

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

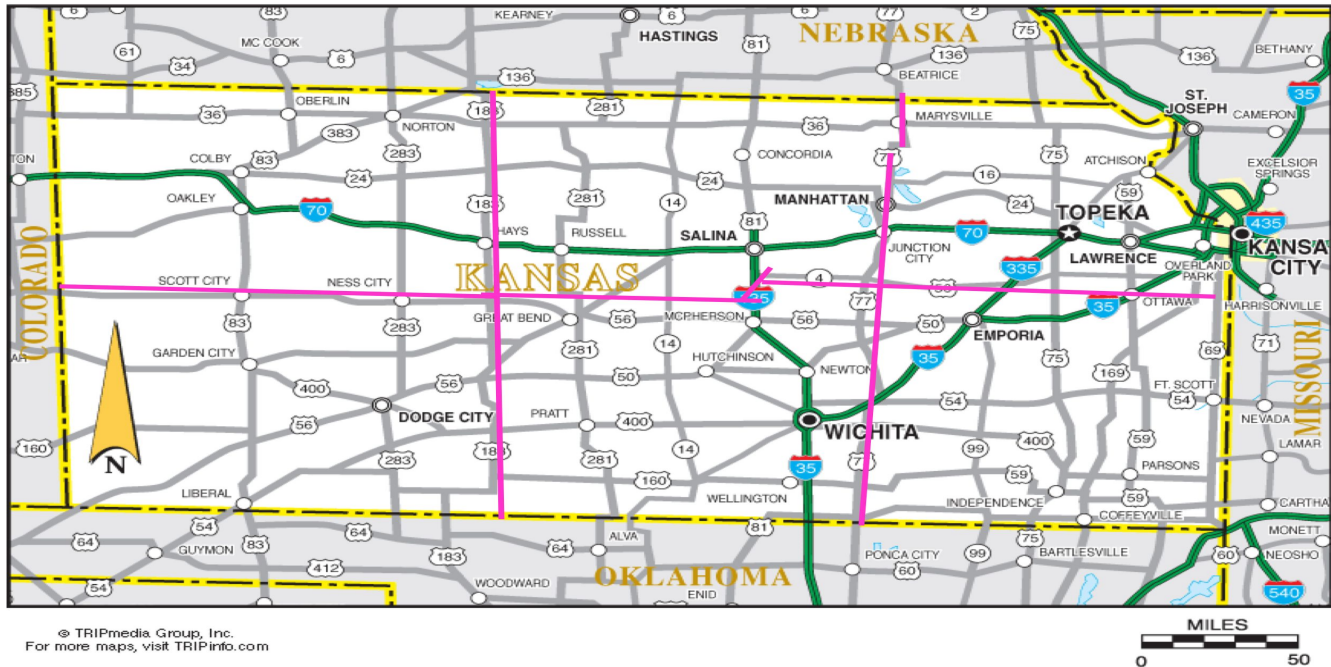
North Central: North of Kansas Highway 4, East of US Highway 183, West of US Highway 77

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.