

# **Kentucky State Beekeepers Association**

## **By -Laws**

### **Order Of Business**

1. Welcome of members and guest.
2. Acceptance of printed meeting agenda.
3. Reading of minutes of the previous meeting.
4. Treasurer's report.
5. Executive Committee Report.
6. Communications.
7. Report of other committees.
8. Report of local associations.
9. Non- budgeted items.
10. Unfinished business.
11. New business.
12. Program.
13. President's message.
14. Election of officers.
15. Installation of officers.

### **Article I - Title**

### **Article II - Purpose, Function, and Objective**

### **Article III - Association Membership**

#### **Section 1.**

Annual dues shall be set by the KSBA membership. Membership shall run from January 1 to December 31 , each year. Membership may be renewed

anytime during the year and shall extend membership for an additional twelve (12) months beyond the date current dues are to expire.

### **Section 2.**

The immediate families of same address are members after (one member of the family) has paid dues for membership. Members must be 18 years of age to vote in meetings.

### **Section 3.**

A member after reaching his or her 80<sup>th</sup> birthday will receive free membership.

### **Section 4.**

Lifetime membership may be granted by majority vote at any regular meeting to a member for outstanding service to KSBA.

## **Article IV – Meetings**

### **Section 1. - Regular Meetings**

### **Section 2. - Special Meeting**

Only business for which the meeting is called shall be acted on. Voting shall be by secret ballot when requested by a member.

### **Section 3. - Quorum**

Attendance by 5% of current dues paid members shall constitute a quorum at the three (3) scheduled annual meetings or any special called meeting of the general membership. Upon verification of a quorum, business of the KSBA may be transacted.

#### **Section 4. – Executive Committee**

The Executive Committee shall have authority to transact KSBA business as needed, between regular meetings. The Executive Committee shall meet as often as deemed necessary by the KSBA President. Attendance of 25% of the Executive Committee shall constitute a quorum for the transaction of KSBA business.

#### **Section 5. – Parliamentary Procedure**

To ensure efficient transaction of business and resolution of any “points of order” that is in question. Roberts Rules Of Order shall be utilized. A Parliamentarian may be appointed by the President to resolve or clarify all parliamentary issues. The Parliamentarian shall have final resolution authority.

#### **Section 6. – Voting**

Voting will be by secret ballot if requested by any KSBA member present.

#### **Section 7. – Time**

Regular meetings will be conducted in a manner to ensure that ample time is left to discuss beekeeping.

### **Article V – Elected Officers**

#### **Section 1. – Officers of KSBA**

#### **Section 2. – Nominating Committee**

A nominating committee shall be appointed at the spring meeting by the President to present a slate of officers at the fall meeting. Nomination for elective officers shall be accepted from the floor at the fall meeting.

### **Article VI – Election, Installation, and Duties of Officers**

## **Section 1. – Presidential Progression**

## **Section 2. – Nominating Committee**

## **Section 3. – Secret Ballot**

A secret ballot shall be taken when there is more than one person nominated for an office. The President shall select three tellers to tabulate ballots.

## **Section 4. – Consent**

No person shall be elected for any office without his or her consent.

## **Section 5. – Duties of President**

The President shall attend and preside at all meetings of KSBA; enforce order and compliance to the constitution and by-laws. He or she shall exercise general supervision over all KSBA officers and cause to be published such matters as in the President's or KSBA's opinion will serve the interest of the KSBA. He or she shall appoint committees and fill vacancies unless otherwise provided and perform from time to time such duties as KSBA may direct. The office of President is a progressive office. He or she shall be the Immediate-past-president at the end of their term as President.

## **Section 6. – Duties of President- Elect**

The President-elect shall attend all meetings, and assist the President, and in the case of the President's absence or emergency assume the office of President until expiration of such contingency. The office of President-elect is a progressive office. He or she shall be the President at the end of their term as President-elect.

## **Section 7. – Duties of Vice President**

The Vice-president shall attend all meetings, and assist the President and President-elect, and in case of the President-elect's absence or other

emergency assume that office until the expiration of such contingency. The office of Vice-president is the first of the progressive offices. He or she shall be the President-elect at the end of their term as Vice-president.

