

~~CONSTITUTION OF THE NORTH CAROLINA STATE  
BEEKEEPERS ASSOCIATION, INC.  
BYLAWS OF THE NORTH CAROLINA STATE  
BEEKEEPERS ASSOCIATION, INC.~~

**ARTICLE I (NAME)**

**SECTION 1; NAME:**

The name of this organization shall be “THE NORTH CAROLINA STATE BEEKEEPERS ASSOCIATION, ~~Inc.~~ INC.” Within the parameters of these bylaws ~~this constitution~~ “ASSOCIATION” or “NCSBA” means The North Carolina State Beekeepers Association, Inc.

**ARTICLE II (OBJECTIVES)**

**SECTION 1; OBJECTIVES:**

As more particularly set forth in the Articles of Incorporation, ~~The~~ the purposes and objectives of this nonprofit organization shall be to encourage better methods among the beekeepers of the state and nation, to promote cooperation, to reach a common understanding regarding our problems and their solutions, to maintain friendly and helpful relations with those who are working to better the beekeeping industry, to develop markets for beekeeping products, to foster closer cooperation among members of the Association, and to do such things as will tend to improve purposes exclusively for the Association’s members and general public relations regarding honey bees and the beekeeping industry. ~~Should the Association undergo dissolution, its assets will be distributed only to charitable or non-profit organizations.~~

## ARTICLE III (MEMBERS)

### SECTION 1; MEMBERS:

Anyone interested in beekeeping and the beekeeping industry may join the Association upon payment of dues (see Article V) and submission and acceptance by the Association of any membership application, or membership renewal application, as may be required. The right to vote shall be limited to Annual, ~~Commercial~~, Permanent Paid, and Life members. Any firm, corporation, partnership or other entity seeking membership shall designate, in writing, an individual to receive and exercise the benefits of membership (including the right to vote); such designation may be made in an application for membership or for renewal of membership, or otherwise in writing submitted to the Membership Secretary of the Association.

## ARTICLE IV (OFFICERS AND BOARD OF DIRECTORS)

### Section 1; Officers:

The officers of the Association shall be: President, 1st Vice president, 2nd Vice President, Treasurer, Membership Secretary and Secretary. The officers, along with twelve regional directors, the immediate Past-President of the Board of Directors, the State Apiarist, and the NC State Extension Apiculturist constitute the Board of Directors. The President, 1st Vice President, 2nd Vice President, and Secretary shall annually be elected to a one-year term by a majority vote of the voting members present (see Article III) at the annual meeting and shall hold office from September 1st until August 31st.

The aforementioned officers may serve up to three (3) consecutive terms and after one year out of office, may be eligible for election for up to another three consecutive (3) terms. The offices of Treasurer and Membership Secretary shall be elected to two-year terms by a majority vote of the voting members present at the annual meeting and shall hold office from September 1st until August 31st two years later.

There are no limits on the number of terms that the Treasurer and Membership Secretary may serve, but each must be re-nominated and re-elected every two years. The offices of President, 1st Vice President, 2nd Vice President, Treasurer, Membership Secretary and Secretary may not be simultaneously filled by more than two officers individuals from the same local beekeeper chapter (Article V, Section 2). All newly elected officers at the summer meeting will work with their counterpart officer thru August 31 to learn the business and current activities but shall have no vote associated with their new position during this period of time (but shall have a vote based on their current position). In case of a vacancy of any elected office or on the Board of Directors, the Board of Directors may appoint a member to serve during the remainder of the term. No person shall be appointed or elected to any office without his or her consent.

#### **Section 2; Board of Directors:**

The Board of Directors consists of the elected officers of the association and the twelve Regional Directors, the immediate Past-President of the Board of Directors, the NC State Apiarist and the NC State Extension Apiculturist; all members of the Board of Directors have voting rights with the exceptions of the NC State Apiarist and the NC State Extension Apiculturist who shall serve in a non-voting, advisory capacity, as ex-officio members. The twelve

Regional Directors are elected to four-year terms by a majority vote of the voting members present at the annual meeting and shall hold office from the conclusion of that meeting until the conclusion of the annual meeting four years hence. Three of the twelve Regional Directors, one from each of the three state regions (see Article V, Sec.3), will be elected each year. There are no limits on the number of terms a regional Director may serve, but individual Directors must be re-nominated and re-elected every four years. The Regional Directors from any given region may not be simultaneously filled by more than two individuals officers from the same local beekeeper chapter. ~~provided that~~ ~~†~~ There is no requirement that a Regional Director be an officer from a local beekeeper chapter. Nominations from the floor for the election of officers or directors will only be accepted at annual meetings of the members that are held in person; for any virtual election of officers or directors, nominations may be made by including a write-in candidate.

