

ILLINOIS STATE BEEKEEPERS ASSOCIATION BYLAWS

Original Constitution Adopted February 26, 1891

Revised November 13, 1971, June 10, 1989, November 10, 2012 and November 5, 2022

Article I - Membership

Section 1. Association Membership

- a. Membership shall run from January 1 to December 31, each year.
- b. Membership dues are payable on January 1; if unpaid by May 1, the membership shall be terminated.
- c. Membership termination does not absolve a former member from any indebtedness to the Association.
- d. Interested non-beekeepers may join the Association by payment of the regular annual dues.

Article II - Officers

Section 1. Duties of the President

- a. The President shall preside at all Association meetings
- b. The President may appoint committees as necessary in his/her judgment, or as authorized by the Executive Board.
- c. The President, or a person he/she selects, shall represent the Association on special occasions when dignitaries, national or foreign are within the area.
- d. The President shall not have voting power in any meeting except to break a tie vote.
- e. The President shall call regular and special meetings, and direct the Secretary to notify the general membership of the meetings, including time and place, unless notice is published in the Association Bulletin.

Section 2. Duties of the Vice President

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

Section 3. Duties of the Secretary

- a. The Secretary shall keep an accurate and permanent record of all meetings of the Association.
- b. The Secretary shall carry on the general correspondence of the Association under the direction of the President.
- c. The Secretary shall issue advance notices to the Officers and Directors of all forthcoming Executive Board meetings.
- d. The Secretary shall collect and distribute all Association mail and correspondence to the appropriate Board member.

Section 4. Duties of the Treasurer

- a. The Treasurer shall be the recipient of all annual dues and monies from other sources, and shall be the custodian of the Association funds.

- b. The Treasurer shall furnish a statement of his/her accounts at each Annual Fall Meeting, and at any Executive Board or special meeting when called upon to do so.
- c. The Treasurer shall make available for review at a time and date of his/her convenience a statement of his/her accounts to any voting member who makes a written request for such accounts.
- d. The Treasurer shall select a convenient bank agreed to by the Executive Board in which he/she shall deposit all Association funds. The Officers of the Executive Board shall appoint three additional Board members as cosigners on the account.
- e. The Treasurer shall pay all bills related to normal Association operating expenses by check and present a statement of all bills paid to the Board at the next Board meeting.

Section 5. Duties of the Directors

- a. There shall be four Directors, a Membership Director and three Regional Directors.
- b. The Membership Director shall keep an accurate membership roster of all members and their contact information. This roster shall also indicate their status as either a voting member or non-voting member and club affiliation(s).
- c. The Membership Director shall maintain an up-to-date membership list in an electronic format, ascertain the number of bulletins to be printed for each issue and provide a name and address file in electronic format to the respective mailing service to use to address and mail the bulletins.

The Membership Director shall maintain the security and privacy of the names and contact information of all members (active and inactive) on the membership file and not provide the information to any entity outside of the ISBA officers and directors.

The Membership Director shall furnish a file of the ISBA member id numbers, names, mailing addresses and email addresses to be utilized to populate the file used to issue emails to all members.
- d. There shall be one Director for each of the three Regions in the State. The Regional Directors shall represent their respective Regions at all Executive Board Meetings.

Section 6. Duties of the Executive Board

- a. The Executive Board shall be responsible for the administration of the Association.
- b. The Executive Board shall transact all necessary business of the Association in the intervals between the two annual meetings.
- c. The Executive Board shall decide where and on what date the annual fall convention is to be held, and shall formulate an appropriate program.
- d. The Association President shall be the Executive Board Chairman.
- e. An Executive Board meeting may be called by the President, Vice President, Treasurer or Secretary or any of the Directors.
- f. The Executive Board, or its individual members, shall advise the President in any and all matters in the organization.
- g. In any referendum the Executive Board members shall each have one vote, except for the President who shall have no vote. In the event of a tie vote the President shall cast the deciding vote.
- h. A majority of the total number of Executive Board members shall constitute a quorum.
- i. The Executive Board shall appoint an Editor for a three year term whose responsibility shall be the compiling and issuing of the Association's bimonthly Bulletin.

