

San Joaquin Worthogs Homebrewing Club

Bylaws

[Drafted 11/19/2019]

ARTICLE I - Name

1.1 – Name of the Club:

1.1.1 This club shall be known as the "San Joaquin Worthogs Homebrewing Club", organized as a not-for-profit social organization.

ARTICLE II - Purpose and Mission Statement

2.1 – Purpose:

2.1.1 The San Joaquin Worthogs Home Brewing Club (hereafter referred to as "the Club") exists as a means for its members to explore the hobby of brewing beer, cider and meads in California's home brewing culture.

2.2 – Mission Statement:

2.2.1 The mission of the Club is to promote awareness and appreciation of the quality and variety of home brewed beers, ciders and meads through education, research and the collection and dissemination of information; to serve as a forum for the technological and cross-cultural aspects of the art of brewing while encouraging personal responsibility when using beer or other alcohol-containing beverages.

Article III- Board of Directors

3.1 – Officers

3.1.1 The club shall be governed by a Board of Directors (hereafter referred to as "the Board" or "Officers") consisting of a President, Executive Vice President, Administrative Vice President, Secretary, Treasurer, Deputy Treasurer, Sergeant-at-Arms and **Honorary Legacy Advisor (Optional)**.

3.1.2 The Board shall establish operating procedures, schedule meetings, set dues and assessments and make all decisions regarding club operations and policy.

3.1.3 The Officers must discharge their duties in good faith, in a manner he/she reasonably believes to be in the best interest of the Club and with reasonable care. He/she will serve without compensation. Each officer may serve a consecutive term in any elected office, if nominated and elected by the general membership. **No officer shall serve more than two (2) years consecutively in any single office. Except for the Treasurer, who's term is 4 years.**

3.1.4 Nominations of officers shall open at the October general meeting and elections shall take place at the November annual meeting. Nominees shall be active members of the club for at least one year prior to their nomination and be elected by a majority number of votes. The method of collecting nominees' names shall be done at the discretion of the President. The newly elected officers shall assume their duties at the December meeting.

3.2 – Board Meetings

3.2.1 The Board shall meet at the request of the President or any three (3) Officers. They shall meet no less than **twelve (12) times annually (once a month, before each monthly general club meeting) in person, via group Messenger or Conference call**, to discuss Club business and ongoing Club concerns, to oversee Club activities and offer new ideas beneficial to the Club. Meeting location and dates shall be announced in person or by email. A majority of the acting Board members constitutes a quorum and a quorum must be present for valid transaction of business. Board Meetings are open to all club members. General members attending may contribute ideas, voice concerns, etc., but may not participate in formal voting or the final decision-making of the Board.

3.2.2 Minutes of Board meetings shall be recorded by the Club Secretary or by a member designated by the President. A copy of the minutes shall be uploaded to the One Drive in a timely manner.

3.2.3 In the event of urgent business, the President may survey the Board by e-mail, text message, Facebook messenger, or telephone and at its next opportunity to meet, shall ratify the decision.

3.2.4 All board members must attend a minimum of 80% of Board meetings, and a minimum of 80% of general club meetings.

3.3 – Duties of Officers:

3.3.1 The President: Responsibilities shall include serving as a voting member of the Board. Shall preside at all meetings of the Board and general memberships, setting the theme and agenda for each meeting, shall be a signatory for payment of monies, form committees when necessary, shall be an ex-facto member of all committees and is responsible for overseeing that all other officers' responsibilities are performed in a timely manner.

3.3.2 Executive Vice President: Responsibilities shall include serving as a voting member of the Board. If the President is absent from a meeting, shall assume the President's power for that meeting. The Executive Vice President shall act as the Competition Director for all club competitions, specifically the Big Fresno Fair Home Brew Competition. He/she shall also provide information and assistance to the Administrative Vice President and other club members regarding any regional or national competitions of interest to members of the club.

