

Constitution and By-Laws
Northeast New Jersey Beekeepers Association
A Branch of the New Jersey Beekeepers Association

Article I. Preamble

Section 1. The name of this Association is the Northeast New Jersey Beekeepers Association.

Section 2. The mission of the Association is to

- a. Promote and support all aspects of beekeeping in the Northeast of New Jersey and the surrounding areas
- b. Educate the general public about the benefits and importance of beekeeping, pollination services, honey, beeswax and other products from the hive to the economy and environment of New Jersey.
- c. Dispel myths and misinformation concerning the honey bee
- d. Inform and educate the general public concerning the honey bee and the beekeeping industry

Article II. Membership

Section 1. The membership shall consist of beekeepers and others interested in beekeeping or allied activities without discrimination as to sex, race, color or creed.

Article III. Officers

Section 1. The officers of the Association shall be a president, three vice presidents, a treasurer, and a secretary.

Section 2. The president shall have general supervision of the affairs of the Association and shall preside at all meetings of the Association and Executive Board. The president shall serve as an ex-officio member of all special committees established by the president or the Executive Board.

Section 3. The vice presidents, in the absence or disability of the president shall perform the functions of the office of the president and will succeed the president and each other in the numerically ascending order. Each vice president shall have supervision of those committees as may be assigned by the president.

Section 4. The secretary shall prepare and distribute agendas for the Executive Board meetings and the business meeting portion of Association meetings, keep a full and correct record of all meetings of the Executive Board and business meetings of the Association, distribute minutes of all meetings to the Executive Board and Membership as required, and manage Branch elections pursuant to election rules identified herein. The secretary shall give notice of all meetings and shall submit, at the annual meeting, reports of the activities of the Association.

Section 5. The secretary shall, under the direction of the president, prepare all communications, printed and electronic, with external parties, the branches, and the Membership and in consultation with the treasurer shall maintain the membership role and member information.

Section 6. The treasurer shall manage the financial affairs of the Association. The treasurer shall receive all monies and deposit same to the credit of the Association in such depository institutions as may be approved by the Executive Board, prepare quarterly financial statements for presentation to the Executive Board, and prepare and cause to be distributed to the members of the Association annual financial statements. The treasurer is empowered to collect dues.

The treasurer shall prepare an annual budget for presentation to and approval by the Executive Board no later than the December meeting.

Section 7. Officers may not receive compensation from Branch members for advice, guidance or consultation services related to any beekeeping activities, except as noted below. Officers can be reimbursed for reasonable expenses including travel costs and any supplies. Officers can also receive gifts of small value as recognition of their support of members. Officers can be compensated for their services if teaching a Branch sponsored education program and the fee is approved by the executive committee.

Article IV. Executive Board

Section 1. The Executive Board shall consist of the president, the three vice presidents, the secretary, the treasurer and the immediate past president of the Association.

Section 2. The Executive Board shall meet no less than two times per year on dates and at times set by the president. Board members may attend meetings in person or by electronic means. A board member must attend the meeting to cast a vote at the meeting. No board member may convey a proxy to another board member.

Article V. Election of Officers

Section 1. The president, three vice presidents, secretary and the treasurer shall be elected at the annual meeting, assume office at the end of the annual meeting and hold their offices until their successors have been elected. The term of office shall be two years

Section 2. One month prior to an annual meeting at which elections shall be conducted, the president shall appoint a nominating committee of three or more members who shall present their nominations for officers to the membership at the annual meeting. Those, together with any nominations made from the floor, will be voted upon. The candidate receiving the greatest number of votes for each office shall be declared duly elected and shall assume office at the close of the annual meeting.

Section 3. The election shall be managed by the secretary. If a 2/3 majority agree, the election can be conducted by a show of hands, otherwise shall be conducted by secret ballot. Any member of the Association who has not paid his or her dues by the date of the annual meeting shall not be eligible to vote and any mailed ballot or electronic vote shall be voided.

Section 4. The president shall appoint three members to act as election tellers at the annual meeting or at any meeting where votes for officers or amendments to the Constitution or By-Laws shall be conducted who shall count the ballots; and announce the results.

Section 5. Vacancies for officer positions that occur between elections shall be filled by appointment by the president, subject to approval of the Executive Board.

Article VI. Amendments

- Section 1. Any amendment of this constitution must first be presented by a member in writing at a regular meeting of the Executive Board for consideration. Upon approval of the proposed amendment by a 2/3 majority of the Executive Board, the proposed amendment shall be submitted to the membership for ratification at a subsequent Association meeting held not less than sixty days after publication of the proposed amendment in the Northeast New Jersey Beekeepers Association newsletter. The amendment shall become effective upon approval by 60% of the votes cast.
- Section 2. Any amendment of the by-laws must first be presented by a member in writing at a regular meeting of the Executive Board for consideration. Upon approval of the proposed amendment by simple majority of the Executive Board, the proposed change shall be submitted to the membership for ratification at a subsequent Association meeting held not less than sixty days after publication of the proposed amendment in the Northeast New Jersey Beekeepers Association newsletter. The amendment shall become effective upon approval by a majority of the votes cast.
- Section 3. The election procedures defined in Article V, Section 3 for the election of officers shall also be utilized for amendments to the constitution and by-laws.

