

**Oldham County Beekeepers Association  
General Operating Guidelines (GOG)  
6/17/2025 Edition**

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# 1. Meetings:

- 1.1. General Meetings are 2nd Thursdays starting at 7P, and consist of an educational, community building, and if necessary business and planning elements. These are generally in person, and are limited to members and those prospective members (for their first two meetings).
  - 1.1.1. Field Days are General Meetings, generally scheduled on a Saturday, with a rain-date the following Saturday. These are held in place of the normal Thursday event. Start times for field days are determined on an event-by-event basis.
  - 1.1.2. December General meeting is a potluck X-mas party, without an educational component.
- 1.2. Business/Board Meetings are 4th Tuesdays, starting at 7:30P. They follow a standard business meeting format of Old and New business, and are open to the public. These are generally held electronically, with links automatically sent to the membership.
- 1.3. Meetings may be chaired by any board member. In general, the EPC acts as MC for General and Educational meetings.

## 2. Dues and Membership Structure

- 2.1. The only membership type is family, at \$30/year.
- 2.2. Continuing members are expected to renew their membership and pay in full by the March General meeting.
- 2.3. New prospective members are invited to join us for two meetings without joining officially. This courtesy is not extended to returning non-current members.
- 2.4. Members joining January-April pay the full amount for the remainder of the year.
- 2.5. Members joining May-July pay a pro-rated amount, 50% normal dues, for the remainder of that year.
- 2.6. Members joining August-December pay the full amount for the next year, and the current year's membership is included.
- 2.7. Members may also join and renew automatically through the website, if/when that function is available.

### 3. Facebook Management:

#### 3.1. Facebook Rule Package:

- 3.1.1. Be kind and courteous: Beekeeping practices can be contentious, but on the whole we cannot grow without reasoned debate and examination of differing rational viewpoints.
- 3.1.2. No hate speech, bullying or politics: Beekeepers absolutely encompass the whole spectrum of political and religious beliefs, and the parry and riposte of circular political debates is best held in those forums reserved for that purpose.
- 3.1.3. Malicious actors shall be banned: Malicious actors shall be defined as those who materially and/or intentionally misrepresent goods and/or practices.
- 3.1.4. Try to keep general posts bee-centric: Try to keep general (non-retail) posts bee-centric. Admittedly, the time and place for a peripheral post comes up now and again, but use discretion. Abuse of this privilege can result in remediation/ban.
- 3.1.5. Limits imposed upon retail posts: we want this group to be a valuable resource for our members. However, unlimited and off-subject promotional posts drive down engagement, which devalues the page and reduces outreach. Additionally, some of these rules reflect Facebook's rules, and failure to comply could lead to group termination. Retail post rules follow:
  - 3.1.5.1. Individual retailer's retail posts limits: Individual retailer's retail posts limited to 2/month. "Retail posts" being those posts directly attempting to drive sales of goods or services. Month on calendar basis, e.g. 2 posts in February, 2 posts in March etc.
  - 3.1.5.2. Retail posts must be bee or bee product centric: This includes products of the hive (e.g. honey for sale), products for the apiary (e.g. hive equipment), and educational products for the beekeeper.
  - 3.1.5.3. Replying to calls-for-retailers posts: Replying to calls-for-retailers posts do not count against a retailer's 2/month limit. Ex. posts by would-be-buyers asking who all has honey for sale may be responded to freely.
  - 3.1.5.4. Calls-for-retailers posts: Admins, at their discretion, may freely create calls-for-retailers posts, and posts for the promotion of OCBA activities (events, retail programs, etc). Ex. "who all will be selling local nucs in the spring" all-call posts. Buyer's may post calls-for-retailers, within reasonable limits. Calls-for-retailers posted by retailers who are not admins remain subject to the 2/month rule.
  - 3.1.5.5. Queen and nuc retail rules: If selling queens or nucs, NO PRICE IS TO BE LISTED. Facebook does not permit the sale of live animals or livestock. Buyers must contact sellers privately to determine details, as such sellers are directed to request would-be-buyers message them directly. Otherwise, not following this simple request will trigger Facebook's system which can get our group flagged for removal.
  - 3.1.5.6. PROPOSED CHANGE TO PRIOR ENTRY: Queen and nuc retail rules:

- 3.1.5.6.1. Brick-and-Mortar retailers/incorporated businesses: If selling queens or nucs, PRICE IS TO BE LISTED. Facebook does permit the sale of live animals or livestock by physical businesses..
    - 3.1.5.6.2. Non-Brick-and-Mortar/non-incorporated businesses: If selling queens or nucs, NO PRICE IS TO BE LISTED. Facebook does not permit the sale of live animals or livestock by individuals. Buyers must contact sellers privately to determine details, as such sellers are directed to request would-be-buyers message them directly. REHOMING FEES ARE PERMITTED. Listing prices for non-incorporated business animal sales triggers Facebook's system which can get our group flagged for removal.
- 3.2. Oldham County Beekeepers Facebook Rules Posted Beyond Rule Package:
  - 3.2.1. General/Introduction:
    - 3.2.1.1. The Oldham County Beekeepers Association is excited to have you join our Facebook group.
    - 3.2.1.2. While our club is growing, we must set some rules in place, so all members may enjoy and benefit from our amazing group.
    - 3.2.1.3. This group is ultimately the property of the Oldham County Beekeepers Association, and are subject to their management and bylaws.
    - 3.2.1.4. These rules may be changed at OCBA's discretion.
  - 3.2.2. Remediation:
    - 3.2.2.1. In general, admins will conference when one believes corrective action is needed.
    - 3.2.2.2. However, we choose to give admins free hand to block/remove/act upon rules being broken without conferencing first.
    - 3.2.2.3. Preferably a warning will be issued before banning a participant, but admins may act with haste if they feel it is warranted, and may ban without warning.
    - 3.2.2.4. Continued non-compliance will result in a ban.
- 3.3. Facebook Management:
  - 3.3.1. Public Page
    - 3.3.1.1. Admins include: Jake Barker, Don Chesak, Melissa Ledford, Melissa Wassing, Adam Parks, James Watson.
    - 3.3.1.2. Allowing new applicants is deferred to the individual admins monitoring the page at that time. It is requested the admin confirm the potential member is likely not a spammer, and they preview any posts-in-waiting. Applicants answering all questions are not required.
  - 3.3.2. Private Page
    - 3.3.2.1. Admins include: Jake Barker, Don Chesak, Melissa Ledford, Melissa Wassing.
    - 3.3.2.2. New applicants are allowed AFTER confirming current membership with/by either the club treasurer OR treasurer-maintained membership list.



## 4. Community Sales Events:

- 4.1. These events are coordinated through a Committee or an individual assigned that task by the Board. They are part of 'club events' and require membership to participate.
  - 4.1.1. Group sale w/ several club members. Club provides the event stall. Club takes 15% of sales. Committee will ensure sales space and time is shared equitably among club members participating. Prices decreed shall be reasonable and competitive.
  - 4.1.2. Group sale w/ few club members. Club provides the event stall. Participating club members "buy-out" the stall and arrange for fair payment in full to the club. Committee will ensure sales space and time is shared equitably among club members participating. Prices decreed shall be reasonable and competitive.
  - 4.1.3. It is at the Board's discretion which approach is used (4.1.1 or 4.1.2). As a general rule, four or more participants would be 4.1.1., while 2 or fewer participants 4.1.2..
  - 4.1.4. The Board may also opt to totally cover an event's expenses if the event is primarily one for informing the general public. (For example, recent Oldham County Day tabling events had very minimal sales due to location challenges, but participants staffed and informed the public all day. As this was seen as a service rendered for the club and was a poor sales opportunity, the Board decided to totally cover the event's costs.)
  - 4.1.5. By making club sale events open to all club members, and using a standard reimbursement methods akin to co-op wholesale and resale systems, the club protects its 501c3 status by ensuring no member can gain an undue benefit through the 501c3.

