

Central Oklahoma Beekeepers Association  
Constitution and Bylaws  
(Revised 2012)

Article I: Organization

Section 1 Association Name

- a) The name of this association shall be The Central Oklahoma Beekeepers Association (COBA) a nonprofit, educational and agricultural association. Referred to from here on in this document as COBA.

Section 2 Mission statement and purpose

- a) COBA is formed to promote, educate, train and encourage all beekeepers regardless of age, race, gender, religion or nationality in good beekeeping practices and all aspects of honeybee hive agricultural products and services.
- b) To inform the public of the importance and contribution of honey bees to the welfare of central Oklahoma.

Article II: Membership

Section 1 Member

- a) Members have to currently keep or be in the process of obtaining and keeping honey bees.
- b) Members have to be in good standing and have their dues paid.
- c) Individual membership entitles the card holder to cast one vote.
- d) Family membership entitles two people listed on the family membership card to one vote each for a total of two votes only.

Section 2 Associate Member

- a) Associate Members do not have to own or keep bees, this is a non-voting member.
- b) Associate members have to be in good standing and have their dues paid.

Section 3 Dues

- a) The cost of the dues for the next year is determined by the Executive Board before the December Meeting.
- b) Membership is from January 1 through December 31. All dues are due at the January meeting.

- c) All members should supply a means of contact to the treasurer at the time the dues are paid.

Article III Officers, Executive Board Members, Duties, Tenures and Compensation

Section 1 Tenure

- a) The officers of the association shall be the (a) President (b) Vice President (c) Secretary (d) Treasurer of whose terms shall be 1 year. All officers may be signers on the financial account.
- b) The President may not serve more than 4 consecutive terms and may be re-elected after not being in office for one year.
- c) Each Board Member shall serve for a term of 3 years except when the Executive Board is initially established there will be one 1 year term, one 2 year term and one 3 year term.
- d) All officers and board members must be active voting members of COBA.

Section 2 Compensation

- a) All elected or appointed officers of COBA may be reimbursed for their extra personal expenses when performing duties required by COBA (i.e. gas or motel when required to attend an out of town meeting.) No single reimbursement shall exceed \$150.00 unless previously approved by the executive board. Receipts must be provided for all reimbursed personal expenses.
- b) No elected official shall receive compensation for time or services.

Section 3 President

- a) The President shall preside over all meetings or appoint someone to represent him / her.
- b) The President may represent COBA when necessary.
- c) The President shall call all meetings of COBA and direct the secretary to notify the appropriate members of time and place.
- d) The President shall not have voting privileges except in a tie at which time he / she can break the tie or table the issue until a later date.
- e) The President shall appoint all committees including but not limited to nominating, auditing and other such committees.

Section 4 Vice President

- a) The Vice President shall act for the President in the absence of the President.
- b) The Vice President shall relay to the President all acts made in his behalf as soon as the President is available.

- c) The Vice President shall carry out all necessary duties prescribed by the President to the best of his / her ability.

Section 5      Secretary

- a) The Secretary shall be responsible for an accurate account of all meetings: monthly, special, and the annual business.
- b) The Secretary shall be responsible for all correspondence of COBA.
- c) The Secretary shall issue notices, written or printed, to the appropriate members and or media outlets of any special or regular meetings not less than 7 days prior to such meetings.

Section 6      Treasurer

- a) The Treasurer shall be responsible for the COBA funds. Keep an accurate ledger and maintain an account of such funds.
- b) The Treasurer may use a convenient insured bank to maintain COBA's funds.
- c) The Treasurer shall keep records and receipts of all transactions; pay bills when due or before.
- d) The Treasurer shall be responsible to be sure all expenditures are dispersed in the following manner:
  - 1) All payments require two signatures.
  - 2) Individual payments of \$50.00 to \$250.00 must be preapproved by the President prior to acquiring such expenditures.
  - 3) All expenditures of more than \$250.00 must be preapproved by a majority vote of the Executive Board or a majority vote of a quorum of the membership.
- e) The Treasurer will maintain the current membership lists.

Section 7      Executive Board Members

- a) The Executive Board consists of (a) President (b) Vice President (c) Immediate Past President and (d) at least 3 additional Executive Board Members.
- b) Additional Executive Board Members shall be added in increments of 3 as COBA membership warrants.
- c) The Executive Board serves as a representative of the COBA membership in all business matters.
- d) The Executive Board is to assist and advise the President as needed.
- e) The Executive Board makes all decisions unless otherwise stated in this document.

Article IV      Elections and Terminations

Section 1      Nominations and Voting

- a) All voting members are eligible to be nominated for an office.
- b) All nominees must have consented to accept responsibility for the said position before the business meeting.
- c) Nominations for officers will be accepted from the floor, but the nominee must be present.
- d) No proxy vote shall be counted as valid.
- e) All votes on officers must be by ballot unless there is only one nominee.
- f) The Executive Board Members are nominated by the President and must be confirmed by a majority vote of a quorum of the membership.

Section 2 Termination of Membership

- a) Any member not to be found in good standing by a 2/3 vote of the Executive Board will have their membership terminated and be removed from any position they hold. The vacated position will be filled in the appropriate manner set forth in this document. Dues to be returned if requested.

Section 3 Vacancies

- a) In the event of the vacancy of the President, the Vice- President shall assume the position.
- b) In the event that any other office becomes vacant, the President will appoint a member to serve in that office until the next annual business meeting when a new officer is elected.
- c) In the event an Executive Board Member position becomes vacant the President can appoint another member to serve until the next annual business meeting at which point the body must confirm the interim Executive Board Member or elect a new Executive Board Member to finish the term.

Article V Meetings, Dissolution and Terminology

Section 1 Meetings

- a) All meetings will be consistent with our mission statement and purpose. (Article 1 Section 2) The January meeting will be the Annual Business Meeting which all regular elections will be held and the financial statement will be reviewed and confirmed by the membership. All other necessary business can be done in this meeting.
- b) All meetings shall be in accordance with the Roberts Rules of Order.
- c) All meetings are called and scheduled by the President.
- d) Suggested format for meetings:

1. Call to order.
2. Prayer
3. Pledge of allegiance
4. Address from the President (recognize VIP)
5. Speakers
6. \*Minutes of last business meeting
7. \*Treasurers report
8. \*Committees reports (if any)
9. Break for refreshments
10. \*Elections
11. \*Old and new business
12. Any other speakers (if time allows)
13. Adjourn

\*Annual Business Meeting (January)

Section 2      Dissolution

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

Section 3      Terminology

Quorum – A quorum is when at least 25% of the paid members are present.

Article VI      Amendments to the Constitution and Bylaws

- a) Amendment to this Constitution and Bylaws may be accomplished by a majority vote in any meeting that a quorum is present. Notice of proposed changes must be sent to each member 15 days before said meeting.
- b) A copy of this document should be made available for any paid member upon request. It is recommended that this Constitution and Bylaws be reviewed for possible changes every 5 years by a committee appointed by the President.