

# Northeastern Kansas Beekeepers Association Constitution

Revised: Dec. 21, 1957 - May 1960 - May 5, 1963 –

May 2, 1971 - May 7, 1978

Dec. 15, 1974 - Oct. 31, 1975 - Oct. 3, 1993, Feb. 5, 1996, Nov. 2, 2003,

November \_\_\_\_ 2018

Ratified: May 4, 1958 - May 5, 1963 - May 2, 1971 - May 7, 1972 -

Jan 5, 1975 - Nov. 2, 1975 - Nov. 7, 1993, Nov. 6, 1994, Nov. \_\_\_\_ 2018

## ARTICLE 1

This organization shall be called "The Northeastern Kansas Beekeepers Association," a not-for-profit corporation under K.S.A. 1972 Supp. 67-7510, State of KS, United States of America

## ARTICLE 2

### THE PURPOSE AND OBJECT OF THIS ASSOCIATION:

- (a) Promote best practice, current, scientific, university-based research techniques, consistent with beekeeping in the Midwest. The association shall provide programs to educate regarding methods of disease and pest control, detection, and treatment.
  - 1. The association shall promote beekeeping knowledge through direct instruction, individual mentorships (or scholarships), and outreach programs.
  - 2. The association shall educate on the value of pollination services.
- (b) Promote legislation for the preservation of good beekeeping practices, assist in the development of urban agriculture laws, and act as a resource for positive resolution of bee management issues (i.e. nuisance swarms).
- (c) Pledge to maintain honey purity standards and integrity of honey quality in the marketplace.
- (d) Promote pollinators and the health benefits of honey and value added products from the hive.
- (e) Encourage the planting and maintenance of healthy pollinator forage.

### **ARTICLE 3**

#### **MEMBERSHIP**

Membership is open to all who are beekeepers and those who are interested in the advancement of apiculture and pollinators.

(a) The fiscal year of this association shall be the calendar year. The membership year shall coincide with the fiscal year.

(b) The annual association dues for an individual shall be determined by the Executive Board and shall include a subscription to the monthly newsletter of this association. Dues are due and collected at the start of each fiscal year.

(1) Newsletters and all association communication may be delivered to members via U.S. mail or through electronic means (e.g. electronic mail or other technologic means) at the preference of the member.

(c) Additional family members joining the association shall be assessed dues as determined by the Executive Board if the family member wishes to participate in association business and secure voting rights.

(d) Youth memberships, for those 18 years of age and under shall be one-half price of the regular dues.

(e) All duly paid members shall have full rights in the association.

### **ARTICLE 4**

#### **HONORARY MEMBERSHIPS**

Persons of distinguished merit in bee culture such as a State Entomologist, Apiculture Educators, County Extension Agents or others deemed appropriate by the Executive Board shall be granted an honorary membership. Honorary memberships shall be granted by the Executive Board. Any board member may nominate a person for honorary membership. Any recipient of youth scholarship or military/veteran apprenticeship shall receive honorary membership for the term of their instruction. Honorary members shall be awarded the same rights as regular membership.

### **ARTICLE 5**

#### **Officers**

The officers of this organization shall consist of: (Duties of each officer are included in the association bylaws.)

- a) President
- b) 1<sup>st</sup> Vice President
- c) 2<sup>nd</sup> Vice President
- d) 3rd Vice-President
- e) Secretary
- f) Treasurer
- g) Youth Scholarship Chair
- h) Military/Veteran Liaison
- i) Editor
- j) Special Event Coordinator Position 1
- k) Special Event Coordinator Position 2
- l) Webmaster/Social Media

### **Article 6 Executive Board**

The Executive Board shall hold planning meetings a minimum two (2) times each year. Executive meetings may be called by either the President or Secretary of the organization. The Executive Board shall have authority to transact any and all business on behalf of the Northeastern Kansas Beekeepers Association. Business may be conducted in person (scheduled semi-annual meetings) or through separately called meetings with face-to-face or electronic communication (e.g. electronic mail, teleconferencing or other technologic means). A simple majority of the Executive Board Members present shall determine the vote on matters presented either in regular or specially called Executive meetings, whether held face-to-face or electronically.

- (a) The Executive Board shall include current office holders and all former officers as long as they retain active member status. All Executive Board members shall have voting rights on issues requiring action by the board.
- (b) The Executive Board Members shall be notified of all meetings, whether special or regular, by US mail, newsletter, or approved electronic communication.
  - 1. The President has the right to call for all Special Executive Board meetings.
  - 2. If an Executive Board member feels that a meeting is needed, he/she can make a request to the President and the President shall notify all Executive Board members if the meeting is deemed necessary by the President.
  - 3. Voting during Special Executive Board meetings shall follow the same

- rules as regular board meetings. (Robert's Rules of Order)
- (c) Annual duties of the Executive Board include: establishment of the annual budget, selection of an Audit Committee (at least one person) to review the treasurer's report, and authorization of expenditures for the year's events. The President may call for an audit of the reports of any officer at any time throughout the fiscal year. The books of the association treasurer must always be subject to inspection of association board, which at stated intervals, examines the books and makes statements.

