

Introduction to the Henderson County Beekeepers Association Policies and Procedures Manual

The Executive Committee, having carefully looked at current operating policies and practices of the Henderson County Beekeepers Association(HCBA), has developed this Manual to collect in one document the current operating policies and practices of the association.

The Executive Committee is excited about the continuing growth of the association, the arrival of talented new beekeepers and a thoughtful set of existing and possible programs and services the association can offer its members and the general public. We hope that this Manual will evolve and become a useful instrument for guiding the work of the association and its close relationships with other groups interested in promoting beekeeping in the area.

Copies of the Constitution and By-Laws along with the Policies and Procedures Manual will be posted on the HCBA website (www.hcbeekeepers.org).

The Henderson County Beekeepers Association is referred to as HCBA in the manual and the Henderson County Office of the North Carolina Cooperative Extension is referred to as NCCE/HC.

This Policy and Procedure Manual is a work in progress, and should be reviewed each December (by the Executive Committee) to assure that it is a practical and useful guide for the associations' many activities.

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On behalf of the Executive Committee of the HCBA

December 2013

Henderson County Beekeepers Association

Policies and Procedures Manual

Revised December 2013

1. Mission Statement

- 1.1 The mission of the Henderson County Beekeepers Association (HCBA) is: "to pursue together all matters relating to honeybees and the beekeeping industry for the benefit of the members and the general public." (HCBA Constitution 2013)
- 1.2 The objectives of the HCBA are:
 - (a) To promote improved beekeeping management methods among beekeepers;
 - (b) To maintain friendly and helpful relations among members;
 - (c) To develop and sustain markets for beekeeping products;
 - (d) To provide educational resources related to beekeeping for the general public.

2. Current Programs, Activities and Member Services of the HCBA

(See Section 5 for more details on these services)

- 2.1 Monthly Meetings – Most meetings are held the third Monday of each month at NC Cooperative Extension, Henderson County Center, 100 Jackson Park Rd. (in Jackson Park), Hendersonville, NC 28792 with exceptions: In January and February the meeting is suspended and members are encouraged to attend the Bee School. In December the Executive Board meets to plan, review and conduct business. Association members are welcome to attend the Executive Board meetings but may not vote.
- 2.2 Bee School - Each year the HCBA co-sponsors (with NCCE/HC) a school for newcomers and beginner beekeepers. The school is traditionally held during the winter months.
- 2.3 Demonstration Days - The HCBA keeps beehives at Historic Johnson Farm, Hendersonville, NC. These beehives are maintained for the purpose of providing the opportunity for beekeepers to learn from demonstrations by HCBA beekeepers of proper hive manipulation and management techniques. Demonstration beehives are used to improve beekeeper analytical skills, promote better beekeeping practices, and to offer a site for the practical exam for state certification.

- 2.4 Community Educational Programs - The HCBA receives requests for programs, demonstrations or information directly from community groups (schools, churches, festivals and events, garden clubs, etc. or forwarded to HCBA from the Extension. The NCCE/HC and President forward requests to members who have expressed the willingness to serve. Many members also respond as individuals to requests they independently receive for programs and demonstrations. Educational materials like posters, bee suit, observation hive and videos are available for check-out from the HCBA library held at NCCE/HC. Future possibilities include pro-active, focused educational programs for specific audiences.
- 2.5 Swarm Catching - The NCCE/HC office maintains a list of area beekeepers willing to be called to capture swarms. Interested association members may add their names to the list at the monthly meetings or by calling the NCCE/HC office. The NCCE/HC office will give out the names and phone numbers on that list to consumers who call the office with swarms.
- 2.6 Mentoring - New beekeepers seeking a mentor are requested to take the initiative and seek out a mentor in her/his locale. Mentoring of new beekeepers is done before and during regular meetings.
- 2.7 Equipment Rentals - The HCBA owns an extensive library of educational materials (magazines, books, videos, DVD's, etc), extractors, a demonstration hive, and a refractometer, which are available for members to use. (Note: Use of some of the equipment requires a deposit and/or rental fee.)

3. **Membership Responsibilities**

- 3.1 Annual membership in the HCBA runs from January 1 through December 31 of each year.
 - (a) Annual dues are \$10 for individuals, \$15 for families, and \$5 for full time students. Checks payable to HCBA. (Dues subject to revision depending on program emphasis for the following year(s).)
 - (b) Membership dues and renewals are payable by December 1 for the coming year.
 - (c) Members are encouraged to join the NC State Beekeepers Association. Those that join shall pay \$15, payable to HCBA by December 1 for the coming year. The HCBA Treasurer serves as an NCSBA agent by receiving checks and securing state membership cards for distribution.

