

The Ohio State Beekeepers' Association, Inc. Bylaws

THE OHIO STATE BEEKEEPERS' ASSOCIATION, INC.

Membership Levels and Dues

1. Individual Membership: Any individual meeting the requirements of membership. \$20 annual dues
2. Student Membership: Student membership shall be available to individuals who are a full time student in primary or secondary education. \$15 annual dues.
3. Senior Membership. Senior membership shall be available to individuals who have attained the age of 60 by January 1st of membership year. \$15 Annual dues.
4. Family Membership. Family membership includes the members spouse and children under 18. \$25 annual dues.
5. Life Membership: Available to any individual meeting the requirements of membership. Life members shall be granted the rights and privileges of membership for life and will thereafter not be required to pay annual dues. Lifetime membership extends to the members spouse and children under 18. \$200 one time dues.
6. Promotional Membership: The board of directors, at their discretion, may grant individual membership for the purposes of promoting OSBA. The amount of the dues shall be set by the board of directors for each promotion.
7. Honorary Membership: The board of directors, at their discretion, may grant membership to individuals for notable service and commitment to the OSBA and it's members. This membership may be yearly or lifetime by the decision of the board.

The term of membership is January 1st through December 31st. Dues are due on the first day of the term.

The dues of all Executive Officers and the Publications Director shall be remitted by their service while in office.

All applications for membership must be made to the Secretary, or the authorized representative, and must be accompanied by the annual dues

Membership dues shall be reviewed annually by the Board of Directors.

Donations: Any members wishing to donate funds toward the General Fund, Research Fund, or a specific program, may do so.

Registered Agent

The Board of directors shall select the registered agent of the corporation who shall maintain the registered office of the corporation. The Registered Agent, duly appointed by the board of directors shall remain in office until replaced by vote of the board of directors. The registered agent may be a member fo the board of directors.

The registered agent shall represent OSBA in all matters related to the corporate status and tax exempt status of OSBA. The registered agent shall be empowered to act on behalf of the OSBA in all matters as directed by the board of directors. The registered agent shall be responsible to maintain the corporate status and tax exempt status and file all necessary forms with the Ohio Secretary of State and the United States Internal Service on a timely basis. The registered agent shall maintain the official file of all documents related to corporate status and tax exempt status. The registered agent shall keep the board of directors apprised of all matters related to the corporate status and tax exempt status of the OSBA.

Regions

For program and administrative purposes the State of Ohio shall be divided into nine (9) regions as follows:

1. The Maumee Valley Region; consisting of Williams, Fulton, Lucas, Defiance, Henry, Paulding, Putman, Hancock, Van Wert, and Allen Counties.
2. The Erie Basin Region; consisting of Wood, Ottawa, Sandusky, Erie, Seneca, Huron, Wyandot, Crawford, Richland, and Ashland Counties.
3. The Western Reserve Region; consisting of Lorain, Cuyahoga, Lake, Geauga, Ashtabula, Medina, Summit, Portage, and Trumbull Counties.
4. The Top of Ohio Region; consisting of Mercer, Auglaize, Hardin, Shelby, Logan, Union, Darke, Miami, Champaign, and Clark Counties.
5. The Heart of Ohio Region; consisting of Marion, Morrow, Knox, Delaware, Licking, Madison, Franklin, Pickaway, and Fairfield Counties.
6. The Crossroads Region; consisting of Wayne, Stark, Mahoning, Columbiana, Holmes, Tuscarawas, Carroll, Coshocton, Harrison, Jefferson, Muskingum, and Guernsey Counties.
7. The Miami Valley Region; consisting of Preble, Montgomery, Greene, Fayette, Butler, Warren, Clinton, Hamilton, and Clermont Counties.
8. The Ohio Valley Region; consisting of Highland, Ross, Vinton, Pike, Jackson, Gallia, Brown, Adams, Scioto, and Lawrence Counties.
9. The Buckeye Hills Region; consisting of Perry, Morgan, Noble, Belmont, Monroe, Hocking, Athens, Washington, and Meigs Counties.

Meetings

The board of directors shall meet at least three times a year. Per the constitution one meeting is required after the election and before the first of the year when new officers assume their office to allow for smooth and orderly transition.

At the discretion of the president, the Board of Directors or the Executive Committee may conduct business by a direct face-to-face meeting, via telephone, conference call or other method provided a quorum is met.

The order of business for all meetings shall be based on Robert's Rules of Order, unless stipulated otherwise by the By-Laws or suspended by a majority vote of the quorum present.

Committees and Delegates

The President shall appoint committees and delegates as deemed necessary with the concurrence of the Board of Directors. These committees will include but are not limited to:

- Auditing Committee
- Meeting/Convention Program Committee
- Nominating Committee

Duties of the President

The president shall be the directing head and chief executive officer, and shall preside at all meetings. He or she shall act as chair of the executive committee, appoint all committees not otherwise provided for, fill all vacancies in office taking place between elections, and call all special meetings of the executive committee and of the general membership when requested to do so as provided in the constitution. He or she shall be responsible for seeing that all officers, elected or appointed, perform their respective duties and take the initiative in all matters pertaining to the welfare of the organization and its membership. The President shall appoint all standing or special committees as are deemed necessary to carry out the aims and policies of the Association. The

President shall be a member ex-officio of all committees and shall perform all the duties commonly incident to the office, and including such other duties as may be fixed or determined by the Executive Committee that are not contrary to the Constitution and Bylaws.

