

Constitution & By-Laws

Raleigh County Beekeepers Cooperative Association (Original Version November 2017)

ARTICLE 1: Name

SECTION 1 – NAME: The name of this organization shall be “Raleigh County Beekeepers Cooperative Association (RCBCA).”

SECTION 2 – ADDRESS: 251 Vista Drive, Mount Hope, WV 25880.

ARTICLE 2: Type

SECTION 1 – TYPE: RCBCA is a club of beekeepers. West Virginia tax status is currently non-profit. Employer Identification Number (EIN) is 55-0520480. The RCBCA wishes to obtain a desired tax status of 501-C3.

ARTICLE 3: Objectives

SECTION 1 – OBJECTIVES: To educate members and the general public concerning honey bee health and effective beekeeping practices.

To train beekeepers in practical, successful and responsible practices of raising healthy honey bee colonies and harvesting honey through formal classes, public presentations, and general sharing of ideas and experiences.

To form collaborative partnerships in Raleigh County Schools and other area youth organizations about the importance of honey bee preservation and responsible beekeeping.

To increase public awareness of the importance of honey bees to our environment, ecology and food production.

To collaborate as appropriate with other organizations with similar goals, in the collection and sharing of data and experiences.

To assist RCBCA members with cost sharing cooperative partnerships where practical, reduce beekeepers costs and promote colony health.

ARTICLE 4: Members

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

SECTION 2 – INDIVIDUAL MEMBERSHIP: Membership to RCBCA includes membership to the West Virginia Beekeepers Association.

SECTION 3 – FAMILY MEMBERSHIP: RCBCA includes membership for all family members residing in the same residence. Family members are afforded the same voting rights as primary members.

SECTION 4 – STUDENT AND SCHOOL INSTRUCTOR MEMBERSHIP: Voting student and school instructor memberships shall be free to all students and school instructors as participating in the RCBCA & Raleigh County Schools Memorandum of Understanding.

ARTICLE 5: Officers

SECTION 1 – OFFICERS: The officers of the RCBCA include President, Vice-President, Secretary, and Treasurer. All officers will all hold a term of one (1) year. The officers will be elected by a majority vote of the members present at the meeting and hold office from July 1 through June 30 for the year elected and until their successors are elected or appointed. The Technical Advisor will be appointed by the officers. 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 6: Duties of Officers

SECTION 1 – DUTIES OF OFFICERS BY TITLE:

The President's duties follow:

Preside over meetings of the RCBCA using parliamentary procedure and Robert's Rules of Order.

Outline the topics to be discussed at monthly meetings.

Engage speakers for upcoming meetings.

Hold officer meetings when necessary.

Encourage communications between members and officers.

Make day-to-day decisions about RCBCA activities.

Deposit and disperse monies if Treasurer is unable.

Focus on increasing membership.

Provide information and preparation for annual class offerings.

Assist with grant writing and other fundraising activities.

Help organize and participate in RCBCA functions, beekeeping courses, group and civic activities.

The President's duties follow: (continued)

Be well versed in colony management and best practices, minimum 10 years of beekeeping experience required, master beekeeper certification is preferred but not required.

The Vice President's duties follow:

Perform the 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 request another officer to act in his or her stead.

Focus on increasing membership.

Assist the President as requested with meetings and group activities.

Help organize and participate in RCBCA functions, beekeeping courses, group and civic activities.

Minimum 5 years of beekeeping experience preferred.

The Secretary's duties follow:

Record the minutes of the RCBCA at each regular and/or called meeting.

Notify the membership of upcoming meetings.

Maintain files of the minutes and by-laws.

Maintain files of communications and publications.

Arrange for a substitute if absent from the meeting(s).

Help organize and participate in RCBCA functions, beekeeping courses, group and civic activities.

Assist the Treasurer with annual membership renewals.

Deliver all files and records to successor.

The Treasurer's duties follow:

Receive all monies from membership dues, sales of goods, gifts, or any other source.

Deposit all receipts in the RCBCA bank account.

Make expenditures to cover authorized invoices from the RCBCA bank account.

Provide RCBCA a quarterly financial report or as requested by the President.

Maintain accurate records showing the receipts/disbursements of monies.

Maintain a membership list.

Notify members who are delinquent in payment of dues and seek to restore their membership.

The books shall be closed prior to each regular January meeting and a complete report of the financial standings given to the RCBCA at that time.

Maintain a complete inventory of any RCBCA properties, location and estimated value and serve as custodian of the properties.

