

Central Oklahoma Beekeepers Association (COBA)

Constitution and Bylaws

(Revised 2006)

Purpose and Objectives

The organization shall be a non-profit one and its purpose educational, and to engage in any activity which will promote the common interest and general welfare of beekeepers and honey producers, for the promotion of interest in honeybees and beekeeping in Central Oklahoma, by such means as:

- a) Apiculture education and the use of more productive methods of beekeeping
- b) To inform members about honeybees and beekeeping
- c) To provide a forum for training in the art of beekeeping and the production of honey
- d) To inform the public about the importance and contribution of honeybees to the welfare of Central Oklahoma
- e) To encourage others to become members of COBA
- f) To encourage good beekeeping management
- g) To encourage the healthy utilization of information throughout the area about bees and beekeeping
- h) To encourage and teach youth in the art of beekeeping

Article I: Membership

Section 1 Association Membership

- a) Membership in this Association shall run from January 1 to December 31, of each year. Membership is open to all persons irrespective of race, color, sex or national origin.
- b) Any member who has not paid his current dues by March 1 shall be reminded in writing, via USPS or Email by the Treasurer, and if after two (2) months there has been no response; they will be considered inactive.

Article II: Officers

Section 1 The President – Duties

- a) The President shall preside at all meetings of the Central Oklahoma Beekeepers Association
- b) The President may appoint committees as are necessary in his judgment.

- c) The President, or a person he selects, shall represent the Association on special occasion when dignitaries, nation or foreign, are within the area.
- d) The President shall not have voting power in any meeting except he will be required to vote or break a tie vote.
- e) The President shall call regular and special meetings and direct the Secretary/Treasurer to notify the general membership of said meetings, including the time and place.

Section 2 The Vice President-Duties

- a) The Vice President shall act with full power of the President in his absence, or his inability to act.
- b) The Vice President shall relay all transpired business to the President directly after he has acted in the capacity of the President.

Section 3 The Secretary/Treasurer – Duties

- a) The Secretary/Treasurer shall keep an accurate account and permanent record of the meetings of the Association.
- b) The Secretary/Treasurer shall carry on the general correspondence of the Association under the direction of the President and shall assist with the organization of mail.
- c) The Secretary/Treasurer shall issue membership cards after dues have been paid.
- d) The Secretary/Treasurer shall send notices of regular and special meetings to all members of the active membership, not less than ten (10) days before such meeting is to take place.
- e) The Secretary/Treasurer shall be the custodian of the Association funds.
- f) The Secretary/Treasurer shall receive all annual dues, and funds from other sources and issue receipts, in duplicate, for all moneys received.
- g) The Secretary/Treasurer shall furnish a statement of his accounts at each annual meeting, and at any special meeting when asked to do so.
- h) The Secretary/Treasurer shall select a convenient insured bank in which he shall deposit all Association funds by the end of each month.
- i) The Secretary/Treasurer shall pay all bills by the end of the month, by check

Article III: Elections

Section 1 Nominations and Voting

- a) All Beekeepers having their dues paid shall be a voting member.

- b) Any voting member to be nominated for an office in the Central Oklahoma Beekeepers Association must be a voting member in good standing before his name may be place in nomination.
- c) Any voting member whose name is place in nomination must have previously agreed to accept the responsibility of the office and given consent for his name to be placed in nomination from the floor.
- d) No proxy vote shall be counted as valid.
- e) All voting for officer just by ballot.

Section 2 Tenure of Office

- a) All officers shall be elected for a one-year term at each January meeting.

Section 3 Vacancies in Office

- a) Should a vacancy occur in the office of President, the Vice President shall assume the office of President
- b) In the event that the vice president is unable to perform the duties as President, a special election will be held.
- c) Vacancies in all other offices shall be filled by an appointment made by the president.
- d) In the event the association fails to elect an officer to a position, the officer presently servicing in that position shall continue to serve in office until a qualified successor is elected.

Article IV: Dues

Section 1 Annual Dues

- a) The amount of annual dues shall be set at the January meeting, for each calendar year.

Article V: Meetings

- a) Regular meetings shall be held monthly.
- b) At the January meeting, annual election of officers shall be held.
- c) At each January meeting (or at charge of Secretary/Treasurer) the president shall appoint a committee of three (3) to audit records, said committee to report at the next meeting.
- d) Any business needing to be addressed shall be done in the January, April or August regular meetings.

Article VI: Rules of Order

Section 1 Parliamentary procedures

- a) The association shall conduct its meetings according to Robert's Rules of Order, Revised 1970, and this shall be the authority on all rules of procedure not otherwise provided in the Bylaws.

Article VII: Dissolution

- a) In the event of dissolving of this organization after all liabilities and obligations have been paid, satisfied and discharged, any remaining assets shall be contributed to the Oklahoma State Beekeepers Association.

Article VIII: Amendments

- a) Amendment to this Constitutions and Bylaws may be accomplished by a 2/3 majority vote of the voting members present at regular or special meetings.
- b) A written notice of proposed amendments shall be sent or delivered to each member at least ten (10) days prior to the meeting at which said amendments shall be voted upon.

Article IX: Suggested Form of Meeting

- a) This is a recommended format for COBA meetings;
 - 1. Call to Order
 - 2. President's Address
 - 3. Reading of the last meeting minutes or it can be provided in writing at the beginning of each meeting.
 - 4. Secretary/Treasurer's report (January-April-August)
 - 5. Introduction to guest s and new members
 - 6. Committee reports (if any)
 - 7. Appointment of new committees (if needed)
 - 8. Election of officers (January)
 - 9. Old business (January-April-August) if needed
 - 10. New business (January-April-August) if needed
 - 11. Introduction of speaker(s)
 - 12. Adjournment

Central Oklahoma Beekeepers Association (COBA)

Bylaw Proposal

November 17, 2011

PURPOSE OF BYLAW:

To separate the officer's title and responsibilities, known as of this date as SECRETARY/TREASURER, into two distinct official positions, with separate responsibilities, to be henceforth known as SECRETARY and TREASURER.

PRESENT BYLAW (TO BE AMENDED UPON RATIFICATION OF THIS PROPOSAL):

Article II (Officers), Section 3 (The Secretary / Treasurer – Duties)

SUGGESTED BYLAWS (TO REPLACE THE BYLAW ABOVE):

Article II (Officers), Section 3 (The Secretary – Duties)

- a) The Secretary shall keep an accurate account and permanent record of the meetings of the Association.
- b) The Secretary shall carry on the general correspondence of the Association under the direction of the President and shall assist with the organization of mail.
- c) The Secretary shall issue membership cards after dues have been paid.
- d) The Secretary shall send notices of regular and special meetings to all members of the active membership, not less than ten (10) days before such meeting is to take place.

Article II (Officers), Section 4 (The Treasurer – Duties)

- a) The Treasurer shall be the custodian of the Association funds.
- b) The Treasurer shall receive all annual dues, and funds from other sources, and issue receipts, in duplicate, for all moneys received.
- c) The Treasurer shall furnish a statement of his/her accounts at each annual meeting, and at any special meeting when asked to do so.
- d) The Treasurer shall select a convenient insured bank in which he/she shall deposit all Association funds by the end of each month.
- e) The Treasurer shall pay all bills by the end of the month, by check.

**Motion to ratify this proposal made on November 17, 2011 by Tracy Carmack,
Secretary / Treasurer**