

COOK-DUPAGE BEEKEEPERS ASSOCIATION, INC. CONSTITUTION

Article I - Name

This organization shall be known as the Cook-DuPage Beekeepers Association (hereafter referred to as the Association). Its principal place of business shall be Cook and DuPage counties in Illinois, though not restricted to members of these counties.

Article II - Objectives

Section 1. The objectives of the Association shall be to promote the general interests of bee culture and the production and use of honey and other apiary products. These are accomplished by the education and socialization of its membership and the education of and promotion to the public.

Section 2. The Association is an Illinois not-for-profit corporation, which is non-partisan and non-sectarian. Any funds accumulated shall be used to further the objectives of the association.

The Cook-DuPage Beekeepers Association is an organization exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not disposed of shall be disposed of by Court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article III - Membership

Section 1. Any person interested in apiculture may become a member of the association upon payment of annual dues.

Section 2. Any spouse and/or minor child of a member may become a member upon payment of respective annual dues. Members under 16 years of age shall have all privileges of membership, except the right to vote, to make a second or motions, or to serve as officers or directors.

Section 3. The Executive board shall set the rates for annual dues of (1) single membership: (2) spouse of member: (3) minor child of member: (4) family membership (to include member, spouse or minor children). These rates become effective when ratified

by majority of the voting members at the next regular meeting. These rates will include the dues for the Illinois State Beekeepers Association. The cost of the state membership shall coincide with the State Association By-laws regarding dues.

Section 4. Membership shall run from January 1 through December 31 on an annual basis. Dues become payable on January 1 of each year. A member three (3) months in arrears in payment ceases to be a member.

Section 5. The privileges of a member to vote, hold office if elected, to view a copy of the Constitution and By-laws on the CDBA website, to receive the electronic link of the official newsletter of the Association, the "Buzz," and to attend general meetings with guest speakers.

Section 6. Any person, who has been a member of the Association for a period of twenty (20) years, whether continuous or accumulative, is eligible to become an honorary member. Such determination, which may include other considerations, shall be made by unanimous vote of the executive board. Once officially designated, such a member will enjoy lifetime honorary membership in the Association with full privileges without further dues. Such recipients will be recognized at the annual banquet. An announcement will be made as to who will receive honorary memberships for the following upcoming years.

Section 7. Any person who acts as the presenter/guest speaker at a scheduled Association meeting will receive an honorary Association membership for the upcoming calendar year.

Article IV - Organization

Section 1. The officers of the Association shall be President, Vice President, Secretary, Treasurer, Newsletter Coordinator, Webmaster, Historian, Education Manager, Sergeant At Arms, Director and Host or Hostess. The same person may be elected to hold any combination of the offices of Secretary, Treasurer and Newsletter Coordinator if circumstances so dictate. The term of office shall be for one (1) year or until a successor is elected and installed.

Section 2. Four Directors shall be elected to serve for a three (3) year term or until their successors are elected and installed. The term of office of the Directors shall be arranged so that one (1) Director is elected each year. The immediate outgoing President shall automatically become an honorary Director, without voting power, to guide, assist and counsel the Executive Board for a period of one (1) year.

Section 3. The President, Vice President, Secretary, Treasurer, Newsletter Coordinator, Webmaster, Historian, Education Manager, Sergeant At Arms, Host or Hostess and four (4) Directors including the Membership Secretary who is a Director shall constitute the Executive Board.

Section 4. Vacancies in office by death, resignation or otherwise, shall be filled by appointment of the president and ratified by the Executive Board; and the appointee shall hold office until the next election.

Article V - Amendments

Section 1. The constitution and its by-laws may be amended at any meeting by two-thirds (2/3) majority of all votes by members present providing thirty (30) days' notice has been given to each member of the Association. Such notice, when placed in the United States Mail, shall be official. The constitution and its by-laws will be posted to the official website. An announcement that the board will vote on updates to said documents must be made in the newsletter and at the regularly scheduled Association meeting 30 days prior to the vote.

