

Northern Colorado Beekeepers Association

Bylaws

Amended & Adopted August 18, 2010
Revised & Adopted May 16, 2013
Amended & Adopted October 28, 2015
Amended & Adopted April 16, 2016
Amended & Adopted September 21, 2016

Article 1—Association Calendar

Section I. The Association's Membership Year shall be calendar year(s) from the date of dues payment and liability waiver signed and received.

Section II. The Election Year shall be one calendar year from the confirmed election result.

Section III. The Fiscal Year shall be October 1 until September 30.

Section IV. A monthly assembly of the members shall be held at the time and place selected by the president and approved by the Executive Committee.

Article 2—Membership

Section I. Membership in NCBA shall include three categories: Paid members, lifetime members, and honorary members.

(A) Paid members. Any individual person who is interested in bee culture or any phase of the beekeeping industry is eligible for membership and may become a paid member by submitting the required membership dues and agreeing to be governed by the constitution and bylaws. All paid members shall have voting privileges in this association. The secretary shall keep paid members who have submitted their liability waiver form on the membership rolls. Multiple years of membership may be paid in advance. Waivers are for the duration of the membership.

(B) Lifetime members. Founding members of the NCBA shall be granted lifetime membership in the NCBA. The Executive Committee may also grant Lifetime membership to individuals worthy by reason of exceptional long-standing service to the Association. A lifetime membership may also be purchased for any amount agreed to by the EC. Lifetime members will have all the rights and privileges of paid membership. The secretary shall keep all lifetime members who have submitted their liability waiver on the membership rolls.

(C) Honorary members. —Honorary members may be nominated by any member in good standing to the Executive committee. The executive committee can bestow honorary membership on any person at any time for any reason and for any amount of time deemed appropriate by a majority vote of the EC. The secretary shall keep all honorary members who have submitted their liability waiver on the membership rolls for the appropriate duration.

Section II. Dues - Membership dues are payable and is currently set at \$18, effective March 1, 2016 annually. The amount of annual membership dues shall be set by the Executive Committee and approved by two thirds majority of votes cast. A membership may be considered either an individual membership or a household membership. A valid application received with full payment of dues is considered an individual membership. Additional household members may be recorded upon receipt of a signed membership application and liability waiver from that household member without payment of additional dues. All household members must reside in the same household, which may not be a group home or communal living organization. Both individual and household memberships must be renewed annually with an accompanying application form. The Executive Committee may elect a method to prorate annual dues for new members joining midyear and to grant early membership for dues paid near the end of a membership year.

Section III. Elections Membership will have a minimum of 10 days to cast their ballots following the publishing of the ballot, and ballots will be tabulated according to procedures determined and approved by the Executive Committee. For Elections to the Executive Committee, the Executive Committee will publish to membership a call for nominations not later September 3rd for Annual Elections and not later than 20 days prior to the beginning of the voting period for special elections. Unless otherwise specified in the Constitution or Bylaws, a simple majority of voting membership is sufficient to adopt any ballot measure. When applicable, ranked voting methodology will be employed to allow determination of a majority vote. (Simply, when no candidate or issue has more than half the votes cast, the candidate or issue with the fewest “1st Choice” votes is dropped from the race. Ballots with that candidate or issue as first choice are now counted from the 2nd choice. This continues until one candidate has more than half the votes cast.) When any measure is placed to membership for a vote, members may at their option submit their ballot by any effective means approved by the Executive Committee, including but not necessarily limited to:

- (A) in writing to the Secretary, who will validate the ballot
- (B) in person at a meeting scheduled and designated for such a purpose
- (C) by email, when received from the email account of record as validated by the Secretary.

Section IV – Affiliated Organizations

NCBA Membership approved full affiliation with the Colorado State Beekeepers Association, supported by an assessment of Seven Dollars (\$7) per member (in addition to Association dues) to enroll each member as a member of the CSBA. An NCBA member may

forgo payment of CSBA dues upon demonstration that the member is already a CSBA member for that membership year. (E.g. by virtue of membership in another CSBA-affiliated beekeeping organization.)

Article 3—Officers

Section I Officers - The elected officers of Northern Colorado Beekeepers Association shall consist of President, Vice President, Secretary, and Treasurer, as specified in the Constitution, with relative rank in that order. President and Treasurer will be included as named signature parties on the club bank accounts. Only Treasurer will have access to checkbook and credit cards, not President. President is only on the account for the case of sudden loss of the Treasurer.

Section II Flow of funds – Payments should be directed to the current address of the Secretary. Secretary records payment and confirms liability waiver in the membership records. Secretary collects and forwards checks periodically to the Treasurer who makes the deposit and keeps the financial records. Secretary verifies that Treasurer reports account for the payments received. This gives check and balance for funds management.

Section III Duties

- (A) The President shall arrange and conduct meetings, direct business of the organization, call special meetings when necessary and any other duties as necessary. Further responsibilities include, but are not limited to:
 - a. Publishing a monthly newsletter to be released to all members during the first week of the month. The President shall be a signatory to Association bank accounts, but will not have checkbook or credit card.
- (B) The Vice President shall share the responsibilities of the office of President and assist the president in his/her duties. The Vice President shall assume the duties of the President in his/her absence or inaction.
- (C) The Secretary shall keep minutes for all EC meetings. Approved minutes will be posted to the website for transparency to the membership. The Secretary will validate members in good standing as needed. Further responsibilities include, but are not limited to:
 - a. Coordinating with the Treasurer to insure that the membership roster is updated in a timely manner, so that the distribution list for the monthly newsletter is always up to date.
 - b. Forwarding the membership roster to the members of the Executive Committee as needed.
 - c. Forwarding the presidential newsletter by the 10th of the month to all members who do not have email.
 - d. Forwarding all funds received to the Treasurer in a timely fashion for deposit into the NCBA account. Funds shall be accompanied by related records to minimally include the name of the person or organization making the payment, the reason

for the payment, and the names of all Association members included in each payment of annual dues.