## **ARTICLE V (DUES, LOCAL CHAPTERS, STATE REGIONS, OTHER MEMBERSHIPS)**

### **SECTION 1; DUES:**

ANNUAL MEMBERS: The annual dues for any annual membership ~~Annual member~~ shall be set by the Board of Directors. ~~majority of the membership attending a state-wide meeting following recommendation from the Executive Committee.~~ All dues are payable in advance to the ~~Treasurer~~ Membership Secretary of the Association and shall be due on January 1 of the year covered by said dues. All memberships dues expire on December 31 of each year. Any member of the Association who becomes delinquent in payment of dues after December 31 will be dropped from the roll of membership if dues are not paid by January 31 of the following year. ~~after the first joint meeting~~ and shall cease to be an active member of the Association. A member person

who has been dropped from the roll of membership for nonpayment of dues, may be restored to active membership by paying the current year's dues. The Treasurer, Membership Secretary, Life Members, and Honorary Members shall be excused from payment of dues. Annual members are eligible to hold elected office and to serve as a regional director, subject to eligibility requirements contained in these Bylaws, and shall have the right to vote.

## **SECTION 2; LOCAL BEEKEEPERS CHAPTERS:**

Any local county or regional chapter that has been formally recognized and approved by the NCSBA's Board of Directors may remain an authorized affiliate of NCSBA by continuing to adhere to the Objectives (Article II) of the NCSBA. Local beekeeper chapters may collect their own dues, but said chapter memberships and dues collection are encouraged to be in accordance with Article V, Section 1 A. of these Bylaws; the NCSBA, i.e. collected before December 31 of the year prior to membership. Local beekeeper chapters may collect NCSBA dues as a convenience to their members and in doing so shall use any membership applications or renewal application made available by the Association and shall remit to the Association the dues received by the chapter, the application or renewal application received by the chapter and shall provide a statement of account to the Association of all Association dues collected and paid to the Association that identifies the member or prospective member and amounts paid by the same.

A person who joins a local county or regional beekeeping chapter, association or beekeeping club within the State of North Carolina, which is recognized as an authorized beekeeping chapter or club by The North Carolina State Beekeepers Association, Inc. may become ~~will be~~ a member of the North

Carolina State Beekeepers Association, Inc. upon payment of annual dues and the submission of an application or renewal application to the NCSBA Membership Secretary ~~or Treasurer~~, either directly, or through his or her local chapter Treasurer. Individuals that live in North Carolina but are not members of a local chapter may pay annual dues directly to the NCSBA Membership Secretary ~~or Treasurer~~. Out-of-State members will pay dues directly to the NCSBA Membership Secretary ~~or Treasurer~~.

Any new county or regional chapter may apply to shall become an authorized affiliate of the NCSBA by submittal of a NCSBA Chapter Application, a list of officers, and an article of purpose (Constitution and/or By-Laws) to the NCSBA President. All local beekeeper chapter officers must be active members of the NCSBA to remain in good standing with the NCSBA. Local beekeeper chapter officers (President and Program Chairperson) are to coordinate communication between their chapter and the NCSBA with Regional Directors from within their Region. Upon approval by the President and/or the Board of Directors ~~Executive Committee (see Article VII, Sec 1)~~ a \$100.00 start-up grant will be awarded to the local chapter affiliate. Any existing local chapter sanctioned by the NCSBA upon dissolution shall submit remaining funds to the NCSBA. ~~Treasurer of the NCSBA~~. Mergers of county or regional chapters require prior approval of the NCSBA Executive Committee; any newly merged chapter will not receive a start-up grant.

### **SECTION 3; STATE REGIONS:**

The three Regions of the NCSBA are broadly defined as Coastal, Piedmont, and Mountains, and correspond to those three geographic areas served by the NCSBA in the State of North Carolina. The Board of Directors ~~Executive Committee~~ shall define the boundaries of the three Regions and shall

consider the number to maintain a similar number of local chapters within each Region, but shall not be required to have an equal number of local chapters within each region. Any change in the geographic boundaries of the three regions of the NCSBA shall not affect any director already elected to represent that Region

#### **SECTION 4; LIFE MEMBERSHIP:**

Life membership in the Association may be bestowed upon a member, who has contributed in some outstanding way to the Association's aims and ideals and for meritorious service to the Association, by a majority vote of the members present at any annual meeting. It may also be awarded by a majority vote of the Board of Directors ~~Executive Committee~~ on behalf of the Association ~~when it is not in session~~. Life members shall be excused from payment of dues and will have all the rights and privileges of ~~a~~ A Annual members. No member shall be given a life membership merely for continuous membership or the purpose of not paying dues.

#### **SECTION 5; HONORARY MEMBERSHIP:**

Honorary membership in the NCSBA may be bestowed upon a person for distinguished service to the Association or beekeeping industry which would be beneficial to the people in our State and Nation. This membership may be granted by a majority vote of the members present at any annual meeting. It may also be granted by a majority vote of the Board of Directors. ~~Executive Committee on behalf of the NCSBA when it is not in session.~~ An honorary membership confers no power, rights, or privileges in the NCSBA, confers no right to vote or to hold office, and is not liable for dues.

