

SCBA By-Laws

Proposed for 2026

ARTICLE I: NAME

This organization shall be known as “Stark County Beekeepers Association Inc.”, a non-profit organization, herein referred to as SCBA.

ARTICLE II: PURPOSE

The purpose of SCBA shall be to promote apiculture. In the context of SCBA, apiculture is not only the propagation of bees, but also the use of their products, such as honey, beeswax, and propolis, and the use of bees in practices such as plant pollination and apitherapy.

ARTICLE III: MEMBERSHIP

Section 1: Membership definition

A member shall be any person, paying annual dues, ~~age 16 or older.~~

Section 2: Annual dues

The dollar amount of annual dues shall be set by the membership of SCBA upon recommendations by the board. These recommendations shall be voted on by a majority of members in attendance at a regular meeting. Membership dues are payable on or before **March 31 of the current year.** ~~first regular meeting of the year.~~ Membership may begin in any month and is not to be prorated. Dues paid during the interim carry to the end of the fiscal year (The fiscal year is January 1 - December 31). The membership list will be reviewed at the end of the first quarter and all non-paid individuals will be removed from the list.

Section 3: Rights of Members

Each SCBA membership shall have the right to cast one vote in SCBA business, **with the exception of those under the age of 16, who are not eligible to vote or hold office.** All members shall have the right to be included in SCBA sponsored events and activities and receive all publications of the SCBA.

Section 4: Honorary Membership

Any person may be granted honorary membership in SCBA if two-thirds of members at an ordinary meeting vote in favor.

Honorary membership shall be for life. Honorary members shall be exempt from payment of annual dues, but shall retain voting rights.

Section 5: Termination of Membership

The board of the SCBA, via unanimous vote, OR the membership of the SCBA, via majority vote at any meeting, may terminate the membership of any SCBA member.

A member terminated by board vote may request, in writing, a membership hearing. This hearing shall be held at a membership meeting. A majority vote in the member's favor shall allow the overturn of the board's decision. This vote is final.

Termination of membership, after any membership vote, is permanent.

Causes for termination include:

- Knowingly jeopardizing the organization's nonprofit status;

- Illegally using, misusing, or causing loss or damage to the organization's assets;

- Authorizing or expending funds or obligating the organization to debt without proper prior authorization;

- Actively working against the purpose and goals of the SCBA.

ARTICLE IV: CLUB MEETINGS

Section 1: Meeting Frequency

Meetings will be held monthly except for the months of December and January, or at the discretion of the Board or membership.

Section 2: Meeting Format

The meeting format may vary depending on scheduled activities, but, generally, a meeting will consist of an educational/discussion session, a social time, and a business session. Officers shall tender reports of club activities from the preceding month. If an officer cannot be present they shall provide a copy of their report to the President for presentation. A record of attendance shall be made and given to the SCBA Secretary to maintain. A record of club activities shall be made and entered into the SCBA minutes.

ARTICLE V: BOARD OF DIRECTORS

Section 1: Eligibility to serve as a Director of the Board

To be eligible to serve on the Board of Directors, an individual must be a current member of SCBA of at least one year, or by membership majority nomination.

Section 2: Composition of the Board of Directors

The Board of Directors, hereafter called the Board, consist of the Officers (4) and Directors-At-Large (5).

The officers consist of the President, Vice-President, Secretary and Treasurer.

Section 3: Length of term of the Board of Directors

Officers serve a one-year term, and assume office on January 1st following their election.

Directors-At-Large serve three-year staggered terms and assume office on January 1 following their election.

Section 4: Elections of the Board of Directors

The SCBA shall hold elections annually at the November meeting for all Officers and for any Director-at-large positions in the last year of their term. In the event an election cannot be held at the November meeting, alternate means of voting may be used to cast ballots.

Section 5: Responsibilities of the Board

The Board shall see that members' interests are represented, and that local, state and federal ordinances are followed, e.g. non-profit status. The Board is expected to make reasonable effort to attend scheduled SCBA meetings and, as needed, special events and club activities. A head of the Board will be elected, **annually at the last board meeting for the following year**, by the Board members, whose responsibility is presenting a meeting agenda prior to each meeting.

The Board shall function as the authority of the SCBA, as well as to set policy for the SCBA. The secretary shall complete records of each board meeting according to accepted practices. The Board shall present annual budgets for approval by the membership. The Board shall approve SCBA expenditures above the approved budget, without a majority of members in attendance at a regular meeting. The Board shall meet in its entirety at minimum twice annual, or at the discretion of the Board.

