

Bylaws of the  
New Mexico Beekeepers Association  
As Approved Feb. 1, 2020

Article 1 – Name

The name of the Association shall be the New Mexico Beekeepers Association (NMBKA).

Article II – Purpose

Mission

The New Mexico Beekeepers Association is dedicated to informing and inspiring persons interested in beekeeping and educating the general public.

The purpose of the New Mexico Beekeepers Association as a non-profit organization is to promote a standard of excellence in beekeeping, assist members and all others interested in bees with essential beekeeping skills, disseminate the latest beekeeping information, encourage new beekeepers, facilitate the exchange of bees - bee products - and beekeeping equipment, to provide those interested in bees the opportunity to share the ‘bee story’ on an occasional basis, and be an advocate for bees and beekeeping.

Article III - Membership

The New Mexico Beekeepers Association is a non-profit organization of private beekeepers, commercial beekeepers, persons interested in promoting the importance of the honey bee in the environment, and businesses related to the honey and bee industry. Representing all regions of New Mexico, the Association maintains a close affiliation with the State of New Mexico’s Department of Agriculture. Membership in the Association is open to all interested persons upon payment of annual dues regardless of race, religion, sex, sexual orientation, gender identification, age, or national origin.

Honorary and Life memberships may be awarded to a member of the Association having given significant service to the organization.

Article IV – Association Meetings

The annual meeting of the association shall be during the first quarter of each year in which a slate of members shall be chosen for the Board of Directors, a financial statement of the Association received, budget for the upcoming year approved, and reports of officers and appointed committees provided to the members. The meeting may include a program of general interest to members.

A called meeting of the Association will be held upon the request of five members made to the Board of Directors.

A quorum of all Association meetings shall be at least ten Association members.

An agenda of all Association meetings shall be available to the general membership at least ten days prior to the date of the noted meeting.

#### Article V – Board of Directors

A Board of Directors will plan programs, recommend the establishment of working committees, and the development of the Association in accord with its statement of purpose and consider the general health of the organization.

The Board of Directors shall include: President, Vice-President, Secretary, Treasurer, and at least two Members-at-Large from the Association members, and a representative from each sub-organization that falls under the NMBKA tax ID. The offices of Secretary and Treasurer may be combined into one position.

Regular meetings of the Board of Directors will be held on the even months of the year and/or called by the President or two members of the Board.

Vacancies may be filled by the Board of Directors.

The Board of Directors may act on business by electronic means between meetings.

#### Article VI – Duties of Officers

**President.** The President shall preside at all meetings of the Association and at all meetings of the Board of Directors. The President will create and provide the Secretary with agendas for all meetings with inputs from the Board.

**Vice-President.** The Vice-President shall assume the duties of the President upon request or absence of the President.

**Secretary.** The Secretary shall keep minutes of all meetings of the Association and the Board of Directors, have charge and maintain records of all minutes; prepare documents of the Association; and perform such other duties as may be required pertaining to correspondence and records of the Association.

**Treasurer.** The Treasurer shall collect the annual dues from members of the Association, pay out such funds approved by the Association or its Board of Directors, and keep

complete and accurate records of all monies received and expended. It shall be a standard procedure to present a financial report to the Association's annual meeting.

#### Article VII - Terms of Office

- i. Board members would be elected to a term of 3 years.
- ii. There would be a term limit of 2 terms. Overall, a person could serve for a total of 6 years.
- iii. After a person has served 2 terms, they would be ineligible to run again for one year.
- iv. Officers, including the president, would be selected by the board for 1 year at a time. They could be reappointed on an annual basis until they term out.
- v. Each year, there would be an election by the NMBKA membership for only one-third of board members. This would ensure new people coming in and yet maintain continuity on the board.
- vi. There will be at least two members-at-large.

A member at large serves as a liaison between the board of directors and the general membership. The member at large serves to get input, provide feedback, and become a spokesperson for the membership. Duties change as defined in organization bylaws or as needed to fulfill board requirements and address overall organizational goals.”

#### Article VIII – Committees

Committees may be created by action of the Association or the Board of Directors who will plan programs, recommend the establishment of working committees and the development of the Association in accord with its statement of purpose and consider the general health of the organization. The work and life of each committee will be established at the time of its creation.

**Auditing Committee:** There shall be an Auditing Committee, appointed by the President if required (for holdings of \$50,000 or more) or desired by the majority of the board, whose duty shall be to audit the financial records of the Association including all sub-organizations, reporting to the annual meeting. If an audit is not required, then the accountant review shall be considered the audit.

**Nominating Committee:** There shall be a Nominating Committee, appointed by the President, whose duty shall be to obtain nominations for Officers and Members-at-Large.

#### Article IX – Fiscal Year

The fiscal year of the New Mexico Beekeepers Association shall be the calendar year. Annual dues will cover the fiscal year and are due each January for that calendar year. The dues can be reduced to half the annual dues if paid during the mid-annual conference providing there is a mid-annual conference. Otherwise they will be paid in full for each calendar year.

#### Article X – Parliamentary Authority

All procedural questions not resolved by Articles of the bylaws shall be determined in accordance with the most recent edition of Robert’s Rules of Order (Revised).

#### Article XI – Amendments

Amendments to these bylaws may be proposed by the Board of Directors, any member of the Association in good standing, or by a committee created for the purpose of bylaw review.

Any Amendment/s to the Association’s bylaws will take effect immediately upon passage at the annual meeting, or a meeting called for the specific purpose of bylaw change unless otherwise provided for in that amendment.

#### Article XI – Dissolution

Dissolution of the New Mexico Beekeepers Association may be accomplished by a majority vote of members present at the Annual Meeting or a special meeting called for that purpose only after the membership has received appropriate notice of the meeting.

Upon dissolution, the Association shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all the assets of the organization in such manner as feasible to organizations or agencies organized and operated for purposes similar to the purpose of the Association.

#### Article XII – Website/Social Media Maintenance

The New Mexico Beekeepers Association website and social media site will be maintained by persons who understand website and social media maintenance and can be a member of the Board, an Association member in good standing, or a professional maintainer. This can be pro bono or a reasonable fee can be charged at the determination of the Board.

#### Article XIII – Sub-Organizations

Sub-Organizations can be created under the umbrella of the New Mexico Beekeepers Association so that these organizations can benefit from Section 501(c)(3) of US Tax code, insurance, instruction, etc., and thus help promote the mission of the New Mexico Beekeepers Association with a unified voice. To qualify to become a Sub-Organization, the organization will need to review and comply with the NMBKA Bylaws and Code of Ethics, have at least half of their membership as members in good standing of the NMBKA, fill out the application, and be willing to have a bank account under the NMBKA Tax ID with the President and Treasurer having access to that account. This will be for the sole purpose of NMBKA having the capability to monitor banking activities and to close the account should the sub-organization be dissolved. The sub-organization will be responsible for records of the bank account and turning in a report to the NMBKA treasurer as requested. This is by tax law under Section 501(c)(3). The sub-organization does not require a bank account at the time of application but will comply with Article XIII of the NMBKA Bylaws, if the need arises to have a bank account.

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Major Revisions to bylaws

Feb 1, 2020- Changes to Section VII included a revision of Term of Office and adding a job description for Members-at-Large.