

Beekeepers Guild of the Eastern Shore

By-laws

Article I Name

Section 1 The name of this organization shall be Beekeepers Guild of the Eastern Shore and shall be referred to as “BGES” throughout the remainder of this document.

Article II Objectives

Section 1 BGES is a not for profit 501-C3 organization. BGES objectives are to:

- a) serve as a resource to local beekeepers and to assist members in the art and science of beekeeping, including sharing effective techniques, coping with problems, and supporting each other;
- b) educate the community about the joys, skills and fruits of beekeeping;
- c) encourage development of future beekeepers;
- d) participate with other state and local beekeeping organizations.
- e) encourage and protect apiculture through education including, but not limited to environmental concerns, pollinator habitats and native pollinators.

Article III Membership, Active Member, Dues, Fiscal Year, and Honorary Membership

Section 1 Membership. Any person interested in bees and beekeeping who is 12 years old or older is eligible to join the Guild upon submittal of a completed application and payment of the regular annual dues. The membership shall be from July 1 to June 30. New members joining after January of each year will have their dues prorated for that year.

Section 2 Family memberships are permitted to include immediate family members in BGES membership. For BGES business, a Family Membership is entitled to only one vote per family.

Section 3 The dues of the Guild shall be proposed by the officers and approved by the membership and will be based on the Fiscal Year. The Fiscal Year for the Guild is July 1st to June 30th. All dues expire on June 30th of each year. For new members joining after January 1st, the dues are reduced to one half of the full rate.

Section 4 Any member failing to pay annual dues shall be dropped from membership. Any individual who has not paid dues is welcome to attend meetings, but does not have voting privileges.

Section 5 Dues shall be set annually at the June meeting. Members may elect to pay dues for both local and state membership, or to pay only for local club membership.

Section 6 Honorary membership in the Guild may be given to a person for distinguished service to the Guild or beekeeping industry that would be beneficial to the people in our counties, state, or nation. Honorary membership may be awarded by a majority vote of the members present during the BGES June meeting and will expire July 30th. The Honorary member will not have any rights, powers, or privileges and is not eligible to vote.

Article IV Officers

Section 1 The officers of the Guild shall be President, Vice-president, Secretary, and Treasurer.

Section 2 The officers shall be elected annually at the June meeting and will serve for one year.

- Section 3 The officers shall be allowed to serve for more than one term of office, subject to re-election each year.
- Section 4 Vacancies in any of the offices shall be filled by special election at a regular meeting.
- Section 5 The President shall appoint a nominating committee at the April meeting.

Article V Duties of Officers

- Section 1 The President shall preside at all meetings, put all motions in order, appoint committees, and assume such duties as might be expected of a presiding officer. The president is responsible for the successful administration of the BGES. In coordination with all BGES officers plans meeting agendas and considers long term goals and vision for the year. Is the contact person for all outside requests for BGES outreach activities, presides over all scheduled monthly meetings using Roberts' Rules, Appoints all committee/task forces as needed, Reviews annual Treasurer's audit, Delegates duties as needed. In the absence of the President, or because of his/her disability or inability to serve, the Vice-president shall perform all duties of the office. In the absence of the President and Vice-president, the Secretary shall perform all duties of the office.
- Section 2 The Vice President serves in the absence of the President, assuming all duties as the president, executes the agenda, goals, and vision as set forth by the BGES officers, schedules meeting locations, confirms speakers/programs for the monthly meetings.
- Section 3 The Secretary shall keep a record of the transactions of the Guild, attend to the correspondence, and assume such other duties as might be expected of him/her, including maintain a current members/ mailing list, record minutes at all meetings, and present them at the following meeting.
- Section 4 The Treasurer shall be responsible for the custody of all funds and other assets of the Guild except as otherwise directed. The Treasurer shall also:
- a) maintain a complete record of all physical property and equipment owned by the Guild and the location of same;
 - b) collect the annual dues from the members;
 - c) keep records of all dues and other income to the Guild;
 - d) be responsible for the timely payment of any bills;
 - e) may write checks up to the amount of \$100 with approval from either the President or Vice-President.
 - f) provide a treasurer's report at each regularly scheduled meeting;
 - g) make an annual financial report at the end of the Fiscal Year (June of each year);
 - h) at the end of his/her term, have all records and books audited by the Officers and shall deliver them to his/her successor, including papers, monies, and all other property of the Guild which may be in his/her possession.

