**Brighton Bee Club**

**Bylaws**

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# ****Article 1 – Club Calendar****

 **Section A: Membership Year**

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

 **Section B:** **Election Year**

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

 **Section C: Fiscal Year**

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

**Article 2 – Membership**

 **Section A: Types of Membership**

## Paid Member is any individual who is interested in bee culture or any phase of the beekeeping industry. They may become a Paid Member by submitting the required membership application, dues, and agree to be governed by the club Constitution and Bylaws. Each Paid membership shall have one (1) vote. The Secretary shall keep all Paid Members on the membership roster.

## Associate Member(s) is any family member(s) who is interested in bee culture or any phase of the beekeeping industry. They may become an Associate Member by submitting the required application and agree to be governed by the Constitution and Bylaws. Each Associate membership shall not have voting privileges. The Secretary shall keep all Associate Members on the membership roster.

## Honorary Member is any person(s) having performed a worthy service for the beekeeping industry, by his or her scientific, industrial, or administrative abilities will be eligible for honorary membership. Honorary Member may be nominated by any Paid Member to the BOD. Honorary membership shall be extended by a two-thirds (2/3rds) vote of the BOD. Honorary Member(s) shall not have voting rights. The Secretary shall keep all Honorary Members on the membership roster.

 **Section B: Dues**

Membership dues are currently set at $20 for the Membership Year and are set by the BOD. The Colorado State Beekeepers Association (CSBA) shall receive a portion of these dues (currently $7) whereby the BBC Paid Member becomes a paid member of the CSBA with all rights afforded.

**Article 3 – Officers:**

 **Section A: Officers**

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

 **Section B: Duties**

1. The duties of the President shall be to conduct meetings, direct business of the organization, call special meetings when necessary and any other duties as needed.
2. The duties of the Vice-President shall be to assist the President in their duties and assume the duties of the President in their absence.
3. The duties of the Secretary shall be:
	1. To keep minutes, attendance records for all meetings.
	2. To maintain all appropriate records for the club.
	3. To keep a record of all Paid, Associate, and Honorary Members.
	4. To distribute meeting minutes within seven (7) days of meeting date.
	5. To submit an up-to-date Paid membership roster to the CSBA Treasurer as directed by the CSBA.
	6. Shall coordinate their work in conjunction with the BBC Treasurer.
	7. To assist and provide all necessary club paperwork to the Audit Committee when requested.
	8. Will ensure that necessary quorum requirements are met before any votes are counted and will certify that the votes cast in general or special elections are valid.
4. The duties of the Treasurer shall be:
	1. To have charge of all funds of the organization.
	2. To conduct banking business and verify the financial accounts of the club.
	3. To maintain complete records of the club’s finances.
	4. To provide the BOD with a current accounting of all funds received and disbursed upon request.
	5. To provide written receipts for all monies received.
	6. To reconcile the club’s balance sheet with the monthly bank statements.
	7. To submit to the BBC Secretary, the previous month’s financial activity at each monthly BOD meeting for submission with the minutes.
	8. To obtain an up-to-date paid membership roster from the BBC Secretary in order to determine the amount of dues owed to the CSBA Treasurer, and shall remit that amount as directed by the CSBA and as directed by the BOD.
	9. Shall coordinate their work in conjunction with the BBC Secretary.
	10. To assist and provide all necessary club financial paperwork to the Audit Committee when requested.
5. The duties of the Sergeant-at-Arms shall be:
	1. To maintain order at all meetings using Roberts Rules of Order (revised).
	2. To assist with keeping to the meeting agenda.
	3. To assist any officer(s) with their duties.
6. The duties of the Members-at-Large shall be:
	1. To serve as a liaison to the general membership.
	2. To also serve as chairpersons for special committees, handle special projects, and assist with other club business.

 **Section C: Elections**

1. Prior to the election of officers for the ensuing year, a Nominating Committee shall prepare a list of valid candidates.
2. The Election of Officers shall take place prior to the November meeting.
3. Officers shall be elected by a majority of votes cast by Paid Members.
4. The following officers shall be elected for a two (2) year term in alternating years: The Vice-President and the Secretary elected in the even years and the President, Treasurer, and Sergeant-at-Arms elected in the odd years.
5. Members-at-Large will serve a one (1) year term with elections held every year.
6. The election process will be announced by the Secretary before voting takes place. Approved methods of voting will be determined by the BOD and will normally consist of electronic voting.

 **Section D: Removal**

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

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

 **Section A: Duties**

1. The Board of Directors shall act as trustees to the property and for the benefit of the club.
2. They serve as a point of contact for governmental, business and social entities.
3. The Board of Directors are responsible for financial oversight, ensuring legal compliance and ethical integrity and managing resources.
4. Each BOD member shall provide an educational, social, stable, progressive organization.
5. The BOD shall purchase necessary club supplies not to exceed $1000 in any Membership Year. Any amount over $1,000 must be presented and approved by a simple majority vote of Paid Members at a general membership meeting.

**Article 5 – Committees**

 **Section A: Standing Committees**

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 fiscal 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 by the BOD.
2. **Nominating committee** shall be established by the President at the September general meeting. The Nominating committee is responsible for securing nominations for all open positions in the upcoming election. The nominees must be Paid Members. The nominees’ names shall be submitted by the Nominating Chair to the Secretary for verification prior to the election. 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:**

All contribution(s) and/or donation(s) made to the BBC shall belong to the BBC, and the disposition will be voted on 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 (2/3rds) vote of the total Paid membership present, at said general meeting, to carry the change(s) to the Bylaws.

**Addendum A – Meeting Agenda**

 Suggested agenda for BBC/BOD/GEN/SPECIAL MEETING

 1) Call to order

 2) Guest Speaker (if present)

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

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

 5) Old Business (BOD/Gen)

 6) New Business (BOD/Gen)

 a) Other New Business (BOD/Gen)

 7) Adjournment (BOD/Gen)