



Constitution of the Heart of Illinois Beekeepers Association

Article I - Name

Section 1. This organization shall be known as the HEART OF ILLINOIS BEEKEEPERS ASSOCIATION.

Article II - Objectives

Section 1. The objectives of the Heart of Illinois Beekeepers Association, hereinafter referred to as the Association, shall be to promote and encourage good beekeeping management, the utilization of bees for pollination of agricultural crops, legislation to assist beekeeping and honey production, the uses of honey and other apiary products, and stimulation of general interest in apiculture.

Section 2. These objectives shall be accomplished by the education and socialization of Association members and through education of, and promotion to, the general public.

Section 3. The objectives of the Association shall be furthered whenever possible by individual members or by the Association as a whole.

Section 4. Any funds accumulated shall be used to further the objectives of the Association.

Article III - Membership

Section 1. Any person interested in honeybees and/or beekeeping may become a member of the Association upon payment of annual dues and have a sincere interest in promoting the objectives of the Association.

Article IV - Officers

Section 1. The elected officers of the Association shall be President, Vice President, Secretary, Treasurer and Communications Officer. Their terms of office shall be one 1) year or until a successor is elected.

Section 2. The President, Vice President, Secretary, Treasurer and Communications Officer, along with four (4) Directors who are Illinois members in good standing and who have been appointed by the President, shall constitute the Executive Board. The terms of office for the appointed members shall be one year, or until a successor is appointed.

Article V - Meetings

Section 1. Regular meetings of the Association shall be held at times and locations set by the Executive Board.

Section 2. The last regularly scheduled meeting of each calendar year shall be the annual meeting at which officers shall be elected and the reports of officers and committees shall be submitted. The newly elected officers shall take office immediately following the close of this meeting.

Section 3. All regular and special meetings of the Association shall be considered open to the public.

Article VI - Amending the Constitution

Section 1. A proposed revocation, addition to, or an amendment of this constitution may be initiated by any member or members in good standing. It must be presented by said member or members at a regular meeting of the Association at which a quorum is present. It shall be discussed and tabled until the next regular meeting at which a quorum is present and at which time it shall be voted upon. Members shall be notified of the referendum at least one week prior to the date of the meeting at which the vote is to be taken. Such notice, when placed in the United States Mail or via Internet e-mail, shall be official. To be adopted, the proposed revocation, addition, or amendment must be passed by two-thirds majority of votes by members present.



By-Laws of the Heart of Illinois Beekeepers Association

Beekeepers Association

Article I - Membership

Section 1. Membership shall run on an annual calendar basis from January 1 through December 31.

Section 2. The Executive Board shall set the rate of the annual dues. These dues may also include the dues for the Illinois State Beekeepers Association.

Section 3. Annual dues shall be considered a family-type membership to include the spouse of a member as well as any minor children; however there shall be only one vote per paid membership.

Section 4. Any person may, by a unanimous vote of the Executive Board and a majority vote of the membership attending a regular meeting, become an Honorary Member of the Association. Once officially designated, such a member shall enjoy Honorary Membership in the Association with full privileges and without dues payment for the annual calendar year.

Section 5. Non-Illinois residents may become Association members by payment of regular annual dues and shall have all the privileges of membership except to serve as Officers or Board members.

Section 6. Privileges of a member include the right to vote, to hold office if elected or appointed, to receive regular mailings of the Association, and to receive reduced subscription rates to beekeeping publications, supplies, and equipment as available.

Section 7. Any member who has not paid his current dues by April 30 of a calendar year shall be dropped from the current Association membership list.

Section 8. Persons elected by the membership to serve a club role (Elected Members) are considered members in good standing of the club and are not required to pay dues for the year they serve.

Article II - Quorum

Section 1. The lesser of either Twenty Percent (20%) of the Association membership or (20) members present at any meeting shall constitute a quorum.

Section 2. A quorum must be present at any meeting at which business is transacted or a vote taken committing the Association to any proposal or action.



