

**BYLAWS**  
**OF**  
**THE NEW HAMPSHIRE**  
**BEEKEEPERS' ASSOCIATION**

**Incorporated May 25, 1977**

**Revised Edition – 2008**

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**MEMBERS OF  
1991 REVISED BYLAWS COMMITTEE**

Allen R, Lindahl	President	N.H. Beekeepers' Association
Bill Booth	Vice President	N.H. Beekeepers' Association
Wendy Booth	Treasurer	N.H. Beekeepers' Association
Michael Zorawowicz	Regional Secretary	N.H. Beekeepers' Association
Richard Dionne	Correspondence Secretary	N.H. Beekeepers' Association

**INTRODUCTION**

These Bylaws provide an orderly procedure for conducting the business of the Association and the functioning of its officers and committees.

It is hoped that this statement of purposes, responsibilities and procedures will encourage all members to take part in the business of the Association and be willing to serve in any capacity that interests them.

The strength of the Association will be no more than the sum of the individual members and the affiliated associations.

The welfare of beekeepers in New Hampshire will rise or fall as individuals participate in the work and objectives of the local and State Associations.

## **BYLAWS**

### **NEW HAMPSHIRE BEEKEEPERS' ASSOCIATION**

#### **ARTICLE I - NAME**

##### **SECTION I.**

The name of this organization shall be the New Hampshire Beekeepers Association, a non-profit organization incorporated, May 25, 1977 under the laws of the State of New Hampshire, hereinafter in these Bylaws called the "Association."

#### **ARTICLE II - OBJECTIVES**

##### **SECTION I.**

The objectives of the Association shall be to:

- (a) encourage the study and advancement of apiculture and the economic importance of bees in New Hampshire.
- (b) cooperate with all agencies that are charged with the development and enforcement of laws, regulations and polices relating to apiculture;
- (c) cooperate with researchers and their efforts relating to apiculture and the maintenance of healthy bees in New Hampshire;
- (d) aid in the establishment of standards relating to apiculture that are pertinent to New Hampshire;
- (e) coordinate and promote apicultural activities among local associations, the State Association and individuals who are involved with bees in New Hampshire;
- (f) develop and support programs and activities to update the knowledge and skills of members, other beekeepers and the general public;
- (g) promote the production of quality bee products by New Hampshire beekeepers and the consumption of such products by the general public.

#### **ARTICLE III - MEMBERSHIP**

##### **SECTION I.**

There shall be two (2) classes of membership in the Association: Active and Life.

- (a) Active membership shall consist of individuals and/or their immediate family members (husband/wife and their minor children) who are in good standing in the Association.

- (b) Life membership may be conferred upon a member upon recommendation by the Executive Committee and approved by a majority vote of its members at a regular association meeting.

#### **ARTICLE IV - DUES AND FEES**

##### SECTION 1.

The annual dues of the Association shall be fixed by the membership at the proper meeting. The fiscal year of the Association shall be the calendar year (January 1 – December 31.)

##### SECTION 2.

Annual dues to the State Association for the ensuing year are due on or before March 1<sup>st</sup> of each year. They shall be collected and paid to the State Association Treasurer by the individual or treasurer of each affiliated association. The full name, address and telephone number of each member shall be provided by the local association treasurer to the State Association Treasurer with the payment of dues.

##### SECTION 3.

Members with unpaid dues shall be ineligible to vote in Association meetings or to hold office in the State Association for that year.

#### **ARTICLE V - MEETINGS AND NOTICES**

##### SECTION 1.

- (a) There shall be an Annual Meeting of the Association in the spring of each year and a regular meeting held in the fall.
- (b) The Executive Committee shall fix the number, time and place of the regular meetings, provided, however, there shall be at least quarterly meetings.
- (c) Special or extraordinary meetings of the Association or the Executive Committee may be called by a majority vote of the full Executive Committee or upon any three (3) Associations' written request to the Association Secretary, setting forth the reason for calling the meeting. The Executive Committee shall select a reasonable time and place for the meeting and direct the Secretary to issue in writing the call for the special meeting and the agenda.

##### SECTION 2.

Notices:

Unless otherwise specified in these Bylaws, notices of all regular meetings of the Association shall be mailed to the last known address of each member at least two (2) weeks prior to regular meetings or given by publication in an Association publication timely to conform with all other requirements.

