

Bylaws of the Pierce County Beekeepers Association

Revised 1/30/2026

Article I – Name and Mission

Section 1. The name of this organization shall be the Pierce County Beekeepers Association, herein PCBA.

Section 2. This is a nonprofit association.

Section 3. MISSION STATEMENT

The purpose of the Pierce County Beekeepers Association (PCBA), a nonprofit association, shall be to promote the gentle art and science of beekeeping. The PCBA shall conduct educational programs under the Washington State Beekeepers Association Master Beekeepers Educational program and shall be primarily for the enjoyment and educational goals of its members. The PCBA shall cooperate with the Washington State University Extension Service, other universities, the Washington State Department of Agriculture, the Washington State Beekeepers Association, Western Apiculture Society, and apiculture-related technologies to disseminate the latest beekeeping information.

Article II – Purpose

Section 1. The purpose of the PCBA shall be to promote the gentle art and science of beekeeping, primarily to sideline, homestead, hobby beekeepers, and the general public.

Section 2. The PCBA shall conduct educational programs partnering with the WSU Extension Center, Washington State Beekeepers Association Master Beekeepers Educational program and Oregon State University Master Beekeepers Program.

Section 3. The PCBA shall be primarily for the enjoyment and educational goals of its members.

Section 4. The PCBA shall cooperate with the Washington State University Extension Service, other universities, the Washington State Department of Agriculture, the Washington State Beekeepers Association, Oregon State University Master Beekeepers Program, and the Western Apiculture Society to disseminate the latest beekeeping information.

Article III – Membership

Section 1. Payment of dues is necessary for current membership and voting privileges.

Section 2. There shall be two classes of membership: Regular membership, which includes family members, and a special Honorary Membership. (See Article IV, Section 1.)

Section 3. Membership shall terminate upon death or voluntary withdrawal or as otherwise provided in the bylaws. The rights, title, and interest of a member shall cease upon termination of membership.

Section 4. Membership is required to attend educational programs.

Section 5. 10 volunteer hours per year, per participating member, is a requirement of membership.

Section 6. Membership may be terminated for nonpayment of dues as provided in Article V, Section 2.

Section 7. Any membership may be terminated for violation of these bylaws or for beekeeping practices which are detrimental to the general beekeeping community. Such termination shall be by a two-thirds vote of the Directors at a board meeting, providing that a statement of the charges shall have been mailed by registered letter to the last recorded address of the member at least thirty (30) days before the final action is to be taken thereon. Such a statement of charges shall contain notification of the time and place of the meeting of the Board of Directors at which the charges shall be considered. The member shall have the right to appear and present any defense to such charges before action is taken thereon. Any member who is suspended or expelled may be reinstated to membership by a two-thirds vote of the Directors at the Board meeting.

Section 8. Code of Conduct. A PCBA member will:

- a) Respect all persons with whom they interact.
- b) Conduct themselves in a courteous, respectful manner and refrain from profanity, harassment, disruptive behavior or abuse of any kind.
- c) Provide a positive role model when working with youth.

Article IV – Awards, Grants and Honorary Membership

Section 1. Honorary Memberships. This is the highest award given by the PCBA. The award shall be given whenever there is a PCBA member who has shown outstanding leadership and dedication toward the advancement of beekeeping. Only one Honorary Member Award may be given per year. If more than one nominee is selected, the one receiving the greatest number of votes will be selected. Nominees will be selected by the Board of Directors. One of the nominees will be voted in by the general membership at the PCBA general meeting. Honorary memberships do not have to pay annual dues. PCBA members under selection for the award:

- a) Must have been an active member for a minimum of 10 consecutive years.

- b) Must have been a PCBA officer or a committee member for a minimum of 2 years.
- c) Must have regularly attended PCBA Board of Directors meetings and general meetings during their tenure as officer or committee member.
- d) Must have a competent understanding of beekeeping.

Section 2. is in honor of Bob's commitment and love of beekeeping. He was dedicated to promoting the gentle art and science of beekeeping in the community. Bob was an exceptional leader and educator, sharing his enthusiasm and knowledge as a speaker, mentor and teacher.

Criteria used for receiving the award, definition: The Bob Stump Award is an honor bestowed upon an individual for outstanding contributions to apiculture. The Board of Directors will select nominees, provided by the general membership. One of these nominees will be voted in by the general membership at the PCBA general meeting once a year.