Article III – Election of Officers

- Section 1. Officers shall be elected at the last regular Association meeting of each calendar year. Candidates shall be selected by a nominating committee or through nominations from the floor. The newly elected officer shall preside at the first regular Association meeting of the new calendar year. After being elected, and prior to presiding at this first meeting, the elected President shall appoint four (4) members in good standing to serve on the Executive Board.
- Section 2. Candidates nominated from the floor must be present at the time. If not present, the candidate must have publicly indicated willingness to serve the Association and assume the responsibilities of the office to which he or she is being nominated.
- Section 3. To have the privilege of voting, or being nominated for office, or appointed to the Executive Board, a member shall have his dues paid and otherwise be in good standing in the Association.
- Section 4. No proxy vote shall be counted as valid.
- Section 5. Candidates shall be elected by a majority vote of the membership present at the election. If no nominee receives a majority vote, a second vote shall be taken on the two candidates receiving the highest number of votes.
- Section 6. Retiring officers shall acquaint the incoming officers with their duties and assist where possible to insure a smooth transition.
- Section 7. Vacancies in office by death, resignation, or otherwise, with the exception of the office of President, shall be filled by appointment by the President with the appointee holding the office until the next election.



Article IV – Duties of Officers

Section 1. The PRESIDENT of the Association shall:

- a. Preside and preserve order at all meeting of the Association;
- b. Appoint four (4) members to serve on the Executive Board;
- c. Appoint committees as he/she sees fit;
- d. See that the Constitution and By-Laws are adhered to;
- e. Lead the Association toward the fulfillment of its objectives;
- f. Represent the Association on special occasions;
- g. Call regular and special meetings and direct the Secretary to notify the general membership of the time and location of said meetings;
- h. Preside as Chairman of Executive Board meetings;
- i. Perform any other duties traditionally associated with the position of President or as specified by the Executive Board;
- j. Not have voting power at any meeting except at times when he may be required to vote to break a tie;

Section 2. The VICE PRESIDENT of the Association shall:

- a. Act with full power of the President in his absence or in his inability to act;
- b. Be a member of the Executive Board;
- c. Promote membership growth;
- d. Pursue such duties and responsibilities as the President shall direct;
- e. Procurement of donations from beekeeping vendors to act as door prizes for meetings;
- f. Succeed the President for the remainder of an unexpired period in the event that the office is vacated for any reason;
- g. Perform any other duties traditionally associated with the position of Vice President or as specified by the Executive Board.

Section 3. The SECRETARY of the Association shall:

- a. Keep an accurate account of and preserve permanent records of all Association meetings;
- b. Carry on the general correspondence of the Association under the direction of the President;
- c. Be a member of the Executive Board;
- d. Pursue those duties and responsibilities as the President shall direct;
- e. Perform any other duties traditionally associated with the position of Secretary or as specified by the Executive Board.



Section 4. The TREASURER of the Association shall:

- a. Be the custodian of the Association funds including annual dues;
- b. Keep receipts for all monies received;
- c. Pay, as soon as possible, all bills owed by the Association after notification and approval by members in attendance of the next available meeting. If the amount of the bill is less than \$50, the treasurer can pay the bill without the Association's approval.
- d. Maintain a current membership list via tracking payment of annual dues
- e. Report at each regular meeting monies received and disbursed during and since the previous regular meeting;
- f. Submit in writing an annual financial report;
- g. Provide the necessary financial records for an audit by the Executive Board upon request;
- h. Advise the Secretary and President of the names of members who have not paid their dues for the current calendar year by April 30;
- i. Be a member of the Executive Board;
- j. Pursue such duties and responsibilities as the President shall direct;
- k. Perform any other duties traditionally associated with the position of Treasurer or as specified by the Executive Board;
- l. Be authorized to purchase supplies and postage under \$50 without prior Association approval.
- m. The Treasurer will submit for a membership vote at the first meeting of the Calendar year a prepared budget of expected expenses for the year, prior to any money being spent. These will include all expected speaker fees, event fees, subscriptions, insurance costs, etc. The President and Treasurer are authorized to pay all bills as they become due without further approval of the Board and Membership if they cover material and/or services previously authorized by the Board and Membership and provided such bills are of the usual amount. Included in this group, but not limited to these items are the following examples: insurance, speaker fees, and facility reservation fees. In the event that an expenditure is required before Membership is able to meet, the Board and all elected officers, may authorize purchases by a majority vote. This vote may be conducted via email/online platform. Any other expenditures that are outside of the approved budget will be brought to the Membership for a vote prior to the purchase being made."