Article VII. Dissolution

- Section 1. Upon the dissolution, all books and records of the Northeast New Jersey Beekeepers Association shall automatically become the property of the New Jersey Beekeepers Association. All monies in the treasury, if any, of the Northeast New Jersey Beekeepers Association shall be paid to the New Jersey Beekeepers Association.

Article VIII. Discipline

- Section 1. The Executive Board of the Association may warn, suspend or terminate a membership for serious reasons such as a violation of the constitution or by-laws, unlawful conduct adversely affecting the Association or any conduct determined by a two-thirds vote of the Executive Board to be detrimental to the Association or the practice of apiculture.
- Section 2. Any individual member -which is the subject of charges shall be informed in writing by certified mail of the charges and shall be given the opportunity to defend against such charges at a meeting of the Executive Board, to be held no sooner than thirty days from such notification, before final action is taken by the Executive Board.
- Section 3. The Executive Board action on charges requires a 2/3 majority of that board and may consist of actions up to and including termination of membership or revocation of the branch charter.

By-Laws

Article I. Membership

- Section 1. There shall be three categories of membership: Junior, Full, and Honorary.
- Section 2. All categories of members shall receive both the State and the Northeast New Jersey Beekeepers Association newsletters and shall enjoy all other privileges of a member, except the right to vote unless explicitly granted in the definition of each membership category.
- Section 3. Any person under the age of 18 or who is enrolled in an institution of higher education who is interested in apiculture may become a Junior member. Junior members shall not be entitled to vote in Association elections but are entitled to all of the other rights and privileges of membership.
- Section 4. Multiple family members residing at the same address shall collectively be a Full member. Full members shall receive one subscription to the newsletters and shall be entitled to one vote in Association elections. All family members who comprise the Full membership shall be entitled to all of the other rights and privileges of membership.
- Section 5. The Northeast New Jersey Beekeepers Association may propose an individual who has rendered outstanding service to the Association or to the field of apiculture for Honorary Membership. The New Jersey Beekeepers Association Executive Board shall approve, at its discretion, the proposed Honorary member for a period of either one year or life. An Honorary member shall not be entitled to vote in Association elections.
- Section 6. No new members will be accepted as Life members. Current Life members will continue to receive all membership benefits without payment of annual dues.

Article II. Dues

- Section 1. Upon the approval of the annual budget by the Executive Board at or before its December meeting the Executive Board shall determine the Association annual dues by membership category. The dues levied by the branch shall include the New Jersey Beekeepers Association dues and The Northeast New Jersey Beekeepers Association branch dues.
- Dues may be collected by the New Jersey Beekeepers Association treasurer or the The Northeast New Jersey Beekeepers Association branch treasurer.
- Section 2. Memberships are for twelve months, beginning January 1 and ending December 31. New members who pay after July 31 will have their memberships run from the date paid to the end of the next year.
- Section 3. Any member who has paid his or her dues to another branch may become a member of The Northeast New Jersey Beekeepers Association branch by paying that portion of the branch dues.
- Section 4. Honorary members shall not be assessed dues. For a one year Honorary membership the honoring group shall pay to the Association treasurer the Association's portion of the annual dues for an individual member. For a lifetime Honorary membership, a funding fee to be determined annually by the Executive Board will be paid to the Association treasurer.

- Section 5. The dues shall be payable beginning January 1. Members who have not paid their dues by February 1 shall be considered delinquent and their names dropped from the Secretary's roll.
- Article III. Meetings
- Section 1. The annual meeting of the Association will be held before March 1, the date and place to be determined by the Executive Board.
- Section 2. A quorum at any Association regular meeting shall consist of no less than ten members present in person or by absentee ballot. A quorum of the Executive Board shall be no less than four members. The secretary shall determine quorum at all meetings.
- Section 3. Any action by the presiding officer in adopting rules for, and in conducting, a meeting of the membership shall be fair to all members. The conduct of the meeting shall generally follow simplified Robert's Rules of Order.
- Article IV. Committees
- Section 1. Special committees may be established by the president or the Executive Board and the committee members shall be appointed by the president.
- Article V. Special Appointments
- Section 1. The president shall appoint delegates, representatives, and directors to represent the Association on the boards and committees of other organizations. Such appointments are for one year or for the duration of the office to which the member has been appointed and may be nullified by a two-thirds vote of the Executive Board.