

Apiary Inspectors of America

CONSTITUTION APIARY INSPECTORS OF AMERICA

ARTICLE I. NAME

The name of this organization shall be “Apiary Inspectors of America” hereafter referred to as AIA.

ARTICLE II. PURPOSE

The purpose of this organization shall be to promote better beekeeping conditions in North America mainly through the mitigation of honey bee pests and diseases, active communication and cooperation with apiary inspection officials and other stakeholders of the apiary industry, and by the presentation of new information and ideas regarding honey bee health.

ARTICLE III. MEMBERSHIP

Section 1. Voting Member: The chief or lead apiary inspection official appointed by the various states, U.S. territories, U.S. possessions, and Canadian provinces or territories of North America may become members of this organization with voting privileges upon payment of annual membership dues as shall be set from time to time by a majority of members present at time of voting.

Section 2. Associate Member: Other regulatory staff (i.e. apiary inspectors) currently employed with a state, province, or territory government, as well as retired chief or lead apiary inspection officials, may become an associate member of this organization upon payment of annual membership dues. An associate member may attend the business meeting; however, an associate member does not have voting privileges unless he or she is the official delegated representative of a state regulatory agency responsible for suppression of honey bee diseases and

pests. Annual associate membership dues shall be established by a majority of members present at time of voting.

ARTICLE IV. OFFICERS AND DIRECTORS

Section 1. The officers of this organization shall consist of a President, a Vice-President, the immediate Past President, a Secretary, and a Treasurer.

Section 2. Directors shall consist of one each from the North, South, East, and West regions of the U.S., an at-large director, and one director representing Canada.

ARTICLE V. COMMITTEES

Section 1. The executive committee shall consist of the current officers and the six directors.

Section 2. Terms and assignments to special committees may be appointed by the President at any time. Standing committees may be appointed by the President during the annual meeting. Committee assignments shall be made for up to two years and may be renewed.

ARTICLE VI. VOTING

In the transaction of official business, each state or province shall be entitled to one vote which is to be cast by the voting member or the authorized representative from the state or province. Decisions, other than those cast for changes to this Constitution or by laws, shall be awarded to the position gaining a majority of the votes cast. In the case of a tie, the vote of the President will break the tie.

ARTICLE VII. AMENDMENTS

This Constitution or by laws may be amended by a two-thirds vote of the voting members

present at a regular scheduled business session of an annual meeting. All proposed amendments to the Constitution or by laws shall be submitted in writing to the Secretary at least thirty days prior to the opening of the annual meeting, and the Secretary shall distribute copies of the proposal to all members at least ten days prior to the annual meeting.

ARTICLE VIII. DISSOLUTION

Upon dissolution of the Apiary Inspectors of America, assets remaining after the payment of the debts shall be distributed as determined by the Executive Committee to such organization or organizations organized and operated for the betterment of agriculture, development of more efficiency in agriculture, or improvement in agriculture products, and shall at the time qualify as an exempt organization or organizations under Section 501(c)(5) of the Internal Revenue Code.

BY LAWS
APIARY INSPECTORS OF AMERICA

BY LAW I. MEETINGS

Section 1. An annual meeting shall be held at such time and place as determined by the organization at the preceding annual meeting.

Section 2. Special meetings may be held at the call of the executive committee of this organization. These meetings shall be open to voting and associate members of AIA. Non-members may attend upon invitation by the executive committee only. The Secretary shall notify all members of any such meeting at least two weeks in advance of the meeting date and shall provide an agenda and any supporting documentation for business that is scheduled to occur at a special meeting.

Section 3. Ten of the members must be represented to constitute a quorum for the transaction of the business of this organization.

Section 4. The business meeting held during the annual meeting shall be open to voting and associate members of AIA only. Special permission to attend may be given to non-members per the executive committee.

Section 5. The annual meeting, and any special or business meetings amongst committees and/or members, may be held virtually. Voting may be provided to all participants in a virtual format and recorded.

BY LAW II. ELECTION OF OFFICERS AND DIRECTORS

Section 1. All officers shall be elected by the organization at the annual meeting from nominations made by a committee appointed by the President and/or nominations from the floor.

Section 2. The President, Vice President, Secretary, and Treasurer shall be elected for a term of one year or until their successors are elected and qualified. All positions may serve multiple terms if there are no other nominations from the membership, or the original position receives the majority of votes if there are other nominations.

Section 3. The six directors shall be elected for a term of two years; three of the six members to be elected each year. All positions may serve multiple terms until a successor is elected.

Section 3. In the event of a vacancy occurring in any office the President shall fill the

vacancy by appointment until a successor is duly elected and qualified at the next annual meeting.

BY LAW III. DUTIES OF OFFICERS

Duties of officers shall be those usually assigned to such officers, as defined in *Robert's Rules of Orders*, revised, which shall govern the organization in all cases in which they are applicable and in which they are not inconsistent with the by laws or special rules of order for this organization.

PRESIDENT

A. Administrative Duties

1. Appoint committee members as authorized by assembly.
2. Supervision of standing committees, officers, and newsletter editor.
3. Establish priorities and set deadlines for proceedings, reports, and resolutions.
4. Forward AIA policy statements to NASDA secretary.
5. Appoint editor of AIA newsletter.
6. Appoint scientific reporter for AIA newsletter.
7. Maintain communications with USDA, APHIS, NASDA, CAPA, and national beekeeping associations.
8. When authorized by assembly, appoint AIA delegates to NASDA and CAPA conferences.
9. Authorize withdrawals from treasury.
10. Coordinate the mailings of informational material to membership.
11. Review and sign (approval) conference proceedings prior to printing, or appoint committee to approve minutes.
12. Delegate duties as required to the Vice-President and Executive Committee.