Section 5. The COMMUNICATIONS OFFICER of the Association shall:

- a. Maintain Association website and related social media sites as deemed necessary by the Executive Board;
- b. Generate a Newsletter prior to every meeting. The newsletter should be sent out 10 days prior to the next meeting date
- c. Issue notices to the membership of regular and special meetings through the Newsletter.
- d. Request to form a Communications committee of which Communications Officer will be the chair. The Communications committee shall separate duties described for the Communications Officer within the committee as deemed appropriate;
- e. Provide notification of key Association events in public venues (i.e. Newspapers).

Section 6. The EXECUTIVE BOARD of the Association shall:

- a. Attend meetings called by the President or any other four (4) Directors;
- b. Be responsible for the administration of the Association:
- c. Plan the locations and general topics of educational lectures for all regular meetings of the calendar year;
- d. Decide by majority vote any matters arising at the Executive Board meetings at which a quorum of five (5) Executive Board members are present. The president shall have no voting power except to break a tie vote;
- e. When deemed necessary, or in the best interest of the Association, it shall request an audit of the financial records of the Treasurer;
- f. Pursue those duties and responsibilities deemed necessary to further the objectives of the Association.

Article V – Meeting Procedure



Section 1. The regular meetings of the Association shall be, as far as practical, governed by the following business:

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| 1. Call To Order | 7. Illinois State Beekeepers Association (ISB) |
| 2. Introduction of New Members & Guests | 8. Unfinished Business |
| 3. President's Message | 9. New Business |
| 4. Reading of Minutes of the Last Meeting | 10. Officer Elections (last regular meeting of calendar year) |
| 5. Treasurer's Report | 11. Program |
| 6. Report on Correspondence | 12. Adjournment |

This order of business may be changed for any meeting at the direction of the President.

Section 2. Regular meetings of the Association shall be, as far as practical, be governed in the following manner:

- a. There shall be six regular meetings occurring in each of the following months (February, March, April, May, September and October)
- b. A Field Day meeting will be held in June in which hive openings are planned, weather permitting.
- c. An Executive Board planning meeting will occur following elections in October and prior to January 1st of the next calendar year.

This order of monthly meetings may be changed at the direction of the Executive Board with the exception that the election of officers shall take place at the last meeting of the calendar year with the newly elected officers presiding at the first meeting of the ensuing calendar year.

Section 3. A special meeting of the Association may be called by the President at any time. or by a petition signed by one-third (1/3) of the current membership.

Section 4. ROBERT'S RULES OF ORDER shall be the Association's final authority on all questions of meeting procedure and parliamentary law not covered by the Constitution and By-Laws of the Association.

Article VI – Amending the By-Laws

Section 1. A proposed revocation, addition, or amendment of these may be initiated by any member or members in good standing. It must be presented by said member or members at a regular meeting of the Association at which a quorum is present. It shall be discussed and tabled until the next regular meeting. At which a quorum is present, and at which time it shall be voted upon. Members shall be notified of the referendum date at least one week prior to the date of the meeting at which the vote is to be taken. Such notice, when placed in the United States Mail or via Internet e-mail, shall be official. To be adopted, the proposed revocation, addition, or amendment must be passed by two-thirds (2/3) majority of votes by members present.



Article VII – Dissolution

Section 1. In the event of dissolution of this Association, after all liabilities and obligations have been paid, satisfied, and discharged, any remaining assets shall be contributed to the Illinois State Beekeepers Association, or if the Illinois State Beekeepers Association shall not be in existence, it shall be contributed to the American Beekeeping Federation.

(Constitution & By Laws update a. revision drafted & approved by Executive Board
07 October 1982)

(Accepted 8. ratified by membership at regular meeting 19 November 1982)

(Article I Section 7 & Article IV Section 49 of By-Laws amended by membership at regular meeting 22 October 1988)

(Constitution & By Laws update – revision drafted and approved by Executive Board 23 June 2012)

(Accepted – ratified by membership at regular meeting 26 October 2012)