Article III - Elections

Section 1. Election of Board members

- a. All elected officers shall be voting members in good standing in the Illinois State Beekeepers Association.
- b. The President, Vice President, Secretary and Treasurer shall be elected annually by the voting members of the Illinois State Beekeepers Association present at their Annual Fall Meeting.
- c. The Membership Director shall be elected every three years, starting in the year 2012, by the voting members of the Illinois State Beekeepers Association present at their Annual Fall Meeting.
- d. One Regional Director shall be elected by the voting members of the Illinois State Beekeepers Association present at their Annual Fall Meeting each year and shall serve a term of three years. Starting in the year 2012, the Southern Regional Director shall be elected followed in year 2013 with the Northern Regional Director's election, followed in year 2014 with the Central Regional Director's election and continuing in this respective order.

Section 2. Division of the State for electing Directors

- a. For electing Directors the state shall be divided into three Regions, the Northern, Central, and Southern, so that equal representation within the Board of Directors may be had by each Region.
- b. The Northern Region shall be from the Illinois Wisconsin line south to Highway 80, which forms a line through Rock Island, Princeton, Ottawa, Joliet, and Lansing.
- c. The Central Region shall be from Highway 80 south to Highway 16, a line passing through Jerseyville, Litchfield, Pana, Mattoon, and Paris.
- d. The Southern Region shall be from Highway 16 south to the southern boundary of the state.
- e. A person living not more than ten miles north or south of either Highway 80 or 16 may represent beekeepers on the opposite sides of the dividing lines.
- f. In the event that no candidate is available from any given Region, a candidate from the state at large may be nominated.

Section 3. Nominations

- a. Each year a Nominating Committee will be formed by the two Regional Directors not running for re-election at least 30 days prior to the Annual Meeting date. A voting member of the Association from the third Region will be appointed by his/her committee members to complete the Nominating Committee. This third member will be disqualified from running for an office.
- b. The Nominating Committee shall elect its own Chairman.
- c. The Nominating Committee shall nominate at least one person for each Association office to be filled.
- d. The Nominating Committee shall present its slate of nominees at the Annual Fall Meeting.
- e. Any member to be nominated for an office in the Association must have had his/her membership dues paid at least 24 hours before his/her name may be placed in nomination.
- f. Any member whose name is placed in nomination must have previously agreed to accept responsibility of the office.
- g. Any member in good standing may be nominated from the floor.
- h. A nominator must have secured consent from the nominee before placing his/her name in nomination from the floor.
- i. An elected Executive Board member currently serving may submit his/her resignation from his/her present office before the Nominating Committee presents its report, so that his/her name may be placed in nomination for another office. In that case, the President shall appoint another member to complete the unexpired term so created.

j. The newly elected Officers shall assume Office on January 1 in the year following the election. Each outgoing Officer shall pass on all records relating to his/her position prior to the date his/her successor assumes Office. The Executive Board may conduct informal meetings with outgoing and incoming Officers after the election and before the new Officers take Office.

Section 4. Election regulations

- a. The President shall appoint an Election Committee of three members prior to an election.
- b. The Election Committee shall elect its own Chairperson.
- c. The Chairperson of the Election Committee shall run the election.
- d. The duties of the Election Committee shall be to record the names of nominees on a visual display, pass out ballots, collect the marked ballots after voting, tally votes, and inform the President in writing of the election results. The President shall then inform the members of the election results.
- e. Election of Executive Board members shall be by secret ballot. If only one nomination is made, the candidate may be elected by acclamation. All other voting methods shall be at the discretion of the President.
- d. A member must be present at the time of voting if his/her name is placed in nomination from the floor.
- e. A member voting in an election shall have his/her membership dues paid.
- f. No proxy vote shall be counted as valid.
- g. Twenty members of the Association present at any general meeting shall constitute a quorum.
- h. Officers shall be elected by a simple majority.

Section 5. Vacancies in office

- a. Should a vacancy occur in the office of President, the Vice President shall assume the office of the President.
- b. In the event that the Vice President is unable to perform the duties as President, the senior member of the Board of Directors shall perform those duties, and he/she shall appoint a member to fill his/her unexpired term.
- c. Vacancies in all other offices shall be filled through appointment by the President and approved by a majority of the Executive Board.
- d. In the event that the Association fails to elect an officer to a position, the officer presently serving in that position shall continue in office until a qualified successor is elected.

