

**THE CONSTITUTION AND BYLAWS
OF
THE GASTON COUNTY BEEKEEPERS ASSOCIATION
A CHAPTER OF
THE NORTH CAROLINA STATE BEEKEEPERS ASSOCIATION, INC.**

ARTICLE 1

(Name)

SECTION 1: NAME: The name of this organization shall be the Gaston County Beekeepers Association (GCBA) a Chapter of the North Carolina State Beekeepers Association, Inc. (NCSBA).

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 Gaston County, to promote cooperation and sharing, to reach a common understanding regarding our problems and their solutions and to maintain friendly and helpful relations with the NCSBA.
- b. Charity: To perform activities that will improve purposes exclusively for its members and the general public relating to honey bees and the beekeeping industry.
- c. Dissolution: Should this chapter undergo dissolution, its assets will be distributed to the NCSBA.

ARTICLE 3

(Members)

SECTION 1: MEMBERS: Anyone interested in bees, beekeeping and the beekeeping industry may join the GCBA 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 GCBA shall be: President, Vice-President, Secretary, and Treasurer. All officers shall be elected by a majority vote of the members present at the September meeting. All officers of the Gaston County Beekeepers Association shall be members in good standing in the North Carolina State Beekeepers Association.

SECTION 2: TERMS: The President and Treasurer will be elected on the odd numbered years. The Vice-President and Secretary will be elected on the even numbered years. Officers' term of service will be October 1st to September 30th, or until their successors are elected or appointed. A special election may be called to order for the office of President, if a successor is not named during the normal election cycle. This special election can only be called to order by the acting President or Vice-President. Regardless of when a special election is held, the term of the President will end on the next odd numbered election cycle. Officers may not serve in a particular office for more than two consecutive terms. They are eligible to serve in another office/appointment, but must sit out a minimum of one two-year term to be eligible to run for the same office in which they served two consecutive terms. 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 to any office without their consent.

ARTICLE 5

(Dues: Local, State and Life Memberships)

SECTION 1: DUES: The annual dues for the regular members of the GCBA payable to the Treasurer on January 1st of the fiscal year to which the dues apply. All dues expire on December 31st of each year. Any member of the GCBA who becomes delinquent in payment of dues after December 31st will be dropped from the membership roll effective April 1st, and shall cease to be a member in good standing of the GCBA. A person who has been dropped from the membership roll for nonpayment of dues may be restored to active membership by paying the current year's dues. The President, Vice-President, Secretary, Treasurer and Registrar are excused from payment of dues to GCBA. The GCBA will pay the annual NCSBA dues for the GCBA President, Vice-President, Secretary, Treasurer and Registrar.

SECTION 2: LIFE MEMBERSHIP: Life Membership in the GCBA may be given to a member who has contributed in some outstanding way to GCBA's aims and ideals and for meritorious service to GCBA 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 GCBA annual membership 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 GCBA may direct the Program Committee to make the necessary arrangement for said meeting.

ARTICLE 7
(Committees)

SECTION 1: EXECUTIVE COMMITTEE: The Executive Committee shall consist of all the elected officers of GCBA (President, Vice-President, Secretary and Treasurer), Standing Committee chairs and the immediate Past-President. The Past-President shall serve as an ex-officio member. The Executive Committee shall have authority to transact business on behalf of the GCBA when it is not in session.

SECTION 2: STANDING COMMITTEES: Standing Committee chairs shall be appointed by the President for one-year terms. The terms shall run from October 1st to September 30th. If a chair is appointed after October 1st, due, for example, to a vacancy, their term will still expire on September 30th. They are eligible to be reappointed by the President at the expiration of their term. For example, if a chair is appointed in February 2020, their term would expire on September 30, 2020.

