

Florida State Beekeepers Association CONSTITUTION

Article I Name

This association shall be known as the Florida State Beekeepers Association, a non-profit corporation of the state of Florida.

Article II Purpose and Membership

Section 1. The purpose and functions of this Association shall be:

- a. The development and promotion of practical beekeeping methods in the state of Florida for all beekeepers.
- b. To act in the interest of the beekeepers in Florida by protecting and carrying on statewide beekeeping affairs through education and other means.
- c. To act as the representative of the Florida beekeepers in State and National beekeeping and legislative matters.

Section 2.

1. This Association shall be composed of county or district affiliated associations of Florida Beekeepers, and in the case where local organizations do not exist, individual beekeepers of the State of Florida, or other individual beekeepers from other states, who desire to join with this Association in a **united** effort to carry out its purpose. County associations may include adjoining counties.
2. Individual members of local affiliated associations shall become members of the State Association without BOM representation upon payment of State Association annual dues at current rate of \$15.00 per year. Their association shall have one BOM representative.
3. Memberships and BOM representation available are as follows:
 - a. **Affiliate** (includes clubs and associations who maintain a minimum of 50% or more of their membership who are paid up members of FSBA): Minimum shall be set at 10 and shall be adjusted by the BOM as the need arises. This allows the association/club to have a representative on the BOM to cast one vote for their club on all matters coming before the BOM. If however any local association/club cannot maintain a 50% or more membership in the FSBA from their membership, or they don't have the 10 paid members required, they may pay an annual fee of \$150.00 to the association to allow them representation on the BOM.
 - b. **Active** (dues are current): Current rate is \$15/year for families.
 - c. **Life** (attained by donating one ten-frame colony of bees, consisting of the following: Bottom board, cover, excluder, three deep brood chambers, with thirty (30) good frames, and combs, and bees free of disease.

In lieu of the above items, Life Membership may be obtained by donating the full value of a hive in cash or new beekeeping equipment. This membership includes both husband and wife.

d. The equipment list may be adjusted to the needs of the apiary): Current rate is \$250.00. Apiary manager(s) shall consult with BOM to verify value of donated items.

e. **Extra Miler** (achieved by donating equivalent of two (2) Life Memberships): Current rate is \$500.00

f. **Honorary Membership** may be granted by the Board of Managers by majority vote for recognition of service to the Florida State Beekeeping Association or to the beekeeping industry. This position contains no voting rights.

g. **Silver Membership** is available for an annual membership fee of \$25.00. This member is entitled to a 25% discount for FSBA events where admission is above \$5.00 or if below \$5.00, admission is free. Material costs are not included.

h. **Gold Membership** is available for an annual membership fee of \$50.00. This member is entitled to a 50% discount for FSBA events where admission is above \$10.00. If admission is below \$10.00, admission is free. Material costs are not included.

4. Silver and Gold Memberships will be acknowledged for their support of FSBA in the annual newsletter **and included on the FSBA website**. The Board of Managers may also convey other benefits to Silver and Gold Members. Life Members receive the same benefits as Gold Members and Extra Miler Members shall be acknowledged the same as Life Members with the entitlement of free admission to FSBA events. Material costs are not included.
5. Affiliate associations/clubs shall make such reports to the Secretary of the FSBA as required by the Board of Managers. This annual report shall be filed after each of the affiliate local elections to inform the Secretary of the newly elected officers' name, office elected to, address, phone number, and email address, **number of members of FSB**, the appointed representative to the Board of Managers and their alternate representative. They will also report the number of paid members of their **local club**/association, location where they hold meetings, and times of meetings. Failure to comply will result in the club/association losing their representation and voting privileges with FSBA after 60 days. **Associations/clubs must maintain a 50% ratio of paid FSBA members to have representation on the BOM unless otherwise provided for as seen above.**

Article III Dues

1. The annual dues for membership in this association are fifteen dollars (\$15.00) per year paid to the treasurer. This shall be adjusted by the Board of managers as deemed necessary. This sum **will cover membership for both husband and wife and children up to the age of 18.**
2. The membership year shall be **January 1st through December 31st of each year.**

3. Any member whose dues are not paid by **March 1st** shall be given a written notice by the Executive Secretary.
4. If dues are not paid within thirty (30) days from the mailing of said notice, the name shall be dropped from the membership roll.
5. **Any new member joining after June 30th will have their dues carried over for the following year.**

Article IV Board of Managers

1. The general management of this Association is vested in a Board of Managers **which shall be made up of one representative elected by each local associations/clubs. Currently there are 26 BOM representatives.**
2. The Board of Managers shall consist of a voting delegate from each of the affiliated local associations. The appointed delegate, or their designee, to the Board of Manager shall, act as representative of their local association, **be the only recognized speaker of their association at the Board/Conference Call meetings. Representatives must have been approved by the current BOM prior to any meetings they may attend to cast a vote.**
3. The President, Immediate Past President, Vice-President, and Executive Secretary shall be non-voting members of the Board of Managers: The President acting as chairperson and the Executive secretary as secretary. **These officers should make sure their local affiliated club/association appoints a new representative to the BOM to allow their club to vote on any issues coming before the board.**
4. Only appointed delegates to the Board of Managers shall have voting privileges; the chairperson may vote in case of a tie vote.
5. Meetings of the Board of Managers may be called by the Executive Secretary on the request of the President, or any five (5) members of the Board of Managers.
6. If a Board of Managers meeting has been called and the notice has been delivered, the meeting will indeed occur as called. For any Board of Managers meeting, the President or Vice-President, and the Secretary/Executive Secretary should be present. **In the event of absence and/or tardiness by the President or the Vice-President and the Secretary/Executive Secretary, the Board of Managers shall select a chair from those managers present and as long as there are five (5) or more managers present, it shall be deemed a quorum is established to allow FSBA business to be carried forward. The Board will select one of their managers to act as recording secretary in the absence of the Executive Secretary. A report will be sent to the Executive Secretary reporting the business discussed and the decisions made by the Board of Managers so he/she can report to the membership the results of the meeting. The outcome of the meeting will be official and binding as if the President and the Executive Secretary had been in attendance.**

7. All meetings of the Board of Managers shall be conducted according to "Robert's Rules of Order." The president will maintain the decorum and keep conference call/meetings on subject to be determined by the agenda. Discussions will be limited to only representatives to the BOM. Representatives should plan in advance, after speaking with their respective association/club members, on how they should vote on any subject. Non-members of the BOM may listen in on conference calls but will not be allowed to speak. To request any item be included on the agenda it must be sent to the president 30 days prior to the called meeting.

Article V Officers / Duties

Section 1.

1. The officers of this Association shall be a President, a Vice-President, Secretary and Treasurer.
2. If it is so desired by the Board of Managers, the offices of Secretary and Executive Secretary may be held by one person. If this occurs there will be no need to elect a Secretary as the Executive Secretary will act in the capacity of both.
3. The duties of the officers shall be in accordance with common practice and special duties as Board of Managers may see fit to impose; the terms of office shall be one (1) year, or until the next annual meeting of the Association. Officers shall continue in office until their successors are qualified and elected.
4. The President of this Association may not serve more than two (2) successive one-year terms.
5. The Board of Managers shall appoint an Executive Secretary if no secretary has been elected to manage the business affairs, including the publication of quarterly newsletters, and set salary for same. The duties shall be directed by the Board of Managers. The Executive Secretary shall account annually for any FSBA funds spent during the year in writing and submit records for same.

Section 2.

1. Removals or changes and the filling of vacancies shall be entirely under the control and at the discretion of the Board of Managers.
2. The President shall vote in case of a tie or to qualify a two-thirds majority.
3. The President shall, if present, preside over meetings; appoint all standing committee chairs, and all special committee chairs.
4. If President and Vice-President are not in attendance the Board of Managers will elect an acting chair to head the meeting.

