

## BY-LAWS

### Clay County Honeybee Association

(Adopted October 2016 after name change from Northeast Florida Honeybee Association)

#### Article I

Elections shall be held annually. Officers shall be elected by ballot, a majority of votes cast being required to elect. In the event there is one candidate for each office, a voice vote may be conducted. The president shall appoint a committee of three members to count the ballots.

#### Article II

The duty of the President shall be to act as presiding officer at meetings of the Association, signing documents requiring official signature, and perform other required duties.

#### Article III

In the absence of the President, the Vice-President shall act with full power of that office.

#### Article IV

##### Section 1

The Secretary shall keep proper records of all meetings and other transactions of the Association and issue notices of meetings and perform other duties required of a secretary.

##### Section 2

The Treasurer of the Association, upon approval of the President, shall provide office supplies to the Secretary and Officers of the Association.

#### Article V

##### Section 1

The Treasurer shall be custodian of the Association's funds and receive all membership and affiliation dues and other income and shall make a statement of the accounts showing balance on hand at each monthly meeting and an annual accounting of monies collected and expended at the annual meeting.

## Section 2

The Treasurer shall make all deposits and withdrawals in a local bank. The President may make such changes in the conduct of the Association's finances as may be needed with the approval of the membership.

## Article VI

The meetings of the Association may be conducted in the following order:

1. Call to order
2. Reading and approval of the minutes of the last meeting
3. Reception of members
4. Appointment of committees
5. Executive Secretary's report
6. Reports of the standing committees
7. President's address
8. Report of special committees
9. Election and installation of officers
10. Miscellaneous business.
11. Discussion
12. Adjournment

## Article VII

All meetings shall be conducted according to the "Roberts Rules of Order."

## Article VIII

These by-laws may be amended by two-thirds vote of the members present at any regular or special meeting called for that purpose.

When amendments are made and ratified, they will be incorporated and printed. Copies shall be made available upon request.