(d) Honorary, and Lifetime Members - The HCBA recognizes NCSBA honorary and lifetime members, waiving their membership dues. The HCBA may, from time to time, grant honorary HCBA membership to individuals, families or organizations that have demonstrated special or long-term commitment to the goals and objectives of the HCBA. Granting of such honorary HCBA membership is at the sole discretion of the Executive Committee.

3.2 Members shall:

- (a) Maintain helpful and friendly relationships with other members;
- (b) Act as mentors with new beekeepers;
- (c) Offer to serve in leadership roles within the association;
- (d) Serve as "butlers" at meetings, assisting with room prep and cleanup;
- (e) Promote beekeeping and bee related products;
- (f) Be proactive in supporting purposes and objectives of the association;
- (g) Assist with refreshments and door prize procurement;

4. **Leadership Roles and Responsibilities**

4.1 The Executive Committee - The primary governing body of the HCBA is the Executive Committee, which consists of the four officers of the organization (President, Vice President, Secretary and Treasurer) and the four at-large Directors. The responsibilities of these eight elected leaders are defined below.

4.2 President - The president shall:

- (a) Preside at meetings of general membership and executive committee;
- (b) Appoint members of standing and special committees;
- (c) Fill vacancies of any officer position;
- (d) Be authorized to make bank deposits and disburse monies should the treasurer be unable to perform his/her duties
- (e) Oversee primary relationships with the NCCE/HC, NCSBA, NCDA and other associations in the region; (see special section on cooperative relationships in the appendix);

(f) Provide strategic thinking and planning leadership for the future well being of the association;

(g) Work cooperatively with the External Communications Committee; and,

(h) Serve as primary spokesperson for the association.

4.3 Vice President - The Vice President shall:

(a) Perform duties of the President in the absence of the President or upon the President's request;

(b) Serves as program chairman for the HCBA and coordinates with NCCE/HC regarding meeting space availability, A/V equipment availability and other logistic aspects associated with HCBA programs;

(c) Facilitate mentor recruitment and matching process with new beekeepers; and,

(d) Works cooperatively with HCBA internal communications committee of the association.

4.4 Secretary - The Secretary shall:

(a) Maintain accurate records of the minutes of the Executive Committee and regular HCBA meetings;

(b) Report on the action items as required for each meeting;

(c) Serve as historian/archivist of association activities; and,

(d) Assist the President and Vice-President with communication activities of the association.

(e) Be a member of the Resources Committee of HCBA.

4.5 Treasurer - The Treasurer shall:

(a) Maintain accurate records of all receipts and expenditures related to association activities;

(b) Maintain an up to date database of all active and inactive members, including names, addresses, telephone numbers and email addresses;

(c) Report to the general membership at each meeting the current status (e.g. funds in the bank, funds expended, funds received, special circumstances) of the association's finances;

(d) Present a full accounting for the audit committee review within two months after the books are closed each year

(e) Maintains an up to date inventory of all physical assets of the association.

(f) Works cooperatively with the Finance and Membership Committee.

4.6 Directors - Four directors serve with the above-described officers on the Executive Committee. Two Directors are elected each November for two- year terms. Each year two Directors shall be elected or reelected, assuring continuity on the Executive Committee. Each Director shall work closely with the designated elected officer of one of the following committees. (Note: Association members are encouraged to serve on HCBA committees.)

(a) Finance and Membership Committee works closely with the Treasurer and shall conduct an annual audit of the previous year, before the end of February, of the association's assets, expenses and receipts. A written report shall be provided to the association members. The F&M Committee shall also take the lead role in database maintenance and new member recruitment and orientation.

(b) Resources Committee shall oversee the availability, uses and maintenance of the association's physical assets (e.g. library materials, extractors, refractometer, demonstration hive, and any other physical assets of the association) and provide written reports at the end of each program year on equipment status and use. In the best of circumstances, the members who are housing the equipment will serve on this committee, as will the Secretary.

(c) Internal Communications Committee works closely with the Vice President to support the work of the web master and other internal communications activities of the HCBA. The HCBA web master shall serve on this committee. The Internal Communications Committee shall also be responsible for the Association's activities and programs in support of member advancement with the North Carolina Master Beekeeper program.

(d) External Communications Committee works closely with the President and plans and coordinates external HCBA communications activities. External communications include, but are not limited to, general public relations, newspaper articles, community education programs, beekeeping related marketing activities of the Association, and other public activities of the HCBA. The External Communications Committee is specifically tasked with coordinating the HCBA's annual Bee School.

4.7 Additional Director Responsibilities - prepare a program plan and budget for the year for review and approval by the Executive Committee at its fall meeting.

4.8 Ex-officio members of the Executive Committee. The immediate past president of the HCBA and the representative from the NCCE/HC shall serve as ex-officio members of the Executive Committee and may serve on any of the standing committees at the requests of the President. These are not voting members.

