

# El Dorado Beekeepers

Established: 2011

Approved by the Board of Directors, September 19, 2023

## Article I. Principal Office and Purpose

### Section 1

The principal office of the El Dorado Beekeepers shall be located in the county of El Dorado, State of California.

### Section 2

The mission of the El Dorado Beekeepers, hereinafter referred to as the EDB, shall be to provide a social and educational organization to promote and improve the art and science of beekeeping. EDB is a non-profit 501(c)(3) organization.

### Section 3

The EDB may be affiliated with other bee related organizations.

## Article II. Membership and Dues

### Section 1

Membership shall be open to all beekeepers, those interested in beekeeping and their families.

### Section 2

Membership in the EDB is terminated by nonpayment of dues or dismissal by a two-thirds (2/3) vote of the Board of Directors (hereinafter referred to as the Board).

### Section 3

Members are entitled to all EDB benefits and shall pay dues regardless of attendance.

### Section 4

Nondiscrimination. The EDB admits persons of any gender, gender expression, race, color, national and ethnic origin, age, religion, sexual orientation, disability, or marital status to all the rights, privileges, programs, and activities generally accorded or made available to members of the EDB.

## **Section 5**

Previous members in good standing wishing to rejoin the EDB shall pay dues to rejoin.

## **Section 6**

The annual dues shall be fixed by the Board. Membership begins December 1 each year. Dues are not prorated. All memberships expire on November 30 each year.

## **Section 7**

### Privacy

EDB will only ask for member information when members enroll. EDB will not share personal information with anyone except to operate or improve EDB's offerings and services, comply with the law, or protect our rights, including contractors. EDB and its contractors will not store personal information unless required for the on-going operation of services.

A member can request to remove their information. EDB will comply with the request.

The EDB mailing list will not be shared with any outside parties.

## **Article III. EDB Directors/ Board of Directors and Duties**

### **Section 1**

The Board must be members in good standing. The Board shall be composed of 4 Officers and up to 5 Members-at-Large. The Officers shall consist of President, Vice President, Secretary, and Treasurer. The Board shall be elected from the general membership. The Board shall serve a twelve (12) month term beginning July 1 of each year. The Board approves the annual budget and provides policy and direction in support of the mission of the club. No Board member is to be compensated for any duties in their role as a board member.

Before each election, the Board shall assess the need to expand or contract Board membership to best meet EDB's projected requirements. A quorum is considered to be greater than one half the Board.

## Section 2

### Duties of officers:

- A. President
  1. Presides at all meetings and functions of the EDB.
  2. Prepares agenda for each monthly board of directors' meeting
  3. Submits a budget for approval to the Board by January.
  4. May serve as a working member of each committee.
  5. Has the authority to fill vacancies that occur with the approval of the Board.
  6. Shall be general spokesperson for the EDB
- B. Vice President
  1. Shall take over the President's duties in the President's absence.
  2. If the Secretary is absent from Board meetings, the Vice President will stand in.
- C. Secretary
  1. Keeps minutes of all meetings and makes them available to Board members.
  2. Handles correspondence of the EDB.
  3. Keeps current copies of the Corporate Records Book.
  4. Ensures that the Bylaws and Articles are posted on the website.
  5. Ensures all Board meeting minutes are posted on Board-shared Google drive.
- D. Treasurer
  1. Manages EDB's bank and Paypal account.
  2. Collects all funds due to EDB.
  3. Pays all bills owed by EDB. Checks will be signed by either the President or the Treasurer.
  4. Arranges for a cashier at meetings, classes, workshops, events or parties.
  5. Prepares monthly Treasurer's report and makes it available to the Board.
  6. Prepares an annual financial report and makes it available to the Board.
  7. Prepares annual tax information for tax preparation.
  8. Will implement insurance coverage based upon board decisions regarding same.
- E. Members-at-Large
  1. Shall be responsible for EDB's activities as assigned.
- F. Immediate Past President
  1. Will be a non-voting advisor to the President and Board.

### **Section 3**

#### **Voting**

1. No member shall hold more than one (1) elective office at the same time.
2. There will be only one (1) vote per elective or appointive office.
3. A Board member who will be absent from a board meeting may appoint another board member or ex-officio board member to vote in their place. The Board member must send an email and text ahead of the meeting to the secretary, notifying who the proxy will be.

