

**BY-LAWS OF THE PINELLAS BEEKEEPERS ASSOCIATION,
INC.**

ARTICLE I - NAME

The association shall be known as the Pinellas Beekeepers Association, Inc. (PBA), a not for profit association incorporated with the Florida Department of State, Division of Corporations.

ARTICLE II - PURPOSE

The purpose and functions of the PBA shall be:

- A. Support the Florida State Beekeepers Association (FSBA).
- B. Develop and promote Florida best management practices and other practical beekeeping methods.
- C. Educate members and the general public to promote the use of honey, beehive products, and beekeeping.
- D. Act in the interest of beekeepers protecting and carrying on beekeeping affairs.
- E. Act as a medium for, and an aid in, cooperative and mutual beekeeping methods.
- F. Encourage PBA members to act as mentors and be available to help others.

ARTICLE III - MEETINGS

SECTION 1. The regular meetings of the PBA shall be held monthly at a date, hour and place as fixed by the Board. Notice of the date, time, and place will be provided to all PBA members by the Secretary one week prior to each month's meeting via e-mail. The meeting date, time, and directions will also be posted on PBA's website.

1. The regular meetings of the PBA are currently held on the fourth Thursday of each month at 7:00 pm at a designated location. Additional educational meetings are held on the second Tuesday of each month at 7:00 pm at a designated location.

SECTION 2. The business meetings of the PBA shall be held monthly at a date, hour and place as fixed by the Board. Notice of the date, time, and place will be provided to all PBA members by the Secretary one week prior to each month's meeting via e-mail. The meeting date, time, and directions will also be posted on PBA's website.

1. The business meetings of the PBA are currently held on the fourth Thursday of each month in conjunction with the regular meeting at the location designated
2. Business meetings can be scheduled at a later time and place if there is not enough time to discuss the affairs of PBA during the regular meeting as long as the members are notified not less than six (6) days prior to the date set for the meeting. Notice shall be given to all members via email and shall be posted on the PBA website.
3. The business meeting should be attended by PBA members only.
4. Only PBA members can vote on any business affairs during the business meeting.

SECTION 3. Special meetings of the association may be called by the President, the Board, or upon the requests of two-thirds (2/3) of the dues-paying members present at any meeting.

1. Calls for special meetings shall state the place and the time of the meeting, and briefly state the purpose for which the meeting is called. No other subjects other than those stated shall be taken up at said meeting.
2. All members shall be notified not less than six (6) days prior to the date set for the meeting. Notice shall be given to all members via e-mail and shall be posted on the PBA website.

ARTICLE IV - MEMBERSHIP

SECTION 1. The PBA shall be composed of individuals interested in learning and promoting the art and skill of beekeeping and assisting the PBA in carrying out its purpose.

SECTION 2. There shall be three classes of membership in PBA: Active, Life and Honorary.

SECTION 3. The membership year and the fiscal year shall be from January 1 to December 31 of each year.

SECTION 4. The annual dues for membership in the PBA is fifteen dollars (\$15.00), which will cover membership for an individual and allow for only one (1) vote. A reduced fee of seven dollars and fifty cents (\$7.50) is due if joining after July 1. A student membership is available for ten dollars (\$10.00), with a reduced fee of five dollars (\$5.00) if joining after July 1. Dues may be paid by cash, check or credit card (with an additional applicable service fee). Members may be eligible to vote after attending two meetings.

SECTION 5. The member is strongly encouraged to become a member of FSBA.

SECTION 6. Dues shall be payable starting October 1 of each year for the upcoming year and any member delinquent after January 31 will be dropped from the dues-paying membership rolls.

SECTION 7. Dues-paying members may vote at all general membership meetings. Voting for annual officer elections is performed in person or by absentee ballot per Article VIII, Section 3.

SECTION 8. Active members shall include anyone who is involved in the beekeeping industry and/or who is interested in the keeping of bees or in the promotion of beekeeping management policies, sales of honey and/or hive products. Active members must be current with dues.

