

BY LAWS OF THE HAMPDEN COUNTY BEEKEEPERS' ASSOCIATION

Approved May 20, 2021

Article 1- Name

Section 1: The name of the organization shall be the Hampden County Beekeepers' Association (HCBA)

Article 2- Purpose

Section 1: To promote education in matters relating to honey bees and beekeeping, and to promote successful beekeeping throughout the greater Hampden County and surrounding areas.

Section 2: To provide a forum for the exchange of information, ideas, and views of mutual interest to area beekeepers.

Section 3: To mentor members and help promote the value of beekeeping to benefit and support agricultural pollination and honey production.

Article 3- Membership

Section 1: Those persons demonstrating a sincere interest in beekeeping, paying annual membership dues and willing to conform to the Association purpose.

Section 2: Association members with current dues paid to-date, will have full voting privileges.

Section 3: Honorary members of HCBA may be nominated and elected by the Board of Directors at any of its regular meetings. Such members shall attend Board Meetings, but are not entitled to vote or be required to pay annual Association dues.

Section 4: Annual dues for Association membership shall be approved by the Board of Directors, 30 days prior to the annual meeting in May.

Article 4- Officers

Section 1: The Officers of this Association shall be a President, Vice-President, Secretary and Treasurer. The Board of Directors will consist of a minimum of 5 persons with no more than 13 persons in total (including Officers).

Section 2: The President shall preside at the meetings of the Board and the Association. The President shall provide leadership and generally guide the Association in its' activities. The President shall keep the board informed on all significant matters. The president shall act on matters considered of vital interest to the Association only with Board approval.

Section 3: The Vice-President shall act for and on behalf of the President in the President's absence. The Vice-President may be given specific responsibilities by either the President or the Board and shall be charged with managing and performing such duties.

Section 4: The Secretary shall record the minutes and proceedings of the Board meeting actions. The Secretary shall maintain a file of standing, special committees and members thereof. The Secretary shall be responsible for meeting notices, letters, mailing list maintenance, and publicity. Written notice of meetings shall be made at least 30 days in advance. The Secretary shall maintain a record of current membership and dues collected. The Secretary shall support the President in presenting an annual report on the work of the Association at the Annual Meeting.

Section 5: The Treasurer shall manage the financial affairs of the Association, and provide written, detailed reports of financial transactions at each meeting. The Treasurer shall provide a written financial report annually at the Annual Meeting. The Treasurer shall be responsible for all the monies owed the Association and shall pay all budgeted bills. Upon approval of the Board, the Treasurer shall pay all other bills.

Section 6: The Trustees shall work with the officers to make sure everyone abides by the rules and regulations of the Association. The By-Law Chairperson Trustee shall manage all by- laws and make sure all board and general members abide by all rules and regulations of the Association.

Section 7: The Board of Directors shall hold business meetings and arrange for the meeting places for the Association for lectures, training, guest speakers and classes. On a quarterly basis they shall monitor the books and expenditures of the Association. Should the Board find any discrepancies with the books or expenditures of the Association they have the right to have a third party review to confirm all expenditures and monies received by the Association are in order, while keeping the membership informed.

Section 8: Board of Directors shall be elected by majority vote of the general membership when a quorum (5 member minimum) is present at the Annual Meeting and shall serve in that capacity for their term. The Board shall present their recommendations to the general membership prior to voting. If there are no nominations from the floor from the general membership at that time, a simple hand vote majority shall be the voting method. If a nomination and second from the floor to add a candidate to a list of proposed members of the Board of Directors, a paper ballot shall be used to vote.

Section 9: The President shall be elected and serve a term of two (2) years. The President may not serve more than two (2) consecutive terms but may be elected to the President position after a break of 2 years. The President may be elected to the Board after one (1) year post Presidency.

Board of Directors (including the Vice President) may serve no more than 2 consecutive terms of 3 years, however they may be elected again after an interval of 1 year. The Secretary and Treasurer may be re-elected without limitation, subject to their willingness to serve, and doing so to the satisfaction of the Association.

Initial nominations of Board members will be structured as to cause 2 members terms to expire each year.

Elected Officers of the Association must be on the Board for a minimum of one (1) year unless otherwise approved by the Board.

Section 10: If any office becomes vacant, the Board shall appoint an eligible member to fill this office until a successor is elected at any general meeting of the Association. Notice of the impending election must be made at least 10 days prior to the general meeting.

