

Constitution and By-Laws  
New Jersey Beekeepers Association  
(Last revised February 8, 2014)

Article I. Preamble

Section 1. The name of this Association is the New Jersey Beekeepers Association.

Section 2. The mission of the Association is to

- a. Promote and support all aspects of beekeeping in New Jersey
- b. Educate the general public about the benefits and importance of beekeeping, pollination services, honey, beeswax and other products from the hive to the economy and environment of New Jersey.
- c. Dispel myths and misinformation concerning the honey bee
- d. Inform and educate the general public concerning the honey bee and the beekeeping industry

Article II. Membership

Section 1. The membership shall consist of beekeepers and others interested in beekeeping or allied activities without discrimination as to sex, race, color or creed.

Article III. Officers

Section 1. The officers of the Association shall be a president, three vice presidents, a treasurer, a recording secretary, and a corresponding secretary.

Section 2. The president shall have general supervision of the affairs of the Association and shall preside at all meetings of the Association and Executive Board. The president shall appoint such standing committees as are specified by the by-laws and shall be an ex-officio member of these committees. The president shall serve as an ex-officio member of all special committees established by the president or the Executive Board.

Section 3. The vice presidents, in the absence or disability of the president shall perform the functions of the office of the president and will succeed the president and each other in the numerically ascending order. Each vice president shall have supervision of those committees as may be assigned by the president.

Section 4. The recording secretary shall prepare and distribute agendas for the Executive Board meetings and the business meeting portion of Association meetings, keep a full and correct record of all meetings of the Executive Board and business meetings of the Association, distribute minutes of all meetings to the Executive Board and Membership as required, and manage state elections pursuant to election rules identified herein. The recording secretary shall give notice of all meetings and shall submit, at the annual meeting, reports of the activities of the Association.

Section 5. The corresponding secretary shall, under the direction of the president, prepare all communications, printed and electronic, with external parties, the branches, and the Membership and in consultation with the treasurer shall maintain the membership role and member information.

Section 6. The treasurer shall manage the financial affairs of the Association. The treasurer shall receive all monies and deposit same to the credit of the Association in such depository institutions as may be approved by the Executive Board, prepare quarterly financial statements for presentation to the Executive Board, and prepare and cause to be distributed to the members of the Association annual financial statements. The treasurer is empowered to collect dues.

The treasurer shall prepare an annual budget for presentation to and approval by the Executive Board no later than the December meeting.

#### Article IV. Executive Board

Section 1. The Executive Board shall consist of the president, the three vice presidents, the recording secretary, the corresponding secretary, the treasurer, the immediate past president of the Association, all current branch presidents and the New Jersey Department of Agriculture apiary inspectors and, at the prerogative of the president, the chairs of standing committees.

Section 2. The Executive Board shall meet no less than four times per year on dates and at times set by the president. Board members may attend meetings in person or by electronic means. A board member must be present at a meeting to cast a vote at the meeting. No board member may convey a proxy to another board member. In the event a branch president cannot be present at a meeting of the board he or she may appoint a representative to appear in his or her place at such meeting and the representative shall possess all rights and privileges of the branch president at the meeting, including the right to vote.

#### Article V. Election of Officers

Section 1. The president, three vice presidents, recording secretary, the corresponding secretary and the treasurer shall be elected at the annual meeting, assume office at the end of the annual meeting and hold their offices until their successors have been elected. The term of office shall be two years. No member shall hold the same office for more than two consecutive terms, other than the treasurer who may serve five consecutive terms. However, if at the time of election there are no nominees for a position due to become vacant, the membership may decide, by majority vote, to extend the tenure of the incumbent officer.

Section 2. Three months prior to an annual meeting at which elections shall be conducted, the president shall appoint a nominating committee of three or more members from different branch associations who shall present their nominations for officers to the membership at least 45 days prior to the date of the annual meeting. Those, together with any nominations made from the floor, will be voted upon. The candidate receiving the greatest number of votes for each office shall be declared duly elected and shall assume office at the close of the annual meeting.

Section 3. The election shall be managed by the recording secretary and shall be conducted by secret ballot. No less than thirty days and no more than forty-five days before the annual meeting the secretary shall mail, or cause to be mailed, ballots for the election. Such ballots returned by mail shall be due by midnight on the Thursday before the annual meeting. Voting may also be conducted by secure means under procedures that conform to the voting rules herein governing voting by mail.

Any member of the Association who has not paid his or her dues by the date of the annual meeting shall not be eligible to vote and any mailed ballot or electronic vote shall be voided.

Section 4. The president shall appoint an Elections Committee, consisting of no more than six members, no more than one of whom shall be from the same branch. The Elections Committee shall develop the rules, procedures and methods for conducting elections and present such to the Executive Board which shall approve the rules, procedures and methods governing voting by mail or by secure electronic means no less than ninety days prior to the date of the election. Such rules, procedures and methods shall be published in the New Jersey Beekeepers Association newsletter, by secure electronic means, or in a letter mailed to all members at least 21 days prior to the mailing of ballots.