VICE-PRESIDENT

- A. In absence of the President, the Vice-President presides.
- B. Work with and assist the President in the duties as delegated by the President.
- C. Program chairperson duties as set forth in Manual of Convention Operating Procedures.

SECRETARY

A. Administrative Duties

1. The secretary is the recording officer of the assembly and the custodian of its records. The secretary may assign recording duties to another member as needed.
2. Keeps a register or roll of members and calls the roll when required.
3. Maintain records of the constitution, by laws, and rules of order.
4. Prepare order of business, showing the exact order to come before the assembly.
5. Keep a record of what is done at the meeting; record all motions passed by the assembly.
6. Endorse on the reports of all standing committees, the date of their reception and action taken on them by the assembly.
7. Record minutes of Executive Committee meetings and report to assembly.
8. Review resolutions passed by assembly, with President, prior to submitting to the following organizations and any others as needed per resolution: USDA, CAPA, CFIA, NASDA, EPA, Health Canada, and industry or professional associations.
9. Prepare and publish proceedings of annual meeting. Submit proceedings to President for signed approval prior to printing.
10. Forward a copy of all motions passed and conference resolutions accepted to membership within thirty (30) days of the adjournment of annual meeting.
11. Prepare a reporting form for state statistical inspection report and forward to all states and provinces prior to annual meeting. A summary of the report shall be published on the AIA website.
12. Establish and maintain uniformity in assembling the Annual Conference Proceedings.
13. Publish a directory of state and provincial apiarists.
14. Annual conference registration duties.
15. The Secretary may delegate administrative duties to members of the Executive Committee as needed.

TREASURER

1. Deposit all funds received.
2. Disburse funds as approved by assembly and/or President.
3. Prepare annual financial report of organization. Submit report to audit for approval.
4. Keep records of membership and keep Secretary informed of current meeting.
5. Annual conference registration duties.
6. Prepare a yearly budget.

PAST PRESIDENT

1. Shall act as an advisory member to the executive committee for a period of one year immediately following the election of a new President.
2. The Past President shall be a non-voting member of the executive committee.

DIRECTORS

1. AIA Newsletter; forward information questionnaire received from Editor, to each state in respective District. Edit information received and prepare a district news release for AIA Newsletter.
2. Correspond with the director of agriculture for each state, territory, or province within district; purpose of AIA organization, importance for their state to be represented at annual meeting, dates and location of next annual conference.
3. Strive for 100 percent membership of states within district.
4. Serve as members of the Executive Committee.
5. Assist the President, Vice-President, Secretary, and Treasurer in their duties as requested.
6. The states and territories for each U.S. director are as follows. The director for Canada is responsible for all Canadian provinces and territories.
 - a. North - Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
 - b. South - Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

- c. East - Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and Washington D.C.
- d. West - Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.
- e. At-large – U.S. Territories.

BY LAW IV. DUTIES OF COMMITTEES

Section 1. The executive committee shall have the control and management of the organization during the interim between annual meetings, and shall take action on a majority vote of the committee and report its official activities to the organization at the next annual meeting. There must be a minimum of five members of the executive committee at an executive committee meeting in order to establish a quorum.

Section 2. All special or standing committees shall report their findings or activities to the organization at the next annual meeting.

Section 3. The awards committee will identify appropriate individuals to receive the following awards when warranted:

1. Service awards to members after 10 years of service and 5 years there after,
2. A service plaque and honorary membership to individuals with at least 10 years of membership upon their departure from their position as a state or provincial apiarist.
3. An Apiculture Research Award to a scientist that has done outstanding work that is important to the beekeeping industry and apiary inspectors.

Section 4. Committee Guidelines and Recommended Practices:

1. The Committee Chair (or Co-Chairs) is responsible to communicate with the rest of the committee in between the annual meeting.
2. The number of meetings will depend on the work and priorities determined by the committee.
3. It is advisable for the chair (co-chairs) to hold a meeting shortly after the AIA annual meeting to discuss priorities and activities with the members of the committee and determine who may be able to carry out and work on the action items.

4. The chair and co-chairs are responsible for facilitating discussion and working with the committee to carry out identified items.
5. The chair (co-chairs) of the committee may need to update the executive committee on developing issues or import items.
6. These are general guidelines to help chair (co-chairs) keep their workload manageable, encourage and use the skills / work of the committee members and foster collaboration.

BY LAW V. ANNUAL MEETING ORDER OF BUSINESS

The following shall be the order of business at the annual meeting unless changed at the time by a majority vote of the members present:

1. Reading of Minutes of Preceding Meeting.
2. Report of Secretary and Treasurer.
3. Roll Call by States and Provinces.
4. President's Address.
5. Announcements and Appointment of Committees.
6. Special Addresses.
7. Report of Executive Committee.
8. Reports of Special Committees.
9. Old Business.
10. New Business.
11. Report of Auditing Committee.
12. Report of Resolution Committee.
13. Report of Membership Committee.
14. Report of Awards Committee
15. Unfinished Business.
16. Report of Nominating Committee and Election of Officers.
17. Schedule Time and Place for Future Meeting.