- a. **MEMBERSHIP:** Each Standing Committee shall consist of the newly appointed chair, the immediate past chair, if applicable, and at least one more member. In the case of a vacancy of the chair, the President may appoint another member to serve out the remainder of the original appointment. An individual cannot serve as the chair of more than one committee. No person shall be appointed to any committee without their consent.
- b. **DESIGNATIONS:** The Standing Committees shall be the: Program Committee, Outreach Committee, Website Committee, Apiary Committee, Merchandise Committee, Auditing Committee and the Nominating Committee.
 1. **PROGRAM COMMITTEE:** This committee is responsible for making the necessary arrangements to provide a program for each monthly GCBA meeting. When directed by GCBA, they will secure a meeting place and make necessary arrangements for the regular meetings.
 2. **OUTREACH COMMITTEE:** This committee is responsible for coordinating GCBA outreach events. This includes working with requestors for presentations/event staff to determine if GCBA can satisfy their request, determining dates/times of outreach events, arranging for volunteers to make presentations at events, managing the GCBA booth when needed and ensuring volunteers have all required materials for their assigned event. The Outreach Committee is also responsible for managing any hives that have been established at other locations for the purpose of public education, if the partner agency requests our

assistance. Currently, the GCBA has education hives at the Gastonia Rotary Garden, and has proposed hives for the Schiele Museum and Crowders Mountain State Park.

3. **WEBSITE COMMITTEE:** This committee is responsible for coordinating the updating of the GCBA website on a monthly basis.
 4. **APIARY COMMITTEE:** This committee is responsible for maintaining all GCBA hives/nucs at the association's apiary.
 5. **MENTORING COMMITTEE:** This committee is responsible for coordinating mentor activities to assist primarily new beekeepers in the association, once they have completed the annual bee school.
 6. **MERCHANDISE COMMITTEE:** This committee is responsible for selling all GCBA merchandise at regular meetings, annual bee school and events. This includes, but is not limited to, t-shirts, decals, raffle tickets, etc.
 7. **COMMUNICATIONS COMMITTEE:** This committee is responsible for maintaining and updating any social media platforms on which GCBA participates. Committee members will post information on GCBA activities/events, programs, meetings and educational material pertaining to bees and beekeeping.
 8. **AUDITING COMMITTEE:** This committee is responsible for auditing the financial records of GCBA each year and providing an audit report to the general membership at the January meeting.
 9. **NOMINATING COMMITTEE:** This committee is responsible for obtaining nominations for upcoming elections and presenting a slate of candidates for the general membership meeting each September. Other names for consideration can be submitted from the membership at large at the time of the election. No individual can be nominated for office without their consent.
- c. **REPORTING:** With the exception of committees listed in 2.b.8. and 2.b.9. above, chairs and members of all Standing Committees will report to the President/Vice-President. Chairs/committees may also be called upon to make reports to the Executive Committee or general membership.

SECTION 3: SPECIAL COMMITTEES: This type of committee shall be formed when the need arises to address an issue and/or project that is not an on-going need throughout the year.

- a. **MEMBERSHIP:** Special Committee chairs shall be appointed by the President, and will serve as long as the committee is in session. Each committee shall consist of at least three members, including the chair, who will serve for the duration of the issue or project. An individual cannot serve as the chair of more than one committee. No person shall be appointed to any committee without their consent.

- b. **DESIGNATIONS:** The current Special Committees are the: Bee School Committee and Bylaws Committee.
 1. **BEE SCHOOL COMMITTEE:** This committee is responsible for organizing the GCBA's annual 10-week and 1-day bee schools. This includes determining the dates of both schools, arranging for venues for both schools, developing a school syllabus to include class topics, presenters, workshop dates and workshop locations, field days and field day locations, contacting presenters to confirm their availability, ensuring text books for the school are ordered, and arranging for publicity to advertise the schools. They also coordinate with the Website Committee, to ensure bee school on-line registration is available at the appropriate time, and with the Mentoring Committee to ensure they are prepared to discuss the Mentoring Program with new bee school students.
 2. **BYLAWS COMMITTEE:** This committee is responsible for reviewing the GCBA Bylaws at least annually to determine if any changes or additions are required, and, if so, to draft a submission for review by the Executive Committee. Should a specific issue arise pertaining to the bylaws, other than the annual review, this committee can be called back into session to address the specific issue.
 3. **GAP COMMITTEE:** This committee is responsible for collecting data and materials to support GCBA's participation in the NCSBA's Golden Achievement Program (GAP) competition each year. They are also responsible for preparing and submitting the GCBA's GAP application each year prior to the NCSBA Spring meeting.

