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Brighton Bee Club

2

Bylaws

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Adopted 8 January 2025

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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 interested in beekeeping, or any phase of the beekeeping industry, may become a Paid Member by submitting the required membership application, paying the required dues, and agreeing to adhere to the club's Constitution and Bylaws.

- An individual may not submit multiple membership applications for themselves.
- Each Paid Member shall be entitled to one (1) vote.

2. Associate Member:

Any family member of a Paid Member may become an Associate Member by submitting a completed membership application and agreeing to adhere to the club's Constitution and Bylaws. Associate Members do not have voting rights.

46 **3. Honorary Member:**

47 Any person who has rendered distinguished service to the
48 beekeeping industry through scientific, industrial, or
49 administrative contributions may be eligible for Honorary
50 Membership.

51 **Section B: Dues**

52 Annual membership dues are determined by the Board of
53 Directors (BOD) and are currently set at \$25. A portion of these
54 dues, presently \$7, are sent to the Colorado State Beekeepers
55 Association (CSBA), providing members with CSBA
56 membership and all associated rights.

57 **Article 3 – Officers**

58 **Section A: Officers**

59 The officers of the BBC shall consist of the following positions:
60 President, Vice President, Secretary, Treasurer, Sergeant-at-
61 Arms, and two Advisors. Eligibility to hold an officer position
62 requires that individuals be at least 18 years of age at the time
63 they commence their duties.

64 **Section B: Responsibilities**

65 **1. Responsibilities of the President:**

- 66 a. Conduct meetings, oversee the organization's business,
67 and call special meetings as necessary.
- 68 b. Ensure compliance with the Constitution, Bylaws, and
69 Social Code of Conduct.
- 70 c. Perform other duties as needed.

72 **2. Responsibilities of the Vice-President:**

73 **a.** Assist the President in fulfilling their responsibilities and
74 assume the President's duties in their absence.

75 **b.** Perform other duties as assigned.
76

77 **3. Responsibilities of the Secretary:**

78 **a.** Record and maintain accurate minutes and attendance
79 records for all meetings designated by the BOD.

80 **b.** Ensure all club records and documents are properly
81 maintained, preserved, and organized.

82 **c.** Maintain an up-to-date roster of all Paid, Associate, and
83 Honorary Members.

84 **d.** Distribute or make General Membership meeting minutes
85 available to members no later than seven (7) days prior to
86 the next General Membership meeting.

87 **e.** Provide BOD meeting minutes available to any Paid Member
88 upon request.

89 **f.** Submit an up-to-date roster of all Paid Members and
90 Honorary Members to the CSBA Secretary, as directed by
91 the CSBA.

92 **g.** Assist the Audit Committee by providing all necessary club
93 documentation and records upon request.

94 **h.** Verify that quorum requirements are met before any official
95 votes are cast.
96
97

98 **4. The responsibilities of the Treasurer:**

- 99 **a.** Monitor and maintain complete and accurate records of
100 all assets and finances of the organization and conduct
101 any banking business on behalf of the club.
- 102 **b.** Provide the BOD with current accounting of all funds
103 received and disbursed upon request.
- 104 **c.** Ensure written receipts are provided for all monies
105 received and disbursed.
- 106 **d.** Submit the previous month's financial activity to the BBC
107 Secretary at the monthly BOD meeting for inclusion with
108 the minutes.
- 109 **e.** Remit the required dues to the CSBA Treasurer at their
110 request.
- 111 **f.** Assist the Audit Committee by providing all necessary
112 financial documentation upon request.

113

114 **5. Responsibilities of the Sergeant-at-Arms:**

- 115 **a.** Maintain order and decorum during meetings.
- 116 **b.** Assist in ensuring adherence to the scheduled agenda.
- 117 **c.** Support other officers in the execution of their duties as
118 needed.

119

120 **6. Responsibilities of the Advisors:**

- 121 **a.** Serve as liaisons between the general membership and
122 the BOD.
- 123 **b.** Provide advice and recommendations to the BOD on
124 matters of interest and concern to the membership.

Article 4 – Board of Directors

Section A: Duties

1. The Board of Directors (BOD) shall act as trustees of the club's property and work for the benefit of the organization.
2. The BOD serves as the primary point of contact for governmental, business, and social entities.
3. The BOD is responsible for:
 - Financial oversight.
 - Ensuring legal compliance and ethical integrity.
 - Managing the club's resources effectively.
4. Each BOD member shall contribute to fostering an educational, social, stable, and progressive organization.
5. The BOD may authorize club expenditures up to \$500 in any calendar month. Any expenditure exceeding \$500 must be presented and approved by a simple majority vote of Paid Members present at a General Membership meeting.