The president shall appoint three members to act as election tellers at the annual meeting or at any meeting where votes for officers or amendments to the Constitution or By-Laws shall be conducted who shall count the ballots; and announce the results.

Section 5. Vacancies for officer positions that occur between elections shall be filled by appointment by the president, subject to approval of the Executive Board.

#### Article VI. Amendments

Section 1. Any amendment of this constitution must first be presented by a member in writing at a regular meeting of the Executive Board for consideration. Upon approval of the proposed amendment by a 2/3 majority of the Executive Board, the proposed amendment shall be submitted to the membership for ratification at a subsequent Association meeting held not less than sixty days after publication of the proposed amendment in the New Jersey Beekeepers Association newsletter. The amendment shall become effective upon approval by 60% of the votes cast.

Section 2. Any amendment of the by-laws must first be presented by a member in writing at a regular meeting of the Executive Board for consideration. Upon approval of the proposed amendment by simple majority of the Executive Board, the proposed change shall be submitted to the membership for ratification at a subsequent Association meeting held not less than sixty days after publication of the proposed amendment in the New Jersey Beekeepers Association newsletter. The amendment shall become effective upon approval by a majority of the votes cast.

Section 3. The election procedures defined in Article V, Section 3 for the election of officers shall also be utilized for amendments to the constitution and by-laws.

#### Article VII. Dissolution

Section 1. Upon the dissolution, all books and records of the New Jersey Beekeepers Association shall automatically become the property of Rutgers University, New Brunswick, NJ, Department of Entomology. All monies, if any, of the New Jersey Beekeepers Association included under the provisions of Title 15 of the New Jersey State Law, shall be distributed, on a pro rata basis by number of members, to each branch. Branches and their assets will become autonomous, with no inter-branch affiliations.

#### Article VIII. Branches

Section 1. Whenever ten or more persons shall request in writing recognition of an affiliated branch of the New Jersey Beekeeping Association for the purpose of more effectively carrying out the objectives of the Association the Association, upon its agreement that such recognition supports the objectives

of the Association may grant a revocable Charter of Affiliation contingent on the affiliated group adopting and maintaining a constitution and by-laws compatible with and related to the objectives of the Association.

- Section 2. Any person may become a member of any branch in accordance with Article II, but shall be entitled to hold office in only one branch.
- Section 3. The officers of each branch shall consist of a president, secretary, treasurer (or secretary/treasurer) and such other officers as each branch may find desirable. The officers shall be elected by direct votes of the branch in the manner specified by the branch's constitution. The election of any member as a branch officer shall not bar him or her from election or appointment to any other office in the Association. The branch Executive Board shall consist of elected officers and other members specified in the branch's constitution.
- Section 4. The branch officers shall function at the branch level in the same capacity as the ~~president for the~~ officers of the Association as specified in this constitution.
- Section 5. The branch secretary (or secretary/treasurer) shall report the activities of the branch to the Association corresponding secretary.
- Section 6. The branch treasurer (or secretary/treasurer) is empowered to collect regular dues. Money collected shall be deposited to the credit of the branch in a depository approved by the branch executive board. The branch treasurer (or secretary/treasurer) shall provide information to and assist the Association treasurer in the preparation of any tax or other forms required by local, state and federal governments and agencies.
- Section 7. The branches shall hold three or more meetings annually at such times and places as may be determined by their officers for the purpose of carrying on their work.
- Section 8. The branch shall, as a requisite to maintaining its charter, keep on file with the Association corresponding secretary, a current copy of the branch constitution and by-laws to ensure compatibility with the Association's constitution and by-laws.
- Section 9. If a branch of the Association secedes from the Association by a 2/3 vote of the branch's members or becomes defunct all records, correspondence, list of members and their addresses, and other such material shall become the property of the Association on demand from the Executive Board. All monies in the treasury of the branch shall be paid to the Association.
- Section 10. Upon notification of amendment to the Association constitution and by-laws in accordance with Article VI, each branch's constitution and by-laws must be reviewed and properly amended if in conflict with the change.

#### Article IX. Discipline

- Section 1. The Executive Board of the Association may warn, suspend or terminate a membership for serious reasons such as a violation of the constitution or by-laws, unlawful conduct adversely affecting the Association or any conduct determined by a two-thirds vote of the Executive Board to be detrimental to the Association or the practice of apiculture.

Section 2. Any individual member or branch which is the subject of charges shall be informed in writing by certified mail of the charges and shall be given the opportunity to defend against such charges at a meeting of the Executive Board, to be held no sooner than thirty days from such notification, before final action is taken by the Executive Board.

Section 3. The Executive Board action on charges requires a 2/3 majority of that board ~~sitting in quorum~~ and may consist of actions up to and including termination of membership or revocation of the branch charter.

## By-Laws

### Article I. Membership

Section 1. There shall be three categories of membership: Junior, Full, and Honorary.

Section 2. All categories of members shall receive the New Jersey Beekeepers Association newsletter and shall enjoy all other privileges of a member, except the right to vote unless explicitly granted in the definition of each membership category.

Section 3. Any person under the age of 18 or who is enrolled in an institution of higher education who is interested in apiculture may become a Junior member. Junior members shall not be entitled to vote in Association elections but are entitled to all of the other rights and privileges of membership.

