

# Northern Colorado Beekeepers Association

## Preamble

Uniting the beekeepers of Northern Colorado in an effort to improve beekeeping in the area.

The promotion and furtherance of modern and up-to-date beekeeping through the presentation and dissemination of educational material, including training in the art of beekeeping and the production of bee products.

To provide education to the general public about beekeeping and the contribution of honeybees for the welfare of all people. To encourage better beekeeping methods and to encourage an interest in beekeeping among our youth.

To act in the interests of beekeepers in protecting and conducting beekeeping affairs.

To promote legislation and controls to protect and assist beekeeping as a local, state and national industry or hobby. To foster cooperation with all other agricultural interests.

To work with local city and county planning departments to help with facilitating zoning laws to allow for beekeeping in urban areas.

To provide social activities whereby members can meet with others with similar aspirations and pursuits. To promote camaraderie among beekeepers.

## **ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be Northern Colorado Beekeepers Association (NCBA).

**Section B: Purpose** – The Northern Colorado Beekeepers Association (NCBA) is organized exclusively as an Educational and Charitable organization under Section 501 (c) of the Internal Revenue Code. We agree that no part of the net earnings of NCBA will inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that NCBA shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in our organizing document and our application for federal tax exemption.

**Section C:** The Fiscal Year shall be January 1 through December 31<sup>st</sup>.

## **ARTICLE II: MEMBERSHIP & DUES**

**Section A: Membership-** 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 its bylaws. A paid membership may include other members of the same household. All paid members shall have voting privileges in the NCBA association, 1 vote per paid membership.

**Section B: Dues** - The annual dues for each paid membership classification of the association shall be determined by the membership at the October elections meeting (also known as the annual meeting). The Board shall present its recommendations for changes to the dues schedule to the membership prior to its vote thereon. The dues schedule once established shall remain in effect until changed. A membership may be considered either an individual membership or a household membership. Full payment of dues is considered an individual membership. Additional household members may be recorded upon receipt of payment. 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. Online memberships can renew automatically unless auto-renewal was cancelled by the member. If auto-renewal was cancelled, the online application will need to be completed to reinstate membership. Membership Year shall be 1 full year from the date they pay their membership dues. A monthly assembly of the members shall be held at the time and place selected by the President and approved by the Board.

**Section C: Affiliation** – NCBA membership with the Colorado State Beekeepers Association (CSBA), supported by dues determined by the CSBA Board, per member (in addition to association dues) to enroll each primary 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.) The Board, from time to time and with the approval of a simple majority of voting membership, may choose to affiliate its membership with other not-for-profit beekeeping organizations in support of that organization's goals and activities; and by the same vote may revoke that affiliation. Such affiliation may result in a specific assessment in addition to Association annual dues as dues to the affiliated organization. Any increase of those dues by the affiliated organization will require re-approval of the affiliation by a vote of Association membership or the affiliation will terminate

**Section D: Indigent Fund** – part of your membership will go into a special indigent fund. This fund is to aid members of our Northern Colorado community who would not normally be able to pay to have bees extracted from their premise due to some financial burden. Filing for a claim is the sole responsibility of the structural hive remover. Payment amount to the structural remover is determined and approved by the Board. Claims will be determined and approved by the Board. The balance available in the general fund is determined by the Board each year during their annual budget review.

## **ARTICLE III: OFFICERS**

**Section A: Officers** – The elected officers of Northern Colorado Beekeepers Association shall consist of 5 officers, including President, Vice President, Treasurer, Secretary and Program Coordinator, with relative rank in that order and 3 Board Members at Large and a Past President Advisor. No person may hold more than one elected position at a time. In addition to Officers, additional persons, deemed Board Members at Large, shall serve in a voting capacity. Elected Officers and Board Members at Large can hold more than one committee chair at one time

**Section B: Election** – 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 Board. For elections of the Officers and Board Members at Large, the Board will publish to membership a call for nominations not later September 15th for Annual Elections and not later than 31 days prior to the beginning of the voting period for special elections. The Election Year shall be from the October annual member meeting until the following October annual member meeting date. Unless otherwise specified, a simple majority of voting membership is sufficient to adopt any ballot measure. 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 Board.

**Section C: Method of Election:** The Board shall conduct an election in conjunction with the October annual member meeting each year and may also call special elections as described here. The election of Officers, Board Members at Large, and other issues that may be placed on the ballot shall be elected by a majority (as distinct from a plurality) of the votes cast. When more than two members contest for an office, or when an issue has more than two choices, ranked voting methodology (aka Instant Runoff Voting) will be employed to allow determination of a majority vote. A member may stand for election for more than one office; that member will be deemed elected to the highest ranked office, as defined in the bylaws, where the member earned a majority of the votes. Should the vote of membership result in a tie, the tie will be broken by a majority vote of the full pre-election Board completed within 72 hours of the completion of the membership vote.

**Section D: Term** – All members of the Board shall serve for terms of one year. The President, Vice President and Treasurer may not serve more than two consecutive terms, meaning two one-year terms served in a row. Other members of the Board are not term-limited. Former officers may stand for re-election to a term-limited office after having vacated that office for at least one year.

