

Constitution
Tennessee Beekeepers Association, Inc.

ARTICLE I - Definitions

Association - Within the context of this constitution, refers to the Tennessee Beekeepers Association, Inc. (TBA)

Local Affiliated Beekeeping Association - Any beekeeping association within the state of Tennessee or in an adjoining state which holds at least four (4) meetings annually and has at least six (6) local dues paying members who are also dues paying members of the Tennessee Beekeepers Association.

Membership Privileges - Privileges include the right to participate in all meetings, to vote on issues presented to the membership, to vote in the election of officers, and the right to hold an office in the Association and receive any official publications of the organization (i.e. newsletters). Privileges are afforded upon payment of appropriate membership dues unless specifically excluded by these bylaws.

General Membership – All TBA members afforded the right to vote.

ARTICLE II - Name

The name of this association will be: Tennessee Beekeepers Association, Inc. and be properly identified by the abbreviation TBA.

ARTICLE III - Objectives

The objectives of this nonprofit organization will be:

1. To promote modern, scientific beekeeping throughout Tennessee.
2. To maintain an effective organization of beekeepers and those interested in beekeeping.
3. To identify issues of interest to beekeepers and to address those issues, especially those issues which affect beekeepers in Tennessee.
4. To inform the public of the importance of honeybees in the production of fruits, vegetables, and seeds and hive products.
5. To maintain cooperative relationships with others in the U.S. and other countries who are working to better the beekeeping industry and to assure adequate populations of honeybees in all areas of Tennessee.
6. To encourage and teach youth in the art of beekeeping.

To promote excellence in production and marketing of hive products and to improve and develop markets for beekeeping products through promotion and research.

ARTICLE IV - Membership

Section 1. The membership of this Association will consist of any person who agrees to support the organization's objectives. Such persons will become members upon completion of a membership application and payment of appropriate membership dues to the State Treasurer; payment of state dues may be made through the secretary/treasurer of a local affiliated Beekeeping Association.

Section 2. There are six (6) different types of membership:

a. **Regular Membership** entitles one to all membership privileges upon payment of annual dues as specified by the Board of Directors.. Regular member status is assigned to those members that pay annual dues and own and actively maintain one (1) or more colonies of honeybees.

b. **Associate Membership** entitles one to all regular membership privileges except for voting rights. The Associate membership is for those persons that have an interest in and want to support beekeeping in Tennessee but do not own or actively maintain honeybee colonies at the present time. Associate Membership dues are specified by the Board of Directors.

c. **Life Membership** entitles one to all membership privileges. It is conferred upon an individual by the Board of Directors and relieves that member of payment of annual dues. Only one Life Membership will be awarded annually.

d. **Youth Membership** is for an individual 18 years of age or younger. It is complimentary and includes all membership privileges except voting and receipt of the newsletter. However, persons under 18 years of age may join as regular members upon payment of appropriate regular membership dues.

e. **Sustaining Membership** is achieved by any member who annually contributes at least a minimum of double the amount of the annual dues.

f. **Business Membership** is for those persons engaged in a bee-related business who wish to advertise in the association newsletter and exhibit their merchandise at meetings. A Business membership carries all the regular membership privileges except voting. It permits advertisements in the bimonthly newsletter. Business membership dues are determined by the Newsletter Editor and the Treasurer and relate to the size of the advertisement and/or the exhibit space requested by the Business Member.

Section 3. The general membership of this organization is empowered to elect officers on an annual basis, approve or reject bylaw amendments, and approve or reject such other issues as are presented by the Board of Directors. The general membership shall be afforded the opportunity to vote on these matters by mail ballot.

ARTICLE V - Officers

The officers of the Association will be: President, Executive Vice-President, Upper East TN Vice-President, East TN Vice-President, Middle TN Vice-President, West TN Vice-President, Secretary, and Treasurer.

The above listed officers and the past president will comprise the Executive Committee. They are empowered to transact the business of the association as presented by the board of directors and to act on any matters that arise when the board of directors is not convened which they deem imperative to the welfare of the organization except such business as only the Board of Directors or the general membership is empowered to transact. (See Article IV, Section 3.) Executive Committee can vote through email or mail in emergency situations.

