

**Brighton Bee Club
Bylaws**

Table of Contents

	Page
Table of Contents	1
Article 1 – Club Calendar	2
Article 2 – Membership	2
Article 3 – Officers	3 – 4
Article 4 – Board of Directors (BOD)	4
Article 5 – Committees	4 – 5
Article 6 – Contribution(s) and/or Donation(s)	5
Article 7 – Amendments	5
Addendum A – Meeting Agenda	5

24 **Article 1 – Club Calendar:**

25 **Section A:** The Club’s Membership Year shall be from February 1 to
26 January 31 of the following year.

27
28 **Section B:** The Club’s Election Year shall be from the November meeting
29 date until the following November meeting date.

30
31 **Section C.** The Club’s Fiscal Year shall be from January 1 until
32 December 31.

33
34 **Article 2 – Membership:**

35 **Section A – Types:**

- 36 1) **Paid Member** is any individual who is interested in bee culture or any
37 phase of the beekeeping industry. They may become a Paid Member
38 by submitting the required membership application and dues, and
39 agree to be governed by the Constitution and Bylaws. Each Paid
40 membership shall have one (1) vote. The Secretary shall keep all
41 Paid Members on the membership rolls.
- 42 2) **Associate Member(s)** is any family member(s) who is interested in
43 bee culture or any phase of the beekeeping industry. They may
44 become an Associate Member by submitting the required application,
45 and agree to be governed by the Constitution and Bylaws. Each
46 Associate membership shall not have voting privileges. The Secretary
47 shall keep all Associate Members on the membership rolls.
- 48 3) **Honorary Member** is any person(s) having performed a worthy
49 service for the beekeeping industry, by his or her scientific, industrial or
50 administrative abilities will be eligible for honorary membership.
51 Honorary Member may be nominated by any Paid Member to the
52 BOD. Honorary membership shall be extended by a two-thirds (2/3^{rds})
53 vote of the BOD. Honorary Member(s) shall not have voting rights.
54 The Secretary shall keep all Honorary Members on the membership
55 rolls.

56
57 **Section B – Amount:** The amount of membership dues shall be 20\$, and
58 shall be set by the BOD and approved by two-thirds (2/3^{rds}) vote of Paid
59 Members. The CSBA shall receive 7\$ of the dues, which will make our club a
60 chapter of the CSBA with all rights afforded.

63 **Article 3 – Officers:**

64 **Section A – Officers:** The officers of BBC shall consist of a President, a
65 Vice President, a Secretary, a Treasurer, and a Sergeant of Arms.

66
67 **Section B – Duties:**

- 68 1) The duties of the President shall be to conduct meetings, direct
69 business of the organization, call special meetings when necessary
70 and any other duties as needed.
- 71 2) The duties of the Vice President shall be to assist the President in
72 his/her duties, and assume the duties of the President in his/her
73 absence.
- 74 3) The duties of the Secretary shall be:
- 75 a) To keep minutes, attendance records for all meetings.
 - 76 b) To maintain all corporate records for BBC.
 - 77 c) To keep a record of all membership and furnish current lists of
78 Paid Members, Associate Members, and Honorary Members upon
79 request.
 - 80 d) To distribute meeting minutes within seven (7) days of meeting
81 date.
 - 82 e) To submit an up to date Paid membership roster to the CSBA
83 Treasurer on or before April 1st of the current year.
 - 84 f) Shall coordinate their work in conjunction with the BBC Treasurer.
 - 85 g) To assist and provide all necessary club paperwork to the Audit
86 Committee* when requested. Refer to Article 5.A.1 – Audit
87 Committee
- 88 4) The duties of the Treasurer shall be:
- 89 a) To have charge of all funds of the organization.
 - 90 b) To conduct all banking business, and accredit all accounts of the
91 organization.
 - 92 c) To maintain complete records of the organization’s finances.
 - 93 d) To provide the BOD with a current accounting of all funds received
94 and disbursed upon request.
 - 95 e) To provide written receipts for all cash received.
 - 96 f) To reconcile the organization’s balance sheet with the monthly
97 bank statements.
 - 98 g) To submit to the BBC Secretary, the previous month’s activity at
99 each monthly meeting for submission with the minutes.
 - 100 h) To obtain an up to date Paid membership roster from the BBC
101 Secretary. The Treasurer shall then determine the amount of dues
102 owed to the CSBA Treasurer, and shall remit that amount on or
103 before May 1st of the current year.
 - 104 j) Shall coordinate their work in conjunction with the BBC Secretary.
 - 105 k) To assist and provide all necessary club financial paperwork to the
106 Audit Committee* when requested. Refer to Article 5.A.1 – Audit
107 Committee
- 108
109

