

INSTRUCTIONS FOR BECOMING AN AFFILIATED CHAPTER OF THE NORTH CAROLINA STATE BEEKEEPERS ASSOCIATION

The club applying to be an affiliated Chapter of the North Carolina State Beekeepers Association (NCSBA) is referred to as the “Chapter” in these instructions. The application procedure is stated in the NCSBA Constitution (Article V, Section 2(C)). Chapters should do the following:

1. **Adopt (by vote of the Chapter members) a Constitution and Bylaws (C&BL) patterned on the model Chapter C&BL template provided on the NCSBA website.** This should be signed by the Chapter officers with the approval date indicated. The template is currently posted on the NCSBA website in the “Members Only” section under “Chapter Resources”. It is a Word document for your use and convenience.
2. **Prepare a list of Chapter officers including name, position, and NCSBA membership number.** For a Chapter to “remain in good standing” with the NCSBA, the Chapter’s officers must be NCSBA members during the time they serve the Chapter as officers. Chapter officers who are not members of the NCSBA will not be listed in the annual NCSBA membership directory (known as the “Yellow Book”).
3. **Prepare an Application request using the template provided.** This template outlines some of the responsibilities of the Chapter.
4. Optional: **Prepare a list of the Chapter’s members at the time of the application.** These individuals do not have to be NCSBA members but it is recommended.
5. **Submit electronic copies of the above (#1 though #4) to the NCSBA Membership Secretary at MembershipSecretary@ncbeekeepers.org.** The NCSBA Constitution states that these should be submitted to the NCSBA President, but the President has authorized the Membership Secretary to be responsible for this as of July 2016. If you must send these by postal mail instead, contact the Membership Secretary for the appropriate address to which to mail them.

The Membership Secretary will ensure that the packet of documents is complete and will follow up with the Chapter if it is not. When complete, it will be forwarded to a committee appointed by the NCSBA President who will evaluate and provide a recommendation. The packet and recommendation will then be sent to the members of the Executive Committee. The vote on whether or not to approve the application will be taken at the next EC meeting. These meetings are normally held three times during the year: at the NCSBA Spring Conference, at the NCSBA Summer Conference, and in early November. Alternatively, the general membership can vote at the Spring or Summer Conference, although that is when the EC also meets anyway.

If the Chapter is approved, it will **receive a \$100 start-up grant** as stated in the NCSBA Constitution Article V, Section 2(C). It will be the responsibility of the Chapter to follow up with the Membership Secretary to ensure that they request and receive this payment in a timely manner.

Other information for the Chapter concerning obtaining its own federal Employer Identification Number (EIN) and liability insurance (if desired) will be provided in other documents posted under “Chapter Resources” on the NCSBA website. These had not been prepared as of 8-24-16.