

LEWIS COUNTY BEEKEEPERS' ASSOCIATION
CONSTITUTION

ARTICLE I

Name and Objectives

SECTION 1. The name of the Association shall be the Lewis County Beekeepers' Association (LCBA). Its location and place of business shall be in Lewis County in the state of Washington.

SECTION 2. The objects of the Association shall be:

- a) To educate and support beginning beekeepers and to increase the knowledge and improve the management techniques of experienced beekeepers through monthly educational presentations, workshops, mentorships, and certificated training programs.
- b) To disseminate the latest information on honey bee management in cooperation with the Washington State University Extension Service, the Washington State Department of Agriculture, the Washington State Beekeepers' Association, and other professional and academic entities.
- c) To educate the general public about the characteristics of honey bees, their importance, their management, and their products through public presentations, fair displays, and competitions.
- d) To advise and assist the public in dealing with feral honey bee colonies and swarms.
- e) To maintain a list of educational resources on honey bees and bee management for the use of members of the Association.
- f) To do all in its power to protect and advance the interests of honey bees.

SECTION 3. LCBA shall not be conducted or operated for profit, and no part of any profits or remainder or residue from dues or donations to the Association shall inure to the benefit of any member or individual.

SECTION 4. The members of LCBA shall adopt and as necessary revise such bylaws as may be required to carry out these objects.

SECTION 5. LCBA does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in its conditions for membership or in any of its activities or operations.

The Lewis County Beekeepers Association is committed to maintaining an environment free from bullying and harassment, which can be a form of discrimination. All members have a right to participate in club activities free from bullying or harassing conduct, including sexual harassment. LCBA requires that all members refrain from bullying or harassing anyone.

LEWIS COUNTY BEEKEEPERS' ASSOCIATION BYLAWS

ARTICLE I

Membership

SECTION 1. Eligibility. Membership is open to all individuals or families willing to honor and support the objects of the Association. There shall be four types of membership

- a) Regular: Open to an individual adult.
- b) Family: Open to all adults and children residing in the same household with the provision that only one of those adults may vote or hold office.
- c) Junior: Open to young adults eighteen (18) to twenty-one (21) years of age and LCBA scholarship students; a non-voting/non-office holding membership, which may automatically convert to regular membership at age twenty-two (22).
- d) Youth: Open to children seventeen (17) years of age and younger, which may automatically convert to Junior Membership at eighteen (18) years of age.
- d) Honorary: Extended to persons recognized by the board of directors for extraordinary service to LCBA, subject to ratification by the general membership at a regular membership meeting. Honorary members do not have to pay annual dues and can vote in elections.

SECTION 2. Dues. Membership dues, application fees, membership renewal, and delinquency dates shall be set at a September meeting of the Board of Directors and announced at the November general membership meeting.

No member may vote or receive other perquisites of membership whose dues are not paid for the current year. During December, the Treasurer shall send to each member a statement of dues for the ensuing year.

SECTION 3. Application for Membership. Each applicant for membership shall apply on a

form approved by the Board of Directors which shall provide that the applicant agrees to abide by this constitution and bylaws together with accepting the hold harmless agreement as provided by the Board. The application shall state the name, physical and email address, and other contact information of the applicant. The applicant will have the option to elect electronic communication of meeting announcements. Accompanying the application, the prospective member shall submit dues payment for the current year and the requisite application fees.

SECTION 4. Termination of Membership. The right, title, and interest of a member shall cease upon termination of membership. Membership may be terminated:

- a) by resignation. Any member in good standing may resign from the Association upon written notice to the Secretary, but no member may resign when in debt to the Association. Obligations other than dues are considered a debt to the Association and they become incurred on the first day of each fiscal year.
- b) by lapsing. Membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid by a date previously specified by the board (see Article III, Section 2). In no case may a person be entitled to vote or receive other perquisites of membership whose dues are unpaid. Reinstatement of membership is automatic upon receipt of dues in full and initiation fees.
- c) By Board termination. The Board shall have the power to terminate any member with or without cause.