The books/records are subject to unannounced reviews by RCBCA members (see Article 9).

Deliver all books and documents to successor at end of term.

Forward any state dues submitted to state treasurer.

The Technical Advisor duties follow:

Manage the RCBCA web site as focal point for Raleigh County beekeepers.

Facilitate electronic communication between members.

Ensure the databases used by RCBCA are web based and secure.

Arrange/manage photo and video media submitted by members.

Focus on increasing membership.

SECTION 2 – DUTIES FOR ALL OFFICERS: All officers shall assist with the upkeep and maintenance of the Raleigh County Schools Apiary Yard location at Peter’s Farm, Cool Ridge, WV.

All officers shall assist as requested to help coordinate and facilitate the annual Beckley Honey Festival as long as the RCBCA is a partner with the City of Beckley.

All officers shall assist as necessary to facilitate beginning beekeeping courses and mentor students as part of the RCBCA MOU with Raleigh County Schools.

All officers shall assist as requested with Beekeeping Courses that are given by the RCBCA.

ARTICLE 7: Meetings

SECTION 1 – MEETINGS: There shall be regular monthly meetings.

The Secretary will notify members of upcoming meetings via the web site and other technology resources, typically one week before the meeting.

The time and place for each meeting shall be decided by the officers of the RCBCA.

Regular meetings are held at the Raleigh County Board of Education Central Office – Munson Hall, 105 Adair Street, Beckley, WV 25801.

If this is not possible, the President must make the necessary arrangement for the meetings.

ARTICLE 8: Committees

SECTION 1 – COMMITTEES: The Executive Committee shall consist of all the elected officers of the RCBCA, namely: President, Vice President, Secretary, Treasurer, Technical Advisor and the immediate past President who shall be an ex-officio member. The Executive Committee has authority to transact business on behalf of the RCBCA. See Article 9 for any financial transactions exceeding \$500.00.

ARTICLE 9: Accounting

SECTION 1 – ACCOUNTING: Any financial transactions exceeding \$500.00 shall be approved by majority vote of the RCBCA.

RCBCA members may request and be afforded the right to review any and all accounting related records at the group with a simple majority vote upon request at any regular monthly meeting. The request does not have to be on a preapproved meeting agenda. The Treasurer shall have a maximum of five (5) business days to provide such records unless the RCBCA membership agrees to review at the next regularly scheduled meeting.

ARTICLE 10: Quorum

SECTION 1 – QUORUM: Two-thirds of the member's present constitute a quorum for the transaction of business at any regular meeting.

Two-thirds of the officers constitute a quorum of the Executive Committee.

ARTICLE 11: Dues: Local, State and Life Membership

SECTION 1 – DUES: LOCAL, STATE AND LIFE MEMBERSHIP: RCBCA dues are \$20.00 (twenty dollars) per member or family per year.

Monies collected for local dues should be deposited into the RCBCA bank account promptly.

Member dues of \$6.00 per member or family are to be paid annually to the West Virginia Beekeepers Association (WVBA) for state association membership.

Dues are due on January 1 of the calendar year and expire on December 31 of each year.

An RCBCA member who is delinquent in payment of dues after March 31 will be dropped from the roll of membership.

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. However, regardless of when dues are paid, dues expire on December 31 of each year.

Life Membership may be conferred by the Executive Committee of RCBCA to a member who has contributed in an outstanding way to the beekeeping community. No dues are required of Life Members. However, Life Members of the RCBCA are required to pay the WVBA annual dues of \$6.00 unless they are lifetime members of WVBA. RCBCA member who are lifetime members of the WVBA but not the RCBCA shall be charged annual dues of \$14.00.

ARTICLE 12: Amendments

SECTION 1 – AMENDMENTS: Amendment(s) to the By-Laws should be proposed by the officers to members.

The amendment(s) should be presented to members in writing.

The By-Laws may be amended by at a regular meeting by a two-thirds (2/3) vote of all member's present.

By laws should be reviewed an amended as needed and at a minimum of every two years.

ARTICLE 13: Dissolution

SECTION 1 – DISSOLUTION: At time of dissolution the RCBCA assets will be distributed to the West Virginia Beekeeping Association.

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Upon acceptance by vote of the RCBCA these By-Laws supersedes all previous By-Laws.

These By-Laws where read approved by a two-thirds vote of RCBCA members on:

Date: 11 / 16 / 2017

Signatures:

President: 

Vice-President: 

Secretary: 

Treasurer: 