### **Section 8. – Duties of Recording Secretary**

The Recording Secretary shall attend all meetings of KSBA; keep the minutes of meeting; publish calls for all meetings; and furnish the chairman of each committee (before adjournment) a list of the members on the committee. He or she shall keep on file the official copy of the constitution and by-laws; and in a book provided for the purpose, keep a permanent record of all new laws, amendments and repeals, with article and section, and date of action of KSBA thereon. At the next meeting the Recording Secretary shall present the amended official copy of the constitution and by-laws. The Recording Secretary when unable to perform any or all duties shall immediately notify the President of the fact, who will appoint a temporary Recording Secretary. The Recording Secretary at the end of his or her term shall deliver to his or her successor all books, papers and other property of KSBA which may be in his or her possession. He or she shall transact such other business as KSBA may direct.

## **Section 9. – Duties of Treasurer**

The Treasurer shall attend all meetings of KSBA and present a financial statement at each regular meeting. The Treasurer shall receive and maintain a record of all dues paid by members. When dues are received by the Treasurer he or she shall promptly forward the information to the Membership Committee. The Treasurer shall maintain a checking account at a bank convenient for KSBA use. The President shall maintain a signature card at the KSBA bank and is authorized to sign checks in an emergency or until the office of Treasurer is filled. The Treasurer shall pay all budgeted items voted upon by KSBA as presented by the Finance Committee. Expenses that will exceed the budgeted amounts must be authorized as directed in ARTICLE XII, Sec. 2. The Treasurer when unable to perform any or all duties shall immediately notify the President of the fact, who will appoint a temporary Treasurer. The Treasurer at the end of his or her term shall deliver to his or her successor all books, papers and other property of KSBA which may be in his or her possession.

## **Section 10. – Duties of Sergeant- At –Arms**

The Sergeant-at-Arms shall attend all meetings and maintain order and decorum as directed by the presiding officer. A logbook shall be kept for the purpose of registering members and guest in attendance at each meeting. The Recording Secretary shall keep the attendance logbook with the other KSBA records.

## **Section 11. – Duties of Historian**

The Historian shall take possession of and protect all past and future records of KSBA. All officers, committee chairman or others developing or using records pertaining to KSBA, and not delivering to their successor, shall deliver same to the Historian at the conclusion of their term of office.

## **Article VII – Impeachment**

### **Section 1. – Vote of Impeachment**

### **Section 2. – Removal of Officer**

Appointive officer may be removed by the President at his or her discretion.

### **Section 3. – Resignation of Officer**

An elective officer may resign at any time by presenting a written resignation to the President and delivering all KSBA records or property to the President, or a person the President designates to receive such records and property.

## **Article VIII – Vacancies**

### **Section 1. – Vacancies in an Elective Office**

### **Section 2. – Permission for Absenteeism**

An elective officer who is unavoidably hindered from attending Executive Committee meetings, may prior to the meeting, request from the President, permission to be absent. The office held by an elective officer who fails to attend two (2) executive committee meetings without permission to be absent may be declared vacant pursuant to Sec. 1 of this article.

## **Article IX – Committees**

### **Section 1. –Committee Appointment**

All committees shall be appointed by the President, unless ordered by KSBA.

## **Article X – Standing Committees**

### **Section 1. – Definition of Standing Committee**

Standing committees are defined as those that are appointed to provide a necessary service for the association and are expected to continue through the terms of several presidents. At the beginning of his or her term of office the incoming president shall accept or reject each standing committee, reappoint the committee members or appoint replacements.

#### **A. Honey Queen and Honey Princess**

- a. The Queen and Princess shall be at least 15 years of age and accompanied by an adult to represent KSBA.
- b. They shall submit an essay about the desire to be a honey queen to any regular meeting.
- c. They shall be selected by a vote of the KSBA membership present at any regular meeting during that calendar year.
- d. If the honey Queen is not selected at the first regular meeting of the calendar year, the President may appoint a committee to fill these positions prior to the start of the Kentucky State Fair. The award will be prorated.
- e. They shall reign for 12 months or until a new Queen or Princess is selected. They may succeed themselves.
- f. The honey Queen award is one hundred dollars (\$100.00). The honey Princess award is fifty (\$50.00). The honey Princess shall receive an additional fifty (\$50.00) in the event she is required to complete the Honey Queen reign.
- g. Funds for awards and sashes are raised in part or in full by conducting an auction at the summer meeting. Auction items are donated by KSBA members and quest in attendance.



