

## **CONSTITUTION**

### **Name**

1. The name of this organization shall be the Richmond Beekeepers Association.

### **Purposes**

2. Our purpose is to:
  - a. Promote and encourage the keeping of bees using effective management methods suitable for small-scale and urban beekeepers.
  - b. Be a leader in the dissemination of reliable and practical information of interest to beekeepers.
  - c. Promote public knowledge and awareness of the importance of bees and beekeeping through education programs, exhibitions and sponsorship of beekeeping instruction.
  - d. Promote the role of bees in both urban settings and in agricultural pollination.
  - e. Represent the interests of beekeepers in the Greater Vancouver region of British Columbia.
  - f. Provide forums for debate, information exchange and fellowship among its members.
  - g. Promote the importance of bees to schools and young people who would like to become beekeepers.

## BYLAWS

### Membership and Fees

- 1) The membership year shall be January 1 to December 31.
- 2) New members may pay their membership fees at the September, October or November meetings.
  - a. Such membership fees paid by new members are inclusive of fees owing for the following year.
- 3) Youth memberships shall be 50% of Ordinary membership dues.
- 4) There are four classes of membership: ordinary members, life members Youth members and associate members.
  - a. Ordinary member: a paid up member of the Society.
  - b. Life member: Life membership shall be granted to members who have made an outstanding contribution to beekeeping or who have rendered outstanding service to The Society.
  - c. Youth member: Youth members are Ordinary members, paid up for the year, of the Society who are of primary or secondary school age and are currently in school or intend to return to school.
  - d. Associate member: Associate members may not vote or hold office and are limited to businesses, associations and non-governmental organizations.
- 5) Each member who is in good standing shall be entitled to attend and to receive notice of every general, special and Annual General Meeting of the Society.
- 6) Each Ordinary member in good standing and each Life member shall be entitled to vote at every general or special meeting of the Society.
- 7) Any member is in good standing except a member who has failed to pay the current annual membership fee or any other subscription or debt due and owing by him or her to the Society. He or she is not in good standing so long as the debt remains unpaid.
- 8) A member shall cease to hold membership when the member's annual membership fees are in arrears, or when the member submits his or her resignation in writing to the Secretary.
- 9) For good and sufficient cause, the membership of any member may be terminated by a 75% vote of the members present at an annual or special meeting of the Society. No such dismissal shall, however, be effective before the member concerned has been given the opportunity of being heard at an annual or special meeting of the Society.

### **Fees and Assessments**

- 10) All initial membership fees shall be paid on application.
- 11) Persons joining the Society at any time during the year pay the full membership fee for the year.
- 12) Membership fees shall be set from time to time by the Society at the Annual General Meeting and will be paid to the Treasurer.
- 13) Refund of fees shall not be given but may be considered in exceptional circumstances by the Executive Committee.

### **Directors**

- 14) There shall be three directors at least one of which shall be a resident of British Columbia and at least two of which shall be officers of the Society.
- 15) Members of the Board of Directors shall be members in good standing of the Society.

### **Officers and Executive**

- 16) The Officers of the Richmond Beekeepers Association shall be members in good standing, and shall consist of a President, Vice President, Treasurer, Secretary and one Member-at-Large.
- 17) Members in good standing shall elect the officers of the Society at each Annual General Meeting for the next ensuing 12 month period.
  - a. A simple majority of votes cast shall be required to elect officers.
  - b. Newly elected officers shall take office immediately subsequent to the vote.
- 18) Officers shall be elected each year to serve for one year.
- 19) Elections shall be conducted by a show of hands, unless in any given year, a motion is put forward and passed to hold that year's election by secret ballot.
- 20) Any officer who wishes to resign from an office or a committee, is entitled to vacate his or her office on giving 14 days written notice to the Secretary.
- 21) Any vacancy of an office, which may occur from time to time, shall be filled by subsequent election, with such election to take place at the first regular monthly meeting following such vacancy.
- 22) If a successor is not so elected, the person previously elected or appointed may if they wish continue to occupy the office until replaced.
- 23) Members of the Society may, by majority vote, remove an officer of the executive before the expiration of his or her term of office and may appoint a successor to complete the term of office.
- 24) No officer shall be entitled to any remuneration for serving office.
- 25) The officers, consisting of the President, Vice-President, Secretary, Treasurer and Member at Large, shall administer the affairs of the Society and shall represent the members in actions and decisions required between regularly scheduled or special meetings of the members.

