**Constitution and By-Laws**

**Of Perry County Beekeepers Club and Surrounding Area**

**Article I Name**

The name of this organization, one of not-for-profit, shall be the Perry County Beekeepers Club and Surrounding Area. It is based in Perry County.

**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. Encourage and promote best management practices in Beekeeping
2. Encourage and promote legislation to assist and maintain beekeeping at the local, state and federal level
3. Encourage and promote the utilization of research-based information
4. Conduct educational programs to enhance and promote beeping

**Article III Membership**

Membership in Perry County Beekeepers Club and Surrounding Area shall be open to all persons interested in honeybees and beekeeping.

1. Members will make annual payment of dues which should be made each year. Membership will be from January 1 – December 31 of each year. Payment for the following year will begin in October of the previous year.
2. Changes may be set by a majority of those voting at a general meeting. General Membership Majority will consist of 20 members. Any major changes must be spoke on during 2 consecutive meetings prior to the vote of a By-law change Effective TBD, any non-paid member will not have access to the Perry County PA Beekeepers Membership Facebook page.
3. Dues will include an amount set by the board. Perry County Beekeepers Club and Surrounding Area are encouraged to joint the Pennsylvania State Beekeepers Association. Membership fees will be attached to the By-laws once approved by the membership.
4. Only Current dues paying members in good standing will be permitted to vote.

**Article IV Board**

The Board should consist of the President, Vice President, Treasure/ Secretary, and 3 Advisory Board Members. Education Director and Fundraiser Director may be present at the board meeting along with members however, the board will make the final decisions unless bi-law corrections are needed. Changes of the bi-law may be set by a majority of those voting at a general meeting. Any major changes must be spoke on during ~~3~~ consecutive meetings prior to the vote of a Bi-law change.

1. Each office will set for a term of 2 years and Responsibility listed as below.
2. President – Representing the club at the State level during the annual picnic and the annual banquet. It prohibits self-dealing and conflicts of interest. The **president** also has the ultimate **responsibility** to assure that all state reporting requirements are met. Federal Law. The Internal Revenue Service (IRS) and the Securities Exchange Commission (SEC) have regulations relating to corporations, including **nonprofits**. The President can only vote if there is a tie. The President along with the Treasure will both sign any checks written on the. Perry County Beekeepers Club checking account.

He or She will work with the following agenda.

1. Call the meeting to order
2. Pledge
3. Secretary will call roll
4. Discuss Old business
5. Receive a Membership Report and Treasurer Report
6. Receive a Report of the Vice President and all directors.
7. Discuss New Business
8. Have open discussion of Hive issues
9. Adjournment
10. Vice President- If for whatever reason the President cannot follow through with his or her commitment the Vice President will act in the Presidents position. This includes representing at State functions or conducting the meetings. The Vice President will have voting rights unless acting as the president.
11. Secretary/ Treasurer (Combined position) - Minutes will be taken at each meeting and typed up by the following meeting. The minutes will be read or reviewed with approval from the board/members. Maintain historical documents and conduct routine correspondence for the Association. The Secretary/Treasurer will be responsible for all correspondence via mail, Facebook, and email. Membership cards will be distributed with paid membership.  The Treasures report will be reviewed at each meeting with approval from the board/members. The checking account will be opened in the city of the Secretary/Treasurers home location. That address will be used for all correspondence for the club. The bank will send the bank statement to the Secretary/ Treasurer. The President and the Secretary/ Treasurer will sign each bank statement during the monthly meeting. The Treasurer is responsible for all membership dues along with merchandise invested in. All assets of the club will be kept at the Treasures location. Membership will approve any merchandise use to help with fundraising.

 Year end Treasures report – Audit will be reviewed from the prior year by February 1 by the board.

1. Advisory Board (3) members – This position will ensure that By-laws and the best interest of the club being done

Any job function changes may be set by a majority of those voting at a general meeting. Any major changes must be spoke on during 2 consecutive meetings prior to the vote of a Bi-law change. Consecutive meetings are defined as business meeting not extra actives example honey extraction day.

If for any reason and officer or advisory member is unable to keep their position; the President will appoint someone to take that officers place until the next election with the board approval. If the President is unable to keep his/her position the Vice President will assume the position until the following election.

If any Executive board member misses 3 consecutive meetings without notifying the board, the board may vote on the removal of the member.

**Article V Meetings**

1. The Executive Board Meetings- These meetings will be held every month as needed prior to the General Meeting. The Executive Board Meeting is to discuss proposed By-law changes, or any main issues. Once the decision has been made these items will be put to the General Membership to vote after 2 meetings for By-law changes or final motions to be made. The Secretary will set the agenda prior to the meeting.
2. General Meetings will be held the 3rd Sunday of every month except for November and December unless a holiday falls on that day. The meeting will then be the following Sunday.
3. The Secretary/ Treasurer with the help of the President will set a proposed agenda prior to Business Meeting.