Conditions:

- a) The recipient must be a member in good standing of the Pierce County Beekeepers Association (PCBA).
- b) The actions of the recipient should be (but not limited to) complimentary to the art, science and husbandry of apiculture.
- c) The recipient need not be an active Washington State Beekeepers Association member.
- d) Previous recipients of this award are not eligible for future Bob Stump awards.
- e) The recipients' names, past and present, will be on permanent display
- f) The recipients will receive a personalized plaque and be listed with special recognition on our website.

Section 3. Study Grant. The PCBA will furnish guidance and instruction to help a selected young person between the ages of 13 through 18 get started in beekeeping. Applicants must live within the service area of the PCBA and attend scheduled meetings and activities. Recipients are required to attend the Intro to Beekeeping Class, and complete approximately 8 hours of classroom instruction and 14 hours of hands-on experience in the Apiary, and complete a written exam. The term of the Study Grant shall be for one year, starting January 1.

See application for further details and entitlements.

Section 4. Friends of PCBA. One Friends of PCBA can be given per year to deserving individuals who are not members of the PCBA but who have devoted their time toward the advancement of beekeeping for members of the PCBA. The Executive Board of the PCBA shall select deserving individuals. Benefits shall include an email copy of the newsletter and invitation to special events.

Article V – Dues

Section 1. The dues shall be determined by the Board of Directors of the membership as stated in Article III.

Section 2. The annual dues shall be due and payable to the Treasurer one year from the month the member joined the PCBA. Annual dues not received by the Treasurer one year from the month the member joined the PCBA are considered delinquent and members may be dropped from the membership register and thereupon shall forfeit all rights and privileges of membership, including receipt of the association newsletter.

Section 3. Reinstatement of membership terminated for failure to pay dues is automatic upon receipt of dues.

Section 4. The fiscal year is the calendar year. The term of membership shall be one year from the month the member joined the PCBA.

Article VI – Conduct of Business

Section 1. The Board of Directors shall conduct the business affairs of PCBA. Members of the Board shall be named in accordance with provisions in Article VII and shall represent the members of PCBA insofar as possible. Officers are elected by the general membership in good standing. An officer carries only the rights necessary for executing the duties of their appointment. Any officer or voting board member of the association that fails to perform the duties of their office may be removed from their appointment by a two-thirds vote of the Board at an executive board meeting. For cases involving misconduct, neglect of duty or excessive absences, the officer or voting board member may be removed from their appointment of a two-thirds vote of the Board at an executive board meeting. Any officer or voting board member removed from their appointment shall retain their membership rights.

Article VII – Officers

Section 1. The officers of PCBA in 2026 shall be President, Vice President, Secretary and Treasurer. The officers of PCBA shall be ratified by the membership on a yearly basis and noted in the minutes.

Section 2. The President shall have general supervision of the affairs of PCBA. The main role of the President is to expedite the business of the association in every way compatible with its purpose and membership. The President shall preside at all meetings of PCBA. The President shall appoint all committees and shall be an ex-officio member of these committees. The President shall call special meetings of the association and the Board of Directors. If the President for any reason vacates or is removed from office or is for any reason absent, the Vice President will take on the

duties of the appointment – OR – in the case of resignation, three unexcused absences or death, the Vice President automatically performs the duties of the President for the duration of the term.

Section 3. The Vice President, in the absence, disability or removal of the President, shall perform the functions of the office of President. The Vice President is responsible for keeping the property inventory and keeping current the PCBA history in a digital format. The Vice President will perform such other duties as mutually agreed by the President and Vice President.

Section 4. The Secretary shall attend and keep a complete and accurate record of all meetings of PCBA. Minutes of the meetings shall be published on the PCBA website and made available upon request. The Secretary will keep a separate record of all passed motions and a record of all voting members at each Board of Directors meeting and perform such other duties as mutually agreed by the President and Secretary.

