

Bylaws of the Capital Area Beekeepers (CAB)

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Bylaws of the Capital Area Beekeepers (CAB)

Ratified October 9, 2019

ARTICLE I – NAME

The name of the organization shall be **Capital Area Beekeepers (CAB)**. The organization hereinafter shall, in these Bylaws, be referred to as “CAB”.

ARTICLE II – OBJECTIVES AND PURPOSES

Capital Area Beekeepers (CAB) is an organization dedicated to furthering the general knowledge and success of its members and member beekeepers and educating the public about the beneficial aspects of honeybees. The purposes for which CAB is formed are to:

- 1) Encourage better and responsible bee keeping methods through educational programs and the compiling and distributing of useful and worthwhile information to members for their optimum success in the pursuit of beekeeping.
- 2) Educate the public regarding the beneficial that impact bees and other pollinators have in the pollination of fruits, vegetables, and flowers; and, to endeavor to reassure the public that keeping honeybees is a highly advantageous activity.
- 3) Provide educational programs designed to improve the promotion of beekeeping, bee products and pollinator services in New York’s Capital region.
- 4) Provide a forum to facilitate cooperation and discussion among members to improve beekeeping skills, encourage new beekeepers; and, to maintain friendly and helpful relations with other parties that strive to better the welfare of beekeeping interests. Also, to provide an opportunity for those interested in honeybees to gather together for fellowship on a regular basis.

ARTICLE III – MEMBERSHIP

Section 1 – Classes of Membership

There shall be three classes of membership: Individual, Household and Honorary.

Section 2 – Qualifications for Membership

The Executive Board can bestow upon an individual an Honorary membership by two-thirds affirmative vote of the Executive Board. Any member in good standing may nominate an individual for consideration by the Executive Board to be an Honorary member.

Section 3 – Membership Dues

The annual membership dues for an Individual and for a Household shall be determined by the Executive Board. Honorary members shall not be subject to dues. An applicant for membership

must complete a Membership Registration Form and pay dues for the current fiscal year. This may be done either in person at the end of a general meeting or by mail.

Dues paid after September 1st will be applied to the current and upcoming fiscal year.

A membership receipt shall be issued to each member showing the date dues have been paid and the year of membership covered.

Dues become payable on the date of each year's first General Meeting. Dues may be paid at the end of any meeting or by mail.

If a member has not paid their dues within two months after the due date, then: the member shall be notified by electronic mail; CAB will consider that member's dues to be in arrears; and, the member will not be eligible to cast a vote at any CAB meeting. Upon receipt of the membership dues owed, the member may vote at the next scheduled meeting.

Section 4 – Rights of Membership

As long as dues are not in arrears, an individual member or a household member is eligible to cast one vote, in person, at a CAB meeting. Honorary members may vote if they also have paid dues.

ARTICLE IV – EXECUTIVE BOARD

Section 1 – Composition

The Executive Board of CAB shall consist of, in order of rank: President, Vice-president, Treasurer, Secretary, and one at-large member.

Section 2 – Authority and Responsibilities

The general supervision, management, and direction of CAB shall be delegated exclusively to its Executive Board.

The Executive Board shall develop CAB policy, select all standing and special committees, establish dues and authorize compensation for justifiable expenses and make recommendations to CAB.

No member of the Executive Board shall receive, directly or indirectly, any salary or compensation for services rendered on behalf of CAB.

The Executive Board shall be subject to the orders of CAB, and none of its acts shall conflict with action taken by CAB.

All members of the Executive Board are eligible to vote on CAB business.

The Executive Board shall be the authority in the interpretation of these Bylaws. After holding CAB elections and before the next General Meeting the incumbent Executive Board shall hold a joint meeting with the incoming Executive Board to prepare for a smooth transition.

Section 3 – Term of Office

Each officer shall take office on January 1 and shall hold office for a term of one year.

An officer who fails to perform the duties of the office may be removed from that office by a majority vote of the Executive Board.

Should a vacancy occur in any office of CAB, the Executive Board shall, by majority affirmative vote of the Executive Board, fill such vacancy for the duration of the unexpired term by appointing a member in good standing.

