional Directors to secure a slate of officers.

Sec. 2 – Only those members in good standing shall be permitted to vote.

Sec. 3 – Candidates for any office of the KHPA must be a member in good standing for at least one year prior to the election.

Sec. 4 – A candidate must be at least 18 years of age and a current resident of Kansas at the time of voting.

Sec. 5 – Election of officers shall be in sequence of officers and by written ballot or voice vote. If there is but one nominee for an office presented by the Nominating Committee, and no further nominations from the floor by general consent, the written ballot may be dispensed and a voice vote for the slate of officers may be taken. Any voice votes not resulting in a clear winner may be determined by written ballot. If there is more than one nominee for an office, a separate ballot for such office shall be taken. To be elected to office, a candidate must receive a majority of votes casted in the election.

Sec. 6 – At the time of election, opportunity shall be given for nominations from the floor for each office. Consent of all nominees must be obtained. The nominees must be in good standing and have been a member of the KHPA for at least one year.

Sec. 7 – Time of Election. Elections shall take place in accordance with Bylaws, Article III-Order of Business.

Sec. 8 – In the event that an officer cannot complete his/her elected term due to resignation, long-term illness, removal, incapacitation, or death:

- 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 until

- the next general membership meeting where a successor may be nominated and elected.
- Regional Directors will not be replaced until the next general meeting, allowing the members of the affected region the opportunity to nominate a candidate for their Regional Director.

## ARTICLE X – PROMOTIONAL ACTIVITIES

Sec. 1- The KHPA 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 with the Kansas State Committee of Agriculture on mutually beneficial projects

Sec. 2 – The KHPA may establish and maintain a Honey Ambassador or Scholarship Grant Program(s) for the purpose of education and honey production.

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

## ARTICLE XI – LEGISLATIVE MATTERS

Sec. 1- The KHPA may encourage such legislation as it may be beneficial to beekeeping, honey sales, and honey quality. The KHPA shall work with government agencies at various levels to secure beneficial ruling and practices for honey production.

Sec. 2 – The KHPA may work with the Kansas State Committee of Agriculture and its division and with other producer groups representing agricultural commodities in Kansas to secure beneficial legislation.

## ARTICLE XII- ASSOCIATION APIARY

Sec. 1- The KHPA may establish designated apiaries for the purpose 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 KHPA Apiary.

## ARTICLE XIII- AMENDMENTS

Sec. 1- This Constitution may be amended by a two-thirds vote of the members present and voting at any regular meeting. Proposed changes to the Constitution must be published not less than 30 days before the meeting date in the official KHPA's publication, website or as a special edition notification.

Sec. 2 – This Constitution and accompanying Bylaws shall be in effect immediately upon the adoption at the regular meeting of the KHPA. All previous constitutions are repealed.

### EDITORIAL RESOLUTION

The executive Board is authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the KHPA.