

TAMPA BAY BEEKEEPERS BY-LAWS 2016 Revision

ARTICLE I

Name and Objectives

Section 1. Name.

The name of this organization shall be Tampa Bay Beekeepers Association, Inc. (the Association)

Section 2. Objectives

The objectives of the Association are:

- (a) To develop and promote practical beekeeping in the Tampa Bay Area;
- (b) To protect and carry on beekeeping affairs;
- (c) To educate interested parties in the use of beehive products, honey and pollination
- (d) To act as a representative of Tampa Bay Beekeepers in State and National beekeeping and legislative matters; and
- (e) To support the Florida State Beekeepers Association (FSBA)

Section 3. Nature of Activities

The Association shall not take part in any activities not in keeping with the purposes and objectives of the Association. The Association, however, reserves the right to take a position and to express its views on any legislation, ordinance or course of action which in the judgment of the Association will affect the welfare of its members, and to comment on the actions of individuals and groups whose purposes or actions affect the welfare of bees in the Tampa Bay area.

Section 4. Affiliation with Other Groups.

The Association may join, support, and collaborate with federations, leagues, conventions or other groups whose purposes and actions are consistent with the Association: Provided that no action under this section shall impair the continued existence of the Association as a distinct organization.

ARTICLE II

Membership and Annual Dues

Section 1.

Membership is open to anyone interested in the objectives of the society.

Section 2.

There shall be three classes of membership in the Association: Active, Honorary and Life.

(a) Active Membership. Active members may include anyone interested in or involved in the beekeeping industry in the Tampa Bay Area. Active members must pay dues in accordance with section 5 of this article. Anyone can become an active member at any time. The active membership covers the joining member, the spouse and children under age 18 or business partner as recorded on the membership application. The active membership has two votes and the members must be over 18 and present to vote. Non members have no vote and cannot take part or participate in business discussions.

(b) Honorary Membership. The Association may designate honorary members. Honorary membership is non-dues paying and non-voting. Recommendations for honorary membership may come from the Executive Committee or by a motion from the floor at a regular meeting. Approval by a majority of those Active and Life Members present and voting on the motion is required for designating an honorary member.

(c) Life Membership. An Active or Honorary Member may become a Life Member by donating a hive to the Association. The hive shall consist of the following:

(i) One (1) colony of bees free of disease

(ii) One (1) new bottom board

(iii) One (1) new queen excluder

(iv) One (1) new cover

(v) Either three (3) 9-5/8" deep hive bodies, or one (1) 9-5/8" deep hive body and three (3) 6-5/8" supers.

(vi) Ten (10) good frames and combs for each 9-5/8" deep hive body

(vii) Ten (10) good frames and combs for each 6-5/8" supers

All equipment should be new, with no registration numbers, painted white and have hand holds cut into all four sides of each box. All equipment is subject to examination and approval by the Apiary committee. In lieu of the above items, Life Membership may be obtained by donating an amount determined by the Apiary committee to purchase and assemble the above items. Life membership in the Association does not include life membership in the FSBA. Membership in the FSBA is paid annually. Life members shall have voting privileges the same as active members. Upon the death of the life member their membership will transfer to the spouse.

Section 3. Annual Dues.

The Executive Committee shall fix the annual dues of the Association, subject to approval by the Association at a general membership meeting. Dues shall be for a period of the year running from January 1 to December 31. Renewal of membership is payable January 1st and any member who has not

paid within thirty (30) days of the due date shall have their name dropped from the membership roll. Dues for the association include membership in the FSBA.

Section 4. Resignation.

If a member wishes to resign, they shall give written notice to the Secretary, who shall present it to the Officers at the next regular meeting. No dues shall be refunded upon resignation.

Section 5. The Revocation of membership.

Membership may be revoked for misappropriation of TBBA funds, criminal activity, and harassment of members or officers, inappropriate, unethical, immoral or violent behavior. The Executive Committee will provide the challenged member with the charges against him or her in writing. If the member does not elect to terminate their membership, an opportunity to answer the charges will be given at the first regular meeting after the written charges have been provided to the challenged member. Membership may then be revoked by a 2/3 majority of the active and life members present. Once a member resigns or has his or her membership revoked due to the above process, they shall be considered persona non grata at TBBA meeting or events in perpetuity.

ARTICLE III The Duties and Powers of the elected Officers.

