

Fox Valley Beekeepers Association

Constitution, 2015 revised 5-26

Article I—Name

Section 1

Name

This organization shall be known as the Fox Valley Beekeepers Association (FVBA).
(Hereafter referred to as the Association).

Section 2

Mission

The Association is an Illinois not-for-profit corporation dedicated to educate, enrich, energize, engage and/or disseminate information relating to all aspects of the biology of the honey bee *Apis mellifera*.

Section 3

This Association shall be non-political and non-sectarian in all of its relationships.

Article II—Purpose and Function

Section 1

The purpose and function of the Association shall be to foster the success of area beekeepers. This will be accomplished by providing education, fellowship, inspiration, and support to members. Any funds accumulated shall be used to further the objectives of the association.

Section 2

The Association shall maintain a charter in the State of Illinois as a not-for-profit organization.

Article III—Membership

Section 1

All persons interested in beekeeping shall be eligible for membership subject to the approval of the Board of Directors. Applicants must be willing to abide by the Constitution and By-Laws, and must maintain an interest in the activities of the Association.

Article IV—Officers and Tenure

Section 1

Officers and their tenure of office

- a. The officers of the Association shall be President, Vice President, Secretary, Treasurer, and Membership Secretary. The same person may be elected to hold any combination of Secretary, Treasurer, and Membership Secretary if circumstances so dictate.
- b. The term of office shall be for one year or until a successor is elected and installed.
- c. The President, Vice President, Secretary, Treasurer, and Membership Secretary shall constitute the Executive Board.
- d. Vacancies in office by death, resignation or otherwise, shall be filled by appointment of the President and ratified by the Executive Board, and the appointee shall hold office until the next election.

e. Officers may not serve for more than three successive terms; however, officers may be re-elected after retirement from office of at least one year.

Article V—Meetings

Section 1

General Meetings

- a. Meetings will be held monthly except for the months of July and December.
- b. The date, place, and program shall be arranged by the Executive Board.

Article VI—Amending the Association Constitution and Bylaws

Section 1

The constitution and its bylaws may be amended at any meeting by two-thirds majority of all votes by members present providing a notice of thirty days has been given to each member of the Association by email, or by phone in the event of a member without an email address.

Bylaws

Article I—Election of Officers

Section 1

Nominating committee

- a. The President shall appoint a nominating committee consisting of three members prior to the September meeting.
- b. The nominating committee shall report to the membership at the October meeting, nominating one candidate for each office. The names of candidates for each office shall also be emailed to members eight days before the meeting, or mailed in the event the member does not have email.

Section 2

Election

- a. Voting by ballot shall be done at the November meeting
- b. The term of office shall be from January 1 through December 31.
- c. Retiring officers shall acquaint the incoming officers with their duties and assist where possible to ensure a smooth transition.
- d. Retiring officers shall turn over all club properties to their successors.

Article II—Duties of Officers

Section 1

President

- a. The President shall preside at all Association meetings.
- b. The President may appoint committees and committee chairs as necessary or as authorized by the Executive Board.
- c. The President shall not have voting power in any meeting except to break a tie vote.
- d. The President shall call regular and special meetings, and direct the Secretary to notify the general membership of the meeting, including time and place.

Section 2

Vice President

- a. The Vice President shall act with full power of the President in his/her absence or inability to act.
- b. The Vice President shall relay all transpired business to the President directly after he/she has acted in the capacity of the President.

Section 3

Secretary

- a. The Secretary shall keep an accurate and permanent record of all meetings of the Association.
- b. The Secretary shall be responsible for sending information regarding meetings to local media and emails to members.
- c. The Secretary shall carry on the general correspondence of the Association under the direction of the President.

Section 4

Treasurer

- a. The Treasurer shall be the recipient of all annual dues and monies from other sources and shall be the custodian of the Association funds.
- b. The Treasurer shall select a convenient bank approved by the Executive Board in which he/she shall deposit all Association funds.
- c. The Treasurer shall pay all bills related to normal Association operating expenses by check and present a statement of all bills paid to the Board at the next Board meeting.

d. The Treasurer shall submit in writing an annual financial summary for the previous year at the beginning of the new annual year and at any Executive Board or special meeting when called upon to do so.

Section 5

Membership Secretary

- a. The Membership Secretary shall receive annual FVBA dues with Illinois state dues and submit these dues to the Treasurer.
- b. The Membership Secretary shall record the name and address of each member in the membership book and submit a mailing list to the Secretary.
- c. The Membership Secretary shall issue a membership card and a email copy of the Constitution and Bylaws to each new member upon receipt of dues.
- d. The Membership Secretary shall notify the Secretary of any member three months in arrears of payment of dues.

Article III—Fiscal Year

Section 1

Yearly Calendar

- a. The fiscal year shall begin January 1 and end December 31.

Article IV—Annual Dues

Section 1

Association dues

- a. The amount of the annual dues shall be decided upon by the Executive Board and become effective when approved by a majority of the membership.
- c. Dues become payable on January 1 of each year. A member three months in arrears in payment ceases to be a member.
- c. Membership rates may also include the dues for the Illinois State Beekeepers Association. The cost of the state membership shall coincide with the State Association Bylaws regarding dues.
- d. Membership dues that are paid January 1st through September 30th are for the current membership period. Dues paid October 1st through December 31st are applied to the following membership period.