Section 1: President. The President will preside at all meetings of the Association using regular parliamentary procedures and Roberts Rules of Order - Revised. This officer will appoint special committees as are deemed necessary and perform such other duties as the Association may direct. The President will be authorized to designate a person to make deposits and disburse all monies, should the Treasurer be unable to perform those duties.

Section 2. Executive Vice-President. It will be the duty of the Executive Vice-President to perform the duties of the President in his absence, or upon the President's request. If the Executive Vice-President is unable to perform this duty in the absence of the President, then the Executive Vice-President may appoint any member of the Executive Committee to act in his or her stead.

Section 3. Secretary. The Secretary will keep the minutes of all meetings of the Association, the Board of Directors, and the Executive Committee and notify all committees of their appointments. The Secretary will have charge of all papers and documents of the Association. The Secretary will promote and coordinate the management of the activities and accomplishments of the Association. This officer will serve as an official liaison between the Association and those other agencies, including all levels of government agencies, business concerns and the various associations and groups whose actions or interests may coincide with the interests and activities of the Association as deemed by the Board or Executive Committee.

Section 4. Treasurer. The Treasurer will collect the annual dues and be the custodian of all monies received by the Association, and keep full and accurate books showing receipts and disbursements of all monies. The treasurer will file the necessary information to the Internal Revenue Service and the appropriate State of Tennessee departments including renewal of the Annual Report. The Treasurer will make an annual membership and financial report to be presented at the Annual Meeting. The President will designate a person who is also authorized to make deposits and disburse monies if the Treasurer is unable to perform these duties. He will have all records and books audited and will deliver them to his or her successor, including papers, monies, and all other property of the Association. At the discretion of the Executive Board, a bond may be required of a Treasurer. The Association will pay any cost of the bond.

Section 5. Regional Vice-Presidents. The Regional Vice-Presidents are responsible for bringing to the Board of Directors, any issue or opportunities that arise in their respective region.

All candidates for offices must have been a member of the Tennessee Beekeeper's Association [or its predecessor state organizations] in good standing for two membership years prior to the time of election. They will serve for one (1) year, or until their successors are duly elected. The President, Executive Vice President, and Regional Vice-Presidents will be limited to serving two consecutive terms. The newly elected officers will assume their duties at the close of the Annual Convention. During the first 2 years of the TBA's existence, membership in either B/T or TSBA will be accepted as qualifying to hold office in TBA.

ARTICLE VI - Board of Directors

Section 1. The Board of Directors will consist of the Executive Committee and all duly elected Directors. The Board of Directors is the governing body of this Association and, as such, is empowered to conduct the business of the Association (i.e., revise annual dues based on budget needs) with the exception of that business that may be transacted only by the General Membership. (See Article IV,

Section 3). Each director or officer will present any and all matters to the Board of Directors for their consideration and action. This directive does not limit the inherent right of any voting member of this Association to bring matters forward to the Board of Directors. Section 2. Each Local Affiliated Beekeeping Association with six to twenty-five (6 to 25) members of TBA will be entitled to one Director and one Alternate to serve on the Board of Directors. Those Associations with twenty-six to fifty (26 to 50) members of TBA will be entitled to two Directors and two Alternates. Those Associations with fifty-one (51) or more members of TBA will be entitled to three Directors and three Alternates. All Directors and Alternates must be members in good standing of TBA and that local association. Their written names and addresses will be in the hands of the TBA Treasurer no later than May 1 of the year for which they will serve. The directors and alternates will serve a period of one year, or until their successors are duly elected. If both Director and Alternate are present, they may take part in discussion, but only the Director is allowed to vote. If the Director is absent, the Alternate will be allowed to serve as Director. For associations with more than one director, any designated Alternate from that association may act on behalf of any absent Director from that association.

Section 3. No Director or Alternate will represent more than one Local Affiliated Beekeeping Association at any one time.

Section 4. There will be one Annual Meeting of the general membership of the Tennessee Beekeepers Association; this meeting will generally be held on a weekend in October of each year. The date and location will be set by a majority vote of the Board of Directors with the membership notified a minimum of 120 days in advance. The Annual Meeting location should be rotated among the regions on a regular basis, but may be held anywhere in Tennessee if the Board of Directors deems it to be advisable. Additional informational or workshop type meetings may be held within a membership year in a different location from the Annual Meeting should conditions warrant and the membership is notified a minimum of 14 days in advance.

