

**Bylaws of
Central Oregon Beekeepers Association,
An Oregon Nonprofit Corporation
October 27, 2015**

1 Name and Purposes

1.1 Name and Purposes

The Central Oregon Beekeepers Association (COBKA) is a nonprofit association organized and operated to promote effective, economic and successful regional beekeeping through education, collaboration, communication and research in the spirit of friendship. The Association may also engage in all lawful activities for which nonprofit associations may operate that further the primary purposes of the Association.

2 Membership

2.1 Membership

The Association shall have members. An active member is a person who pays dues including his/her family residing in the same household. There is one price for membership, and one vote per membership.

(a) Active Members. An Active Member shall be any person/family who has paid their membership dues. Active Members shall be entitled to one vote on each Association matter to be voted upon by the members.

(b) Associate Members. Any person whose actions are consistent with the aims and purposes of the Association who would like to receive periodic information about COBKA or come to regularly scheduled meetings may be an Associate Member. Associate Members shall pay no dues, have no right to a vote on Association matters and also cannot receive the active member discount on association activities and educational seminars, or take advantage of the use of Association equipment (extractor etc.).

2.2 Discrimination

The Association shall in no way or manner discriminate among its members on any basis, including race, color, creed, religion, gender, sexual orientation, disability or citizenship.

2.3 Termination

A Member's membership may be terminated voluntarily by that Member at any time upon notice to COBKA. Membership may be terminated involuntarily only for cause by the Steering Committee, provided the member is first accorded an adequate opportunity to respond in person or in writing. Upon termination of membership, all rights and interests in COBKA shall cease.

3 Annual Dues

3.1 General

COBKA shall have an annual membership fee (dues) for which each member will have all rights and privileges of membership.

- (a) Amount. The Steering Committee shall set the amount of membership dues.
- (b) Membership Year. The Membership Year shall be 1 year (365 days) from the initial payment of dues, or from the renewal date.
- (c) Renewal. Membership dues must be paid no later than 1 month after the renewal date. Payment of a membership fee entitles a person to be an Active Member. Members renewing will always pay the annual amount no matter in which month they renew.
- (d) Legacy members. After being an active member for a minimum of 10 years, members will be considered legacy members and will not be required to pay annual dues to remain active.

4 Meetings

4.1 Membership Meeting

There will be meetings open to all Active Members, Associate Members and guests with an interest in the purpose of the Association. There will be a minimum of ten such meetings per membership year.

- (a) Location and Time. The Steering Committee shall establish the date, place and time for each such meeting. The location and time of each meeting will be announced in a timely manner to the membership list.
- (b) Topic. Each meeting shall have an agenda. The topic will be published prior to each meeting.

4.2 Steering Committee Meetings

The president shall call for meetings of the Steering Committee as needed. There shall be a minimum of two meetings of the Steering Committee per year.

- (a) Agenda. The president will produce an agenda and act as the chairperson at all meetings.
- (b) Bylaws. These bylaws must be reviewed annually.

4.3 Other Committee Meetings

Committee meetings may be scheduled by the committee chairperson as required. The place and time will be determined by the chairperson.

5 Steering Committee

5.1 General

The Steering Committee shall manage the business and affairs of the Association. All office holders shall serve as Steering Committee members. In addition, any Active Member of the Association may attend, participate and vote in any Steering Committee meeting. Steering Committee meetings shall be announced to the membership at least two weeks prior to the meeting, and if a vote is required at least one month.

- (a) Qualification. Officers must be Active Members of the Association at the time of their election. Other members who wish to participate in the Steering Committee must be Active Members in order to vote.
- (b) Election. The members at the November meeting of the membership shall elect the officers of the Association for the following year.
- (c) Term. All officers and advisors shall serve for one year, January through December.
- (d) Vacancies. If there is a vacancy of an officer during the term year, the Steering Committee may appoint a replacement from the membership, with the exception of the president.

5.2 Officers

There shall have one president, one vice president, one secretary and one treasurer.

- (a) Other than the president, offices may be combined in the same person with a maximum of two office positions in any one-term year per director.
- (b) There shall be a minimum of three officers in any term year.

5.3 Advisors

There shall be other advisors as necessary. These may include; technology, social media, equipment supervisor, speaker coordinator and others.

- (a) Advisor positions are appointed by the Steering Committee with the agreement of the potential advisor.

6 Officer Duties

6.1 President

The president shall be the principal executive officer of the Association. The president shall preside at all meetings of the members and of the Steering Committee.

6.2 Vice President

The vice president, in the absence of the president, shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall perform such other duties as may be assigned by the president or by the Steering Committee.

6.3 Secretary

The secretary shall keep the minutes of the meetings of the members and of the Steering Committee. Be custodian of the corporate records of the Association. Keep the mailing list current and up to date. The secretary shall perform such other duties as may be assigned by the president or by the Steering Committee.

6.4 Treasurer

The treasurer shall have charge and custody of and be responsible for all funds of the Association, receive and give receipts for moneys due and payable to the Association from any source whatsoever, and deposit all such moneys in the bank account in the name of the Association. The Treasurer will keep the official list of paid members and make the list available to the president and the secretary. The treasurer shall perform such other duties as may be assigned by the president or by the Steering Committee.

(a) Payments. Treasurer will make payments for debts incurred by the Association from the above account.

(b) Budget. The treasurer shall produce an annual budget to be approved by the Steering Committee.

(c) Fiscal Year. The fiscal year of the Association shall begin on January 1 and end on December 31.

(d) Audit. An audit shall be performed at least annually by persons other than the treasurer, with the results reported to the Steering Committee.

6.5 Officers

Officers shall attend Steering Committee meetings and act on behalf of the membership in all matters before the Steering Committee.

(a) Conflicts of interest. Officers shall disclose situations involving conflicts of interest and abstain from discussing and voting upon them.

7 Committees

7.1 General

Committees will be organized by the Steering Committee as needed for the purpose of furthering the goals of the Association. The chairperson shall give a report to the Steering Committee as requested.

Committees serve at the pleasure of the Steering Committee, for specific purpose(s) specified by the Steering Committee.

8 Affiliation

8.1 General

The Association shall be affiliated with the Oregon State Beekeepers Association provided that five active members of COBKA maintain a current membership with the Oregon State Beekeepers Association.

8.2 Dissolution

If the Association ever dissolves, any remaining funds shall be donated to the Oregon State Beekeepers Association.

9 Amendments

These bylaws may be amended when necessary upon the affirmative vote of two-thirds of the members returning ballots. Recommended changes and additions to the bylaws shall be made by an affirmative two-thirds vote of the Steering Committee, or by any active member, present at a general membership meeting, seconded by two other Active Members. Members shall be notified at least one month prior to the meeting at which a vote will be taken.

10 Quorum

For the purposes of voting, a quorum is defined as those Active Members present at the meeting, proper notice having been given per the above requirements.

10 Posting

The most current bylaws of COBKA, as well as meeting minutes, shall be posted on the COBKA website.