Article IV - Summer Meetings

Section 1. Annual Summer Meetings

- a. The Summer Meeting shall be co-sponsored by one of the State Association Chapters willing to volunteer.
- b. The location of the Summer Meeting shall rotate through the State Regions, Northern, Central, and Southern, in that order.
- c. The Director for the Host Region shall contact Chapters of his/her Region and make the invitation known for sponsoring the meeting.
- d. The Regional Director shall announce at or before the first Executive Board meeting of the following year the sponsoring Chapter(s) for the upcoming midsummer meeting.
- e. The Chapter(s) co-sponsoring the Summer Meeting in cooperation with the ISBA shall help make all arrangements for the meeting in its area, including location, program, date, information on food and lodging, and shall provide specific directions to the meeting place.

- f. The site for the Summer Meeting may be either indoors or out of doors at the discretion of the co-sponsoring Chapter(s) so long as the necessary facilities to accommodate the people comfortably are provided.
- g. At the Summer Meeting the Chairman/President of the co-sponsoring Chapter shall begin the meeting with a welcome followed by a response and opening remarks by the State Association's President.
- h. The President of the Illinois State Beekeepers Association shall serve as moderator for the Summer Meeting.
- i. In the event that no Chapter is willing to sponsor the Summer Meeting, the Executive Board of the State Association shall arrange for a meeting place, and present the program.
- j. Both the State and the sponsoring Chapter Secretaries shall record the proceedings of Summer Meetings.

Article V - Annual Dues

Section 1. Association dues

- a. The amount of the annual dues shall be decided upon by the Executive Board.
- b. The Executive Board may increase or decrease the amount of the annual dues when it deems this necessary for the betterment of the Association.
- c. The members shall be notified through the Association Bulletin of any change in dues rate.

Article VI - Association outside activities

Section 1. Association activities

- a. The Executive Board shall be consulted and advised in advance regarding any and all proposed projects to be carried out under the name of the Illinois State Beekeepers Association, and an endorsement from the Executive Board shall be secured from it before proceeding with the proposed project.
- b. Proper reporting to the Executive Board shall be made within 60 days after a project has been terminated.

Article VII - Amending the Association Constitution and Bylaws

Section 1. Proposed changes and required action for adoption

- a. A 30 day notice of proposal to amend the Constitution and/or Bylaws shall be sent to each active member, stating the exact present wording, and identifying it by Article Number and Section Letter, and state in exact wording any changes that are proposed.
- b. The Bylaws may be amended at a Summer or Fall Meeting by a two thirds majority vote of the members, provided a quorum of 20 members or more is present.

Article VIII - Association Chapters

Section 1. Local Association requirements

- a. Local or area beekeepers' associations will be recognized by the State Association as Chapters provided that they hold an annual election of officers, and have at least two meetings during each calendar year.
- b. Qualifying local beekeepers' associations may become Chapters of the State Association through a referendum of their membership.
- c. Qualified Chapters must submit the State Association dues from all of their regular members unless previously paid.
- d. Membership dues of individuals shall be submitted to the State Association's Treasurer.

Article IX - Incorporation of the Association

Section 1. Incorporation of the Association and Corporate Powers

- a. This Association was incorporated with the State of Illinois on February 27, 1891 and is currently identified under Corporate File No. 0539-604-2 of the General Not For Profit Corporation Act of 1986.
- b. The Association shall have the Powers specified under the statutes of the General Not For Profit Corporation act of 1986.

Article XI - Parliamentary Procedure

Section 1. Rules of Order

- a. The Association shall conduct its meetings in accordance with Robert's Rules of Order, latest edition, which shall be the authority in all procedures not otherwise provided in the Association Bylaws.

Article XI - Dissolution

Section 1. Dispersion of Organization

- a. Should Dissolution of the Organization take place, after all liabilities and obligations have been paid, any remaining assets shall be contributed to a local or national Beekeeper Association, as decided by the Executive Board.
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