3.3.3 Administrative Vice president: Responsibilities shall include serving as a voting member of the Board. The Administrative Vice President shall keep the club website and Facebook page up to date with all pertinent information, pictures, events, fundraisers and notifications. **He/She**

shall also serve as craft beerfest/ event's coordinator so as to schedule and coordinate of all outside beer events, fests, walks, etc.

3.3.4 Secretary: Responsibilities shall include serving as a voting member of the Board. The Secretary shall maintain accurate minutes of Board of Directors meetings and membership meetings of the club and keep an official record of approved meeting minutes. With assistance from the Treasurer, will maintain the membership list and provide each current member a membership card. Also, shall be responsible for official communications between the club members and the Board.

3.3.5 Treasurer: Responsibilities shall include serving as a voting member of the Board. The Treasurer shall be the official custodian of all the monies of the club, being a signatory for payment of monies. Shall collect all dues and fees and deposit monies in the Club's bank account while keeping an accurate record of all transactions. Allow for free and open examination of the check register and receipts by Officers and be prepared to give a financial report at any club meeting. Give the Board an accurate monthly expense report at each meeting which must also be saved to the One Drive. Create a predicted budget for large events such as the Pub Crawl and Hogtoberfest. Also create a cost/ revenue analysis sheet for large purchases such as the annual club merchandise order.

3.3.6 Deputy Treasurer: Responsibilities shall include serving as a voting member of the Board. They deputy treasurer shall assist the treasurer with their duties, or take over in the event that the treasurer must be absent. Shall handle the duties that come with an official 501c3 non profit status, when the paperwork is approved. Collect donated raffle "swag" from breweries to be raffled off at meetings.

3.3.7 Sergeant-at-Arms: Responsibilities shall include serving as a voting member of the Board. The Sergeant-at-Arms shall be the official parliamentarian of the club and will rule on all questions of procedure as they relate to these bylaws and shall maintain order at all meetings. Also, he/she will officially open the taps at organized club meetings. Shall contact and make arrangements with all vendors for Hogtoberfest and purchase a short term insurance policy for the event.

3.3.8 Honorary Legacy Advisor: Should have been an active club member for at least 10 years. Responsibilities shall include advising the club on all matters. May attend all Club Board Meetings. A Non Voting position, unless a tie must be broken. May participate in the "free board beer" if one or more of the board members does not attend a monthly board meeting.

3.3.9 A preceding President who has completed his/her term of office in the previous year shall remain a member of the Board as the Immediate Past President, and will retain privileges with respect to voting and consulting on the Board's decisions. Should the succeeding President serve a consecutive term, so may the Immediate Past President. Omitting 3.3.9

3.4 – Removal of Officers

3.4.1 Any one or more of the Officers may be removed with cause, at any time, by a majority vote of the General Membership; through a special meeting called for that purpose. Or by the

Board if the officer has not met the minimum attendance requirements. Or has neglected their mandatory duties

3.5 – Vacancies on the Board

3.5.1 Any interim vacancy on the Board shall be filled by appointment by the Board, except should the President's office become vacant, the Executive Vice President shall become President, with all the rights, privileges, and powers as if he/ she had been duly elected President.

3.6 – Returning of Property

3.6.1 All elected officers and any member, upon completion of their term in office or assignment, shall return to the club any and all papers, documents, and property deemed to be important to the operation and history of, and belonging to, the Club. Failure to comply may result in expulsion from the Club and civil action if deemed necessary.

ARTICLE IV – Membership

4.1 – Membership:

4.1.1 The Club welcomes individuals who are homebrewers, **professional brewers**, or are interested in learning the art and science of homebrewing to join the club. As well as all persons who wish to expand their craft beer knowledge.

4.2 – Non-Discrimination:

4.2.1 Membership is open to all individuals regardless of race, sex, national origin, or religious affiliation and who are eligible under section 4.3.

4.3 – Eligibility:

4.3.2 To be eligible for membership an individual must be of legal drinking age in accordance with California State law and who has submitted a signed membership application with a signed liability waiver.

4.4 – Acceptance:

4.4.1 Individuals who have submitted signed membership application, whose dues are currently paid and willing to abide by these bylaws, will be known as members in good standing.