Section 5. The Treasurer shall approve and pay all bills for PCBA and maintain accurate records of PCBA finances. The Treasurer shall maintain accurate records of all assets of PCBA. Treasurer bookkeeping records shall be openly accessible for review by the President and Vice President at any time. The Treasurer shall perform such other duties as mutually agreed by the President and Treasurer. As such, the Treasurer shall be an authorized signer on PCBA's banking institution accounts, have access to check writing, & use of a debit card. He or she shall disburse the funds of PCBA as may be ordered by the Board of Directors, shall render to the President, Vice-President, and the Board of Directors, whenever they request it, an account of all of his or her transactions as Treasurer. The Treasurer of the association is the officer entrusted with the custody of its board funds and financial records. The IRS requires nonprofit organizations to file Form 990 by the 15th day of the 5th month after the end of the organization's accounting period, this shall be the treasurer's duty to submit. All payments are approved by the Board of Directors at the regularly scheduled Executive Board meeting. In case of extended absence or incapacity of the Treasurer, the President may approve and pay bills, or may appoint a member of the PCBA to act as temporary Treasurer with approval of the Board.

Section 6. Officers shall be elected at the first regular meeting of the PCBA in November of each calendar year. The election will be conducted by an appointee of the President. The winner of the election for an office must receive a simple majority of the votes cast by members in good standing who are present at the November regular meeting. Administrative duties and exchange of the gavel is to be executed during the first general membership meeting in January of each year.

Section 7. The term of office shall be for one year from January to December. The office of President can only be held for a maximum of four consecutive years, while the Vice President, Secretary and Treasurer can be held for as many consecutive years as elected by the general membership.

Article VIII – Board of Directors

Section 1. Board meetings and voting. PCBA members are welcome to attend Board meetings and comment on issues before the Board. Voting is limited to Board members only, as follows:

- a) All current elected Executive Officers are voting Board members: President, Vice President, Secretary and Treasurer.
- b) Voting Board members shall include the following: The immediate past president and the elected Executive Officers.
- c) New committee chairs created during the year may be added with the approval of the Executive Officers.

Section 2. Attendance. A voting Board member is considered chronically absent under the following conditions:

- a) The Board member has missed two consecutive board meetings without notifying the President, or the President's designee.
- b) The Board member is recorded as "absent" for three consecutive meetings.
- c) The Board member is recorded as "absent" four meetings in the course of the calendar year.
- d) Any Board Member meeting any one of the above definitions during the year will be reviewed by the Board of Directors in January or as they occur, with dismissal or retention by a majority vote of the Board as possible actions.

Section 3. Agendas and Minutes. The Board agenda and minutes of the prior meeting shall be published and distributed to Board members prior to every Board meeting. A quorum shall constitute a majority of the voting board members.

Section 4. Compensation. No officer or members of the Board of Directors shall receive compensation, either directly or indirectly, for the conduct of the business of PCBA except for reasonable out-of-pocket expenses with approval of the Board.

Article IX – Committees

Section 1: The President shall recommend committee chairs to the elected Executive Officers for approval. Committee chair positions may include Apiary, Education, Membership Services, Programs, Events, Fundraising and other areas as determined by the Executive Officers.

- a) New committee chairs shall be reviewed and approved by the Executive Officers as needed.
- b) Committee chairs may be released for cause as noted in Article VI, Section 1 of these bylaws.
- c) Each committee will be composed of volunteer positions that align with the function of the committee. Volunteer positions report to the Executive Officer approved committee chairs.
- d) Committee job descriptions will be available from the President and also posted

to the PCBA website.

Section 2. Special Committees.

Auditing Committee: There shall be an Auditing Committee of two (2) appointed by the President and approved by the Board in January, whose duty shall be to audit the financial and asset records of PCBA and report to the Board of Directors at the first Board meeting in February of each calendar year. The Board of Directors shall determine auditing standards. The Auditing Committee may not include the President, Vice President or the Treasurer.

Nominating Committee: There shall be a Nominating Committee of two (2) appointed by the President, no later than September of each year, whose duty it shall be to obtain nominations for the November election of officers.

Article X – Finances

Section 1. No indebtedness shall be incurred by any officer, committee member, or any other PCBA member in good standing on behalf of PCBA, except as authorized in Article VII, Section 5.

Section 2. The PCBA dues and monies in excess of immediate operating expenses shall be placed into an account. All monies shall be used in accordance with the mission of the association as determined by the Board of Directors. Donations over \$500 approved by the Board of Directors shall be submitted to the general membership for final approval.

Section 3. If PCBA ceases to exist at some future time, funds and assets of record shall be disbursed to a NonProfit Organization(s) nominated and voted for by the Board with the objective and intent that these funds and assets be used for the benefit of the art and science of beekeeping.