- e. If the Secretary is not present at the start of a meeting, then the minutes will be taken by an alternate designated by the meeting chair before the start of the meeting.

(D) The Treasurer shall

- a. have charge of the funds of the Association,
- b. conduct its banking business
- c. provide reasonable, secure access to financial records to members upon request.
- d. maintain complete records of the Association's finances and file reports as required by law.
- e. provide the Executive Committee with a financial report on a quarterly basis, detailing and reconciling all transactions to bank statements for the period.
- f. At least once each fiscal year, the Treasurer shall publish to membership a financial statement summarizing all receipts and expenditures using meaningful categories and detailing all individual receipt and expenditure transactions in excess of \$250

(E) The Education Coordinator is a school and civic or business group focused position appointed at the pleasure of the EC:

- a. Receive requests for NCBA to participate in educational activities or meetings, such as making classroom presentations, addressing service groups, homeowner associations and non-profit or for profit organizations in Northern Colorado;
- b. Determine specific volunteer staffing needs for each event;
- c. Work with the Volunteer Coordinator to identify, schedule and coordinate specific volunteers as needed for each presentation, including set-up and tear-down, if applicable;
- d. The Education Coordinator is encouraged to recruit any number of assistant coordinators to distribute the workload;

(F) Outreach Coordinator is an event-focused position appointed at the pleasure of the EC:

- a. Receive requests for an NCBA presence at major events like the Fort Collins Sustainability Fair, Larimer County Fair, Colorado State Fair, regional festivals, garden center and other public events;
- b. Evaluate requests for an outreach presence, including cost and volunteers needed and make recommendations to the EC about whether to honor the request;
- c. Determine specific volunteer staffing needs for each event;
- d. Work with the Volunteer Coordinator to identify, schedule and coordinate specific volunteers as needed for staffing, set-up and tear-down;
- e. Prepare and/or obtain materials to support outreach efforts;
- f. The Outreach Coordinator is encouraged to recruit any number of assistant coordinators to distribute the workload;

- (G) The Volunteer Coordinator is a volunteer-focused position appointed at the pleasure of the EC:
- a. Maintain records of all members willing to perform volunteer service activities.
 - b. Monthly provide a notice of volunteer opportunities occurring within the next three months to the President for inclusion in the monthly newsletter.
 - c. Maintain volunteer schedules, and insures that each volunteer has what they need to appear as scheduled and represent the NCBA well.
 - d. Recommend recognition of exceptional volunteers to the Executive Committee.
 - e. Communicating with members to enroll them in the idea of donating time as a volunteer and determine their areas of interest,
 - f. Encouraging new volunteers by placing them with more experienced volunteers and providing opportunities to ‘learn the ropes’;
 - g. Tracking and recording volunteer interests and actual time and events / activities individuals spend volunteering;
 - h. Finding ways to provide both individual personal acknowledgment for volunteer efforts, and periodic formal recognition of volunteer efforts;
 - i. Matching specific individuals to events / activities needing volunteer support;
 - j. Recruit a Refreshments Coordinator to identify volunteers willing to provide meeting refreshments.
 - k. The Volunteer Coordinator is encouraged to recruit any number of assistant coordinators to distribute the workload.

- (H) Advisors – the primary duties of Advisors appointed at the pleasure of the EC include:
- a. Attend scheduled meetings of the Executive Committee
 - b. Provide a perspective on matters brought before the Executive Committee in a timely manner, often by email.
 - c. Vote on Association matters called to a formal vote within the Executive Committee.

Section IV. Executive Committee members shall receive the benefits of Paid membership and be exempt from the payment of dues for the membership year that begins following the start of their 1-year term in office.

Section V. Removal from office.

- (A) Membership may remove any Executive Committee member from office. Upon receipt of a recall petition signed by 10% of current membership, the Executive Committee shall organize, publish and execute a recall election. When multiple Executive Committee members are the subject of a recall petition, each designated member will be contested separately on the recall ballot. The Executive Committee member will be removed from office when the votes cast for recall are in excess of half total votes.
- (B) The Executive Committee may remove another member of the Executive Committee from office by a vote of not less than 2/3’s of all other current Executive Committee members.

Article 4—Committees

Section I. Working Committees.

The following are the working committees which may be active or inactive as needed. Membership on a committee is voluntary and not term limited. Committees shall be chaired as directed by the Executive Committee.

- (A) Education and Outreach
- (B) Volunteer Coordination
- (C) Beekeeping Classes
- (D) Bee Order
- (E) Woodenware Order
- (F) Constitution and Bylaws
- (G) Hive Removal
- (H) Marketing
- (I) Pesticides and Chemicals
- (J) Website

Other committees to be established as directed by the president and executive committee.

Article 5—Executive Committee

Section 1: Between meetings, any Executive Committee member may use email to bring issues to the attention of the Executive Committee. Every Executive Committee member will respond to such matters to every other Executive Committee member.

Section 2. Expenses in excess of \$250 require EC approval in advance.

Section 3. Service on the EC bring with it the privilege of free membership. Such free membership will be during the year following the next membership renewal date for the serving member.

Section 4. Reasonable active participation is required from all EC members or the EC member may be removed by a majority vote of the remaining EC members.

Article 6—Amendments

The Bylaws of the Northern Colorado Beekeepers Association may be amended as provided by the Constitution with an election as provided for in the Constitution and Bylaws.