- c. **REPORTING:** With the exception of committees listed in 2.b.7. and 2.b.8. above, chairs and members of all Special Committees will report to the

President/Vice-President. Chairs/committees may also be called upon to make reports to the Executive Committee or general membership.

ARTICLE 8

(Quorum)

SECTION 1: QUORUM: For a regularly scheduled general membership meeting, those members present shall constitute a quorum for the transaction of business. For an Executive Committee meeting, two-thirds of the membership constitutes a quorum.

ARTICLE 9

(Duties of officers)

SECTION 1: PRESIDENT: The President shall preside at all meetings of the GCBA utilizing regular parliamentary procedure and Robert's Rules of Order.

- a. **SPECIFIC DUTIES:** The President shall appoint such standing and special committees as necessary, fill vacancies of any office or chairmanship, preside over general membership and Executive Committee meetings and perform other duties as directed by the Executive Committee or general membership.
1. Facilitate cooperation/partnerships with other organizations, businesses, or individuals that will add enrichment opportunities for the GCBA and its members.
 2. Facilitate opportunities/activities to aid in GCBA growth, marketing/branding of the GCBA name, or that better structures its overall function/service to the community.
 3. Facilitate/aid in communications between officers, chairpersons, committees, & volunteers.
 4. Provide oversight and steerage of all standing committees, chairpersons, & appointees.
 5. Seek resolutions to problems/issues that may be damaging to the GCBA, its members, or its officers fulfilling/carrying out their duties of office.

- b. **FINANCIAL RESPONSIBILITIES:** The President shall be authorized to make the following financial commitments:
1. The President can commit no more than the sum of \$500.00 for an individual transaction without the consent of the general membership.
 2. The President's annual transaction limit cannot exceed the sum of \$5,000.00 (October 1st – September 30th). All transactions are part of a joint spending budgeted allotment for the President & Vice-President to be overseen by treasurer. This budgeted allowance may be expanded for additional transactions with the approval of the Executive Committee.
 3. In the event that the GCBA Treasurer is unable to perform her/his duties, the President is authorized to make deposits and disburse all monies that have been approved by the general membership, regardless of the amount.
- c. **NCSBA MEMBERSHIP:** While holding office, the President shall be a member in good standing of the NCSBA.

SECTION 2: VICE-PRESIDENT: The Vice-President shall perform duties as directed by the President.

- a. **SPECIFIC DUTIES:** In the event that the President is absent or upon the President's request, the Vice-President will perform the duties of the President. 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 their stead.
1. Assist the President in any activities/duties that involve opportunities for GCBA growth, marketing, & partnerships with outside entities.
 2. Engage in/facilitate meetings between GCBA & outside entities, so long as the President has expressly given the permission to do so.
 3. Provide feedback and reports to President, EC, and general membership on any activities carried out on their behalf.
 4. Provide an extra level of oversight with regard to committees and outreach programs so as to advise the President or EC of the best course of action to undertake to best serve the membership.

- b. **FINANCIAL RESPONSIBILITIES:** When acting for the President, as specified in Article 9, Section 2.a. above, the Vice-President is authorized to make the following financial commitments:
1. The Vice-President can commit no more than the sum of \$500.00 for an individual transaction without the consent of the general membership.
 2. The Vice-President's annual transaction limit cannot exceed the sum of \$5,000.00 (October 1st – September 30th). All transactions are part of a joint spending budgeted allotment for the President & Vice-President to be oversaw by treasurer. This budgeted allowance may be expanded for additional transactions with the approval of the Executive Committee.
 3. In the event that the GCBA Treasurer is unable to perform her/his duties, and the President is not available, the Vice-President is authorized to make deposits and disburse all monies that have been approved by the general membership, regardless of the amount.
- c. **NCSBA MEMBERSHIP:** While holding office, the Vice-President shall be a member in good standing of the NCSBA.

SECTION 3: SECRETARY: The Secretary is responsible for recording the minutes of each GCBA general membership meeting, each Executive Committee meeting, any called meetings or special group activities.

- a. **SPECIFIC DUTIES:** The Secretary shall be responsible for the following duties:
1. Assist the President and others in notifying the membership five to eight days prior to upcoming meetings.
 2. Use the media to inform the general public of meetings and activities of special interest in a timely manner.
 3. Maintain complete files of the minutes, constitution and bylaws and rules of policy.
 4. Protect and preserve the GCBA charter granted by the NCSBA.
 5. Maintain files of all communications including both correspondence and publications.