Meetings of the Executive Committee will be called by the President, or at the request of three executive committee members. Notice of such meeting will be given five (5) days in advance and will state the purpose of the meeting. Only those purposes identified in the notice may be addressed in the executive committee meetings.

There will be at least two (2) meetings of the Board of Directors each year. The time and location of one of the meetings will be designated by the Board of Director's whereas the other required meeting will be held on the evening before the Annual Meeting convenes and in the location where that meeting is held. Other meetings of the Board of Directors may be called by majority vote of the Executive Committee. Written notices (including electronic mail [email]) of these meetings must be given at least fourteen (14) days in advance and must specify reasons for the meeting.

ARTICLE VIII - Quorum

Five members of the Executive Committee will constitute a quorum for transaction of business.

Fifty-one (51) percent of the Board of Directors or 50% representation of local associations will constitute a quorum for the transaction of business.

All business transacted by the Board of Directors, the Executive Committee and the General Membership will be determined by a majority vote of the representative bodies except questions requiring a two-thirds (2/3) vote according to Parliamentary Procedure.

ARTICLE IX - Committees

The Board of Director's may designate from the below listed standing committees, those that in their judgment may be needed for the ensuing year. Members of such committees will be appointed by the President and notified by the Secretary.

Section 1. The Program Committee will consist of Executive Vice President as Chairperson and at least two (2) other members of the Association. Their responsibility will be to coordinate, with the members of the Executive Committee, arrangements for programs at the Annual Meeting and any additional meetings where the general membership will be invited to attend.

Section 2. Membership Committee will consist of the President and all Vice Presidents. Their responsibility is to increase membership in the association.

Section 3. The Budget Committee will consist of the Treasurer and two (2) other members of the Association. The Committee must prepare a proposed budget to be submitted to the Board of Directors at the Spring Director's Meeting for modification and approval.

Section 4. The Auditing Committee will consist of three (3) elected Directors whose duty will be to examine and audit the books of the Treasurer and make recommendations on their findings. The Audit Report will be presented to the membership via a report printed in the Association's Newsletter.

Section 5. The Nominating Committee will consist of four (4) members (one from each region) appointed by the President. The duty of the Nominating Committee will be to recruit candidates for Association officers and to present a slate of candidates for consideration by the membership. Names and a short biography of bee and association activities will be presented to the membership in the Association

Newsletter by means of a mail-in ballot.

Section 6. Public Relations Committee will consist of at least (4) Members. The committees' duties will be to promote and publicize the goals and activities of the organization. This committee may form sub committees to work toward specific goals (i.e. Honey Queen, Education, 4-H, Legislative).

Section 7. Ad Hoc Committees. Such committees will be appointed by the President and will consist of a minimum of three (3) members whose duty will be to serve as directed by the President.

ARTICLE X - Dues

Section 1. The membership year for new members begins in the month in which the Treasurer receives payment of dues and will continue for the term the members has selected and paid (12 months, 24 months, or 36 months).

Dues must be paid by all members within 30 days following the end of the term of membership to ensure continuous service. Membership expiration will be found on the member's newsletter label. Dues paid prior to expiration of membership will extend the current term for the appropriate number of months (12, 24, or 36).

A person who has been dropped from the roll of membership for nonpayment of dues, may be restored to active membership by paying the current amount of dues and membership will begin in the month the Treasurer receives that payment.

Section 2. Any change in the annual dues for the Tennessee Beekeepers Association will be recommended by the Board of Directors and published in the newsletter. The results will become effective the first day of the next membership year. Dues will be for the membership year in which they are paid.

Should this Association undergo dissolution, its assets will be distributed only to charitable or nonprofit organizations as determined by the membership.

ARTICLE XI - Parliamentary Authority

Robert's Rules of Order - Revised will be the governing authority in all deliberations of the Executive Committee, the Board of Directors, and the general membership, except such rules and regulations as may be specified in the Charter, Incorporation Papers and the Constitution.

