

Harris County Beekeepers Association Bylaws

Article 1 - Introduction

1.1 The name of this organization shall be the Harris County Beekeepers Association of Texas

1.2 It is a member of the Texas Beekeepers Association ("TBA")

Article 2 - Object

2.1 The particular objects for which this organization is formed are:

- a. To elevate the standards of beekeeping.
- b. To promote interest of large and small beekeepers alike.
- c. To bring about a spirit of cooperation among members.
- d. To extend opportunities in all phases of beekeeping and to offer assistance as needed.

Article 3 - Membership

3.1 Membership shall be open to any person interested in beekeeping.

3.2 Any member in good standing may sponsor a person for membership.

3.3 By a unanimous vote of the association membership present at a duly called or regular meeting, an honorary membership may be bestowed on any person who is considered beneficial to the organization because of achievement or who is worthy of such a member or as specified by the Executive Committee.

3.4 To be a member in good standing, an individual's annual dues must be paid in full and cannot have had membership suspended or terminated, or have such action pending.

3.5 The Executive Committee may suspend a member for cause. The suspension must be upheld by two thirds vote of the members present and in good standing at the next regular meeting.

3.6 Any member may resign by filing a written resignation with the President or the Recording Secretary.

3.7 Each member in good standing shall be entitled to one (1) vote on any issue.

3.8 Lifetime Membership: (Approved by membership after 3rd reading, November 2019)

A. A Lifetime Membership may be conferred upon any active member of the Harris County Beekeepers Association after having met all of the following criteria:

1. The member shall apply in writing either by letter, formal application or by action of the HCBA Board of Officers;

2. Must have celebrated his/her 80th birthday prior to January 1st, the same year of his/her request in writing;
 3. Shall have a documented, paid, and uninterrupted membership in good standing on record with the Treasurer of the Harris County Beekeepers Association for five (5) years prior to January 1st on the year of induction;
 4. A spouse or significant other of the senior member shall be included in the lifetime membership regardless of age;
 5. The Association Secretary shall maintain a copy of the letter requesting such approval in the minutes and the treasurer shall maintain the membership documentation annually; and
 6. The senior member(s) shall be given a letter/certificate signed by the President to show proof as needed in future years as association officers change.
- B. The lifetime membership does not include children or other family members except as described above.
 - C. The Harris County Beekeeper Association Treasurer shall consider written documentation as proof of age and the mandatory five-year family membership prior to consideration.
 - D. The HCBA Board may choose to process the Lifetime Membership status of any worthy member who meets the above listed criteria on behalf of any senior member regardless of application status.
 - E. A three-member panel including at least one association officer, one active member, and the association Treasurer shall consider all applications for qualification and shall make a recommendation to the President for his/her approval.
 - F. If approved, a motion shall be made and voted upon at the next available regular association meeting where a simple majority vote signals approval.
 - G. After having completed the approval process, and approved, the Lifetime Membership(s) shall be conferred at the next available meeting.

Article 4 - Officers

4.1 The officers of the association shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Chaplain.

4.2 Only persons actively engaged in beekeeping activities and who are members in good standing for the 6 months period prior to election shall be eligible for office, or as chairman of standing committees.

4.3 The officers of the organization shall constitute an Executive Committee to come together on call by the President, or by any three (3) members of the Executive Committee, for the consideration of special matters in the interim between regular meetings of the association and the Board of Directors.

4.4 The elected officers and standing committee chairpersons shall constitute a Board of Directors, which shall meet at least three (3) times per year. Special meeting of the Board may be called by the President, or by a majority of the Board Members.

Article 5 - Duties of Officers

5.1 The duties of the officers shall be such as are implied by their respective titles and such as are specified in these bylaws. Each officer shall keep accurate records of their work and turn them over to their successor. All officers shall attend regular business meetings and regular meetings of the Executive Committee. If an officer is absent for three (3) consecutive meetings of the Executive Committee and three (3) consecutive regular business meetings without a legitimate excuse, they may automatically be dropped from their office and their position filled as prescribed in Article 7.

5.2 The President shall preside at all meetings of the organization and of the Executive Committee and Board of Directors. He/she shall appoint the standing committee chairpersons subject to the ratification of the Executive Committee. The President shall sign all orders upon the treasury for the disbursement of funds as directed by the organization. Past Presidents shall serve as members of the Advisory Committee.

5.3 The Vice-President

a. The First Vice-President shall perform the duties of the President in his/her absence and shall act in an advisory capacity at all times. In case of the death, resignation, or incapacity of the President, he/she shall become President for the unexpired term. The First Vice-President shall be Program Director of the Organization.

b. The Second Vice-President shall perform the duties of the President and the First Vice-President in their absence and shall act in an advisory capacity at all times. In case of the death, resignation, or incapacity of both the President and First Vice-President, he/she shall become President for the unexpired term. He/she shall be Chairperson of the Membership Committee for the association.

5.4 The Recording Secretary shall certify quorum and keep a correct record of the proceedings of all regular, Executive Committee, and Board of Directors meetings. The Recording Secretary shall provide a draft version of the Minutes to the Corresponding Secretary within 10 days of each meeting. He/she shall preserve, in a permanent file, all records and letters of value to the organization and its officers, to be transferred to their successor at the close of the term of office. He/she shall also keep an attendance list of all meetings and it shall be his/her duty to check the attendance of all officers at all meetings and to advise the President when an officer has been absent from three (3) consecutive regular meetings or three (3) consecutive Executive Committee meetings. The Recording Secretary shall keep an accurate and current list of all membership list be shall distributed to the Board of Directors during the March meeting and notified of any changes to this information within at the next regular business meeting during the fiscal year.