6. Coordinate with the President to arrange for a substitute, should the Secretary need to be absent.
 7. At the end of their term of office, deliver all files, records and GCBA property to their successor.
 8. Make a report at each monthly meeting of the general membership.
 9. Compile and format the monthly GCBA Newsletter.
- b. NCSBA MEMBERSHIP: While holding office, the Secretary shall be a member in good standing of the NCSBA.

SECTION 4: TREASURER: The Treasurer shall collect and receive all monies generated from membership dues, bee school tuition, purchases of nucs or packages, sales of merchandise, raffle tickets, 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 GCBA-approved budget or from special vote of the Executive Committee and/or the general membership.)

- a. SPECIFIC DUTIES: The Treasurer shall be responsible for the following duties:
1. Maintain a full and accurate records showing the receipts and disbursements of all monies.
 2. Issue GCBA membership cards, if used, and maintain an accurate membership list. This task can be delegated to the Registrar.
 3. Notify all members after December 31st who are delinquent in payment of dues and seek to restore their membership. This task can be delegated to the Registrar.
 4. Promptly inform the NCSBA Treasurer when changes occur to members' addresses or phone numbers or upon the death of a member.
 5. The books shall be closed prior to the general membership meeting in January, and a complete report on the financial standings given to the membership at the January meeting.

6. The GCBA is a 509 a. 2. non-profit organization. The Treasurer is responsible for filing a Report Card with the Internal Revenue Service each year.
 7. Maintain a complete inventory of GCBA properties/equipment, including location and estimated value. This inventory will be verified and updated each year at the time the financial books are closed for the fiscal year. A report on the GCBA inventory will be presented at the general membership meeting in September.
 8. Serve as custodian of GCBA properties/equipment, preserving all receipts, titles and other documents as proof of ownership.
 9. Provide all financial books and records for in the event of an unannounced audit by the GCBA Audit Committee.
 10. Provide recommendation to the President for individual to be appointed to the position of GCBA Registrar.
 11. Oversee the GCBA Registrar and Merchandise Committee.
 12. Provide a financial report at each monthly meeting of the general membership.
 13. Prior to the end of the term of office, arrange for an audit of all financial records, and, following the audit, deliver all books and documents to the successor.
- b. NCSBA MEMBERSHIP: While holding office, the Treasurer shall be a member in good standing of the NCSBA.

ARTICLE 10

(Appointed Positions)

SECTION 1: APPOINTED POSITIONS: The President in coordination with the Executive Committee, may appoint individuals to non-elected positions to carry out specific duties in support of GCBA activities or events. These are positions that do not necessarily require a committee-based operational structure. Individuals in these positions shall function under the oversight of a GCBA officer. Individuals in these positions do not have a term limit, but serve at the pleasure of the President and the GCBA membership. The GCBA currently has one appointed position:

Registrar.

a. REGISTRAR: The Registrar position is overseen by the GCBA Treasurer. The Registrar is responsible for the registration process for any GCBA bee school, field day, event, except outreach events, or workshop where it is necessary for participants to sign up and/or pay a fee in advance to attend. The Registrar is also responsible for processing GCBA memberships and documenting attendance at general membership meetings. The Registrar can use the assistance of other GCBA members to carry out these duties, as necessary. These duties shall include the following:

1. Bee School-related: The GCBA conducts two bee schools annually: a ten-week school and a one-day school.

- i. Monitoring online registrations
- ii. Processing paper registrations
- iii. Creating a student roster
- iv. Creating and disseminating name badges for each student
- v. Creating student folders
- vi. Processing GCBA and NCSBA membership applications
- vii. Processing payments, as necessary, and issuing receipts
- viii. Processing student orders for hives
- ix. Logging student attendance at each class session

2. Other workshops/events

- i. Monitoring online registrations
- ii. Processing paper registrations
- iii. Creating an attendance roster
- iv. Processing payments, as necessary, and issuing receipts

- v. Logging attendance
3. General Membership-related:
- i. Processing paper membership renewals and issuing payment receipts
 - ii. Issuing new membership cards to renewing members
 - iii. Notifying members who are dues are delinquent
 - iv. Creating a current membership list by the end of the NCSBA spring meeting
 - v. Ensuring the GCBA membership software is updated with all current member information
 - vi. Logging attendance at general membership meetings
4. Reporting: The Registrar will report any information/provide any documentation pertinent to other committees or the association to the appropriate committee chair/committee or association officer.