ARTICLE XII - Amendments

The board of directors may defer to a vote by the general membership by ballot in the newsletter. The Constitution can only be amended by a majority vote of the votes received from the general membership of the Association

The Tennessee Beekeepers Association may associate itself with other state or national Beekeeping Associations or other organizations as deemed worthwhile and beneficial to our membership by the Board of Directors.

Article XIV - Life Membership

Any active TBA member may become a Life Member after recommendation by his/her local association. Said member must have ten (10) consecutive years of membership in TBA (or B/T and/or TSBA) with active participation and must have served in both local and state beekeeping association activities. Written nomination must be presented to the TBA President prior to the Director's Meeting before the Annual Meeting. A determination will be made by the membership committee as to acceptability of the nominations presented. The Board of Directors will vote by secret ballot at the board meeting preceding the annual meeting to select a life member. The member chosen for Life Membership will then be presented to the membership at the Annual Meeting. There can be only one (1) life member appointed in any given year.

Article XV- Beekeeper of the Year

Any active TBA member is eligible to receive the Beekeeper of the Year award by being nominated by his/her local association in recognition of performance on the state and local level in the current year. A letter must be presented to the TBA President prior to the Director's Meeting before the Annual Meeting. The Board of Directors will evaluate the recommendations and select by secret ballot the winning nominee if one is found to meet all criteria. There can only be one (1) Beekeeper of the Year award given per year. The Beekeeper of the Year winner will be announced at the Annual Meeting.

Tennessee Beekeepers Association Policy

Adopted September 27, 2012

Revised September 26, 2013

As per the Constitution of Tennessee Beekeepers Association (TBA), the objectives of this non-profit organization will be:

1. To promote modern, scientific beekeeping throughout Tennessee.
2. To maintain an effective organization of beekeepers and those interested in beekeeping.
3. To identify issues of interest to beekeepers and to address those issues, especially those issues which affect beekeepers in Tennessee.
4. To inform the public of the importance of honeybees in the production of fruits, vegetables, and seeds and hive products.
5. To maintain cooperative relationships with others in the United States and other countries who are working to better the beekeeping industry and to assure adequate populations of honeybees in all areas of Tennessee.
6. To encourage and teach youth in the art of beekeeping.
7. To promote excellence in production and marketing of hive products and to improve and develop markets for beekeeping products through promotion and research.

Officers – the officers of TBA will be President, Executive Vice President, Upper East TN Vice President, East TN Vice President, Middle TN Vice President, West TN Vice President, Secretary, and Treasurer. These officers are elected by the membership and announced during the annual conference. All candidates for office must have been a member of TBA in good standing for two membership years prior to the time of election. The newly elected officers will assume their duties at the close of the annual conference.

The Executive Committee will include the above listed officers and immediate past president.

Duties of each elected officer:

President – 1 year term, limited to 2 consecutive terms

1. Will preside at all meetings of the Association using regular parliamentary procedures and Robert's Rules of Order Revised.
2. Will appoint special committees as are deemed necessary and perform other duties as the Association may direct.
3. Will be authorized to designate a person to make deposits and disburse all monies, should the Treasurer be unable to perform those duties.
4. Will set a location and date for the spring board meeting and notify all Executive Committee members a minimum of two weeks prior to the meeting.
5. Will provide an agenda to each Executive Committee member at least one week prior to the scheduled board meetings.
6. Will report to the Executive Committee regarding grants available to TBA, disease outbreaks in Tennessee, and changes in the Tennessee Apiary Law through his/her contact with the state apiarist.
7. Will provide a President's message to the Newsletter Editor for each issue of the Hive Tool
8. Will serve as a liaison with other agencies, including government, business concerns, and various associations and groups whose actions or interests may coincide with TBA.
9. Will reply to correspondence received and provide copies of endorsement or sponsorship request to the Secretary to file.
10. Will help promote sponsorship of TBA activities.

