

The By-Laws of The Wilson County Beekeeper's Association

ARTICLE 1

Wilson County Beekeeper's Association

SECTION 1: NAME: The name of this organization shall be the “Wilson County Beekeepers Association” (WCBA), a Chapter of the North Carolina State Beekeepers Association, Inc.

SECTION 2: OBJECTIVES: The objectives of WCBA shall be:

- A. Education: Teach and encourage better methods among beekeepers, to promote cooperation and sharing, to reach a common understanding regarding our problems and their solution, to maintain friendly and helpful relations with the North Carolina State Beekeepers’ Association.
- B. Charity: Do such things as will tend to improve purposes for its members and the general public relating to honeybees and the beekeeping industry.

ARTICLE 2

Membership and Dues

SECTION 1: ELIGIBILITY: Anyone interested in beekeeping and the beekeeping industry may join upon payment of the annual dues 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 individual, life, and permanent members in good standing.

SECTION 2: MEMBERSHIP CATEGORIES:

A. INDIVIDUAL MEMBERSHIP

B. FAMILY MEMBERSHIP

- 1) Includes up to two (2) individual memberships and all minor children who reside at the same address.
- 2) Children included in family membership do not have voting rights.

C. LIFE MEMBERSHIP: Life membership may be granted to an individual who has contributed in an outstanding way to the aims and ideals of the WCBA and for meritorious service to beekeeping upon recommendation of the Executive Committee and a majority vote of the members present at any regular meeting. Life members shall be excused from payment of local dues and shall have all the rights and privileges of active members. No member shall be granted Life Membership merely for length of continuous membership nor solely for the benefit of being excused from payment of Chapter dues.

- D. **PERMANENT MEMBERSHIP:** Permanent membership in the WCBA will be ten times the regular membership dues. After this one-time payment, permanent members no longer pay annual Chapter dues but will have all the rights and privileges of active individual members.

SECTION 3: DUES: The executive committee shall set the annual dues for individual and family membership each year.

Dues are payable in advance to the treasurer of the Chapter and shall be due annually on January 1st and shall expire annually on December 31st of that same year. Any member who becomes delinquent in payment of dues after December 31st will be added to an inactive member roster. Any member not reinstated to active membership from the inactive roster after a period of four months shall be removed from the Chapter membership roll. A member who has been removed from the membership roll for nonpayment of dues may be restored to active membership by paying current year dues.

SECTION 4: SUSPENSION OR TERMINATION OF MEMBERSHIP:

- A. A member may have their WCBA membership suspended and/or terminated if:
- 1) A motion is presented to the Executive Board to terminate and/or suspend the member; and
 - 2) At least 80% of the Board determines by vote that it is in the best interest of the WCBA to suspend or terminate the member.
- B. Upon suspension, suspended members shall not attend or participate in WCBA activities for the duration of their suspension. The duration of any suspension shall be determined by the Board.
- C. Upon termination, former members shall not attend or participate in WCBA activities; nor shall they be entitled to any refund of dues.

ARTICLE 3

Meetings

SECTION 1: MEETINGS:

- A. Chapter meetings shall be advertised and held monthly on the first (1st) Thursday of each month unless:
- 1) Changed by a majority vote of the members present at a regular meeting; or,
 - 2) In circumstances when a vote of the members cannot be taken, at the discretion of the Program Director.
- B. Executive Board meetings shall be held monthly on the third (3rd) Thursday of each month, but may be changed by majority agreement from Board members.

SECTION 2: QUORUM:

- A. Quorum for monthly membership meetings or for any vote required of the Chapter membership at large shall be the total number of active members present and voting.
- B. Two-thirds ($\frac{2}{3}$) of the elected WCBA Officers shall constitute a quorum for the Executive Committee.

ARTICLE 4

Governance

SECTION 1: OFFICERS:

- A. Any active individual member, in good standing with the Chapter, duly nominated, either by self or by another member, is eligible for consideration from the membership for a Chapter officer position.
- B. The officers shall be:
 - 1) President
 - 2) Vice-President
 - 3) Secretary
 - 4) Treasurer
 - 5) Education & Outreach Director
 - 6) Program Director
 - 7) Parliamentarian
 - 8) 1-year Term Executive Committee Director
 - 9) 2-year Term Executive Committee Director
 - 10) 3-year Term Executive Committee Director
- C. All officers, except for the Executive Committee Directors with time remaining on their term, shall be elected annually by a majority vote of the members present and voting at the Chapter's November meeting and hold office from January through December of the next year, or until their successors are elected or appointed.
- D. Should a vacancy in an officer position occur before annual elections are held, the President may appoint a member to serve during the remainder of the term. No person shall be elected or appointed to any office without their consent.
- E. Those members elected to the offices of President and Treasurer may not serve more than three (3) consecutive terms, but may serve again after an intervening period of one (1) year.

