

# Constitution & Bylaws

## Southern Oregon Beekeepers Association

### Constitution

#### Article I – Title

The name of this nonprofit organization will be Southern Oregon Beekeepers Association (SOBA).

#### Article II – Purpose

The organization seeks to unite the beekeepers and those interested in beekeeping in Southern Oregon, especially Jackson and Josephine County. Its functions are to create a social environment in which to train and nurture new and existing beekeepers in the art and science of beekeeping and to provide educational opportunities around all aspects of raising and promoting beekeeping.

#### Article III – Affiliation

**Section 1: Affiliation** – The organization is formed as a branch of the Oregon State Beekeepers Association (OSBA). Its affiliation is formed by virtue of meeting requirements of the OSBA affiliation agreement. By meeting such requirements, the organization claims all privileges with such affiliation and therefore represents all members for such purposes.

**Section 2: Member Affiliation** – The organization encourages individual beekeepers to also become members of and to support the OSBA by submission of their own dues and/or contributions.

#### Article IV – Membership

**Section 1: Membership** – Anyone who is interested in beekeeping may be a member by submitting a membership form, paying the required dues, and agreeing to be governed by this Constitution and the Bylaws. Membership is valid through the end of the calendar year of dues payment, or until terminated either by written notification to the SOBA officers or through the action of the club officers as outlined below.

**Section 2: Types of Membership** – There are three types of members: officer, member, and honorary member. Annual dues are required of officers and members, with the exception of lifetime members. Honorary members will not be required to pay annual dues. The officers will determine, by simple majority vote, those individuals who will be given honorary membership. Members who have paid dues for ten consecutive years shall be deemed lifetime members and shall not be required to pay dues in any subsequent year.

**Section 3: Anti-Discrimination and Harassment** – The organization is committed in all its meetings, programs, functions, and social areas (including official online activities) to provide an

environment that is free from discrimination and harassment. Discrimination and harassment based upon an individual's race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income or any legally protected characteristics will not be tolerated. All members and attendees at any and all official or related SOBA activities are expected and required to abide by this policy

## **Article V – Officers**

**Section 1: Officer Positions** – The officers of the organization shall consist of five executive officers (President, Vice-President, Secretary, Treasurer, Outreach and Education, and Regional Rep). With the exception of the office of President, a member may hold two offices simultaneously. Officers will be elected by the majority of members present at an annual election meeting held in September. Nominations for officers will be submitted by the membership and vetted by the Executive Board, then voted on by secret ballot. The newly elected officers will assume duties at the close of the general meeting in which the results of the election are announced.

**Section 2: Executive Board** – The elected officers shall constitute the SOBA Executive Board. The President will chair the Executive Board.

**Section 3: Executive Board Appointments** – The officers will serve for a one-year term or until their successor is elected. In the case where no nominations are presented by the members, the President may appoint a member for the remainder of the term. In the case where the membership fails to nominate a President, the Executive Board members may appoint a President for the remaining term.

**Section 4: Committees** – Committees, both standing and ad-hoc, may be established by the President or the Executive Board.

## **Article VI – Meetings**

Membership meetings will be held on the first Monday of each month, at locations specified by the officers. Meeting times and locations may be changed as needed by the officers. Additional executive meetings of officers may be held as required.

## **Article VII – Voting**

**Section 1: Qualifications** – To qualify as a voter, each member must be in good standing at the moment of voting. Good standing will be assessed by the Treasurer's official record of dues payment and of members who have had their membership suspended or revoked by the Board.

**Section 2: Membership Voting** – Motions that require membership approval will occur by a show of hands of the members present, one vote for each paid membership. In the case of a tie, the President shall break the tie.

## **Article VIII – Amendments**

The Constitution and Bylaws of SOBA may be altered or amended only by a 60% affirmative vote of the membership casting votes. Notice of the proposed amendments must be sent to all members at least one month (30 days) prior to the scheduled date of the vote.

## **Article IX – General**

**Section 1: Issues** – Issues, except elections, amendments, or expenditure of significant funds, may be decided in meetings of the Executive Board by a simple majority vote of the Board. All officers have an equal vote, including the president; however, the president will have the ability to break any ties. The Board may approve disbursement of the organization’s budgeted funds by majority vote.

**Section 2: Dissolution** – Upon the dissolution of the Southern Oregon Beekeepers Association, assets will be distributed by the Executive Board for one or more (bee-related) exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of a future federal tax code or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**Section 3: Posting** – The most current version of the Constitution and Bylaws will be posted on the club website.

# Bylaws

## Article I – Membership

**Section 1: Membership** – All applications for membership must be made to the Treasurer or authorized representative and must be accompanied by the annual dues. Upon acceptance of the membership fee, he/or she is entitled to receive a copy of the Southern Oregon Beekeepers Association (SOBA) newsletter and the minutes of the meetings of SOBA each month.

**Section 2: Dues, Fees** – Fees and dues will be reviewed annually by the executive board.

## Article II – Duties of Officers

**Section 1: President** - The president shall be the directing head and chief executive officer of the organization, and shall preside at all meetings. He or she will be responsible for the agendas at membership and Executive Board meetings. He or she shall act as chair of the Board, appoint all committees, fill all officer vacancies taking place between elections, and call all special meetings of the Board and of the general membership when needed or as provided for in the Constitution. He or she shall be responsible for seeing that all officers, elected or appointed, perform their respective duties and take the initiative in all matters pertaining to the welfare of the organization and its membership. The President will assign responsibilities not provided for in the Constitution to board members and committees. The president will represent the interest of the organization and its members to the public and to other organizations. The president of SOBA is automatically a member of the Oregon State Beekeepers Association (OSBA) executive board.

**Section 2: Vice-President** - In the instance that the president is unable to attend a scheduled meeting of SOBA, the vice-president shall assume the responsibility of conducting the meeting. In the absence of both officers, the members may elect a chair to conduct the meeting.

**Section 3: Secretary** – It shall be the duty of the secretary to:

- Record all minutes of annual and special meetings of the membership, as well as minutes of meetings of the executive board. Provide a copy of said minutes to all members of SOBA;
- Maintain and revise the official copy of the Constitution and Bylaws after votes on amendments to the Constitution and/or Bylaws.

**Section 4: Treasurer** – It shall be the duty of the treasurer to:

- Maintain financial records showing all amounts received by or disbursed from the SOBA treasury, from whom received or to whom paid, and the purpose of the transaction;
- Annually present a summary of the finances of the organization to the Executive Board;
- Create a budget for approval for the upcoming year in January.
- Maintain an up-to-date accounting of expenditures against the budget;
- Establish necessary bank account(s) to receive dues and donations and from which to pay all bills and responsibilities in a timely manner;
- Maintain a list of all members in good standing;
- Keep all honorary life members on the membership rolls;

- Provide information regarding the membership list, including new members and member renewals, to the secretary and the editor of the newsletter;
- Pay the annual OSBA dues for all officers, as well as expenses incurred by the President related to attendance at the annual OSBA convention;
- Submit a list of officers and members to OSBA annually to maintain SOBA as an active regional affiliate.

**Section 5: Webmaster and Social Media** The webmaster will maintain the SOBA website and support SOBA members in updating the website with new articles and information. The webmaster will publish SOBA events and information on all social media outlets designated for the club as requested by SOBA members. The webmaster will also support members in the use of emailers, gMail and social media outlets to publicize events and information, and to communicate with SOBA members.

**Section 6: Regional Representative** – The Regional Representative shall serve on the executive committee of OSBA. The Regional Representative is expected to be aware of the problems facing beekeeping in Southern Oregon, and is responsible for bringing these problems to the attention of the OSBA executive committee and membership.

**Section 7: Removal of Board Officer** – Any officer may be removed by a majority vote of “no confidence” from the other officers. This “no confidence” vote must be announced at least 30 days in advance and can only occur with 100% of board officers in physical attendance (excluding the officer in “no confidence” status, if necessary). When a no-confidence vote occurs, the effect is immediate and binding. The board may choose to hear an appeal of the no-confidence vote no sooner than 30 days following the vote.

### **Article III – Duties of Committees**

Duties of committees will be defined at the time that the committees are established.

### **Article IV– Amendments**

The Bylaws of SOBA may be altered or amended only by the procedure outlined in the Constitution.

Constitution voted on and accepted May 4, 2015

Bylaws voted on and accepted May 4, 2015