Section 1. Terms and Qualifications of the Elected Officers The Association shall elect annually from the adult (over eighteen) Active or Life members, that have been members of TBBA, **for a minimum of 12 months**, a President, Vice-President, Secretary, and Treasurer, who collectively shall constitute the Executive Committee.

Section 2. Terms of Elected Officers.

All elected officers may serve unlimited consecutive terms. The terms of the Officers shall begin on the first day of the month succeeding that in which they were elected and shall continue for one year. Elected Officers shall serve until their successors have been chosen. In the event that an Officer is unable to complete their term they shall be replaced in the manner provided by the By-laws in Article III, Section 3c

Section 3 Duties of the President.

The President shall have the following specific duties:

(a) The President shall preside over the general meetings of the Association and shall be Chairperson of the Executive Committee;

(b) The President shall, with the concurrence of a majority of the Executive Committee, appoint all chairpersons and members of standing or special committees.

(c) The President shall appoint members to temporarily fill any vacancy of an Officer and provide for the performance of the duties of any Officer or position of the Association during the temporary absence or disability of the incumbent or until the vacancy shall have been filled in the manner provided by the By-laws in Article V, Section 4.

(d) No one other than the President or designated representative shall represent the Association and make or authorize statements on behalf of the Association on any matter in which the Association has arrived at a position or policy.

(e) The President has the authority to sign all checks, except checks written to them self.

Section 4. Duties of the Vice President.

The Vice President shall assist the President in the administration of the affairs of the Association and shall undertake such duties as the President may assign. In addition they shall have the following specific duties:

(a) If the President is absent at either a meeting of the Association or a meeting of the Executive Committee the Vice President shall preside.

(b) The President may designate the Vice President to speak for and on behalf of the Association.

(c) In the event of the resignation, removal, disqualification, disability, or death of the President, the Vice President shall assume the office of the President for the remainder of the term of office.

Section 5. Duties of the Secretary.

The Secretary shall keep all the records of the Association not specifically the responsibility of another officer, and shall record and publish on the Web site the proceedings and attendance of the meetings of the Association and the Executive Committee, and perform such related duties as the President or the Executive Committee may prescribe.

Section 6. Duties of the Treasurer.

The Treasurer shall receive the funds of the Association, and shall disburse these funds when duly authorized by the President, the Executive Committee, or the Association. The Treasurer shall be authorized to pay all legitimate expenses incurred by the Association. The Treasurer shall make a written or oral report of the finances of the Association at each general membership meeting and shall keep the records in such form as to disclose the amounts and sources of all revenues received and the amounts and purposes of all funds disbursed. The Treasurer shall collect dues from the members and submit the FSBA membership dues to the treasurer of the FSBA within thirty (30) days and submit a list of members' information to the secretary within thirty (30) days of receipt.

Section 7. Appointed Officers.

Any person appointed or elected to serve as a representative or delegate of the Association or an alternate shall represent the interests of the Association, and shall, whenever practicable consult with the President or the Executive Committee to determine the position of the Association. Provided, that nothing herein shall prevent any such person from presenting his/her personal views as long as they are clearly identified as such.

Section 8. Removal of Officers.

Any Officer of the Association may be removed for non-performance of duties or just cause. A motion for removal may be made at any regular or special meeting. The reasons for the motion must be represented in writing and shall be read in their full text by an officer of the Association. The maker of

the motion may briefly explain her/his reasons and may answer questions. The officer involved, if present, may briefly reply, but there shall be no debate. The motion shall be referred to the Executive Committee who will make a recommendation for consideration at the next membership meeting. At the next regular or special meeting held not sooner than ten days after the presentation of the motion the question shall be debated, and if two-thirds of those Active and Life Members present voting are in favor thereof, the officer shall be immediately removed. No officer whose removal is under discussion shall preside during the consideration of the motion of removal.

ARTICLE IV Executive Committee

Section 1. Composition.

The Executive Committee shall consist of the four elected officers.

Section 2. Duties and Powers.

In addition to the duties and powers conferred elsewhere in this Constitution and in the By-laws:

(a) The Executive Committee shall advise and assist the President in the general management and supervision of the affairs of the Association.

(b) Between general membership meetings of the Association, the Executive Committee may take any action on any matter which the Association could have authorized.

(c) The Executive Committee shall approve the President's creation or dissolution of and assignment of duties to standing or special committees.