## B. Kentucky State Fair Honey Sales Booth

- a. A chairman or chairmen shall be appointed with complete authority to run the booth.
- b. Reasonable expenses of the chairman shall be paid by KSBA.
- c. A committee of three past chairmen who are current members of KSBA shall be appointed by the President to arbitrate any disputes between KSBA members and the operation of the booth. If there are not three past chairmen to serve, then the President may appoint any current member of KSBA to the committee. Should the committee fail to satisfactorily arbitrate a KSBA member's complaint, the President shall, at the request of the complaining member, place the complaint on the agenda of the next KSBA meeting to be settled by a vote of members in attendance.
- d. Only current KSBA members may sell honey they have produced to the sales booth. **All associations that work assigned days at the booth must be members in good standing of the KSBA**

## C. Beekeeper of the Year Award

- a. Local associations shall submit a letter of recommendation to the Beekeeper of the Year committee by at least September 1<sup>st</sup> of that year for the committee to have time to go over the letters and make their selection of a Beekeeper of the Year.
- b. The Beekeeper of the Year committee is made up of previous Beekeeper of the Year award recipients.
- c. The Beekeeper of the Year committee shall select from the state membership a Beekeeper of the Year if there are no letters of recommendation presented to the committee.
- d. The Beekeeper of the Year committee will present the award at the fall meeting.

## **D. Bee Line**

- a. The Kentucky Bee Line is the official publication of KSBA. Each dues paying member shall receive a copy as a benefit of membership. The Editor may issue courtesy copies to counterparts in other areas or to anyone he/she believe has an interest of value to this association.
- b. An appointed Editor is responsible for gathering, editing, printing and distributing information about beekeeping and subjects of interest to KSBA members. As many additional members shall be appointed to this committee as needed to accomplish the stated purpose.

## **E. Membership**

- a. When dues are received by the Treasurer he/she shall promptly forward to the Membership Committee the information needed to keep a current roster of dues paying members of KSBA.
- b. A current roster is to be delivered to each officer of KSBA at each meeting. Any current member may receive a roster on request. No one else may receive a copy of the roster without specific permission of the President.
- c. In cooperation with the Bee Line Editor , this Membership Committee will prepare mailing labels for the Bee Line, apply the labels and deliver the copies to the distribution center or arrange for this to be done.
- d. KSBA holds a non-profit US postage paid permit number 421 at the Frankfort postoffice. It is the duty of this Membership Committee, under the direction of the Bee Line Editor and in cooperation with the Treasurer, to see that there are sufficient funds in the KSBA account at the postoffice and that KSBA is in compliance with all postal regulations.

## **Article XI – Charter And Regulations For Local Associations**

### **Section 1. –Petition**

In an area within the state of Kentucky, wherein five (5) or more beekeepers collectively petition, KSBA shall, upon proper filing of an application and payment of members' dues, grant a charter as a local association with KSBA.

### **Section 2. –Number of Charters**

No local association may possess more than one charter at any time.

### **Section 3. – The Local Association**

The local association, to qualify for a charter, shall agree to abide by the following qualifications: (1) The local association can govern itself by the KSBA constitution and by-laws, as they pertain to the election of officers and lengths of their terms. (2) The local association can submit to KSBA a written annual report of their activities, prior to the fall meeting.

### **Section 4. – KSBA Services to Local Associations**

KSBA will render to local associations such services as : (1) Minutes of the association's meetings. (2) Assistance with exhibits and demonstrations. (3) Assistance in organizing at the initial election by officers and members from KSBA. (4) Issue a charter and furnish copies of KSBA constitution and by-laws. (5) Present to the governing officers a one hundred dollar (\$100.00) start up fund for the new chartered local association.

### **Section 5. – KSBA Executive Committee**

Each local association shall appoint one of their elected officers to serve as a member of KSBA's executive committee.

## **Article XII – Funds and Budget**

### **Section 1. – Dues**

KSBA shall, by a majority vote of those present at regular meetings, have power to levy such dues as necessary and raise such other funds by means agreed to by the membership as deemed necessary to carry on the business of KSBA.

### **Section 2. – Budget**

The Finance Committee shall submit a budget at the fall meeting for the following year that will authorize payment of expected expenses. Expenses that will exceed the budgeted amounts must be authorized by a majority vote of members at a regular meeting of KSBA.

### **Section 3. – Finance Records**

The Finance Committee is responsible for the completeness and accuracy of the financial records of KSBA. The Finance Committee may audit the records as often as needed.

## **Article XIII – Alterations and Amendments**

### **Section 1. – Amending the Constitution and By-Laws**

## **Article XIV – Repeal Clause**

### **Section 1. – Signing of Amendment**

### **Section 2. – Latest Amended Constitution**

