

BYLAWS
Of
PINEYWOODS BEEKEEPERS ASSOCIATION
Revised 2011

ARTICLE I
Name, Status and Location

Section 1. The name of this association shall be Pineywoods Beekeepers Association and may be referred to herein as the Association.

Section 2. The status of the Association shall be not-for-profit.

Section 3. The location of the Association shall be in the City of Lufkin, County of Angelina and State of Texas.

ARTICLE II
Purposes, Fiscal Year and Membership

Section 1. The purposes of the Association shall be to:

- A. Provide for the dissemination of good beekeeping practices and knowledge to its members.
- B. Provide educational programs designed to improve production and marketing of honeybees and honeybee products to its members.
- C. Disseminate to the public information as to the importance of honeybees and beekeeping activities in the production of food crops.
- D. Support educational programs and projects in beekeeping.

Section 2. A fiscal year for the Association shall be from January 1 of a calendar year through December 31 of the same year.

Section 3. Membership and Annual Dues:

- A. Membership in the Association shall be for a fiscal year and open to persons interested in beekeeping who pay dues for that fiscal year, and payment of membership dues may include as members of the Association all persons in a single household; however,
 - a. Such a household shall be entitled to only one vote in actions at regular meetings.
 - b. Should more than one person in a household serve as an officer, each person shall be entitled to one vote in actions at Board meetings.

- c. This section shall not preclude members of a single household from purchasing separate memberships and be entitled to all the rights and privileges thereof.
- B. Dues for a fiscal year shall be payable January 1 of that year in an amount set by the Board prior to the preceding regular November meeting of the Association and shall include an additional amount for members who request the newsletter to be sent to them by the U. S. Postal Service. Newsletters shall not be sent to former members who have not paid dues by the March meeting unless authorized by the board.
- C. Membership may be suspended or terminated by a three-fifths (3/5) majority vote of the Board of Directors assembled in a meeting called for that purpose after due notice and opportunity for hearing shall have been afforded the affected member. Basis for suspension or termination may be for, but not limited to:
 - a. Violation of the provisions of these Bylaws.
 - b. Performance of acts detrimental to the best interests of the Association.
- D. A suspended or terminated member may be reinstated into good standing by a three-fifths (3/5) majority vote of the Board.

ARTICLE III
Officers and Terms of Office

Section 1. The Association shall have the following nine Officers:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Immediate Past President
- F. Newsletter Editor
- G. Program Coordinator
- H. Apiary Manager
- I. SFASU Liaison

Section 2. Terms of office shall be for a fiscal year.

- A. A person may be reelected for successive terms except that a person serving as president may hold that office for only two consecutive terms. A person having served two consecutive terms as president may be reelected president after having vacated that office for two terms.

- B. A Vice President succeeding to the office of President by virtue of that office becoming vacant before July 1 shall be deemed to have served one term at the end of the year and may be elected for only one more term.
- C. A Vice President succeeding to the office of President by virtue of that office becoming vacant on or after July 1 shall be deemed not to have served for one term and may be elected for two successive terms.

ARTICLE IV
Duties of Officers

Section 1. The duties of the President shall be to:

- A. Preside at meetings of the Association and of the Board of Directors.
- B. Convene the Board whenever in his opinion the affairs of the Association may require it; upon the written request of four (4) or more members of the Board and no less than twice during each fiscal year.
- C. Provide general supervision of and assistance to the other officers, as may be appropriate.
- D. Provide special supervision of and assist the Newsletter Editor in choosing and editing the content and format of the newsletter.
- E. Appoint ad hoc committees as needs may arise or as directed by the Board.
- F. Serve as an ex-officio member of all committees except the Nominating Committee.
- G. Appoint a Secretary pro-tempore at meetings in which the Secretary is absent.

Section 2. The duties of the Vice President shall be to:

- A. Succeed to the office of President for the remainder of that term should that office become vacant.
- B. Preside at meetings of the Association and of the Board in the absence of or at the request of the President.

Section 3. The duties of the Secretary shall be to:

- A. Take minutes of regular meetings and meetings of the Board with special attention to formal actions.
- B. Include in the minutes incidental information, actions and program content.
- C. Provide copies of the minutes of meetings to members having e-mail addresses as soon as practical and allowing plenty of time to for the Newsletter Editor to include them in newsletters, if any, to be sent by the U. S. Postal Service.
- D. Provide a sign-up attendance sheet for regular meetings to be kept as part of the permanent records.