ARTICLE 11

(Amendments)

SECTION 1: AMENDMENTS: Any article or any section of any article of this Constitution and Bylaws may be amended at any general membership meeting by a two-thirds (2/3) vote of all members present. Proposed amendments shall be presented to the Executive Committee for their recommendations, and to the members present at the general membership meeting at least 30 days prior to general meeting at which the voting will be held.

ARTICLE 12
(Repealing Clause)

SECTION 1: REPEALING CLAUSE: Upon acceptance by vote of the GCBA membership, this Constitution and Bylaws supersedes all previous Constitutions and Bylaws.

SECTION 2: ADOPTION: This Constitution and Bylaws was read and adopted by a two-thirds (2/3) majority vote of all GCBA members present at the general membership meeting held on:

Date: 09/24/2019 at (Location) Citizens Resource Center – Dallas, NC

President

Vice-President

Secretary

Treasurer

SUMMARY OF BYLAW CHANGES

Date: 09/24/2019

1. General wordsmithing changes throughout.
2. Article 5, Section 1.: Specified members delinquent in dues will be dropped from the membership roll on April 1st. Added Registrar as being one of the positions excused from paying GCBA dues. Included statement that GCBA will pay NCSBA dues for the President, Vice-President, Secretary, Treasurer and Registrar.
3. Article 7, Section 2.: Clarified when terms will expire for Standing Committee chairs who are appointed after October 1st.
4. Article 7, Section 2.a.: Specified that an individual cannot serve as the chair of more than one committee at a time.
5. Article 7, Section 2.b.: Expanded the list of Standing Committees to include Outreach, Website, Apiary, Mentoring, Merchandise and Communication.
6. Article 7, Section 2.b.2: Added responsibility for managing any hive established for the purpose of public education to the Outreach Committee.
7. Article 7, Section 2.b.4.: Changed hive management responsibilities to include only the GCBA's apiary.
8. Article 7, Section 3.: Expanded Section 3 to include paragraph a. – Membership and paragraph b. – Designations.
9. Article 7, Section 3.a.: Specified that an individual cannot serve as the chair of more than one committee at a time.
10. Article 7, Section 3.b.: Added the following Special Committees: Bee School, Bylaws and Golden Achievement Program (GAP).
11. Article 7, Section 2 and Section 3: Added paragraph c. REPORTING to both sections outlining reporting responsibilities.
12. Article 9, Section 1. a.: Added specific duties for the President.

13. Article 9, Section 1. b.: Created a paragraph specifying Financial Responsibilities.
14. Article 9, Section 1. b. 2.: Clarified that the President's transaction limit is part of a joint spending budgeted allotment for the President/Vice President.
15. Article 9, Section 2. a.: Added specific duties for the Vice-President.
16. Article 9, Section 2. b.: Created a paragraph specifying Financial Responsibilities.
17. Article 9, Section 2. b. 2.: Clarified that the Vice-President's transaction limit is part of a joint spending budgeted allotment for the President/Vice President.
18. Article 9, Section 2. b. 3.: Clarified that the President must not be available in order for the Vice-President to make deposits and disburse monies.
19. Article 9, Section 3. a.: Included compiling and formatting GCBA newsletter under specific duties of the Secretary.
20. Article 9, Section 4. a.: Changed specific duty 5 to require that financial books be closed in January and financial report made at the general membership meeting in January. Modified specific duty 6. to reflect GCBA's 509 status designation and need to file a Report Card to the IRS. Added specific duty 10. to recommend individual to serve in the appointed position of Registrar. Added specific duty 11. to oversee the Registrar and Merchandise Committee.
21. Deleted Article 10 – Honey Queen, and replaced it with Article 10 – Appointed Positions, and outlined the duties of the appointed position of Registrar.
22. Article 10, Section 1.a.4.: Added Reporting requirements for the Registrar position.