

**THE CONSTITUTION OF THE
MICHIGAN BEEKEEPERS ASSOCIATION
AMENDED: OCTOBER 22, 2022**

Article I --Name and Purpose

Section 1: The association name shall be the Michigan Beekeepers Association; also known in this document as the MBA.

Section 2: The purpose of the MBA shall be:

- To preserve, protect and maintain the health of apis mellifera honey bees in Michigan and elsewhere.
- To provide a forum for the exchange of information concerning honey bees and other pollinators among its members and associate clubs for their mutual benefit and to further the objectives of the MBA.
- To encourage cooperation and comradeship and the exchange of scientifically verified information about beekeeping between beekeepers everywhere.
- To inform the public about the importance and contribution of honey and honey bees in Michigan and elsewhere, and to promote Michigan honey worldwide.
- To assist the Michigan Department of Agriculture and Rural Development (MDARD), Michigan State University and other local, state and national beekeeping organizations whenever possible.
- To provide education to Michigan hobby, sideline and commercial beekeepers and the general public about the art, science and practice of sustainable and profitable beekeeping.

ARTICLE II--Nondiscrimination Policy

It is the official policy of the Michigan Beekeepers Association that all persons shall be treated fairly and equally in all matters involving the said Association, without regard to race, creed, national origin, religion, sexual preference or any other immutable characteristic.

Article III – Fiscal Year

The fiscal year of the MBA will begin on October 1 of each year and end on September 30 of the following year.

Article IV – Meetings

Section 1: There will be at least two General Membership meetings held each year. The Governing Board shall announce the date and time of all business meetings at least thirty days before each one respectively.

Section 2: The last general membership meeting of the year shall also be designated as the Annual Business meeting. The officers and district representatives of the MBA will be elected at this meeting.

Section 3: The Governing Board will meet at least once every other month.

Article V--Operation of Meetings

Section 1: This Constitution will govern the meetings held by the Michigan Beekeeper's Association. The Association will follow the guidelines found in "Roberts Rules of Order" for parliamentary procedure.

Section 2: The regular order of business for meetings shall be according to Robert's Rules of Order.

Section 3: The "New Business" section of each Governing Board or General Membership meeting invites any member to address any matter which is of interest to the Governing Board or the MBA membership in general. If the matter cannot be presented in person it will be acceptable to surface mail or email a brief summary of the matter, including a proposed motion, to the Secretary to be presented during the New Business portion of the meeting and be recorded in the minutes. Any item brought forward must be presented as an approved agenda item at the beginning of the meeting.

Section 4: An Agenda will be available for members prior to the MBA meeting.

Article VI--Governing Board and Elective Officers

Section 1: The Governing Board of the MBA shall consist of MBA members in good standing with the organization as follows:

- All of the elected officers
- Past President
- One member from each recognized local association as defined in Article XVI-Local Associations.

Section 2: The term of office for elected officers is two years. This does not preclude consecutive terms. The elective officers of the MBA are as follows:

- President
- Vice President
- Secretary
- Treasurer
- District Representatives
- Member at Large

Article VII--Quorum

Section 1: MBA General Membership Meetings

In order to constitute a quorum (the minimum number of members needed to validate the transaction of business), each meeting shall consist of:

- At least twenty-five MBA members in good standing.
- At least two elected officers, of which one (1) is the President or Vice President.
- General Membership Meetings may be held virtually in whole or in part.

Section 2: Governing Board Meetings

- A quorum for this meeting requires the presence of at least seven members of the Governing Board as described in Article VI – Section 1, of which one must be the President or Vice President.
- Governing Board Meetings may be held virtually in whole or in part.

Article VIII --Duties of Elected Officials

Section 1: The President:

- Shall preside at all meetings of the MBA General Membership and Governing Board.
- Shall see that all records, reports and certificates required by law are properly kept and filed.
- Must be one of the officers who may sign the checks or drafts of the MBA if the Treasurer is unable to do so.
- Shall follow spending guidelines as set forth by the governing board.
- Shall recommend appointment and removal of members of all committees upon governing board approval.
- Shall delegate responsibilities to the proper committee to execute the purposes of the MBA in accordance with the duties of that committee.
- Shall be the liaison for the MDARD and the legislature or may elect a designee.
- Shall appoint an historian upon Governing Board approval who shall perform the following duties:
 - Keep a detailed and current record of events of importance to the history of the MBA.
 - Maintain printed and digital copies of photographs and other records of historical importance to the MBA.