5. The President shall be an ex-officio member to all committees without voting rights.
6. The Vice-President is a voting member of the board unless presiding.
7. The Vice-President will in the absence of the President serve as the presiding officer.
8. The Vice-President shall be a member of any committees he/she is assigned to by the President and shall have voting rights.
9. The Vice-President shall perform the duties assigned to him/her by the President or the Board of Managers.
10. The Vice-President shall assume the office of President for the unexpired term in case of a vacancy in that office.
11. The Vice-President shall be the Director of Apiary Management for any hives and equipment held by the FSBA.
12. The Vice-President shall provide a **complete** annual report **in writing** on the status of all inventories in the possession of the FSBA and account for any changes in the said inventory. **All expenditures and income from the FSBA apiaries shall be reported and a written record shall be kept.**
13. In the event of a vacancy of the Vice-President, Secretary/**Executive Secretary**, or Treasurer the remaining Board of Managers shall appoint a successor to fill the unexpired term.
14. The Secretary/**Executive Secretary** shall record the minutes of all meetings and send copies to the members before the next regular meeting. This may be done by e-mail or reported on the FSBA website or the FSBA **Face book** page.
15. The Secretary/ **Executive Secretary** shall be prepared at all times to make such reports as requested by the President.
16. The Secretary/ **Executive Secretary** shall keep all financial records supplied by the Treasurer.
17. The Secretary/ **Executive Secretary** shall keep a record of all members and their classification as provided by the Treasurer. If the **Secretary/ Executive Secretary** has an assistant he/she may do the duties assigned by the **Secretary/Executive Secretary** to ease the work load. It is the responsibility of the **Secretary/Executive Secretary** to make his/her request to the Board of Managers for an assistant when he/she deems it necessary to keep records current.

18. The Secretary/**Executive Secretary** shall file an annual report on the status of the membership with the FSBA and in the FSBA newsletter.
19. The Secretary/**Executive Secretary** shall announce all meetings as per the Constitution and By-Laws.
20. The Secretary/**Executive Secretary** shall communicate to the members of the FSBA as required by the Constitution and By-Laws. Such communication may include mail, email, phone calls, faxing, newsletters, and website or Face Book updates.
21. The Treasurer shall have charge of all FSBA funds.
22. The Treasurer shall keep accurate records of all monies received and expended in books provided by the FSBA.
23. The Treasurer shall deposit funds in the name of the FSBA in a depository approved by the Board of Managers.
24. The Treasurer shall present at each meeting or whenever requested by the Board of Managers and account showing the exact financial condition of the FSBA.
25. The Treasurer shall furnish to the Secretary at each meeting of the Board of Managers an itemized report of all financial transactions **in writing** since the previous meeting of the Board.
26. The Treasurer shall submit all records in time for an audit to be presented at the annual meeting and at any other time required by the President or Board of Managers.
27. **The Treasurer shall submit to the BOM a quarterly written report detailing a breakdown of funds coming in and paid out for the current year along with the current year memberships paid and number of delinquent memberships to aid the BOM to collect dues for the FSBA and keep memberships up to date.**
28. The Treasurer shall submit all proper paperwork as required by local and federal authorities having jurisdiction in regards to the financial and business aspects of the FSBA.
29. The Executive Secretary is an appointed position. It may also be a paid position with the salary voted on by the Board of Managers. **The salary approved will be reported to the membership in an appropriate manner.** If the Executive Secretary chooses, he/she may assume the position of secretary. There would be no election held for the position of Secretary if so done. If there is no Executive Secretary or the Executive Secretary does not wish to also be the Secretary, an election will be held for a Secretary.

The Executive Secretary responsibilities if there is one include setting up and publication of the newsletter. Issue annual dues notices. Publish promotional and event fliers.

Updates to the membership of the Association. Updates and management of the website. Publication of the financial reports and membership. All committees report to the **President** and Executive Secretary. Advertising related to the Association shall be coordinated with the Executive Secretary.

If the Executive Secretary is paid by the Association, then the Executive Secretary has no voting ability and may not vote on any committees.

Any conflicts in the responsibilities of the Executive Secretary and the Secretary are assumed to become the responsibility of the **BOM to correct.**

Article VI Meetings

Section 1.

1. The annual meeting of this association shall be held at such time and place as the Board of Managers shall decide. Notice of the annual meeting shall be given out by the **Secretary**/Executive Secretary approximately sixty (60) days prior to the date of the meeting.
2. The Board of Managers and the Officers of the Association shall constitute a committee to select subjects for discussion and to arrange for speakers; to arrange programs for the meeting; to give publicity to all arrangements made for the instruction and entertainment of the members; and they are empowered to appoint committees to assist them in the carrying out of their plans along these lines.
3. If so desired by the membership, a mid-year meeting may be instituted.
4. To establish a quorum the President or Vice-President and one other officer shall be present along with at least five (5) members of the Board of Managers. **In a case where the President and the Vice-President are not able to attend the meeting that has been duly called and scheduled but there is one officer in attendance; the Board of Managers shall select one of the managers to act as the presiding officer to attain a quorum and complete the business for which the meeting was called.**

