

ST. CLAIR BEEKEEPERS' ASSOCIATION INC.
CONSTITUTION AND BYLAWS
(Revised April 2018, August 2022)

CONSTITUTION

The purpose and function of the association is the promotion of interest in bees and beekeeping by such means as:

- a) Encouraging good beekeeping management
- b) Encouraging the utilization of bees for pollination of agricultural crops
- c) Encouraging dissemination of information about bees and beekeeping

BYLAWS

ARTICLE I - MEMBERS

Section 1. Members. Any person interested in apiculture may become a member of the association upon payment of dues. There are no associate memberships or family memberships.

Section 1a: Lifetime Memberships: Lifetime memberships were discontinued in 2022 due to the difficulty in tracking this information, the lack of consistency in this process, as well as the cost of SCBA members being an Illinois State Beekeeper Association Member. Current individuals who have identified as lifetime members will continue with not paying dues but having rights of members. Three current members are listed as Lifetime Members and this information is tracked on the Membership Roster. Moving forward, there will be no new lifetime members.

Section 2. Voting rights. Each member shall be entitled to one vote on each matter submitted to a vote. Any voting member unable to attend the September meeting and Election of Officers shall have the right to request and cast an absentee ballot. Such request must be received by the secretary in writing no later than 30 days prior to the election. Upon receipt of the written request for the election ballot the Secretary shall send the absentee ballot within seven (7) days to the member making the request. The completed absentee ballot must be returned to and received by the Secretary prior to the Election of Officers in order for it to be counted as a valid vote.

Section 3. Termination of Membership. The Executive Board by affirmative vote of two-thirds of all the members of the board may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of dues for the period fixed in ARTICLE X, Section 3 of these bylaws.

Section 4. Resignation. Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

Section 5. Reinstatement. A former member may be reinstated by paying dues subject to any unpaid indebtedness but not to include past dues.

Section 6. Transfer of Membership. Membership in this association is not transferable or assignable.

ARTICLE II – PURPOSE AND FUNCTION

Section 1. Annual Meeting. The annual meeting of the members shall be held during the month of November for the purpose of installation of officers and any other business as may come before the meeting.

Section 2. Election of Officers. Nomination shall be open for two meetings and election of members to office shall be held at the September meeting with installation to follow at the annual meeting in November as per ARTICLE II, Section 1. The official duties of newly installed officers commence immediately following their installation during the annual meeting in November. The schedule for elections is as follows:

- President/Vice President/Public Information Officer/2 Directors: Even Years
- Treasurer/Secretary/Program Director/2 Directors: Odd Years

Section 3. Meeting Places. The Executive Board shall designate the place and time of the meeting of the regular members.

Section 4. Notice of Meetings. Notice of meetings shall be announced via the Facebook page, Facebook member group, and Slack.

Section 5. Quorum. The members holding one-fifth of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members a majority of the members present may adjourn the meeting at any time without further notice. Withdrawal of members from any meeting shall not cause failure of a duly constituted quorum at that meeting.

ARTICLE III - OFFICES

Section 1. Qualification and Number. The Executive Board shall consist of the President, Vice President(s), Secretary, Treasurer, Public Information Officer, Program Director, and two to four Directors.

Section 2. General Powers. The affairs of the corporation shall be managed by the Executive Board.

Section 3. Executive Board. It shall be the duties of the Executive Board to attend meetings called by the President or any two (2) Executive Board members, to decide by majority vote any differences arising at the Executive Board meetings. The President shall have no voting power except to decide a tie vote. A quorum of the Executive Board members shall be required to conduct official business.

Section 4. Meetings. Meetings of the Executive Board are most often held monthly, but at a minimum should be held quarterly, at a minimum. Meetings may be held via Zoom or in-person. Additional meetings may be requested by the President or any two (2) Executive Board members.

Section 5. Quorum. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the board, provided that if less than a majority of the board members are present at said meeting a majority of the board members present may adjourn the meeting to another time without further notice.

Section 6. Vacancies. Vacancies in office by death, resignation, removal or election to another office shall be filled by the appointment of the Executive Board. The appointee shall fill the vacancy for the remainder of the term of his/her predecessor in office.

