

# Five Rivers Bee Club By-Laws

## **Mission Statement**

The mission of Five Rivers Bee Club (FRBC) is to provide our membership and local community with a forum for sharing knowledge (through presentations and/or articles in print) of mutual interests in beekeeping, honey production and marketing of honey and related products. To educate and promote the benefits of beekeeping to the public.

## ***By-Laws***

### **Article 1: Membership**

Membership shall be open to all interested persons who attend meetings and events and who pay dues.

Membership shall run from January 1 to December 31, is annually renewable, and may be pro-rated quarterly to new members.

Full membership includes all privileges of voting in all elections and issues, full discounts on merchandise when available, access to the calendars of events, and the right to hold office.

### **Article 2: Dues**

Dues are payable upon becoming a member and renewable annually on the month they joined. (IE: You join May 2020, you pay again May 2021)

We have a grace period and if dues that are more than 60 days late, the member in standing will be placed as Guest Status.

Levels for membership dues are as follows:

Club dues are \$10/year for each individual

All moneys will be held by the treasurer and be deposited in a checking account at a local bank and will be accounted for on a monthly basis to the membership through treasurer reports.

All club's financial records are open to any members for review.

### **Article 3: Meetings**

All regularly scheduled meetings will be held monthly in the evening at 6:30P.M.at the designated place agreed to by the membership.

Special events are to be held at times and places agreed on by the membership and placed on the Calendar of Events.

Board of Director meetings may be called by the President or any other Board member as needed, or at the request of members when an issue arises that requires business or policy decisions.

The board of Directors is mandated to meet a minimum of once a year after elections to review annual budgets, set calendars, and set the course for the year's activities.

### **Article 4: Officers**

All office holders must have full membership dues paid through the current year that they are in office. Pro-rated new membership does not exclude office holding.

Officers are expected to attend meetings and shall be responsible for the administration of the association.

In case of absence, responsibility for their duties rests with the remainder of the Board of Directors.

### **Section 1: President**

The president shall preside at all regular and Board of Directors meetings of the Association.

The president may appoint committees and call special meetings when necessary.

The president represents the Association on special occasions.

The calendar of the annual events including programs and speakers will be set by the president no later than the first month of the year and distributed to the membership at large no later than the second calendar month.

This responsibility is a correlation of suggestions from the Board of Directors and the membership, and may be modified as events change.

It is the primary duty of the president to set the calendar and follow through with the contacting of the speakers and arranging other program agendas.

The president may fill vacancies for the Board of Directors through appointment of an unexpired term of a Board member for the remaining of the year if needed.

The president has full voting rights, as any other member.

The president reports all financial issues to the membership in the absence of the secretary-treasurer.

### **Section 2: Vice President**

The vice president shall preside in the absence of the president, and acts with all of the powers granted to the president in their absence.

A full report of all business will be made to the president upon their return.

The vice president fills in for the secretary-treasurer in their absence.

The vice president assists the president with setting agendas and programs for the coming year.

### **Section 3: Secretary-Treasurer**

This officer takes notes of the meetings, reads minutes from previous meetings, answers correspondence, prints and distributes calendars to the membership.

All public notices in newspapers and other media will be regularly posted by the secretary-treasurer.

The secretary-treasurer keeps all the financial records, makes deposits, reports monthly the disbursements and outstanding bills due.

This record is kept in a permanent file.

### **Section 4: Member at Large**

The member at large is the fourth person on the Board of Directors and is responsible for filling in when the secretary-treasurer or the vice president is absent. Their job is to assist with executive decisions, help set the agendas, and serve as parliamentarian when necessary according to Roberts Rules of Order.

### **Section 5: Master-at-Arms**

Every organization has the right to enforce its rules and expect ethical and honorable conduct from its members. Most organizations have discipline problems from time to time. A discipline problem may be something as simple as a member misbehaving at a meeting or an officer overstepping the boundaries of his or her office. If the problem is not corrected when it arises, it can escalate into something more serious, requiring that someone be removed from office or membership. However, the organization can often solve discipline problems by taking the member or officer aside and talking with him or her about it, which saves both the member and the organization embarrassment.

Many problems that cause difficulties in organizations are the result of inflated egos, personality conflicts, or ignorance of proper procedures. If egos or personalities are the root cause, it takes diplomacy, patience, and skill to solve these problems.

The Master-at-Arms has the authority and responsibility to ensure meetings and gathering run smoothly without disruption. "To protect and serve."

### **Section 6: Board of Directors**

The Board of Directors will consist of the president, vice president, secretary-treasurer, and member at large.

Their responsibilities are to govern the Association, to fairly represent the members, and to serve as advisors to the president in all matters having to do with policy, procedure, or programs.

They convene when necessary, at least once a year, to organize the year's agenda and oversee elections.

### **Article 7: Committees**

Committees are of two kinds: permanent and ad-hoc.

Permanent committees are formed at the consensus of the membership and are ongoing.

Permanent committees might be:

Publicity –in charge of all information distribution through the local newspapers and other media;

Education –coordinates programs and prints newsletters

Bee-Swarm committee –in charge of the collection of bee swarms when alerted by the public of bees needing to be collected or removed.

A rotating list should be generated with names of contact persons who can be called by the public and who would then call the name on the list of volunteers in a rotation order to give equal chances to interested beekeepers.

Marketing committee –oversees and researches markets for products from members and coordinates labeling, packaging, and quality control.

Ad-hoc committees are convened for special purposes and have short term responsibilities. They may be formed at the request of the president or in response to certain events such as elections, picnics and other social events, or as needed by the association. The election committee is an ad-hoc committee appointed by the president for the purpose of collecting nominations for office.

### **Article 8: Elections**

#### Section 1: Term limits

All officers shall serve one-year terms. All Officers may serve indefinitely by an annual membership vote of confidence during the December meeting / gathering.

#### Section 2: Requirements

Office holders must be dues-paying members elected by a majority vote of eligible members through nominations by the floor at the annual spring picnic. Appointments may be made by the president to fill vacancies until the next scheduled election. The vice president fills in for the president for the remained of the term in case of resignation. All nominees must agree to hold office before a vote is taken.

### **Article 9: Actions**

These by-laws may be changed by 2/3 vote at the annual election. All suggested changes to the by-laws must be brought before the membership one month before the annual election in writing.

### **Article 10: Dissolution**

In the event that the association should need to be dissolved, all monies, assets, materials and properties shall be turned over to the Arkansas Beekeepers Assoc., Ozark Folk Center , 2340 CR-16 Mtn. Home, AR 72653.

### **Article 11: Updates / Changes**

Updated 16 April 2019 -Article 3: Meetings -All regularly scheduled meetings will be held "the second Tuesday" changed to "monthly".

Updated 24 February 2022 - Article 2: Dues - changed from January thru January to Month to Month.

Updated 24 February 2022 – Added Section 5: Master-at-Arms with responsibilities.