- 110 5) The duties of the Sergeant of Arms shall be:
111 a) Maintain order at all meetings.
112 b) Assist with keeping to the meeting agenda.
113 c) Assist any officer(s) with his/her duties.
114

115 **Section C – Election:**

- 116 1) Prior to the election of officers for the ensuing year, a Nominating
117 Committee* shall prepare a list of valid candidates.
118 2) The Election of Officers shall take place at the November meeting.
119 3) The officers shall be elected by a majority vote of Paid Members
120 present.
121 4) Paid Members may also cast written ballots deemed valid if they are
122 received by the Secretary prior to the Election and include the Paid
123 Member’s valid signature.
124 5) The officers shall be elected for a two (2) year term in alternating
125 years. The President and the Secretary elected in the odd years. The
126 Vice President, the Treasurer, and the Sergeant of Arms elected in the
127 even years.

128 * Refer to Article 5.A.2 – Nominating Committee
129

130 **Section D – Removal:** Officer(s) may be removed from office by written
131 request of the majority of the Paid membership or by a two-thirds (2/3) vote
132 of the BOD. Replacement of officer(s) shall follow the Constitution, Article 5,
133 Section C – “Mid-Term Vacancy”.
134

135 **Article 4 – Board of Directors (BOD):**

136 **Section A – Duties:**

- 137 1) Conduct all meetings.
138 2) Represent BBC at any outside bee events.
139 3) Purchase necessary club supplies, as long as the annual accrued amount
140 is 1,000\$ or less. Any amount over 1,000\$ must be presented and
141 approved by the simple majority vote of Paid membership.
142

143 **Article 5 – Committees**

144 **Section A – Standing:**

- 145 1) **Audit committee** shall be established by the President at the February
146 general meeting for the purpose of reviewing the club finances for the
147 previous year. The Audit Chair and committee shall prepare their audit
148 findings and present their Audit Report at the March general meeting.
149 The Audit committee shall be terminated after their report is completed
150 and approved.
151

- 152 2) **Nominating committee** shall be established by the President at the
153 September general meeting for the ensuing year. The Nominating Chair
154 and committee are responsible for securing nominations for a President
155 and a Secretary, or a Vice President, a Treasurer, and a Sergeant of
156 Arms. The nominees need to be a Paid Member. The nominees' names
157 shall be submitted by the Nominating Chair to the Secretary no later than
158 the October general meeting, so that the list may be published in the
159 October general meeting minutes, for elections at the November general
160 meeting. The Nominating committee shall be terminated after the
161 November general meeting.
- 162 3) **Club Event(s) committee** shall be established by the President at the
163 February general meeting for the current year. The Event Chair and
164 committee shall be responsible for determining which events the club
165 wants to participate in for the current year. This committee will be a
166 twelve (12) month commitment.

167
168 **Section B – Working.** Working committees shall be formed by the President
169 as needed. Membership is voluntary and not term limited.
170

171 **Article 6 – Contribution(s) and/or Donation(s):**

172 **Section A:** Any and all contribution(s) and/or donation(s) made to the BBC
173 shall belong to the BBC, and the disposition of its contents will be handled by
174 the BOD.
175

176 **Article 7 – Amendments:**

177 **Section A:** These Bylaws of the BBC may be altered or amended only at a
178 general meeting. Changes should be submitted to the Board of Directors on
179 or before the next BOD meeting, so they can be reviewed. A “Notice of
180 Proposed Bylaw Change(s)” shall be prepared and sent to all Paid members
181 by any effective means at least fourteen (14) days before said general
182 meeting. There must be a two-thirds (2/3^{rds}) vote of the total Paid
183 membership present, at said general meeting, to carry the change(s) to the
184 Bylaws.
185

186 **Addendum A – Meeting Agenda**

187 AGENDA FOR BBC BOD/GEN/SPECIAL MEETING (WHEN & WHERE)

- 188 1) Call to order
189 2) Guest Speaker (if present)
190 3) Approval of the last month’s Secretary’s minutes (BOD/Gen)
191 4) Approval of the last month’s Treasurer’s report (BOD/Gen)
192 5) 15 minutes floor time to membership (BOD)
193 6) Old Business (BOD/Gen)
194 7) New Business (BOD/Gen)
195 a) Other New Business (BOD/Gen)
196 8) Balance of meeting time will be for Networking (Gen)
197 9) Adjournment (BOD/Gen)