## **Article 7**

### **Elections and General Business**

- (a) All officers of this organization shall be elected.
- (b) All officers shall be elected for a term of two (2) years. Each officer may be elected for no more than two (2) consecutive terms in the same office (4 years maximum).
- (c) The exception to this rule shall be the association treasurer. He/she may be re-elected for additional terms until such time as he/she resigns, is voted out of office through annual elections, or removed for cause.
- (d) Elections shall be held at the annual business meeting of the association in November of each year. Prior to the election, the President shall appoint a nominating committee which shall consist of four (4) Board members and members from the general membership. The duties of the Nominating Committee shall include: contact officers who are finishing their current term to determine if they are willing to be nominated for re-election. The nominating committee shall seek other candidates for the office.
- (e) A slate of officers to be elected and nominees for each office shall be posted in the association's newsletter. Nominations shall also be accepted from the floor.
- (f) Newly elected officers shall take their seats January 1 of the following year.
- (g) Annual business meetings shall include brief reports from each officer to the general membership as well as an opportunity for membership input to the governing board.
- (h) Any changes to the constitution shall be considered and voted upon during the annual business meeting. All proposed changes to the constitution must be published in the newsletter thirty (30) days prior to the business meeting. Constitutional changes may also be posted electronically on the association's web page.
- (i) The government of the organization shall abide by parliamentary procedure as detailed in Robert's Rules of Order. At any point, the Executive Board

may elect to revoke a member's membership for behavior that is aggressive, inappropriate, or too offensive for a public forum. Any form of a bullying behavior or harassment shall be grounds for revoking an individual's membership.

- (j) Matters up for vote during a business meeting will be determined by a majority vote of those voting members in attendance.
- (k) Voting may be conducted by secret ballot, raised hands, or voice vote at the discretion of the President.

## **ARTICLE 8**

### **Presidential Appointments**

The President shall have the privilege of selection either by appointment or by nomination, individuals to serve in any other capacity not so named above and which is deemed of value to the organization in its activities. Such selection shall run until the following election of officers or until dismissed by the President.

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## **THE NORTHEASTERN KANSAS BEEKEEPERS ASSOCIATION** **BYLAWS 2018**

### **SECTION 1--Meetings**

This association shall meet monthly at a place and time established by the Executive Board and the Program Chair each year. The procedure for Executive Board meetings and general meetings of the NEKBA shall be governed by Robert's Rules of Order.

### **SECTION 2—DUES**

Dues of the Northeastern Kansas Beekeepers Association shall be set by the Executive Board each year. The dues are payable to the association treasurer and may also be paid through electronic fund transfer. Current dues are \$15 per year. Additional family members wishing to secure voting rights may pay an additional \$1 for that privilege. Youth members (18 and under) wishing to purchase a membership will be assessed one-half the current dues rate (\$7.50). Those wishing to join the association after June 1 of the given year will have their dues prorated.

### **SECTION 3**

It shall be the duty of the **President** to preside at all meetings of this association and of the Executive Board and perform such other duties as may devolve upon him. In the absence or inability of the President, the 1<sup>st</sup> Vice-President may perform the duties of said office. Likewise, this duty shall be performed by other Vice-Presidents (2nd -3rd) in their order as their superiors may be absent. An Ex-President may officiate in the absence of the President and Vice-Presidents.

#### **SECTION 4**

The **First Vice-President—Program Chair** shall, in his/her duties as Program Chair, arrange monthly meeting programs, discussing options and preferences with the Executive Board. He/she shall secure meeting locations for the year to coincide with meeting dates and arrange payments for programs through the treasurer. He/she shall notify the Editor of each month's program no later than 15 days prior to that month's meeting.

#### **SECTION 5**

The **Second Vice-President** shall serve as the association **librarian** and shall be responsible for, the accounting and the care of, those publications owned by the association, and shall recommend to the Executive Board the need for new publications.

#### **SECTION 6**

The **Third Vice-President** shall advise the association on current nectar bearing **plants**, the availability of such plants, trees and seeds, and encourage the planting of nectar bearing plants. He/she shall also help members with concerns regarding pollination services and the value of pollination.

#### **SECTION 7**

The **Secretary** shall keep a full record of the proceedings of this Association, and have full care of papers and association correspondence. At the expiration of his/her term, he/she shall turn over to their successor all records and secretarial materials. The secretary shall also be responsible for keeping attendance logs of each meeting.

