

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

**ARTICLE I
NAME AND TERRITORIAL LIMITS**

Section 1. Name

The name of this organization will be the Hoke County Beekeepers Chapter of the NCSBA, Inc.

Section 2. Territorial Limits

The territorial limits shall be co-extensive but not limited to Hoke County.

ARTICLE II

Section 1. Objectives: This chapter will be a non-profit organization.

Section 2. Purpose:

The purposes for which this Chapter is formed are:

- a) To promote the understanding and practice of apiculture, i.e. foster closer relations among beekeepers, share ideas, improve beekeeping among our members educate the general public relating to honey bees and the beekeeping community and to encourage and assist people wishing to enter the field of beekeeping.
- b) To utilize the advantages of mutual support and group action in pursuing the art of beekeeping.

ARTICLE III

Section 1. Membership:

The membership shall consist of any beekeeper, potential beekeeper or household member of the same upon payment of the annual dues. The right to vote shall be limited to members in good standing.

Section 2. Expulsion of Members

The Board of Directors shall have the power by a three-fourths vote of the entire Board to expel members of this organization from the membership for the following causes, to-wit:

Hoke County Constitution and By-Laws: revised 11 May 2023; to be voted by membership general vote on 25 May, 2023.

- a) Misconduct of such character as to be deemed by the Board to be in violation of the ethics and standards of the Chapter.
- b) Failure to pay obligations due to the Chapter within thirty days after demand has been made in writing. The Board shall have the power to extend the time of payment of such obligations for more than thirty days where considerations of equity and fairness entitle the member to such extension.

ARTICLE IV OFFICERS

The officers of this Chapter shall consist of:

- a) The President
- b) The Vice President
- c) Secretary
- d) Treasurer.
- e) The Past President shall be a non-voting officer of the board.

The Secretary and the Treasurer can be the same person. See Article VIII for election procedures. All elected officers must be NCSBA members in good standing.

ARTICLE V BOARD OF DIRECTORS

Section 1. Administration

The administration of the affairs of the Chapter shall be vested in a Board of Directors.

Section 2. Composition of the Board

The Board of Directors shall consist of the elected officers of the Chapter and three board members, one board member shall be elected annually to serve a three year term.

Section 3. Responsibilities of the Board

The Board of Directors shall be the governing body of the Chapter, and its decision in all matters shall be final, subject to appeal to the Chapter. It shall have the power and authority to adopt suitable by-laws for the operation of the Chapter and shall have the general control over all officers and committees of the Chapter and may for the good cause declare any office or offices vacant. The Board shall meet at least three times each year.

Section 4. Chairman of the Board

The current President shall be Chairman of the Board of Directors.

Find Section 5. Attendance at Board Meetings

In the event that any member of the Board of Directors shall be absent from two consecutive meetings of the Board, (except valid excuse), the Board may, if it deems the reasons for such absence to be insufficient, declare the Board membership of such delinquent director to be vacant.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. Composition

The executive committee shall consist of the President, Vice President, Secretary, and Treasurer.

Section 2. Responsibilities

The Executive Committee shall be charged with making plans for the operation of the Chapter activities, shall devise plans for providing for the financial requirements of the Chapter and shall be charged with such duties as may be assigned and delegated to it from time to time by the Board of Directors.

ARTICLE VII DUTIES OF OFFICERS

Section 1. President

The President shall preside at all meetings of the Chapter, and shall perform such duties as are necessary and incident to the proper administration of the affairs of the Chapter, except such duties as are specifically delegated herein to other officers.

Section 2. Vice President

The Vice President shall serve as an assistant to the President. In the absence of the President from any meeting of the Chapter, the Vice President shall preside over the meeting.

Section 3. Secretary

The Secretary will record the minutes and proceedings of the Chapter at each regular and/or called meetings and any special group activities. The Secretaries duties further include:

- a. Assist the President and others in notifying the membership five to eight days prior to meeting.
- b. Maintain complete files of the minutes, Constitution and By-Laws and rules of policy.
- c. Protect and preserve the Chapter charter granted by the NCSBA.
- d. The Secretary shall oversee the operation and maintenance of the Chapter's web site and Facebook page
- e. At the end of the term of office deliver all files, records and Chapter property to the successor.