#### **SECTION 6: PERMANENT PAID MEMBERSHIP:**

Individuals that are eligible for Annual membership may become permanent paid members of NCSBA by the payment of a one-time membership fee based upon their age. A schedule listing the payments for various ages will be established by the Board of Directors. authorized by the membership or the NCSBA Executive Committee. This approved listing may be obtained from the ~~Treasurer~~ Membership Secretary. Permanent Paid members are eligible for all the rights and privileges of Annual members ~~of the NCSBA.~~

## ARTICLE VI (CONFERENCES AND MEETINGS)

### SECTION 1; CONFERENCES AND MEETINGS:

~~There shall be at least two meetings held each year. The Association shall hold two state-wide conferences annually during which one of the state-wide conferences the Association shall hold an annual meeting of the membership in order to conduct business and hold elections of Officers and Directors. All conferences and meetings, whether regional or state-wide, may be attended by any member. Notice of each meeting shall be communicated to each member of the time and place or otherwise adequately advertised. All meetings shall be decided on by the Executive Committee. The Association may meet jointly with other similar state beekeepers associations from time to time and may hold such meetings out of state.~~

### SECTION 2; Board of Director Meetings:

The Board of Directors shall hold three regular Board meetings each year to include one regular Board meeting during any annual meeting of the Association and one regular Board meeting to be held during the first 90 days of each new administration. The President, Executive Committee and/or the Board of Directors may hold other called meetings as deemed necessary.



### Section 3; Removal From Office:

Officers may be removed from office by a two-thirds vote of the Board of Directors. Any member of the Board of Directors who is absent at three consecutive regular meetings of the Board may be removed from office by a vote of the Board of Directors.

## **ARTICLE VII (COMMITTEES AND APPOINTMENTS)**

### **SECTION 1; COMMITTEES:**

The EXECUTIVE COMMITTEE shall consist of ~~all the elected officers of the Association (namely: the~~ President, 1st Vice-President, 2nd Vice-President, Treasurer, Membership Secretary, ~~Education and Research Coordinator, N.C. State Apiarist, Secretary).~~, ~~the twelve Regional Directors),~~ and the Immediate Past President. ~~The N.C. State Apiarist shall serve in a nonvoting, advisory capacity, as an ex-officio member. The remainder of the Executive Committee shall be voting members.~~ The Executive Committee shall have authority to transact business on behalf of the Association ~~when the Association is not in session~~ between board meetings on all matters, except those specifically reserved to the Board in these Bylaws. No action of the Executive Committee can alter on conflict with any decision made by the Board of Directors unless such action is expressly authorized by the Board of Directors or by these Bylaws. A written report of all actions taken by the Executive Committee shall be provided to the members of the Board at the next meeting of the Board for ratification by the Board.

STANDING and OTHER COMMITTEES: During the first Board meeting of each new administration, the Board of Directors, by a majority vote, shall appoint persons that have been nominated by the President (or by the adoption of a motion naming such persons) to serve on standing committees, other committees, as Committee Chairpersons or committee members. ~~Standing Committee Chairpersons shall be appointed by the President in accordance with the Constitution and By-Laws; Other Committees shall be appointed by the President as he/she sees fit. In accordance with the Constitution and By-Laws, the President may appoint other members of each committee as well. Unless otherwise specified in the Constitution and By-Laws, the~~ The Committee Chairperson shall have no authority to ~~may~~ appoint other members to their committee, but may make recommendations for such appointments to the President. Committee duties will be to serve as directed by the Board of Directors and as provided in these Bylaws. President, Constitution, and By-Laws. Standing committees shall report to the Board of Directors. Standing and other committees shall not shall authority to bind the Association but shall make recommendations to the Board of Directors.

#### STANDING COMMITTEES:

The FINANCIAL AUDITING ADVISORY COMMITTEE shall consist of a Chairman and at least one ~~three active members, including at least two senior Regional Directors (Regional Directors serving the fourth year of their four year term), appointed by the President annually appointed.~~ This committee will examine and ascertain the correctness of reports submitted by the Treasurer and Membership Secretary and shall annually ascertain the correctness of the financial accounts under the control of the Treasurer and make recommendations on their findings to the Board of Directors.

The NOMINATING COMMITTEE shall be appointed by the Executive Committee by method of adoption of a motion naming the members of the committee and shall consist of a Chairman and at least one other member of the Board. This committee will closely consider the various job descriptions of the officers of the NCSBA to reach a recommendation for each open elected position. They will strive to nominate the most qualified candidate for each open elected position and receive nominations from the floor (non-virtual meetings only) from the membership at the time of election of officers and directors, noting all qualifications as mentioned in Article VIII of the Bylaws for all nominees. The committee will discuss the job descriptions with each prospective nominee and then make recommendations to the members of the NCSBA for each elective post. The committee will ensure that the nominees for each office represent members from five separate local chapters; i.e. that no two of these five offices may be held by members of the same local chapter. The committee will solicit nominations for the Regional Director positions from the officers of local chapters from within that region. The committee will strive to maintain a fairly even geographic distribution of Regional Directors within each region. The committee shall present a slate of Officers and Regional Directors to the Board of Directors for approval prior to the presentation of the same slate of Officers and Regional Directors to the membership for election at the annual meeting or for election by use of electronic process.

