

**BY-LAWS
OF
THE DAVIE COUNTY BEEKEEPERS ASSOCIATION**

**ARTICLE I
(JOB DESCRIPTIONS)**

SECTION 1; PRESIDENT:

- A. **Qualifications:** The Nominating Committee shall consider and evaluate candidates for nomination by, but not limited to the following considerations:
 - (1) Willing and able to assume the responsibilities and duties described for President.
- B. **Duties:** The President will keep an overview of Davie County beekeepers, their problems, accomplishments, and desired objectives. In close cooperation with the Executive Committee, he/she will seek to lead efforts of DCBA in ways to improve the quality of beekeeping for all beekeepers and ultimately, the quality of life of people living in Davie County. The President shall preside over the all DCBA meetings and all Executive Committee meetings. Specific duties are detailed in the DCBA Constitution: Article IV: Section 1; Article VI: Section 1; Article VII: Section 1A, 1C, and 1C; and Article IX: Section 1,2,4,5, 6 and 7. Further, any additional contents of the Constitution and By-Laws also appertain to responsibilities.

SECTION 2: VICE-PRESIDENT/PROGRAM CHAIRMAN

- A. **Qualifications:** The Nominating Committee shall consider and evaluate candidates for nomination by, but not limited to the following considerations:
 - (1) Willing and able to assume the responsibilities and duties described for Vice-President/Program Chairman.
- B. **Duties:**
 - (1) Coordinate with an approved agency if necessary and make arrangements with meeting places for all the meetings and special Executive Committee meetings as needed and coordinate this with the President, Treasurer, Secretary, and Directors, as necessary.
 - (2) Attend (3/4) three-fourth membership meetings and Executive Committee meetings.
 - (3) The Program Chairman will make the necessary arrangements for programs and secure speakers for same. When directed by the Association, he/she will secure a meeting place and make necessary arrangements for the regular meetings.

SECTION 4; TREASURER:

- A. **Qualifications:** The Nominating Committee shall consider and evaluate candidates for nomination by, but not limited to the following considerations:
- (1) Willing and able to assume the responsibilities and duties described for Treasurer.
- B. **Duties:**
- (1) Attend (3/4) three-fourth membership meetings and Executive Committee meetings.
 - (2) Prepare and present detailed financial reports for Executive Meetings.
 - (3) Chair Budget Committee and assist in preparing annual budget.
 - (4) Disburse monies on behalf of the DCBA.
 - (5) Coordinate all financial activities with the Executive Committee.
 - (6) Prepare membership reports for Executive Meetings.
 - (7) Keep accurate records of all monies received and disbursed by the DCBA.
 - (8) Issue DCBA Membership cards to all paid members and keep data current.
 - (9) Collect monies on behalf of the DCBA.
 - (10) Communicate DCBA membership status to all paid members and keep membership data current.
 - (11) Prepare all necessary IRS reports.
 - (12) Close books on December 31 of each year and give annual report to the Executive Committee at the first annual Executive meeting.
 - (13) Prepare records for yearly audit by the three Directors (see Constitution, Article IX, Section 3).
 - (14) Deliver all records and property belonging to the DCBA to his or her successor.

SECTION 5; RECORDING SECRETARY:

- A. **Qualifications:** The Nominating Committee shall consider and evaluate candidates for nomination by, but not limited to the following considerations:
- (1) Willing and able to assume the responsibilities and duties described for Recording Secretary.
- (B) **Duties:**
- (1) Attend (3/4) three-fourth membership meetings and Executive Committee meetings.
 - (2) Keep a record of Association meetings and Executive Committee meetings in a manner and form generally accepted, recognized, and outlined by Roberts Rules of Order. The minutes should be distributed to the Executive Committee within thirty (30) days after the meeting. He/she will obtain a replacement for any meetings that he/she cannot attend.

- (3) Conduct such correspondence on behalf of the Association as requested by the President and/or Executive Committee.
- (4) Maintain an accurate record of all correspondence of the Association.
- (5) Preserve and maintain a complete file of the minutes and make them available upon request to officers and others at reasonable times and places.
- (6) Preserve and maintain current, accurate copies of the Constitution and By-Laws, Rules of Order (policy), and Standing Rules.
- (6) Deliver all records to his or her successor.
- (7) Maintain membership database on information from the Treasurer.

SECTION 6: DIRECTORS:

- A. **Qualifications:** The Nominating Committee shall consider and evaluate candidates for nomination by, but not limited to the following considerations:
 - (1) Willing and able to assume the responsibilities and duties described for Directors.
- B. **Duties:**
 - (1) Attend (3/4) three-fourth membership meetings and Executive Committee meetings.
 - (2) Assist the Treasurer in the registration of attendees at regular meetings as needed.
 - (3) Responsible for the safekeeping and preservation of all DCBA properties, including, but not limited to, material purchased and gifts, awards, and documentary files. Such property may be disposed of on the approval of the Executive Committee or by a two-thirds (2/3) vote of voting members at a membership meeting.
 - (4) Directors are to audit the books of the Treasurer prior to the end of the calendar year. (Article IX: Section 6 of the Constitution.

SECTION 7: COMMITTEES:

The President, with the advice of the Executive Committee, will consider and appoint qualified DCBA members to serve as Chairpersons to all Standing Committees and any Other Committees required for the proper attainment of DCBA goals. Unless otherwise constrained by the Constitution or By-Laws, he may appoint and designate that the committee consist of one person, or more.

- B. **Duties:**
 - (1) The Chairperson of the committee will convene the Committee physically, electronically, or by telephone as soon as practicable after appointment.
 - (2) Be sure each committee member understands the objectives for that committee and form sub-committees as needed.
 - (3) Set an agenda and time frame to achieve goals.

- (4) Prepare a written report for the Executive Committee and give a copy to the Recording Secretary. If there are motions to be presented, give a copy to the President.
- (5) The Chairperson must attend at least three-fourths (3/4) of all Executive Committee meetings.

SECTION 8: SPECIFIC DUTIES of STANDING COMMITTEES:

- A. Nominating Committee: See Article IX: all Sections and Article VII: Section 1 and Article V: Sections 2 and 3 of the Constitution and Article I of the By-Laws. This committee will closely consider the various job descriptions of the officers of the DCBA to reach a recommendation for each elective position. The committee will discuss with each prospective nominee and go over job descriptions and then make recommendations to DCBA at the first membership meeting for elective post.

**ARTICLE II
(AMENDMENTS)**

SECTION 1; AMENDMENTS:

- A. Any subsection or section of any article of the By-Laws may be amended by a two thirds (2/3) vote at any membership meeting.

**ARTICLE III
(REPEALING CLAUSE)**

SECTION 1; REPEALING CLAUSE:

Upon acceptance by vote of the Association, these By-Laws supersede all previous By-Laws. These By-Laws were read and adopted by a two-thirds (2/3) majority vote of all active members present at a membership meeting held May 11, 2009, at Mocksville, North Carolina.

Philip Morris, President (date)

Deborah Rabon, Secretary (date)