Section 4. Treasurer

The Treasurer will collect and receive all funds generated from membership dues, sales of goods, gifts, special activities or from any other source. Funds will be deposited into the Hoke County Beekeepers bank account at the Fidelity Bank. Disbursements will be promptly made to cover authorized Chapter expenses. The Treasurer duties further include:

- a. Maintain full and accurate records showing the receipts and disbursements of all monies.
- b. Collect state and local membership dues, issue state membership cards if received from the NCSBA and maintain an accurate membership list. State membership dues will be forwarded to the NCSBA Treasurer.
- c. Notify after December 31 all members who are delinquent in payment of dues and seek to restore membership.
- d. Promptly inform the NCSBA Treasurer when death occurs or changes occur in mailing address and telephone numbers of the membership.
- e. A current financial report shall be provided at each membership meeting.
- f. As a Chapter of the NCSBA, which has a 501-C 5 status, filing information returns with the Internal Revenue Service is not needed. An Internal Revenue Service status notification is required on line.

- g. Maintain a complete inventory of the Chapter's properties, location and estimated value. This inventory will be included with the monthly financial report and available on request by the board.
- h. At the end of the term of office, an audit of all books, ledgers and inventory conducted by a designated Board member, an "at large" member of the Chapter and the sitting Treasurer with a written report delivered to the Board of Director. All documents will then be delivered to the successor.
- i. Maintain the Chapter's EIN# and update the bank account signature card as required. The Treasurer is the only signature required on all checks, a signature card will be maintained at the Fidelity Bank account allowing the President or Vice President authority to sign checks if the Treasurer is unable.

Section 5. Past President

The Past President shall be a non-voting member of the board and shall be entitled to vote at the meetings only in the case of a tie.

ARTICLE VIII ELECTION OF OFFICERS

Section 1. Time of Election

The annual meeting of the Chapter shall be held in the fall of each year at which time the President, Vice President, Secretary, Treasurer and one Board Member shall be elected.

Section 2. Term of Office

Executive Committee members shall serve for a term of one year commencing on the following January 1. Board Members will serve a term of three years.

Section 3. Vacancies in Office

If an office becomes vacant during the year, the Board of Directors shall appoint a member to serve and complete the unexpired term until the next annual election, at which time a member shall be elected to that respective office.

ARTICLE IX FISCAL YEAR

The Chapter's fiscal year shall coincide with the calendar year.

**ARTICLE X
AMENDMENTS**

This Constitution may be amended at any regular meeting of the Chapter by a two-thirds vote of all members present.

BY-LAWS

1. Meeting Dates (fix)

- a) Meetings shall be held monthly held on the fourth Thursday of the month at 6:30 p.m.
- b) The October meeting will be the annual Pot-Luck and Elections of Officers.
- c) Special activities may occur as approved by the executive committee.

2. Rental Fee for Meeting Place

The Board of Directors shall determine a reasonable rental fee (if any) for the use of a place to hold the monthly meetings.

3. Membership Dues

The membership dues are annual and are due at the January Meeting. If dues are unpaid by March 31, the membership will be terminated.

4. Decisions of the Board of Directors

Decisions of the Board of Directors shall be by a majority of members voting by physical presence.

5. Limited Discretionary Purchasing Authority

The Board Chairman/President and the Treasurer shall jointly have purchasing authority up to \$300.00. Any purchase requires the agreement by both the President and the Treasurer.

6. Extractor Rental

The Chapter may provide honey extractors for the use of the Chapter membership. The rules for use and the rent to be paid to the Chapter shall be determined by the Board of Directors. Members who abuse the extractors or fail to abide by the rental agreement shall be barred from its use.

7. Beekeepers School

The Hoke County Beekeepers will administer any beekeeper schools for the Chapter in accordance with state guidelines (conducted by a State Certified Beekeeper). Chapter members are expected to provide assistance and support as necessary, i.e. instructors, apiaries.

8. Swarm Coordinator

The Board of Directors shall appoint a Swarm Coordinator. The swarm coordinator is the primary interface between the public reporting bee swarms and the Hoke County Beekeepers who collect them. The swarm coordinator takes the swarm reports, determines the location and routes the call to the swarm collector who is closest to the swarm and available to collect it.

The swarm coordinator also checks the swarm list to see who is next in line to receive a swarm, calls the member to make sure the swarm can be hived and cared for, and notifies the swarm collector which member will receive the swarm and the contact information.

It is the responsibility of the member receiving the swarm to pick it up from the collector unless they make other arrangements. The member who receives the swarm will be removed from the swarm list unless more than one swarm is wanted, in which case, the member will be moved to the bottom of the list.

9. Hospitality Committee

The Board of Directors shall appoint a group of members who will greet and usher visitors or guest speakers during our meetings. The Hospitality Committee focus is on the positive experience of the first time visitor and members who attend our meetings. They will also set up, maintain and clean up the refreshments for Chapter meetings.