Section 2: The Vice President:

- Shall, in the absence of the President, perform all duties of that office.
- Shall act as program chairperson.
- Shall perform other duties as assigned by the President.

Section 3: The Secretary:

- Shall keep a true and accurate record of the proceedings of all General Membership and Governing Board meetings.
- Shall issue notices of all meetings of the MBA.
- Shall keep a current record of the names, addresses, telephone numbers and email addresses of all member clubs, their delegates and alternates.
- Shall prepare a General Membership or Governing Board meeting agenda for the president's approval and distribute it prior to each meeting.
- Shall assist the President and Treasurer to see that all records, reports and certificates required by law are properly maintained and filed.
- Shall be the official custodian of the records of the MBA
- Shall present to the Governing Board any communication addressed to him/herself as secretary of the MBA.
- Shall support the Secretary of the Constitution Committee to assure the accuracy and authenticity of the document deemed the "current MBA Constitution" and any archived copies of past versions of this constitution.
- A person designated by the presiding officer of the meeting shall act in the Secretary's absence.
- Shall perform such other duties as assigned by the President.

Section 4: The Treasurer:

Shall have the care and custody of all monies belonging to the MBA and shall keep an accurate and detailed account of all monies received and disbursed by the MBA in books or in electronic formats belonging to the MBA.

- Shall collect membership dues and the names, mailing addresses (if provided by the members), telephone numbers and email addresses of all members. A current membership report shall be available at all times in electronic media to meet the needs of the MBA.
- Shall only with the prior approval of the Governing Board, disburse or cause to be disbursed any funds of the MBA.
- With the approval of the Governing Board, have authority to invest or reinvest funds and to sell, exchange, assign and transfer securities and other property belonging to the MBA.
- Must be one of the officers who shall sign checks or drafts of the MBA.
- Shall follow spending guidelines as set forth by the governing board.
- Shall submit a current written/and or digital financial report at each Governing Board Meeting consisting of a bank transaction detail for the previous month and a performance to budget report (profit/loss) and such reports will be appended to the minutes of the Governing Board meeting.
- Shall prepare and submit for approval a new fiscal year budget at the Annual Business Meeting.
- Shall recommend changes to the fiscal year budget for adoption by the governing board.
- Shall submit all physical and digital supporting data to the Auditing Committee prior to the Annual Business Meeting.
- Shall perform other duties as assigned by the President.

Section 5: The Past President:

- Shall be a standing member of the Nominating Committee
- Shall be a standing member of the Election Committee
- Shall perform other duties as assigned by the President

Section 6: Member at Large:

- Shall act as an MBA ambassador to prospective beekeepers and beekeeping organizations and encourage them to support and become a member of the MBA
- Shall be a standing member of the Nominating Committee.
- Shall perform other duties as assigned by the President.

Section 7: District Representative:

- Shall submit a written monthly report to the MBA of beekeeping activities in their district. The purpose of the report is to share this information with other beekeepers through the various communication channels of the MBA.
- Shall identify new volunteers in the district to further promote beekeeping and the purposes of the MBA
- Shall maintain at least monthly contact with clubs in the district

- Shall identify new speakers with relevant topics for local and state meetings and conferences
- Shall serve on at least one committee of the MBA
- Shall attend the Governing Board meetings regularly.
- The State of Michigan shall be divided into districts as determined by the MBA Governing Board.

Section 8: Transfer of Duties

- The transfer of duties and fiduciary responsibility of newly elected officers will be effective at the time the newly elected officers have been identified by a majority vote and accepted their appointment.
- The outgoing officer is expected to be available for a period of at least (30) thirty days to support the transition.

Section 9: No elected or appointed officer of the MBA shall receive payment for performing the duties of their office. Any payment for services beyond the duties of the office or for goods sold must be approved in advance by the Governing Board.