Section 11: Any elected officer showing a lack of interest in the responsibilities of their office, and/or failure to attend 3 consecutive meetings (Board of Directors or general) may have the office declared vacant by the board, and a new officer duly elected.

Article 5- Committees

Section 1: The President may appoint Committees for special purposes. The President and Secretary shall be ex-officio members of these committees. The Committee Chair may appoint a secretary to take notes and report back to the Board of Directors. Committee Chair(s) shall be established for the HCBA Bee School, Big E and the HCBA Learning Apiary. Committee Chairs shall be announced to the general membership 45 days after such committee chairs are established.

Section 2: The President, not later than 30 days after taking office, shall appoint a Nominating Committee of three members. The duties of this committee shall be to present a slate of officers at the Annual Meeting. The Nominating Committee shall recommend members and/or directors for positions on the Board each year at election time.

Section 3: Each year at the Annual Meeting, the membership shall appoint a Big E Committee. The duties of this committee will be to follow the guidelines outlined in the Big E Committee By-Laws Addendum.

Article 6- Meetings

Section 1: General membership meetings will be held monthly at the Willimansett Heights Improvement League (WHIL) Hall, located at 118 Mount Vernon Rd., Chicopee, MA. All regularly scheduled in-person meetings will be held on Thursdays from 7-9pm. Meeting dates are to be determined by the availability of the WHIL Hall. Other venues (in person or via virtual meetings) will be scheduled and communicated to the members as appropriate.

Section 2: Notice of all meetings shall be given to the members at least 10 days before each meeting.

Section 3: Each regular meeting will open with a review of the previous meeting's minutes, the Treasurer's report of financial transactions, and any business of the Association that should be shared with the membership and/or requires voting.

Article 6- Meetings (continued)

Section 4: Beekeeping school will be held from January to April on a bi-weekly basis consisting of eight classes. The first beekeeping school class of each month shall be considered the regular meeting for that month and shall open as mentioned in Section 3.

Section 5: The Annual Meeting shall be considered the May meeting each year.

Article 7- Dues

Section 1: Dues for membership shall be \$10.00 per year, per individual, or per family of 2 or more persons living in the same household.

Section 2: Annual dues are due by January 1st each year, and reminder notice will be sent by the Secretary as early as 90 days in advance. All dues will be paid to the Secretary.

Section 3: New members shall pay full dues regardless of the date they become a member of the Association.

Section 4: Non-payment of dues for 3 consecutive months shall serve to end the delinquent membership, and such persons shall not be again eligible for membership or its benefits until arrears are paid.

Article 8- Voting

Section 1: All individual adult members of the Association are eligible to vote. Memberships for families of 2 or more persons shall receive 2 eligible votes. Members under the age of 18, and honorary members are not eligible to vote.

Section 2: All major elections, replacements, substitutions, impeachments, etc. are to be voted by ballot only.

Section 3: Vote counting will be by 2 tellers, appointed at said event by the chair.

Article 9- Rules and Regulations

Section 1: All meetings of the Association shall be conducted according to Robert's Rules of Order except where otherwise stated in the By-Laws.

Section 2: The Board and committees shall serve without pay, but may be reimbursed for actual expenses within the budget constraints set by the Board.

Article 9- Rules and Regulations (continued)

Section 3: Changes and amendments to the Association By-Laws may be made by a two-thirds (2/3) vote of the membership present at any general meeting. Notification of the current By-Laws and proposed changes shall be sent by the Secretary to the membership at least 30 days prior to the meeting.

Section 4: Any Officer or Board Member who evidences a lack of interest in the responsibilities of his/her office, or an unwillingness to promote the welfare of the Association, may be removed at any time upon the recommendation of a 2/3rds of the members of the Board of Directors, and a majority vote of the members at a regular or special meeting of the Association.

Section 5: Any non-Board member determined to be exhibiting or conducting behaviors not in keeping with the Purpose of the Association or negatively reflecting on the Association may be removed from membership by a 2/3rds vote of the Board.

Article 10- Dissolution of the Association

Section 1: If at any time, the Association shall dissolve, any Association assets or monies realized through the sale of the Association property shall be given to educational and/or 501©(3) charitable organizations, as approved by the Board and voted on by the Association membership according to pertinent Internal Revenue Service regulations.