

TENNESSEE VALLEY BEEKEEPERS ASSOCIATION BYLAWS

ARTICLE I- NAME

The name of the Association shall be the "TENNESSEE VALLEY BEEKEEPERS ASSOCIATION" and shall be referred to as the "TVBA" throughout the remainder of this document.

ARTICLE II- PURPOSE

TVBA shall be an unincorporated, educational organization dedicated to promoting the study, science, and craft of beekeeping, and to provide education and encouragement to all Tennessee Valley beekeepers. TVBA shall cooperate with the State of Tennessee, Department of Agricultural; the University of Tennessee Extension Service, the Tennessee Beekeepers Association, as well as other beekeeping organizations to help promote public awareness of the benefits and necessity of the honey bee.

ARTICLE III- MEMBERSHIP

Section 1. Any person interested in beekeeping is eligible

Section 2. Any eligible person or family wishing to become members may do so by paying annual dues.

Section 3. The membership year shall be from January 1st –December 31st. Dues shall be reduced by one-half for any *new* members joining after July 1 for the balance of the year.

Section 4. Membership dues are due and payable by January 1. After payment of dues, each individual or family shall be eligible to receive a subscription to the TVBA newsletter and be a member in good standing.

Section 5. Members in good standing shall be entitled to one vote in meetings.

Section 6. A family membership is entitled to one vote.

Section 7. Membership dues for individuals and families shall be ten (\$10.00) dollars annually.

Section 8. Membership information (name, address, e-mail, etc.) shall not be used for anything other than TVBA business.

ARTICLE IV- FISCAL YEAR AND MEETINGS

Section 1. The fiscal year of the TVBA shall begin November 1 and end October 30.

Section 2. Regular meetings of the TVBA will be held on the 4th Monday of each month, excluding federal holidays, starting at 7:00 p.m. and located at the Hamilton County Extension offices, 6183 Adamson Circle, Chattanooga, TN. The president may change the date, time, and location of the meeting. Not less than ten days written notice (electronic and/or postal mail) shall be given to the membership prior to any such change.

Section 3. The nomination meeting of the association shall be held at the October meeting. Nominations also may be taken from the floor. The election of officers shall be held at the November meeting. Elected officers shall assume office January 1.

Section 4. The annual meeting of the TVBA shall be held at the regular November meeting, at a site designated by the Board of Directors, which shall be in the area served by the TVBA. The purpose of such meeting is the election of officers and directors, receiving the annual reports, and conducting such business as may be properly brought before the membership.

Section 5. Special meetings may be called by: the President, a majority of the Board of Directors, or a quarter of the membership. Not less than ten days written notice (electronic and/or postal mail) shall be given to the membership prior to any special meeting.

Section 6. Notice of time, place, and topic of each regular meeting shall be published in the newsletter and in local public media.

Section 7. Eleven members of the TVBA shall constitute a quorum for the transaction of business at regular meetings. A committee requires a majority of its members for a quorum

Section 8. The Order of Business for all meetings of the TVBA, unless changed by a majority vote of members, shall be as follows:

1. Call to order
2. Reading of the minutes
3. Report of the Officers
4. Report of Committees

5. Old Business
6. New business
7. Election and installation of new Officers (at the annual meeting only)
8. Program
9. Adjournment

Section 9. In parliamentary matters, the current edition of *Roberts Rules of Order, Revised* shall be used in all cases where they are applicable, subject to the By-laws of the organization.

Section 10. Payment of all bills shall be authorized by a majority vote at a Board of Directors meeting, or by a majority vote of those members attending a regular meeting.

ARTICLE V- DIRECTORS AND OFFICERS

Section 1. The Officers of the TVBA shall be a President, Vice-President, Secretary, and Treasurer. The offices of the Secretary and Treasurer may be consolidated upon the recommendation of the Board of Directors. The term of each officer shall be one year. The President may succeed him/herself upon a majority affirmative vote for one term only. All other officers may continue in office at the discretion of the membership.