Section 2. Special

1. Special meetings of this Association may be called at the request of the President, or any three (3) or more affiliated associations, who are at the present time in good standing in the State Association, or may be called by the Board of Managers, which will instruct the Executive Secretary to issue this call.
2. Calls for special meetings shall state the place and the time of the meeting, and briefly state the purpose for which the meeting is called. No other subjects other than those stated shall be taken up at said meeting.

3. All members of the State Association shall be notified by mail, email, fax, phone, or on the FSBA website or Facebook page not less than two (2) weeks prior to the date set for the meeting.
4. The Board of Managers shall hold regular meetings at least six (6) times throughout the year. These meetings may be conducted in person, conference calls, or with e-mails. The Board of Managers may request a vote on items via email, mail, phone, or fax for time sensitive matters. All of these meetings will be reported on to the membership by the Executive Secretary within seven (7) days of the meeting.

Article VII Immediate Past President

Section 1.

1. The Immediate Past President shall be entitled to sit at any meetings of the Board of Managers, and may participate in any business discussions, but is not entitled to vote.
2. The Immediate Past President shall be notified of all meetings as are the Board of Managers.

Article VIII Finances

All money or property of any kind which may be acquired by this Association shall be under the control and direction of the Board of Managers who may require / arrange an adequate system of collection and dispersing funds require the posting of a bond or surety by persons handling the finances or assets of the Association.

Article IX Nominating Committee

Section 1.

1. The President shall appoint a NOMINATION COMMITTEE for the purpose of nominating officers sixty (60) days prior to the elections held at the annual meeting.
2. The Nominating Committee shall poll affiliated associations for potential nominees, and obtain their consent to serve prior to nomination. **Nominees must be willing and able to devote the time needed to fulfill the duties of any office.**
3. The Nominating Committee shall present a slate of incoming officers to the BOM to report to their respective clubs for evaluation and at the regular business session of the annual meeting.
4. Further nominations may be made from the floor but will not appear on the absentee ballots. **Therefore all members wishing to vote should strive to attend the meeting.**
5. Election shall be by ballot, a majority of votes being cast required to elect.

6. There shall be three (3) verifiers from three (3) different clubs/associations to count and report the ballot count after the vote.

Article X Apiary Management

Section 1.

This Association may operate one or more apiaries, the profits of which, after the deductions of reasonable expenses shall be divided equally between the Association and the apiary manager. An agreement shall be made with each apiary manager **with the approval of the BOM.**

Section 2.

The Vice President shall be responsible for the supervision of all Association apiaries and give a **report in writing at** each annual meeting. The report shall consist of the following:

- a. Number of apiaries
- b. Number of colonies and general **condition of each apiary**
- c. Net profit of each apiary
- d. **Complete inventory of FSBA property**
- e. **Total monies spent in the operation of all apiaries and money brought in from all apiaries**

The Board of Managers may appoint an assistant to aid in these duties if requested by the Vice-President. This assistant shall be reimbursed for any expenses incurred; i.e. truck, loader and fuel expenses incurred in moving and/or picking up said bees after approval by the BOM.

Article XI

This constitution may be amended by a two-thirds vote of the members present at any annual meeting, or any special meeting called for that purpose, provided 30 days prior written notice of amendments have been presented to each member. When an amendment is ratified, a copy of said amendment will be included in the next available newsletter to all members of the Association.

**Submitted to the BOM 9/13/2011 by the Constitution & By-Laws Committee
Chappie McChesney Chair**

Florida State Beekeepers Association

BY-LAWS

Article I

1. The officers of this Association shall be elected by ballot, a majority of votes cast being required to elect. In the event there is one candidate for each office a voice vote may be conducted. The president shall appoint a committee of three members to count the ballots; no two members shall be from the same affiliated association. This election will occur at the General Membership annual meeting. An executive Secretary is an appointed position and requires no election.
2. Absentee ballots shall be sent out to the membership of the FSBA 30 days prior to the election. Absentee voters shall be instructed to return ballots to a local address where the annual meeting is to be held. This may be someone in a local club where the event is to be held to expedite the procedure. Ballots may be sent by mail or hand delivered. Copies, scanned images, emailed ballots are not acceptable and shall not be counted. The absentee ballots may be sent as part of the FSBA newsletter to members either as a page or as an insert to save the FSBA funds. Absentee ballots must be postmarked no later than 24 hours prior to the election unless delivered by hand.
3. If there are nominations from the floor at the meeting, the names of those nominated will not appear on the absentee ballots.