~~shall consist of a Chairman and at least two three active members, including at least two of the three junior Regional Directors (Regional Directors serving the third year of their four year term), appointed by the President annually appointed by the Board of Directors annually.~~

The LEGISLATIVE COMMITTEE shall consist of a Chairperson, ~~appointed by the President annually,~~ and at least one two other active members, adequately qualified to perform their duties, ~~appointed by the Chairperson or President.~~ This committee will be assigned to work with the North Carolina Legislature, public officials and appropriate entities in the furtherance of goals established by the NCSBA for the benefit of beekeeping and North Carolina beekeepers.

The ~~CONSTITUTION AND~~ BY-LAWS COMMITTEE shall consist of a Chairperson, ~~appointed by the President at least every five (5) years,~~ and at least one two other active members, ~~appointed by the Chairperson or President.~~ A member of this committee should serve as a parliamentarian for Board meetings and other meetings of the Association. This committee shall periodically review the Bylaws and submit any necessary changes to the Board of Directors for their approval and then to the membership for adoption in accordance with these bylaws.

The FINANCE/BUDGET COMMITTEE shall be ~~C~~chaired by the Treasurer and consist of the Treasurer and at least one any two Regional Directors from different Regions, ~~appointed by the President annually.~~ The Membership Secretary shall serve on this committee in a non-voting capacity. The function of this committee shall be to assist the Treasurer in preparation of the annual budget and oversight of and receipt of any audits or financial reports. The Board of Directors shall determine if any audit or review is necessary or appropriate and shall have the authority to determine the method, manner and type of audit.

~~The GOLDEN ACHIEVEMENT COMMITTEE shall consist of a Chairperson, appointed by the President annually, and at least two other active members appointed by the Chairperson or President.~~

~~The MASTER BEEKEEPER PROGRAM COMMITTEE shall consist of the Education and Research Coordinator, a Chairperson appointed by the President, and at least two other active members appointed by the Chairperson or President. This committee shall maintain an accurate record and coordinate the testing and grading of all levels of the Master Beekeepers Program of the NCSBA.~~

~~The WEBSITE / SOFTWARE COMMITTEE shall consist of the Membership Secretary as Chairperson, and other active members appointed by the Chairperson or President.~~

~~OTHER COMMITTEES: Such committees shall be appointed by the President and shall serve as directed by the President. The President shall designate one of the members to be the chairperson.~~

## Section 2; Appointments:

Appointments: Appointments shall be appointed by the President each year and shall consist of one or ~~more two~~ individuals and serve as directed by the President, ~~Constitution~~ and ~~these~~ Bylaws. Appointments shall include but not be limited to: consist of:

Golden Achievement Program Coordinator(s): One or more persons to be responsible for determining the guidelines and application procedures for the Golden Achievement Award and upon approval of such guidelines and

procedures by the President, implementation of those same guidelines to manage the Golden Achievement Program. A Golden Achievement Program Coordinator shall make the award presentation at an annual meeting after fair deliberation and consideration of all local chapter applications. The coordinator(s) shall be responsible for keeping accurate records of operations, expenses and income and make such records available to the Board of Directors.

Master Beekeeper Program Coordinator(s): One or more persons to be responsible for determining the guidelines and application procedures for the Master Beekeeper Program and upon approval of such guidelines and procedures by the Board of Directors, implementation of those same guidelines to manage the Master Beekeeper Program. The coordinator(s) shall oversee the administration of the testing for all levels of the Program and make awards at an annual meeting. The coordinator(s) shall be responsible for keeping accurate records of operations, expenses and income and make such records available to the Board of Directors.

Certified Honey Producer Program Coordinator(s): One or more persons to be responsible for determining the guidelines and procedures necessary for the operation of the Certified Honey Producer Program and upon approval of such guidelines and procedures by the Board of Directors, implementation of those same guidelines to manage the Certified Honey Producer Program. The coordinator(s) shall be responsible for keeping accurate records of operations, expenses and income and make such records available to the Board of Directors.

North Carolina State Fair Honey Program Coordinator(s): One or more persons who will be responsible for determining the guidelines and

procedures necessary for the operation of the North Carolina State Fair Honey Program and upon approval of such guidelines and procedures by the Board of Directors, implementation of those same guidelines to manage the North Carolina State Fair Honey Program. The coordinators shall be responsible for keeping accurate records of operations, expenses and income and make such records available to the Board of Directors.

Vendor Coordinator(s): one or two individuals who will be responsible for determining the guidelines and procedures necessary for the management of vendors at annual meetings and upon approval of such guidelines and procedures by the President, implementation of those same guidelines to manage the vendors at annual meetings. The coordinators shall be responsible for keeping accurate records of operations, expenses and income and make such records available to the Board of Directors.