Section 7. Compensation. No officer of the association shall receive any stated salary or derive any profit as a result of their position or services.

ARTICLE IV - COMMITTEES

Section 1. Committees. The Executive Board, by resolution adopted by a majority of members in office, may designate one or more committees. One member of each committee shall be appointed chairperson of that committee.

Section 2. Appointments. Appointments of members to committees will be made by the President or the Executive Board if necessary.

Section 3. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such members shall cease to qualify as a member thereof.

Section 4. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

ARTICLE V - OFFICERS

Section 1. Officers. The officers of the corporation shall be president, one or more vice presidents (the number to be determined by the Executive Board), treasurer, secretary, public information officer, program director, two to four (2-4) directors and such assistant treasurers, assistant secretaries, assistants or coeditors or other officers as may be elected by the Executive Board. Officers whose authority and duties are not prescribed in these bylaws shall have the authority and perform the duties prescribed from time to time by the Executive Board. Any two (2) or more offices may be held by the same person, except the office of president. All officers must reside within the State of Illinois.

Section 2. Election and Term of Office. The officers of the corporation shall be elected annually by the members at the September meeting of the regular members. All officers' tenures shall be for a two-year term. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled, or new offices created or filled at any meeting of the Executive Board. Each officer shall hold office until his/her successor shall have been duly elected and installed or until his/her death or until he/she shall resign or until his/her tenure expires or shall have been removed in the manner hereinafter provided. Election of an officer shall not of itself create contract rights. The schedule for elections is as follows:

- [President/Vice President/Public Information Officer/2 Directors: Even Years](#)
- [Treasurer/Secretary/Program Director/2 Directors: Odd Years](#)

Section 3. Removal. Any officer elected or appointed by the Executive Board may be removed by the Executive Board whenever in its judgment the best interests of the corporation would be served

thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 4. **President.** The President shall be the principal executive officer of the corporation. Subject to the direction and control of the executive Board he/she shall be in charge of the business and affairs of the corporation; he/she shall see that the resolutions and directives of the Executive Board are carried into effect except in those instances in which that responsibility is assigned to some other person by the Executive Board, and, in general, he/she shall discharge all duties incident to the office of President and such other duties as may be prescribed by the Executive Board. He/she shall preside at all meetings of the members and of the Executive Board using the guidelines of Roberts Rules of Order to conduct the meetings.

Section 5. **Vice President.** The Vice President (or in the event there is more than one Vice President, each of the Vice Presidents) shall assist the President in the discharge of his/her duties as the President may direct and shall perform such other duties as from time to time may be assigned to him/her by the President or by the Executive Board. In the absence of the President or in the event of his/her inability or refusal to act the Vice President(s) (in the order designated by the Executive Board or by the President if the Executive Board has not made such a designation, or in the absence of any designation, then in the order of their seniority of tenure) shall perform the duties of the President and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

Section 6. **Treasurer.** The Treasurer shall be the principal accounting and financial officer of the corporation. The Treasurer shall:

- a) Have charge and be responsible for the maintenance of adequate books of account for the corporation
- b) Have charge and custody of all funds and securities of the corporation, and be responsible therefore, and for the receipt and disbursement thereof
- c) Perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or the Executive board.
- d) File annual tax forms with State and the IRS
- e) Ensure members are enrolled in Illinois State Beekeepers Association

Section 7. **Secretary.** The Secretary shall:

- a) Handle all correspondence of the association
- b) Record the minutes of the meetings of the members and of the Executive Board in one or more books provided for that purpose
- c) Ensure that all notices are fully given in accordance with the provisions of the bylaws or as required by law
- d) Be custodian of the corporate records and of the seal of the corporation
- e) Keep a register of the post office address of each member, which shall be furnished to the Secretary by each member, this register to be published and distributed at least once annually and distributed to the membership
- f) Perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Executive Board
- g) Serve as the registered agent for the association

Section 8. **Public Information Officer.** The Public Information Officer shall:

- a) Handle the advertising and distribution of information regarding activities, announcements and the press releases of the association
- b) Create and print the Association's monthly newsletter and distribute it either through the U.S. Postal Service or through electronic mail to the association members
- c) Serve as contact person for requests from the media for information or press releases from the Association and coordinate with the President or the Executive Board to
- d) provide acceptable replies to requests.

