

Grand Rapids Area Bee Club (GRABC)

BYLAWS Revised February 7, 2024

Article I. Name and Extent

Section 1. The name of the organization shall be Grand Rapids Area Bee Club (referred herein as Club).

Section 2. The region served by the Club is, but not restricted to, the Michigan counties of Allegan, Barry, Ionia, Kent, and Ottawa.

Section 3. The Club shall be a Public Non-profit Farmers Co-op Organization (501c12), doing business as (DBA) in Kent County Michigan.

Article II. Purpose

Section 1. The purpose of the Club shall be the study and promotion of the science and art of beekeeping. The mission of the Club is to: (1) Encourage and embolden beekeepers and help to establish beekeepers in the success of their efforts; (2) Promote fraternity among local members and beekeepers universally; (3) Afford a forum for the exchange of ideas, guidance and mutual support in the keeping of *Apis mellifera*, the honey bee; (4) Assist in the education of the community relating to apiculture, its benefits, and necessity; (5) Become a resource for materials, equipment, knowledge, marketing, and local patronage of beekeeping products.

Article III. Affiliation

Section 1. The Directors of the Club shall determine and declare the Club's affiliations, and one affiliation shall be with the Michigan Beekeepers Association.

Article IV. Membership and Dues

Section 1. The Directors of the Club shall determine and publish the types of membership available to serve the Club's objectives. For example, there may be Corporate, Research or Basic memberships and those memberships may have rights and responsibilities. Among those rights and responsibilities are the right to vote and the responsibility to pay dues (if applicable) to the Club. The Basic membership type, a "declaration" type, is manifested by providing the individual's basic contact information, and will be open to any person who is supporting the Club's purpose and wishes to participate in Club's activities. The declaration type membership is free to the individual.

Section 2. Membership is not restricted to residents of the region served.

Section 3. For purposes of membership, the term member applies to an individual who participates in at least 1 club meeting per year.

Section 4. Membership information forms and communications including meeting times, club developments, etc. can all be managed as determined and managed by the board of directors. Communications tools such as e-mail, the grbee.club or similar website and social media, e.g., Facebook may be used.

Article V: Meetings

Section 1. The Club meetings shall be held at a time, location and frequency convenient to the Club membership and determined by the Club President and the Club board members with a minimum of 7 days' prior notification announced in the communications tools. Most board meetings will be held prior to and on the same day as the regular club meeting. The Board may call meetings at other times.

Section 2. Any items of Club business may be brought to the membership during any regular meeting. A simple majority vote of Members present is required to approve any motions that may come before the Club. Club board members may use parliamentary procedures to permit tabling of motions, to allow time for research and consideration.

Section 3. There shall be an Annual Business Meeting of the Club held each year (usually January). The Annual Meeting may be held in conjunction with the regular Club meeting. The purpose of the Annual Meeting shall be:

- a) to elect officers for the coming year, President and Secretary are elected on even calendar years, while Vice-President and Treasurer are elected on odd calendar years.
- b) to hear and approve the financial statement for the Club,
- c) to establish the dues for the upcoming year, and
- d) to consider and vote upon any item of business that may come before the Club.

Article VI. Officers

Section 1. The Club shall have a Board of Directors of 7 elected individuals. The Board organization shall be composed of individuals in the role(s) of: President, Vice-President, Secretary, Treasurer and 3 Members-at-large. The President, Vice-President, Secretary, Treasurer shall serve a period of two years with the term running from the election at the January Annual Meeting through to the beginning of the January Annual Meeting two years later. Members-at-large shall serve a period of 1 year with the term running from the election at the January Annual Meeting through to the beginning of the following January Annual Meeting.

Section 2. The President, Vice-President, Secretary, Treasurer and 3 Members-at-large have equal voting rights. Valid actions require a quorum. A Board quorum is 4 or more board members and must include either the President or the Vice-President.

Section 3. Duties of the President. The Club President shall have the following duties and responsibilities:

- a) Provide for the conduct the meetings, including the Annual Meeting by chairing the meeting or designating the meeting chair from the Board membership.
- b) Upon vacancy of any other Club officer position, the President shall appoint a replacement officer subject to the approval of the Members present at the next scheduled Club meeting and recorded in the meeting minutes.
- c) Have signature authority on the Club's financial accounts or designate another officer with such action recorded in a meeting's minutes.
- d) Appoint a Nominations Committee at least two months prior to the Annual Meeting for purposes of composing a slate of Members for the Club officers.
- e) Appoint other Committees from time to time as deemed appropriate to assist the Board in items of business or Club activities.
- f) Coordinate monthly meeting presentation schedule, or appoint (and document in board meeting minutes) another officer/member-at-large with these responsibilities.
- g) Conduct other activities appropriate for the Office.