Website Coordinator(s): one or more persons to manage the content on the ncbekkeepers.org website as directed by the President and Membership Secretary.

North Carolina Bee Buzz Editor(s): one or more persons that shall be responsible for receiving and managing the content, advertising and publishing of the North Carolina Bee Buzz. The editor(s) shall do business with a publishing company approved by the Executive Committee for printing and mailing. The Executive Committee may elect to publish a digital version instead of or in addition to a printed copy. ~~one or two member Editors of the N C Bee Buzz, adequately qualified to perform their duties, appointed by the President annually.~~

~~Yellow Book Editor(s): one or more persons that shall be responsible for receiving and managing the content, advertising and publishing of the Yellow Book. The editor(s) shall do business with a publishing company approved by the Executive Committee for printing and mailing. The Executive Committee may elect to publish a digital version instead of or in addition to a printed copy.~~  
~~one or two member Yellow Book Editors, adequately qualified to perform their duties, appointed by the President annually.~~

~~Fred Deer Honey Bee Video Librarian: one Librarian, appointed by the President annually. One person to serve as Librarian of the Fred Deer Honey Bee Library housed at Wayne Community College in Goldsboro, NC. He or she will be responsible to maintain an updated catalogue or listing of all the media and make that listing available to members and local chapters. He or she will be responsible to coordinate the distribution and return of loaned media. The Librarian may purchase additional media in accordance with the annual budget.~~

## ~~ARTICLE VIII (QUORUM)~~

### ~~SECTION 1; QUORUM:~~

~~Ten percent of the portion of the active membership in attendance, that resides in the State of North Carolina shall constitute a quorum for the transaction of business at any state-wide meeting. The transaction of business may not be undertaken at any regional meetings. A majority shall constitute a quorum of the Executive Committee.~~



**ARTICLE VIII; IX (QUALIFICATIONS AND DUTIES OF OFFICERS AND DIRECTORS):**

Section 1: Qualifications: The Nominating Committee shall consider and evaluate candidates for nomination for office or director by the following criteria:

1. Has proven loyalty to the NCSBA with at least two years continuous NCSBA membership.
2. Has the ability and willingness to volunteer to serve the NCSBA.
3. Has the organizational and communication skill necessary to interact with the Association and Board of Directors.
4. Has adequate skill to execute the duties of his or her particular office.
5. Has been active on the local chapter level or has served in some official capacity on the Board of Directors or as a program coordinator for at least one year.
6. Is an active beekeeper and has achieved at least the certified level of the Master Beekeeper Program.

Section 2 4: Duties of the President:

Duties: The president shall have useful knowledge of Robert's Rules of Order, NCSBA Bylaws, and the North Carolina Honey Bee Laws. The President shall preside at all meetings of the NCSBA using regular parliamentary procedure and Robert's Rules of Order. The President shall assist program coordinators (Article VII; Section 2) as necessary to assure that the substance of the programs are appropriate for the needs of the Association. It shall be the duty of the President to coordinate with the 1<sup>st</sup> Vice-President and the 2<sup>nd</sup> Vice-President to assure that reasonable progress has been made in preparation for upcoming state-wide meetings. The President may be authorized by the

Executive committee to contract with any agency approved by the Executive committee for arrangements with hotels or other meeting places for all the meetings of the members, Board of Directors meetings and special Executive Committee meetings as needed. The President shall be ex-officio a member of all committees except the Nominating Committee. The President shall ~~make Chairperson and other appointments to all Standing Committees and Appointments and also appoint such Other Committees as is deemed necessary, fill vacancies of any officers, and~~ perform such other duties as the Association may direct. The President will be authorized to make deposits and disburse all monies, should the Treasurer (disbursements) or Membership Secretary (deposits) be unable to perform those duties.

### Section 3 2: Duties of the 1<sup>st</sup> Vice-President

Duties: The 1<sup>st</sup> Vice-President shall have useful knowledge of Robert's Rules of Order, NCSBA Bylaws, and the North Carolina Honey Bee Laws. The 1<sup>st</sup> Vice-President shall perform all duties of the President in his or her absence, or upon the President's request. If the 1<sup>st</sup> Vice-President is unable to perform this duty in the absence of the President, then the 2<sup>nd</sup> Vice-President is to act in his or her stead. The 1<sup>st</sup> Vice-President shall consider and evaluate future venues for the annual meetings and coordinate such efforts with the President. The 1<sup>st</sup> Vice-President is authorized to ~~shall~~ contract with any agency approved by the Executive Committee for ~~to make arrangements or to directly make~~ arrangements with hotels or other meeting places for all the meetings of the members, Board of Directors and special Board Executive committee meetings as needed and shall coordinate the same with the Executive Committee. ~~is with the President, 2<sup>nd</sup> Vice-President, Treasurer, and Membership Secretary~~ It shall be the duty of the 1<sup>st</sup> Vice-President to

present or to coordinate the presentation of Annual Association awards at the annual meetings.