5. **Operational Policy and Procedures**

5.1 Long Range Planning (3-5 years) - The HCBA Executive Committee shall develop a planning strategy specifically focused on longer term goals and objectives to guide the operations and programs of the HCBA. The membership is to be involved in these planning deliberations. The HCBA Executive Committee, within the framework of the longer term goals, shall establish yearly program plans and budgets to be reviewed and endorsed by the membership.

5.2 Short Range Planning (Next year) - The HCBA Executive Committee shall plan an annual calendar of events, meeting schedule and educational programs for the coming year. This calendar of events and programs will be announced on the HCBA website and available to the membership at the March meeting.

5.3 Fiscal Accountability - Past Executive Committees have established that:

(a) At least \$2,000 should always be on reserve in the bank accounts of the association.

(b) Expenses over \$300 must be pre-approved by the Executive Committee.

(c) An annual audit of all receipts and expenses shall be submitted to the Executive Committee and the membership.

(d) A simple cash method accounting system with ledger entries for various program purposes shall be maintained by the Treasurer.

(e) Notice on Fiscal Issues - When fiscal items are raised at membership meetings, there will be a research/study time of 30 days written notice to all members until the next meeting before voting on any motion for unplanned expenditures.

(f) Accounts - Funds for each budget year are held by Home Trust Bank with the Treasurer and President authorized to make deposits and disburse funds.

5.4 HCBA Assets for Use by HCBA Members - The HCBA owns a variety of beekeeping equipment, stored in several places, for rental and/or use by members in good standing. In each case of renting or using this equipment, users are expected to pick up the equipment and return it in equal or better shape than when received, and, in a timely manner. Members should check the website at www.hcbeekeepers.org or any of the HCBA officers about where the equipment is located.

(a) Extractor Equipment - Rental Fee is \$25.00 for three days payable to HCBA. Equipment is in custodial care of a HCBA member.

(b) Demonstration Hive - Located at NCCE/HC.

(c) Refractometer is kept with the extracting equipment.

(d) Library Materials - Beekeeping books, videos, DVD's, magazines and articles are available for member checkout weekdays and at each meeting. The library collection housed at the NCCE/HC at 100 Jackson Park Rd in Hendersonville. See Section 5.9 for more information.

(e) Television/DVD player - located at NCCE/HC

5.5 Speaking on Behalf of the HCBA - The Spokesperson for the HCBA is President or his/her designee.

5.6 Bee School - The Bee School is currently sponsored by HCBA with the cooperation of the Henderson County Cooperative Extension Office. The president of the HCBA, working with the External Communications Committee, shall either serve on (or appoint members to serve on) the planning committee. Current planning for the Bee School includes organizing the work in ten units:

(a) Executive - Operations, speaker recruitment, format, fees, etc;

(b) Promotion - Newspapers, schools, radio, etc;

(c) Targeted audiences - Beginners, intermediate, and advanced beekeepers;

(d) Logistics - Space, implementation, signage, volunteers, food;

(e) Registration

(f) Budget

(g) Hospitality

(h) Vendor recruitment

(i) Master Beekeeping Program

(j) Raffle hive, sponsorships/ donations

- 5.7 Swarm List - Members wishing to be called to capture swarms must contact the NCCE/HC office and add their names to the "Swarm List". Names may also be added during regular HCBA meetings. The procedure followed by the NCCE/HC office is to ask specific questions to ensure that it is a swarm of honeybees and then to call the person at the top of the list in the area of need and move down the list until contact is made.
- 5.8 New Member Development - The Finance/Membership Committee shall present a plan for promoting the advantages and joys of becoming a beekeeper and active participation in HCBA activities. Such promotion may include, but is not limited to:
- (a) Getting potential new members to HCBA events (Bee School, Demonstration Days.)
 - (b) Periodic articles in the local media, HCBA web sites and other media outlets about beekeeping and area beekeepers.
 - (c) Assisting and mentoring new members.
- 5.9 Library Materials - The HCBA maintains a library for the benefit of its members. The library is housed in a storage chest housed at the NCCE/HC on 100 Jackson Park Rd. in Hendersonville. Materials may be checked out of the library for a period of one month. Access to the library is available through the NCCE/HC office from 9:00 am to 4:30pm weekdays.
- (a) The library currently consists of books, videos, DVD's, and posters.
 - (b) Members are encouraged to:
 - * Actively use the library materials.
 - * Maintain the materials in good condition. Books and videos should be kept in their dust covers. Videos should be kept out of hot cars.
 - * Make suggestions concerning desired materials;
 - * Donate books, videos, DVD's, magazines or articles on beekeeping; and,
 - * Return the materials promptly for other members to use.
 - (c) In the event that materials cannot be returned within one month, a \$5 per month donation will be collected to support the library until the materials are returned.
- 5.10 Interaction with Other WNC Area Associations - The HCBA understands that it shares the same care and concern for honeybees as other associations in the state, and particularly those in the mountains of Western North Carolina. When possible and practical, the HCBA will coordinate events and continuing education activities with other area associations. Exchange of annual events calendars and planned speakers is the least of such coordination and sharing. In the case of special continuing education activities and speakers, some cost sharing may be involved. Such interaction with other area bee associations will be initiated and coordinated as deemed appropriate by the President.