Section 4. Multiple family members residing at the same address shall collectively be a Full member. Full members shall receive one subscription to the newsletter and shall be entitled to one vote in Association elections. All family members who comprise the Full membership shall be entitled to all of the other rights and privileges of membership.

Section 5. Any branch or the Association may propose an individual who has rendered outstanding service to the Association or to the field of apiculture for Honorary Membership. The Executive Board shall approve, at its discretion, the proposed Honorary member for a period of either one year or life. An Honorary member shall not be entitled to vote in Association elections.

Section 6. No new members will be accepted as Life members. Current Life members will continue to receive all membership benefits without payment of annual dues.

### Article II. Dues

Section 1. Upon the approval of the annual budget by the Executive Board at or before its December meeting the Executive Board shall determine the Association annual dues by membership category for the next two years. The dues amount shall be communicated to the branches which shall then set their local dues at an amount to be determined at their discretion. The dues levied by the branch shall include the Association dues and the branch dues.

Dues may be collected by the Association treasurer or the branch treasurer. Dues shall be apportioned and remitted to the Association or the branch promptly upon collection.

Section 2. Memberships are for twelve months, beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>. New members who pay after July 31<sup>st</sup> will have their memberships run from the date paid to the end of

the next year. Notwithstanding the foregoing, the Executive Board may, at its sole discretion, determine that memberships are for rolling twelve month periods based upon the month in which dues are paid.

Section 3. Any member who has paid his or her dues to one branch may become a member of any or all of the other branches by paying that portion of the dues which each branch normally retains as its share of the annual dues.

Section 4. Honorary members shall not be assessed dues. For a one year Honorary membership the honoring group shall pay to the Association treasurer the Association's portion of the annual dues for an individual member. For a lifetime Honorary membership, a funding fee to be determined annually by the Executive Board will be paid to the Association treasurer.

Section 5. The dues shall be payable beginning January 1. Members who have not paid their dues by February 1 shall be considered delinquent and their names dropped from the Secretary's roll.

### Article III. Meetings

Section 1. The annual meeting of the Association will be held before March 1, the date and place to be determined by the Executive Board.

Section 2. Field meetings shall be held throughout the state, the dates and places to be determined by the Executive Board.

Section 3. A quorum at any Association regular meeting shall consist of no less than fifty members present in person or by absentee ballot. A quorum of the Executive Board shall be no less than seven members. The recording secretary shall determine quorum at all meetings.

Section 4. Any action by the presiding officer in adopting rules for, and in conducting, a meeting of the membership shall be fair to all members. The conduct of the meeting shall generally follow simplified Robert's Rules of Order.

### Article IV. Committees

Section 1. The president shall appoint the following standing committees: Membership, Public Relations, Financial and Operational Review, and Scholarships. The president shall designate one member of each committee as chair.

Section 2. The Membership Committee shall consist of one member from each branch. This committee shall monitor the current membership status and make recommendations to the Executive Board regarding the retention of members. The committee shall also bring the advantages of membership to the attention of desirable candidates and shall take such other measures as it may consider advisable to interest prospective members. The committee shall prepare an annual report, no later than March 1, reporting on membership statistics for the year ended on December 31.

Section 3. The Public Relations Committee shall consist of seven members and shall consider and report to the Executive Board upon such matters as the board may refer to it, and shall call the attention of the executive board to such matters as, in its opinion, may affect the interest of the association. The senior state apiarist shall serve on this committee.

Section 4. The Financial and Operational Review Committee of five members shall review the books of the Association annually and review operational issues and procedures and report to the membership at the annual meeting.

Additionally, the Financial and Operational Review Committee shall request copies of bank statements, tax returns (if the branch operates using its own tax identification number), financial reports, constitution and by-laws and election results from three branches each year. Any branches may be selected but no branch shall be reviewed a second time until all branches have been reviewed in a cycle. The Financial and Operational Review Committee shall review the requested branch information to ensure conformity with the Association's constitution and by-laws, good financial recordkeeping, and the accuracy of tax information provided to the treasurer and, as necessary, filed with tax authorities. The report on the branches shall be delivered to the officers of the branches examined and the Executive Board.

No member of the Financial and Operational Review Committee shall have served on the Executive Board during any part of the two years preceding service on the Financial and Operational Review Committee and shall not be eligible for service on the Executive Board for one year following the completion of service on the Financial and Operational Review Committee and no member of the Financial and Operational Review Committee shall serve for more than two years.

Section 7. The Scholarships Committee shall consist of three members. This committee shall solicit applications for scholarships that may be offered by the Association, interview applicants for and select beneficiaries of such scholarships.

Section 8. Special committees may be established by the president or the Executive Board and the committee members shall be appointed by the president. No special committee shall exist for more than two years without approval of the Executive Committee.

Article V. Special Appointments

Section 1. The president shall appoint delegates, representatives, and directors to represent the Association on the boards and committees of other organizations. Such appointments are for one year or for the duration of the office to which the member has been appointed and may be nullified by a two-thirds vote of the Executive Board.