- 26) All the officers of the Society together shall constitute the Executive Committee of the Society.
- 27) Day to day expenditures incurred in the proper running of the Society will be administered by the Treasurer who will account for expenditures with valid receipts or invoices for payments.
- 28) The duties of the President shall be to
  - a. Conduct meetings
  - b. Direct business of the organization
  - c. Call special meetings of the members and or the directors when necessary
- 29) The Vice President shall assume the duties of the President in the absence of the President.
- 30) Duties of the secretary shall be to
  - a. Keep the minutes of all meetings and attendance records of The Society
  - b. Have charge and maintain records of all minutes, papers and documents of The Society
  - c. Perform such other duties as required pertaining to correspondence and records of The Society
- 31) Duties of the treasurer shall be to
  - a. Collect the annual dues from members and deposit with them in the Societies accounts after properly recording the transactions
  - b. Pay out such funds as are approved by The Board of Directors
  - c. Keep a record of society membership
  - d. Keep complete and accurate records of all monies received and expended
  - e. Prepare and present a financial report at each regularly held meeting of the Society, and annually prepare and present a written statement of the societies annual income, expenses and current assets and liabilities.

### **Indemnification**

- 32) The Society shall indemnify and hold harmless every person who has been, is now, or in the future is an officer of The Society from any action or judgment as a result of being or having been an Officer of The Society, if:
  - a. He or she acted honestly and in good faith with a view to the best interests of The Society, and
  - b. In the case of a criminal or administrative action or proceeding, he or she had reasonable grounds for believing his or her conduct was lawful.

### **Meetings**

- 33) The first Annual General Meeting of the Society shall be held when called by the Board of Directors and shall not be more than 15 months after date of incorporation.
- 34) An Annual General Meeting must be held at least once in a calendar year and not more than 15 months after the holding of the last Annual General Meeting.

- 35) Notice of such meeting will be provided to all members in good standing by emailing a notice or posting a notice to The Society's website at least 14 days prior to the annual meeting.
- 36) The notice must specify the place, the day and the hour of the meetings and in the case of special business the general nature of that business.
- 37) Any member in good standing of The Society may make nominations for any office at the annual meeting or to the Nomination committee prior to the Annual General Meeting.
- 38) Members of the Richmond Beekeepers Association shall meet monthly, from September to June, at a fixed place, on date and time specified.
- 39) Notice of all such meetings will be provided to all members in good standing by emailing a notice or posting a notice to The Society's website at least two weeks (14 days) prior to the meeting.
- 40) Meetings in July or August shall be at the discretion of the Board of Directors.
- 41) Meetings of the officers of the Society shall be called for by the President, or one other officer of the Society. Prior notice of the meeting shall include a statement of the purpose thereof.
- 42) A majority of the Directors may call Special meetings of The Society; any such meeting requires at least seven days advance notice to members.
- 43) Three members of the executive committee shall constitute the quorum necessary to transact business of that committee.

### **Operation of meetings**

- 44) Robert's Rules of Order shall be the authority on questions of parliamentary procedure.
- 45) Any proposed changes to the Constitution and/or Bylaws must be presented at a meeting of the membership and voted on at a general meeting.
- 46) The Secretary must notify the membership at least 14 days in advance, of any proposed changes to the constitution or the bylaws, as well as the time and place such changes will be voted upon.
- 47) A 75% vote of the members in good standing and present at the meeting shall be required to amend the Constitution and/or Bylaws.
- 48) The order of business at all regular meetings of the Richmond Beekeepers Association shall be as follows:
  - a. Meeting called to order
  - b. Adoption of Agenda
  - c. Adoption of minutes of previous monthly meeting
  - d. Report and approval of financial statement
  - e. Reports of the Executive and Committees
  - f. Unfinished or Old Business
  - g. New Business
  - h. Addresses, program or other main feature
  - i. Questions and Answers

j. Adjournment

**Finances, Audit and Record-keeping**

- 49) The Society shall operate as a not-for-profit organization.
- 50) The Society is not incorporated as a reporting society.
- 51) No indebtedness shall be incurred by any officer, committee member or any other Richmond Beekeepers Association member, on behalf of The Society, except as authorized by a majority vote of The Board of Directors of the Society.
- 52) The Society shall not exercise any borrowing powers unless such have been approved generally or specifically by a majority vote at an Annual General Meeting or Special Meeting.
- 53) The Society's dues and monies in excess of operating expenses shall be placed into an account to accumulate interest.
- 54) Annually at the end of each fiscal year The Society's records of accounts shall be reviewed or audited by a person or persons appointed by the Board of Directors in accordance with requirements under the Society Act.
- 55) If the Richmond Beekeepers Association ceases to exist at some future time, while still possessing any assets, those assets shall be donated to a non-profit organization funding education or research for beekeepers in British Columbia, at the discretion of the Board of Directors.
- 56) A copy of the annual financial statements and/or minutes of the monthly, annual general and executive committee meetings shall be made available to any member in good standing upon written request.
- 57) Notwithstanding clause 6 above, the executive committee may post such minutes and the societies financial statements on its website or distribute them generally to the membership.

**Committees**

- 56) The Society may from time to time constitute committees for the operation and advancement of The Society's aims.
- 57) All committees shall be appointed by the President, unless provision for their selection has already been made by motion, carried by a majority vote of the Society's members present at Annual General Meeting or Special Meeting.

**Force and Effect**

- 58) This writing of the Richmond Beekeepers Association Constitution shall supersede and replace all other past and prior Constitutions and Bylaws.