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Brighton Bee Club

2

Bylaws

3

(Adopted Jan 10, 2024)

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17 **Article 1 – Club Calendar**

18 **Section A: Membership Year**

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

21 **Section B: Election Year**

22 The Club’s General Election will be held each year before the
23 November general meeting.

24 **Section C: Fiscal Year**

25 The Club’s Fiscal Year shall be from January 1 until December
26 31.

27 **Article 2 – Membership**

28 **Section A: Types of Membership**

29 1. **Paid Member:** Any individual who is interested in bee culture or
30 any phase of the beekeeping industry may become a Paid
31 Member by submitting the required membership application,
32 dues, and agree to be governed by the club Constitution and
33 Bylaws. Multiple applications for an individual will not be
34 accepted. Each Paid membership shall have one (1) vote.

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36 2. **Associate Member:** Any family member of a Paid Member
37 may become an Associate Member by submitting the required
38 application and agree to be governed by the Constitution and
39 Bylaws. Associate Members do not have voting rights.

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41 3. **Honorary Member:** Any person having performed a worthy
42 service for the beekeeping industry, by their scientific,
43 industrial, or administrative abilities may be eligible for honorary
44 membership. Any Paid Member may nominate, to the BOD, an
45 individual for Honorary Membership. The BOD can, by a two-

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thirds (2/3^{rds}) vote, accept the nomination. An Honorary Member does not have voting rights.

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Section B: Dues

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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.

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Article 3 – Officers:

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Section A: Officers

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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.

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Section B: Responsibilities

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1. The responsibilities of the **President shall be:**

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a. Conduct meetings, direct business of the organization, call special meetings when necessary and any other duties as needed.

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b. Ensure adherence to the Constitution, Bylaws, and Social Code of Conduct.

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2. The responsibilities of the **Vice-President shall be:**

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a. Assist the President in their duties and assume the duties of the President in their absence.

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b. Other duties as assigned.

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3. The responsibilities of the **Secretary shall be:**

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a. To keep minutes, and attendance records for meetings as designated by the BOD.

- 74 **b.** To ensure that appropriate club records and documents
75 are maintained and preserved.
- 76 **c.** To keep a current roster of all Paid, Associate, and
77 Honorary Members.
- 78 **d.** To distribute or make available the general meeting
79 minutes within seven (7) days prior to the next general
80 membership meeting.
- 81 **e.** To submit an up-to-date Paid membership roster to the
82 CSBA Secretary as directed by the CSBA.
- 83 **f.** To assist and provide all necessary club paperwork to the
84 Audit Committee when requested.
- 85 **g.** Will ensure that all quorum requirements are met before
86 any votes are cast.
- 87

88 **4.** The responsibilities of the **Treasurer** shall be:

- 89 **a.** To monitor and maintain complete records of all assets
90 and finances of the organization and to conduct any
91 banking business on behalf of the club.
- 92 **b.** To provide the BOD with a current accounting of all funds
93 received and disbursed upon request.
- 94 **c.** To ensure there are written receipts for all monies
95 received.
- 96 **d.** To submit to the BBC Secretary, the previous calendar
97 month's financial activity at the monthly BOD meeting for
98 submission with the minutes.
- 99 **e.** To remit the amount of dues owed to the CSBA
100 Treasurer. To assist and provide all necessary club
101 financial paperwork to the Audit Committee when
102 requested.

103 **5.** The responsibilities of the **Sergeant-at-Arms** shall be:

- 104 **a.** To maintain order at meetings.

- 105 **b.** To assist with adhering to the scheduled agenda.
- 106 **c.** To provide assistance to other officer(s) with their duties.
- 107 **6.** The responsibilities of the **Advisors** shall be:
- 108 **a.** To serve as a liaison to the general membership.
- 109 **b.** To act as advisors to the BOD regarding matters of
- 110 interests and concerns of the membership.

111 **Section C: Elections**

- 112 **1.** Before the election of officers for the ensuing year, an Election
- 113 Committee shall prepare a list of valid candidates.
- 114 **2.** The election of officers shall take place before the November
- 115 meeting.
- 116 **3.** Officers shall be elected by a majority of votes cast by Paid
- 117 Members. Approved methods of voting for each election will be
- 118 determined by the BOD.
- 119
- 120 **4.** The following officers shall be elected for a two (2) year term in
- 121 alternating years: The Vice-President and the Secretary
- 122 elected in the even years and the President, Treasurer, and
- 123 Sergeant-at-Arms elected in the odd years.
- 124 **5.** Advisors will serve a one (1) year term with elections held every
- 125 year.

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Section D: Removal of Officers or Members

- a. 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".
- b. 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.

153 **Article 5 – Committees**

154 **Section A: Standing Committees**

155 **1. Audit Committee:** Shall be appointed by the President at the
156 January general meeting to review the club finances for the
157 previous fiscal year and do quarterly reviews of the accounting
158 records for the current year. The Audit Chair and committee
159 shall prepare their audit findings and present the previous
160 year’s audit report at the March BOD meeting. Quarterly
161 reviews will be presented to the BOD after the end of each
162 quarter.

163 **2. Election Committee:** Shall be established by the President at
164 the February general meeting. The Election Committee will be
165 responsible for securing nominations for all open positions in
166 the upcoming election. Any nominees must be Paid Members.
167 The nominees’ names shall be submitted by the Election
168 Committee Chair to the Secretary for verification before the
169 election. The Election Committee shall be terminated at the end
170 of the membership year.

171 **3. Educational Fund Committee:** The Educational Fund
172 Committee shall be responsible for making recommendations to
173 the BOD for the disbursement of funds in the Martin R. Rowe
174 Educational Fund account.

175 **Section B: Working Committees**

176 Working/Ad Hoc committees shall be formed by the BOD as
177 needed.

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

179 **Section A:**

180 All contribution(s) and/or donation(s) made to the BBC shall
181 belong to the BBC, and the disposition will be voted on by the
182 BOD.

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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.

199 **Addendum A – Meeting Agendas**

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Suggested agenda for BBC/BOD/GEN/SPECIAL MEETING

Call to order (All)

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Guest Speaker (Gen)

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

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

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Unfinished Business (BOD/Gen)

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New Business (BOD/Gen)

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Q&A/Tips & Tricks (Gen)

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Adjournment (All)