

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 this section. It is a Word document for your use and convenience. Use the New Chapter by-laws Guide also in this section to help structure the by-laws.
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.
3. Prepare an Application request using the template provided in this section. 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 at the time of application but it is recommended. A suggested minimum number of members is 15.
5. Submit electronic copies of the above (#1 though #4) to the NCSBA New Chapter Committee at newchapter@ncbeekeepers.org. The NCSBA Constitution states that these should be submitted to the NCSBA President, but the President has authorized the New Chapter Committee to be responsible for this as of March 2018. If you must send these by postal mail instead, contact the New Chapter Committee for the appropriate address to which to mail them.

The New Chapter Committee 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.

If the Chapter is approved, it will receive a \$100 start-up grant as stated in the NCSBA Constitution Article V, Section 2(C).

The Chapter should open its own checking account and establish its own federal Employer Identification Number (EIN). Your bank can assist you with establishing an EIN. If desired your chapter can purchase liability insurance.

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