#### **ARTICLE VI - VOTING AND QUORUMS**

## SECTION I.

Annual or Special meetings of the Association:

- (a) At any Annual or special meeting of the Association, all members in good standing of the Association, except the President, shall have one (1) vote on each question. The President shall vote only when necessary to decide a tie.
- (b) Voting shall be by "voice" unless a poll is demanded or otherwise specified by these Bylaws.
- (c) A simple majority of these members present and voting shall constitute a quorum.
- (d) A simple majority of those present and voting shall decide the question.

## **ARTICLE VII - ORGANIZATION**

### SECTION I.

Officers:

There shall be a president, a vice president, a recording and/or correspondence secretary and a treasurer. The president shall not concurrently hold that office in an affiliated association. They shall be nominated by the Nominating Committee, or by nominations from the floor by members in good standing at the annual Spring business meeting. Election shall be by simple majority of those present and voting, who are in good standing in the Association.

Vacancies occurring in the interim shall be filled by the Executive Committee and shall hold office until the next annual business meeting of the Association.

### SECTION 2.

**Committees:** Executive Committee: The Executive Committee shall be composed of the four officers named above, the President, or his designee, of each affiliated association and the immediate Past-President of the Association.

Audit Committee: The Audit Committee shall be appointed by the Executive Committee at least one month prior to the annual Spring meeting.

Nominating Committee: There shall be a Nominating Committee to present candidates for each elective office of the Association at the annual Spring meeting. This committee shall be appointed by the President of the Association at least three (3) months prior to the Annual meeting and be chaired by the immediate Past-President of the Association. The names of the proposed candidates shall be published in the newsletter prior to the Annual meeting. Nominations may be made from the floor by current members of the Association.

## **ARTICLE VIII RESPONSIBILITIES AND AUTHORITY OF OFFICERS AND COMMITTEES**

### SECTION 1:

The President shall be the chief executive officer of the Association. He shall:

- (a) preside at all meetings of the Association and the Executive Committee;
- (b) appoint any committees that are necessary for the business of the Association;
- (c) execute written instruments in the name of the Association
- (d) be ex-officio member of all Association committees;
- (e) prepare and deliver a written report of the Association's yearly activities to be published in the newsletter prior to the annual meeting;
- (f) call meetings of the Association's Executive Committee as needed;
- (g) and perform such other duties as required by these Bylaws or the Executive Committee.

### SECTION 2.

The Vice President shall:

- (a) assist the President in performance of his duties and, in his absence, perform the duties of the President.
- (b) Succeed to the office of President should a vacancy occur through other than expiration of the term of office;
- (c) Coordinate the activities of all appointed committees;
- (d) And perform such other duties as required by these Bylaws or the Executive Committee.

### SECTION 3.

The Secretary shall:

- (a) have custody of these Bylaws, the corporate seal, and all records of the Association;
- (b) attest and fix the corporate seal to all instruments in writing when so directed by the Executive Committee;
- (c) act as Secretary of the Association and of the Executive Committee;
- (d) keep an accurate record of all proceedings of the Association and the Executive Committee;
- (e) file and preserve all documents, records, reports, and official communications connected with the business of the Association; records shall be open to inspection at all reasonable times by an Active member;
- (f) mail the required notices of all meetings of the Association, and Executive Committee and Special Committees;
- (g) and perform such other appropriate duties as may be assigned by the Executive Committee or the President or as required by these Bylaws.

SECTION 4.

The Treasurer shall:

- (a) collect and hold in the name of the Association all monies payable to it; issue membership cards and keep an accurate list of all members, addresses and etc.
- (b) pay all bills contracted by the Association which shall first be approved by the Executive Committee or chairman of a committee which contracted such bill by virtue of an appropriation by the Executive Committee;
- (c) keep a true and complete record of all monies and property of the Association;
- (d) make reports at such time as the Executive Committee or President may direct of all receipts, disbursements, and property inventories; prepare an annual report which shall be submitted to the Auditing Committee with the books and records of his office for examination;
- (e) perform such other duties incident to the office as may be assigned by the President or Executive Committee or as required by these Bylaws;
- (f) prepare operating or estimated budgets as may be required by the Executive Committee;
- (g) and make timely preparation and filing of appropriate Internal Revenue Services and./or State tax forms.

SECTION 5.

N.H. State Director to Eastern Apicultural Society (EAS) shall:

- (a) represent the Association at all delegate meetings of EAS;
- (b) report back to the Association.

SECTION 6.

Association Editor:

- (a) to be appointed annually by the President and be responsible to the Executive Committee;
- (b) responsible for newsletter and public relations.

SECTION 7.

The Executive Committee shall:

- (a) have general charge of the policies, management and finances of the Association; be vested with and have legal custody of all property of the Association and appropriate such sums as may be deemed advisable, within the current resources, for the interests of the Association;
- (b) designate depositories in which the Association's funds shall be kept;
- (c) fill any vacancy in an elective office of the Association not otherwise provided for the majority vote of those present at any meeting of the Committee;
- (d) and enforce provisions of these Bylaws.

SECTION 8.

The Auditing Committee shall:

- (a) examine all records of the Treasurer and audit the books annually as of a date determined by the Executive Committee;

- (b) and report its findings and recommendations to the Executive Committee at its meeting prior to the Annual Spring Meeting of the Association.

SECTION 9.

The Nominating Committee shall:

- (a) present a candidate for each elective office of the Association as provided herein for balloting at the Annual Spring Meeting;

- (b) submit its written report to the Association Secretary in time for him to give written notice to the membership as required by these Bylaws;
- (c) and present candidates for interim vacancies when required by the Executive Committee.

**ARTICLE IX - NOMINATIONS AND ELECTIONS, TERMS OF OFFICE**

SECTION 1.

Nominations:

- (a) Nominations shall be made by the Nominating Committee in accordance with these Bylaws or,
- (b) Nominations from the floor may be made by any member in good standing.
- (c) No nominations shall be made without consent of nominee.

SECTION 2.

Elections:

Association officers shall be elected by a majority vote at the Annual meeting each year.

SECTION 3.

Term of Office:

Officers and Committee members elected at the Annual meeting shall take office immediately upon election. They shall hold office for a period of one (1) year or until their successor is elected.

**ARTICLE X - ORDER OF BUSINESS**

Order of Business and Rule of Order:

- (a) The order of business at any meeting of the Association or of any of its General or Standing Committee shall be:

1. Call meeting to order
  2. Reading of the minutes of the previous meeting
  3. Reports of Officers
  4. Reports of Committees
  5. Communications and Notices
  6. Unfinished business
  7. New business
  8. Election of officers
  9. Adjournment
- (b) Orderly parliamentary procedures shall govern at all meetings. All questions of procedure not specified by these Bylaws shall be determined in accordance with "Roberts Rules of Order." A simple majority of members present and voting shall determine the outcome.
- (c) At the Annual meeting appropriate action shall be taken upon the report of the Auditing Committee before the report of the Treasurer may be approved and filed.

## **ARTICLE XI - AMENDMENTS**

### **SECTION 1.**

These Bylaws may be amended or new Bylaws accepted or rejected at any proper meeting of the Association by a majority of members in good standing present and voting, provided the membership has been given one month's notice of the proposed changes. The change shall take effect immediately on passage.

### **SECTION 2.**

The President of the Association shall appoint a Bylaws Committee to study and propose needed changes of the Bylaws to the Executive Committee whenever deemed necessary or requested through a written request by ten (10) percent of the membership.

### **GENERAL POLICIES OF NHBA**

1. The Bylaws establish the organizational structure and operational guidelines for the Association.
2. Policies to direct various activities of the Association may be developed from time to time by the Executive Board (not in conflict with Bylaws). Suggestions for policies may come from members, committees, local organizations, from within the Board, or be recommended by the Association Policy Committee.
3. Only dedicated, capable and active members should be recommended to the Board for Chairs of Committees.
4. Close working relations must be maintained between the State Association and local bee clubs. Remember, we are part of the New Hampshire Beekeepers team.
5. Rules for expense allowances:
  - a. Postage and telephone expenses are reimbursed to the Officers and appointed Committee Chairs as directed by the Executive Board.
  - b. A \$100.00 yearly stipend will be given to the State President for telephone and postage expenses.
  - c. Expenses for the quarterly newsletter will be paid to the Editor for postage and materials.

- d. Other expenses will be paid by the Treasurer on a timely basis as directed by the Executive Committee.

6. Semiannual Meetings:

- a. Then annual Spring Meeting shall be held the 4<sup>th</sup> Saturday in March and shall be the responsibility of the NHBA.
- b. The Fall Meeting shall be held the 4<sup>th</sup> Saturday in October and shall be the responsibility of the local bee organizations to the following order:

Pawtuckaway	2008
Seacoast	
2009	
Kearsarge	2010
Merrimack	2011

- c. Responsibilities of local bee organization and approved by the Executive Committee:

1. Meeting room for 100 people.
2. Appropriate lunch arrangements – morning coffee, tea and pastry.
3. Easy access for bathrooms, meeting rooms.
4. Appropriate head table or podium, registration table, display tables.
5. Directional road signs to facility.
6. Program equipment – ie: screen, projector, speaker system.

- d. State Officer and other Committee responsibilities:

1. President responsible for program.
2. Secretary responsible for registration and name tags.
3. Treasurer responsible for collection of dues and membership cards.
4. Vice President assumes responsibility for Committee work::

Professional Improvement  
 Recognition and Awards Committee  
 Communications and Marketing  
 Youth Committee  
 Policy Committee

- e. No refunds will be made for meals and registration for the annual meetings.

- f. Honorarium Policy:

1. Major speaker from out of state:  
\$50.00 plus travel and meals and overnight, if necessary.
2. Policy for speakers and workshop presenters: (members and non members):
  - a) Waived registration and meals
- g. Mailing List:
  - 1) shall be given, upon request, to bee supply dealers and organizations which would benefit NHBA members.
  - 2) may be obtained through Editor of newsletter.
  - 3) List shall be updated annually by Treasurer and Editor (July 1).

### **POLICY REGARDING NHBA COMMITTEES**

1. Policy Committee:
  - a. To be made up of active past State Presidents.
  - b. Responsible for safeguarding the intent of the Bylaws.
  - c. To counsel and assist in the preservation of traditional high standards.
  - d. To protect the interest of the entire membership.
  - e. Revise pages of the Policy Handbook as directed by the Executive Board.
2. Professional Improvement:
  - a. This committee is responsible for developing ideas, programs, and facilities for professional improvement of the members.

- b. Encourage members to avail themselves of educational programs and opportunities that are available: ie: EAS meetings, Extension programs, surrounding states' activities.
  - c. Displays at NHBA meetings.
  - d. Obtaining sponsors for supporting programs – Fundraising raffle.
3. Recognition and Awards:
- a. Responsible for proper recognition of the members for their outstanding programs, more articles, local presentations, etc.
  - b. Responsible for the “Beekeeper of the Year” award.
  - c. Provides certificates, plaques and financial awards where appropriate.
  - d. Recognize individuals and organizations who are not members for their interest, support and cooperation. ie: newspapers, TV.
4. Youth Committee:
- a. Supporting Agriculture in the Classroom programs throughout the state.
  - b. Direct contact with 4-H, Scouts and other youth organizations where appropriate
  - c. Collecting data on member's participation with students, schools and other organizations
5. Communications and Marketing Committee:
- a. Responsible for working with and collecting promotional material from national organizations – ie: National Honey Board, State Entomologists.
  - b. Submitting articles and photos to American Bee Journal, Bee Culture, and other agricultural magazines and State and local newspapers.
  - c. Communicating with Fair Committees for educational exhibits and sale of honey products.
  - d. Provide support through articles to the newsletter editor.

e. Responsible for honey show at Fall meeting.

1. Ribbons and premiums.
2. Judge.
3. Location.

#### **MISCELLANEOUS ITEMS**

1. Any boy or girl who is enrolled in a public or private school who takes a course in beekeeping shall become a non-dues member of the NHBA provided this person keeps bees. If said person is a member of a family that belongs to the NHBA, this provision shall not apply as they have a family membership. Said person shall be a non-dues member until they are no longer enrolled in a public or private school.
2. Executive Committee meetings will be held as follows and for the purposes listed and any other business:
  - a. The 2<sup>nd</sup> Friday in January to prepare for the Farm and Forest Show and the Spring meeting.

- b. The 2<sup>nd</sup> Friday in March to review the Farm and Forest Show and prepare for the Spring meeting.
  - c. The 2<sup>nd</sup> Friday in April to review the Spring meeting and prepare for the summer months, including the fairs and any other business.
  - d. The 2<sup>nd</sup> Friday in June to prepare for summer months, fairs and shows plus preliminary for the Fall meeting.
  - e. The 2<sup>nd</sup> Friday in September to review for the Fall meeting and review the summer months.
  - f. The 2<sup>nd</sup> Friday in November to review the Fall meeting. Prepare for the Farm and Forest Show and the Spring meeting.
  - g. Other Executive meetings may be called by the President should the need arise.
3. April 1<sup>st</sup> of each year is established as the cutoff date for services to members who have not paid their current years' dues.

