

**Bylaws of the  
Center for Urban Bee Research, Inc.  
(dba) DC Beekeepers Alliance**

**Article I: Executive Board and Its Duties**

***Section 1***

The President's duties shall be:

- a. To preside at all meetings
- b. To see that an annual report of Center for Urban Bee Research (dba) DC Beekeepers Alliance activities is made at the annual meeting, which report may be a collection of reports, and to make same available for publication.
- c. To call meetings of the Executive Board and with its concurrence have control of association affairs in the interim between scheduled meetings.
- d. To appoint all select committees unless the Center for Urban Bee Research (dba) DC Beekeepers Alliance shall direct otherwise.

***Section 2***

In the absence of the President, the Vice-President shall preside; in the absence of both, Executive Board members shall select or request the Center for Urban Bee Research (dba) DC Beekeepers Alliance to elect a temporary presiding officer.

The Vice-President shall also perform the duties of the President during his/her absence. He/she shall be program chairman if none has been appointed and the Executive Board shall serve as program advisers.

***Section 3***

The Secretary shall record the Center for Urban Bee Research (dba) DC Beekeepers Alliance proceedings, file and preserve all its documents, prepare or edit all reports for publication, attend to all correspondence, and perform such other duties as naturally pertain to the office. The secretary shall distribute an agenda for such meetings at least one week in advance.

In particular, the agenda should include a detailed description of any issues scheduled for vote, as well as appropriate Proxy instructions.

***Section 4***

The Treasurer shall receive all moneys payable to the Center for Urban Bee Research (dba) DC Beekeepers Alliance and keep an accurate account of the same, disbursing such funds only upon order of the Executive Board. He/she shall submit at each annual meeting a proposed budget in consultation with the Executive Board and a written report of all receipts and disbursements, the latter to be supported by sufficient vouchers that, with his/her report, shall be referred to an auditor or auditing committee, that shall report at a subsequent association meeting.

He/she shall pay all funds and deliver all property to his/her successor in office as soon as the latter shall have qualified.

He/she shall also keep a role of membership. He/she may deposit funds in an interest-bearing account.

### ***Section 5***

The directors shall be responsible for the following:

- (1) monitoring the affairs of the association to ensure continuity;
- (2) providing suggestions regarding topics to be included in forthcoming meetings of the association;
- (3) contributing articles, advice or other information to the association's member communication channels;
- (4) initiating appropriate legislative and political actions that protect and further beekeeping in the District of Columbia; and
- (5) ensuring that the Association complies with the Articles of Incorporation.

### ***Section 6***

The Executive Board shall have the power to transact all business during the interval between meetings and appoint or request the President to appoint delegates and committee members who shall serve as non-voting members of the Executive Board.

The Executive Board may deliberate on any motion from whatever source and present a report thereon at the next meeting of the Center for Urban Bee Research, (dba) DC Beekeepers Alliance with notice to the membership by such publication as is available.

Robert's Rules of Order shall be used in conducting Executive Board meetings

Eight of its members shall constitute a quorum that must be present to make a binding decision. A voting member of the Executive Board may name a proxy to vote on his/her behalf by notifying the President prior to any scheduled meeting.

## **Article II: Dues**

### ***Section 1***

Annual dues shall be payable once a year. Students enrolled in the annual Beginners Course become members for one year from the date of the first course meeting.

### ***Section 2***

The schedule of dues shall be set by the Executive Board and submitted for approval by the membership at the annual meeting.

## **Article III: Meetings and Membership**

### ***Section 1***

Notice of the time and place of any scheduled meeting of the Center for Urban Bee Research (dba) DC Beekeepers Alliance shall be sent to members and published in such ways as the Executive Board may select.

### ***Section 2***

Special Center for Urban Bee Research (dba) DC Beekeepers Alliance meetings may be called by the Executive Board provided notice of such shall be given by the Secretary to

each member. Notice may be by such publication as is available or by an announcement at a prior scheduled meeting.

***Section 3***

Ten percent (10%) of the membership or 10 members, whichever is less, shall constitute a quorum for any Center for Urban Bee Research (dba) DC Beekeepers Alliance meeting.

***Section 4***

Association membership is not required for attendance at meetings.

**Article IV: Amendments**

With a quorum present (10% of the membership), these bylaws may be amended by a two-thirds vote at any scheduled meeting of the Center for Urban Bee Research (dba) DC Beekeepers Alliance, provided that a written notice of the proposed amendment has been sent to each member by such publication as is available, prior to the scheduled meeting or by a reading of said proposed amendment at a prior meeting.

**Article V: Relationship**

The Center for Urban Bee Research (dba) DC Beekeepers Alliance's Constitution and Bylaws are subject to, and governed by, the Articles of Incorporation.