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CONSTITUTION

of the

INLAND EMPIRE BEEKEEPERS ASSOCIATION

Pending – Revised December, 2016

INDEX

Article I: Name

Article II: Purpose

Article III: Membership

Article IV: Officers

Article V: Meetings

Article VI: Finances

Article VII: Committees

Article VIII: Vacancies

Article IX: Real Property

Article X: Amendments

Article XI: By-Laws

- CONSTITUTION -

ARTICLE I Name

The name of this association shall be the Inland Empire Beekeepers Association (IEBA) herein the association. The association shall not be operated for the profit of any individual member and shall be incorporated in the state of Washington as a Non-Profit Corporation.

ARTICLE II Purpose

Purpose: The Inland Empire Beekeepers Association is a Non-Profit Corporation that exists to promote beekeeping in Eastern Washington and Northern Idaho through the education of future and current beekeepers in all aspects of beekeeping and to educate the general public on the benefits and necessity of Honey Bees and their products.

ARTICLE III Membership

Section 1 Membership: Any beekeeper or any person interested in apiculture may become a member of this association on the payment to the treasurer of the yearly dues. The membership year shall be from 1 January to 31 December.

Section 2 Dues: Dues shall be payable yearly in advance in an amount determined by the membership at any annual meeting. Current members failing to renew dues by March 15 of the new calendar year will be moved into the inactive file and lose membership benefits. Payment of dues will return member to active status. Dues collection will occur at the monthly meeting, or by mail sent to the official IEBA mailing address. Payment will be accompanied by a "renewal/initial membership form." Individual membership will be issued (no family memberships).

Section 3 Affiliations: Any junior or 4-H beekeepers club may become a member of this association as a unit on approval of the executive board. The name and address of each of these junior members shall be filed with the treasurer.

Section 4 Life Membership: Life membership in the association may be given to a member who has contributed in some outstanding way to the association's aims and ideals and for meritorious service to the association upon recommendation of the executive committee and a majority vote of the members present at any regular meeting. Life members shall be excused from payment of local dues. No member shall

be given life membership merely for continuous membership or for the purpose of not paying dues.

Section 5 Termination: Any membership may be terminated for inappropriate, immoral, or unethical behavior by a vote of two thirds of the association members present after open discussion.

ARTICLE IV Officers

Section 1 Officers: The officers of this association shall consist of a president, a vice-president, a secretary, and a treasurer. Heads of committees appointed by the president, such as education committee, North Idaho State Fair chairman, Spokane Interstate Fair chairman, program chairman, and IEBA/WSU Extension liaison person shall constitute the executive board.

Section 2 Duties of Officers: The duties of the officers shall be those as assigned to them by "Roberts Rule of Order" and according to which rules the business of this association shall be conducted.

- A. President: The president shall preside over all association meetings; call special meetings as deemed necessary; perform all acts and duties of an executive and presiding officer including the appointment of any committee required for the proper function of the association.
- B. Vice President: The vice president shall assume the duties of the president in his/her absence and assist the president as necessary.
- C. Secretary: The secretary shall keep a permanent record of all official meetings of the association, report official association activities to the membership, and perform other duties as required by the association.
- D. Treasurer: The treasurer shall receive and disburse all funds and maintain accurate records of all association accounts. The treasurer shall deliver complete books documenting all financial transactions to his/her successor in office. The treasurer will maintain the official IEBA membership listing. Membership listings will be released, on a need to know bases, to current IEBA officers and Ad Hoc Committee chairpersons).

Section 3 Between Meetings: The executive board shall function in behalf of the association between meetings in all matters that cannot be postponed until the following meeting which is not considered by the executive board to be of sufficient importance to warrant the calling of a special meeting.

Section 4 Election of Officers: The officers of this association shall be elected by ballot or show of hands at the annual meeting of the association (each December) and shall hold office for one year or until their successors shall have been elected.

ARTICLE V Meetings

Section 1 Meetings: The regular meetings of this association shall be held on the second Friday of each month. The annual meeting of this association shall be held at the December session. Ten percent of the paid members and at least two officers shall constitute a quorum to transact business. There shall be at least four meetings yearly. Any monthly meeting date and time may be changed to meet the needs of the association by a majority vote at a prior meeting with the exception of the annual meeting.

Section 2 Non-standard Meetings: The August meeting may be the annual picnic. The date, time and location shall be determined by association vote during the June or July meeting.

Section 3 Special Meetings: An emergency or special meeting may be called by members of the executive board. An email shall be sent to those members who have signed up for email delivery stating the subject, date, time, and location of the meeting.

Section 4 Quorum: A voting quorum at a membership meeting shall be no less than ten percent (10%) of the paid membership as reported by the treasurer at the last executive board meeting previous to the membership meeting where a vote(s) is (are) to be taken. A quorum at an executive board meeting shall consist of one half of the executive board members plus one.