Section ~~4~~ 3: Duties of the 2<sup>nd</sup> Vice President

~~Duties:~~ The 2nd Vice President shall serve as Program Coordinator ~~Chairman~~ for the annual meetings and establish a schedule for speakers, workshops and other activities for the annual meetings and coordinate such efforts with the President. The 2<sup>nd</sup> Vice-President shall consult with the NC State Extension Apiculturist ~~Education and Research Coordinator~~ and N.C. State Apiarist to coordinate arrangements for programs for ~~all~~ the annual meetings. It shall be the duty of the 2<sup>nd</sup> Vice-President to present or to coordinate the presentation of Member Contest awards at the annual meetings.

Section ~~5~~ 4: Duties of the Treasurer:

The Treasurer should have sufficient organizational and bookkeeping skill with which to perform the duties of the office of Treasurer. The Treasurer, as Financial Officer, shall be responsible for keeping the legal status of the NCSBA (contact name, address and phone number) current with the IRS, NC Department of Revenue, the US Postal Service, the North Carolina Secretary of State, and contract companies and any bank or banks in order to carry out the financial operations on behalf of the NCSBA. The Treasurer shall keep a copy of all contracts made between the Association and any member or entity that may provide services to the Association. This officer shall be custodian of all monies received by the NCSBA, disburse monies as approved by the Board of Directors ~~Executive Committee~~, ~~and~~ keep full and accurate records showing the receipts and disbursements of all monies, and prepare financial reports for the Board of Directors. The Treasurer shall make a complete report

on the ~~membership and~~ financial standings of the NCSBA at the last annual meeting of each year. The Treasurer He/She shall close the Association's books and make an annual financial report at the end of the accounting period on December 31 of each year and file the necessary information returns to the Internal Revenue Service and NC Department of Revenue. The Treasurer He/She will ensure that the ~~Membership Secretary and~~ President ~~are also is~~ authorized to ~~make deposits and~~ disburse monies if the Treasurer is unable to perform these duties. The Treasurer He/She shall present all records and books to the Financial Auditing Committee, who will examine ~~and audit~~ the Association's books in advance of the first regular Board meeting of each year, at least 30 days before the first annual meeting. The Treasurer He/She shall maintain records as to the whereabouts of all tangible assets held by the Association. The Treasurer He/She shall serve as the Chairperson of the Finance/Budget Committee and present the annual budget to the Board of Directors for approval no later than the first regular Board meeting of each year. The Treasurer He/She shall coordinate the duties of his or her his/or her office with the Membership Secretary at all times so that the Membership Secretary makes collections and the Treasurer makes disbursements, and only one record of monies is kept. Furthermore, the Treasurer he/she shall guide and instruct the Membership Secretary in the processes of carrying out all these duties. ~~He/She shall keep a copy of all historical versions of the Constitution and By-Laws and make them available to the Constitution and By-Laws Committee upon request.~~ The Treasurer shall close books on December 31 of each year and give an annual report to the Board of Directors at the first regular Board meeting of the following year. The Treasurer, He/She, at the end of his or her his/her term, shall deliver have all records and books ~~audited and deliver them~~ to his or her his/her successor, including papers, monies, and all other property of the NCSBA which may be in his or her his/her possession.

Section 6 5; Duties of the Membership Secretary;

The Membership Secretary shall have sufficient organizational skill and technical knowledge in software management and website development to execute the duties of the office of Membership Secretary. The Membership Secretary shall facilitate dues collection from the members and, after December 31, notify all members who are delinquent in payment of dues. The Membership Secretary shall communicate membership status with all paid members, keep membership and local chapter data current, issue membership cards and prepare membership reports for the Board of Directors meetings. The Membership Secretary shall assist in the registration of members for the annual meetings. The Membership Secretary He/She shall directly maintain or contract with any agency approved by the Board of Directors ~~Executive Committee~~ to maintain an accurate roll of the membership, coordinating with the Treasurer regarding membership status and the receipt of dues. The Membership Secretary He/She shall oversee and facilitate the development and maintenance of ~~Chair the Website / Software Committee and develop and maintain~~ the NCSBA website and all software for the functioning of the organization, including any association management software and content management software. The Membership Secretary shall prepare membership and local chapter data in such format to be published in the Yellow Book and deliver such data to the Yellow Book Editor(s)

Section 7 8; Duties of the Secretary:

The Secretary should possess the organizational skill to perform the duties of the office of Secretary. The Secretary shall attend and keep a record of all meetings of the Board of Directors and shall prepare minutes of such

meetings and annual membership meetings. The minutes should be distributed to the Board of Directors within thirty days after the meeting for review. The Secretary will obtain a substitute for any meeting that he or she cannot attend. The Secretary shall document the proceedings of the NCSBA at each regular meeting and turn the minutes over to the Executive Committee. ~~The Secretary~~ This officer shall conduct such correspondence on behalf of the NCSBA as requested by the Board of Directors or President. ~~may be necessary and coordinate publicity efforts with the Bee Buzz Editor(s) and Yellow Book Editor(s).~~ The Secretary He/She shall maintain a complete file of the minutes, keep a copy of all historical versions of the Constitution and By-Laws, and any Rules of Order or Standing Rules and make them available to the Board of Directors. ~~Constitution and By-Laws Committee upon request.~~ This officer shall maintain an accurate record of all correspondence of the Association. At the end of his/ or her term, this officer shall deliver all records of the NCSBA to his/ or her successor.