SECTION 9. Honorary members may be nominated by a current due paying member at any regular meeting and elected to honorary membership at the next regular meeting with a simple majority vote of the Active members present. Each nominee shall be presented, along with their qualifications, for consideration to the association. Honorary members are not required to pay annual PBA dues and do not have voting privileges. Honorary members may become voting members by paying PBA dues.

SECTION 10. Any dues paying member may become a Life member of the PBA by donating one (1) ten-frame colony of bees to PBA, subject to inspection and acceptance by an apiary manager, which shall contain the following: One (1) bottom board, or equivalent; One (1) cover; One (1) queen excluder; One (1) deep brood box; One (1) medium super; ten (10) good frames and combs for each brood box and medium super previously mentioned; and One (1) Colony of bees free from disease.

1. In lieu of the above items, Life membership may be obtained by donating beekeeping equipment, supplies, or cash equivalent in value to the above items of \$250 to purchase the above items as determined by the Board. A Life member of the PBA is exempt from paying PBA annual dues but retains all voting privileges.

SECTION 11. An individual's membership may be revoked for cause provided he/she shall be heard and allowed the opportunity to correct the cause. Membership revocation requires a majority vote by the Board.

ARTICLE V - OFFICERS

SECTION 1. The constitutional officers of the PBA shall consist of a President, Vice President, Secretary and Treasurer. The President will appoint or remove Location Liaison(s), and Apiary Manager(s) with Board approval. Appointed positions must be members of PBA.

SECTION 2. Candidates for office must be a member of PBA in good standing for the six (6) months preceding the election of officers.

SECTION 3. Officers shall be elected at the October meeting and take office at the January meeting of the new calendar and fiscal year.

SECTION 4. PBA officers shall be elected for a term of one (1) year. If so elected, the President and Vice President may not serve in these respective offices for more than four (4) consecutive terms. * If so elected the Secretary and Treasurer may serve up to three (3) consecutive terms. *Exception: Unless unopposed.

SECTION 5. No immediate family members may serve as constitutional officers at the same time.

SECTION 6. The elected constitutional officers and appointed positions (reference Article V, Section 1) shall constitute the PBA Board.

SECTION 7. Vacancies occurring during a term shall be filled by the Board for the duration of the remaining term, such appointment to take place at the first regular meeting after the vacancy occurs.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1. The President shall:

1. Preside at meetings of the PBA and its Board and perform all duties pertaining to the office. The President shall be a member ex-officio of all committees except the nominating committee.

2. Appoint Standing and Special Committees with Board approval.
3. Call additional meetings upon request of two-thirds (2/3) of the Active and Life members, or a majority request by the Board. Board meetings shall be held at the discretion of the President to transact additional business projects or discuss action to be taken by the Board.
4. The incoming and outgoing Boards combined shall prepare and present a budget for the new fiscal year.
5. Present a budget to the membership at the January regular meeting for approval by two-thirds (2/3) of the members present. The budget shall be in effect for the calendar year.

SECTION 2. The Vice-President shall:

1. Perform all duties of the President in case of absence or vacancy of office, and assist the President upon request.
2. Be authorized to sign checks in the absence of the President or Treasurer, and be the assistant to the Treasurer.

SECTION 3. The Secretary shall:

1. Keep a record of all meetings and send notices of meetings.
2. Furnish a written or digital agenda of the PBA monthly meeting for each meeting. The Secretary and/or President shall attempt to limit the time of the business meeting.
3. Work with the Treasurer in preparing and sending all notices for budget and financial business.
4. Be responsible for all papers and records pertaining to the PBA.
5. Be responsible for incoming and outgoing correspondence for the PBA.
6. Maintain a current listing of Standing and Special Committees, committee chairpersons and committee members.
7. Post a draft of PBA meeting minutes on PBA's website. Draft meeting minutes will be available for review until the subsequent meeting. The meeting minutes may be revised at that time, and the minutes will be finalized and updated on the website.
8. Shall be granted rights to access the website so that minutes, notices of special meetings and other association business can be posted in a timely fashion.

