

# **Constitution and Bylaws of Douglas County Bees**

## **Article I - Title**

The name of this organization is Douglas County Bees (DCB).

## **Article II - Purpose**

DCB is a local non-profit organization dedicated to providing practical training and information to people interested in raising honey bees in Douglas County; providing safe removal and relocation of unwanted colonies or swarms for the local community at large; and supporting the presence of honey bees in the environment through community outreach and education.

## **Article III - Association**

DCB is to be associated with the Oregon State Beekeepers Association (OSBA), we encourage individual beekeepers to also become members of and to support OSBA.

## **Article IV – Membership**

### **Section 1 - Membership**

One may become a voting member by submitting a membership form, paying the required dues, and agreeing to be governed by this Constitution and Bylaws. Voting members also consists of attending at least 6 monthly general meetings per year and to participate in a minimum of 2 club events per year.

Club events consists of but are not limited to: participation in a cutout, extraction or swarm retrieval (not all of these are club events. Members will be notified if any of them are identified as an event opportunity) , work the club booth at an event or help with setup/take down of the booth at an event. With DCB prior approval: present an informative or educational program to the club/the public at large, either at a meeting or private setting or at a scheduled event, host a hive inspection or demo day at their apiary.

Voting membership is valid through the end of the calendar year or until terminated/suspended by the DCB officers as outlined below.

One may become an honorary life member after a consecutive 10 year paid and in good standing membership with DCB and shall freely participate in all activities of DCB with no further dues or membership requirements.

Anyone who is interested in beekeeping may attend a meeting. Guests and non-members are encouraged to attend.

### **Section II - Anti-discrimination and harassment**

DCB is committed in all its meetings, programs, functions, and social areas (including online activities and publications) to provide an environment that is free from discrimination and harassment. This includes but not limited to; race, religion. color, sex, marital status, age, mental or physical disability, gender, and sexual orientation. All members and any attendees at any DCB activity is expected and required to abide by this policy.

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## Section III - Voting

To qualify as a voter, one must be a member in good standing at the time of the vote. Good standing will be assessed by the Treasurer's and Secretary's official report of dues payment, event and meeting participation as well as members who have had their membership suspended or revoked by the Board. Motions that require membership approval will occur by show of hands of the members present. One vote for each paid member. In the case of a tie, the President shall break the tie with an additional vote.

## Section IV - Revocation or suspension

Voting membership to DCB may be revoked or suspended by a unanimous vote of the DCB Board for the following reasons:

- failure to pay dues
- failure to attend at least 6 meetings
- failure to participate in at least 2 club events
- failure to abide by the club Bylaws
- conduct is detrimental to the image, purpose or reputation of DCB

Dues should be made in January. If dues are not paid by March of that year an automatic suspension is made. Paying, in full, any annual dues owed can reinstate any member whose membership has been suspended due to failure of payment. Any member whose membership was revoked or suspended for other reasons may be reinstated by unanimous Board vote or a majority of attending members.

## Article V - Meetings

As noted, anyone who is interested in beekeeping may attend a meeting, guests and non-members are welcomed to attend.

Roberts Rules of Order apply for all issues being initiated/changed/eliminated for legalities of DCB during the monthly general meetings. Monthly meetings of the DCB will be on the first Wednesday of each month or changed as needed to fit the needs of the membership. Additional executive meetings of Officers of the DCB Board may be held as required.

The month of October will include our annual Board elections by majority ruling of the attending members. New positions will start in January of the new year to allow a two month training period for the new officers coming in from the former officers going out. (this training period may be foregone in such a case as the new officers are more than qualified to immediately step in and assume the duties of said office for a smooth transaction and/or the former officers are unwilling to continue to serve this organization to ensure continuity of business as usual to meet Federal/State/Local requirements in accordance to the LLC regulations and our 501C3 status)

A member-wide email should be issued as soon as possible for the general meeting and also posted to the DCB Facebook page. There shall be at least one Board Officer in attendance for any official, regularly scheduled DCB meeting. (monthly general meeting, Bee School classes) Should the occasion arise that no Board Officers are able to attend the official, regularly scheduled meeting, the meeting should be cancelled. Notification of a Bee School class or a cancellation of a Bee School class will

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only be issued to the member-wide email list after consultation with the Board Officers. Until such time as the Bee School is opened to the public, no notification of a Bee School class or a cancelled Bee School class will be posted to the DCB Facebook page.

