**Brighton Bee Club**

**Bylaws**

**(Adopted Jan 10, 2024)**

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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 General Election will be held each year before the November general meeting.

**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**

1. **Paid Member:** Any individual who is interested in bee culture or any phase of the beekeeping industry may become a Paid Member by submitting the required membership application, dues, and agree to be governed by the club Constitution and Bylaws. Multiple applications for an individual will not be accepted. Each Paid membership shall have one (1) vote.
2. **Associate Member:** Any family member of a Paid Member may become an Associate Member by submitting the required application and agree to be governed by the Constitution and Bylaws. Associate Members do not have voting rights.
3. **Honorary Member:** Any person having performed a worthy service for the beekeeping industry, by their scientific, industrial, or administrative abilities may be eligible for honorary membership. Any Paid Member may nominate, to the BOD, an individual for Honorary Membership. The BOD can, by a two-thirds (2/3rds) vote, accept the nomination. An Honorary Member does not have voting rights.

**Section B: Dues**

Annual membership dues are set by the BOD, currently set at $20. The Colorado State Beekeepers Association (CSBA) shall receive a portion of these dues, currently $7, granting them membership in 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 Advisors. Officers must be at least 18 years of age to be nominated for an office position.

**Section B: Responsibilities**

1. The responsibilities of the **President** shall be:
   1. Conduct meetings, direct business of the organization, call special meetings when necessary and any other duties as needed.
   2. Ensure adherence to the Constitution, Bylaws, and Social Code of Conduct.
2. The responsibilities of the **Vice-President** shall be:
   1. Assist the President in their duties and assume the duties of the President in their absence.
   2. Other duties as assigned.
3. The responsibilities of the **Secretary** shall be:
   1. To keep minutes, and attendance records for meetings as designated by the BOD.
   2. To ensure that appropriate club records and documents are maintained and preserved.
   3. To keep a current roster of all Paid, Associate, and Honorary Members.
   4. To distribute or make available the general meeting minutes within seven (7) days prior to the next general membership meeting.
   5. To submit an up-to-date Paid membership roster to the CSBA Secretary as directed by the CSBA.
   6. To assist and provide all necessary club paperwork to the Audit Committee when requested.
   7. Will ensure that all quorum requirements are met before any votes are cast.

1. The responsibilities of the **Treasurer** shall be:
   1. To monitor and maintain complete records of all assets and finances of the organization and to conduct any banking business on behalf of the club.
   2. To provide the BOD with a current accounting of all funds received and disbursed upon request.
   3. To ensure there are written receipts for all monies received.
   4. To submit to the BBC Secretary, the previous calendar month’s financial activity at the monthly BOD meeting for submission with the minutes.
   5. To remit the amount of dues owed to the CSBA Treasurer. To assist and provide all necessary club financial paperwork to the Audit Committee when requested.
2. The responsibilities of the **Sergeant-at-Arms** shall be:
   1. To maintain order at meetings.
   2. To assist with adhering to the scheduled agenda.
   3. To provide assistance to other officer(s) with their duties.
3. The responsibilities of the **Advisors** shall be:
   1. To serve as a liaison to the general membership.
   2. To act as advisors to the BOD regarding matters of interests and concerns of the membership.

**Section C: Elections**

1. Before the election of officers for the ensuing year, an Election Committee shall prepare a list of valid candidates.
2. The election of officers shall take place before the November meeting.
3. Officers shall be elected by a majority of votes cast by Paid Members. Approved methods of voting for each election will be determined by the BOD.
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. Advisors will serve a one (1) year term with elections held every year.

**Section D: Removal of Officers or Members**

* 1. Officers may be dismissed from their position 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”.
  2. Members may have their membership revoked using the same rules as outlined above.

## **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 BOD is responsible for financial oversight, ensuring legal compliance and ethical integrity, and managing resources.
4. Each BOD member shall provide for an educational, social, stable, and progressive organization.
5. The BOD may authorize club expenditures not to exceed $500 in any calendar month. Any amount over $500 must be presented and approved by a simple majority vote of Paid Members present at a general membership meeting.

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## **Article 5 – Committees**

**Section A: Standing Committees**

1. **Audit Committee:** Shall be appointed by the President at the January general meeting to review the club finances for the previous fiscal year and do quarterly reviews of the accounting records for the current year. The Audit Chair and committee shall prepare their audit findings and present the previous year’s audit report at the March BOD meeting. Quarterly reviews will be presented to the BOD after the end of each quarter.
2. **Election Committee:** Shall be established by the President at the February general meeting. The Election Committee will be responsible for securing nominations for all open positions in the upcoming election. Any nominees must be Paid Members. The nominees’ names shall be submitted by the Election Committee Chair to the Secretary for verification before the election. The Election Committee shall be terminated at the end of the membership year.
3. **Educational Fund Committee:** The Educational Fund Committee shall be responsible for making recommendations to the BOD for the disbursement of funds in the Martin R. Rowe Educational Fund account.

**Section B: Working Committees**

Working/Ad Hoc committees shall be formed by the BOD 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 – Revising Bylaws**

**Section A: Revisions**

1. The Bylaws may be revised at any regular or special meeting of the BOD, by a majority of the board members present, at a properly called meeting, at which a quorum is present. Any approved revisions to the Bylaws will be announced to the members.
2. Any club member may propose revision(s) to the Bylaws. The proposal must be submitted, with the suggested wording, in writing, to any board member. The BOD will review all written suggestions.

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## **Addendum A – Meeting Agendas**

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

Call to order (All)

Guest Speaker (Gen)

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

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

Unfinished Business (BOD/Gen)

New Business (BOD/Gen)

Q&A/Tips & Tricks (Gen)

Adjournment (All)