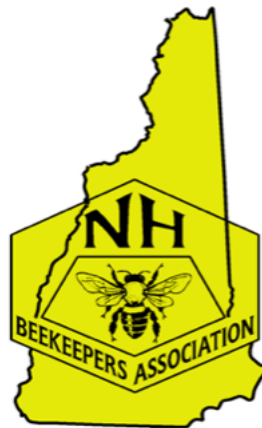


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**BYLAWS
OF THE
NEW HAMPSHIRE
BEEKEEPERS' ASSOCIATION**

Incorporated May 25, 1977
Revised Edition March 21, 2020



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MEMBERS OF 2020 REVISED BYLAWS COMMITTEE

Starsha Kolodziej	President	NH Beekeepers' Association
Barbara Lawler	Past President/Chair	NH Beekeepers' Association
Janice Mercieri	Membership Chair	NH 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 1
NAME**

SECTION 1

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 2
OBJECTIVES**

SECTION 1

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 policies 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 bees and bee products by New Hampshire beekeepers and the use and consumption of such products by the general public.
- (h) Support, foster, encourage education of beekeepers and non-beekeepers throughout the state through education, participation and advocacy of honeybees and honeybee related activities.

**ARTICLE 3
MEMBERSHIP**

SECTION 1

There shall be six (6) classes of membership in the Association.

- (a) Active Single Membership shall consist of an individual who are in good standing in the Association;
- (b) Active Family Membership shall consist of individuals and/or their immediate family members (spouse/children/partner who are in good standing in the Association);
- (c) Single Life Membership shall consist of an individual who are in good standing in the Association (new in 2019);
- (d) Family Life Membership shall consist of individuals and/or their immediately family members (spouse/children/partner who are in good standing in the Association (new in 2019);
- (e) Bestowed 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;
- (f) Educational Membership shall consist of a student(s) studying apiculture as well as their teacher/sponsor (new in 2019).

**ARTICLE 4
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 1st of each year or at the first state meeting attended by the member.

SECTION 3

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

**ARTICLE 5
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

Unless otherwise specified in these Bylaws, notices of all regular meetings of the Association shall be electronically posted to the Association, Web page and Facebook page and/or mailed to the last known address of each member without email 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 6
VOTING AND QUORUMS**

SECTION 1

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 7 ORGANIZATION

SECTION 1

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:

- (a) Executive Committee: The Executive Committee shall be composed of the four officers named above, the President, or his or her designee, of each affiliated association and immediate Past-President of the Association;
- (b) Audit Committee: The Audit Committee shall be appointed by the Executive Committee at least one month prior to the annual Spring meeting and shall consist of at least two (2) members;
- (c) 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 8 RESPONSIBILITIES AND AUTHORITY OF OFFICERS AND COMMITTEES

SECTION 1

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

- (a) preside at all meetings of the Association and 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) call meetings of the Association's Executive Committee as needed;
- (f) 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 or her duties and, in his or her absence, perform the duties of the President;
- (b) succeed to the office of President should a vacancy occur through other than the 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 and/or electronically post the required notices of all meetings of the Association, and Executive Committee and Special Committees;
- (g) be responsible for communicating annual meeting details to membership at least two (2) weeks before the annual meeting or with appropriate notice to ABJ, Bee Culture, farmer's bulletin. Maybe more appropriate for membership chair;
- (h) 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 from Membership Chair and hold in the name of the Association all monies payable to it for dues;
- (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 or her 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

The New Hampshire 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

The Association Editor shall:

- (a) be appointed annually by the President and be responsible to the Executive Committee;
- (b) be 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, with the current resources, for the interests of the Association;
- (b) in conjunction with the Association Treasurer, 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 the 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) and present candidates for interim vacancies when required by the Executive Committee.

SECTION 10

The Membership Chairperson shall:

- (a) create, implement, monitor, document and manage membership development plans and materials to recruit and retain members, and encourage former members to rejoin.
- (b) keep an accurate list of all members, addresses and etc.
- (c) Membership cards can be issued "as requested." Receipt of payment of membership will be provided via mail or email.

SECTION 11

The Webmaster shall:

- (a) maintain the Association's website address(es) by posting adding, updating, managing and deleting content as requested and dictated by the Executive Board
- (b) act as a liason to communicate with web associated organizations and companies as needed including the hosting company and any vendors who are or may be in the future associated with the Associations website
- (c) review and recommend hosting or other electronic support including software
- (d) stay abreast of new technologies and make recommendations to the Executive Board regarding such advances
- (e) send timely reminders to the Executive Board and the Secretaries of each individual club within the Association regarding the request for information and all associated deadlines

- (f) communicate to the Executive Board any challenges or concerns regarding the website or any item associated with it for review and approvals

**ARTICLE 9
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 the 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**

SECTION 1

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. Unfinished business
 - 6. New business
 - 7. Communications and Notices
 - 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 11 AMENDMENTS

SECTION 1

These Bylaws may be amended or new Bylaws accepted or rejected at any property 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
NEW HAMPSHIRE BEEKEEPERS ASSOCIATION**

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 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. The annual Spring Meeting shall be held on a Saturday in March and shall be the responsibility of Association and the date shall be determined by and communicated at the previous Fall meeting.
 - b. The Fall Meeting shall be held on a Saturday in October and shall be the responsibility of the local bee organizations in the following order:
 - 2020 Winnipesaukee
 - 2021 Pawtuckaway
 - 2022 Seacoast
 - 2023 Kearsage
 - 2024 Monadnock
 - 2025 North Country
 - 2026 Merrimack
 - 2027 Pemi-Baker
 - 2028 Capital Area

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

1. Meeting room for 150+ people
2. Appropriate lunches 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 and Membership Chair responsible for registration and name tags
3. Treasurer and Membership Chair responsible for collection of dues
4. Vice President assumes responsibilities for Committee work:
 - Professional Improvement
 - Recognition and Awards Committee
 - Communications and Marketing
 - Youth Committee
 - Policy Committee
 - Scholarships
 - Other agenda items as warranted

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

f. Honorarium Policy:

1. Major speaker from out of state: An amount to be determined and voted upon by the Executive Committee plus travel and meals and overnight, if necessary.
2. Waived registration and meal fee for speakers/presenters/special guests as agreed upon by the Executive Committee.

g. Membership List:

1. maintained by the Membership Chairperson and shared with the Newsletter Editor, and Officers. All other requests for access to the full, or any portion of the Membership list shall be reviewed by the Executive Board and merits for sharing full or any portion shall be evaluated by and dictated by the Executive Board with full consideration of the individual and collective membership's privacy.
2. list shall be updated annually by Membership Chairperson, Treasurer and Editor (July 1)

7. Policies regarding NHBA Committees:

a. Policy Committee

1. to be made up of active past State Presidents and Executive Committee members appointed by the President;
2. responsible for the safeguarding the intent of the Bylaws;
3. to counsel and assist in the preservation of traditional high standards;
4. to protect the interest of the entire membership;
5. to revise pages of the Policy Handbook as directed by the Executive Board.

- b. Professional Improvement Committee
 - 1. responsible for developing ideas, programs, and facilities for professional improvement of the members;
 - 2. encourage members to avail themselves of educational programs and opportunities that are available: ie: EAS meetings, Extension programs, local club activities and surrounding states' activities;
 - 3. coordinate displays at NHBA meetings;
 - 4. obtaining sponsors for supporting programs - fundraising raffle
- c. Recognition and Awards
 - 1. responsible for proper recognition of the members for their outstanding programs, new articles, local presentations, etc
 - 2. responsible for the "Beekeeper of the Year" award
 - 3. provides certificates, plaques and financial awards where appropriate
 - 4. recognize individuals and organizations who are not members for their interest, support and cooperation: ie: newspapers, radio, TV.
- d. Youth Committee
 - 1. supporting agiculture in the classroom programs throughout the state
 - 2. direct contact with 4-H, Scouts, and other youth organizations where appropriate
 - 3. collecting data on member's participation with students, school and other organizations
- e. Communications and Marketing Committee
 - 1. responsible for working with and collecting promotional material from national organizations - ie: National honey Board, State Entomologists
 - 2. submitting articles and photos to American Bee Journal, Bee Culture, and other agricultural magazines and state and local newspapers
 - 3. communication with Fair Committees for education exhibits and sale of honey products
 - 4. provide support through articles to the newsletter editor
 - 5. responsible for honey show at Fall meeting
 - a. ribbons and premiums
 - b. judge
 - c. location
- f. Research and Development Committee
 - 1. responsible for soliciting and collecting information and ideas as well as proposals from the membership regarding Citizen science projects.
 - 2. communicates all proposals with recommendations based on select and consistent criteria to the Executive Board for review and approval
 - 3. presents opportunities and offers recommendations for donation contributions to worthy organizations that meet the Associations giving criteria
 - 4. communicates these projects, donations and project results at Association meetings for review to the general membership.
- g. Scholarship Committee - **GEORGE W. HAMILTON SCHOLARSHIP**
 - 1. shall consist of three (3) members
 - 2. shall be presented annually;
 - 3. responsible for the advertising/soliciting of applicants by appropriate methods
 - 4. communicating all deadlines and guidelines of the scholarship to the applicants
 - 5. review of any and all applications and determination of winners
 - 6. make recommendations to Executive Board regarding concerns or issues regarding any aspect of the scholarship program that may arise

MISCELLANEOUS ITEMS

1. Executive Committee meetings will be held the 2nd Thursday of each month with the exception of July and December or inclement weather.
2. Equipment owned by the NHBA can be requested for loan by the affiliated associations or member in good standing. Any damage occurring shall be the responsibility of the borrower. Request will be reviewed and approved or denied by the Executive Board.

NH BEEKEEPER 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 known as the "Francis Dodge Award". Francis was the NHBA Secretary for many years, a dedicated beekeeper and sharer of beekeeping knowledge.

Nominations:

1. An individual must be nominated by a fellow beekeeper who submits a letter of recommendation detailing the reasons for the nomination.
2. Letter of recommendation must be completed and in the hands of the Selection Committee March 1st of each year.
3. Individual must be nominated by a fellow beekeeper(s), and a letter of recommendation submitted.
4. No member of the active Selection Committee can be considered.

Qualifications:

1. **Must** have kept honeybees for at least 5 years and an active participant of the NHBA 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.
Such evidence of this would include attendance at workshops, beekeeping schools, Master Beekeeper, pesticide certification program, EAS School, continuing education workshops, 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.

“GOOD NEIGHBOR POLICY”

The following items have been accepted **as a recommendation** to all members of the New Hampshire 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.)

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 is strongly encouraged to 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.