Article XI - Banking

Section 1. Bank Accounts

The organization shall maintain such banking and financial accounts as the Board of Directors deems necessary for the proper management of organizational funds. The President and Treasurer are authorized to open and access bank accounts on behalf of the organization as necessary to conduct organizational business.

The President, Vice President and Treasurer are authorized to access bank accounts on behalf of the organization as necessary to conduct organizational business.

Section 2. Check Signing and Transaction Authority

Any checks, drafts, or other orders for payment of money shall require the signature of at least one of the following officers: President, Vice President, or Treasurer. Electronic transactions and transfers may be executed by any of these authorized officers in accordance with the organization's financial policies. As such, the President, Vice President, and Treasurer shall be authorized signers on PCBA's banking institution accounts, have access to check writing and use of a debit card.

Section 3. Loans and Credit

The President and Treasurer, acting jointly and with prior approval by majority vote of the Board of Directors, are authorized to negotiate and execute loans, lines of credit, or other borrowing arrangements on behalf of the organization. All such borrowing must be documented in the minutes of the Board meeting at which approval was granted.

Section 4. Financial Records

The Treasurer shall maintain accurate records of all banking activities and shall provide regular reports to the Board of Directors as specified in these bylaws. For more details see Article VII - Section 5.

Article XII – Meetings

Section 1. Meetings of the general membership will be held at a place and time to be established by the Board of Directors. It shall be the intent to hold general membership meetings monthly except during months where there are standard annual events. The newsletter will be used to notify members of each upcoming meeting.

Section 2. Decisions made by the Board of Directors may be overridden by a vote of 2/3 of the members in good standing present and voting at a regular or special meeting.

Section 3. The President will maintain order during meetings. The order of business for regular membership meetings, unless changed by a majority vote of the members present and voting, shall be as follows:

- a) Call to order.
- b) The Secretary may read minutes at Board of Directors meetings and General Meetings at the discretion of the Board of Directors. At General Meetings, the Secretary will refer membership to the website publication of the minutes.
- c) Reports of Officers (including a financial report by the Treasurer)
- d) Reports of all committees
- e) Old Business
- f) New Business (including election of officers)
- g) Resolutions
- h) Announcements

- i) Recess for refreshments
- j) Presentation of program
- k) Adjournment

Section 4. Executive privilege shall be granted to the presiding chairperson of such meetings to adjust or modify proposed agendas to facilitate or expedite the proceedings in the interest of time constraints.

Section 5. Special meetings may be called by the President, the Board of Directors, or may be called upon request, in writing, by one quarter of the membership or by five members of the Board of Directors. Not less than ten (10) days written notice shall be given prior to any special meeting.

Article XIII – Job Descriptions

Section 1. In addition to Articles VII, VIII, XIX, job descriptions for each officer, member of the Board of Directors, Committee Chairs or helpers, may be written to give further more specific direction to persons at the discretion of the President with the approval of the Board of Directors. Job descriptions shall be maintained by the President or his/her designee and posted on the PCBA website.

Article XIV – Amendments

Section 1. Changes in these Bylaws may be made by a two-thirds majority of members in good standing present and voting at any membership meeting or by a two-thirds majority of all votes cast in a mail ballot or electronic communication. The notification of the proposed amendment shall have been sent to every member at least one month before the last date to return ballots in the case of a mail ballot, or thirty days in advance of a regular or special meeting.

Section 2. Proposed amendments to the Bylaws shall be submitted in writing to the Board of Directors for amendments to the Bylaws. Proposed amendments must pass the Board of Directors by a two-thirds vote, making them legally effective during the time between regular meetings. Such amendments must be presented to the regular membership for ratification. (See this Article, Section 1.)

Article XV – Solicitation Policy

Section 1. In order to provide a distraction-free environment for our members, we do not allow solicitations or petitioning at our association regardless of the cause being represented. Pierce County Beekeepers Association has adopted this solicitation policy for our association.

The Board and/or Program Committee Chair will consider requests from organizations that wish to make informal presentations meant to enhance education or advocacy of

honeybees or beekeeping. All such requests must have Board or Program Committee Chair approval before being presented to the general membership.

Article XVI - Privacy Policy

Section 1. Introduction The Pierce County Beekeepers Association (“PCBA,” “we,” “us,” or “our”) is committed to protecting your privacy and personal information. This Privacy Policy explains how we collect, use, share, and protect information when you interact with our organization, website, events, and services.

Privacy Policy can be found [\[HERE\]](#)