## **5. KSBA Representative:**

- 5.1. The board may elect a KSBA representative, to represent OCBA at KSBA events. This roll could include the following:
- 5.2. Be the liaison between the Association and the Kentucky State Beekeepers Association;
- 5.3. Be the voting representative, for the Association, at state meetings;
- 5.4. Attend all/most KSBA meetings
- 5.5. Give appropriate reports, on State activities, to the Association;
- 5.6. Poll the Association to gain knowledge on items the Association would like discussed at the state meeting;
- 5.7. Ensure the Association is represented at state meeting by arranging for a substitute, when unable to attend.



## 6. Death of Club Member or Past Long Term Member

- 6.1. Letter of condolence sent by the president to the survivors. Note club is available to assist survivors in addressing decedent's bees.
- 6.2. If survivors or executors do request assistance, the board shall seek a club member or members to provide assistance. This assistance requested may be short term (as in preparing for and liquidating the bees and supplies), medium term (managing the bees until alternative arrangements are made), or long term (indefinite management).
  - 6.2.1. Member or members are preferably uninterested parties (individuals not interested in buying the bees or equipment themselves).
  - 6.2.2. Member or members may charge a reasonable rate for their efforts, including but not limited to an hourly rate or % of goods sold.
- 6.3. If a member "has been around the club for a while," the club may opt to make a donation in their name. Historically, it has been granted for past members Panc (around forever), Ralph (Mr Basketball), and Dennis McAuliffe (who had been with the club for at least 30 years). It has been the purchase of 2 beehives for donation through Heifer International, ~\$60.

## 7. General Meetings Classroom Opening And Closing Procedures:

- 7.1. All board members responsible for implementing on arrival to the classroom space.
- 7.2. Classroom Setup, On Arrival:
  - 7.2.1. Place door-stop/disable exterior door lock;
  - 7.2.2. Adjust the thermostat: room rapidly heats up, set temp lower;
  - 7.2.3. Shut kitchen doors and shutter;
  - 7.2.4. Bring a table up front for the projector/presenter;
  - 7.2.5. Set up chairs for attendees.
- 7.3. Before Departing:
  - 7.3.1. Put up all chairs and tables;
  - 7.3.2. Reset thermostat to prior setting;
  - 7.3.3. Open kitchen doors and shutter to prior setting;
  - 7.3.4. Turn lights off;
  - 7.3.5. Lock doors and return door stop underneath chair in the entrance area.

## 8. General Meetings/Classroom Audio/Visual and Recording Procedure.

- 8.1. A/V setup for presentation:
  - 8.1.1. Extension cord with splitter is run from wall to front table.
  - 8.1.2. 'Club' projector is placed on the front table to use the facility screen, if needed by the presenter.
    - 8.1.2.1. If a video or PowerPoint-type presentation is being made, for the benefit of our members:
      - 8.1.2.1.1. Source a copy of media from the presenter, ideally in PDF format;
      - 8.1.2.1.2. AND/OR capture a copy of the media by HDMI capture card.
  - 8.1.3. Audio system is placed on the front table and powered up.
    - 8.1.3.1. Volume adjusted.
    - 8.1.3.2. Presenter outfitted with a headset.
    - 8.1.3.3. Handheld for club business needs.
- 8.2. Recording Procedure: *Due to recurring tech challenges, hybrid zoom-and-in-person meetings have proven too challenging for current volunteer assets to reliably execute. More reliable direct-recording-and-uploading is indicated.* The club will implement a recording-only-and-later-uploading policy.
  - 8.2.1. A recording device with power cord is placed to best record the presenter, ideally with any digital presentation media also included in the shot.
  - 8.2.2. The recording is STARTED before the meeting opens, and is STOPPED after the meeting closes.
  - 8.2.3. Within 1 week of the presentation:
    - 8.2.3.1. Unedited video content is uploaded to the club YouTube account as an 'unlisted' video.
      - 8.2.3.1.1. Title format: 'OCBA MONTH YEAR: PRESENTER NAME, PRESENTATION TITLE.'
        - 8.2.3.1.1.1. For slide or HDMI feed recording: 'OCBA MONTH YEAR: PRESENTER NAME, PRESENTATION TITLE. HDMI FEED'
    - 8.2.3.2. The private YouTube playlist is updated, with the new video moved to the first position.
    - 8.2.3.3. The private facebook page is updated with a post with the new video's URL.
  - 8.2.4. SECRETARY: Within the following club newsletter email:
    - 8.2.4.1. YouTube private playlist URL is included. This URL should be persistent/unchanging.
    - 8.2.4.2. A copy of, or a link to a copy of, the presentation slides if made available in PDF format.

## 9. Classroom & General Meeting Checklist:

- 9.1. **All members**, on access to room:
  - 9.1.1. Place door-stop/disable exterior door lock;
  - 9.1.2. Adjust the thermostat: room rapidly heats up, set temp lower;
  - 9.1.3. Shut kitchen doors and shutter;
  - 9.1.4. Bring a table up front for the projector/presenter;
  - 9.1.5. Set up chairs
- 9.2. **EPC or assigned:**
  - 9.2.1. Presenter area:
    - 9.2.1.1. If projector is needed by presenter:
      - 9.2.1.1.1. 'Club' projector is placed on the front table to use the facility screen.
      - 9.2.1.1.2. Extension cord with splitter is run from wall to front table.
      - 9.2.1.1.3. Copy of presentation media is made available OR HDMI capture card installed and activated.
      - 9.2.1.1.4. Presenter's media device is hooked-up and activated.
    - 9.2.1.2. Audio system is placed on the front table and powered up.
      - 9.2.1.2.1. Volume adjusted.
      - 9.2.1.2.2. Presenter outfitted with a headset.
      - 9.2.1.2.3. Handheld for club business needs.
  - 9.2.2. Recording area:
    - 9.2.2.1. Extension cord ran to the tripod.
    - 9.2.2.2. Recording device placed and hooked up.
  - 9.2.3. Meeting Operations:
    - 9.2.3.1. START VIDEO RECORDING.
    - 9.2.3.2. Call to order.
    - 9.2.3.3. Following entries are in their usual order, may be shuffled as needed:
      - 9.2.3.3.1. Educational reminders/quick-club-updates;
      - 9.2.3.3.2. Beekeeper Calendar review;
      - 9.2.3.3.3. Introduce presenter;
      - 9.2.3.3.4. Presentation;
      - 9.2.3.3.5. Break, if indicated;
      - 9.2.3.3.6. Any known club business to be handled;
      - 9.2.3.3.7. Open floor for discussion;
      - 9.2.3.3.8. Motion to adjourn.
    - 9.2.3.4. END VIDEO RECORDING.
- 9.3. **All members**, return classroom to prior status:
  - 9.3.1. Put up all chairs and tables;
  - 9.3.2. Reset thermostat to prior setting;
  - 9.3.3. Open kitchen doors and shutter to prior setting;
  - 9.3.4. Turn lights off;
  - 9.3.5. Lock doors and return door stop underneath chair in the entrance area.

## 10. Bee Seller Requirements:

- 10.1. In 2020, while Adam Parks was president, he asked Jake Barker to create a list of definitions and criterion for bee sales facilitated by OCBA, so we may create a Queen and Nuc Producer List. This was done to:
  - 10.1.1. Improve local beekeeping success;
  - 10.1.2. To standardize products in the facilitated market;
  - 10.1.3. Promote the products of regional comprehensive breeding programs;
  - 10.1.4. Reduce the importation of disease and inferior genetics from out-of-state suppliers.
  - 10.1.5. Requirements follow:
- 10.2. Bee sales facilitated by OCBA shall be limited to colonies of local origin. The Honey Bee Health Coalition notes higher survival rates for local and varroa resistant stocks, which mirrors regional research. Good husbandry necessitates utilizing higher survival stocks, which further facilitates beekeeper success.
- 10.3. To help protect the association's reputation and to establish a baseline, members advertising will have to meet some minimum requirements and expectations. This will ensure buyers receive a top quality product. *The reality we were encountering is imported packages, nucs, and even queens, are a horrendous vector of disease and poor genetics. The best way to stave off that onslaught is moving premium bees of our own, and displacing that import market.*
- 10.4. A "OCBA Queen and Nuc Producer List" may be published to this group and shared in appropriate places, including Facebook.
- 10.5. For first year producers, be conservative in your plans for the spring. There is a significant learning curve.
- 10.6. OCBA Queen and Nuc Producer Advertising Minimum Standards, Formatting, and Requirements:
  - 10.6.1. Limited to current OCBA members.
  - 10.6.2. Local is defined as being within 50 miles of your stated location.
    - 10.6.2.1. If a producer has remote apiaries more than 50 miles from their stated location, multiple locations will be noted. Additionally list those remote apiaries' city/county/zip locations in your application.
    - 10.6.2.2. Regarding colonies imported to your apiary: after three years, due to requeening and outcrossed genetics, these will be considered acceptable for use for 'local' bee production.
  - 10.6.3. "Nuc approval" shall be limited to producers making colonies that meet these expectations:
    - 10.6.3.1. "Colonies of local origin": local, non-migratory bee stocks, with queens of local origin, mated locally. The exception to this being queens of high interest, imported through varroa resistance programs (namely KQBBA and its partner breeding programs, or other established varroa-resistant breeding programs, with stock advertised as such).
    - 10.6.3.2. Colony size:

- 10.6.3.2.1. “Nuc” as 4-6 frame nucleus colony. Minimum 4 frames in use at delivery. Minimum 4 frames bees.
- 10.6.3.2.2. “Singles” as 8-10 frame colonies, minimum 8 frames in use at delivery, 8 frames bees.
- 10.6.3.3. Mated queen actively laying eggs and accepted by the colony.
- 10.6.3.4. Frames in good repair (no broken and unrepaired components), generally wax <6 years old, with the exception that two frames may be older if still well accepted by the bees.
- 10.6.3.5. No disease expressed in parent, graft, builder, mating, or nucleus colony (where applicable): no signs of foulbrood, chalkbrood, sac brood, DWV or k-wing, paralysis virus, PMS, noseema, etc.
- 10.6.3.6. Queen age shall be disclosed to the buyer:
  - 10.6.3.6.1. New queen: queen mated year of delivery. Specify month/season.
  - 10.6.3.6.2. Overwintered queen: queen mated after the summer solstice the year prior. ~6/20
  - 10.6.3.6.3. Old queen: queen mated before the summer solstice the year prior. ~6/20
- 10.6.4. "Queen approval" shall be limited to producers making mated and/or virgin and/or queen cells that meet these expectations:
  - 10.6.4.1. “Queens of local origin”: local, non-migratory bee stocks, with queens or cells of local origin. Mated locally if sold as a mated queen. The exception to this being queens of high interest, virgin or mated or cells, imported through varroa resistance programs (namely KQBBA and its partner breeding programs, or other established varroa-resistant breeding programs, with stock advertised as such).
  - 10.6.4.2. Mated queen: actively laying eggs and accepted by the mating colony. Pattern checked if queen age allows.
  - 10.6.4.3. No disease expressed in graft, builder, or mating colony (where applicable): no signs of foulbrood, chalkbrood, sac brood, DWV or k-wing, paralysis virus, PMS, noseema, etc.
  - 10.6.4.4. Queen age shall be disclosed to the buyer:
    - 10.6.4.4.1. Queen cells age in days or hours ("48-hour cell", 15-day mature cell, etc).
    - 10.6.4.4.2. Virgin queen: days or hours post-emergence.
    - 10.6.4.4.3. New queen: queen mated year of delivery. Specify month/season.
    - 10.6.4.4.4. Overwintered queen: queen mated after the summer solstice the year prior. ~6/20
    - 10.6.4.4.5. Old queen: queen mated before the summer solstice the year prior. ~6/20
- 10.6.5. Producers will make an honest effort to only use bees with acceptable limited-swarming and limited-aggression qualities for retail.

- 10.6.5.1. Limited-swarming: all stocks will swarm, but seller's should refrain from being the first.
- 10.6.5.2. Limited-aggression: bees that bump before opening a hive, or pursue afterward, are unacceptable.
- 10.6.5.3. Grafting from swarm-catch colonies is acceptable after working with the strain for at least one year, assuming all other applicable conditions in these guidelines are met.
- 10.6.6. All producers will eventually sell a dud: a queen that is DOA, a nuc that turns mean, etc. Accidents happen, and they shall be remedied. We expect the producer, when contacted by the buyer, to make redress that is situationally appropriate (replacement queen, refund, etc). Complaints received by OCBA will be followed up on, and if a trend emerges, or issues verified, that producer will be banned from the list.

## 11. Public Presentation Requirements

- 11.1. **OCBA's Mission** includes public educational programming. Public education represents both *great opportunity* and *great risks* and must be approached accordingly.
- 11.2. **Authority:** Public Information Events are scheduled/handled by the club's Public Information Officer (PIO), a role held by the Vice-President.
  - 11.2.1. PIO determines which events are worth our limited resources, and schedules and assigns them accordingly.
  - 11.2.2. Events may be handled by Board members with verbal approval or general club members with written approval.
  - 11.2.3. For event requests in the areas of neighboring clubs:
    - 11.2.3.1. If it is a general request (Can we have a beekeeper talk...) give first-right-of-refusal to the area's bee club. Provide the requester with contact information for the area club, and note if the local club does not respond or cannot do the event we will see if we can schedule it if appropriate.
    - 11.2.3.2. If it is a direct request (Can Beekeeper Bill do the beekeeper talk we saw last week at...) it is at the PIO's liberty to decide to defer to the local club first or to schedule the event outright.
- 11.3. **General guidelines:** There are several concerns a speaker must address at an event:
  - 11.3.1. **Professionalism**
    - 11.3.1.1. The speaker is an official representative of the club, and should be attired as such, and carry themselves in a professional manner. Wear OCBA branded apparel if available/appropriate.
    - 11.3.1.2. The presentation should be organized and rehearsed. Ad hoc presentations are unprofessional.
    - 11.3.1.3. Presentations shall cite source materials. Plagiarism is unacceptable. Keep presentations factual and interesting.
    - 11.3.1.4. No self-promotion: as a 501c3, we can promote *general* beekeeping and the *general* sales and purchase of beekeeping goods including those of our members en masse, but *an individual cannot directly promote their brands or goods for sales or market share*. You as an individual giving a presentation for OCBA can note your brand and goods etc to identify who you are to your audience, but anything beyond that would be interpreted as for the explicit purpose of driving sales or personal income. This would also include uploading an OCBA presentation to a private YouTube channel. These would be in violation of self-dealing rules inherent to a 501c3 organization, and jeopardizes our non-profit status.
    - 11.3.1.5. Do not do anything that may risk crowd safety, or take actions to minimize risks to the audience.
    - 11.3.1.6. Payment or honorarium for the presentation is donated to the club. Forward the payment to the club treasurer.



- 11.3.2. **Media Release:** in general terms, there are protocols to follow regarding documenting and sharing these PIO events.
  - 11.3.2.1. Club members doing club activities (such as PIO events) can expect their photo to be taken intentionally or otherwise and shared on club and related social media accounts.
  - 11.3.2.2. Request and receive verbal approval for pictures involving adult non-club members.
  - 11.3.2.3. DO NOT post pictures of minors without written documentation OR having the direct authority from or being the child's guardian:
    - 11.3.2.3.1. You can post pictures of your kids/grandkids,
    - 11.3.2.3.2. You can post pictures of your friend's kids with verbal approval,
    - 11.3.2.3.3. DO NOT put up pictures of other people's kids without explicit written approval. Many children in schools and day-cares have explicit bans on photography for safety reasons!
  - 11.3.2.4. Sharing photos made public by the hosting agency is acceptable. (Example, a picture shared by a school on public social media accounts may be re-posted by OCBA members, as legal authority to make those images public is implicit by them doing such. Do credit and document the photo's source.)
- 11.4. **Self-Dispatching:** Club members may receive direct requests to give a beekeeping presentation. As a club *we want to encourage our members to be active in our communities*. However, the club member is presented with three very different options to proceed:
  - 11.4.1. *Refer the request to the club PIO:* If you have no interest in doing the request, please refer it up the chain-of-command to our PIO who can then evaluate and schedule the event with another member.
  - 11.4.2. *Do the presentation as a representative of OCBA:* This requires the club member to contact the club PIO for *written approval*, and follow all of the rules listed above for that activity.
  - 11.4.3. *Do the presentation as an individual beekeeper:* This gives the presenter far greater flexibility to do whatever they want, because they are only representing themselves, and 501c3 rules would not apply! Many presenters find this preferable, and understandingly so. A few additional points for this choice:
    - 11.4.3.1. You are acting independently, it is *your personal liability* if something goes wrong! *OCBA is NOT INVOLVED!*
    - 11.4.3.2. Do not wear OCBA attire or carry OCBA branding. Failure to do so falsely implies OCBA approval of the event. You may note yourself as a *member* of OCBA, or as a *beekeeper in the area*, but make it clear you are giving the presentation as yourself and not as a club representative.
    - 11.4.3.3. Plagiarism risks are far higher: free use rules are much more flexible for events that are wholly educational and non-profit etc, but significantly retract when materials are used for personal gain. Use your own images, materials, outlines etc if at all possible. *Explicitly* note source materials otherwise.



## 12. Conflict of Interest Policy

1. The Association's Board Members shall comply with a Conflict of Interest Policy, to ensure Association operations meet 501c3 requirements.
- 2.
3. The purpose of the conflict of interest policy is to protect the Association's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of a committee of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable corporations.
4. Definitions
  - a. Interested Person: Any officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person
  - b. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
    - i. An ownership or investment interest in any entity with which the Association has a transaction or arrangement,
    - ii. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
    - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.
  - c. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Procedures–Part b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.
5. Procedures
  - a. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
  - b. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
  - c. Procedures for Addressing the Conflict of Interest.
    - i. An interested person may make a presentation at the board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- ii. If appropriate, a disinterested person or committee is appointed to investigate alternatives to the proposed transaction or arrangement. That appointment may be made by the association president, or if the president is the interested person, appointed by the vice president.
  - iii. After exercising due diligence, the Board or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board or committee shall determine by a majority vote of the disinterested officers or committee members whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- 6. Violations of the Conflicts of Interest Policy
  - a. If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- 7. Records of Proceedings
  - a. The minutes of the Board and all committees with board delegated powers shall contain:
    - i. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
    - ii. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- 8. Compensation
  - a. A member of the Association who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
  - b. No member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- 9. Annual Statements

Each officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and,
- d. Understands the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### 10. Periodic Reviews

To ensure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### 11. Use of Outside Experts

When conducting the periodic reviews as provided for in section 8, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Conflict of Interest Policy Statement.

I, (print name)\_\_\_\_\_, the undersigned,  
agree that I have:

1. Received a copy of the conflicts of interest policy;
2. Read and understand the policy;
3. Agree to comply with the policy; and
4. Understands the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(signature)\_\_\_\_\_

(date)\_\_\_\_\_

13. Newsletter Email-Build Checklist:
14. Membership Application Processing:
15. Accounting requirements (for taxes etc):