Section 4 – Nominations and Elections

Any individual or household member in good standing may hold office.

Nominations of officers shall be made by the Nominating Committee. The Nominating Committee shall be appointed before the end of September.

The Nominating Committee shall recruit and prepare a list of nominees, presenting at least one name for each elective position on the Executive Board due to become vacant; and, shall present the list to the membership not later than the general meeting in October. The Nominating Committee will present this list of candidates for election at the November meeting. Prior to the voting, additional nominees may be accepted from the floor, provided that such nominees are present and accept their nomination.

ARTICLE V – DUTIES OF OFFICERS

Section 1 – President

The President shall:

- 1) Preside at regular, annual, special, emergency, and Executive Board meetings of CAB.
- 2) Be an ex-officio member of all committees except the Nominating Committee.
- 3) Select the chairs of standing and special committees in accordance with these Bylaws.
- 4) Assign CAB officers' responsibilities for the activities of various committees.
- 5) Represent or designate a representative to speak officially for CAB at any non-CAB meeting deemed necessary to attend.
- 6) Promptly present any motions approved by the Executive Board to the membership via email or at the next regular meeting.
- 7) Coordinate the activities of the officers and committees to fulfill the objectives and purposes as established in Article II of these Bylaws.
- 8) Sign agreements and formal instruments with the approval of the Executive Board, countersign checks when required and direct an annual review of the budget.
- 9) Fill the vacancies of offices in accordance with these Bylaws.

Section 2 – Vice-president

The Vice-president shall:

- 1) In the absence of the President, or should the President be unable or unwilling to fulfill the duties of the office, the Vice-president duly shall perform all the duties of the President as listed in this Article, Section 1. The Vice-president shall have other powers and perform such other duties as may be prescribed by law, or by these Bylaws, or as may be prescribed by the Executive Board.

- 2) Assist the President in administering CAB.
- 3) Chair the Membership, Outreach and Contests Committee.
- 4) Locate and coordinate sites for CAB meetings.
- 5) Perform other duties as assigned by the President.

Section 3 – Treasurer

The Treasurer shall:

- 1) Chair the Finance Committee.
- 2) Keep a detailed and correct account of the finances of CAB.
- 3) Collect and issue receipts for monies and securities due or donated to CAB.
- 4) Deposit funds and disburse and dispose of the same according to approved CAB budgets.
- 5) Expenditures that exceed one-hundred dollars (\$100.00) must be cosigned; and, such expenditures not already listed in an approved budget must be duly presented to and then approved by a majority vote of the Executive Board.
- 6) Draw and cosign checks.
- 7) Prepare monthly financial statements and give a report at every meeting indicating receipts, expenditures and balances since the previous regular meeting.
- 8) Prepare an annual report, which will be made available to the membership at the Annual Meeting in March.
- 9) In conjunction with the Finance Committee, prepare a proposed annual budget for the next fiscal year and submit it to the Executive Board for approval in February, prior to presenting it at the Annual meeting in March.
- 10) Prepare and file all appropriate tax returns with the Internal Revenue Service. At the direction of the President, provide all materials required for financial reviews or audits.
- 11) Perform other duties as assigned by the President.

Section 4 – Secretary

The Secretary shall:

- 1) Certify and keep, at a place designated by the Executive Board, the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- 2) Keep a book of minutes of all meetings of the Executive Board and collect committee reports including recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- 3) Attend to the correspondence of CAB as directed by the President. All outgoing correspondence shall be reviewed by the Executive Board prior to being issued.
- 4) Keep a record of attendance of members at meetings.

- 5) Receive letters of resignation.
- 6) Send notices of meetings to members and local media.
- 7) Notify all members in arrears.
- 8) Perform other duties as assigned by the President.

ARTICLE VI – GENERAL MEMBERSHIP MEETINGS

Section 1 – Regular Meetings

Regular meetings shall be held once a month, with a minimum of six Regular Meetings each Fiscal Year, or as ordered by the Executive Board. No meetings will be held in December.

Section 2 – Annual Meetings

The Annual Meeting shall be held in March.

Section 3 – Special Meetings

Special meetings may be called by the majority of the Executive Board or by the President. All members shall be notified of the special meeting by mail or email.

