

**Constitution & Bylaws**  
**Wisconsin Honey Producers Association Inc.**  
**11/1/2013**

**Constitution****Article I – Name and Description**

Section 1. This organization shall be known as the Wisconsin Honey Producers Association Inc. (WHPA).

Section 2. WHPA shall be divided into geographic Districts; these Districts shall consist of several adjoining or nearby counties.

**Article II – Purpose**

The purpose of this organization is to form a strong bond and fellowship among commercial and small scale honey producers to effectively:

1. Protect the honey producing industry of Wisconsin from policies and environmental changes that will negatively affect honey production;
2. Improve the marketing of honey and bee products by supporting and promoting the Honey Queen Program, advertising, and scientific developments beneficial to honey producers and the industry;
3. Support and promote educational programs by disseminating scientific developments and by sharing knowledge among members;
4. Support and promote educational programs aimed at public acceptance of the honey bee in our environment.

**Article III – Membership**

Membership shall consist of dues paying individuals. Dues shall be set by vote of the membership, upon recommendation of the Executive Committee, and shall be payable on or before October 1<sup>st</sup> to the Treasurer. Members are expected to support the objectives of WHPA.

Additional membership shall be permitted within the family of a regular member at a reduced rate. This shall be limited to the regular member's spouse, and/or children under the age of 18 years, living at the same address as the regular member. Such members shall enjoy membership privileges, but shall share a single copy of the BADGER BEE, the Official WHPA Publication. Membership dues shall be determined in the same manner as regular membership.

**Article IV – Officers**

The officers of WHPA shall be a President, Vice President, Secretary, and Treasurer.

**Article V – Meetings and Quorum**

Section 1. Annual business meetings shall be held at the annual convention of the Wisconsin Honey Producers Association, Inc.

Section 2. Board of Managers meeting shall be held annually prior to the convention. The Board shall consist of the Executive Committee, Delegates, and Chairs of the various standing Committees. The purpose shall be to act on submitted resolutions and committee reports and make recommendations concerning these matters to WHPA at the annual meeting.

Section 3. Spring District Meetings shall be held annually in each District. The purpose is to exchange information, conduct programs, and elect a chair, who will become a member of the State Executive Committee.

Section 4. Summer meetings shall be held annually at a central location. The purpose is to exchange information, conduct programs, report on WHPA functions for the current year, and to provide information on issues to the Executive and other committees.

Section 5. At least two Executive Committee meetings shall be held, one within ninety (90) days of the annual business meeting, to initiate WHPA activities for the ensuing year; the second meeting shall be held following the summer meetings to evaluate the program.

Section 6. Notices of all regularly scheduled meetings shall be published in the BADGER BEE.

Section 7. Quorum

Annual or Special Business Meeting - Ten (10) % of the members of the WHPA as of September 1

Executive Committee Meeting – Seven (7) members

Board of Managers – no quorum.

#### **Article VI – Amendment**

The Constitution or By-Laws may be amended at the annual business meeting on recommendation of the Board of Managers or by the WHPA body. The proposed amendments shall be presented in writing and printed along with the notice of the meeting. An affirmative vote of two-thirds of the quorum is required for passage. If the amendment is initiated by the WHPA body, it must be done by written petition of twenty (20) members to the President and be published in the BADGER BEE before the meeting.

#### **By-Laws**

##### **Article I – Duties of Officers**

Section 1. The President shall direct the functions of WHPA and preside at all meetings of WHPA, meetings of the Executive Committee, and meetings of the Board of Managers.

Section 2. The Vice President shall perform the duties of the President in his/her absence or at his/her request. The Vice President is permanent chair of the Membership Committee and plans the summer meeting, including the program.

Section 3. The Secretary shall record and keep minutes of all meetings of WHPA, Executive Committee, and the Board of Managers, and shall serve as historian. The Secretary shall maintain a current policy manual under the authority of the Executive committee. The Secretary shall send all meeting notices, handle routine correspondence and clerical work, and be responsible for the inventory of WHPA printed materials.

Section 4. The Treasurer shall receive and disburse all WHPA monies, keep financial records, serve on the Finance Committee, maintain current membership list, and obtain bonding in the amount requested by the Executive Committee.

##### **Article II – Election of Officers**

Section 1. Only members shall hold office in WHPA.

Section 2. The President and Vice President shall be elected on the even year and the Secretary and Treasurer shall be elected on the odd year, at the annual meeting of WHPA, for a term of two years. The term of office shall begin on installation and end upon installation of a replacement officer.

Section 3. A vacancy in any office may be filled by the Executive Board for the remainder of the term

##### **Article III – Dues**

Section 1. The fiscal year shall be from October 1 through September 30.

Section 2. Annual dues shall cover the fiscal year and members shall be allowed a grace period of 90 days before becoming delinquent and will be dropped from membership if dues are unpaid by December 31.

Section 3. Dues are payable to the Treasurer.

##### **Article IV – Meetings**

Section 1. Special meetings of WHPA shall be called by the President, as needed. Upon the written petition of twenty (20) members, the President will call a special meeting to address the issue presented in the petition. Notice of such meetings shall be presented at least ten (10) days in advance, and shall state the purpose of the meeting.