Section 8 7; Duties of the Regional Directors:

Each ~~The three~~ senior Regional Directors (one from each Region; those serving the fourth year of their four year term) shall function as the Regional Director Coordinator for that Region and coordinate the activities of all four Regional Directors of their respective Rregion as well as with the Regional Director Coordinator of any adjoining Rregions to ensure that all local chapters of the NCSBA are represented at the ~~Executive Committee~~ Board of Directors meetings and that seamless two-way an effective means of communication exists between the ~~Executive Committee~~ Board of Directors of the NCSBA and the local chapter officers and members. Regional Directors shall assist the Membership Secretary in procuring and maintaining updated local chapter information in order to maintain the Association's records and to

~~update the Yellow Book. Two of the three junior Regional Directors (those serving the third year of their four year term from different Regions) shall be appointed to the Nominating Committee. All Regional Directors shall attend local chapter meetings within their Region regularly in order to facilitate communication within the Organization. Regional Directors are to support the local chapters in his or her region by maintaining contact with chapter leaders or visiting local chapters as often as practicable. Regional Directors are to assist the 1st Vice President in making arrangements for any regional meeting locations and hotels, and assist the 2<sup>nd</sup> Vice President, ~~the Education and Research Coordinator, and N.C. State Apiarist~~ in the coordination of programs for regional annual meetings, particularly when the meeting is located in their Region. ~~Two Regional Directors from different Regions will be appointed to serve on the Auditing Committee, and any~~ Regional Directors may also be appointed to serve on any Standing or Other Committee as deemed necessary by the Board of Directors. President.~~

#### ~~SECTION 6; EDUCATION and RESEARCH COORDINATOR:~~

~~The Education and Research Coordinator shall promote, publicize and coordinate the activities and accomplishments relating to Education and Research of the Association. This officer shall serve as an official liaison between the NCSBA, NC State University, and other agencies, including all levels of government agencies, business concerns, and various associations and groups whose actions or interests may coincide with the educational and research interests and activities of the NCSBA. This officer shall serve on the Master Beekeeper Program Committee. In cooperation with the Executive Committee (specifically the President, 1st Vice President, 2nd Vice President, and Treasurers), this officer along with the 2nd Vice President and the N C State Apiarist shall assist in planning the programs for the annual meetings.~~

**~~SECTION 7; N.C. STATE APIARIST:~~**

~~The State Apiarist shall advise and assist the Executive Committee in keeping with the Rules and Regulations having been issued by the NC Department of Agriculture and Consumer Services and the state of North Carolina. He shall advise and assist the Executive Committee and the NCSBA in general, in methods and procedures to maintain a healthy honey bee population in North Carolina. Along with the NCSU Extension Apiculturist, this Executive Committee member shall assist the 2nd Vice President in planning the programs for the annual meetings.~~

Section 9; Ex-officio Board of Director Members:

The North Carolina State Extension Apiculturist

The NC State Extension Apiculturist shall be the individual designated by the North Carolina State Cooperative Extension Service as the State Apiculturist. This officer shall serve in a non-voting, advisory capacity as an ex-officio member to counsel and advise the Board of Directors as deemed appropriate. The NC State Extension Apiculturist may elect to participate in the Master Craftsman Level of the Master Beekeeper Program and assist the 2<sup>nd</sup> Vice-President in planning the programs for the annual meetings. Along with the NC State Apiarist, the NC State Extension Apiculturist may elect to assist the 2<sup>nd</sup> Vice President in planning the programs for the annual meetings.

The NC State Apiarist



The NC State Apiarist shall serve in a non-voting, advisory capacity, as an ex-officio member in order to advise and assist the Board of Directors Executive Committee in keeping with the Rrules and Rregulations having been issued by the NC Department of Agriculture and Consumer Services and the State state of North Carolina. He or she shall advise and assist the Board of Directors Executive Committee and the NCSBA in general and , in methods and procedures in order to maintain a healthy honey bee population in North Carolina. Along with the NC State NCSU Extension Apiculturist, the NC State Apiarist may elect to this Executive Committee member shall assist the 2<sup>nd</sup> Vice President in planning the programs for the annual meetings.

## ARTICLE IX (AFFILIATED ORGANIZATIONS)

### SECTION 1; AFFILIATED ORGANIZATIONS:

The North Carolina State Beekeepers Association, Inc. may associate itself with any other state, national, or international Beekeepers Associations as deemed worthwhile and beneficial to its membership by the Board of Directors Executive Committee.