- E. Provide such other sign-up sheets from time to time as may be requested by the President.
- F. Conduct the official correspondence of the Association.

Section 4. The Treasurer:

- A. The duties of the Treasurer shall be to:
 - a. Receive all monies due the Association and make timely deposits of the same in a financial institution designated by the Board, and:
 - i. Pay all monetary liabilities and expenditures authorized or preauthorized by the Board in a timely manner.
 - ii. Make a report of the receipts, disbursements and fund balance at meetings of the Association and the Board.
 - iii. Make financial records available to any member at any reasonable time.
 - iv. Prepare an annual report at the end of a fiscal year.
 - v. Make available to the Audit Committee all financial records of the Association in a timely manner when requested to do so.
 - vi. Transfer all financial records to a successor in a timely manner.
 - b. Serve as Membership Recorder with the responsibility to:
 - i. Maintain an accurate membership roster including information as to names, addresses, telephone numbers, e-mail addresses etc. as directed by the Board and furnished by the members.
 - ii. Disseminate timely, updated membership lists to the membership.
- B. The Treasurer shall not be bonded unless directed by the Board. Should bonding be required, bonding expenses shall be paid by the Association.

Section 5. The Immediate Past President shall be the person most recently to have served as President. Should that person be unavailable, unable or unwilling to serve, the Board shall choose the next most recent and available past president for this responsibility. If no other past president is available the Board shall choose some other present or past officer for this responsibility. This officer shall:

- A. Provide assistance to the incoming President and in the orderly transfer of the leadership of the Association.
- B. Advise the President, when requested to do so, of information as to the usual practices and precedents that may be unique to the Association.
- C. Chair a Nominating Committee to be composed of the chairman and one other member of the Board and one member at large.

- D. Perform such other duties as may be authorized by the Board.

Section 6. The Newsletter Editor shall:

- A. Prepare a monthly newsletter, *The Bee Line*, to be distributed to the membership as directed by the Board.
- B. Be under the direct supervision of the President as to the structure and content of the newsletter.
- C. Solicit from the officers and committee chairs brief information or notices particular to their positions that may be included in the newsletter.

Section 7. The Program Coordinator shall:

- A. Arrange programs for presentation at regular meetings and of social gatherings of the association:
 - a. Programs at regular meetings shall be educationally structured within the purposes of the Association.
 - b. Programs at social gatherings may be structured as entertainment.
- B. Endeavor to schedule any programs that will be seasonal in interest to precede the season as closely as possible.
- C. Receive approval from the President, and the Board, if the President thinks expedient, before scheduling programs that are to necessitate an expense to the Association including, but not limited to speaker fees, meals and lodging.
- D. Solicit and schedule members for furnishing refreshments at regular meetings.
- E. Plan and organize the summer picnic and field day, the Christmas party and other events that may be scheduled.

Section 8. The Apiary Manager shall:

- A. Be responsible for attending to the care of the Association's apiary and may solicit regular or occasional assistance from other members.
- B. Manage the apiary to maximize the production of honey.
- C. Coordinate with:
 - a. The SFASU Liaison to supply bees for the Win Day permanent observation hive at SFASU, the portable observation hives and other SFASU activities and projects as needed.
 - b. The person in charge of any bee school or group activities at the apiary to prevent undue disturbance of the bees and specifically designate any hives that need not to be disturbed during critical stages of queen rearing.

- D. Be in attendance or designate someone knowledgeable of the apiary operations to be in attendance during group meetings and hands-on sessions at the site.

Section 9. The SFASU Liaison shall:

- A. Coordinate all activities and projects of the Association at the university including, but not limited to, the Win Day observation hive (WDOH), the Bees, Bugs, Butterflies and Blossoms (BBB&B) event, the Pineywoods Native Plant Center and the Mast Arboretum.
- B. Coordinate with the Apiary Manager to ensure that the Win Day observation hive and other of the Association's bees at SFASU are properly maintained and solicit regular and occasional assistance for the same as needed.
- C. Solicit and schedule members as instructors for the Association's responsibilities during BBB&B.
- D. Arrange for and insure the proper care for portable observation hives for BBB&B and other events at the university.