IF any officer, currently serving, becomes term limited and ineligible for the next election AND IF there are no candidates willing to stand for election as President, Vice President or Treasurer AND IF those currently serving are willing to continue in their present position, the term limit restriction shall be waived for ONE additional year and those term limited officers shall stand for election as if the term limits did not exist. This process may be repeated, as necessary, when there are no candidates willing to serve as officers of the NCBA.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term. When a mid-term vacancy occurs of any elected officer, the Board shall post the position to the membership for application. The Board will conduct interviews and select the applicant with the most votes of the remaining Board officers to fill the vacancy for the remaining term of the position.

#### **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – 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:

1. Publishing a monthly communiqué to be released to all members during the first week of the month to include: Set the meeting time, place and agenda for the next three-monthly meetings; pertinent industry interests; and a summary of association business matters, including meeting minutes.
2. The President shall be a signatory to Association bank accounts, but will not have checkbook or credit card.
3. Appoint committee chairpersons subject to the approval of the Board.
4. Serve as an ex-officio member of all committees except the nominating committee.
5. Serve as Past-President Advisor the year following presidential administration.

**Section B: Vice-President** – 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.

**Section C: Treasurer** – It shall be the duty of the Treasurer to:

- 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 Board with a financial report on a quarterly basis, detailing and reconciling all transactions to bank statements for the period. 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.
- f. Serve as membership manager accepting payments and monitoring membership database. Validate members in good standing as needed.

**Section D: Secretary** – The Secretary shall keep minutes and attendance records for all meetings, and publish them to the Board. 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.

Further responsibilities may include, but are not limited to:

- a. Coordinating with the Treasurer to ensure that the membership roster is updated in a timely manner, so that the distribution list for the monthly communique is always up to date.
- b. Forwarding any 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.
- c. The Treasurer and Secretary will jointly maintain a list of Board approved projects and activities along with approved budgets.
- d. Be responsible for related committees such as Constitution and Bylaws.
- e. Coordinate external marketing, i.e., newspaper, social media, public releases, etc. for club events and seasonal community service announcements.

**Section E: Program Outreach Coordinator** is a school and civic or business group focused position. The Program Outreach Coordinator is encouraged to recruit and distribute the workload including any relevant committee chair positions It shall be the duty of the Coordinator to:

- 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. Identify, schedule and coordinate specific volunteers as needed for each presentation, including set-up and tear-down, if applicable.
- d. Arrange NCBA presence at major events like the Larimer County Fair, Colorado State Fair, regional festivals, garden center and other public events.
- e. Evaluate requests for an outreach presence, including cost and volunteers needed and make recommendations to the EC about whether to honor the request.
- f. Prepare and/or obtain materials to support outreach efforts.
- g. Maintain records of all members willing to perform volunteer service activities.
- h. On a monthly basis, provide a notice of volunteer opportunities occurring within the next three months to the Executive Committee for inclusion in the monthly newsletter.
- i. Recommend recognition of exceptional volunteers to the Board.
- j. Communicate with members to enroll them in the idea of donating time as a volunteer and determine their areas of interest.
- k. Track and record volunteer interests and actual time and events / activities individuals spend volunteering.
- l. Find ways to provide both individual personal acknowledgment for volunteer efforts, and periodic formal recognition of volunteer efforts.
- m. Matching specific individuals to events / activities needing volunteer support;
- n. Recruit a Refreshments Coordinator to identify volunteers willing to provide meeting refreshments, if needed.

**Section H: Board Members at Large (BMLs)** – The primary duties of BMLs include:

- a. Attend scheduled meetings of the Board
- b. Provide a perspective on matters brought before the Board in a timely manner.
- c. Vote on Association matters called to a formal vote within the Board.
- d. Chairing a minimum of one committee, Board Member at Large roles must be responsible for one committee as listed in Article VIII of the Bylaws.

If a Board Members at Large is not a committee chair, their role on the Board shall end unless appointed to another committee chair position.

## **ARTICLE V: MEETINGS**

**Section A: Meetings** – An assembly of the members shall be held at the time and place selected by the President.

**Section B: Special Meeting** – Special meetings of the Board shall be called by the President by email or written request of a simple majority of the members of the full Board. Special meetings of the entire membership shall be called by email or written request by a simple majority of the full Board or by request of one-fourth of the current paid membership. Special meetings of the entire membership may be called by the President when deemed necessary

**Section C: Quorum** – Except for amendments to the bylaws, or as otherwise directed in the bylaws, issues may be decided by a quorum of the Board. A quorum shall consist of at least half of the Board, calculated by rounding up to the next whole digit. At its option, the Board may take an issue to the membership for a vote. In either case, a simple majority of votes cast by members in good standing decides the issue, with the President acting as tie-breaker when necessary.