SECTION 4. The Treasurer shall:

1. Be responsible for all monies belonging to PBA, and keep an accurate account of such.
2. Have authority to sign all checks, with co-signature of the President. The Vice-president or Secretary shall sign in the absence of the President or Treasurer. Every check issued by the PBA shall have two (2) signatures.
3. Deposit funds in the name of PBA in a depository approved by the Board.
4. Be accountable for receipts and disbursements.
5. Have available a financial report at each regular meeting and upon request by the Board and provide a copy of the previous month's bank statement. The financial report shall include apiary income/expense accounting from the beginning of the fiscal year to date.
6. Make an annual statement of monies collected and expended during the prior fiscal year (January 1 to December 31) and present it at the January meeting.

7. Present the books of the PBA for annual review by a committee of two members appointed by the President and approved by the Board. The committee's review shall be conducted in November or December and the results presented to the membership at the January meeting.
8. At the end of this official's term transfer all monies and records to the incoming Treasurer along with assisting in revising the bank check signing requirements.
9. Be responsible for all financial filings with necessary entities by mandatory deadlines.

ARTICLE VII- THE PBA BOARD

SECTION 1. The elected constitutional officers and appointed positions (reference Article V, Section 1) of the PBA shall constitute the PBA Board. The Board shall have general supervision of the affairs of the PBA.

SECTION 2. The Board shall fix and post the date, hour, and place of the Board meetings on the PBA website. Members may attend these meetings with the understanding that they may not interject in the meeting.

SECTION 3. The Board shall fill all vacancies of elected officers.

SECTION 4. The Board shall approve all expenditures up to five-hundred dollars (\$500), and submit for approval of the general membership any expenditure in excess of five-hundred dollars (\$500).

SECTION 5. Meetings of the Board may be called by the Secretary at the request of the President or a majority of the Board. If the Secretary is not available the President may call directly for a meeting.

SECTION 6. A majority of the Board shall constitute a quorum for the transaction of business. Every decision made by a majority of the Board at a duly held meeting at which a quorum is present shall be regarded as an act of the Board.

SECTION 7. The appointed location liaison(s) positions of the Board shall facilitate communication and needs between the meeting locations(s) and PBA.

SECTION 8. The appointed apiary manager(s) positions of the Board shall develop, promote, practice and educate Florida Best Management Practices and other beekeeping methods for the location with board approval.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

SECTION 1. A nominating committee shall consist of three members: a chairperson appointed by the President and two (2) members elected by the PBA membership at the August meeting.

SECTION 2. The nominating committee shall nominate candidates to be elected to each office. The candidate slate shall be presented at the September meeting. Nominations may also be made from the

floor at the September meeting by any Active or Life member present. The nominee must be present to accept and must be willing to commit to the responsibilities of the nominated position for one (1) year.

SECTION 3. All offices will be voted upon individually at the regular October meeting. If more than one (1) candidate is nominated for an office, a majority vote of the Active and Life members present at the October meeting, plus absentee ballots submitted by that meeting, shall be under the control and direction of the Board, which shall be sufficient to elect. The President shall appoint a committee of three members to count the written and absentee ballots. If only one (1) candidate is nominated for an office and upon proper motion, the Secretary may be instructed to cast a unanimous vote in the minutes for the person nominated for the office.

SECTION 4. Candidates for offices shall be eligible provided they have been a member of the PBA in good standing for six (6) months preceding the election of officers and are willing to commit to the responsibilities of the position for one (1) year.

SECTION 5. No person shall occupy more than one (1) PBA constitutional office at a time.

SECTION 6. A member wishing to resign an office or committee shall give written notice to the Secretary, who shall present it to the officers at the next regular meeting.

SECTION 7. An officer may be removed from office for non-performance of duties or based on a criminal conviction. The Board will provide the challenged officer with the charges against him or her in writing. If the officer elects to resign, the vacancy will be filled at the first regular meeting after the officer's resignation. If the officer does not elect to resign, an opportunity to answer the charges will be given at the first regular meeting after the written charge is provided to the officer. The officer may then be removed from office by a two-thirds (2/3) majority vote of the Active and Life members present.

ARTICLE IX - COMMITTEES

SECTION 1. All committees shall be appointed by the President with Board approval, unless provision for their selection shall be made by motion, which shall be carried by a majority vote of the Active and Life members present.

ARTICLE X- FINANCES

SECTION 1. All money or property acquired by the PBA shall be under the control and direction of the Board, which shall require an adequate system of collecting, disbursing, and accounting of funds and property.

SECTION 2. The Board may make such changes in the conduct of the PBA's finances as may be needed with the approval of the membership.

SECTION 3. No part of the net earnings of the PBA shall inure to the benefit of, or be distributable to its members, officers, or other private persons except that the PBA shall be authorized and empowered to pay reasonable compensation for services rendered.

SECTION 4. Ordinary operating expenses for expendable office supplies and postage may be purchased, provided no single item exceeds fifty dollars (\$50.00) in cost. A receipt for any discretionary purchase must be given to the Treasurer.

SECTION 5. All cash funds received by the PBA must be counted by one (1) Board member and one (1) regular member or three (3) board members. Funds to be deposited in PBA bank account within seven (7) days of receipt.

ARTICLE XI- APIARY

SECTION 1. The PBA shall operate one (1) or more apiaries under the supervision of appointed positions of the Board (reference Article V, Section 1) who will engage in best beekeeping practices.

SECTION 2. The appointed positions of the Board shall maintain a list of apiary volunteers who have signed the release waiver and any other required documentation. Original waivers shall be provided to the apiary sponsor while the PBA retains a copy.

SECTION 3. Apiary work days will normally be scheduled on certain Saturday's as determined by the appointed positions of the Board, weather permitting.

SECTION 4. Apiary work days will be designed to educate members on best beekeeping practices and help in maintaining the apiary.

SECTION 5. Hive products that are produced by the PBA apiaries will be processed and sold by the PBA to fund the apiaries and other educational opportunities.

ARTICLE XII - MEETING ACTIVITIES

SECTION 1. Regular PBA meetings shall feature presentations, programs or other main topics of interest. Some of the suggested agenda items at all regular PBA meetings may include the following:

- Introduction of new members and guests
- Presentations, program or another main feature
- Questions and answers
- Announcements

SECTION 2. PBA Business meetings shall feature the suggested agenda items may include the following:

- Business call to order
- Approval of the business minutes of the last meeting
- Approval of the financial report
- Unfinished or old business
- New business
- Reports of the standing committees
- Report of special committees
- Adjournment

ARTICLE XIII- RULES OF PROCEDURE

SECTION 1. Should an issue arise during a meeting, Robert's Rules of Order (revised) shall be the authority on questions of parliamentary procedure. Should Robert's Rules of Order conflict with PBA's By-Laws, then PBA's By-Laws takes priority.

ARTICLE XIV - AMENDMENTS

SECTION 1. These By-Laws may be amended at any meeting by a two-thirds (2/3) vote of the Active and Life members present at a duly noticed meeting, providing a copy of the proposed amendment has been sent in writing to each member at least forty-five (45) days prior to the meeting. Approval of the amendment shall be done by current members present.

ARTICLE XV - DISSOLUTION

SECTION 1. Upon dissolution of the PBA, the assets of the PBA shall be transferred, by a vote of current members, exclusively to non-profit beekeeping organizations which would qualify under Section 501 (c)(3) of the Internal Revenue Code and the regulations there under. No member or officer of the PBA or any private individual shall be entitled to share in the distribution of its assets.

Amended August 25, 2016