Executive Vice President – 1 year term, limited to 2 consecutive terms

1. Will perform the duties of the President in his/her absence, or upon the President's request. If unable to perform this duty, the Executive Vice President may appoint any member of the Executive Committee to act in his/her stead.
2. Will work with the Executive Committee to promote the goals of TBA as set forth in the Constitution.
3. Will provide an article to the Newsletter Editor for each issue of the Hive Tool.
4. Will be responsible for planning and presenting the TBA annual conference, with the help of the Regional Vice Presidents. The conference planning will involve contacting and arranging for speakers, presenters, and vendors; contacting the conference facility and working with their representative to arrange specific dates, times, costs, and obligations; appointing a Honey Show Director, Refreshment Coordinator, and other conference committees as needed, making arrangements for lunches for conference attendees; making arrangements for the purchase of plaques for Beekeeper of the Year and Life Time Member; and keeping the Treasurer and President informed of conference plans.
5. Will maintain a resource book for guidance and planning the annual conference to be passed along to the newly elected Executive Vice President.
6. Will help promote sponsorship of TBA activities.

Regional Vice Presidents – 1 year term, limited to 2 consecutive terms

1. Will serve as a liaison between the local associations in their region and the TBA Executive Committee to bring issues before the Executive Committee from their respective regions.
2. Will work with the Executive Committee to promote the goals of TBA as set forth in the Constitution.
3. Will provide an article to the Newsletter Editor for each issue of the Hive Tool.
4. Will assist the Executive Vice President in planning the annual conference. Will serve in a volunteer capacity at the annual conference as directed by the Executive Vice President.
5. Will assist the President with suggestions for allocating grants provided to TBA.
6. Will work with the TBA web site administrator to keep local association information and officer listings current.
7. Will help promote sponsorship of TBA activities.
8. Current Regional Vice Presidents will serve on the Policy committee with the current secretary who will serve as chairman.
9. Current Regional Vice Presidents (4) will serve as the Nominating Committee. The duty of the Nominating Committee will be to recruit candidates for Association officers and to present a slate of candidates for consideration by the membership. Names and a short biography of bee and association activities will be presented to the membership in the Association Newsletter by means of a mail-in ballot.

Secretary – 1 year term, or until a successor is duly elected

1. Will keep minutes of all meetings of the Association (Executive Committee and Board of Directors) and distribute to the Executive Committee in a timely manner for review.
2. Will provide an abbreviated summary of minutes to the Newsletter Editor for the Hive Tool.
3. Will maintain all papers and documents of the Association.
4. Will be responsible for counting ballots for the yearly election of officers. He/She may ask another member of the Executive Board to assist in double counting the ballots prior to the announcement of election results.

5. Will pass along all minutes, papers, and documents of the Association to the newly elected Secretary.
6. Will help promote sponsorship of TBA activities.
7. Current Secretary will serve as chairman of the Policy committee. This committee will review suggested changes/additions to the Policy. The committee will communicate such changes/additions to the Executive Committee and upon approval will make a recommendation at the Board of Directors meeting.

Treasurer - 1 year term, or until a successor is duly elected

1. Will collect the annual dues and be the custodian of all monies received by the Association, and keep full and accurate books showing receipts and disbursements of all monies.
2. Will file the necessary information to the Internal Revenue service and appropriate State of Tennessee departments including renewal of the Annual Report.
3. Will provide a membership and financial report at the annual conference. Will provide a monthly financial report to the President and Executive Vice President.
4. Will work with the Executive Vice President to co-ordinate registration and establish a budget for the annual conference.
5. Will send one postal mail OR one e-mail notice for TBA membership renewal. TBA membership is for one year from the date one joins; therefore, everyone's membership is individual.
6. The Treasurer maintains the TBA Membership Data Base. Therefore, to ensure membership for directors/representatives elected to represent local associations at the Board Meetings, each affiliated local association of TBA is to forward director/representative names to the Treasurer two weeks prior to any Board meeting to verify membership. The Treasurer will then type a sign in sheet listing all associations and names for the Board Meetings.
7. Will remind the President to appoint an Audit Committee – every three years and upon election of a new Treasurer. The Audit report will be shared at the next Executive Committee Meeting.
8. Will pass along all records, files, monies, and property to the newly elected Treasurer.
9. Will help promote sponsorship of TBA activities.
10. Treasurer will prepare an annual budget prior to the spring board meeting and forward to the President and Executive Vice President for approval/amendments before being presented at the spring board meeting

The Board of Directors will consist of the Executive Committee and all duly elected Directors. Each Local Affiliated Beekeeping Association shall be represented by 1, 2, or 3 Directors in accordance to guidelines in the TBA Constitution – Article VI.