Cook-DuPage Beekeepers Association By-Laws

Article I - Election of Officers and Directors

Section 1. The president shall appoint a Nominating Committee consisting of three (3) members prior to the May meeting. This committee shall be composed of members who are not interested in becoming officers or directors. The Secretary shall report the names of the Nominating Committee in the newsletter announcing the summer meeting, and the President shall announce the names at that meeting.

Section 2. The Nominating Committee shall report to the membership at the September meeting nominating one (1) candidate for each office. Additional names of candidates may be added to the slate from the floor at the time of election. Candidates nominated from the floor must be present at the election. This meeting shall be held at the regular meeting place on the regular meeting date. If this is not possible, the election shall be held at a place as centrally located as possible. The Secretary's announcement of this meeting shall specify that the election of officers shall take place at the September meeting and shall state the location of the meeting.

Section 3. When there are two (2) or more nominations for an office, the election shall be by secret ballot. However, when there is only one (1) nomination for the particular office, a voice vote may be held. The winning candidate shall be the one who receives a majority of the votes cast by members present at the September meeting. If no candidate receives a majority vote, a second vote shall be cast on the two (2) candidates receiving the highest number of votes.

Section 4. The term of office shall be from January 1 through December 31. Newly elected officers shall be installed at the annual meeting and banquet but shall assume official duties January 1 of the following fiscal year. Retiring officers and directors shall acquaint the incoming officers and directors with their duties and assist where possible to ensure a smooth transition.

Article II - Duties of Officers and Directors

Section 1. President. It shall be the duties of the President to preside and preserve order at all meetings of the Association; to provide a suitable and central location for regular scheduled and special meetings of the Association; to schedule regular and special meetings of the Executive Board; to appoint committees including nominating committee; to call for reports of officers, directors and committees; to appoint a registered agent to file the yearly not-for-profit status with the Secretary of the State of Illinois; to put to vote all motions regularly seconded; to appoint clerks and tellers to count the votes at all elections; to denote the signatories on the Association bank account, to decide upon all questions of order guided by Robert's "Rules of Order;" to assure that the constitution and by-laws are adhered to; and to lead the Association toward the fulfillment of its objectives.

Section 2. Vice-President. The Vice President shall preside at meetings when the President is not in attendance and shall also pursue those duties and responsibilities as the president shall direct. The Vice President shall succeed to the presidency for the remainder of the unexpired period in the event that office is vacated.

Section 3. Secretary. It shall be the duty of the Secretary to record and report all proceedings of the Association and preserve all papers belonging to the same; to cause the constitution and by-laws to be printed and maintained in electronic format as directed by the Executive Board and provide such for the Webmaster to post on the Association website. It shall also be the duty of the Secretary to be custodian of all property belonging to the Association; to rent or loan this property to any group or individual only with the consent of the Executive Board secured at a meeting of such; to present a detailed inventory of such property to the membership at the September meeting. The Secretary may delegate custodial care of certain pieces of equipment and items owned by the Association as seems appropriate. The Secretary shall be responsible for sending information regarding meetings to the National and State magazines and to the local newspapers. At general meetings, the Secretary must provide the minutes of any pertinent business discussed at the previous board meeting.

Section 4. Newsletter Coordinator. It shall be the duty of the Newsletter Coordinator to gather information necessary to compose the Association publication known as the "Buzz." The Newsletter Coordinator shall have this information emailed to Association members eight (8) days before each meeting. He/she shall also ensure the newsletter is made available on the Association website by coordinating with the Webmaster.

Section 5. Webmaster. It shall be the duty of the Webmaster to secure internet hosting service for the Association website. The Webmaster may also create the website or contract with outside service providers to have the website produced and maintained. Content for the website will be proposed by the Webmaster and approved by the Board of Directors.

Section 6. Treasurer. It shall be the duty of the Treasurer to receive annual, local and State dues; to submit a mailing list to the Secretary; to notify the Secretary of any member three (3) months in arrears of payment of dues.

