**Constitution and By-Laws**

**Of**

**Perry County Beekeepers Club and Surrounding Area**

**Article I Name**

The name of this not-for-profit corporation shall be the ‘Perry County Beekeepers Club and Surrounding Area’.

**Article II Purpose and Function**

The purpose and function of the club is the promotion of the interest in honeybees and beekeeping throughout Central Pennsylvania and most particularly in Perry County and the surrounding counties, by such means as:

1. Conduct educational programs to enhance and promote beeping.
2. Educate beekeepers and promote best management practices in beekeeping.
3. Educate the public on legislation to assist in maintain beekeeping at the federal, state, and local level.
4. Educate beekeepers on current research.

**Article III Membership**

Membership in Perry County Beekeepers Club and Surrounding Area shall be open to all persons interested in beekeeping and the preservation of bees and their habitat.

1. Annual Membership will be from January 1 to December 31 of each year.
2. Annual dues will be set by the Board of Officers and approved by the General Membership.
3. Annual dues are to be paid by January 1st of each year.
4. Members having paid their dues for a given year are considered ‘In Good Standing’ for that year. Members with unpaid dues for a given year are considered ‘Not In Good Standing’ until such time as their dues are paid.
5. Only members In Good Standing will be permitted to vote at meetings.
6. Perry County Beekeepers Club and Surrounding Area encourages all members to join the Pennsylvania State Beekeepers Association.
7. Members not in good standing may not be granted access to the Perry County PA Beekeepers Membership Facebook page.
8. By-Law changes may be requested by a majority vote of the General Membership at a meeting. The General Membership “Majority” will consist of 20 members. Any major changes must be discussed at 2 consecutive meetings before voting on the proposed By-law change.

**Article IV Board of Officers**

The Board of Officers shall consist of the President, Vice President, Secretary, Treasure, and two Trustees.

1. No office within the Perry County Beekeepers Club and Surrounding Area club shall receive compensation for the performance of their duties. The responsibility and term of each is listed below.
2. President – Two year term with a maximum of two consecutive terms
   1. Is an Executive Officer
   2. Shall Chair the Board of Officers and General Membership meetings
   3. Shall represent the Club on the State level at the annual picnic, banquet and other events
   4. Is authorized to countersign a check written on the Club account
   5. Shall only vote to cast the deciding vote in cases of a tied vote before the Board of Officers or General Membership.
3. Vice President – Two year term with a maximum of two consecutive terms
   1. Is an Executive Officer.
   2. Shall act on behalf of the President in the absence of the President.
   3. Shall have the privilege of the vote unless acting on behalf of the President.
4. Secretary - Two year term with no limit of consecutive terms
   1. Shall record the minutes of all official meetings.
   2. Shall receive and maintain all historical records of the Club.
   3. Shall conduct all official correspondence for the Club.
   4. Shall receive all funds due the Club.
   5. Shall pay all expenses owed by the Club.
   6. Shall process membership dues and issue the membership cards each year.
   7. Shall, upon initial installment into the office, have the checking account transferred to the Secretaries home address.
   8. Shall keep all assets of the Club.
5. Treasurer – Two year term with no limit of consecutive terms
   1. Is an Executive Officer.
   2. Shall chair the Board of Trustees meeting.
   3. Shall prepare the monthly and annual Treasurer’s report.
   4. Shall audit the books of the Secretary.
   5. Shall file corporate taxes and documents.
6. Trustee – Two year term with no limit of two consecutive terms
   1. Shall act to ensure the best interests of the Club are maintained.
   2. Shall review and audit all functions of the Board of Officers.
   3. Shall review and audit all functions of all Committees of the Club.
7. Vacancies –
   1. The President will appoint a member to replace any officer or committee chair if for any reason the officer or committee chair is unable to perform the duties of their office.
   2. The appointed officer or advisory member, following approval of the Executive Board, shall hold the office until the next election.
   3. The Vice President will assume the position of President until the following election if the President is unable to perform the duties of the office.
8. Committees – Committee Chair shall serve at the will of the Executive Board
   1. A committee may be formed to perform a work function of the club.
   2. May organize as required to perform its work with the approval of the Board of Officers.
   3. Each committee shall have a Committee Chairman.
   4. Standing permanent committees are: 1) Education & 2) Fund Raising.
   5. Each committee shall have a budget as set by the Board of Officers.

**Article V Meetings**

Agenda Format for Regular Meetings

1. Meeting is called to order
2. Pledge
3. Roll call
4. Minutes of the previous meeting
5. Treasurer report
6. Old business
7. New Business
8. Open discussion
9. Adjournment
10. Board of Officers –
    1. Shall be held on the third Sunday of the months of January through October unless rescheduled by the President
    2. Shall conduct all corporate business of the Club.
    3. Shall be open to the membership at the will of the presiding officer
11. General Membership –
    1. Shall be held on the third Sunday of the months of January through October unless rescheduled by the President
    2. Shall be open to the public at the will of the presiding officer
    3. Shall be held for the education of the membership
12. Board of Trustees –
    1. Shall be held quarterly and at the will of the Treasurer.
    2. Shall conduct all audits of all Club assets.
    3. Shall receive routine reports of Committees.
    4. Shall report on Committee activity to the Board of Officers.
    5. Members of the Board of Officers, Committees and general members may attend upon invitation.

1. Committee (All) –
   1. Shall be held at the will of the Committee Chair
   2. Shall be held to conduct Committee business only
   3. Members of the Board of Officers, other Committees and general members may attend upon invitation
2. Special
   1. A Special Meeting may be called at any time to conduct time sensitive business
   2. May be conducted by electronic means and may not follow agenda of Regular Meetings
   3. May be called by any officer for purposes of regular business
   4. Must be called by an Executive Officer for issues of conduct

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