Section C: Elections

1. Prior to the election of officers for the upcoming year, an Election Committee shall prepare a list of eligible candidates.
2. The election of officers shall take place before the November General Membership meeting.
3. Officers shall be elected by a majority of votes cast by Paid and Honorary Members. Approved methods of voting for each election shall be determined by the BOD.
4. The following officers shall be elected for a two-year term, with elections scheduled in alternating years:
 - **Even Years:** Vice-President and Secretary, Advisors.

- 152 • **Odd Years:** President, Treasurer, and Sergeant-at-Arms,
153 Advisors.
- 154 • Advisors serve a one-year term.

155 **Section D: Mid-term Vacancies**

156 **1. Definition**

157 A mid-term vacancy is defined as any elected or
158 appointed position that becomes unfilled prior to the
159 completion of the designated term of office due to
160 resignation, removal, incapacity, death, or any other
161 reason.

162

2. Filling the Vacancy

- The BOD shall have the authority to appoint a temporary replacement to serve until the next General Membership meeting.
- At the meeting, the general membership will have the option of approving the appointment for the remaining term or holding a special election.
- If a special election is decided upon, the presiding officer shall appoint an Election Committee Chair to oversee the special election process. This process must receive approval by the BOD.

3. Temporary Delegation of Duties

In the event of a vacancy, the BOD may temporarily delegate the duties of the vacant position to an existing board member or a committee member until the position is filled.

4. Exceptions

If the vacancy occurs within the final three months of the term, the BOD may choose to leave the position vacant, provided the duties can be adequately managed by existing officers.

Article 5 – Committees

Section A: Standing Committees

1. Audit Committee:

- a.** An Audit Committee Chair will be sought at the March General Membership meeting and are subject to approval by the BOD.
- b.** The Audit Committee shall monitor the club's finances for the current fiscal year and present quarterly reports to the BOD.
- c.** The Audit Chair shall prepare a final audit report and present their findings at the March BOD meeting of the following year.
- d.** The Audit Committee shall be dissolved upon the completion of their March report.

2. Election Committee:

- a.** An Election Committee Chair will be sought at the February General Membership meeting and are subject to approval by the BOD.
- b.** The Election Committee is responsible for securing nominations for all open positions in the upcoming election.
- c.** All nominees must be Paid Members.
- d.** The Election Committee Chair shall submit the nominees' names to the Secretary for verification before the election.
- e.** The Election Committee shall be dissolved at the end of the membership year.

213 **3. Educational Fund Committee:**

214 The BOD shall appoint the Chair of the Educational Fund
215 Committee, who will be responsible for making
216 recommendations to the BOD regarding the disbursement
217 of funds in the Martin R. Rowe Educational Fund account.

218 **Section B: Working Committees**

219 Working or Ad Hoc committees shall be formed by the
220 President or BOD as needed to address specific tasks or
221 initiatives. Such committees shall be dissolved upon
222 completion of their assigned tasks or when deemed no
223 longer necessary.

224 **Article 6 – Contributions/Donations**

225 **Section A: Ownership and Disposition**

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227 All contributions and/or donations made to the BBC shall
228 become the BBC's property. A vote of the BOD shall determine
229 the disposition of these contributions and/or donations.
230

231 **Article 7 – Revisions**

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233 **Section A: Revising the Bylaws**
234

- 235 1. Changes to the bylaws may be proposed by the BOD or by any
236 member in good standing.
- 237 2. The proposed changes must be submitted in writing to the BOD
238 for review and consideration at least fourteen (14) days before
239 the General Membership meeting where they will be discussed.
- 240 3. The BOD will review all proposed changes to ensure they align
241 with the organization's mission and governance principles.
- 242 4. All proposed changes, along with the BOD's recommendations,
243 must be distributed to the membership before the General
244 Membership meeting in which the vote will occur.

- 245 **5.** Changes to the bylaws must be approved by a two-thirds (2/3)
246 majority vote of Paid Members present at the General
247 Membership meeting.
- 248 **6.** Approved changes shall take effect immediately upon approval.
249

Addendum A – Meeting Agendas

Suggested agenda for BOD/GEN/SPECIAL MEETING*

- 1. Call to order (All)**
- 2. Guest Speaker (Gen)**
- 3. Membership: current/new**
- 4. Recognize visitors (Gen)**
- 5. Approval of last month's Secretary's minutes (BOD/Gen)**
- 6. Presentation of last month's Treasurer's report (BOD/Gen)**
- 7. Unfinished Business (BOD/Gen)**
- 8. New Business (BOD/Gen)**
- 9. Q&A/Tips & Tricks (Gen)**
- 10. Adjournment (All)**
- 11. Demonstrations**

* This is a suggested agenda and can be modified at the discretion of the presiding officer to accommodate special circumstances.