

# LAKE COUNTY BEEKEEPERS ASSOCIATION, INC

## BYLAWS

Approved by Membership October 6, 2011  
Revised and approved by Membership May 3, 2017

### Article I – Name

This organization shall be known as the Lake County Beekeepers Association, Inc., hereafter referred to as LCBA. Its principal place of business shall be Lake County, Illinois.

### Article II - Purpose and Function

Section 1. The purpose and function of the LCBA shall be to promote interest in honeybees and beekeeping by encouraging good beekeeping in Lake County Illinois and the utilization of honeybees for pollination of agricultural crops. This purpose will be accomplished through the dissemination of information and education about bees and beekeeping. The LCBA is a not for profit, non-partisan, non-sectarian organization. Any profits gained shall be used exclusively for educational purposes regarding bees and beekeeping in Lake County, Illinois.

#### Section 2. Goals

- a. To engage in educational and helpful activities focused on beekeeping and related activities as a common foundation.
- b. To learn more about honeybees, bee evolution, and beekeeping techniques.
- c. To promote the practice and enjoyment of beekeeping.
- d. To educate others about honeybees and beekeeping.

### Article III – Membership

Section 1. Any person interested in apiculture may become a member of the Lake County Beekeepers Association upon the payment of dues to the LCBA Treasurer.

Section 2. LCBA shall be an affiliate club of the Illinois State Beekeepers Association (ISBA) and dues collected so as to include membership in the ISBA unless such dues have already paid directly or through membership in another ISBA affiliate club. Membership in the ISBA is subject to its Charter and Bylaws.

#### Section 3. Association Membership

- a. Membership shall run from January 1 to December 31, each year.
- b. Membership dues are payable on January 1; if unpaid by April 1, the membership shall be terminated.
- c. Membership termination does not absolve a former member from any indebtedness to the Association.
- d. Membership may be reinstated by payment of dues and all indebtedness.
- e. Interested non-beekeepers may join the Association by payment of the regular annual dues.

### Article IV – Officers and Directors

- a. All elected Officers shall be members in good standing.
- b. The Officers of LCBA shall be the President, Vice President, Secretary, Treasurer, Program/Education

- Director, and two Directors-at-Large.
- c. The Officers shall serve for one year each.
  - d. The President, Vice President, Secretary, Treasurer, Past President, Program/Education Director, and two Directors-at-Large shall constitute the Board of Directors.

## **Article V – Duties of the Officers and Directors**

### Section 1. Duties of the President

- a. The President shall preside at all meetings.
- b. The President may appoint committees as necessary in his/her judgment, or as authorized by the Board of Directors.
- c. The President, or a person he/she selects, shall represent the Association on special occasions when dignitaries are within the area.
- d. The President shall not have voting power in any meeting except to break a tie vote.
- e. The President shall call regular and special meetings, and direct the Secretary to notify the general membership of the meetings, including time and place.

### Section 2. Duties of the Vice President

- a. The Vice President shall act with full power of the President in his/her absence or inability to act.
- b. The Vice President shall relay all transpired business to the President directly after he/she has acted in the capacity of the President.
- c. The Vice-President shall preside at meetings at which the President is not in attendance, and shall also pursue those duties and responsibilities, as the President shall direct.
- d. The Vice-President shall succeed to the Presidency for the remainder of the unexpired period in the event that office is vacated.

### Section 3. Duties of the Secretary

- a. The Secretary shall keep an accurate and permanent record of all meetings of the LCBA.
- b. The Secretary shall carry on the general correspondence of the Association under the direction of the President, and shall assist with the organization's mail (regular or electronic).
- c. The Secretary shall issue advance notices to the Officers and Directors of all forthcoming Board of Directors meetings.

### Section 4. Duties of the Treasurer

- a. The Treasurer shall be the recipient of all annual dues and monies from other sources, and shall be the custodian of the LCBA funds.
- b. It shall be the duty of the Treasurer to submit a report of all monies received and disbursed to the membership at each regular meeting; to present a financial summary for the previous year at the business session of the meeting preceding the annual meeting held every November at the monthly Membership Meeting.
- c. The Treasurer shall pay all bills by check.
- d. The Treasurer shall deposit into LCBA account all dues received.
- e. The Treasurer shall pay from the checking account any current expenses such as postage for mailings of newsletters or special meetings.
- f. The Treasurer shall file necessary forms with the appropriate state agencies to maintain LCBA in good standing by paying applicable fees and taxes.
- g. The Treasurer shall make dues payments to the ISBA on behalf of LCBA members after the dues have been received.
- h. The Officers of the Board of Directors shall appoint two additional Board members as cosigners on the LCBA bank account when the amount of the check is over \$500.
- i. The Treasurer shall pay all bills related to normal Association operating expenses by check and present a statement of all bills paid to the Board at the next Board meeting.

