

Bylaws of the  
New Mexico Beekeepers Association

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 held during the first two months 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 shall 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 shall plan programs, recommend the establishment of working committees and 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 Members-at-Large from the Association members in good standing. In addition, the Board shall include a representative from each sub-organization approved by the Board as an “Affiliate”.

Regular meetings of the Board of Directors shall be held monthly.

A simple majority shall constitute a quorum.

- i. A quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of NMBKA.
- ii. In the absence of a quorum, no official business shall be conducted.
- iii. If it becomes apparent that it's not possible to establish a quorum, the president shall move to adjourn the meeting and reschedule it for another date.
- iv. In the event that no quorum is present, the secretary should reflect in the minutes how many members were present, that a quorum was not achieved, and the date and time of the rescheduled meeting. The minutes shall include a statement that non-binding discussions were held.

#### Article VI – Duties of Board Members

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

**Vice-President.** The Vice-President shall assume the duties of the President upon request or in the 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 at the Association's annual meeting.

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

#### Article VII - Terms of Office

- i. Board members shall be elected to a term of three years.
- ii. After a person has served their three-year term, they shall be eligible to run again after one year.
- iii. Officers, including the president, shall be selected by the board for one year at a time. They may be reappointed on an annual basis until they term out.
- iv. There shall be a minimum of seven people on the board plus representatives of "Certified Colony of Beekeepers."
- v. A term year is defined as March 1 through the end of February of the following year.
- vi. A vacancy of a board position, created for any reason, may be filled by an association member, in good standing, by a majority vote of the board.

#### Article VIII – Committees

Committees may be created by action of the Association, the President or the Board of Directors who shall 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 shall 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 it shall be to solicit nominations for board vacancies as they occur. Nominees can be obtained by committee requests, member nominations and self-nominations. Nominees shall be vetted by the Nominating Committee. The board

shall notify the slate of candidates to general membership 10 days prior to the general meeting. There shall be no nominations from the floor at the business meeting.

#### Article IX – Fiscal Year

The fiscal year of the New Mexico Beekeepers Association shall be the calendar year. Annual dues shall cover the fiscal year and are due each January for that calendar year. The dues may be reduced to half the annual dues if paid during the mid-annual conference providing there is a mid-annual conference. Otherwise, they shall 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 shall 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 shall take effect immediately upon passage at the annual meeting, or a meeting called for the specific purpose of a bylaw change unless otherwise provided for in that amendment. The Board may amend the bylaws with a Corporate Resolution approved by a majority of the board members. Said resolution shall remain in effect until the next annual meeting or meeting called to change and approve the bylaws.

#### Article XII – Dissolution

Dissolution of the New Mexico Beekeepers Association shall be accomplished by a majority vote of members present at the Annual Meeting, or by 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 XIII – Website/Social Media Maintenance

The New Mexico Beekeepers Association website and social media sites shall 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 charged at the determination of the Board.

## Article XIV– Sub-Organizations

Sub-Organizations shall 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, liability 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, hereafter referred to as an Affiliate, the organization shall need be vetted and comply with the NMBKA Bylaws and Code of Ethics and have a written agreement in place with NMBKA to comply with standards of the Certified Colony program and included in the the Group Exemption Letter (GEL) of the Section 501(c)(3) of US Tax code. Said agreement shall be renewed annually.

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### Major Revisions to bylaws

Feb 17, 2022- Changes to Article V - revision to define a quorum. Changes to Article VII - revisions, minimum number of board members and authority of board to fill a vacancy.