

Constitution and By-Laws

ARTICLE 1. NAME

The name of this organization shall be "Arizona Backyard Beekeepers Association". It may also be referred to herein as "ABBA", or "Association".

ARTICLE 2. OBJECTIVES

1. **Education:** to teach and encourage better methods among the backyard beekeepers of Arizona, to promote cooperation and sharing, to reach a common understanding regarding our problems and their solutions, and to stimulate the interest of the general public in the advantages and benefits of beekeeping.

This organization shall encourage the study and research in Apiculture with an eye towards better methodology, increased production, public safety and improved marketing.

2. **Charity:** To participate in outreach activities including special events and visiting schools to teach and inform the general public relating to honey bees and the beekeeping industry.

ARTICLE 3. MEMBERS

Anyone interested in beekeeping and the beekeeping industry may join the Association upon payment of the regular annual dues. All active members shall be eligible to vote.

Members who are seventy years old who have been paying members for the past two years can elect to become permanent members. Permanent members will be considered voting members and will not be required to pay dues for as long as they desire to remain members.

ARTICLE 4. DUES

Section 1: Association membership and dues: The membership year runs from January 1 through December 31. Dues shall be collected at (or shortly before) the beginning of each year. After January, dues for new members shall be prorated and members charged 1/12th of the annual total for each month remaining in the year for which dues are being paid.

- **Individual dues are \$15.00 per year.**
- **Family dues are \$20.00 per households per year (must live at the same address).**
- **Family memberships will have two votes.**
- **Children have no voting rights unless they are a member on their own.**

Section 2: Life membership: Life membership in the Association may be given to a member who has contributed in some outstanding way to the Association's aims and ideals and for meritorious service to the Association upon recommendation of the Executive Committee and a majority vote of the members present at any regular meeting. Life members shall be exempt from payment of Association dues but enjoy the same rights and privileges of other active members. No member shall be given Life Membership merely for continuous membership or for the purpose of not paying dues.

Section 3: Permanent membership: Permanent membership in the Association shall be \$200 for individuals. After this one-time payment, permanent members no longer pay annual Association dues but enjoy the same rights and privileges of other active members.

ARTICLE 5. MEETINGS

There shall be regular meetings held monthly. Notice of each meeting shall be posted on the Association's website and other media outlets. The time and place for each meeting shall be decided on by a majority vote of the members present at a regular meeting. If this is not possible, the Association may direct the Program Chairman to make the necessary arrangement for said meeting.

One of the regular monthly meetings shall serve as the annual business meeting. Officers shall report to the membership on such items as finance, programs, membership, and special activities.

ARTICLE 6. OFFICERS

The Officers of the Association shall be: President, Vice-President, Secretary, Treasurer, Program Chairman, Webmaster, and three Directors. (For ease in reading, masculine pronouns have been used in reference to Officers. However, no prejudice is intended. He/She, Him/Her, His/Hers are to be used as applicable.)

The Association shall elect the first year, by a majority vote, three Directors – one to serve one year, one to serve two years, and one to serve three years. At each succeeding election of officers, one Director shall be elected by a majority vote to serve for three years.

Officers shall be elected by a majority vote of the members present at the October regular meeting and hold office from January through December of the next year or longer until their successors are elected. In the case of a vacancy, the President may appoint a member to serve during the remainder of the term. No person shall be elected for any office without his/her consent.

ARTICLE 7. COMMITTEES

The **EXECUTIVE COMMITTEE (EC)** shall consist of all the elected officers of the Association, namely: President, Vice-President, Secretary, Treasurer and three Directors. The Immediate Past President may also serve as an ex officio/non-voting EC member if he or she is an active member. The Executive Committee shall have authority to transact business on behalf of the Association and to meet at other times to discuss Association business and activities. Meetings of the EC are open to the general membership. The EC may vote with a 2/3rd majority approval to spend up to \$50 for a purpose related to Association activities without a vote of the membership. The cumulative annual spending cap by the EC without a vote of the membership is \$300.

The **AUDITING COMMITTEE** shall consist of the three elected Directors, whose duty will be to examine and audit the books of the Treasurer and to make recommendations on their findings at the annual business meeting.

The **NOMINATING COMMITTEE** shall consist of three members, appointed at the July meeting by the President, whose duty will be to nominate and present a slate of officers at the September regular meeting for election at the October regular meeting. Other names may be submitted from the membership at large at the time of the election of officers.

SPECIAL COMMITTEES, shall consist of three members, shall be appointed by the President and shall serve as directed by the President.

ARTICLE 8. DUTIES OF OFFICERS

The **PRESIDENT** will conduct all meetings and coordinate other activities of the Association. In coordination with the Executive committee, the president also will appoint committees, fill vacancies of

chairpersons or any vacant seat on the Executive committee, assign working tasks, and schedule meeting dates.

The **VICE-PRESIDENT** will help coordinate the yearly program of the association, including monthly meetings. In the absence of the president, the vice-president will assume the responsibilities of the president.

The **SECRETARY** will take accurate minutes of the regular and executive meetings, prepare a short summary of the meeting program, and keep a monthly head count. Secure a meeting place and make necessary arrangements for the regular meetings. In addition, the secretary will maintain the Association's membership list.

The **TREASURER** will establish a checking account and receive and deposit yearly dues or other money received, will pay the bills approved by the president, executive committee, or membership, and submit a monthly and year-end written financial report.

The **PROGRAM CHAIR** shall make the arrangements for programs and secure speakers for same.

The **WEBMASTER** specific duties include:

- Serve as custodian of the Association's website and social media channels.
- She/he will post or oversee posting of documents, forms, pictures, etc. as necessary or as requested by other officers.
- Serve as custodian of the Association's electronic communications.
- Maintain electronic files of all documents posted on the web site.
- At the end of the term of office turn over ownership of all social media sites; ensure successor has instructions and rights to perform Webmaster duties and deliver all files, records and Association property to the successor.

The **DIRECTORS** shall examine and audit the year-end financial report written by the Treasurer before the annual business meeting. They shall report their findings and make recommendations to the members attending that meeting. They shall also review the monthly financial reports written by the Treasurer.

Should a Director be unable to perform his/her duty, he/she may appoint a member of the Association to act in his/her stead; otherwise the President may appoint someone to serve in his/her absence.

ARTICLE 9. QUORUM

Those members present shall constitute a quorum for the transaction of business at any regular meeting. Two-Thirds of the committee shall constitute a quorum for the Executive Committee.

ARTICLE 10. AMENDMENTS

Any article, or section of any article, of ABBA Constitution and By-Laws may be amended at any regular meeting by a two-thirds (2/3) vote of all members present, providing the proposed amendments have been presented to the Executive Committee for their recommendation and have been presented in writing to the entire membership at least one month before any vote is taken.

ARTICLE 11. REPEALING CLAUSE

Section 1: Repealing clause: Upon acceptance by vote of the Association this Constitution and By-Laws supersedes all previous Constitution and By-Laws.

Section 2: Adoption: This Constitution and By-Laws was adopted on Monday, August 6th 2017.