(d) The Executive Committee shall approve the President's appointment and removal of the chairman and members of the any standing or special committees, and of representatives or delegates of the Association and their alternates, and it shall appoint members of the nominating committee.

ARTICLE V

Conduct of Elections

Section 1. Time of Elections.

The officers (the members of the Executive Committee) shall be elected at the September membership meeting (also referred to as the annual meeting) of the Association.

Section 2. Nominations.

Prior to the membership meeting where the election is to be held, the Executive Committee shall appoint a nominating committee of at least three members. The nominating committee shall present nominations for officers at the annual meeting. No one shall be nominated by the committee unless he/she is an adult (over eighteen), an Active or Life Member, **for a minimum of 12 months**, their dues

are fully paid and their consent has been obtained. Nominations officially close two weeks prior to the annual elections.

Section 3. Voting Procedure.

Each vote shall be cast in person by an adult Active or Life Members. All voting for elected positions shall be by secret written ballot: Provided that whenever there is one candidate for each office or position, a motion for a unanimous ballot shall be in order; and if such motion passes, no other balloting shall be required. a. When there is more than one candidate for any elective position, a majority of all valid ballots cast for that office or position shall be required for election thereto. Invalid, defaced, illegible, blank or other ballots which cannot be tallied shall not be included in determination of a majority.

Section 4. Special Elections.

In the event of a vacancy in any elected office or position other than President, a special election shall be held at a general membership meeting for the purpose of filling the office or position for the remainder of the unexpired term. All nominations in such special elections shall be made from the floor.

ARTICLE VI

Amendment of the Bylaws

Section 1. Procedure.

Amendments to these Bylaws must be presented in writing at a regular meeting of the Association. Upon presentation the Secretary may read the full text of the amendment to the members present. The person or committee sponsoring the amendment will be permitted briefly to explain its purposes and answer questions thereon, but there shall be no debate. At the following meeting the amendment shall be subject to debate and shall, if two-thirds of Active or Life Members present voting are in favor, take effect immediately.

ARTICLE VII

Meetings of the Association

Section 1 Place of the Meeting

Place of the Meeting shall be held at a time and place recommended by The Executive Committee and approved by the membership. It is intended that the meeting place remain as constant as possible; however, the Trustees may recommend a new and different meeting place if conditions so warrant. In the event that an emergency occurs that requires a change in the meeting site The Executive Committee shall secure a site for that meeting and the membership shall be informed via the web site, mail, email, or telephone. Subsequent meeting shall return to the normal meeting site or a change in meeting site shall be approved by the membership.

Section 2. General Meetings.

Unless otherwise ordered by the Association or the Executive Committee, general meetings (also known as membership meetings) of the Association shall be held on the second Thursday of each month.

Section 3. Special Meetings.

Special meetings may be called by:

- (1)** The President,
- (2)** A written request from 3 members of the Executive Committee or
- (3)** A written petition from 2/3 of Active and Life Members. Whenever 3 members of the Executive Committee, or 2/3 of Active and Life Members shall petition the President to call a special meeting, the President shall call the special meeting within 30 days of her/his receipt of the petition.

Section 4. Quorum.

Active and Life Members in attendance at a General Meeting shall constitute a quorum for the transaction of business of the Association at any General Meeting.

Section 5. Notice of Meetings.

Members of the Association shall be notified of each meeting at least five days in advance by mail, email, or by posting the notice on the Associations web site.

Section 6. Order of Business.

The President and the Executive Committee shall set the order of business for meetings of the Association. However, a meeting shall not be adjourned without allowance for completion of unfinished or new business.

Section 7. Standing Rules:

- 1.** General membership meetings of the Association shall be open to the public. There will be no alcohol distributed or consumed at the meetings or TBBA events.
- 2.** Debate and voting privileges shall be limited to paid Active Members and Life members. Non-members may be invited to speak concerning the debate by the presiding officer or by unanimous consent of those members present and voting.
- 3.** All motions shall be recorded by the secretary. A motion from the Executive Committee does not need a second.
- 4.** All new subject matter may be referred by the presiding officer for investigation and recommendation to:
 - (1)** An appropriate standing committee or special committee or
 - (2)** The Executive Committee.

The committee considering the matter shall report at the next general meeting of the Association. In an emergency a resolution or communication may be acted upon by the Association with the consent of a two-thirds majority of the members present and voting.

(3) Issues raised by members and received by the President in writing between meetings may be referred to the appropriate committee and may be considered at the next membership meeting.

