

# Madison County Beekeepers Association

## By Laws

February 2009

### **Article I. Description of Duties and Responsibilities of Officers and Members of the Board of Directors.**

**President-** Conducts all Membership meetings, usually 5 per year plus a picnic and a dinner meeting. Schedules the time and place for all meetings and events, including both Member and Board meetings as well as the picnic and dinner on an annual basis. Serves as Chairman at the Board of Directors meeting and can cast a vote in case of a tie. Appoints individuals to head special projects and committees, as the case requires, including Nominating and Audit Committees. Acts as principal contact of the Association on all matters unless previously designated.

**Vice President-** Serves in the absence of the President in all manners. Provides a meaningful program for each Membership meeting for the months of January, March, May and September as well as scheduling a picnic in July and a dinner meeting in November. Such meaningful programs must be honey beekeeping related unless prior authorization by the President is approved to deviate. Programs must have authoritative, well-educated, and experienced speakers with adequate presentation material and topics should be related to the North Alabama area. The July Membership meeting is traditionally gadget night as well as election of officer's night; therefore no other program is required. The November Membership meeting is traditionally a dinner meeting with little or no planned program required. Attends all Board meetings as Vice President and is an ex officio non-voting member of the Board.

**Secretary-** Keeps minutes of all regular membership and BOD meetings, updates/publishes MCBA membership directory, handles all Association correspondence. Membership roster and directory, including all pertinent information must be available upon request to all Officers and members of the Board of the Association. Attends all Board of Directors meetings as Secretary and is an ex officio non-voting member of the Board.

**Treasurer-** Collects membership dues, pays MCBA bills/expenses, maintains an accurate account of Association finances, prepares financial report for bi-monthly meetings and prepares an annual financial report. Bank account(s) must be in the name of Madison County Beekeepers Association and at a bank approved by the Board of Directors. The treasurer also needs to send out reminder emails to the members who owe dues, or send a list to the Secretary to email out. Attends

all Board of Directors meetings as Treasurer and is an ex officio non-voting member of the Board.

**Board of Director Member**-Attends all Board meetings as called by the President usually 3 or 4 times annually. Board meetings serve as the Management arm of the Association wherein future activity, ideas, budgetary issues, and the general direction of the Association for the future is discussed, planned for and scheduled if appropriate. Other Management matters or issues for the Association may come forth from time to time and the Board may be asked by the President to discuss and arrive at a consensus in these case as well. Members serving on the Board must commit to attending the meetings when called.

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