

**Brighton Bee Club  
Bylaws**

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24 **Article 1 – Club Calendar**

25

26 **Section A: Membership Year**

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

29

30 **Section B: Election Year**

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

33

34 **Section C: Fiscal Year**

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

36

37 **Article 2 – Membership**

38

39 **Section A: Types of Membership**

40 1 **Paid Member** is any individual who is interested in bee culture or any  
41 phase of the beekeeping industry. They may become a Paid Member  
42 by submitting the required membership application, dues, and agree to  
43 be governed by the club Constitution and Bylaws. Each Paid  
44 membership shall have one (1) vote. The Secretary shall keep all Paid  
45 Members on the membership roster.

46

47 2 **Associate Member(s)** is any family member(s) who is interested in  
48 bee culture or any phase of the beekeeping industry. They may  
49 become an Associate Member by submitting the required application  
50 and agree to be governed by the Constitution and Bylaws. Each  
51 Associate membership shall not have voting privileges. The Secretary  
52 shall keep all Associate Members on the membership roster.

53

54 3 **Honorary Member** is any person(s) having performed a worthy  
55 service for the beekeeping industry, by his or her scientific, industrial,  
56 or administrative abilities will be eligible for honorary membership.  
57 Honorary Member may be nominated by any Paid Member to the  
58 BOD. Honorary membership shall be extended by a two-thirds (2/3<sup>rd</sup>s)  
59 vote of the BOD. Honorary Member(s) shall not have voting rights.  
60 The Secretary shall keep all Honorary Members on the membership  
61 roster.

62

63 **Section B: Dues**

64 Membership dues are currently set at \$20 for the Membership Year and  
65 are set by the BOD. The Colorado State Beekeepers Association (CSBA)

66 shall receive a portion of these dues (currently \$7) whereby the BBC Paid  
67 Member becomes a paid member of the CSBA with all rights afforded.  
68

69 **Article 3 – Officers:**

70  
71 **Section A: Officers**

72 The officers of the BBC shall consist of a President, Vice President,  
73 Secretary, Treasurer, Sergeant-at-Arms, and two Members-at-Large.  
74

75 **Section B: Duties**

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

- 111 CSBA Treasurer, and shall remit that amount as directed by the  
112 CSBA and as directed by the BOD.  
113 i. Shall coordinate their work in conjunction with the BBC  
114 Secretary.  
115 j. To assist and provide all necessary club financial paperwork to  
116 the Audit Committee when requested.  
117 5. The duties of the Sergeant-at-Arms shall be:  
118 a. To maintain order at all meetings using Roberts Rules of Order  
119 (revised).  
120 b. To assist with keeping to the meeting agenda.  
121 c. To assist any officer(s) with their duties.  
122 6. The duties of the Members-at-Large shall be:  
123 a. To serve as a liaison to the general membership.  
124 b. To also serve as chairpersons for special committees, handle  
125 special projects, and assist with other club business.  
126

### 127 **Section C: Elections**

- 128 1. Prior to the election of officers for the ensuing year, a Nominating  
129 Committee shall prepare a list of valid candidates.  
130 2. The Election of Officers shall take place prior to the November  
131 meeting.  
132 3. Officers shall be elected by a majority of votes cast by Paid Members.  
133 4. The following officers shall be elected for a two (2) year term in  
134 alternating years: The Vice-President and the Secretary elected in the  
135 even years and the President, Treasurer, and Sergeant-at-Arms  
136 elected in the odd years.  
137 5. Members-at-Large will serve a one (1) year term with elections held  
138 every year.  
139 6. The election process will be announced by the Secretary before voting  
140 takes place. Approved methods of voting will be determined by the  
141 BOD and will normally consist of electronic voting.  
142

### 143 **Section D: Removal**

- 144 Officer(s) may be removed from office by written request of two-thirds  
145 (2/3<sup>rds</sup>) of the Paid membership or by a two-thirds (2/3<sup>rds</sup>) vote of the BOD.  
146 Replacement of officer(s) shall follow the Constitution, Article 5, Section  
147 C: "Mid-Term Vacancy".  
148

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

### 151 **Section A: Duties**

- 152 1. The Board of Directors shall act as trustees to the property and for the  
153 benefit of the club.  
154 2. They serve as a point of contact for governmental, business and social  
155 entities.

- 156 3. The Board of Directors are responsible for financial oversight, ensuring  
157 legal compliance and ethical integrity and managing resources.  
158 4. Each BOD member shall provide an educational, social, stable,  
159 progressive organization.  
160 5. The BOD shall purchase necessary club supplies not to exceed \$1000  
161 in any Membership Year. Any amount over \$1,000 must be presented  
162 and approved by a simple majority vote of Paid Members at a general  
163 membership meeting.  
164

## 165 **Article 5 – Committees**

### 166 **Section A: Standing Committees**

- 167 1. **Audit committee** shall be established by the President at the February  
168 general meeting for the purpose of reviewing the club finances for the  
169 previous fiscal year. The Audit Chair and committee shall prepare their  
170 audit findings and present their Audit Report at the March BOD  
171 meeting. The Audit committee shall be terminated after their report is  
172 completed and approved by the BOD.  
173 2. **Nominating committee** shall be established by the President at the  
174 September general meeting. The Nominating committee is  
175 responsible for securing nominations for all open positions in the  
176 upcoming election. The nominees must be Paid Members. The  
177 nominees' names shall be submitted by the Nominating Chair to the  
178 Secretary for verification prior to the election. The Nominating  
179 committee shall be terminated after the November general meeting.  
180  
181

### 182 **Section B: Working Committees**

183 Working committees shall be formed by the President as needed.  
184

## 185 **Article 6 – Contribution(s) and/or Donation(s)**

### 186 **Section A:**

187 All contribution(s) and/or donation(s) made to the BBC shall belong to the  
188 BBC, and the disposition will be voted on by the BOD.  
189  
190

## 191 **Article 7 – Amendments**

### 192 **Section A:**

193 These Bylaws of the BBC may be altered or amended only at a general  
194 meeting. Changes should be submitted to the BOD, on or before the next  
195 BOD meeting, for review. The proposed changes will be added to the  
196 agenda for the next meeting. There must be a two-thirds (2/3<sup>rds</sup>) vote of  
197 the total Paid membership present, at said general meeting, to carry the  
198 change(s) to the Bylaws.  
199  
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201

202 **Addendum A – Meeting Agenda**

203

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

205

206 1) Call to order

207 2) Guest Speaker (if present)

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

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

210 5) Old Business (BOD/Gen)

211 6) New Business (BOD/Gen)

212 a) Other New Business (BOD/Gen)

213 7) Adjournment (BOD/Gen)