Section 4 – Meeting Notices

Notice of meetings shall be communicated by mail or email to members, sent to local papers, and posted where possible within the Capital region.

Section 5 – Quorum

A quorum at General Membership Meetings shall consist of ten voting members excluding officers.

ARTICLE VII – COMMITTEES

Section 1 – Standing Committees

The Executive Board shall establish and appoint committee members for the following standing committees: 1) Finance; 2) Membership, Outreach and Contests; and, 3) Program, Education and Awards. All committee members shall be members of CAB.

Each committee shall report on deliberations and progress made by the committee at the regular meetings of CAB.

Each committee must maintain a complete file on all committee activities and prepare an annual report.

This report should include, but is not limited to, committee activities, accomplishments, projects not completed, proposed budget requirements for the ensuing fiscal year, and recommendations. The final report should be submitted to the Executive Board in February and presented to the membership in March at the Annual Meeting.

1) Finance Committee

2) Membership, Outreach and Contests Committee

It shall be the responsibility of the Membership, Outreach and Contests Committee to:

- 1) Keep an up-to-date list or database of members, including current contact information, so that CAB meeting notices and other CAB announcements can be conveyed to all members.
- 2) Keep such list or database in a secure manner, for use solely for CAB communications, as required by one or more officers or their designees. In no case shall the data be shared with other persons, published or used for commercial or non-CAB purposes.
- 3) Coordinate with the officers to create, review and execute an annual membership and outreach plan. Seek and include input from the entire membership for this plan. The plan should include annual fundraising goals and activities for the maintenance and growth of CAB.
- 4) The plan should include a rationale, tasks and budget for any print, electronic and social media account activities that are authorized by the Executive Board as appropriate and necessary for CAB outreach.
- 5) Conduct the approved outreach activities in coordination with other committees, as appropriate.
- 6) Should plans for fundraising include any contests or solicitation of funds to support CAB, such activities must be reviewed in detail and approved in advance by the Executive Board.

3) Program, Education and Awards Committee

It shall be the responsibility of the Program, Education and Awards Committee to:

- 1) Plan, select, arrange, and produce meeting programs and educational opportunities.
- 2) Contact speakers and make necessary arrangements for travel and honoraria.
- 3) Make all necessary program arrangements for displays, projectors, screens, light controls, recorders, speakers, microphones, and other audio-visual equipment.
- 4) Submit quarterly reports summarizing the programs planned for the next year and make recommendations for future programs to the Executive Board, including proposed budget requirements for the ensuing year.
- 5) At the request of the Executive Board and in keeping with CAB's purposes and annual plans, arrange and conduct award activities.

Section 2 - Non-Standing Committees

1) Bylaws Committee

2) Nominating Committee

Nominations of officers shall be made by a Nominating Committee consisting of three voting members selected by the Executive Board. No member or officer standing for office shall be a member of the Nominating Committee. The Nominating Committee shall be appointed in September. This committee is responsible for recruiting and accepting qualified candidates for the coming year.

3) Special Committees

Should special needs arise, the President, at the direction of the Executive Board, may establish committees for a limited duration of time to consider, plan and conduct appropriate CAB activities.

ARTICLE VIII – AMENDMENT OF THE BYLAWS

Section 1 – Ratification of the Bylaws

These Bylaws shall become effective immediately upon ratification by two-thirds affirmative vote of the members present at any regular or special meeting of CAB, providing that the call for such meeting contains a notification of the intended ratification, and the proposed text of the Bylaws shall have been made available to the entire membership at least ten days before such meeting.

Section 2 – Ratification of Amendments

These Bylaws may be amended by two-thirds affirmative vote of the members present at any regular or special meeting of CAB, providing that the proposed text of the amendment has been previously submitted in writing and reviewed by the Bylaws Committee in accordance with Article VII, Section 2, and the proposed text shall have been made available to the entire membership at least ten days before such meeting.

ARTICLE IX – MISCELLANEOUS

Section 1 – Parliamentary Authority

The rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* shall govern CAB in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and special rules of order that CAB may adopt.

Section 2 – Fiscal Year

The fiscal year of CAB shall be January 1 to December 31 of each calendar year.