ARTICLE II

Meetings

SECTION 1. General Membership Meeting. The general membership Meeting of the Association shall be held on the place, day of the month, and hour proposed by the Board of Directors and approved by a majority vote of members in good standing. Exceptions, such as potlucks, will be announced at least 30 days prior. Any change of monthly meeting place, day of month, and hour must be voted on by the members at a regularly scheduled monthly meeting. The proposal for changing the monthly meeting place, day of the month, and time must be communicated to the membership by the Secretary no less than 30 days before the meeting when proposed changes will be voted on.”

SECTION 2. Special Meetings. Special meetings may be called by the President or by a majority vote of the members of the board who are present at a meeting of the board; or shall be called by the Secretary upon receipt of a petition signed by ten (10) of the members of the

Association who are in good standing. Such meeting shall be held at such a place, date, and hour as may be designated by the Board of Directors. Written notice of such a meeting shall be mailed or emailed by the Secretary at least 10 days and not more than 30 days before the meeting. The notice of the meeting shall state the purpose of the meeting and no other Association business may be transacted. The quorum for such a meeting shall be fifty-one percent (51%) of voting members in good standing.

SECTION 3. Board Meetings. The first meeting of the board shall be held within 30 days following the election. Other meetings of the Board of Directors shall be held at such times and places, including by teleconference, as are designated by the President or by a majority vote of the entire board. Written notice of each such meeting shall be mailed or emailed by the Secretary to each member of the board at least ten (10) days before the date of the meeting. The quorum for a board meeting shall be a majority of the board. Board meetings are closed to board member participation only. Meeting minutes shall be made available to general members upon request. Attendance by non-board members shall be permitted by providing three (3) days advance notice to the Board of Directors with the requestor's name and subject to be presented.

SECTION 4. Board Meetings via Electronic Communications. Members of the Board may participate in any Meeting of the Board using a conference telephone, electronic conferencing device, online computer service, or similar method of communication by which all persons participating in the meeting can hear each other or view the dialogue of all other participants at the same time. Participation by such means shall constitute presence in person at a meeting.

ARTICLE III

Directors and Officers

SECTION 1. Board of Directors. The board shall be composed of the officers, all of whom shall be members in good standing. They shall be elected or appointed for renewable two-year terms as provided in Article IV. General management of the Association's affairs shall be entrusted to the Board of Directors.

SECTION 2. Officers. The Association's officers shall be President, Vice President, Secretary, Treasurer, Mentorship Coordinator, Education Coordinator, Community Outreach Coordinator, Apiary Manager, and Past President. They shall serve in their respective capacities both concerning the Association and its meetings and the board and its meetings. Officer positions may be shared by two members if necessary. This will allow for training new officers and shared responsibility, however, when voting, only 1 vote per office is allowed.

a) ***The President*** shall preside at all meetings of the Association and of the board and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these bylaws. The President shall have general supervision of the affairs of LCBA. The President shall call special meetings of the Association and the Board of Directors.

b) ***The Vice President*** shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity. The Vice President is responsible for keeping the property inventory and manage the Technology and Communications Committee. The Vice President, in consultation with the President and the Secretary, shall arrange for speakers at LCBA meetings.

c) ***The Secretary*** shall keep a record of all meetings of the Association and the board and all votes taken by mail, and of all matters of which a record shall be ordered by the Association. The Secretary will have charge of correspondence, notify members of meetings, and notify officers and directors of their election to office; keep a roll of the members of the Association with their addresses; write and distribute a monthly newsletter that includes minutes from the previous monthly meeting's business meeting; and carry out such other duties as are prescribed in these bylaws or appointed by the President.

d) ***The Treasurer*** shall collect and receive all money due or belonging to the Association. Moneys shall be deposited in a bank approved by the board, in the name of the Association. The Treasurer shall pay all bills for LCBA and maintain accurate records of LCBA finances and assets. All payments are approved by the board of directors at the regularly scheduled executive board meeting. The Treasurer shall perform such other duties as appointed by the President. In case of extended absence or incapacity of the Treasurer, the President may approve and pay bills or may appoint a member of the LCBA to act as temporary Treasurer with the approval of the Board. The books shall at all times be open to inspection by the board and a report shall be given at every meeting of the condition of the Association's finances; and at the February monthly meeting, an accounting shall be rendered of all money received and expended during the previous fiscal year. The Treasurer shall submit the appropriate Form 990 to the United States Internal Revenue Service after the annual audit report is accepted but before the May deadline. The Treasurer shall coordinate membership outreach for LCBA, keep track of attendance at monthly meetings, and welcome guests. When guests have become regular attendees, the Treasurer shall encourage them to join the association. The Treasurer shall keep the mailing list current, in cooperation with the secretary. The Treasurer shall be responsible for obtaining LCBA nametags for members.