## **Article VI - Officers and duties**

### **Section 1 - Method of election and terms of office**

All officers are to be good standing members of DCB, a minimum of 3 elected officers are required. The officers of the organization shall consist of 4 executive officers (President, Vice-president, Secretary, and Treasurer) and shall be known as the Board Members. With the exception of the President, a member may hold 2 elected offices simultaneously. The President may hold 1 chair position in addition to the elected office of the President. All other Board Officers are not restricted in the number of offices or chairs held. Nominations for officers will be taken and voted upon at the October meeting of each year. The newly elected officers will assume duties at January meeting, shadowing the current officer/chair person from October to December.

Officers and appointed chair persons will serve a one-year term or until their successor is elected/appointed. However, no limitation is placed on the number of years a member may serve if elected to office. In the case where no nominations are presented by the members, the President may appoint a member for the remainder of the term. In the case where the membership fails to nominate a President, the remaining Officers may appoint a President for the remaining term.

In such a case where an Officer steps down upon resignation/death during his/her current term in office, the remaining Board members may appoint an interim DCB member to fill the vacant office position immediately to ensure continuity of the LLC regulations for Federal/State/Local purposes.

### **Section II - President**

The President shall be the directional head and chief executive officer and shall preside over all meetings. The resident may call special meetings of the general membership as well as Board meetings as seen fit. The President shall be responsible for seeing that all officers - elected or appointed - perform their respective duties and take the initiative in all matters pertaining to the welfare of the organization and its membership. The President will compile agendas, be the public face of the group and act as liaison with other officers and chairs to complete tasks. The President must be a member of the Oregon State Beekeepers Association (OSBA) so we can maintain DCB's standing as an association.

### **Section III - Vice-president**

In the absence of the President, the Vice-president shall assume the responsibilities ordinarily falling upon the President, and act as an aide to the President in his/her duties. In the absence of both officers, the officers may elect a chair to serve for the time being. The Vice-president must be a member of the Oregon State Beekeepers Association (OSBA) so we can maintain DCB's standing as an association.

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## Section IV - Secretary

- It shall be the duty of the Secretary to record all minutes of all meetings and see to it that a copy is available to all members of DCB.
- Maintain and revise the official copy of the Constitution and Bylaws after voted on amendments to the Constitution and Bylaws are made.
- Roll call for all participants; paid voting members or not.
- Maintain current calendar.
- Send out and compile quarterly survey to DCB membership about what they would like to see/learn in the upcoming months' meetings.
- Submit list of officers and members to OSBA annually to maintain an active regional affiliate (at least 5 total – of which the President and Vice President make 2 of the 5).
- Maintain a written description of inventory equipment. Record all equipment that belongs to DCB complete with serial number, make model if applicable and a digital photograph to be added to the USB device holding the photo records. Update as required for additions, removals of equipment, and keep good estimates/actual values upon each item.
- Maintain supply levels of all informational material that DCB distributes during events with our booth. (fliers/pamphlets/booklets/periodicals/honey sticks/seed packets, forms, applications, etc)
- Maintain the executive records, swarm/cutout, and membership email lists current year and past years included as well as members in good standing lists (to include the number of meetings and club events attended).

## Section V - Treasurer

- It shall be the duty of the Treasurer to keep the financial records in good condition.
- Show all amounts of money received and disbursed, from whom received, to whom and for which it was paid in the checking account and the savings account.
- Balance the checking and savings account statements to the DCB ledgers.
- Report at the monthly meetings the total amount in the treasury. The amount incoming and outgoing for each account and the sub accounts therein.
- Provide information regarding the paid membership list, including new members and member renewals, to the Secretary.
- File Federal/State/Local tax reports as required to maintain our LLC/501C3 status
- Expenditures of significant funds (greater than \$100.00) may be voted on by the current meetings paid members in attendance. Expenditures greater than \$100.00 may be approved by unanimous agreement of the Board Officers in the event the expenditures are needed before the next general meeting

