Club By-laws
Houston Beekeepers Association
By-Laws of the Association

Article 1: Identity & Affiliation
Section 1: The name of the organization is Houston Beekeepers Association.
Section 2: The organization shall maintain membership in the Texas Beekeepers Association.

Article 2: Objectives
The objectives of the organization are to encourage and promote Beekeeping; to gain knowledge, exchange ideas, share techniques, skills and information through monthly meetings, workshops, public demonstrations and youth education.

Article 3: Membership
Section 1: Membership shall consist of individuals, students or families interested in the stated objectives of the organization who have paid their annual membership dues.
Section 2: Membership renewal shall be yearly upon timely payment of the renewal dues. [January – December]
Section 3: Any member in good standing may propose to sponsor and mentor a new member and all existing members are strongly encouraged to help facilitate the organization's goals and insure its future growth by accepting responsibility to become acquainted with all new members and by offering mentoring assistance in their education, skills and growth as new beekeepers, remembering the investment others have made in their knowledge and success.

Article 4: Officers
Section 1: The Officers of the Association shall consist of a President, Vice-President, Secretary and Treasurer. One person may serve temporarily as needed in more than one capacity or office pending yearly elections. All Officers, and those serving as committee chairs, must be a minimum of 18 years of age and should be members in good standing known and active in the Association, and actively engaged in Beekeeping activities.
Section 2: The Officers of this Organization constitute the Board of Directors. They are authorized by Article 9 of these Bylaws to act in a quorum for the considerations of special matters in the interim between regular monthly meetings, regular and special Board meetings

Article 5: Duties of Officers
Section 1: The duties of the Officers of this organization shall be such as shall be implied by their respective titles and such as are specified in these By-Laws. Each officer shall keep accurate records of their work and turn them over to their successors following their term of offices. All Officers are expected to attend regular Association meetings and regular/specially called Board meetings. If an officer is absent for three consecutive Association meetings or two consecutive Board meetings without legitimate excuse, as determined by the other Board members, they may be removed from their position and the position filled as described in Article 5 Section 3(a)(b), and Articles 7 Section 2 and Article 9. Any officer may, of necessity, be called to serve temporarily in more than one capacity as a Board Officer.
Section 2: The President shall preside as Executive Director and Chairman at all meetings of the Organization including monthly Association and business meetings, meetings of the Board of Directors, picnics, workshops, special events and educational efforts. They shall have authority to call special Board meetings; sign and authorize official Association documents, notices, letters and correspondence; set the Agenda for all monthly Association, business and Board meetings; establish meeting dates, times and

locations for such meetings; and authorize and approve the yearly schedule of special events, workshops and picnics. The President shall authorize all checks for disbursement of funds as requested by the Treasurer. They may appoint, with Board approval, various Association members in good standing to actively assist in various roles/tasks as deemed helpful or necessary.

Section 3: The Vice-President shall perform the duties of the President in their absence or incapacitation, and shall act in an advisory capacity at all times. In the case of death, resignation or removal of the President, they shall become President for the remainder of the unexpired term. They shall serve as Program and Training Director for the Organization, and shall be responsible for planning and coordination of monthly Association programs, over-seeing special events and activities, workshops and demonstrations. They may appoint, with Board approval, various Association members in good standing to actively assist in the planning, promotion and performance of these activities as deemed helpful or necessary.

Section 4: The Secretary shall keep an accurate and correct record of the proceedings and minutes of all meetings of the organization, including regular monthly Association, business and Board meetings. They shall serve as Director of Communications, with responsibility for all monthly meeting notifications by electronic newsletter. Additional means of communicating the events and activities of the Organization through phone calls, e-mails, newsletters, flyers, mail-outs, advertising and radio-TV promotions fall under his/her purview. They may appoint, with Board approval, various Association members in good standing to actively assist in the performance of these duties, as deemed helpful or necessary. The Secretary shall process all correspondence necessary for the Organization, except that the President may act in their Executive capacity to initiate or expedite letters and correspondence in promoting Association business, providing they supply copies of all correspondence to the Secretary.