SECTION 2: EXECUTIVE COMMITTEE: The Executive Committee (EC) shall consist of the elected officers and the Immediate Past President. All members of the EC shall have a vote except the Immediate Past President, who shall serve in an *ex officio*, nonvoting capacity only. The Executive Committee shall have authority to transact business on behalf of the members outside of monthly General Chapter meetings.

SECTION 3: AUDITING COMMITTEE: The Auditing Committee shall consist of the Three Executive Committee Directors, and its duty shall be to examine and audit the books of the Treasurer and make recommendations on its findings annually during the February General Chapter meeting.

SECTION 4: NOMINATION COMMITTEE: The Nomination Committee shall consist of three members appointed by majority vote of the Executive Committee at the August EC meeting. It shall be the duty of the Nomination Committee to nominate and present a slate of officers for election at the November meeting. Officer nominations may also be taken from the membership at large at the time the slate is presented for the election.

SECTION 5: STANDING COMMITTEES:

- A. Standing Committees of the Wilson County Beekeepers Association shall include the following:
 - 1) Apiary Committee
 - 2) Special Events Committee
 - 3) Fundraising Committee
 - 4) Advertising Committee
- B. Each standing committee shall have at least one (1) Chairperson appointed by the President at the January Executive Committee meeting, or as needed throughout the year, and shall be responsible for authorizing expenditures of their portion of the Chapter-approved budget and serve at the discretion of the membership at large.
- C. Standing Committee Chairpersons shall coordinate with the Treasurer before any expenditures from their approved budget to ensure adequate funds and approval of remitting invoices for payment.
- D. All committee Chairpersons shall be responsible for keeping an accurate record of inventory of the Chapter's property related to their respective committee in addition to records of their committee's operations, expenses, and income which shall be made available to the Treasurer by or before December 31st of each calendar year and the general membership upon request.
- E. Standing Committee Chairpersons may appoint committee members to serve on their committees upon approval of said members by the President.

SECTION 6: SPECIAL COMMITTEES; Special Committees may be formed at any time based on the needs of the membership.

- A. Special Committee Chairpersons shall be appointed by the President, and serve at the President's discretion.
- B. Special Committee Chairpersons shall be subject to the same recordkeeping expectations and responsibilities as Standing Committee Chairpersons described in Section 5, Paragraph D of this Article.

ARTICLE 5

Chapter-Approved Budget

SECTION 1: The Executive Committee, with the input and assistance of the Standing Committee Chairpersons, shall prepare and approve by majority vote an annual budget to be presented at the January meeting for approval by two-thirds (2/3) vote of all members present and voting. This annual budget will be in effect for the Chapter's fiscal year, which shall run from January 1st of the year of approval through December 31st of the same year.

ARTICLE 6

Duties of Officers

SECTION 1: PRESIDENT: The president shall have useful knowledge of Robert's Rules of Order and WCBA bylaws. The President shall preside at all meetings of the Chapter using regular parliamentary usage and Robert's Rules of Order. The President shall appoint such special committees as are deemed necessary, fill vacancies in any office, and perform such other duties as the Chapter may direct. The President shall be authorized to make deposits and disburse all monies,

should the Treasurer be unable to perform those duties.

SECTION 2: VICE-PRESIDENT: The Vice President shall have useful knowledge of Robert's Rules of Order and WCBA bylaws. It shall be the duty of the Vice President to perform those duties of the President in his or her absence, or upon the President's request. If the Vice President is unable to perform this duty in the absence of the President, then the Vice President may appoint any member of the executive committee to act in his or her stead.

SECTION 3: SECRETARY: The Secretary shall record the minutes and the proceedings of the Chapter at each regular and/or called meeting, and any special group activities. The Secretary's duties further include:

- Assisting the President and others in notifying the membership five to eight days before Chapter meetings.
- Informing the membership and general public of meetings and other activities of special interest using various forms of media.
- Maintaining complete files of the minutes, By-Laws, and any other rules of policy.
- Protecting and preserving the Chapter charter granted by the NCSBA.
- Maintaining files of all communications including both correspondence and publications.
- In cooperation with the President, arranging for a substitute if it becomes necessary to be absent from the duties of Secretary.
- At the end of the term of office, deliver all files, records, and Chapter property to the successor.
- Maintain up-to-date membership rolls in co-operation with the Treasurer.