#### Section 5. Duties of the Program/Education Director

The Program/Education Director shall be responsible for organizing committees to deal with the following LCBA education activities:

- a. Program Committee
- b. Lake County Fair Education Booth Committee
- c. Illinois State Fair Booth Committee
- d. Annual Workshop Committee
- e. Any other activities as assigned by the LCBA Board of Directors

#### Section 6. Duties of the Directors-at-Large

The remaining two Directors-at-Large will be assigned such duties as deemed appropriate by the President and the Board. Such duties might include Membership, New Member Support, Communication, Finance, Package Bee Delivery, etc.

#### Section 7. Duties of the Past-President

The past president will serve as a member of the Board of Directors, will act as club historian and serve in functions as defined by the Board of Directors.

#### Section 8. Duties of the Board of Directors

- a. The Board of Directors shall be responsible for the administration of the LCBA.
- b. The Board of Directors shall transact all necessary business of the LCBA.
- c. The LCBA President shall be the Board of Directors Chairman.
- d. The President, or any other four members of the Board of Directors may call a Board of Directors meeting.
- e. The Board of Directors, or its individual members, shall advise the President in any and all matters in the organization.
- f. In any vote, the Board of Directors members shall each have one vote, except for the President who shall have no vote. In the event of a tie vote the President shall cast the deciding vote.
- g. A majority of the total number of Board of Director members shall constitute a quorum.

#### Section 9. Vacancies

- a. In the event that a Vice President is unable to perform the duties as President, the senior member of the Board of Directors shall perform those duties, and shall appoint a member to fill his/her unexpired term.
- b. The President shall fill vacancies in all other offices through appointment, with the approval of the Board of Directors.
- c. In the event that the LCBA fails to elect an officer to a position, the officer presently serving in that position shall continue in office until a qualified successor is appointed by the President, with the approval of the Board of Directors.

#### Section 10. Removal of Officers

Officers of LCBA shall be subject to recall or removal based on a vote at any meeting by two-thirds (2/3) majority of votes by a quorum of Associations members present. Twenty (20) percent of Association members present at any general or special meeting shall constitute a quorum. Association member shall be provided a thirty-day (30) notice specifically listing the reasons for recall or removal. Electronic mail notification as well as U.S. mail will be considered official for notification.

#### Section 11. Removal of Members

- a. Any member may be suspended or expelled from membership upon a showing of willful disregard of these bylaws or other actions detrimental to LCBA in any way, as determined by a majority vote of the Board of Directors. Should the Board of Directors not come to a majority vote, the decision will go to the General Membership via an anonymous vote.

- b. The charges against the member will be considered at a regular Board of Directors Meeting or a Special Board Meeting called for that specific purpose. The member will be notified of the charges and date, time and place of the meeting. The member may appear and respond to the charges and/or bring one (1) member to speak on their behalf.
- c. The decision of the Board of Directors shall be final.

#### Section 12 Reinstatement of Membership

A suspended or expelled member, or one who has resigned with disciplinary action pending, may be returned to full membership upon written application and with a two-thirds approval vote of the Board of Directors.

### **Article VI – Elections**

#### Section 1. Election of Board members

- a. All elected officers shall be voting members in good standing in the LCBA.
- b. All members of the Board of Directors shall be elected annually by the voting members of the LCBA present at the Annual Business Meeting (November Membership meeting).