Section 5: The Treasurer shall have charge of all monies and shall report thereon at all Association business or Board meetings when requested. They shall be authorized to sign checks approved by the President or Board as sole signatory required, and to disburse funds as needed to cover the ordinary operating costs of the Association, including disbursement of approved hotel costs, gift certificates and honorariums for speakers. They shall collect yearly Dues from all members, providing record or receipt thereof. They shall keep an itemized record, in a permanent file, of all receipts and expenditures and be prepared to give a written report of the same at frequent intervals. Exceptional requests for expenditures by any Board member over $200 require the Treasurer to immediately notify and receive prior approval from the President; the potential for a bank balance falling below a minimum of $1000 becomes cause for the Treasurer to notify the President to immediately call for a Special Board meeting to address the issue and determine measures to increase the balance. They shall keep a current list of the Names, Addresses, Phone Numbers, and of all active members. This membership list may be made available for purposes of Association mail-outs and notifications, but no commercial use or sharing of Association name-lists may be permitted without Board approval. All records are to be considered private and confidential to members of the Board unless otherwise advised. They shall preserve, in a permanent file, all records, notes, memos, e-mails and letters of value to the Organization and its officers, to be transferred in whole, including all electronic storage, to their successor at the close of their term of office. It is recommended this file be duplicated in electronic storage. They shall also keep an attendance roster of all meetings, and it shall be their duty to confirm the attendance of all Officers at all meetings, both monthly Association meetings and Board meetings, and to advise the President when an Officer has been absent from three consecutive Association meetings or two Board meetings.

Article 6: Committees

Committees and Special project groups shall be appointed or created by the President or Board at their direction as the need arises, with leadership being chosen by the Board from among existing members in

good standing. All members should be available and willing to serve on Committees or Special Project groups when asked and as needed.

Article 7: Officer Election

Section 1: Officers shall be elected at the Organization's regular annual November business meeting and shall assume their duties immediately following adjournment of that meeting. Election shall be by nomination from the Board or from members of the Association submitted for consideration electronically (email) or verbally prior to the November business meeting, beginning at October meeting. Election shall be conducted by the President with a reading of the nominees to the members, followed by a vote. If more than one nominee is being voted for a position, a ballot will be utilized. Ballot is to be counted by three members in good standing, appointed by the Board. All members in good standing over the age of 18 are eligible to vote.

Section 2: Vacancies created by succession of Officers during their unexpired term shall be permanently filled at this election. Six months or more equates to a full term of office.

Section 3: Elected officers serve for one year terms, and may serve up to five consecutive terms if so elected, to insure stability, continuity of vision and cohesiveness of the programs to the organization. An interval of one year shall elapse before a member is again eligible for reelection to the same following five consecutive terms in the same office. The goal in selecting officers is to groom and develop responsible emergent leaders from within the Association capable of building on previous initiatives that results in progression of purpose and growth of the organization into the future. Officers should be proactive in recruiting future replacements.

Article 8: Meetings

Section 1: Regular meetings shall be held on the 3rd Tuesday of each month unless otherwise announced; beginning at 7 pm. Changes due to availability of facilities or other circumstances shall be addressed as they arise, with every attempt made to notify Association members in a timely manner. The regular November meeting of each year shall be given by the President, Officers and Committee members.

Section 2: Special meetings may be called by the President of the Association or Board members, with every attempt made to notify members and Officers in a timely manner of the reason, and with no agenda matters considered other than ones stated in the call for the special meeting.

Article 9: Quorum

One-fourth (1/4) of the organization's average membership attendance at the last three meetings shall constitute a quorum at any Association meeting. A majority of the members of the Board (3 of 4 Officers present) shall constitute a quorum of that body and may act In-absentia of the President to conduct Association business when the President has either so requested, or has become incapacitated or negligent in their duties as defined in Article 5 Section 2.

Article 10: Dues

Section 1: Annual Dues for an individual, students or family membership shall be determined and set annually by the Board upon review, discussion and a vote at the regular November meeting payable at the beginning of each year and due at the January meeting. The membership fee is subject to review based on costs of maintaining the solvency of the organization and meeting the goals of its stated objectives. New members annual fees are due upon joining the Association and are not pro-rated for a partial year. Any member whose dues remain unpaid after 60 days or following the March meeting shall be notified then dropped from membership if not timely paid. Additional donations are accepted and financial support by its members is encouraged above and beyond the basic yearly dues.

Section 2: The organization's year shall be from January through December of each calendar year, inclusive.

Article 11: Amendments

These By-Laws may be amended by a two-thirds vote of the members present at any regular meeting, provided all members are notified in advance that such discussion or vote may occur. Copies of the proposed changes may be presented by the Board, reviewed and discussed during the same Association meeting in which the vote for approval of changes occurs.