5.11 Monthly Meetings - Monthly meetings held at NCCE/HC, 100 Jackson Park Rd, Hendersonville consist of two hours of educational programming for HCBA members. The format generally consists of:

- (a) Gathering informally and signing in for door prizes
- (b) Welcome, introductions and committee reports as needed.
- (c) Presentation of Continuing Education program
- (d) "This month in the bee yard" reminders, an informal Q & A type session of several minutes to half an hour.
- (e) Informal time before and after the evening. This is time when members exchange information and seek assistance with beekeeping dilemmas.
- (f) Announcements, door prize awarding, adjournment and tidy up the space time.
- (g) Note: When business matters are to be voted upon by the membership, twenty members shall constitute a quorum and a majority vote will decide. For amendments to the constitution and by-laws, a two-thirds majority vote is required.

5.12 Continuing Education

- (a) Planning - At the last meeting of the year, the HCBA members are polled verbally or by written suggestions for ideas and topics to be included in next year's program agenda. The Internal Communications Committee and the Vice-President shall then develop a range of meeting topics and ideas for the coming year. The Executive Committee members meet in December and discuss those ideas and add others, thus mapping out a month-by-month agenda. Particular care is made to include an Epinephrine Certification class every other year and to rotate popular speakers and field days for variety.
- (b) State Certification - The HCBA sponsors educational and outreach programs that qualify for the fulfillment of the requirements for advancement in the NC Master Beekeeper Certification Program. These include, but are not limited to:
 - * Speaking to schools and civic groups;
 - * Conducting classes at the bee school;
 - * Giving presentations and programs to the HCBA monthly meetings; and other such events and programs.

(c) Continuing Education Facilitators Travel and Payment Policy - The HCBA recognizes the many talented, knowledgeable beekeepers in the association and invites them to share their knowledge at monthly meetings. From time to time facilitators from beyond the membership of the association are invited to present programs with the HCBA. On a case by case basis, a travel and/or honorarium will be offered to guest presenters. This is decided at the discretion of the Executive Committee, with the Vice-president, in charge of programs, to make the final arrangements. Facilitators are invited to stay in the homes of members. It is not unusual, in past experience, for guests to waive the honorarium, though offered.

5.13 Inclement Weather Policy - If Henderson County schools are closed due to inclement weather, HCBA meetings will be cancelled. If on the afternoon [of a scheduled meeting date] snow, ice or other weather hazard appears to make roads dangerous, HCBA meetings will be cancelled.

5.14 Election of Officers, Terms and HCBA Decision Making

(a) The President shall appoint a Nominating Committee each September and the committee shall propose a slate of officers. Additional names may be submitted from the membership at large at the time of the election.

(b) Elections of Officers for the following year's program activities are held at the November monthly meeting.

(c) Majority vote of a quorum, (twenty members) is required to elect officers.

(d) Each position is elected for a two year term.

(e) Term limits for all elected officers shall be two consecutive two-year terms in the same office. Officers and directors may serve more than two terms, but no more than four years in one position.

(f) The Executive Committee shall meet at least two times a year, usually July and December, and has "authority to transact business on behalf of the association when the membership is not in session." Through the regular monthly membership meetings and the newsletter decisions made by the Executive Committee are communicated to the membership.

5.15 Cooperative relationships with other organizations:

(a) North Carolina State Beekeepers Association - The HCBA is a chapter of the State Association, utilizing its 501-c-5 designation for its fiscal affairs. The NCSBA model constitution suggests that Chapters maintain "friendly and helpful relations" with the state association. It also indicates our secretary should inform the state of death, change of address or other pertinent changes of Association members that are also members of state association. The Chapter utilizes the Association's 501-c-5 designation for its fiscal affairs, and consequently may not need to file with IRS. The NCSBA model constitution also states that the

secretary: "Protect and preserve the Chapter charter granted by the NCSBA." The Executive Committee will take initiative to clarify this relationship as the years move on.

- (b) The title of the State Apiculturist (Dr. David Tarpy) is Extension and Teaching Coordinator with the State Association. Dr. Tarpy, is on the faculty at North Carolina State University, and is very active in staying in touch with our association and seeks to work with us.
- (c) North Carolina Cooperative Extension/Henderson County - The NCCE/HC provides educational assistance and staff support to the association; helps arrange meeting space, storage space for library and other resources; provide space for activities of HCBA; maintains the Swarm List, and makes referrals to association members on that list.