#### Section 2. Nominations

- a. The President shall appoint a Nominating Committee, consisting of three (3) members by the October Membership Meeting.
- b. Members of the Nominating Committee may not be LCBA Board Members.
- c. The Nominating Committee shall elect its own Chairman.
- d. The Nominating Committee shall nominate at least one person for each LCBA office to be filled.
- e. The Nominating Committee shall present its slate of nominees at the Annual Business Meeting in November.
- f. Any member to be nominated for an office in the Association must have had his/her membership dues paid at least 24 hours before his/her name may be placed in nomination.
- g. Any member whose name is placed in nomination must have previously agreed to accept responsibility of the office.
- h. Any member in good standing may be nominated from the floor
- i. A nominator must have secured consent from the nominee before placing his/her name in nomination from the floor and the nominee must be present at the meeting.
- j. The newly elected Officers shall assume Office on January 1 in the year following the election.
  - 1. Each outgoing Officer shall pass on all records relating to his/her position prior to the date his/her successor assumes Office.
  - 2. The Board of Directors may conduct informal meetings with outgoing and incoming Officers after the election and before the new Officers take Office.

#### Section 3. Election regulations

- a. The Nominating Committee shall coordinate the election.
- b. The Chairperson of the Nominating Committee shall run the election.
- c. The duties of the Nominating Committee shall be to record the names of nominees on a visual display, pass out ballots, collect the marked ballots after voting, tally votes, and inform the President in writing of the election results. The President shall then inform the members of the election results.
- d. Election of Board of Directors members shall be by secret ballot. If only one nomination is made, the candidate may be elected by acclamation. All other voting methods shall be at the discretion of the President.
- d. A member must be present at the time of voting if his/her name is placed in nomination from the floor.
- e. A member voting in an election shall have his/her membership dues paid.
- f. No proxy vote shall be counted as valid.
- g. Officers shall be elected by a simple majority.

## **Article VII ---Committees**

The LCBA President or Board of Directors may appoint Committees as necessary.

## **Article VIII - Annual Dues**

### Section 1. Association dues

- a. The Board of Directors shall decide upon the amount of the annual dues.
- b. The Board of Directors may increase or decrease the amount of the annual dues when it deems this necessary for the betterment of the Association.
- c. The members shall be notified of any change in dues rate at the November Business Meeting.
- d. The Fiscal Year will be from January 1 to December 31 of each year.

## **Article IX - Association Outside Activities**

### Section 1. Association activities

- a. The Board of Directors shall be consulted and advised in advance regarding any and all proposed projects to be carried out under the name of the LCBA, and an endorsement from the Board of Directors shall be secured from it before proceeding with the proposed project.
- b. Proper reporting to the Board of Directors shall be made within 60 days after a project has been completed.

## **Article X - Amending the Association Constitution and Bylaws**

The bylaws may be amended at any meeting by two-thirds (2/3) majority of votes by a quorum of Associations members present. Twenty (20) percent of Association members present at any general or special meeting shall constitute a quorum. Association members shall be provided a thirty (30) day notice specifically listing the proposed changes. Electronic mail notification as well as U.S. mail will be considered official for notification.

## **Article XI – Order of Business**

### Section 1. Rules of Order

- a. The Association shall conduct its meetings in accordance with Robert's Rules of Order, latest edition, which shall be the authority in all procedures not otherwise provided in the Association Bylaws.

### Section 2.

- a. The order of business at regular monthly meetings shall be as follows:
  1. Mentoring Groups-sharing of ideas (30 minutes prior to beginning or Regular Meeting).
  2. President's Call to Order
  3. Welcome New Members/Guests
  4. Secretary's Report
  5. Treasurer's Report
  6. Committee Reports
  7. Old Business
  8. New Business
  9. Administrative Comments

10. Guest Speakers/Educational Presentation Topic & Discussion
  11. Adjournment of Regular Meeting
- b. The order of business may be changed for any meeting at the discretion of the President.

### **Article XII – Incorporation of the Association**

#### Section 1. Incorporation of the Association and Corporate Powers

- a. This Association was incorporated with the State of Illinois on January 31, 2012 and is currently identified under Corporate File No. 68264138 of the General Not For Profit Corporation Act of 1986.
- b. The Association shall have the Powers specified under the statutes of the General Not For Profit Corporation Act of 1986.

### **Article XIII – Dissolution**

Upon dissolution of LCBA, as voted by two-thirds (2/3) of the remaining members, after all liabilities and obligations have been paid, any remaining assets shall be contributed to other local or national Beekeepers Association, as decided by the Board of Directors.

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Respectfully submitted by the 2017 Bylaws Committee: Nancy Scott, Chair (Vice President), Perry Plescia, (President), Tim Hamilton (Secretary), Karen Belli, and Frank Moriarty. Approved by the Board of Directors on March 6, 2017.