Section 4. Duties of the Vice-President. The Club Vice-President shall have the following duties and responsibilities:

- a) Conduct the meetings, including the Annual Meeting, in the absence of the Club President.
- b) Function as, or appoint and oversee the duties of, the Club's Communication Officer who notifies Members, and others who have requested, of Club meeting times and locations, as well as other items of interest to the Club membership. In addition, the Communication Officer will have social media/web admin responsibilities along with at least 1 other board member or member-at-large.
- c) Upon vacancy of the Club President, the Vice-President shall assume the position as President or appoint a replacement officer subject to the approval of the Members present at the next scheduled Club meeting.
- d) The Vice-President shall act in the absence of the President in all other matters of Club business.
- e) Conduct other activities appropriate for the Office.

Section 5. Duties of the Secretary. The Club Secretary shall have the following duties and responsibilities:

- a) Maintain the Club members list of names and addresses and/or e-mail lists with assistance of the Club's Communication Officer (social media volunteer).
- b) Record and maintain the minutes of all Board meetings and the Annual member meeting.
- c) Maintenance of the Club documents to include the Corporate Charter (if applicable) and other official documents.
- d) Conduct other activities appropriate for the Office.

Section 6. Duties of the Treasurer. The Club Treasurer shall have the following duties and responsibilities:

- a) Maintain the Club's financial records.

- b) Signature authority on the Club's financial accounts.
- c) Deposit and disburse funds as may be required for conducting Club business.
- d) Prepare the Club's financial report monthly and present report at board meetings.
- e) Present the Club's bank statement at board meetings.
- f) Complete any required annual financial reports to comply with State or Federal laws.
- g) Receive the checking account monthly reconciliation statement.
- h) Maintain the Club's membership payment records when specified.
- i) Conduct other activities appropriate for the Office.

Section 7. Duties of the Members-at-large. The Club Member-at-large shall have the following duties and responsibilities:

- a) Represent and communicate the interests of the general membership on issues of interest or concern.
- b) Share ideas, guidance, and expertise with the Board.
- c) Promote education of the membership and public.
- d) Conduct other activities appropriate for the office.

Article VII. Election Procedures

Section 1. The President shall appoint a Nomination Committee at least two months prior to the Annual Meeting announced for the purpose of electing Club officers.

Section 2. The Nomination Committee shall consist of the Club President and at least four members from the Club. The appointed members may include currently serving Club officers.

Section 3. The Nomination Committee shall:

- a) Submit to the Club President a list of candidates for elected officers no later than one month prior to the Annual Meeting. This list shall also be submitted to the Club Secretary (in collaboration with the webmaster) who will announce and distribute the list to the Club membership at least 10 days prior to the Annual Meeting.
- b) Conduct the elections at the Annual Meeting.
- c) Prepare and count the ballots after the election has closed and announce the results. Elected candidates shall take office immediately for the ensuing term.

Article VIII. Amendment of Bylaws

Section 1. Amendments to these bylaws shall be proposed by a majority of the Board of Directors or by petition of not less than eight (8) members or a simple majority of the Club.

Section 2. Notice of Bylaws Amendments shall be available to members at least a month before they are voted upon at a meeting of the membership.

Section 3. A majority vote of all members present at the meeting shall be necessary to make the amendment a part of the Club's bylaws.

Section 4. The Bylaws must reconcile with the Club's Corporate Charter (if applicable).

Article IX. Fiscal Year

Section 1. The fiscal year shall run from January 1 through December 31.

Article X. Conduct of Meeting

Section 1. Roberts Rules of Order shall govern this association in conducting meetings, providing appropriate points of guidance for the proceedings.

Article XI. Dissolution

Section 1. The Club shall be dissolved upon the adoption of a Motion for Dissolution. The procedures for Bylaws Amendments shall apply for the adoption of a Motion for Dissolution.

Section 2. Upon dissolution of the Club, the Treasurer shall pay all current Club obligations as funds permit. If insufficient funds exist to meet all obligations, it shall be the sole discretion of the Treasurer as to which obligation will be paid, and the payment results announced to all concerned parties.

Section 3. If excess funds exist after meeting all financial obligations of the Club, then disposal of these funds, including any other Club assets, shall be made by majority vote of the Board.

ADOPTED THIS DAY:

Certified by:

Witnessed by:
