



**Duties and Responsibilities for
OSBA Representative / Delegate to
Heartland Apicultural Society (HAS)**

This is an annually renewed position by OSBA. Representatives / Delegates are to learn from their role as a Representative /Delegate, and to share their educational experience with the OSBA Board, and Ohio beekeepers.

Process:

- OSBA members in good standing may complete an application to be considered as the OSBA Representative or Delegate to HAS.
- The OSBA Nominations Committee will review all applications; interview the applicants via telephone and/or in person, and provide written recommendation to the OSBA Board for a Representative/Delegate to HAS.
- One applicant will be appointed by the OSBA Board for each of the entities (ABF, HAS, EAS).

Limitations:

- One individual may not serve as a Representative or Delegate to more than one association (ABF, HAS, EAS) at the same time.
- The positions for Representative and Delegate to HAS are renewed annually via an open application process. The Nominating Committee should seek nominations in the third quarter of each year.
- There is a lifetime limit of three years for each position.

Expectations of each Representative/Delegate to HAS:

- Serve on at least one committee as the OSBA Representative for HAS;
- Participate on regular conference calls –schedule to be determined by HAS for the Delegates/Representatives; Provide written updates to the board about the meetings;
- Volunteer at the respective conference for HAS as a member of their committee;
- Attend conference workshop sessions and provide a written report of each session for publication in the OSBA Newsletter.
- Other duties per HAS Representative/Delegate duties and responsibilities (see attached)

Compensation:

For an OSBA Delegate or Representative to receive partial financial support to attend these conferences, the OSBA Board needs to ensure our Delegates are learning from their role as a Delegate, sharing their educational experience with Ohio beekeepers, provide support to the regional/national group, and are a quality Representative for Ohio beekeepers. Partial support of the expenses incurred by the OSBA Delegate/ Representative is determined by the OSBA Board annually, and typically remits no more than half of the cost to attend the annual conference with restrictions on per diem expenses, and special event tickets, etc. for a maximum of \$600 annually.

Removal of a Representative/Delegate:

OSBA will remove an OSBA Representative/Delegate to HAS per the following:

- Failure to meet the responsibilities listed in these duties and responsibilities
- Request of HAS Board to remove the OSBA Representative/Delegate
- Misrepresentation of OSBA or inappropriate behavior during HAS conference calls, board meetings, conferences, and any related activities of HAS.

Resignation:

An OSBA appointed HAS Representative/Delegate may resign in writing at any time during their term, stating the reason for resignation, the effective date, and that they have also notified HAS respectively. The OSBA Board may request a refund of any financial support provided to the OSBA Representative/Delegate during their term upon their resignation.

Background of HAS:

Heartland Apicultural Society, Inc. <http://www.heartlandbees.org/>

Heartland Apicultural Society Inc. was founded in 2001 with a grant from Eastern Apicultural Society. Donations and fees collected by Heartland Apicultural Society support conference hosting costs; the board of directors and support staff are all volunteers. Donations to Heartland Apicultural Society may qualify as deductible charitable contributions.

Tom Webster, Kentucky State University researcher, Greg Hunt with Purdue University Entomology, and Zachary Huang with Michigan State University Entomology founded Heartland Apicultural Society in 2001. The purpose of the organization was to bring the latest scientific-based beekeeping research, basic beekeeping classes and advanced beekeeping classes to beekeepers. Since Heartland Apicultural Society was founded, annual conferences have been held at rotating locations.

Bylaws membership section provided by HAS 8-19-19 (see below for Delegate member documentation-complete Bylaws are attached))

ARTICLE III Membership

Section 1 - Eligibility.

1. Initial Membership. Each of the following is considered a member state.

- a. Indiana
- b. Illinois
- c. Kentucky
- d. Ohio
- e. Michigan
- f. Alabama
- g. Missouri
- h. Tennessee
- i. West Virginia

2. Each member state may submit one name to represent that state. Here after, they are referred to as a Representative and serve on the Board of Directors.

ARTICLE V

Role and Responsibilities of the Board

Section 1 - **Roles and Responsibilities**

1. Individual. As such, each member of the Board of Directors is individually expected to:

a. Meet all legal obligations of board service including:

i. Diligent attention to board responsibilities – acting as an ordinarily prudent person would in a like position and under similar circumstances;

ii. The faithful pursuit of Society interests rather than personal interests or those of another; and

iii. Acting with fidelity, within the bounds of law generally, to the Society mission

b. Attend all meetings of the Board of Directors, of the membership, and of any relevant committees

c. Serve on at least one Society committee or program

ARTICLE VI

Committees

Section 1 – **General**

1. Formation – The Chairman of the Board of Directors may create committees to advise their work or the work of the Society.

2. Composition – Where these bylaws designate a committee chair, that person plus one other officer will collaboratively create the committee membership. Where no such chair is designated, the Chairman of the Board of Directors will appoint a committee chair. The process of seating the committee will otherwise be the same. Unless otherwise specified, committees may include board members as well as non-board members.

3. Meetings – Committees meet as required to fulfill their duties. Committees may meet by conference call or similar communications equipment if all participating can hear each other at the same time.

4. Committee Rules.

- All committee actions are subject to review by the Board of Directors.
- A committee will conduct its business following Robert's Rules of Order unless other rules of conduct are stated by the Board of Directors.
- No committee may amend the Articles of Incorporation or these bylaws.
- No committee may approve a plan of merger, sale, or other disposition of all, or substantially all, of its property, other than in the usual and regular course of business subject to approval by the Board of Directors.

Section 2 – **Standing Committees.** The following Standing Committees shall be established:

1. Sites Committee:

a. Chaired by the Chairman of the Board

b. Receive invitations from member states to host an annual conference

c. Review the states proposal for adequacy of the proposed site.

d. Report its findings and recommendations to the Board of Directors at the Society's annual meeting.

2. The Conference Committee:

a. Chaired by the President

b. Consisting of past Presidents whose duty shall be to develop and maintain a conference guide outlining the policies and procedures to be used in planning, organizing and presenting an annual conference.

c. This Committee shall be available to assist and guide the President in planning and conducting each conference.

3. The Finance Committee:

- a. Chaired by the Treasurer.
- b. Develop the Society's fiscal policies and procedures.
- c. Present to the Board of Directors for approval.
- d. Establish signing authority of the Treasurer, President and Chairman of the Board and establish dual signature requirements as necessary.
- e. Oversee preparation of required budgets and compliance with the Society's approved fiscal policies.
- f. Assure that necessary bonding is arranged to protect the Society from misuse of funds, assets and collateral.

4. Audit Committee:

- a. Chaired by the Treasurer
- b. The Audit Committee shall recommend a CPA or CPA firm or individual to audit the financial records of the Society.
- c. Review operating procedures in compliance with the Society's established fiscal policies and procedures.
- d. Review the financial records.
- e. Report their findings and recommendations to the Board of Directors.
- f. The Committee shall review the annual conference budget as to income, costs and related expenses of the conference.

5. Nominating Committee:

- a. Chaired by the Vice-Chairman of the Board
- b. Responsible to obtain nominations for Officers of the Society at the annual conference.
- c. Assist in soliciting member states to submit proposals for the annual conference.

6. Resolution Committee:

- a. Chaired by the Secretary
- b. Resolutions submitted to the Board for possible action will be received by the Committee no later than one month before the annual conference.
- c. The Committee may combine resolutions of a similar nature and will submit said resolutions to the Board of Directors no later than two weeks before the annual conference.
- d. The Committee will present the recommendations for action at the annual conference.

7. Other Committees:

- a. The Chairman of the Board shall appoint such other committees deemed necessary to ensure the efficient functioning of the Society.
- b. The President will appoint such other annual committees as deemed necessary to ensure the success of the annual conference.

See below for OSBA Nomination Form to submit

OSBA
Nomination Form



Date _____

Applicant Information

Last Name _____ First Name _____ M.I. _____

Street address _____

City _____ State _____ Zip _____

Phone _____ Email address _____

Position Applied For _____

Are you a member of a local beekeeping association? YES NO

Have you held a leadership role in your local beekeeping organization? YES NO

If yes, what club? _____

What position? _____

How many years have you been a beekeeper? _____

Why do you like beekeeping?

Why are you applying for this position with OSBA?

What skills do you bring to the position?

How can you apply your skills to help OSBA?

Please list three references (preferably references from projects on which you worked / volunteered).

Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____

Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____

Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____

NONPROFIT REQUIRED INFORMATION

The following must be completed due to the IRS 990 tax filing for OSBA, the Unified Business Registration application, and Standards for Excellence for nonprofits.

Are you related to a current OSBA Board member? YES NO

If YES, list their name(s) _____

Do you currently provide any contracted services to OSBA? YES NO

If YES, list the contracted service(s):

Will you sign and comply with a conflict of interest policy while serving as a Board member of OSBA? YES NO

Are you a citizen of the United States of America? YES NO

Are you under investigation / been convicted of a crime related to:

Corruption YES NO

Irregular or unauthorized use of public resources YES NO

Substantial unauthorized or irregular use of, or substantial mismanagement of public resources YES NO

Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety, or harm to the environment. YES NO

As required by our insurance:

Have you given written notice under any insurance policy which might give rise to a claim? YES NO

Are you cognizant of any act, error or omission which you have any reason to suppose might afford valid grounds for any future claim? YES NO

IF YOU ARE APPLYING FOR Heartland Apicultural Society (HAS), Eastern Apicultural Society (EAS), or American Beekeeping Federation (ABF) Representative / Director

You must be willing to serve on at least 1 committee during the year with HAS or EAS or ABF

You must regularly submit meeting reports/minutes to the OSBA Board

For which Delegate/State Representative Position are you applying? ABF EAS HAS