### **Section 4**

The administration of the affairs of the EDB shall be vested in the Board. The Board shall have all powers expressly granted by these Bylaws and general authority to formulate and to administer the affairs of the EDB between the meetings of the EDB.

### **Section 5**

The Board shall be responsible for arranging all necessary services for the administration of the affairs of the EDB, including speakers, technical, legal and clerical matters subject to the financial ability of the EDB. The Board may adopt such rules and delegate such powers as they deem expedient, consistent with these Bylaws of the EDB.

### **Section 6**

The Board shall meet monthly at the time and place agreed upon by Board officers. Special meetings may be called when necessary. A board meeting consists of a quorum of officers and Members-at-Large.

### **Section 7**

Board meetings are open to all members. Notice will be provided to EDB membership ahead of any board meeting.

## **Article IV. General Meetings**

### **Section 1**

A general meeting shall be held once a month, typically on the second Sunday, unless a holiday occurs on that day.

## **Article V. Nominating Committee and Election**

### **Section 1**

Nominations for Board positions will be presented to the membership during the month of June. Additional nominations from the membership will be accepted prior to the election.

### **Section 2**

The election of Board members shall be held by email sent to the general membership in June. Results will be tabulated by the Board and announced at the next general meeting.

### **Section 3**

Standing committees are defined by the board and can include but are not limited to:

Bee Sales

Club Apiary

Club Store

Social Media/Publicity

Member Education/Beekeeping Classes

Community Education/Outreach

Events/Speaker manager

Volunteers

Equipment

Website

## Article VI. General Provisions

### Section 1

Bylaws may be amended by a two-thirds (2/3) vote of the Board members present at the Board meeting.

### Section 2

Board Members shall be given notice of intent to dissolve the EDB two (2) weeks prior to the Board meeting at which the dissolution proceedings are to take place. The dissolution of the EDB shall require a two-thirds (2/3) majority vote of the Board.

### Section 3

Upon the dissolution of the EDB, 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 a comparable Beekeeper's association, the federal government, or to a state or local government, for a public purpose.

### Section 4

All records related to the EDB will be maintained in the EDB Google Drive.

## Article VII. Finances

### Section 1

Fiscal Year. The fiscal year shall be the calendar year.

### Section 2

Budget. The President shall propose an annual operating budget that has been endorsed by the Board. The budget shall be proposed at the January board meeting, and voted upon by the board at that meeting.

### Section 3

Income and Deposits. All revenues in the form of cash, checks or electronic transfers shall be deposited into the EDB FDIC approved institution account in a timely manner.

### Section 4

Expenditures. Disbursement of EDB funds shall be made by the EDB Treasurer. Signature authority shall also be vested in the President.

Disbursements greater than \$500.00 or any items not budgeted must be approved by the Board.

## Section 5

The EDB shall maintain a reasonable reserve equivalent to 50% of operating expenses.

## Section 6

Use of Assets. The EDB funds or property shall not be used in a manner contrary to federal, state, or local law.

## Section 7

Financial Records Examination. The EDB financial records shall be periodically examined as determined by the Board; by a qualified, independent non-EDB associated financial person. At a minimum, such an examination shall be conducted upon each election cycle.

## Section 8

Annual Financial Reporting. Information on the status of the EDB finances shall be prepared annually. This information shall be made available for inspection by EDB members and the public upon request.

## Section 9

Any officer, board member, committee member, or any other EDB member on behalf of the EDB shall incur no indebtedness, except as authorized by the Board.

## Section 10

EDB will maintain a General Liability insurance policy for Directors, Officers and EDB

Approved by the Board of Directors:



Jim Guilliams, President

Date

September 19, 2023

Amended and approved by the Board of Directors - September 19, 2023

Jim Guilliams, President

Sivia Van Gundy, Vice President

## EL DORADO BEEKEEPERS - BYLAWS

Keith Scott, Treasurer

Debbie Katz-Guilliams, Secretary

Teresa Davis, Member-At-Large

Crystal Whittaker, Member-At-Large

Sarah Pavlik, Member-At-Large

Devon Palermo, Member-At-Large

Leandra Hale, Member-At-Large