Section 9. **Program Director.** The Program Director shall:

- a) Develop a committee of interested members
- b) Set up an annual plan of programs with the committee for club meetings which will serve to educate our membership
- c) Serve as the contact for outside speakers
- d) Provide membership with information about the program for monthly meetings

Section 10. **Directors.** The number of Directors shall be two to four (2-4) and shall be elected to serve for a two (2) year term. The Director's primary function is to provide a direct link between the membership and the Executive Board. The duties of a director are not limited to any specific area of concern but rather fall in a category of general interest to the welfare of the association of the corporation by whatever means necessary in accordance with the laws of the State of Illinois governing nonprofit organizations. The office of Director shall change with one to two (1-2) Director being elected each year.

ARTICLE VII - CHECKS, DEPOSITS, FUNDS AND EXPENDITURES

Section 1. Checks, Drafts, etc. All checks, drafts or other orders for payment of money shall be issued in the name of St. Clair Beekeepers' Association when practical and such instruments shall be marked for deposit only.

Section 2. Deposits. All funds of the Association shall be deposited in a financial institution convenient to the Treasurer and upon approval of the Executive Board.

Section 3. Expenditures. No expenditure in excess of one hundred dollars (\$100.00) shall be voted by the membership of the Association for any purpose without the approval of the Executive Board. Expenditures for supplies, office expenses and/or maintenance of existing equipment of the Association will not require a vote by the membership but may be reviewed by the Executive Board.

Section 4. Account Signatures. All accounts maintained on behalf of the Association shall list in the records of the financial institution where the account is held no less than three (3) authorized signatures. These three (3) authorized signatures shall include the signature of

- a) The current Treasurer
- b) Any current Co-Treasurer(s)
- c) The current Secretary
- d) The current President

While three (3) signatures are required to be listed on the account and any one (1) of the listed officers may sign individually an Association check or deposit only one officer, normally the Treasurer, will be responsible for signing checks and making deposits into the Association's accounts.

ARTICLE VIII - BOOKS AND RECORDS

Section 1. The Secretary shall keep correct and complete books and also keep the minutes of the proceedings of its members, Executive Board and committees having any of the authority of the Executive Board and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his/her agent or attorney for any proper purpose at any reasonable time.

ARTICLE IX - FISCAL YEAR

Section 1. The fiscal year of the corporation shall be fixed by resolution of the Executive Board, the fiscal year is to be from January 1 through December 31 each year.

ARTICLE X - DUES

Section 1. Annual Dues. The Executive Board shall determine the amount of dues paid by members.

Section 2. Payment of Dues. Dues shall be payable in advance on the first day of January each year and shall include membership into the Illinois State Beekeepers' Association but will be offered as an option. Membership into St. Clair Beekeepers' Association shall be from January 1 through December 21 and not prorated. Treasurer will collect dues

Section 3. Default and Termination of Membership. When any member shall be in default in the payment of dues for a period of three months from the beginning of the period for which such dues become payable his/her membership may thereupon be terminated by the Executive Board in the manner provided in ARTICLE 1, Section 3 of these bylaws.

ARTICLE XI -AMENDMENTS

Section 1. The power to alter, amend or repeal the Bylaws or adopt new Bylaws shall be vested in the Executive Board.

Section 2. Amending the Constitution and/or Bylaws. The voting membership will be afforded an opportunity to review any changes to be made in the Constitution and/or Bylaws and such review will be conducted not less than thirty (30) days prior to such changes.

BOARD OF DIRECTORS

President

Vice President

Secretary

Treasurer

Public Information Officer

Program Director

Directors

Misc. Policies
Petty Cash Policy
Written August 2022

When a previous SCBA officer or long-time member passes away, and the current SCBA Executive Board is informed of their passing, the SCBA will donate \$25 to the individual's nonprofit/charity of choice listed on their obituary.