ARTICLE V
Board of Directors

The Board of Directors, which herein may be referred to as the Board, shall:

- A. Consist of the Officers of the Association.
- B. Have overall management and control of the Association, which shall include, but not limited to:
 - a. The selection and scheduling of events and functions in which members may participate and use the name of the Association.
 - b. Set the sale price of honey produced at the Association's apiary and honey donated to the Association to be sold by the Association.
 - c. Set the price for or barter the exchange of any property belonging to the Association should the necessity or expediency of such sale or exchange become necessary or beneficial to the Association.
 - d. Approve the donation or gift to any person or organization of any monies or equipment belonging to the Association.
- C. While having general supervision of the affairs of the Association, may delegate duties and responsibilities to officers and members of the Association.
- D. Not preclude the privilege of any member from bringing to the floor in a regular meeting any action of the Board for discussion, clarification or objection for possible action by the membership.

ARTICLE VI
Committees

Section 1. Standing Committees. Standing Committees begin serving January 1 or upon appointment after January 1.

- A. A Nominating Committee shall be chaired by the Immediate Past President and two members appointed by the President that shall be one other Officer and one Member-At-Large. The committee shall:
 - a. Solicit and prepare a slate of officers to be presented at the regular October meeting of the Association.
 - b. Continue to solicit members to fill the open offices and report a final slate at the regular November meeting to be elected at that time.
 - c. Continue efforts to fill any vacancies not filled by the November election.

- B. An Audit Committee shall be appointed by the President consisting of at least two members familiar with accounting and audit procedures. The Committee shall:
 - a. Audit the Treasurer's records as soon as practical after the close of a fiscal year allowing ample time for financial institutional statements to be issued covering the end of the previous year and for the Treasurer to complete records for that year.
 - b. Audit the Treasurer's records at any other time as may be directed by the Board.
 - c. Audit the Treasurer's records any time there is a change in that officer.

Section 2. Ad hoc committees as may become necessary shall be appointed and instructed by the President.

ARTICLE VII
Meetings, Regular and Board

Section 1. Regular meetings of the Association shall:

- A. Be held beginning at 7:00 p. m. on the second Thursday of each month except when the months of July and December have the summer picnic and field day and the Christmas party.
- B. Be held at a location in Angelina County selected by the Board. Members shall be informed of the location before each meeting by the newsletter and otherwise as seems appropriate and reasonable.

Section 2. The Board shall meet:

- a. Upon a call by the President.
- b. At the written request of four (4) or more Board members.
- c. At least twice in a fiscal year.

Section 3. Non Board members may attend meetings of the Board but may not vote in Board actions.

ARTICLE VIII Voting

Section 1. In voting on all matters properly presented for consideration, one vote shall be allowed for each membership. There shall be neither absentee voting nor voting by proxy.

Section 2. Secret balloting shall be conducted in elections where there is more than one candidate for a position.

ARTICLE IX Advertising and Soliciting

Section 1. Members shall not make reference to the Association in any advertisement or political campaign other than that of being a member of the Association.

Section 2. Members shall not distribute the membership list to non-members of the Association.

Section 3. Solicitation shall not be permitted at any meeting; however, this section shall not preclude members from announcing or negotiating with others for sale or exchange of bees, beekeeping equipment or other items associated with beekeeping.

ARTICLE X Assets

Section 1. No assets collected or earned by the Association shall be paid or distributed to members except that:

- A. Members may be reimbursed for authorized expenses.
- B. The Association may sell to, trade with, buy from or exchange with members bees or beekeeping items.

Section 2. Upon dissolution of the Association and after satisfying its debts and obligations any remaining assets shall be given to Texas A&M University for its use in support of beekeeping.

ARTICLE XI
Parliamentary Procedure

Robert's Rules of Order, Newly Revised shall govern the conduct of meetings of the Association and the Board unless otherwise provided for in these bylaws.

ARTICLE XII
Quorum and Amendments

Section 1. A quorum for meetings of the Association and of the Board shall consist of the number of members present.

Section 2. These bylaws may be amended at any regular or called meeting of the Association by a two-thirds (2/3) majority vote provided the proposed amendment(s) shall have been published to the membership.

Approved by the Association on September 8, 2011.

Signed _____
David Gallager, President

Attest _____
Bob Ham, Secretary