5.5 The Corresponding Secretary shall conduct the correspondence of the organization. He/she should forward to the state (TBA) information as required. He/she shall notify the Treasurer when any payments are required. He/she should take the place of the Recording Secretary when called upon to do so by the President.

5.6 The Treasurer shall have charge of all monies and shall report thereon at all regular meetings. He/she shall collect all dues from members giving a proper receipt therefor. He/she shall pay all bills upon the written authorization of the President. He/she shall keep itemized records in a permanent file of all receipts and expenditures and give a written report of the same in January and July at an Executive Committee Meeting.

5.7 The Treasurer shall pay to the Executive Secretary of the state whatsoever monies as are required. He/she should turn over to his/her successor, within ten (10) days of vacating the office, all books, records, papers, and keep a listed receipt thereof.

5.8 An Auditing Committee consisting of the Treasurer and at least three (3) members elected by the membership at the regular October meeting shall audit the financial accounts of this organization annually. The audit shall be completed within 90 days and a reports shall be made to the membership at the January meeting following completion of the audit by the member selected to Chair the committee.

Article 6 - Committees

6.1 There shall be the following standing committees: Program, Membership, Publicity, Hospitality, Youth Program, and Advisory.

6.2 Each committee chairperson shall have the responsibility of planning and executing all committee related activities.

6.3 For any committee activities that require expenditure of association funds - general or youth Program - the committee chairperson shall prepare a suggested operating plan, schedule and budget for submission to the Executive Committee for review and approval.

6.4 All monies collected and/or receipts for expenditures by any committee activities shall be forwarded to the Treasurer within 3 business days.

6.5 Each committee chairperson shall report during the regular meetings regarding committee activities occurring since the prior regular meeting at the President's discretion.

6.6 The Advisory Committee shall be chaired by the association's immediate Past President. Advisory Committee members may attend all Executive Committee meetings in an advisory; but non-voting status.

Article 7 - Nominations and Elections

7.1 At the regular meeting in August, the organization shall elect a nomination committee of at least three (3) members which shall include at least one (1) member of the Board of Directors who shall act as Chairperson of the nominating committee.

7.2 The nomination committee shall present to the regular meeting in September a slate consisting of the people selected for the required office(s).

7.3 Officers shall be elected at the organization's business meeting in November. New officers shall assume their duties immediately following adjournment of the November Business meeting. Voting shall be by written ballot.

7.4 Vacancies in office shall be filled for the unexpired term by the Executive Committee or by written ballot of the membership at the next regular meeting, as provided in Article 9. In the event of the death, resignation or incapacity of the President and the succession to the Presidency by the First Vice-President or Second Vice-President, the vacancy or vacancies for the unexpired term created by the succession shall be filled by election through a ballot at the next regular meeting.

Article 8 - Meetings

8.1 Regular meetings shall be held on the fourth Tuesday of each month.

8.2 Executive and Board meetings shall meet no less than three (3) times annually and shall be scheduled by the President or any three (3) members of the Executive Committee as required to meet the needs of the association.

8.3 The time of the regular meeting may be changed by a two-thirds vote of the members present at the previous meeting. In an emergency, the Executive Committee may change the day of the meeting by a two-thirds vote.

8.4 Special membership meetings may be called by the President or by any five members in good standing provided all association members are notified of the time, place, and purpose of such meeting a minimum of 30 days in advance. No matter shall be considered at a special meeting except that stated in the call to the meeting.

8.5 The October meeting of each year shall be designated as the Annual Banquet Meeting. Reports summarizing the year's activities shall be given along with a special program.

Article 9 - Quorum

9.1 One fourth of this organization's membership shall constitute a quorum at any regular meeting.

9.2 A majority of the members of the Executive Committee shall constitute a quorum of that body. A majority of the members of the Board of Directors shall constitute a quorum of that body.

Article 10 - Dues and Finances

10.1 All dues are paid annually and are due before the adjournment of the January regular meeting. The annual dues shall be \$20.00 per person and \$25.00 for families. The dues for any child under 18 years of age shall be \$5.00. Membership dues are payable at the time membership is initiated. Membership dues are renewable annually before the adjournment of the January meeting.

10.2 The organization's fiscal year shall be from January through December inclusive.

10.3 After July 1st, New Members may pay half the regular membership dues, \$10 for individuals and \$12 for families. A new member is a person who has never previously been a member or a previous member who has not attended any meetings or activities in the previous 12 months.

10.4 Any member whose dues remain unpaid after 30 days shall be reminded by mail, e-mail, or phone by the Treasurer. If membership dues remain unpaid after 60 days, membership in the association will be automatically suspended.

10.5 Youth Program funds shall be maintained in a separated account from the association general funds.

10.6 Annually, the Executive Committee shall present, for membership review and approval, a suggested operation plan, schedule, and budget for activities for the upcoming fiscal cycle - regular membership and Youth Programs.

Article 11 - Amendments

11.1 These bylaws may be amended by a two - thirds vote of the members present at any regular meeting provided all members are notified in advance and quorum is met.