ARTICLE VI Finances

Section 1 Management of Finances: No indebtedness shall be incurred by any officer, committee member, or other member of this association on behalf of the association except as authorized by the association. Authorization of the association is evidenced by discussion and by an affirmative vote by a simple majority of the membership present at the meeting. The association monies shall be placed into a checking account with joint signature of the president and the treasurer. Monies in excess of month to month needs as determined by the treasurer shall be placed in a savings account to draw interest. If the association ceases to exist in some future time, the funds and assets of record shall be disbursed to the Washington State University Department of Entomology – Roy Thuber fund.

Section 2 Annual Budget: The president and treasurer may produce an association budget to be presented to the association at the beginning of each calendar year. A simple majority vote of the membership at the meeting shall constitute approval of the budget. The budget shall authorize the executive board to disburse funds up to but not more than those approved by the budget. If additional funds are needed the officers must present the request to the membership and receive their approval. If a budget is not used, the association officers must present each disbursement to the membership for approval at any scheduled meeting. The intent of the budget process is to minimize time needed for 'business' and maximize time for 'education'.

Section 3 Audit: An Audit Committee shall be selected by the president or the association membership and shall perform an audit on a requested basis. Additional audits may be conducted as necessary. A report from the Audit Committee shall be made to the membership at large during the annual meeting.

ARTICLE VII Committees

Section 1 Appointment: The president shall appoint at the first session of the annual meeting (or at other meetings as needed), the following committees to serve for that year. The first named to be chairman of that committee.

Section 2 Membership Committee: The membership committee shall promote, solicit, and secure membership to this association.

Section 3 Program Committee: The executive board shall constitute the program committee. Additional members may be added to the committee by the president. The Program Director shall be appointed by the president. The Program Director shall produce a yearly program based on input from the membership. The program is the most important part of any association meeting.

Section 4 Education Committee: The purpose of the committee is to promote beekeeping in Eastern Washington and Northern Idaho through the education of future and current beekeepers in all aspects of beekeeping and to educate the general public on the benefits and necessity of Honey Bees and their products. The Committee Chairman shall be appointed by the president. The committee shall meet when and where the chairman decides to discuss education related subjects. The committee shall provide the president with recommendations to be presented to the association membership for discussion and approval.

Section 5 Ad Hoc Committee: The president may create special purpose or 'ad hoc' committees as needed to meet the needs of the association. The Committee Chairman shall be appointed by the president. The committee shall meet when and where the chairman decides.

ARTICLE VIII Vacancies

All vacancies occurring in committees between meetings shall be filled by appointment by the president. A vacancy in the executive board shall be filled by the remaining members of the board, provided that such appointee shall in no way act as president. Upon resignation of the President, the association Vice President shall assume the duties of the President as Acting President. At the next association meeting the Acting President shall call for a vote by association members to confirm him/her as the association President to serve until the next annual meeting. If the Vice/Acting President is unwilling or unable to serve as President, he/she shall call for candidates from the association members and conduct an election to fill the vacancy. The minutes of the meeting and a change to the association registration with Washington State Department of Licensing shall be submitted within two weeks of the election.

ARTICLE IX Durable Property

Section 1 Association Property: The association may purchase durable property with approval of the membership. Durable property includes but is not limited to bee hives, fair equipment, audio visual, and storage equipment. Office supplies, expendable items, and honey bees are not durable property. The president is responsible to know the location of association property. At the annual meeting the president will inform the association that the durable property has been accounted for. Items may be removed from the property list (see section 2) by majority vote of the executive board. The treasurer is not responsible for association property.

Section 2 Property List: The treasurer shall maintain a record of durable property items. The list shall include the item nomenclature, date purchased, last known location, and date sold, destroyed or transferred. The president in conjunction with the treasurer will determine what items are on the list.

Section 3 Return of Property: All elected officers and any members, upon completion of their term in office or assignment, shall return to the association any and all papers, documents (digital or otherwise), and property deemed to be important to the operation and history of, and belonging to, said Association. Failure to comply may result in expulsion from the association and civil action if deemed necessary.

ARTICLE X Amendments

This constitution may be amended by a two-thirds majority vote of the quorum during the annual meeting. Proposed amendments shall be in writing and presented to the membership at any annual or regular meeting. The amendment(s) shall not be voted on until the next annual meeting.

ARTICLE XI By-Laws

This constitution may contain By-Laws. By-Laws to this constitution may be adopted or updated upon a majority vote of the quorum after notice, verbally issued at a monthly meeting at least one month prior to the vote, and the amended text shall be published in the monthly newsletter (if available) at least one month prior to the vote, with notice of the time and place when the vote will be held.

Adopted December 31, 1945
Amended March 17, 1965
Revised February 11, 1977
Corrected December 6, 1977
Revised January, 1987
Revised January, 2010
Revised December, 2013
Revised December, 2016

BYLAWS

of the

INLAND EMPIRE BEEKEEPERS ASSOCIATION

Pending – Revised December, 2016

INDEX

Article I: Adoption and/or Update Procedures

Article II: Walt Peterson Joy in Beekeeping Trust Fund

Article III: IEBA Website

Article IV: Newsletter

Article V: Public Events

Article VI: IEBA Bee Yard

Article VII: IEBA Beekeeper of the Year Award

- Bylaws -

ARTICLE I Adoption and/or Updating

By-laws to the IEBA Constitution may be adopted or updated upon a majority vote of the quorum after notice, verbally issued at a monthly meeting at least one month prior to the vote, and the amended text shall be published in the monthly newsletter (if available) at least one month prior to the vote, with notice of the time and place when the vote will be held.

ARTICLE II The Walt Peterson Joy in Beekeeping Fund

Section 1 Joy in Beekeeping (JIB): The association will manage the Walt Peterson Joy In Beekeeping Trust Fund. The intent of the trust fund is to award scholarship grants and awards to help new beekeepers or to assist established beekeepers to start or maintain colonies of honey bees. The JIB is not a beekeeper of the year award.

Section 2 Board of Trustees: The president shall nominate and the membership shall approve each trustee by a simple majority vote at the annual meeting. There shall be three members on the board of trustees, each serving for a three-year term. One new member will be nominated and approved each year. The senior member of the board shall act as the board president. The board of trustees shall, through the IEBA treasurer, manage and disburse all monies in the trust fund. The trust fund shall remain a separate account from the association accounts but may be managed with one bank account and check book. Rules for the trustees are:

- A. To avoid the perception or possibility of a conflict of interest, members of the board may not enter a nomination/application for another member while serving on the board.
- B. To avoid the perception or possibility of a conflict of interest, members of the board shall be ineligible to take part in the decision making process or voting involving a member of that board member's family. A family member in this case shall consist of: father, mother, son, daughter, grandson, granddaughter, nephew, niece, aunt, uncle, or married partner (in-law) of family relative.
- C. Nominations for the JIB award must be put forth by another member of the association. Trustees may not nominate themselves for the award.

- D. Nominations/Applications for the JIB grants can be put forth by another member of the association or by the individual seeking the grant. Trustees may not nominate/apply themselves for the award.
- E. The board of trustees will validate that each nomination meets the grant/award qualifications as stated.

Section 3 Yearly Award: A yearly award of up to \$250.00 may be awarded by the fund in each calendar year for the purpose of perpetuating a continuing interest in beekeeping. Selection of the JIB award winner shall be limited to a single individual. The award will not be split between candidates. To allow as many as possible to benefit from the fund, a person winning an award may only receive the award once. The criteria for award qualification are:

- A. Nominee must be an active IEBA member. Nominee must have attended at least four IEBA meetings in the last twelve months.
- B. Nominee has provided ten hours of service at the IEBA booth at the Spokane Interstate Fair, North Idaho State Fair, or other approved public educational demonstration or promotion, OR
- C. Nominee has provided ten hours promoting beekeeping at schools in the area, OR
- D. Nominee has provided ten hours of beekeeping related service that has prior approval of the trustees.

All nominations for the award must be in written form and presented to the trustees by the end of the monthly IEBA meeting in January. Nominator will state his or her name on the nomination. Presentation of the award will take place at the regularly scheduled February meeting.

Section 4 Grants: Up to six yearly grants, each consisting of up to \$100.00 value of beekeeping supplies, equipment, honey bees, clothing, or other implement or component of the endeavor of starting and/or keeping colonies of honey bees may be made to qualified graduates of the association authorized beginning beekeeping class, based upon the following criteria:

- A. Application/Nomination, in writing, must be made for the award. The application/nomination must include a brief statement of the applicant's/nominee's interest, plans for future beekeeping and any other information pertaining to the applicant's/nominee's continuation of the craft.

- B. Applicant/nominee must have successfully completed the class material and graduated from an IEBA beginning beekeeping class.
- C. Graduate must have attended at least 75% of the scheduled classes, plus all outside lab (field day) offerings.
- D. Applications/nominations must be in the hands of the trustees with two weeks of the final class/field day of each session.
- E. Winners will be chosen based upon the merit of the application and the work done in class by a secret majority vote of the trustees and the course instructor(s). In the event of a tie vote, the current president of the association or designated representative will be called upon to cast the deciding vote.
- F. The award may not be given twice to the same person.

ARTICLE III IEBA Website

Section 1 The Inland Empire Beekeepers Association.com: The association will maintain a web site called the 'InlandEmpireBeekeepersAssociation.com' hereafter called the website, if association membership support is available for production, edit, and upkeep.

