

**Brighton Bee Club
Bylaws**

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24 **Article 1 – Club Calendar:**

25 **Section A:**

26 The Club’s Membership Year shall be from February 1 to January 31 of
27 the following year.

28

29 **Section B:**

30 The Club’s Election Year shall be from the November meeting date until
31 the following October meeting date.

32

33 **Section C.**

34 The Club’s Fiscal Year shall be from January 1 until December 31.

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36 **Article 2 – Membership:**

37 **Section A – Types:**

- 38 1) **Paid Member** is any individual who is interested in bee culture or any
39 phase of the beekeeping industry. They may become a Paid Member
40 by submitting the required membership application and dues, and
41 agree to be governed by the Constitution and Bylaws. Each Paid
42 membership shall have one (1) vote. The Secretary shall keep all
43 Paid Members on the membership rolls.
- 44 2) **Associate Member(s)** is any family member(s) who is interested in
45 bee culture or any phase of the beekeeping industry. They may
46 become an Associate Member by submitting the required application,
47 and agree to be governed by the Constitution and Bylaws. Each
48 Associate membership shall not have voting privileges. The Secretary
49 shall keep all Associate Members on the membership rolls.
- 50 3) **Honorary Member** is any person(s) having performed a worthy
51 service for the beekeeping industry, by his or her scientific, industrial or
52 administrative abilities will be eligible for honorary membership.
53 Honorary Member may be nominated by any Paid Member to the
54 BOD. Honorary membership shall be extended by a two-thirds (2/3rds)
55 vote of the BOD. Honorary Member(s) shall not have voting rights.
56 The Secretary shall keep all Honorary Members on the membership
57 rolls.

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59 **Section B – Dues:**

60 The amount of membership dues shall be \$20 and shall be set by the
61 BOD and approved by majority vote of Paid Members. Voting can be
62 done via email or at a general meeting. The CSBA shall receive \$7 of the
63 dues, which will make this club a chapter of the CSBA with all rights
64 afforded.

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67 **Article 3 – Officers:**

68 **Section A – Officers:**

69 The officers of the BBC shall consist of a President, Vice President,
70 Secretary, Treasurer, Sergeant-at-Arms, and two Members-at-Large.
71

72 **Section B – Duties:**

- 73 1. The duties of the President shall be to conduct meetings, direct business
74 of the organization, call special meetings when necessary and any other
75 duties as needed.
- 76 2. The duties of the Vice-President shall be to assist the President in their
77 duties, and assume the duties of the President in their absence.
- 78 3. The duties of the Secretary shall be:
- 79 a. To keep minutes, attendance records for all meetings.
 - 80 b. To maintain all appropriate records for the BBC.
 - 81 c. To keep a record of all Paid Members, Associate Members, and
82 Honorary Members.
 - 83 d. To distribute meeting minutes within seven (7) days of meeting
84 date.
 - 85 e. To submit an up-to-date Paid membership roster to the CSBA
86 Treasurer on or before April 1st of the current year.
 - 87 f. Shall coordinate their work in conjunction with the BBC Treasurer.
 - 88 g. To assist and provide all necessary club paperwork to the Audit
89 Committee when requested.
- 90 4. The duties of the Treasurer shall be:
- 91 a. To have charge of all funds of the organization.
 - 92 b. To conduct banking business, and accredit financial accounts of the
93 organization.
 - 94 c. To maintain complete records of the organization's finances.
 - 95 d. To provide the BOD with a current accounting of all funds received
96 and disbursed upon request.
 - 97 e. To provide written receipts for all monies received.
 - 98 f. To reconcile the organization's balance sheet with the monthly
99 bank statements.
 - 100 g. To submit to the BBC Secretary, the previous month's activity at
101 each monthly meeting for submission with the minutes.
 - 102 h. To obtain an up-to-date paid membership roster from the BBC
103 Secretary. The Treasurer shall then determine the amount of dues
104 owed to the CSBA Treasurer, and shall remit that amount on or
105 before May 1st of each year and as directed by the BOD.
 - 106 i. Shall coordinate their work in conjunction with the BBC Secretary.
 - 107 j. To assist and provide all necessary club financial paperwork to the
108 Audit Committee when requested.
109