#### **SECTION 8**

The **Treasurer** shall receive all monies and pay all bills that have been budgeted and approved by the Executive Board and keep receipts and records thereof. At the expiration of his/her term he/she shall turn over to his successor all books, accounts and monies remaining in his/her hand or possession. He/she should present an annual budget, reports on events' finances, and work with assigned

auditors. All passwords and information related to electronic banking access shall be secured with at least two (2) other board members. At least one additional board member shall be registered with the bank of choice and maintain the ability to sign checks and financial documents.

### **SECTION 9**

The **Youth Scholarship Chair** shall coordinate the selection of youths applying for the annual scholarship opportunity. He/she shall coordinate with the board to determine the number of scholarships to be offered. He/she shall arrange the purchase of beekeeping supplies and package bees to be provided to each recipient. The Youth Scholarship Chair shall also secure an approved mentor for each youth scholar from the Executive Board approved list. At the end of the year, the Youth Scholarship Chair shall arrange with the Program Chair to have each youth present a brief summary of his/her experience.

### **SECTION 10**

The **Military/Veteran Apprenticeship Liaison** shall coordinate apprenticeship opportunities for active military or military veterans seeking to learn the art and science of beekeeping. Working with the Executive board, the number of apprenticeships shall be determined through the available budget. He/she shall coordinate the procurement of equipment, bees, and approved mentors for each apprentice. It is preferred that this position be filled by someone who is either active duty military or veteran.

### **SECTION 11**

The **Editor** shall serve as the public information officer of the association, shall publish such monthly information necessary to the meeting locations and programs of the association, and inform the membership as to the operation and function of the association. The Editor may solicit articles from other members. The Editor is responsible for publishing the newsletter in a timely manner and will make every effort to insure that the newsletter is received by the membership one week prior to the monthly meeting. Newsletters may be published and distributed through electronic means (electronic mail), posted on web sites and/or social media, and sent via U.S mail.

The official publication: "The Bee Buzzer"

### **SECTION 12**

Working closely with the current Program Chair, the **Special Events Coordinator**

Position 1 shall lead the planning of the **New Beekeeper Class**. He/she shall establish a committee for the planning, organization, and running of the new beekeeper class. The chair shall lead a committee of at least 4-6 members consisting of Executive Board members, previous New Beekeeper Class planners, and NEKBA members at large. The New Beekeepers Class chair shall maintain a notebook of planning steps to pass along to the next year's chair. If the NEKBA board chooses not to hold the New Beekeeper Class in a given year, the Special Events Coordinator may be asked to coordinate other activities for the benefit of the association.

### **SECTION 13**

Working closely with the current Program Chair, the Special Events Coordinator Position 2 shall lead the Funday committee. He/she shall establish a committee for planning, organization and running of the event known as the NEKBA Funday (single-day workshop). The Chair shall lead the committee of at least 6-8 members consisting of Executive Board members, previous planners of the Funday, and NEKBA members at large. The Funday Chair shall maintain a notebook of planning steps to pass along to the next year's chair. If the NEKBA board chooses not to hold the Funday workshop in a given year, the Special Events Coordinator may be asked to coordinate other activities for the benefit of the association.

### **SECTION 14**

**Webmaster and Social Media Chair's** duties shall include maintaining and updating the Association's website and any social media accounts (i.e. Facebook or Twitter), updating the web site with a calendar of events, program information, electronic payment options, and links to other appropriate sites. Webmaster shall post on-line a current edition of the Constitution and By-Laws. This position shall not be elected by the membership at large, but by the Executive Board because of the special skills required. Webmaster/Social Media Chair, may be held in conjunction with other officer positions. This person is invited to all board meetings but shall not have voting rights because he/she was not elected by the membership. Duties for Webmaster and Social Media may be shared between more than one person. Any passwords required for access to accounts shall be given to the current President and Secretary to minimize the chance of loss. NEKBA currently maintains a Facebook page requiring membership authorization to grant participants the ability to post. NEKBA also maintains a web page including online payment options. The Webmaster must work closely with the Treasurer to maintain the integrity of that site. The Social Media Chair shall monitor and edit all electronic postings to insure appropriate content.



The NEKBA official website is: [www.nekba.org](http://www.nekba.org)

The Facebook page is: <https://www.facebook.com/groups/Nekba>

## **SECTION 15**

**Educational Support:** The NEKBA shall budget money each year for the support of members selling honey, educating the public, or receiving education regarding honey bees, pollination, other pollinators, nectar producing forage, the value of honey and/or value added products of the hive. Selling/education opportunities may include fairs, conferences, workshops, and advanced classes in apiculture. Applications shall be made to the board to request use of budgeted funds. All those selling/educating under the NEKBA banner shall be able to utilize the NEKBA liability insurance during their event.