## Section VI - Chairpersons

Chairpersons are noted as a valuable part of DCB but are not part of the Board. A Chairperson can be added or removed at any time by a vote of the paid members or Board decision. These Chairpersons are simply to assist the Board with maintenance and growth of the group. We have the following chair people

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noted but not limited to:

Education Chair - lining up monthly topics, education programs, presentations and guest speakers for the general meetings, events, public schools, or special requests. Provide attendance (sign in sheets) and class topic documentation (handouts) to the Secretary for each Bee School class. Provide expenditure receipts to the Treasurer for reimbursement and remain within the Bee School Budget so as to not over extend the allotted allowance. May have an Education Chair Assistant.

Events Chair - organize club events, set-up/tear down of booth, volunteer lists, investigate opportunities to show DCB and educate the public.co-ordinate all aspects of operating the DCB booth at shows, special invitations, and the annual Douglas County Fair. This includes enlisting DCB members in good standing to staff the booth for all required hours of the event and to ensure all necessary supplies, show equipment, observation hives, electricity, water, ice, seating, etc. is scheduled and secure in the DCB booth for the duration of the event. May have an Events Chair Assistant

Community/Club Liaison Chair - Welcome packet/introduction of DCB individuals and businesses such as; pest control, EMT's, police, fire, other clubs, construction workers, water and power companies to get our information out to the public.

Swarm Alert Chair - receive notices of swarm alerts from the public, keep records of who called, where the swarm is located, when the call came in, and which member of DCB responded to go get the swarm., keep a phone/messenger list to forward the DCB swarm alert notifications to the DCB members on the swarm alert list. Pass all swarm alert calls that are determined to be potential Cut-Out/Removals to the Cut-Out/Removal Chair. Compile a record of all colonies that are alive before winter. Update the survival records at the end of winter. Submit these records to the Secretary to report to OSBA annual survival census. All records are to be turned in to the Secretary at the end of the “bee season”. (Bee Season is approx. March – July)

Cut-out/Removal Chair - discuss options for removal, go over any liabilities, maintain list of future and past bee cut-out/removals (to include when, where, who participated and who received the bees), maintain list of future recipients of the bees from cut-out/removals,working with the Events Chairperson if needed to contact and organize volunteers and determine to where the bees will be re-homed, keep mileage records of going to assessment sites of potential cut-outs and the delivery of bees from a cut-out so that the U.S. Federal mileage charitable reimbursement rates for the current year can be paid out to this chairperson at the end of the “bee season” by the Treasurer. All records are to be turned in to the Secretary at the end of the “bee season”. (Bee Season is approx. March – dearth) \*\*\*There will be NO Cut-Outs scheduled past dearth as the bees will not have enough time to re-establish their hive and gather enough food for winter survival.\*\*\*

Webmaster/Social Media Chair - maintain website, social media and email systems and to troubleshoot IT problems for DCB.

Committees shall be established by the Board after the purpose, scope and duration are discussed with the membership at any regular monthly meeting.

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## **Article VIII - Amendments to this article**

This Constitution and Bylaws may be altered or amended only at monthly meetings by a 70% vote of the current voting membership present at the meeting.

## **Article IX - General**

### **Section I - Issues**

Issues, except elections, amendments, or expenditure of significant funds may be decided in a meeting of the Board by a simple majority vote of the Board. All officers have an equal vote, including the President; however, the President will have the ability to break any ties with an additional vote if needed.

### **Section II - Dissolution**

Upon the dissolution of DCB, assets will be distributed by the Board to Oregon State Beekeepers Association (OSBA) as a bee related exempt purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of a future federal tax code or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### **Section III - Posting**

The most current version of the Constitution and Bylaws will be posted on the DCB website and not to the DCB Facebook page.

The minutes of the monthly general meetings will be posted on the DCB website and not to the DCB Facebook page.

The Bee Removal Calendar/List records will be posted on the DCB website for all members on the list waiting to receive bees from the scheduled Cut-Out can see when the date bees are coming to them.