## ARTICLE XI; AMENDMENTS:

### SECTION 1; AMENDMENTS:

~~Any subsection or section of any article of the Constitution may be amended at any annual meeting by a two-thirds (2/3) vote of all active members present, providing the proposed amendments have been presented to the Executive Committee for their recommendations, and have been presented in writing, or electronic media, to the entire membership at least 30 days before the annual meeting.~~

Any ~~subsection or section of any~~ article or section of the Bylaws By-Laws may be amended at any annual meeting by a two-thirds (2/3) vote of all active members present and voting, provided that ~~providing~~ the proposed amendments have been presented to the Board of Directors Executive Committee for their approval by majority vote ~~recommendations~~, and have been presented in writing, or electronic media, to the entire membership at least 30 days but not more than 60 days before the annual meeting.

The ~~Constitution or~~ By-Laws may not be amended at any regional or local meeting.

## **Article XII (Use of Electronic Process)**

### **Section 1:**

The Association shall be authorized to use electronic process to provide notice to all members and to receive electronic votes from members entitled to vote (the term "members" include, for purposes of this Section, members of the Board of Directors), to the extent allowed by this Section and authorized by law. Any person, firm, corporation or other entity consents to the use of electronic process by applying for and becoming a member of the Association or by renewing a membership in the Association. ~~, and effective as to members who consent to the use of electronic process for such purposes.~~

This Section shall apply whether or not other provisions in the Bylaws specifically allow or provide for electronic process for notice of meetings or for voting transactions. The use of electronic mail ballots by members, the use of electronic transmission of written consents of all directors in lieu of a meeting, and the use of electronic transmission of written consents of all members in lieu of a meeting are each expressly permitted. ~~Consent to the use of electronic process may be provided in any membership application or renewal application or by other means.~~ The Membership Secretary shall maintain a list of all members and the email address provided by that member for the use of electronic process and shall update the list as the Association receives requests to update email addresses. ~~consent is provided or is withdrawn.~~ The Association shall be entitled to use the email address provided to it for use of electronic process until such time as the member provides a request for notice ~~of~~ any change in email address in a writing mailed by first class mail to the Membership Secretary at the Association's address, or in an email to the Membership Secretary. ~~Any withdrawal of consent previously given shall be in writing mailed by first class mail to the Membership Secretary at the Association's address. Any member who withholds consent or withdraws consent previously given must be provided with notice by means other than electronic notice. Any member who fails to consent to the use of electronic process or who later withdraws previously given consent and thereafter casts a vote pursuant to the use of electronic process shall be deemed to consent to the use of electronic process for that vote.~~ Notwithstanding any other provision in the Bylaws, the use of a proxy to vote by electronic process is not permitted. This Section shall be interpreted to allow the use of electronic process to give notice and for voting by members to the fullest extent allowed by law, including without limitation the North Carolina Nonprofit Corporation Act and the North Carolina Uniform Electronic Transactions Act. The Board of Directors is authorized to adopt a web-based or other electronic-based

method of voting which allows members to cast votes electronically, or may use email, among other methods. Any electronic voting system adopted by the Board of Directors may be used in conjunction with, ~~but not in lieu of,~~ regular, or special meetings at which votes may be cast in person. If electronic voting is to be utilized, the Board of Directors shall clearly identify in the meeting notice that electronic voting will be available, the method by which the member voting can access the voting option and cast the member's vote, and the date and time by which the electronic voting option will close. For purposes of determining quorum, any votes cast electronically will count towards determining whether a quorum was present. The Board of Directors may take action by voting electronically as follows: (i) written consent of all Directors to action without a meeting of all Directors may be obtained through the electronic submission of consent; (ii) any other action of the Board of Directors taken by electronic vote shall be ratified at the next Board of Directors meeting or otherwise ratified by written consent of all Directors to action without a meeting.

## ARTICLE ~~XII~~ VIII (QUORUM)

### SECTION 1; QUORUM:

Ten percent of the portion of the ~~active~~ membership with voting rights, in attendance by person or by proxy, ~~that resides in the State of North Carolina~~ shall constitute a quorum for the transaction of business at any meeting of the members state-wide meeting. The transaction of the Association's business may not be undertaken at any regional meetings. A majority of the Board of Directors shall constitute a quorum of the Board of Directors Executive Committee.

## ARTICLE XIII (REPEALING CLAUSE)

### SECTION 1; REPEALING CLAUSE:

Upon acceptance by vote of the Association, ~~this Constitution and~~ these Bylaws ~~By-Laws~~ supersede all previous Constitutions and By-Laws. ~~This Constitution and t~~ These Bylaws ~~By-Laws~~ were proposed via email and/or postal mail and adopted by a two-thirds (2/3) majority vote (~~unanimously~~) of all active members casting votes on the ballot for the voting period ending August 27, 2021 ~~August 24, 2020.~~

signed by Doug Vinson, President

signed by Libby Mack, Treasurer