Article IX--Election Years

President	Elected in odd year
Vice President	Elected in even year
Secretary	Elected in odd year
Treasurer	Elected in even year
Member-at-Large	Elected in even year
District Reps – districts with odd numbers	Elected in odd year
District Reps – districts with even numbers	Elected in even year

Article X--Election Procedures

Section 1: The Nominating Committee:

- Shall consist of the Past President, each District Representative, and the Member-at-Large
- Will agree on a chairperson
- Shall take nominations from any member in good standing, for any office at any time prior to the September Governing Board meeting
- The Nominating Committee may nominate a member of the Nominating Committee to hold office
- The completed and final nominating slate will be reviewed by the MBA Secretary for nominee membership status and correctness and then submitted to the Governing Board at the September meeting for its acknowledgement.

Section 2. Ballots:

- Electronic ballots and absentee ballots listing all nominations for each office shall be prepared and distributed no later than 30 days prior to the annual meeting by the Election Committee. If a member is unable to email his/her completed ballot by the date of the annual business meeting, he/she may request a paper absentee ballot from the election committee two weeks prior to the annual business meeting.

- Absentee ballots must be received no less than two business days prior to the Annual Business Meeting. Duplicate ballots and ballots received later than two business days prior to the Annual Business meeting will not be counted.
- Electronic ballots will be emailed to all members in good standing prior to the Annual Business meeting and must be returned by the date of the Annual Business meeting. The most current list of members in good standing shall be provided to the Election Committee by the MBA Secretary. The Election Committee shall record on the membership list when a ballot is provided to a member in good standing. Ballots will be provided and considered valid only if cast according to Article X, Section 2.
- Ballots must be cast by noon of the day of the Annual Business meeting.
- Ballot boxes shall not be left unattended or unsecured from the time voting commences until the time at which the ballots are counted. The ballots shall then be secured until they are destroyed.
- All ballots and ballot stubs shall be destroyed after the election results are announced and a motion for ballot destruction is made from the floor, seconded and passed by the membership at the Annual Business meeting.

Section 3: Election Results:

- The Election Committee shall count the ballots after the election has closed and announce the results.
- In the event of a tied vote, the Election Committee shall break the tie by the flip of a coin by the Election Committee chairperson or designee.
- All candidates shall assume responsibility of their office immediately following the adjournment of the Annual Business meeting for the ensuing term. Winning candidates not present at the Annual Business meeting shall be notified of the election results in writing by the chairperson of the Election Committee.

Article XI--Membership and Dues

Section 1: Any person interested in beekeeping shall be eligible for membership upon payment of the annual dues

Section 2: Voting Privileges:

- An Individual Membership has (1) one vote at any meeting or for an elected official.
- A Family Membership (defined as members, spouse or significant other and those children under the age of 18) has (2) two votes at any meeting or for an elected official.
- A Life Membership has (1) one vote at any meeting or for any elected official. A Life Member is exempt from paying annual dues. Lifetime member dues shall be paid one time and at the rate of ten (10) times that of a single membership.

Section 3: The amount of dues shall be set at the annual meeting by the membership.

Article XII--Appointive Committees

All committees may meet virtually.

Section 1: Program Committee:

- Vice-President is chairperson.
- Consists of 3 members or more.
- Duties:
 - Plan meetings
 - Obtain speakers
 - Choose location or method of meeting
 - Present plan and proposed budget to Governing Board at least 2 months prior to the event.
 - Request budget amendments prior to the event.

Section 2: Election Committee:

- Consists of three or more members
- Will agree on a chairperson
- The past President is a standing member for that year
- Conducts the election, according to Article X
- Choose location or method of meeting

Section 3: Legislative Committee:

- Consists of three or more members
- Will agree on a chairperson
- Shall provide education to members of the executive, judicial and legislative branches of Federal, state and local government and the general public pertaining to relevant factual/legal issues arising out of the art, science and practice of beekeeping in Michigan.
- Shall choose the time, day and location or method of meetings.

Section 4: Auditing Committee:

- Shall Consists of three members
- Shall agree on a chairperson
- Shall Audit the accounts of the Treasurer.
- Shall meet virtually or in person prior to the Annual Business meeting to audit the Treasurer's books and report their findings at the business meeting.

