

**THE CONSTITUTION AND BY-LAWS OF THE ASHE COUNTY BEEKEEPERS
ASSOCIATION (ACBA), A CHAPTER OF THE NORTH CAROLINA STATE
BEEKEEPERS ASSOCIATION, INC. (NCSBA)**

ARTICLE 1: NAME

SECTION 1: NAME: The name of this organization shall be Ashe County Beekeepers Association. Chapter of the NCSBA, Inc.

ARTICLE 2: OBJECTIVES

SECTION 1: OBJECTIVES: The objectives of this non-profit organization shall be:

- a. Education: Teach and encourage better methods among the beekeepers of Ashe County, to promote cooperation and sharing, to reach a common understanding regarding our problems and their solutions, to maintain friendly and helpful relations with the NCSBA.
- b. Charity: Do such things as will tend to improve purposes exclusively for its members and the general public relating to honey bees and the beekeeping industry.
- c. Should this Chapter undergo dissolution, its assets will be distributed to the NCSBA.

ARTICLE 3: MEMBERS

SECTION 1: MEMBERS: Anyone interested in beekeeping and the beekeeping industry may join the Chapter upon payment of the annual dues. The right to vote shall be limited to members in good standing.

ARTICLE 4: OFFICERS

SECTION 1: OFFICERS: The officers of the Chapter shall be: President, Vice-President, Secretary, Treasurer, Program Chair, and three Directors (1 year, 2 year and a three-year director {a new three-year director being elected each year}). All officers shall be elected by a majority vote of the members present at the November meeting and hold office from January through December of the next year, or until their successors are elected or appointed. In the case of a vacancy, the President may appoint a member to serve during the remainder of the term. No person shall be elected for any office without his or her consent.

ARTICLE 5: DUES: LOCAL, STATE AND LIFE MEMBERSHIPS

SECTION 1: DUES: The annual dues for the regular members shall be the sum of the NCSBA dues plus the annual dues of the Ashe County Beekeepers Association, payable in advance to the treasurer of the Chapter and shall be due on January 1 of the fiscal year covered by said dues. All dues expire on December 31 of each year. Any member of the Chapter who becomes delinquent in payment of dues after December 31 will be dropped from the roll of membership after the State annual spring meeting and shall cease to be a paid member of the NCSBA and the local Chapter. A person who has been dropped from the roll of membership for nonpayment of dues may be restored to active membership by paying current year dues. The Treasurer and Secretary of the local Chapter shall be excused from payment of dues for the local Chapter.

SECTION 2: LIFE MEMBERSHIP: Life membership in the Local Chapter may be given to a member who has contributed in some outstanding way to the local Chapter's aims and ideals and for meritorious service to the Chapter 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. No member shall be given Life Membership merely for continuous membership or for the purpose of not paying dues.

ARTICLE 6: MEETINGS

SECTION 1: MEETINGS: There shall be regular meetings held monthly. Notice of each meeting shall be advertised. The time and place for each meeting shall be decided on by a majority vote of the members present at a regular meeting. If this is not possible, the Chapter may direct the Program Chair to make the necessary arrangement for said meeting.

ARTICLE 7: COMMITTEES

SECTION 1: COMMITTEES: The Executive Committee shall consist of all the elected officers of the Chapter, namely: President, Vice-President, Secretary, Treasurer, Program Chair, Directors, and the immediate Past President who shall be an ex-officio member. The Executive Committee shall have authority to transact business on behalf of the Chapter when it is not in session.

SECTION 2: The Auditing Committee shall consist of the three Directors, and its duty will be to examine and audit the books of the Treasurer and make recommendations on their findings at their regular January meeting.

SECTION 3: The Nominating Committee shall consist of three members (the Chair appointed by the President), whose duty will be to nominate and present a slate of officers for the November meeting. Other names may be submitted from the membership at large at the time of the election.

SECTION 4: The Education Committee shall consist of three members (the Chair appointed by the President), whose duty will be to prepare curriculum and coordinate educational and other outreach activities. The Education Committee will use its discretion to accept or reject any invitation to participate in any educational or other outreach activity. The Education Committee is responsible for coordinating volunteers as needed for these events.

SECTION 5: The Swarm and Cut-out Committee shall consist of three members (the Chair appointed by the President) and is responsible for coordinating all official requests for swarm captures and cut-outs. Official requests are those requests received by any officer or Board member of the ACBA. The Chair of the Swarm and Cut-out Committee will be responsible for contacting interested beekeepers to participate in these activities. The ACBA assumes no responsibility for any damages, personal or property, that may be incurred during a swarm or cut-out recovery. The Swarm and Cut-Out Committee is responsible for encouraging any responders to ensure that homeowners sign a Waiver of Responsibility.

SECTION 6: SPECIAL COMMITTEES: Such committees shall be appointed by the President consisting of a minimum of three members whose duty will be to serve as directed by the President.

ARTICLE 8: QUORUM

SECTION 1: QUORUM: Those members present shall constitute a quorum for the transaction of business at any regular meeting. Two-Thirds of the committee shall constitute a quorum for the Executive Committee.

ARTICLE 9: DUTIES OF OFFICERS AND DIRECTORS

SECTION 1: PRESIDENT: The President shall preside at all meetings of the Chapter using regular parliamentary usage and Robert's Rules of Order. This officer shall appoint such special committees as is deemed necessary, fill vacancies on any office, and perform such other duties as the Chapter may direct. The President will be authorized to make deposits and disburse all monies, should the Treasurer be unable to perform those duties. The President shall be an active member of the NCSBA.