### **BEEKEEPING VIDEO TAPES**

There are several beekeeping video tapes available to members of the New Hampshire Beekeepers' Association. The Secretary of the Association is the contact person for obtaining these tapes.

To loan a tape the following policy applies:

1. All requests are limited to one tape at a time.
2. No advance reservations.

3. Seven (7) calendar days including mailing day and return day. (5.00/week late fee.)
4. A check of \$6.00 must be received prior to the Secretary mailing the video. The six dollars covers the containers and postage handling, both ways.

Equipment and tapes owned by the NHBA shall be loaned to affiliated clubs and members of the NHBA on a postage-paid both ways by the borrower. Any damage occurring shall be the responsibility of the borrower.

#### **NH APICULTURIST OF THE YEAR AWARD**

**Purpose:** To give recognition to the outstanding beekeeper who has made a significant contribution to beekeeping in New Hampshire; a person who sets high standards and who is looked upon as a resource of beekeeping knowledge.

This award will become unknown at the "Francis Dodge Award". Francis was the NHBA Secretary for many years; a dedicated beekeeper and sharer of beekeeping knowledge.

Qualifications:

1. Must have kept honeybees for at least 5 years and an active participant of the N.H. Beekeepers Association for the same time.
2. Can only receive the award once.
3. Should show evidence of willingness to share information with other beekeepers as well as being a creative beekeeper.
4. Evidence of participation in public service relating to beekeeping (ie: schools, fairs, service clubs, beginning beekeepers, removal of swarms, etc.)
5. Must have a good working knowledge of “all aspects of beekeeping including diseases, mites, State laws, management, etc. Evidence of this would include attendance at workshops, beekeeping schools, Master Beekeeper, pesticide certification program, EAS School, etc.
6. Must be in compliance with State registration honey production and related beekeeping items as provided by State Laws and regulations.
7. Should show evidence of marketing honey or related items.

Nominations:

1. Application must be completed and in the hands of the Selection Committee January 1<sup>st</sup> of each year.
2. Individual must be nominated by a fellow beekeeper, and together fill out the application.
3. No member of the active Selection Committee can be considered.

Time: One award to be presented annually at Annual Meeting or other appropriate body.

**NEW HAMPSHIRE BEEKEEPERS’ ASSOCIATION**

**“GOOD NEIGHBOR POLICY”**

The following items have been accepted as a recommendation to all members of the N.H. Beekeepers’ Association as well as non-members who keep bees in NH.

Number of colonies –

1. No more than 4 hives of honeybees for each 1/4 acre or less of lot size shall be maintained on any lot.

Setbacks –

2. No hive of honeybees shall be maintained within 10 feet of a boundary line of the lot on which said hive is located.
3. No hive of honey bees shall be maintained within 25 feet from a public right-of-way.
4. Exception may be granted from these distances if the colonies are behind a 6 foot hedge or solid fence that extends a reasonable distance beyond the colonies or if the colonies are placed 6 or more feet off the ground. (On a roof, platform, etc.)**A**

Water Supply -

5. No hive of honeybees shall be maintained unless an adequate supply of water shall have been furnished at all times between March 1 and October 31 of each year by the owner of the lot on which said hive is located or his delegate.

Colony care

6. All hives of honeybees must be kept on movable combs, registered with the State Department of Agriculture and are inspected by the owner and maintained in accordance with normal or ordinary beekeeping practices. It is recommended that such hives be inspected not less than 4 times between March 1 and October 31 of each year by the owner or his delegate. A written record including the date of each such inspection shall be maintained by said owner.
7. No hive of honeybees shall be maintained in such manner as shall constitute a substantial nuisance.

To help avoid problems with neighbors, there are several things beekeepers should do:

- 1) Keep bees out of sight as much as possible.
- 2) Keep a gentle strain of bees.
- 3) Work bees gently to avoid stinging behavior.
- 4) Do all you can to avoid robbing.
- 5) Have a water source for your bees.
- 6) Manage for swarm control.
- 7) Work bees only during ideal weather conditions.
- 8) Keep bee line of flight away from neighbor's or public property.
- 9) Know bee biology and management.
- 10) Be careful when removing or extracting honey.
- 11) Abide by local and state laws on beekeeping.
- 12) Belong to, and be active in, local and state beekeeping organizations.

A good neighbor policy is also recommended between beekeepers.

**APPLICATION FOR NOMINATION OF APICULTURIST OF THE YEAR**

QUALIFICATIONS:

