

# **Brewers East End Revival: Constitution and Bylaws**

(Last update based on recommendations by Board of Directors October 30, 2006. This draft – posted on website – to be put to general vote at January 2007 meeting.)

## **ARTICLE I: NAME OF ORGANIZATION**

1. This Homebrewers club will be known as Brewers East End Revival.
2. Brewers East End Revival shall be referred to as “the Club” or “B.E.E.R.” throughout this document.

## **ARTICLE II: CLUB OBJECTIVES**

### **This Club has been founded to fulfill the following purposes:**

1. To increase individual knowledge of Homebrewing.
2. To perpetuate the hobby of Homebrewing.
3. To improve our brewing skills and enhance our appreciation of beer through collective knowledge, guest speakers and the study of beer styles.
4. To organize and host beer related events and activities.

## **ARTICLE III: CLUB MEMBERSHIP**

1. Membership is open to anyone 21 years of age or older.
2. Each member is expected to maintain responsible conduct at club events. Failure to do so will result in corrective measures, such as being asked to leave the event by an elected Officer or committee leader.
3. Membership is to be renewed yearly, with dues set by the Board of Directors (currently at \$20 for an individual membership). All adult members of a single household may be included in a household membership (currently at \$10 for each additional member). In this case the household will receive one copy of the Club newsletter but each individual is eligible to cast a vote.
4. Members are encouraged to become actively engaged in Club events.

Examples of active participation are:

- Attendance at Board of Directors meeting.
- Involvement in Annual B.E.E.R. Brewoff Homebrew competition including Organization, Coordination, Preparation, Stewarding, Judging, set up or clean up crews.
- Assistance in the planning, preparation or cleanup of other major Club events such as our Oktoberfest, Pub-crawls, etc.
- Organizing discussions or presentations at meetings such as speaking on specific beer styles or other topics of interest.
- Submission of articles to the B.E.E.R. Newsletter.

## **ARTICLE IV: HONORARY MEMBERSHIPS**

1. The Board of Directors shall base the granting of Honorary Membership status, whether to an individual or a sponsor, on a majority vote. Votes resulting in ties will be considered not granted. Board members not in attendance may submit an absentee ballot.
2. Honorary Membership benefits are as follows: Without any cost to Honorary Member and for a one-year period: Our Monthly B.E.E.R. Newsletter, Invitation to Annual AHA/BJCP Homebrew Competition and Annual Oktoberfest.

## **ARTICLE V: GENERAL MEETINGS**

1. General meetings are held on the third Monday of each month.
2. Occasionally, meetings may be held at specially designated locations. The location will be announced in advance and specified in the Club newsletter, website or via e-mail as necessary.
3. Meetings are open to all Club members, who are also encouraged to bring potential members as their guests. Guests will be asked to introduce themselves and are encouraged to join.
4. Special meetings (e.g. at brewery locations) may be open to Club members only.
5. At the beginning of each meeting three Primary Rules shall be announced:
  - No homebrew may be consumed until the meeting is adjourned. This rule may be waived at the President/Vice Presidents discretion.
  - The “pour your own” rule: “Homebrew must be poured by the person who drinks it” applies.
  - Members are asked not to talk while someone else is speaking to the membership.
6. The content of meetings will pertain to Homebrewing and other Club-related subjects. There will be monthly raffles, and on occasion, guest speakers and Homebrew-related auctions.
7. The meeting agenda is set by the President based on Club business, current concerns, member feedback, etc.
8. Members are encouraged to suggest topics for discussion or to give presentations relating to Homebrewing (subject to President/Vice President approval).
9. The President will open, lead, and adjourn meetings. The President will be responsible for maintaining order during meetings, either personally or by designating a sergeant at arms.
10. The Vice President shall assume the President’s meeting-related duties in the absence of the President.
11. The President/Vice President may designate other officers or Board Members to conduct general meetings in their absence.

## **ARTICLE VI: VOTING AT GENERAL MEETINGS**

1. All Club members in attendance have a right to vote or abstain from voting.
2. Members may propose issues to be put to a vote.
3. The President or Vice President shall decide what issues or concerns merit a Club vote. The Secretary shall conduct voting procedures in their absence. (Note: Elections of officers require either President or Vice President to be in attendance.)
4. Voting may be conducted by the raising of hands (or in the case of electing officers, by written ballots) with each member casting one vote.
5. In an election vote, when a candidate running for office is unopposed, the Secretary may cast a single vote in favor of the candidate on behalf of the membership at large.
6. Reminders of upcoming elections shall be announced in the newsletter for at least two consecutive months in advance. All votes must be cast by individuals who are present at the election meeting (i.e., no absentee ballots).

## **ARTICLE VII: ELIGIBILITY FOR OFFICE**

1. Any active member with one year or more Club service and in good standing is eligible for Club offices. Good standing implies: dues paid for current calendar year, current participation in major Club activities, and/or Board of Directors member.
2. Honorary Members are not eligible for Club offices.

#### **ARTICLE VIII: OFFICERS OF THE CLUB**

1. This Club shall have four officers: President, Vice-President, Secretary, and Treasurer. Officer positions are voluntary and without any material reward.
2. Each year two Club officers will be elected. Commencing on the first election cycle after Bylaws adoption, the positions of Vice President and Treasurer will be elected one year and the positions of President and Secretary will be elected the following year. This process will insure that incoming officers have support from individuals already in office (continuity).
3. A Nominating Committee consisting of two members in good standing will be formed in March (annually) to begin solicitation for nominations for Club officers. They will request nominations for Club officers at the general meeting.
4. The Nominating Committee will verify that any candidates nominated meet eligibility criteria as per Article VII, Eligibility for office.
5. Nominations will be presented to the membership at the May general meeting. At this time, nominees may speak on their own behalf.
6. Election of officers will be held at the June meeting. These elected officers will then serve for a 2-year term. Election will be by paper (secret) ballot with Club Secretary counting cast ballots, which will also be verified by Club Treasurer.
7. Outgoing officers will do swearing in of new officers at the beginning of the July meeting with elected officers immediately assuming proper roles.
8. In the event an officer cannot fulfill his or her obligation or has resigned:
  - The B.E.E.R. Board of Directors shall make a decision as appropriate, either to appoint a replacement from the other three officers to fill the vacancy until the next Club election, or to distribute the duties among the remaining officers of the Club.
  - The Board of Directors at such a time may also request a special election to fill any vacancies in office. Any newly elected officers would then complete the balance of that term for such vacancy.

#### **The duties of each officer will include, but are not limited to:**

##### **President**

- Calls to order and conducts all meetings.
- Sets meeting agenda and oversees all Club activities/events.
- Proposes potential Club needs, including specific committees.

##### **Vice-President**

- Performs the duties of President in his/her absence.
- Assists the President as necessary.
- Monitors committees and oversees all Club activities/events.
- Also has the same authority of President in his/her absence.

##### **Secretary**

- Takes minutes of general and Board of Directors meetings and presents them for approval at the next meeting.
- Takes attendance at meetings.
- Conducts election proceedings and vote counting.
- Issuance of Membership cards.

### **Treasurer**

- Responsible for accounting and reporting information regarding Club checking account.
- In charge of tracking membership dues and eligibility for Club elections.
- This position will also require the issuance of checks for Club-associated transactions, which must be approved either by the President, Vice President or the B.E.E.R. Board of Directors.
- Issues quarterly summaries and an annual report of finances.

### **ARTICLE IX: BOARD OF DIRECTORS**

1. The Board of Directors is ultimately responsible for the performance of the Club in all areas. The key duties of the Board are:
  - To determine and monitor the Club's activities.
  - To provide ongoing support and guidance for the elected officers and to monitor and review their performance.
  - To ensure effective organizational planning and adequate resources.
  - To assess its own performance.
2. The Board of Directors shall consist of twelve active Club members in good standing, four of which will be the Club officers: President, Vice President, Treasurer and Secretary.
3. A minimum of seven Board Members must be present for valid transaction of business.
4. Each Board Member serves as a representative of the membership and thus should be alert to the mood and morale of the Club in general.
5. The Board of Directors shall meet quarterly to discuss Club business and ongoing Club concerns, to oversee Club activities and offer new ideas beneficial to the Club.
6. Meeting location and dates shall be announced at general meetings or by e-mail. There may also be special unscheduled meetings (if necessary) as dictated by the President/Vice President of B.E.E.R.
7. The President or Vice President of B.E.E.R shall conduct Board meetings; other members may propose new topics.
8. Minutes of Board meetings shall be recorded by the Club Secretary or by a member designated by the President or Vice President. A copy of the minutes shall be sent to all Board members in a timely manner. A summary of the minutes (Board-approved decisions) shall be posted in the next issue of the Club Newsletter.
9. Board Meetings are open to all B.E.E.R. members. Guest members attending may contribute ideas, voice concerns, etc., but may not participate in formal voting or the final decision-making of the Board of Directors.

### **ARTICLE X: COMMITTEES**

1. A Nominating Committee (which cannot include Board members) will be formed at the March general meeting and will be in charge of solicitation of nominations for Club officers.

2. The Board of Directors may also seek to create other Committees that promote the purposes of the Club.
3. Each committee will select its own Chairperson and set its own meeting dates and agenda.

#### **ARTICLE XI: CLUB FINANCES**

1. No expenditure of Club funds in excess of one thousand dollars shall be made unless it is approved by a majority vote of Club member's present at regular scheduled meetings.
2. The President & Vice President may authorize all expenditures below two hundred dollars. The Board of Directors, by majority vote, may approve amounts from two hundred to one thousand dollars.
3. The Club Treasury shall maintain at least a five hundred dollar balance. A balance below five hundred dollars will require notification of both Officers and the Board of Directors.
4. The Club Treasurer shall maintain the Club checkbook and shall make quarterly reports to the membership at a regularly scheduled meeting. In addition, a Club Financial Statement will be published in the newsletter once a year.
5. Any of the following officers are authorized to sign all Club checks; President, Vice President or Treasurer.
6. Account statements shall be mailed to the Club Treasurer.

#### **ARTICLE XII: GENERAL PROHIBITIONS**

1. B.E.E.R. (Brewers East End Revival) shall not be operated for profit.
2. No part of the net proceeds of the Club shall or may under any circumstances inure to the benefit of any member or individual. Club funds shall be used only for Club events, purchases and membership benefits as approved by the Officers and Board of Directors.

#### **ARTICLE XIII: PUBLICATIONS**

Publications of the Club shall include the periodical B.E.E.R. Newsletter and other such publications as the Board of Directors may authorize.

1. A Newsletter Editor shall be solicited from the general membership and be approved by the Board of Directors. The Editor will be responsible for the compiling, publishing and distribution of the newsletter. The editor should be someone with good computer and language skills and a high degree of responsibility.
2. The Newsletter Editor shall choose an Assistant Editor who will assume full editorial duties should the Editor become unable to do so temporarily.

#### **ARTICLE XIV: BYLAWS ADOPTION/AMENDMENTS**

1. Members may offer suggestions for amending the Bylaws. These suggestions must be submitted in writing to the Board of Directors for review and consideration.
2. After approval by the Board of Directors, any changes made to the Bylaws must be approved by majority vote at a general membership meeting.
3. The Secretary shall ensure that a copy of the Bylaws is available at all monthly meetings.