4.5 – Term:

4.5.1 The term of annual membership shall be the calendar year (January 1 through December 31). Membership dues may be pro rated for new members, but will not be prorated for passed members, those joining during mid year.

4.6 – Participation:

4.6.1 Each member's participation in the Club is strictly voluntary. Each member must realize that participation may involve consumption of alcoholic beverages, which may affect perception and reaction time. Each member is expected to know their personal limits with regard to consuming alcohol and stay below those limits.

4.6.2 All members are entitled and encouraged to be actively engaged in the Club and should refrain from using the gathering as a platform for commercial or political pursuits and should act in an ethical and non-abusive manner. There may be additional requirements or fees involved in club functions. Examples include: bringing a food dish, beer, or paying fees or costs.

4.6.3 Members are allowed to drink beers from the "share table" and kegs. Members are not allowed to drink beer in personal ice chests, coolers, kegerators, or refrigerators without permission. Members must bring beer to share to participate in the beer sharing. If a person does not do so, they must pay a \$5 fee each meeting or event they come to without beer to share.

4.7 – Liability:

4.7.1 Members shall not be liable for debts or obligations made by the club. No member shall receive compensation for services rendered to the club, but may be reimbursed for reasonable expenses incurred on behalf of the club. All expenses must be approved the Board before any purchases are made.

4.8 – Suspension, Removal and, Reinstatement of Members:

4.8.1 Each member is expected to maintain responsible conduct at Club events. In the event a member does not maintain proper conduct the Sergeant-at-Arms or one of the Officers shall take immediate and appropriate corrective measures. This may include the suspension or expulsion of the member as deemed appropriate by a unanimous vote by the Officers.

4.8.2 A member may be expelled from the Club only when the member's continued presence would be detrimental to the club as a whole. Grounds for possible expulsion include, but are not limited to: sexual harassment, physical or verbal abuse, insistence on driving to or from Club activities when visibly intoxicated or, physical destruction of a host's facilities. Those who do not or cannot maintain personal responsibility may have their membership terminated by a unanimous vote of the Officers.

4.8.4 A suspended or expelled member may petition the Board for reinstatement.

4.8.5 Infractions of club rules may be dealt with at the judgement of the board. Each Violation shall be written up for club records. Consequences for less serious infractions may be, but not limited to:

1. a verbal warning and/ or suspended for one club meeting. 2. Member suspended from 3 meetings. 3. expulsion for the year.

4.9 – Annual Honorary Membership

4.9.1 Honorary membership may be bestowed on an individual, by a majority vote of the Board, for a particular interest in or service to the club. The term of honorary memberships shall be limited to a calendar year. Each year, the newly elected Board shall vote for reinstatement of each honorary membership. Honorary memberships have no voting privileges and are not eligible to become officers. No dues shall be assessed to the honorary membership.

4.10 – Bylaws:

4.10.1 A copy of these bylaws shall be made available to every club member via the club's web site. www.sjworthogs.org and on the club Facebook group.

Article V – Dues

5.1 – Payment of Dues:

5.1.1 All members shall pay annual dues, as determined by the Board, which are subject to yearly review. The dues policy for the coming year will be announced and otherwise made available to the membership prior to the beginning of each year. Barring said announcement, the dues will remain at the same level and with the same policies as the previous year. An individual's membership dues shall include a member and any adult(s) from their immediate household.

Article VI – Voting

6.1 – Eligibility:

6.1.1 Each paid membership is eligible for one (1) vote after forty-five (45) days from date of membership.

6.2 – Election Dates:

6.2.1 Elections for Board positions shall be held during the November annual meeting with the new Officers assuming their position at the beginning of the December monthly meeting.

6.3 – Items Put To A Vote:

6.3.1 The Board shall decide issues and topics and when they are to be voted on by the membership. Any club member may petition the Board for issues to be brought to a vote.