e) ***The Mentorship Coordinator*** shall recruit mentors from experienced LCBA beekeepers and connect them with new beekeepers, usually by geographical area, then follow up to check that mentorship connections are productive. The Mentorship Coordinator shall also check with graduates of the LCBA-hosted WASBA Beginning Beekeeping course to see how they are progressing. The Mentorship Coordinator shall work with the other board officers to develop training opportunities such as workshops.

f) ***The Education Coordinator*** shall organize and implement formal education programs for the training of beekeepers and oversee the operation of the youth scholarship program. The Education Coordinator shall collect, produce, and disseminate educational materials for all educational programs of the LCBA. The Education Coordinator shall maintain a list of volunteer speakers/educators for the training of beekeepers. Finally, the Education Coordinator shall have oversight of LCBA's Youth Scholarship Program and shall administer a committee drawn from the membership to review Scholarship applicant materials each November.

g) ***The Community Outreach Coordinator*** shall organize and implement LCBA community outreach activities, including but not limited to public education activities at local fairs and community agricultural festivals and presentations on bees and beekeeping to community groups and schools. The Community Outreach Coordinator shall draw upon the list of speakers/educators maintained by the Education Coordinator and assign speakers when requested by community groups. Finally, the Community Outreach Coordinator shall administer a committee to organize LCBA's Summer and Holiday Potlucks.

h) ***The Apiary Manager*** shall maintain and operate the LCBA Apiary. This includes maintaining the bees as necessary throughout the year with the help of Apiary Committee members. Duties include managing the Apiary Committee membership, the mobile use of the club's bees, and educational uses of any and all LCBA Apiary inventory. The authority of the Apiary Manager is given by a majority vote of the LCBA Board Membership, and until revoked by the same, is the final say in matters pertaining to the Apiary. This includes effective bee management, Apiary maintenance and upkeep, inventory of tools and equipment, and keeping the Apiary in a neat and orderly fashion. The Apiary Manager will work with other officers to determine best use of the Apiary for educational purposes, to include all non Board Member visitations.

i) ***The Past President*** shall serve in a non-voting, ex officio capacity and shall be the immediately prior serving president. The Past President position serves the purpose of helping to preserve the association's history and continuity.

An officer carries only the rights necessary for executing the duties of their appointment. Any officer of the association who fails to perform the duties of their office may be removed from their appointment by a majority vote of the board at an executive board meeting. For cases involving misconduct, neglect of duty, or excessive absences, officers may be removed from their appointment by a majority vote of the board at an executive board meeting. Any officers removed from their appointment shall retain their membership rights.

SECTION 3. Resignations. Any Board member may resign at any time by delivering written notice to either the President or the Secretary or by oral notice at any meeting of the Board or of the members. Resignations shall take effect at the time of receipt or at a date specified in the resignation notice.

SECTION 4. Removal from Office. Any Board member or members can be removed from office by a majority vote at a Special Meeting of the membership called in accordance with Article II, Section 2 of these bylaws.

SECTION 5. Vacancies. Any vacancies occurring on the board or among the officers during the year shall be filled until the next annual election by a majority vote of the members of the board; except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by a member of the board.

ARTICLE IV

The Association Year, Voting, Nominations, Elections

SECTION 1. Association Year. The Association's fiscal year shall begin on the 1st day of January and end on the last day of December. The Association's official year shall begin immediately at the conclusion of the election and shall continue through the next election. The elected officers and directors shall take office on the first day of the month following the election and each retiring office shall turn over to his successor in office all properties and records relating to that office within 30 days after the election.

SECTION 2. Voting. At the general membership meeting or a special meeting of the Association, voting shall be limited to those members in good standing who are present at the meeting. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for the decision of the members by written ballot cast by mail.

SECTION 3. Annual Election. The election of officers and directors shall be conducted by secret ballot. Ballots to be valid must be received by the Secretary. Ballots shall be counted by three inspectors of election who are members in good standing and neither members of the current board nor candidates on the ballot.

a) The nominated candidate receiving the greatest number of votes for each office shall be declared elected. If any nominee, at the time of the meeting, is unable to serve for any reason, such nominee shall not be elected and the vacancy so created shall be filled by the new Board of Directors in the manner provided by Article III, Section 3.

b) Elections for the offices of President, Mentorship Coordinator, Community Outreach Coordinator, and Treasurer shall be held in odd-numbered years. Elections for Vice President, Education Coordinator, and Secretary shall be held in even-numbered years. The position of Apiary Manager is a Board-appointed position and may be held by any member in good standing with the support of the Board. The Apiary Manager appointment shall be reviewed every two (2) years on odd-numbered years. The President shall be limited to two consecutive terms in office but may run for office again after waiting a further two-year period.

SECTION 4. Nominations and Ballots. No person may be a candidate in an Association election who has not been nominated in accordance with these bylaws. A Nominating Committee shall be chosen by the President, at the June general membership meeting, but no later than August 31st. The Nominating Committee shall consist of two members in good standing, no more than one of whom may be a member of the current Board of Directors. The President shall name a chairman for the committee. The nominating committee may conduct its business by email, US Mail, or phone. Contact information for nominees may be provided by the Association President or Secretary when requested by the Nominating Committee.

- a. The nominating committee shall nominate from among the eligible members of the Association up to four (4) candidates for each expiring office or position on the Board of Directors. The Nominating Committee will contact each nominee for each open position by phone, email or US Mail to determine which candidates for any office accept nomination. The Nominating Committee shall then submit the name(s) of accepting candidate(s) for any open position to the secretary. The secretary shall then send the list, including the full name of each candidate, to each member of the Association by email or US Mail, on or before October 1st so additional nominations may be made by the members if they so desire.
- b. Additional nominations of eligible members may be made by written petition emailed or sent by US Mail to the Secretary by October 15th, accompanied by the written acceptance of such additional nominee signifying their willingness to be a candidate. No person shall be a candidate for more than one position.
- c. If no additional valid nominations are postmarked or email dated by October 15th, and the Nominating Committee has only one accepting person for each open position, that person shall be declared elected and no balloting will be required.
- d. If one or more valid additional nominees are received by October 15th, the Secretary shall prepare a ballot listing all the nominees for each position. At the annual November general membership meeting ballots will be distributed using the membership list to verify the eligibility of the voters upon signing in at that meeting. The results of the voting shall be announced at the December annual membership meeting. Newly elected Officers will begin their 2-year term January 1

following their election.

- e. Nominations cannot be made at the November meeting or in any manner other than those provided above.

ARTICLE V

Committees

SECTION 1. The President, with approval of a majority of the Board of Directors, may each year appoint standing committees to advance the work of the Association in such matters as which may well be served by committees. Such committees shall always be subject to the final authority of the board. Special committees may also be appointed by the President, with the approval of a majority of the Board of Directors, to aid the Board on particular projects.

SECTION 2. Any committee appointment may be terminated by a majority vote of the full membership of the board upon written notice to the appointee, and the board may appoint successors to those persons whose services have been terminated.

SECTION 3. Committees shall include the following:

a) **Auditing Committee:** There shall be an Auditing Committee of two (2) appointed by the President, with the approval of a majority of the Board of Directors, whose duty shall be to audit the financial and asset records of LCBA and report to the Board of Directors at the first Board meeting in January of each calendar year. Auditing standards shall be determined by the Board of Directors. The Auditing Committee will present its report to the membership at the February monthly meeting.

b) **Nominating Committee:** There shall be a Nominating Committee of two (2), appointed by the President, whose duty is to obtain nominations for Officers as provided in Article IV, Section 4.

c) **The Technology and Communications Committee** of two (2) members in good standing, appointed by the President and managed by the Vice President, with the approval of the majority of the Board of Directors. The duties of this Committee shall be managing the website and social media platforms to ensure that it is updated in a reliable, timely, and regular manner. They shall manage the LCBA email account and ensure the appropriate Officer gets and responds to the communication. The Committee is also responsible for the video conferencing aspect of regular membership meetings including the custodianship of club-owned digital equipment including but not limited to the club laptop, video camera, speakers, microphones, USB drives, etcetera.

d) **The Apiary Management Committee** consists of LCBA Members in good standing and

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appointed at the discretion of the Apiary Manager to aid in all Apiary Management duties.