Section 2. The Board of Directors of the TVBA shall consist of the TVBA officers, namely, President, Vice-President, Secretary, Treasurer, immediate past President, and the Media Director

Section 3. Vacancies of any positions shall be filled by presidential appointment until the next annual meeting.

ARTICLE VI- DUTIES OF DIRECTORS

Section 1. The Board of Directors shall direct the business affairs of the TVBA consistent with these By-laws.

Section 2. No Director, Officer, or Member of the TVBA shall receive, directly or indirectly, any salary or compensation for services rendered to TVBA unless authorized by a majority of the membership at a regular meeting.

Section 3. Three voting members shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 4. The duties of the Media Director shall include:

- A. Publish a regular newsletter on the TVBA web site and e-mail or postal mail the newsletters to all members.
- B. Web site maintenance if a web site is available.

- C. Deal with public relations and communicate with outside media.
- D. Assist the Treasurer and Secretary to keep and maintain a complete list of members and related information.

ARTICLE VII- DUTIES OF OFFICERS

Section 1. The duties of the President:

- A. Preside over all meetings of the TVBA and the Board of Directors
- B. Call special meetings of the TVBA and the Board of Directors
- C. Perform all acts and duties required of an executive and presiding officer, including the appointment of various committees that may be required for the proper functioning of the TVBA

Section 2. The duties of the Vice-President:

- A. Perform all duties incumbent upon the President during the absence or disability of the President.
- B. Perform such duties as the By-laws may provide or the Board of Directors may prescribe.
- C. Review any bill presented by the Treasurer, which has already not been approved by the TVBA and require payment before the next regular meeting of the TVBA. These bills may be approved or disapproved as the Vice-President sees fit.

Section 3. The duties of the Secretary:

- A. Keep a complete record of all meetings of the TVBA and the Board of Directors.
- B. Write letters on behalf of the TVBA as directed by the President and/or Board of Directors.
- C. Notify officers and all committee members of their appointment.
- D. Serve all notices required by these By-laws in a timely manner.
- E. Assist the Treasurer and Media Director to maintain a complete list of members and related information.
- F. Turn over to the Treasurer any money received for membership.
- G. Perform such other duties as may be required by the President and/or Board of Directors.

Section 4. The duties of the Treasurer:

- A. Sign as Treasurer, along with the President, all checks and other obligations of the TVBA.
- B. Receive and disburse all funds, and be custodian of all securities of the TVBA.
- C. Keep a full and accurate account of all financial transactions of the TVBA in books belonging to the TVBA, and deliver such books to the successor of this office.

- D. Shall make a full report of all matters and business of this office to members at the annual meeting and to the Board of Directors, whenever requested.
- E. Maintain a complete record of all tangible property owned by the TVBA and location thereof.
- F. Assist the Secretary and Media Director to keep and maintain a complete list of members and related information.
- G. Deposit all monies of the TVBA in the name and to the credit of the TVBA in such depositories as may be designated by the Board of Directors.
- H. Perform such other duties as may be required by the Board of Directors.

ARTICLE VIII- STANDING COMMITTEES

Section 1. The Nominating Committee shall consist of five members of the TVBA. Two shall be appointed by the President and three to be elected by the TVBA membership at the September meeting. The nominating committee shall meet following the September meeting to prepare a slate of officers for presentation at the October meeting. Consent should be obtained from the nominees for office before submitting their names to the membership. The Nominating Committee shall select its Chairman.

Section 2. The Auditing Committee, consisting of three TVBA members appointed by the President, shall annually audit the books of the Treasurer and make a report at the annual meeting. The Auditing Committee shall select its Chairman.

Section 3. The Program Committee, consisting of three TVBA members appointed by the President, shall be responsible for preparing, presenting, or arranging an education program for each regular meeting. The Program Committee shall select its Chairman.

ARTICLE IX- AMENDMENTS

Section 1. These By-laws may be amended or altered at any meeting of the TVBA under the following conditions:

- A. The amendment has been read at the previous regular meeting.
- B. The members have been given at least a ten day written notice of the proposed amendment.
- C. The amendment requires a two-thirds vote of acceptance by the members present.