

Constitution & By-Laws
Wisconsin Honey Producers Association Inc.
Approved 11.5.2021

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 honeybee 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 1st 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, Treasurer, and most recent Past President, in good standing.

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 Officers, Directors, District Chairs, 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 the district chair.

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 percent (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 to promote WHPA membership and plan 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. The Secretary shall meet annually with the Board of Managers and prepare final draft of resolutions to be presented at the business meeting. The Secretary shall be responsible for publishing and posting resolutions by noon of the day following the Board of Managers meeting. The Secretary presents the resolutions at the annual business meeting of the WHPA.

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

Article II – Election of Officers and Directors

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 Committee for the remainder of the term.

Section 4. WHPA shall elect three directors, each to a three-year term. One director will be elected at each annual convention. Initial directors will be selected from the current district chairs. One will have a term of one year, one will have two years, and one will have three years. Terms will be determined by drawing lots. If more than three current district chairs wish to become directors, the three will be selected by drawing lots.

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 shall not make financial or legal commitments without the approval of the Executive Committee. Bonding shall be obtained for those managing any WHPA accounts.

Executive Committee

Membership: *Officers of WHPA and Directors of WHPA*

Chair: *President of WHPA*

Function: Governing body of WHPA. Prepare a slate of candidates for the regular election.

Legislative Committee

Membership: *Appointed by Committee Chair; Approved by 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. Keep records of all known or suspected pesticide damage incidents involving honeybees in Wisconsin. Act as liaison between WHPA and government agencies, organizations, and/or individuals associated with regulatory issues, including the honeybee-pesticide issue. Manage and submit Section 18 applications on behalf of the WHPA.

Promotion Committee

Membership: *Appointed by Committee Chair; Approved by President*

Chair: *Appointed by the President*

Function: Organize promotional programs

State Fair Committee

Membership: *Appointed by Committee Chair; Approved by 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 Committee Chair; Approved by 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.

Convention Committee

Membership: *Appointed by Committee Chair; Approved by President*

Chair: *Appointed by the President*

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

Constitution and By-Laws Committee

Membership: *Appointed by Committee Chair; Approved by President*

Chair: *Appointed by the President*

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

Honey Queen Committee

Membership: *Appointed by Committee Chair; Approved by President*

Chair: *Appointed by the President*

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

Awards Committee

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

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 Committee Chair; Approved by President*

Chair: *Appointed by the President*

Function: To recommend the yearly distribution of monies designated for research. Take written recommendations from membership to bring forth to the Executive Committee.

Education Committee

Membership: *Appointed by Committee Chair; Approved by President*

Chair: *Appointed by the President*

Function: To promote WHPA and the industry through a variety of educational projects

Will consist of two subcommittees:

Youth Education – youth mentoring; poster contest; Ag in the Classroom; etc.

Member Education – labeling laws; BMPs; tax exemption laws; relevant issues to WHPA membership; develop and implement a speaker bureau.

Communications Committee

Membership: *Appointed by Committee Chair; Approved by President*

Chair: *Appointed by the President*

Function: To monitor and communicate with WHPA members and public. Including, but not limited to, Badger Bee, WHPA website, Facebook, and Twitter.

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 and Directors
- 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. The Chair 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. Any additional activities beyond what is currently listed herein shall be conducted at an individual's own time, expense, and liability.

Section 3. Resolutions may be initiated by members and presented in written form at the Board of Managers Meeting.

Section 4. American Beekeeping Federation convention delegates and alternates shall be appointed by the Executive Committee.