Duties of the Vice President

In the absence of the president, the vice president shall assume the responsibilities ordinarily falling upon the president. In the absence of both officers, the members may select a chair to serve for the time being. It shall be the duty of the vice president to serve as program chair of the association.

Duties of the Secretary

It shall be the duty of the secretary or secretary/treasurer to:

- (a) Maintain a list of all members in good standing.
- (b) Collect and remit to the Treasurer add dues fees and charges.
- (c) Have the option to send notice of delinquent membership to those members who are one month late in paying dues.
- (d) Record all minutes of annual and special meetings of the membership, as well as minutes of meetings of the executive committee.
- (e) Submit an annual report of branch associations at the annual meeting of the state association.
- (f) Revise the constitution and bylaws after annual membership meetings in which changes have been approved by the membership.
- (g) Give all notices required by law or provided for by the Constitution and By-Laws.
- (h) Perform such other duties as would naturally be assigned to this office.

Duties of the Treasurer

The Treasurer shall be bonded in accordance with Ohio laws. It shall be the duty of the audit committee to audit the treasurer's accounts annually or whenever there is a change of Treasurer. The OSBA board may also elect to have an audit conducted by an independent third party.

It shall be the duty of the treasurer to:

- (a) Keep financial records in good condition showing all amounts received and disbursed by him or her, from whom received, and to whom and for what paid.
- (b) The Treasurer shall be authorized to sign drafts and checks of the Association in the discharge of day-to-day budgeted business accounts. Levels of signature authority requiring prior approval of the President will be set by the Executive Committee. He may endorse for deposit of its order and may accept the drafts on behalf of the association.
- (c) The Treasurer will prepare a proposed budget for review by the Executive Committee prior to the annual meeting.
- (d) The books shall be the property of the Association and together with all its property in his or her possession, shall be subject at all times to the inspection and control of the Executive Committee.
- (e) Provide a complete financial report to the membership at the annual meeting and Executive Committee Meetings.
- (f) Perform such other duties as would naturally be assigned to this office.

Duties of the Publications Director

It shall be the duty of the Publications Director to:

- (a) Compile and publish a quarterly newsletter for both hard-copy and electronic distribution.
- (b) In support of the Director, members of the Executive Committee and Board will be scheduled to provide articles and reports to the membership for publication in the Journal.

Duties of the Regional Directors and Regional Representatives

It shall be the duty of the Regional Directors and Representatives to:

- (a) Represent their region at meetings of the board of directors and shall report regularly to the board of directors on activities within their region.
- (b) They will be expected to be aware of the problems facing beekeeping in their respective areas of representation.
- (c) Be responsible for bringing these problems to the attention of the executive committee and the members.
- (d) Send monthly reports to the newsletter editor and send a copy of each of the monthly reports to the president.

- (e) They will support OSBA by attending local association meetings, participating in OSBA functions, and disseminating OSBA information in a timely manner.
- (f) They will work to foster cooperation and collaboration between the local beekeeping associations in their respective regions and with the OSBA.
- (g) They will promote OSBA to local associations, beekeepers and the general public.

Duties of All Board Members

Board members act as trustees of the organization's assets and must exercise due diligence to oversee that the OSBA is well managed and that its financial situation remains sound. To these ends board members are expected to:

- obey the constitution and bylaws of the OSBA.
- promote the OSBA and work to fulfill the mission of the OSBA.
- not put personal interests above the interests of the association.
- disclose even potential conflicts of interest and be willing to recuse themselves from voting in matters in which they have personal interests. (The remaining members of the board without similar conflict shall determine if the potential conflict merits recusal.)
- exercise ordinary and reasonable care in the performance of their duties, exhibiting honesty and good faith.

Nominations

On or before the first day of August each year, the President shall appoint a nominating committee consisting of one to three members. The committee shall nominate at least one candidate for each of the officers to be elected and shall share the names with the Secretary in time to allow for notification before the Annual Meeting and for absentee voting. The committee may use the official publications or email distribution list to request interested candidates.

Amendments

The Approved amendments to the constitution and bylaws will be announced to the general membership in the next published newsletter following the adoption vote.

Official Publication

The OSBA shall have an official newsletter published quarterly.

The OSBA will maintain an official website. A webmaster may be hired by and serve at the discretion of the Board of Directors. The webmaster shall restrict website content to OSBA related material and other such material the Board of Directors may deem appropriate.

The OSBA Constitution, bylaws and official minutes shall be published to the OSBA Website.

Certification

Tim Arheit, President of The Ohio State Beekeepers' Association, Inc., and Floyd Ostrowski, Secretary of The Ohio State Beekeepers' Association, Inc., certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on _____, 2014.

Tim Arheit, President

Floyd Ostrowski, Secretary