- 110 5. The duties of the Sergeant-at-Arms shall be:
111 a. Maintain order at all meetings using Roberts Rules of Order
112 (revised).
113 b. Assist with keeping to the meeting agenda.
114 c. Assist any officer(s) with their duties.
115 6. The duties of the Members-at-Large shall be:
116 a. Serve as a liaison to the general membership.
117 b. They may also serve as chairpersons for special committees,
118 handle special projects, and assist with other club business.
119

120 **Section C – Election:**

- 121 1. Prior to the election of officers for the ensuing year, a Nominating
122 Committee shall prepare a list of valid candidates.
123 2. The Election of Officers shall take place at the November meeting.
124 3. The officers shall be elected by a majority vote of Paid Members
125 present, either in-person or via teleconference.
126 4. Paid Members may also cast written ballots deemed valid if they are
127 received by the Secretary prior to the Election and include the Paid
128 Member’s valid signature. Electronic emails are considered a written
129 ballot.
130 5. The following officers shall be elected for a two (2) year term in
131 alternating years: The Vice-President and the Secretary elected in the
132 even years and the President, Treasurer, and Sergeant-at-Arms
133 elected in the odd years.
134 6. Members-at-Large will serve a one (1) year term with elections held
135 every year.
136

137 **Section D – Removal:**

138 Officer(s) may be removed from office by written request of two-thirds
139 (2/3^{rds}) of the Paid membership or by a two-thirds (2/3^{rds}) vote of the BOD.
140 Replacement of officer(s) shall follow the Constitution, Article 5, Section C
141 – “Mid-Term Vacancy”.
142

143 **Article 4 – Board of Directors (BOD):**

144 **Section A – Duties:**

- 145 1. The Board of Directors shall act as trustees to the property and benefit
146 of the club.
147 2. They serve as a point of contact for governmental, business and social
148 entities.
149 3. The Board of Directors are responsible for financial oversight, ensuring
150 legal compliance and ethical integrity and managing resources.
151 4. Each BOD member attempts to provide an educational, sociable,
152 stable, progressive organization for that purpose.
153 5. Purchase necessary club supplies, as long as the annual accrued
154 amount is \$1,000 or less. Any amount over \$1,000 must be presented
155 and approved by the simple majority vote of Paid membership.

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Article 5 – Committees

Section A – Standing:

1. **Audit committee** shall be established by the President at the February general meeting for the purpose of reviewing the club finances for the previous year. The Audit Chair and committee shall prepare their audit findings and present their Audit Report at the March BOD meeting. The Audit committee shall be terminated after their report is completed and approved.
2. **Nominating committee** shall be established by the President at the September general meeting for the ensuing year. The Nominating Chair and committee are responsible for securing nominations for a Vice-President and Secretary, or a President, Treasurer, and a Sergeant-at-Arms. The nominees must be Paid Members. The nominees' names shall be submitted by the Nominating Chair to the Secretary no later than the November general meeting, so that the list may be published as part of the November general meeting agenda. The Nominating committee shall be terminated after the November general meeting.

Section B – Working Committees:

Working committees shall be formed by the President as needed.

Article 6 – Contribution(s) and/or Donation(s):

Section A:

Any and all contribution(s) and/or donation(s) made to the BBC shall belong to the BBC, and the disposition of ~~its contents~~ will be handled by the BOD.

Article 7 – Amendments:

Section A:

These Bylaws of the BBC may be altered or amended only at a general meeting. Changes should be submitted to the BOD, on or before the next BOD meeting, for review. The proposed changes will be added to the agenda for the next meeting. There must be a two-thirds (2/3^{rds}) vote of the total Paid membership present, at said general meeting, to carry the change(s) to the Bylaws.

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196 **Addendum A – Meeting Agenda**

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198 Suggested agenda for BBC/BOD/GEN/SPECIAL MEETING

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200 1) Call to order

201 2) Guest Speaker (if present)

202 3) Approval of the last month's Secretary's minutes (BOD/Gen)

203 4) Presentation of last month's Treasurer's report (BOD/Gen)

204 5) Old Business (BOD/Gen)

205 6) New Business (BOD/Gen)

206 a) Other New Business (BOD/Gen)

207 7) Adjournment (BOD/Gen)