Section 2 Website Administrator: The Web Admin will be appointed by the president at the annual meeting. The Web Admin shall be responsible for producing and updating the website and any associated programs and applications.

Section 3 Contents: The website shall include, but not be limited to the following:

- A. The Inland Beemail (newsletter)
- B. Beekeeping Articles
- C. A calendar of upcoming events
- D. Any other Beekeeping related information as deemed appropriate by the website editor (or Board)

Section 4 Editing: The Web Admin determines what is on the website. Any article, or other entry that the Web Admin deems inappropriate shall not be on the website. Such article, or other entry will be passed to the executive board for their consideration.

ARTICLE IV Newsletter

Section 1 Inland Beemail: The association will publish a newsletter called the 'The Inland Beemail' hereafter called the Beemail, if association membership support is available for production, edit, and distribution.

Section 2 Editor: The Beemail editor will be appointed by the president at the annual meeting. The editor shall be responsible for producing and distributing the Beemail.

Section 3 Contents: The Beemail shall include, but not be limited to the following:

- A. Minutes of Meetings: The association secretary in concert with the editor may use the Beemail as the official means of recording the minutes of each meeting. Copies of the Beemail will be maintained by the secretary and the editor for two years.
- B. Articles submitted by members of appropriate length and subject matter, as determined by the Newsletter Editor.
- C. A calendar of upcoming events.
- D. Any other Beekeeping related information as deemed appropriate by the newsletter editor (or Board).

Cut-off date for submissions to the newsletter shall be determined by the Newsletter Editor.

Section 4 Frequency of Publication: Barring unpredictable circumstances, the Editor will make every effort to publish the newsletter no later than five (5) days before the monthly membership meeting.

Section 5 Editing: The Editor determines what is in the Beemail. Any article, advertisement, or other entry that the editor deems inappropriate shall not be included in the Beemail. Such article, advertisement, or other entry will be passed to the executive board for their consideration.

Article V Public Events

Section 1 Public Events: The association may participate in public events as authorized by the membership and if association membership support is available for operating the booth(s). The primary purpose of the fair booth is education.

Section 2 Sale of Honey: The association may sell honey at the public events. The honey will be from the association bee hives or from the purchase of local bulk honey. The income from the sale of honey will be used to defer the costs of the public events operations. Excess funds will be used for education purposes and association operations as approved by the membership. The president with approval of the executive board will determine the source, the price, and the quantity of honey to purchase. Every effort will be made to limit the amount of honey not sold at the public events. Excess honey not needed for association operations (such as yard rent) will be disposed of through discounted sales arranged by the president and approved by the executive board. Excess honey straws will be retained for use by association members teaching bee classes.

Article VI IEBA Bee Yard

The association may operate one or more bee yards with bee hives for the purpose of education. The bee hives will be maintained by association volunteers. Funds used for the operation of the bee yard will be approved by the membership. Honey produced by the bees excess to the needs of the bees shall be used by the association as deemed appropriate by the executive board. The honey may be used for bee yard rent payments, honey sales at the association public event booth(s), or any other use deemed appropriate by the executive board.

Article VII IEBA Beekeeper of the Year Award

Section 1 Beekeeper of the Year Award: Each year the association may award one of its members the Beekeeper of the Year award. At the beginning of each year, the IEBA President will establish a beekeeper of the year committee and designate the committee chairman. The selection of a Beekeeper of the Year does not have to be made each year.

Section 2 Beekeeper of the Year Committee: The committee chair will accept nominations from association members for the beekeeper of the year. The nominations should be written but any form is acceptable including email, text, or voice mail. All nominations must be submitted by the end of the November meeting. The committee shall meet and select one member to receive the award. Nominees and voting results will be kept secret by the committee members.

Rules for the committee members are:

- A. To avoid the perception or possibility of a conflict of interest, members of the committee may not enter a nomination for another member while serving on the committee.

- B. To avoid the perception or possibility of a conflict of interest, members of the committee shall be ineligible to take part in the decision making process or voting involving a member of that committee member's family. A family member in this case shall consist of: father, mother, son, daughter, grandson, granddaughter, nephew, niece, aunt, uncle, or married partner (in-law) of family relative.

- C. Selection of the Beekeeper of the Year shall be limited to a single individual per calendar year.

Section 3 Award: The award shall be an engraved hive tool. The engraving should be as follows:

**IEBA Beekeeper of the Year
John/Jane Doe
20??**

The award will be presented by the committee chairman or a representative if unavailable. The award will be made during the annual meeting (December) just before the adjournment of the meeting. All costs for the hive tool and engraving will be paid from the IEBA general fund.

Adopted January, 2010
Revised December, 2013
Revised December, 2016