## **ARTICLE VI: BOARD**

**Section A: Responsibility** – The Board is the NCBA's primary governing body, and by simple majority vote has final jurisdiction over any and all activities of the Association not specifically designated to Membership. The Board of the NCBA shall consist of elected Officers, -Board Members at Large, and other key volunteers (such as committee chairs) serving in the best interest of the membership. Currently serving EC members may choose to appoint additional members at any time. Existing members may choose to end their service at any time. The President and other officers shall carry out their duties in a manner that is consistent with the letter and the spirit of the Constitution and Bylaws, and the direction of the Board. In all matters, the Board shall endeavor to be frugal in its use of Association funds and respectful of each member's right to choose his or her level of participation. To encourage informed participation in the political, social, educational, charitable and volunteer activities of the Association, the Board shall keep members fully informed about Association business and events.

**Section B: Membership** – Board members members, as defined in Article III, 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 C: Meetings** – The Board shall meet between regular member meetings of the club to organize and plan future activities or a minimum of 2 times annually. Any Board member may use email to bring issues to the attention of the Board to be placed on the next Board meeting agenda. Each individual member of the Board shall have 1 vote. A Board position shared by more than one person shall constitute one vote.

**Section D: Approval of Expenditures:**

- a. The Treasurer and Secretary will jointly maintain a list of Board approved projects and activities along with approved budgets.
- b. Project and activity budget requests should be submitted to the Board at least **30 days in advance** of the expenditure.
- c. A Board member may make an **emergency expenditure** of up to \$250 in support of activities consistent with Association objectives, subject to subsequent approval by the Board.
- d. The Board has 7 days in which to approve or disapprove budgets and expenditures.
- e. The Treasurer will disburse funds only as consistent with approved budgets.
- f. The Treasurer may delay any disbursement pending review with the Board.

**Section E: The Board shall:**

- a. Support the transition of previous officers and new officers into their respective roles.
- b. Foster the leadership qualities of Volunteers and Board members, growing members as future Association leaders.
- c. Provide guidance to the current officers on issues such as Association direction and meeting content.
- d. Approve of expenditures as described in Article VI, Section D.
- e. Approve working committee budgets.

**Section C: Removal of an Officer –**

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

## **ARTICLE VII: COMMITTEES**

**Section A: Working Committees** – The following are the working committees which may be active or inactive as needed and are not limited to this list. Membership on a committee is voluntary and not term limited and can be seasonal. Committees shall be chaired as directed by the Board.

- (A) Education/Outreach/Volunteer Coordination
- (B) Beekeeping Classes
- (C) Bee Order
- (D) Constitution and Bylaws
- (E) Marketing/Website/Social Media Channels
- (F) Swarm Hotline
- (G) Scholarship
- (H) Speaker Coordinator
- (I) Mentoring/Onsite Training

**Section B: Other Committees** – Other committees to be established as directed by the President and Board.

**Section C: Special Committees** – The President shall have the authority to appoint any special committees, with the approval of the Board, from time to time as need demands.

**Section D:** The chair of active working committees shall be responsible for providing a monthly report to the Board.

**Section E:** The working committee chair shall be responsible for providing a committee budget request / projection to the Board. The budget is due at the first Board meeting convened after the formation of the working committee and annually thereafter at the first Board meeting of the fiscal year.

## **ARTICLE VIII: Dissolution**

Upon the dissolution of the Northern Colorado Beekeepers Association, the Board shall, after satisfying all outstanding liabilities, dispose of all its assets exclusively for the purposes of the association to one or more organizations organized and operated exclusively for charitable, educational or other purposes that qualify the organization(s) as exempt under Internal Revenue Section 501(c) (3) (or the corresponding provision of any future Internal Revenue law). Any of such assets not so disposed of shall be disposed of by the court having probate jurisdiction in Larimer County exclusively to such organization(s) as the court determines are organized and operated exclusively for charitable or educational purposes.

## **ARTICLE IX: AMENDMENTS**

**Section A: Selection** – The constitution/bylaws of the Northern Colorado Beekeepers Association may be altered or amended only by an election held in conjunction with the annual meeting by a simple majority of voting membership. The constitution/bylaws of the NCBA may be altered by an election held in conjunction with the Annual Meeting or at a special election called by the Board. Amendments may be proposed to the Board



by any Association member. Competing or conflicting amendment proposals (for example, differing proposals to amend the same article section) will be grouped to allow a member to vote to reject each version and to cast a ranked or ordered vote for versions the member deems acceptable.

**Section B: Notice** – Final amendment proposals shall be presented to membership at least 45 days prior to the start of the voting period. At least 15 minutes of time will be allocated for discussion of the proposals at each of the two monthly meetings occurring prior to the start of the voting period. Amendments shall be adopted when a simple majority of votes cast are for adoption, using standard ranked voting methodology where applicable.

### **Approved Amendments**

**Amended and Adopted August 18, 2010**

**Revised and Adopted May 16, 2013**

**Amended and Adopted October 28, 2015**

**Amended and Adopted April 16, 2016**

**Amended and Adopted September 21, 2016**

**Amended and Adopted October 21, 2021**