Section 2. Meetings of the Executive Committee shall be called by the President. Upon the written request of three (3) members of the Executive Committee, the President will call a meeting of the Executive Committee to address the issue presented in the request for special meeting. Notice

shall be sent at least five (5) days in advance of the meeting and state the purpose of the meeting.

## **Article V – Committees**

Section 1. Standing Committees - Committees shall not make financial or legal commitments without the approval of the Executive Board. Bonding shall be obtained for those managing any WHPA accounts.

### **Executive Committee**

Membership: *Officers of WHPA; District Chairs of WHPA; and immediate Past President of WHPA.*  
 Chair: *President of WHPA*  
 Function: Governing body of WHPA.

### **Legislative Committee**

Membership: *Appointed by the President.*  
 Chair: *Appointed by the President*  
 Function: Keep membership informed on all legislative material pertaining to the beekeeping industry. Be responsible for the introduction of approved legislation. Serve as liaison to the state legislature and other organizations with similar interests.

### **Promotion and Advertising Committee**

Membership: *Appointed by the President.*  
 Chair: *Appointed by the President*  
 Function: Organize promotional programs.

### **State Fair Committee**

Membership: *Appointed by the President.*  
 Chair: *Appointed by the President*  
 Function: Make arrangements for and be responsible for State Fair function including negotiation of a contract with the state fair manager to be approved by the executive committee.

### **Finance and Audit Committee**

Membership: *Appointed by the President.*  
 Chair: *Appointed by the President*  
 Function: Study the financial need and status of WHPA. Prepare annual budget. The audit committee shall be a subcommittee of the Finance Committee.

### **Nominations Committee**

Membership: *All District Chairs and other members appointed by the President*  
 Chair: *Appointed by the President*  
 Function: *Prepare a slate of candidates for the regular election.*

### **Resolutions Committee**

Membership: *Appointed by the President.*  
 Chair: *Appointed by the President*  
 Function: Meet annually with the Board of Managers and prepare final draft of resolutions to be presented at the business meeting. The committee shall be responsible for publishing and posting resolutions by noon of the day following the Board of Managers meeting. The chair presents the resolutions at the annual business meeting of the WHPA.

### **Membership Committee**

Membership: All District Chairs.  
 Chair: *Vice President of WHPA*  
 Function: Promote WHPA membership

### **Convention Committee**

Membership: *Appointed by the President.*

Chair: *Appointed by the President*

Function: Prepare programs and plans for Annual Meetings of WHPA.

#### **Constitution and By-Laws Committee**

Membership: *Appointed by the President.*

Chair: *Appointed by the President*

Function: Revise the Constitution and By-Laws as needed.

#### **Regulation and Pesticide Committee**

Membership: *All District Chairs and other members appointed by the President*

Chair: *Appointed by the President*

Function: Keep record of all known or suspected pesticide damage incidents involving honey bees in Wisconsin. Act as liaison between WHPA and government agencies, organizations, and/or individuals associated with regulatory issues, including the honey bee-pesticide issue. Manage and submit Section 18 applications on behalf of the WHPA.

#### **Honey Queen Committee**

Membership: *Appointed by the President.*

Chair: *Appointed by the President*

Function: Organize, promote, and implement the Honey Queen program

#### **Awards Committee**

Membership: *Appointed by the President, but limited to previous recipients of the Beekeeper of the Year award.*

Chair: *Appointed by the President and shall be selected from previous recipients of the Beekeeper of the Year award.*

Function: To determine the Yearly Awards Winners and to do so in a manner that will create and maintain membership interest in its continuation.

#### **Research Committee**

Membership: *Appointed by the President*

Chair: *Appointed by the President*

Function: To recommend the yearly distribution of monies designated for research.

#### **Youth and Education Committee**

Membership: *Appointed by the President*

Chair: *Appointed by the President*

Function: To promote WHPA and the industry through a variety of educational projects geared toward youth.

Section 2. No more than half of a standing committee's membership shall be replaced in one year, except by the committee member's own request.

Section 3. Verbal reports are to be given by the committee chair at the regularly scheduled meetings (Summer and Annual Meeting), and a written report shall be submitted to the President prior to the annual meeting.

#### **Article VI – Parliamentary Authority**

Roberts Rules of Order shall be the parliamentary authority of all matters not covered by the Constitution and By-Laws of WHPA.

#### **Article VII – Order of Business for Annual Business Meeting**

- A. Call to order
- B. Secretary's Report
- C. Treasurer's Report
- D. Election of Officers
- E. Committee Reports

- F. Resolutions
- G. Old Business
- H. New Business
- I. Installation of Officers
- J. Adjournment

**Article VIII – Districts**

Section 1. The Executive Committee shall establish geographic Districts within the State and design and/or amend permanent districts as appropriate. These districts shall consist of several adjoining and/or nearby counties.

Section 2. Officers of each District shall determine the time and place of District meetings, in consultation with officers of WHPA. An annual election shall be held in each District.

Section 3. One (1) delegate may be elected by any county organization having at least five (5) WHPA members. Such delegates shall present proper credentials, including the names of at least five (5) WHPA members in their county organization, signed by the county organization's President or Secretary. The delegate will be seated upon verification of the credentials by the WHPA Treasurer.

Section 4. Resolutions may be initiated by members, and presented in written form at the Board of Managers Meeting.

Section 5. American Beekeeping Federation convention delegates and alternates shall be appointed by the Executive Committee.