Merchandise Chairman – appointed by the President, to serve until a successor is appointed.

1. Will serve in marketing TBA merchandise and promotional literature for the Association.
2. Will maintain an inventory list of merchandise, including cost and sales pricing.
3. Will work with the Treasurer and within the budget approved by the Executive Committee.
4. Will be responsible for setting up and maintaining a merchandise table/area during the annual conference.
5. Will collect monies for merchandise sold and pass along to the Treasurer at the close of the annual conference.

Annual Fall Conference Expenses:

1. Speakers and Presenters from out of state –

TBA shall provide complimentary registration, a lunch on Friday and Saturday, and lodging expenses. TBA shall provide an honorarium to the main / opening session's speaker. Payment for mileage, air fare, and other expenses will be at the discretion of the Executive Vice President and the Treasurer.

2. Speakers and Presenters from within the state of Tennessee –
TBA shall provide complimentary registration and a lunch on Friday and Saturday.
(The Executive Vice President shall provide the Treasurer with a list of all invited Speakers and Presenters at least two weeks prior to the scheduled annual Conference enabling him/her to have an accurate count of persons at the conference and to order lunches.)
3. Vendors –
TBA shall provide complimentary registration and charge no fee for vendors. Only two attendees per booth. Others will be charged a conference registration. Vendors may request to purchase the planned lunch on Friday and Saturday by completing a Vendor Registration Form. Each vendor is asked to donate at least one door prize to give away at the conference. Vendor Registration Forms need to be completed for each vendor and forwarded to the treasurer no later than two weeks prior to the conference.
4. Four major officers: President, Executive Vice President, Secretary, and Treasurer –
TBA shall provide complimentary registration and lunch for Friday and Saturday. Each officer must notify the Treasurer of his/her intent to attend the annual conference – for one or two days to have an accurate count and to order lunches.
5. Honey Show Director, and Merchandise Director, –
TBA shall provide complimentary registration as he/she works continually throughout the Conference and seldom has opportunity to attend sessions. These Directors may request to purchase the planned lunch on Friday and Saturday by completing a Fall Conference Registration Form.
6. Newsletter Editor –
TBA shall provide complimentary registration. The Newsletter Editor may request to purchase the planned lunch on Friday and Saturday by completing a Fall Conference Registration Form.

Elected Officers and Appointed Persons to serve the Tennessee Beekeepers Association devote much time and expense throughout their tenure. This small token of thanks would show the association's gratitude for a year's dedicated service.

POLICY MOTIONS:

1. (from the Spring Board Meeting 2010)
Grants given by TBA to any person or organization shall be used for the purpose of beekeeping and/or the promotion of beekeeping. Any person or organization awarded said grant shall be required to give a report to the Board of Directors or send a representative of said person or organization to make the report. The report shall address how the funds were used and what results were accomplished. This report shall be given at the TBA Board Meeting following

completion of the activity being funded. If the grant recipient does not appear to give the required report, no future funds will be given to that person or organization.

2. Motions presented at any TBA Executive Board Meeting shall be typed, read, and a copy presented to the Secretary to file with the meeting minutes.

Because of some confusion over the interpretation of the word mail the executive committee recommends that a clarification of Article IV Section 3 of the constitution be added to the TBA Policy. Section 3 now reads:

The general membership of this organization is empowered to elect officers on an annual basis, approve or reject bylaw amendments, and approve or reject such other issues as are presented by the Board of Directors. The general membership shall be afforded the opportunity to vote on these matters by mail ballot.

The executive committee recommends this clarification of the word mail

The general membership of this organization is empowered to elect officers on an annual basis, approve or reject bylaw amendments, and approve or reject such other issues as are presented by the Board of Directors. The general membership shall be afforded the opportunity to vote on these matters by mail ballot **to include email or carrier service e.g. FedEx, DHL, UPS**

Clarification in **RED**

Approved by the TBA Board of Directors October 19, 2017