(4) A member introducing a motion which is referred to a committee shall have the right to appear before the committee prior to the report being made to the Association.

(5) During debate, no member shall speak more than twice on the same subject, or more than once until all other members have had the opportunity to speak, unless the member is speaking to respond to a question by another member. No member shall speak more than three (3) minutes consecutively.

(6) Votes shall be initially by voice, except where another manner of voting is provided for by the By-Laws. Any member may, after the voice vote, request a show of hands. Any member may require that the eligibility of all persons voting be verified by reference to the rolls of the membership.

(7) Consistent with the standing rules set out herein, the President shall conduct the meetings informally, but may follow Robert's Rules of Orders when he/she deems it necessary and appropriate.

ARTICLE VIII

Executive Committee Meetings

Section 1. Frequency of Meetings.

The President shall meet with the Executive Committee whenever, in her/his judgment, a need exists. Three members of the Executive Committee may also petition the President (or Vice President if the President is not available) for a meeting. The Executive Committee shall meet at least quarterly and may meet more frequently as needed to consider and conduct Association business.

Section 2. Quorum.

A majority of the current Executive Committee shall constitute a quorum.

Section 3. Place, Notification, and Manner of the Executive Meetings.

The President, in consultation with other members of the Executive Committee shall determine where the meetings of the Executive Committee shall be held. The President may poll the Executive Committee by telephone or email in lieu of calling a meeting, unless any member of the Committee objects. The President shall also assure that all members of the Executive Committee are given at least five days' notice of each Executive Committee meeting; provided, that in the event of an emergency the requirement of advance notice may be waived.

Section 4. Attendance at Meetings.

The President may invite committee chairmen, members, appointed officers or other members of the Association to attend any meeting of the Executive Committee. Such person shall have no vote. Any

member in good standing may attend these meetings at their own expense, however they are not to join into any discussion, unless specifically addressed by the Executive Committee, nor will they have a vote at the Executive Committee meeting.

ARTICLE IX

Standing and Special Committees

Section 1. Creation of Committees.

The President, with the concurrence of the Executive Committee, may assign duties to standing or special committees as he/she deems necessary and appropriate.

Section 2. Appointments.

The President, with the concurrence of the Executive Committee, shall appoint the chairmen and members of the standing committees as soon after the annual meeting as is practical. All chairmen and members shall serve until their successors have been selected. The standing committees should include, but not be limited to the following:

- . The Apiary Committee
- . Hospitality and Welfare Committee – pre-meeting and event set-up
- . Seminar Committee – Organizes event
- . Program Committee – Securing speakers for meetings
- . Christmas party Committee

Section 3. Meetings of Standing Committees.

The Chairman of each standing committee shall call meetings of the committee at such times as he/she deems desirable or when requested to do so by the President.

Section 4. Reporting by Committees:

Each committee should submit a written report at each TBBA meeting, outlining the current status of all services performed throughout the month by the committee or the findings of the committee. The report should be read aloud to the membership and then submitted to the Secretary for inclusion in the meetings minutes.

ARTICLE X

Receipt, Deposit, and Disbursement of Funds

Section 1. Deposit of Receipts.

All receipts of the Association shall be deposited by the Treasurer, and only the Treasurer, in such depository as the Executive Committee may designate. Should the Treasurer not be available, the Executive Committee shall designate an individual to perform the depository duties so that deposits are made in a timely manner.

Section 2. Annual Budget.

The President, with assistance from the Treasurer, shall submit an annual budget at the beginning of each year to cover proposed expenditures for the coming year. A majority vote at a General Meeting by Active and Life Members present is required for approval of the annual budget.

Section 3. Disbursement of Funds.

The Executive Committee may authorize or approve expenditures not in excess of \$500.00 in support of established policies or objectives of the Association. The President may authorize or approve expenditures not to exceed \$250. The Treasurer is authorized to pay, from Association funds, all authorized and authenticated expenses incurred by the Association for its ongoing operation as planned in the annual budget. All checks shall be signed by two (2) members of the executive committee. If a check is made out to a member of the executive committee, that member shall not sign the check.

Section 4. Audit.

At the discretion of the Executive Committee, an annual audit of the books may be called for by an outside independent firm.

Last Edited __/__/2016 by Jan Allen Secretary TBBA
OR

Amended by BOM __/__/2016 See minutes of Membership Meeting __/__/2016

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