Subsection 1: President

The President shall be responsible to execute the policies of the SCBA subject to the oversight of the Board, preside over all regular monthly meetings and ensure that meetings are conducted in an orderly fashion. The President shall create committees as well as serve as an ex-officio member of all committees. In the absence of the Treasurer or at his or her direction, the President may draft and sign checks for club business. The President shall stay apprised of the state of the organization through communication with the board and be involved in the various club projects and activities.

Subsection 2: Vice President

The Vice-President, in the absence of the President, shall perform the functions of the office of the President. The Vice President shall also serve as chair of the Program Committee to select speakers and arrange special events in order to meet the educational needs of the members. The Vice President shall chair the club Mentorship program to pair mentors and mentees, track documentation, and track progress of mentors and mentees.

Subsection 3: Secretary

The Secretary shall keep a full record of all meeting proceedings. The Secretary shall deliver meeting minutes to the Communications Committee, and a copy of the minutes shall be sent to the Board following each meeting. All meeting records should be made available within a reasonable time for examination upon members' request. ~~The Secretary shall collect and maintain records of meeting attendance.~~ (The secretary shall post meeting minutes on the SCBA website prior to the next monthly meeting). All records are the property of SCBA and will be forwarded to subsequent Secretaries.

Subsection 4: Treasurer

The Treasurer shall receive all monies and deposit the same to the credit of the SCBA in such depository as may be designated by the Board. The Treasurer shall render a report of all receipts and expenditures at each regular meeting and shall submit, at the annual meeting, reports of the financial status of the Association. A ledger format or electronic spreadsheet is acceptable. Records shall be made available for examination within a reasonable time at members' request. The Treasurer is authorized to write checks and make payments on behalf of SCBA. The Treasurer has the right to question all expenditures. All expenses shall be within committee budgets or be approved by the board or membership. In the event the Treasurer is unable to attend a membership meeting, a report shall be forwarded to the President so that it may be given in their absence. The Treasurer sits on the membership committee to facilitate the recording and depositing of dues paid. The Treasurer and the President shall both approve all credit/debit card expenditures.

Subsection 5: Directors-at-Large

It is the responsibility of the Directors-at-Large to review the Treasurer's records at minimum annually, or at the Directors-at-Large's discretion. Each Director-at-Large acts as a liaison with a Standing Committee as defined in Article VI or by appointment of the President.

Section 6: Voting Quorum of the Board

A voting quorum of the board shall consist of six (6) or more board members.

Section 7: Vacancies in the Board

Vacancies shall be filled through appointment by the ~~Board~~ (President) to complete the balance of a term.

Section 8: Removal of Board Members

A Board member may be removed for breach of duties described or by violation of the conduct of General Membership. Removal of a Board member may be executed via vote of the sitting Board or at a special Board meeting called by the majority of the Board. A minimum of 8 Board members must be present with a majority vote required for removal to be approved. A Board member may also be removed by a two-thirds vote of club members, conducted at a monthly meeting, at which a quorum of the Board (according to Article V: Section 6) is also present.

Article VI: COMMITTEES

Committees are created or removed when necessary by direction of the President. Any committee consists of at least 2 members and will be appointed by the President as needed. The Chair will be appointed by the committee members

- A. Membership Committee: Responsible for membership data and accepting dues for deposit by the Treasurer and keeping an up-to-date membership list.
- B. Nominating Committee: Responsible for generating a slate of nominees for election to be presented at the October meeting, conducting the election at the scheduled November meeting.
- C. Social Committee: Responsible for coordinating refreshments for regular monthly meetings. Additionally, the committee will assist in planning special events, for example, the winter banquet, summer picnic, and field days.
- D. Program Committee: Responsible for planning and executing the educational program for each monthly meeting.
- E. Education Committee: Responsible for planning and executing bee school, public educational events including, but not limited to: the oversight of club hives, community speaking, and other similar programs as created.
- F. Fair Committee: Responsible for planning and executing the Stark County Fair Program and SCBA activities at the Stark County Fair. The committee will engage the honey judge, and arrange the preparation and staffing of the SCBA exhibition space and purchase the items offered for sale.
- G. Communications Committee: Responsible for maintaining the SCBA website and other online social media sites and publishing the SCBA newsletter as well as publishing meeting notices to membership.
- H. By-laws Committee: Shall be created as needed, but with a mandatory review every two (2) years. The By-laws Committee shall consist of a minimum of five (5) members.

ARTICLE VII: AMENDMENTS

By-laws may be amended by majority vote at any membership meeting by giving notice at least twice before the meeting where at which the changes are presented and by notifying membership in advance of proposed changes. At least six (6) board members must be present.

ARTICLE VIII: DISSOLUTION OF THE ORGANIZATION

In the event that the SCBA ceases to exist, and after all obligations have been met, remaining monies shall be donated to an organization, registered with the state as a 501c3 with the stated mission of apiculture education.