SECTION 2: VICE-PRESIDENT: 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 to act in his or her stead. The Vice President shall be an active member of the NCSBA.

SECTION 3: SECRETARY: The Secretary shall record the minutes and the proceedings of the Chapter at each regular and/or called meetings and any special group activities. The Secretary shall be an active member of the NCSBA. The Secretary's duties further include:

- a. Assist the President and others in notifying the membership five to eight days prior to meetings.
- b. Use the media to inform the general public in a timely manner of meetings, also activities of special interest.
- c. Maintain complete files of the minutes, Constitution and By-Laws and rules of policy.
- d. Protect and preserve the Chapter charter granted by the NCSBA.
- e. Maintain files of all communications including both correspondence and publications.
- f. In cooperation with the: President, arrange for a substitute if it becomes necessary to be absent from the duties of Secretary.
- g. At the end of the term of office deliver all files, records, and Chapter property to the successor.

SECTION 4: TREASURER: The Treasurer shall collect and receive all monies generated from membership dues, sales of goods, gifts, special activities or from any other source. Such monies shall be fully protected in a proper and timely method. Disbursements will be promptly made to cover membership dues to the NCSBA Treasurer including the necessary information as to new or renewal memberships. The Treasurer will also make prompt remittance to cover authorized invoices.

(Authorization for expenditures result from the Chapter approved Budget or from special vote of the Executive Committee and/or a Chapter meeting.) The Treasurer shall be an active member of the NCSBA. The Treasurers duties further include:

- a. Maintain full and accurate records showing the receipts and disbursements of all monies.
- b. Issue Local Membership cards (if used) and maintain an accurate membership list.
- c. Notify all members after December 31 who are delinquent in payment of dues and seek to restore their membership.
- d. Promptly inform the NCSBA Treasurer when death occurs, or changes occur in mailing address and telephone numbers of the membership.
- e. The books shall be closed prior to each regular January meeting and a complete report on the financial standings given to the Chapter at that time.
- f. As a Chapter of the NCSBA, which has a 501-C 5 status, filing information returns with the Internal Revenue Service may not be needed.
- g. Maintain a complete inventory of the Chapter's properties, location, and estimated value.
- h. This inventory will 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 at its regular January meeting.
- i. Serve as custodian of the Chapter's properties, preserving all receipts, titles, and other documents as proof of ownership.
- j. The books and records are subject to unannounced audits by the Audit Committee.
- k. Deliver all books and documents to the successor at the end of term of office, having had them audited at this time.

SECTION 5: PROGRAM CHAIR: The Program Chair will assist in making the necessary arrangement for programs and secure speakers for same. When directed by the Chapter, he/she will secure a meeting place and make necessary arrangements for the regular meetings.

[Note: Due to limited membership, some of these officer functions may be combined and served by one person, i.e., a Secretary/Treasurer may serve both functions, the Vice-President may function as a V-P and Program Chair. Also, consideration may be given to term limits to encourage new ideas and approaches, depending upon the size of the organization.]

SECTION 6: DIRECTORS: Directors are intended to provide oversight and to represent the broader interests of the membership body. Directors are elected like regular officers and serve a three-year term. To be eligible for the office of Director, a candidate must have been an active member of the ACBA for the past three years and be a current member of the NCSBA. The President may appoint a replacement Director to complete an existing term for any Director who resigns or has become inactive. Inactivity is defined as missing three or more regular monthly meetings during a calendar year. Directors are assigned to the Auditing Committee and are responsible for reviewing the annual Treasure's report. Any Director can request a written summary of the financial dealings and/or bank statements from the Treasurer. Non-compliance should be reported to the Executive Committee within five days of the request. The Directors are expected to:

- a. Ensure compliance with laws and regulations and to bring any concerns to the Executive Committee;

- b. Establish policies, procedures, and governance frameworks for effective oversight for the ACBA;
- c. Guide the strategic direction of the ACBA and raise awareness of any activities that are not in alignment with the mission and vision of the ACBA;
- d. Assess potential risks and opportunities related to the organization’s strategic objectives; and,
- e. Liaise with donors, beneficiaries, and the public on behalf of the ACBA.

ARTICLE 10: HONEY QUEEN

SECTION 1: HONEY QUEENS: If desired, the ACBA, Chapter of the NCSBA, may sponsor and select a girl from their area to compete with other girls in the state of North Carolina to serve as Honey Queen for one year. Basis of support, rules and regulations, honey queen committee, and the continuation of the contest and program may be decided upon a vote of the members attending a regular meeting. These rules and regulations will fall within NCSBA guidelines.

ARTICLE 11: AMENDMENTS

SECTION 1: AMENDMENTS: Any article or any section of any article of this Constitution and By-Laws may be amended by any regular meeting by a two-thirds (2/3) vote of all members present, providing proposed amendments have been presented to the Executive Committee for their recommendation, and have been presented in writing to the entire membership at least 30 days before any regular meeting.

ARTICLE 12: REPEALING CLAUSE

SECTION 1: REPEALING CLAUSE: Upon acceptance by vote of the Chapter this Constitution and By-Laws supersedes all previous Constitution and By-Laws.

SECTION 2: ADOPTION: This Constitution and By-Laws was read and adopted by a two-thirds (2/3) majority vote of all members present at the regular meeting held on November 8, 2023, at Jefferson, Ashe County, NC.

Wayne Pitts, President

Todd Swanson, Vice-President

Ken Jenkins, Secretary