6.4 – Voting Method:

6.4.1 Secret ballots shall be provided for the election of Officers, termination of membership, and amending these bylaws. The President shall form an appropriate Ad-Hoc committee of three (3) members not running for office to tally the ballots and report the results. Any other vote may be made by voice or show of hands.

6.5 – Quorum:

6.5.1 A quorum is required to transact club business. At least four (4) Officers and twenty-five per cent (25%) of the rest of the general membership shall be considered a quorum at the general meeting, annual meeting or special meeting called for the purpose of electing or removal of a club officer or amending the Bylaws. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date. Passage of a motion requires a simple majority vote. No quorum is required for other types of special meetings.

Article VII – Meetings

7.1 – Annual Meeting:

7.1.1 The Annual Meeting shall be in November each year for the purpose of electing the Board of Directors and conducting other club business as it may occur.

7.2 – Regular Meetings:

7.2.1 Regular meetings of the Worthogs shall be held on the second or third Saturday of each month. The Board may change the club meeting date for special circumstances.

7.3 – Special Meetings:

7.3.1 Special meetings are open to all members and can be held at various dates and times for special events i.e. removal of officers, competitions, brew days, tours, pub crawls, etc. or as deemed necessary by the Board.

7.4 – Notice of Meetings:

7.4.1 The normal method for notifying members of the time and place of meetings shall be the club's website and club's Facebook page. When **requested** the membership may be notified by email or telephone. If the time or place of the monthly meeting has been changed, the membership will be notified as soon as the change is known. If a special meeting is called, the membership shall be notified as soon as possible but no less than ten (10) days before said meeting.

Article VIII – Committees

8.1 – Formation of Committees:

8.1.1 The Board may appoint standing and ad hoc committees as needed. Committee members must be current members in good standing of the club and assume duties as assigned by the Board.

ARTICLE IX – Fiscal Policies

9.1 – Fiscal Year:

9.1.1 The fiscal year shall be January 1 – December 31.

9.2 – Organizational Structure:

9.2.1 The San Joaquin Worthog Homebrewing Club is organized as a not-for-profit organization supported by annual dues and other fundraising activities related to homebrewing and club activities. No part of the net proceeds of the Club shall under any circumstance benefit any single member or individual.

9.3 – Responsibilities of the Treasurer:

9.3.1 The Treasurer is authorized to pay all bills when due without the explicit consent of the board. Bills out of the ordinary operation of the club require board approval (over \$300). All disbursements shall require proper receipts or majority vote of the board for reasonable expenses encored on the clubs behalf. Club funds shall be used only for Club events, purchases and membership benefits as approved by the Board or general membership by a majority vote.

9.3.2 The Treasurer shall be prepared to report the financial status of the Club at any regular club meeting.

9.3.3 It is the Treasurer's duty to ensure the club moneys be used wisely and frugally. It is also the treasurer's duty to fund raise to help cover the club's annual costs and anticipate future purchases. If the Treasurer so chooses he/she may veto potential purchases deemed detrimental to the club's financial health.

9.4 – Disposition of assets:

9.4.1 Should the San Joaquin Worthogs Homebrewing Club be dissolved or cease to exist, the financial assets of the Worthogs Homebrewing Club after payment of any debts and all obligations, shall be distributed to a non-profit entity.

Article X – Amendment Procedure

10.1 – Amendment of the Bylaws:

10.1.1 Any member in good standing may submit an amendment proposal to the Board, at any time, to change the Bylaws. The amendment proposal will be included on the agenda of the next general membership meeting. At that time, the membership shall have the opportunity to discuss and possibly amend the proposal before approving the amendment proposal. The proposal shall be published for review by the membership, on the club's website, in the newsletter or, by an e-mail to all members; no less than twenty days (20) prior to the meeting at which the changes will be voted on.

10.1.2 If a quorum is present, upon an affirmative vote by secret ballot from the majority of the voting members, the amendment or changes shall become effective immediately.

10.1.3 A copy of new or amended bylaws shall be posted to the Club website within thirty (30) days of their approval and a Facebook announcement posted notifying the membership of the update.