SECTION 4. Extraordinary Committees

a) **Sexual Harassment Awareness Committee:** If issues arise pertinent to Article I, Section 5 of the Constitution, the President or Vice President shall appoint a Sexual Harassment Awareness Committee, whose duty it shall be to address said issues.

Washington State law will be followed in instances of illegal activities. The LCBA Board is not a policing authority and may not interfere with proper legal investigations.

Members who experience, witness, or suspect bullying or harassing behavior must report the behavior to a member of the Board of Directors. Members who feel comfortable directly intervening in situations where they perceive bullying or harassment are encouraged to do so.

All reports will be taken seriously with prompt and thorough investigation by the Board. The safety and privacy of our members is a primary concern in such investigations.

The Board will notify the complainant of the outcome of the investigation, although the Board may decline to reveal specific disciplinary actions taken where there are confidentiality issues with such disclosures.

ARTICLE VI

Discipline

SECTION 1. Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Association or honey bees. The Secretary shall promptly send a copy of the charges to each member of the board or present them at a board meeting, and the board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Association or bees. If the board considers that the charges do not allege conduct that would be prejudicial to the best interest of the Association or bees, it may refuse to entertain jurisdiction. If the board entertains jurisdiction of the charges, it shall fix a date of a hearing before a Special Committee consisting of three (3) members of the association in good standing, not fewer than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by certified mail together with a notice of the hearing and an assurance that the defendant may personally appear in the member's own defense and bring witnesses if the member wishes.

SECTION 2. Special Committee Hearing. The committee shall hear from both the complainant and the defendant and then submit a report of their findings to the Board. Should the Special Committee find that the charges are not proven they should so inform the Secretary. Should the Special Committee find the charges to be sustained after hearing all the evidence and testimony presented by the complainant and the defendant, the Special Committee shall recommend to the Board whether the defendant should be reprimanded or expelled. Immediately after the Special Committee has reached a decision, its findings shall be put in written form and filed with the Secretary.

SECTION 3. Resolution. The Board shall review the Special Committee's report and vote to accept or reject the findings thereof. Should the Board accept the report they shall instruct the Secretary to issue a written reprimand to the defendant or expel the defendant under Article I, Section 4c of these bylaws. The Secretary will then inform both parties in writing of the Board's decision. In the event that the Board rejects the report, they must call a Special Meeting of members in order to resolve the dispute.

ARTICLE VII

Amendments

SECTION 1. Amendments to the constitution and bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20% of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

SECTION 2. The constitution and bylaws may be amended at any time, provided a copy of the proposed amendment has been mailed by the Secretary to each member in good standing on the date of mailing, accompanied by a ballot on which a choice for or against the action to be taken shall be indicated. Notice with such ballots shall specify a date not less than 30 days after the date postmarked. Voting will be conducted under the guidelines outlined in Article IV. The favorable vote of 2/3 of the members in good standing shall be required to effect any such amendment.

SECTION 3. No amendment to the constitution that is adopted by the Association shall

become effective until it has been recorded by the Secretary and filed with the Secretary of State of Washington.

ARTICLE VIII

Dissolution

SECTION 1. The Association may be dissolved at any time by written consent of not less than 2/3 of the members in good standing. In the event of the dissolution of the Association, other than for the purpose of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Association nor any proceeds thereof nor any assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association, its property, and assets shall be given to the Washington State University Department of Entomology's graduate research program and bee laboratory.

ARTICLE IX

Order of Business

SECTION 1. At meetings of the Association, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Educational Presentation
- Minutes of the last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Election of officers and board (at November meeting)
- Unfinished business
- New business
- Adjournment

SECTION 2. At meetings of the board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Reading of minutes of the last meeting
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Unfinished business
- New business
- Adjournment