

# The Kansas Honey Producers Association Bylaws

## Article I-Name

Sec. 1- Name: The name of this organization is and shall be known as The Kansas Honey Producers Association from here referred to as the KHPA.

## Article II-Official Representation

The KHPA 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.

## Article III-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. Officers' report
- 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

## Article IV-Regional Directors

Sec.1- For the purposes of electing regional directors to the KHPA Executive Committee, the state shall be divided into five (5) regions of similar climate and needs. The regions shall be:

- West: Kansas Nebraska border, Kansas Oklahoma border, 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 Highway 56, East of US Highway 77
- Southeast: South of Kansas Highway 68 to Osage City and South of US Highway 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.

Sec. 2- Each Regional Director shall be nominated by members of that region in attendance at the regular KHPA meeting. The election of the Regional Director shall take place following the election of officers during the general business meeting. All members in good standing and present shall vote upon each nomination of the Regional Director. Only one vote per membership.

Sec. 3- The Regional Director shall be aware of the honey promotion needs and beekeeping needs in that region and shall make such reports at the meetings of the Executive Committee and to the general membership in *The Cappings* and at the regular KHPA meeting

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

Sec. 5- Terms of the five Regional Directors shall be staggered so that two or three Regional Directors are elected each year. The secretary of the KHPA shall make it known which Regional Directors' terms are expiring in any given year. Elections for the Northeast, North Central and Western Regional Director shall take place in odd years. Elections for Southeast, South Central Director shall take place in even years.

## Article V-Promotion of Kansas Honey and Beekeeping

Sec. 1- The KHPA may make use of various opportunities at flower and garden shows, trade shows, and other occasions for the promotions of honey and beekeeping products as deemed advisable. Consent and funding shall be obtained by a vote of the Executive Committee at a regularly held meeting or special meeting called by the president.

Sec. 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.

Sec. 3- The KHPA may conduct classes in general or specific areas of beekeeping in 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 regularly held meeting or special meeting call by the president. Any program using the name of the KHPA or the name of any Regional Area, such as Northeastern Area Kansas Honey Producers, shall have the permission of the Executive Committee and shall have the program approved by the Executive Committee.

Sec. 4- The KHPA 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. Committee reports shall be made to the members at the regular KHPA meeting and other appropriate opportunities. Funding and general directions shall be obtained through the Executive Committee members.

## Article VI-Communications

Sec. 1- The official publication of the KHPA shall be “The Cappings.”

Sec. 2- The newsletter editor’s 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 KHPA treasurer
- The editor will provide a copy of “The Cappings” to each member in good standing; either through US mail or electronic means.

Sec. 3- KHPA web page and Webmaster requirements. <http://www.kansashoneyproducers.org> will be the official web listing for the KHPA website. The webmaster will maintain up-to-date contact information for current officers, 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.

## Article VII-Beekeeper of the Year

An ad hoc committee appointed by the KHPA President may select the “Beekeeper of the Year” annually.

## Article VIII-Bee Yard Operation Guidelines

Sec.1- The KHPA will own and maintain beehives located at various managed bee yards. A State Bee Yard Coordinator shall be appointed annually by the KHPA Executive Committee to assist the 2<sup>nd</sup> 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 a final summary. A final summary shall be submitted to the 2<sup>nd</sup> Vice President in time for the 2<sup>nd</sup> Vice President to present at the Fall KHPA Executive Committee.

Sec. 2- The goal of the State Bee yards is to produce honey and other hive products to be sold at the Kansas State Fair. Any surplus honey may be sold at the discretion of the 2<sup>nd</sup> Vice President.

Sec. 3- Complete hive and bees may be donated to a State Bee yard to apply for an individual Life Membership. (See Article IX, Sec. 1, KHPA Life Membership Criteria). All hives donated by individuals in exchange for life membership in the association will remain the sole property of the KHPA.

Sec. 4- The 2<sup>nd</sup> Vice President will transfer funds from the State Fair budget to the General Fund budget equal to the annual dues for each life membership.

Sec. 5- Additional hives may be added to the State Bee Yard as deemed necessary by the 2<sup>nd</sup> Vice President and or State Bee Yard Coordinator by majority vote of the KHPA Executive Committee. Funds for additional hives may come from the State Fair Budget.

Sec.6- Repairs, replacement of bees, new queens or other maintenance expenses will be discussed with the 2<sup>nd</sup> Vice President and/or State Bee Yard Coordinator prior to any action. These expenses shall be funded through the KHPA State Fair Account. Any anticipated repairs should be included in the annual Fall report presented to the KHPA Executive Committee.

Sec. 7- All equipment shall meet requirements as specified in Article IX, Sec 1, KHPA Life Membership Criteria.

Sec. 8- Liability insurance for hives owned by the KHPA will be covered through the blanket policy maintained by the KHPA.

Sec. 9- The State Yard Operators will serve on a voluntary basis, as approved by the KHPA Executive Committee. Operators shall be current members in good standing in the KHPA. Annually, the operator's contract will be reviewed, the yard records audited, and contracts reassigned for the following production year.

Sec. 10- The State Yard operator's report shall include the following:

- Number of hives in production
- Any empty equipment
- Quality and condition of hives, woodenware
- Quality of honey provided to the association for sale at the State Fair.

This report shall be submitted to the State Yard Coordinator at least one week prior to the KHPA fall meeting to be included in any permanent records.

Sec. 11- A bee yard manager will be compensated for work associated in maintaining the bee yard and honey production with a 50% share of all honey products produced by the KHPA hives and all beeswax cappings and surplus bees beyond those needed to the KHPA equipment filled and in production.

Sec. 12- Bee yard managers will use best practices to maintain his/her yard. Contracts may be withdrawn, and bees collected if inappropriate management is evident. If the bee 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.

Sec. 13 Packaging and or bottling of honey will be under the direction of the 2<sup>nd</sup> Vice President.

***Kansas Honey 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 (KHPA) for the \_\_\_\_\_ (year) honey season.

Hive location:

\_\_\_\_\_  
(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):

#### Article IX- KHPA Life Membership Criteria

Sec. 1- KHPA annual members may become lifetime members by donating a complete beehive to KHPA for use in the State Bee Yards. 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 cover the life members' annual dues.

Sec. 1a-Applying members shall provide the following equipment

- 2 deep Langstroth-style 10 frame brood supers (9 5/8")
- 3 medium Langstroth-style 10 frame supers (6 5/8")
- New frames and foundation necessary to fill each super for a minimum of 50 frames and foundation. The State Bee Yard Coordinator will provide type and preference.
- Hive bottom board
- Telescoping cover
- Inner Cover
- Minimum of three (3) pounds of live bees including a queen

Sec. 1b- All woodenware must be commercially manufactured and be in NEW, UNUSED CONDITION. Exterior surfaces must be latex primed and painted white or other light color. Any alternative exterior finish must have the approval of the State Bee Yard Coordinator

Sec. 1c- Bees for the Bee Yards, including queens, will be purchased by the State Bee Yard Coordinator. The State Bee Yard Coordinator will contact the member with the total cost including delivery. To complete the requirements for lifetime membership the donor will promptly pay the KHPA for the cost of the bees.

Sec. 1d- Delivery of a hive to one of the State Bee Yards will be the responsibility of the donor under the direction of the State Yard Coordinator.

Sec. 1e- Life membership shall begin January 1 of the following year provided all requirements have been satisfactorily fulfilled.

#### Article X-Addendum

Sec.1- 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 KHPA.

(revised 1/22/2022)