The Treasurer shall deposit all monies connected with the Association in a bank approved by the Executive Board; to record all monies received and disbursed; to pay by check, as soon as possible, all bills owed by the Association; to report all monies received and disbursed at each regular meeting; to submit in writing an annual financial summary for the previous year at the February meeting.

Section 7. Membership Secretary. It shall be the duty of the Membership Secretary to process all membership new and renewal applications for club members, keep excellent records on membership status and contact information, report and submit memberships to the ISBA, provide monthly membership updates to the Secretary, Treasurer and President. Also, the Membership Secretary to be involved in online membership via the website. The Membership Secretary will work with the Treasurer to determine who makes deposits for check/cash payments and to submit a mailing list to the Secretary; to notify the Secretary of any member three (3) months in arrears of payment of dues.

Section 8. Historian. It shall be the duty of the Historian to compile, maintain, store and preserve in suitable digitized form, all history pertaining to the Association and to work with the Webmaster to maintain a web page on the Association website of digitized documents for viewing by members and guests.

Section 9. Host or Hostess. It shall be the duties of the Host or Hostess to appoint assistants; organize the "potluck" refreshments at the meetings; prepare the decorations and menu for the Annual banquet; plan and supervise food preparations and decoration for the Annual Banquet and to be accountable for all Association properties used in conjunction with the duties of the Host or Hostess.

Section 10. Education Manager. Under the general supervision of the Executive Board the Education Manager shall order and maintain a supply of books and related items for the availability of the membership. The Education Manager may request operating cash and shall turn in meeting receipts to the Treasurer for deposit.

Section 11. Sergeant at Arms. It shall be the duty of the Sergeant at Arms, under the direction of the presiding officers, to maintain order and decorum among the members and all persons present at meetings and may even expel persons from the meeting if necessary. The Sergeant at Arms shall act as doorkeeper and is responsible for admitting only eligible persons. He or she shall also act as usher, direct other ushers, and be generally responsible for the comfort and convenience of the assembly. It is the duty of the Sergeant at Arms to arrange the meeting equipment, such as chairs, table and audio/visual.

Section 12. Directors. It shall be the duty of Directors to provide the board with organizational leadership and advisement; organize and coordinate committees; formulate and oversee policies and procedures. The Directors shall provide oversight of program planning and evaluation; review reports and assist with financial management, including adoption and oversight of the budget; and assist with fundraising and general outreach. Directors ensure growth of membership and work toward preventing loss of membership by promoting the Association.

Article III – Compensation of Board Members

No officer shall receive compensation for any service rendered to this club in his/her official capacity. Officers may be reimbursed for out-of-pocket expenses.

Article IV – Duties of Outgoing Board Members

It shall be the responsibility of all outgoing board members to provide a knowledge transfer, as well as any pertinent passwords, materials or general information to the newly elected/posted board member.

Article V- Annual Meeting and Banquet

The Annual Meeting and Banquet of the Association shall be held in October and shall include the installation of officers and directors.

Article VI - Fiscal Year

The fiscal year shall begin January 1 and end December 31.

Article VII - Meeting Procedures

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

- Call to order
- Reading of minutes of the last board meeting
- Treasurer's financial report
- Secretary's report on correspondence Report of committees
- Introduction of new members and guests
- Unfinished business
- New business
- Election of officers and one new director (Sept. meeting) Break
- Program Adjournment
- Refreshments

The above order of business may be changed for any meeting by direction of the President.

Section 2. The monthly meetings of the Association shall be, as far as practical, governed by the following order and content:

Month	Meeting Information
January	No Meeting
February	Indoor meeting Treasurer's Report

March	Indoor meeting Package installation demonstration Bee Package Raffle
April	Indoor meeting
May	Indoor meeting Nominating committee announced
June	Annual Picnic
July	Indoor Meeting DuPage Country Fair honey display and sales booth
August	Indoor meeting Illinois state fair honey display
September	Indoor meeting Election of officers Secretary's report of property and inventory
October	Annual Banquet (replace general meeting) Installation of Officers
November	Indoor meeting
December	No meeting

The above order and content of monthly meetings may be changed at the discretion of the Executive Board. (updated 03/26/17)