Article II

The duty of the President shall be to act as presiding officer of meetings of the Association, meetings of the Board of Managers, to sign all documents requiring official signature including all checks co-signed by the Treasurer, and any other duties usually required of the presiding officer of any organization of the character.

Article III

In the absence of the President, The Vice-President shall act with full power of that office.

Article IV

Section 1.

The Secretary/Executive Secretary shall keep proper records of all meetings and other transactions of the Association and the Board of Managers; shall issue notices of meetings and other duties usually required of secretaries in any organization of this character.

Section 2.

Office supplies furnished to the Executive Secretary or any other officer of the Association shall be provided by the Treasurer upon approval of the Board of Managers and shall be reported in writing to the BOM.

Article V

Section 1.

The Treasurer shall be the custodian of the Association's funds and receive all membership and affiliation dues and other income and shall make a statement in writing along with his/her oral report of the accounts showing balance on hand at each annual meeting of the Association or when required by the BOM. The Treasurer shall account to the Board of Managers upon request, and present the books for audit by two (2) members approved by the BOM ten days prior to the annual meeting.

Section 2.

The Treasurer shall make all deposits and withdrawals in a local bank of his or her choice. The Board of Managers may, at any time, make such changes in the conduct of the Association's finances as may be needed.

Article VI

Though not expected, situations may arise in the future that needs to be dealt with on a professional level. For the sake of expediency and expense, questions requiring action of the Board of Managers may be submitted by the Executive Secretary by e-mail, mail, fax, or phone. For those board members without access to the Internet, the Executive Secretary shall send information by mail. Each member of the Board shall record their vote thereon "for" or "against", and return the same to the Executive Secretary, who will record the votes so cast, keep a copy for verification and announce the decision in writing or other appropriate means. The vote so cast shall be of the same force and effect as it would if the Board assembled and acted with a like number of members present.

Example: If a member is convicted of a crime against a fellow beekeeper or some other cause and the victim wishes to expel the convicted person from the FSBA to avoid appearance of impropriety, the request will be sent to the President and Secretary and the members of the BOM will have to make the decision by a 2/3 vote in favor or denial.

Article VII

The meetings of the Association will be conducted in the Following order:

1. Call to order and invocation
2. Reading of the minutes of the last meeting(s)

3. Treasurer's report
4. Reception of members
5. Appointment of committees.
6. Executive Secretary's report.
7. Reports of the standing committees.
8. President's address.
9. Report of special committees.
10. Election and installation of officers.
11. Miscellaneous business.
12. Discussion.
13. Adjournment.

Article VIII

All meetings shall be conducted according to the "Roberts Rules of Order."

Article IX

An Association newsletter shall be printed quarterly and sent to all Association members as well as the Governor of Florida, all members of the State Legislature, the Florida Governor's cabinet members, which shall include the Commissioner of the Department of Agriculture.

The Post Convention newsletter shall contain a financial statement and the adopted budget for the new fiscal year.

Article X

These by-laws may be amended by two-thirds vote of the members present at any regular or special meeting called for that purpose. If a request is made to amend the Constitution or By-Laws and time is not a factor, the Secretary/Executive Secretary will send out absentee ballots to all members by inclusion in FSBA Newsletter or email. Ballots must be returned to the Secretary/ Executive Secretary by regular mail 48 hours prior to the scheduled meeting to allow time to tabulate the totals. The Secretary/Executive Secretary shall present received and properly time-stamped absentee ballots to the verifiers at the meeting, where amendments will be discussed and voted on to be counted in the total vote count.

When amendments are made, a reprint will be made to incorporate the changes and printed in the next newsletter. Copies shall be made available to all interested parties upon request.

**Submitted to the BOM 9/13/2011 by the Constitution & By-Laws Committee
Chappie McChesney Chair**