Section 5: Constitution Committee:

- Consists of two or more members
- Will agree on a chairperson
- The purpose of this committee shall be to review proposed changes to this constitution and develop the language for submittal to the membership for acceptance at the next General Membership meeting.
- Amendments so presented shall be voted upon and, if adopted, shall be properly recorded by the secretary.

Section 6: Beekeeper-of-the-Year Committee:

- Consists of District Representatives.
- Will agree on a chairperson.
- Nominate an outstanding member to be honored as Beekeeper of the Year selected from candidates submitted by each district representative.
- Present nomination to Governing Board at the September meeting
- The award will be presented at the Annual business meeting

- The recipient will be notified in writing by the chairperson about the time, location and date to appear to receive the award.

Section 7: Communications Committee:

1. The Purpose of this committee will be to:
 - Maintain the MBA website
 - Maintain various social media outlets
 - Communicate with MBA members via mass emails or other channels, including regular newsletters and event announcements
2. Members of this committee will consist of the newsletter editor, webmaster and at least two other MBA members.
 - The committee will agree on a chairperson
 - The chairperson will report to the Governing Board at its regular meetings with any issues/concerns from the newsletter editor and/or webmaster
 - The committee will recommend to the Governing Board the contracting of a webmaster who will be responsible for maintaining/updating the MBA's website in a timely manner.

Article XIII--Alterations and Amendments to the Constitution

Section 1: Proposed alterations and amendments to the MBA constitution:

- Shall be submitted by the Governing Board to the MBA Constitution Committee to develop the language and architecture of the submission in preparation for submittal to the membership for acceptance at the next general membership meeting.
- Notice of any alteration or amendments must be disseminated to the membership at least thirty days prior to said meeting.
- Said notice shall state the proposed alterations and amendments and the reasons and objectives of those proposed alterations and amendments to the MBA constitution.

Section 2: The MBA constitution may be amended by a two-thirds vote according to Article X, Section 2, and by those members in good standing present at any general membership meeting called according to Article IV, Section 1.

Section 3: The custodians of the current MBA Constitution shall be the Secretary of the MBA and the webmaster.

Section 4: The custodian of all historical versions of the MBA constitution shall be the Secretary.

Section 5: The Constitution Committee shall have unfettered access to these documents.

Section 6: The MBA Secretary and the Secretary of the Constitution Committee shall assure the accuracy and authenticity of the documents deemed the current MBA Constitution and any archived copies of past versions of this document.

Section 7: The current version of the Constitution shall be posted on the MBA Website within fourteen days of adoption.

Section 8: This and all future amendments approved by this Association shall be dated and signed by the President and Secretary of this Association.

Section 9: The latest amended constitution supersedes all previous versions.

Section 10: If approved, the amended constitution will take effect at the close of the general membership meeting.

Section 11: This and all future amendments approved by the MBA shall be dated and signed by the President and Secretary.

Section 12: The latest amended constitution supersedes all previous versions.

Article XIV--Vacancies

The President shall inform the Governing Board of a vacancy of an elected official. The Governing Board will appoint an officer to fill the vacancy until the next general election.

Article XV--Removal from Office

Section 1: An elective official may be removed from office for infraction of the provisions of this constitution by a two-thirds vote of the Governing Board.

Section 2: Any elective official being brought to the Governing Board for removal from office must be notified at least fifteen (15) business days prior to the governing board meeting and may represent themselves or be represented. Such notifications will describe the reasons for dismissal.

Section 3: The governing board's decision is final.

Article XVI--Local Associations

Section 1: To be recognized as a Local Association, said group must have at least ten dues paying members and conduct an election of officers to include at least a President, Secretary and Treasurer. The Secretary/Treasurer position may be combined. The name of the association and its elected officials must be submitted to the MBA Governing Board, in writing. The MBA Governing Board will then vote for acceptance of the new association.

Section 2: Each Local Association may submit names of members willing to serve on any MBA committee.

Section 3: One Local Association member (dues paying member of the MBA) from each recognized Local Association may be appointed by the Local Association to attend the MBA Governing Board Meetings with voting rights as described in Article V, Section 2.

Signed this day, _____ by:

President: _____, Richard Wieske

Signed this day, _____ by:

Secretary: _____, Michele Armstrong