Article VI Executive Positions

- Section 1 Webmaster: appointed by the President as needed. The webmaster shall maintain and support the BGES website with news, calendar, bylaws, and other artifacts as requested by Officers.
- Section 2 Social media manager: appointed by the President as needed, The Social Media manager shall maintain and support the BGES Facebook pages, Zoom events, and email services as requested by Officers.
- Section 3 Mentorship program manager: appointed by the President as needed, The mentorship program manager shall support each new or inexperienced beekeeper Guild member with

the assignment of an experienced beekeeper to assist with inspections of the member's hives, the development of an apiary plan, and training.

Article VII Meetings and Procedures

- Section 1 The regular meetings of the Guild shall be held on a regular basis. The membership shall annually review and approve a schedule of regular meetings and locations, with such schedule being made available to all active members.
- Section 2 Ten active members (of whom two shall be officers) of the Guild shall constitute a quorum for the transaction of business at regular meetings.
- Section 3 The order of business shall include:
- a) Call to Order
 - b) Secretary's Report
 - c) Treasurer's Report
 - d) Reports of Committees
 - e) Old Business
 - f) New business
 - g) Acknowledgement of all members and guests
 - h) Program (if any is scheduled)
 - i) Adjournment
- Section 4 For parliamentary matters, Robert's Rules of Order: Newly Revised shall be used in all cases where they are applicable.
- Section 5 Special meetings may be called by the president, and shall be called upon the written request of all officers, committee members and general membership. At least 7 days written notice shall be given of the meeting.

Article VIII Nominating Committee. The Nominating Committee shall consist of three members appointed by the President, whose duty will be to nominate and present a slate of officers for the approval of the majority of the members present at the regular meeting in June. The nominating committee will solicit nominations for office in May. Other names may be submitted from the membership at large at the time of election of officers. Consent should be obtained from the nominees proposed for office before submitting their names to the membership.

Article IV Audit Committee

- Section 1 The Audit Committee, shall consist of two (2) members appointed by the President, who shall audit the books of the Treasurer annually and make their report at the annual meeting in June.

Article X Standing Committees

- Section 1 The standing committees of this organization shall be the Education and Outreach Committee and the Program Committee. The Standing Committees shall meet as needed to perform the duties indicated hereafter. Each standing committee will consist of at least three members, appointed by the president. Members may serve on one or more standing committee.

Section 2 Education and Outreach Committee shall:

- a. Determine honey-bee related education needs and desires of the Association

and membership.

b. Evaluate various educational options, addressing cost, logistics, instructors, training materials, location, etc., and make recommendations to the Association on which options to pursue.

c. Make all necessary arrangements for the annual beginning beekeeping class and conduct and complete all necessary training.

d. Arrange volunteers for various public and private events at which BGES representation has been requested.

Section 3

The Program Committee shall:

a. Poll Association membership as necessary for topics and ideas for meetings

b. Determine the feasibility of arranging such speakers/programs including logistics and costs to the Association.

c. Arrange for speakers/programs for all regular monthly meetings except the annual business meeting.

d. Arrange for volunteers to help with refreshments for each meeting.

Article XI Fiscal Year

Section 1 The Fiscal Year of the Guild shall be from July 1st to June 30th. This period will follow the Commonwealth of Virginia fiscal year schedule.

Article XII Amendments

Section 1 The by-laws may be amended with the following procedure:

a) the proposed amendment shall be presented in writing to all paid members at least one month in advance of the stated meeting;

b) a quorum of the paid membership must be present at the stated meeting;

c) approval by three-quarters of the paid members present shall be required to adopt any amendment.

Article XIII Insurance

Section 1 BGES will not carry any type of insurance for the Guild or any of its members.

Article XIV Acceptance of By-Laws

Section 1 By-laws were adopted by a majority vote of members via and email sent out with the approval of at least 8 members and 2 officers. The amended By-Laws were reviewed and accepted by the membership on _____ (blank to be filled on date of final vote).

President (printed name and signature)

Date