SECTION 4: TREASURER: The Treasurer shall collect and receive all funds generated from membership dues, sales of goods, gifts, special activities, or from any other source. Funds shall be deposited into a bank account held in the Chapter's name. The Treasurer shall also make prompt remittance to cover authorized invoices. *Authorization for expenditures comes from the Chapter-approved Budget or by special vote of the Chapter.* The Treasurer's duties further include:

- Maintaining full and accurate records ("books") showing the receipts and disbursements of all monies.
- The books shall be closed no later than fiscal year end, and a complete report on the financial standings shall be given to the membership at the annual March Chapter meeting.
- All books and records of the Treasurer are subject to unannounced audits by the Auditing Committee.
- At the end of the term of office, conduct an audit of all books, ledgers, and inventory and deliver the same to the successor.
- Issue Local Membership cards (if used) and maintain an accurate membership list.
- Notify all members who are delinquent in payment of dues after December 31st and seek to restore their membership with assistance of the Secretary, if needed.
- Maintain, with the cooperation of the Secretary and committee chairpersons, a complete inventory of the Chapter's real and personal property, the location of such property, and estimated values. This inventory shall be verified and updated each year at the time the financial books are closed for the fiscal year and a complete report given the chapter

membership at its regular March meeting.

- Serve as custodian of the Chapter's properties, preserving all receipts, titles, and other documents as proof of ownership. An inventory of property shall be published for the members annually in July.
- Maintain the Chapter's Federal EIN #.
- Monitor and maintain the Chapter's compliance with State and Federal tax requirements for nonprofit organizations.

SECTION 5. EDUCATION OUTREACH DIRECTOR: The Education Outreach Director shall direct all the Education Outreach activities of the Chapter. The Education Outreach Director shall be the liaison with the organizations, schools, community Chapters, etc., that request Beekeeping education and instruction. The Education Outreach Director may call on Chapter members, including Executive Committee Members, to assist in carrying out these Educational Opportunities. If seeking the Chapter's assistance, the Education Outreach Director should bring each opportunity to the attention of the Executive Committee in advance of the event to allow for approval and time to generate support.

SECTION 6. PROGRAM DIRECTOR: The Program Director shall seek topics and speakers or programs for each month's General Chapter meeting. These topics, programs, and/or speakers should align with and further the Chapter's objectives and be submitted to the Executive Committee at least 3 months in advance of the date scheduled. Speaker fees and/or other fees must be accounted for and within the yearly budgeted amount.

SECTION 7. PARLIAMENTARIAN: The Parliamentarian shall ensure that all Executive Committee meetings and General Chapter meetings are conducted according to proper parliamentary procedures.

SECTION 8: DIRECTORS OF THE EXECUTIVE COMMITTEE: The Executive Committee board shall include three Directors, each serving 1-, 2-, and 3-year staggered terms with one Director elected each year. (See Article 5-Officers) Each Director shall assist the Secretary and Treasurer with taking new membership applications and welcoming members at monthly meetings. This duty may be rotated among the Directors as they see fit.

ARTICLE 9

Conflicts of Interest

SECTION 1: CONFLICT OF INTEREST: Whenever a member or officer has a financial or personal interest in any matter coming before the Executive Committee or general membership, the affected person shall fully disclose the nature of the interest and withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Executive Committee members determine that it is in the best interest of the Chapter to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE 10

Amendments

SECTION 1: AMENDMENTS: Any article or any section of any article of these By-Laws may be amended by any regular meeting by a two-thirds (2/3) vote of all active members present and voting, providing that the proposed amendment(s) have been presented to the Executive Committee for their approval by majority vote, and have been presented in writing, or electronic media to the entire membership at least 30 days before any regular meeting.

ARTICLE 11

Repealing Clause

SECTION 1: REPEALING CLAUSE: Upon adoption, these By-Laws supersede all previous By-Laws.

SECTION 2: ADOPTION: These By-Laws were presented to the membership via postal mail and/or email at least 30 days prior to and adopted by a two-thirds (2/3) majority vote of all active members present and voting at the Chapter meeting held on **Thursday, October 1, 2026** in Wilson County.

President

Date

Vice-President

Date

Secretary

Date

Treasurer

Date

Extension Agent

Date