

The By-Laws of ZZHops Homebrewing Club

Article I: Organization Name

The name of this organization shall be the “ZZHops Homebrewing Club.” ZZHops Homebrewing Club (The Club) is a private not for profit organization. The Club is registered with the American Homebrewers Association (AHA).

Article II: Objective

The objective of The Club shall be to develop the appreciation of homebrew and commercial craft beer, and to promote knowledge of the various arts of brewing.

Article III: Structure

The Club shall be made up of members from which club Officers are elected. The Executive Board shall be made up of the elected Officers. The standing committees and ad-hoc committees shall be designated by the Executive Board for the purpose of executing The Club objectives. Members shall have the sole right to govern & control all activities through its elected officers & committee structure.

Article IV: Membership

Section 1: Membership classification.

Membership shall be open to the public. It shall be limited to persons 21 years of age or older.

Membership in the organization shall be one of three classifications:

- Regular: Members who have complied with all requirements for membership in this organization and who are in good standing with no outstanding dues.
- Former: Members whose dues lapsed for a period of not greater than one year.
- Honorary: Persons who have rendered special services to the organization, or made an outstanding contribution to the advancement of brewing. Honorary membership shall be granted in lieu of annual dues and to any qualified person approved through a resolution by the membership. Honorary members shall not have the right to vote on the organization’s affairs, nor to hold office. Honorary members shall be entitled to all services of the organization.

Any individual, by accepting membership in the organization, does thereby agree to abide by all provisions of the by-laws, rules and procedures of the organization.

Section 2: Rights and Privileges

All members shall be entitled to one vote on each issue presented to the general membership.

Absentee voting shall be accepted if such vote is submitted in writing (paper or email) to the secretary prior to the voting of the general membership. Both live and absentee voting will be managed by The President.

Section 3: Removal of Members

Any member may be removed by the membership whenever in the judgment of two-thirds of the members the best interest of the organization will be served by the removal. This procedure shall be initiated by a petition signed by not less than one-third of the members. Prior to any removal, the member sought to be removed must be given reasonable opportunity to speak on his or her own behalf before the board and at a regular or special meeting of the members.

Article V: Officers

Section 1: Offices

The offices are as follows and shall be members of the executive board as defined herein:

- President
- Vice President
- Secretary
- Treasurer

Section 2: Officer Duties

The Executive Board shall delegate the functions of The Club and have authority to distribute duties. The basic duties of each office shall be as follows:

President

1. Authorized leader
2. Presiding Chair at all meetings of The Club and the Executive Board
3. Actively manage the business affairs of the organization and see that all orders and resolutions of the executive board are enacted
4. Appoint committees, supervise committees, & approve the actions thereof with approval of The Executive Board and Membership

Vice President

1. In the absence of the president, shall preside at all meetings of the organization and perform necessary duties of the office
2. Serve as program coordinator
3. Act as official host/hostess at all organization functions
4. Act as custodian of the organizational properties

Secretary

1. Record and report the minutes of each general membership meeting and of the executive board
2. Conduct general organizational correspondence
3. Maintain a list of committees & their members

Treasurer

1. Custodian of the funds of the organization
2. Collect the organization's dues, monthly assessments, & special fees
3. Maintain a current member roster
4. Disperse funds for all debts incurred by the organization
5. all transactions suitable for audit by the executive board
6. Deposit funds in a federally insured account within 10 days of receipt

Section 2: Vacancies

A vacancy in any office other than the office of president shall be filled by presidential appointment with the executive board's approval. The president's office shall be filled by the vice president if a vacancy occurs.

Article VI: Governance

Section 1: Executive Board

- The Executive Board shall consist of the four organizational officers as set forth in these by-laws.
- The President shall act as chairman of the Executive Board. A majority of the duly elected and qualified executive board members shall constitute a quorum for the transaction of all business at executive board meetings. The executive board shall:
 1. have general supervision of the affairs of the organization between the business meetings;
 2. constitute organizational authority in deciding matters of organizational policy not otherwise decreed;
 3. act upon committee reports and make recommendations to the membership;
 4. perform other duties as specified in the procedures;
 5. fix the hour and place of the executive board meetings, and;
 6. have the authority to make decisions for the club involving finances up to a limit of \$1,000 per transaction without the vote of the membership.

Section 2: Committees

Subsection A: Standing Committees

The Standing Committees are as follows:

- None at this time

Section 3: Removal of board members

Any board member may be removed by the membership whenever in the judgment of two-thirds of the members present and/or voting, the best interest of the organization will be served by removal. A special quorum for this vote is 50% of regular members. This procedure shall be initiated by a petition signed by not less than one-third of the members. Prior to any removal, the executive board member sought to be removed must be given reasonable prior notice of the impending action and a reasonable opportunity to speak on his or her own behalf before the board and at a regular or special meeting of the members.

Article VII: Finances and Other Property

Section 1: Finances

The fiscal year shall be April 1 to March 31. The annual meeting will be the March meeting with elections being held in March.

The annual dues shall be established by the membership at the annual meeting. Dues are payable on application for membership in the organization and are renewable at the annual meeting. Any member who does not pay the annual membership dues by July shall be removed from the membership roster. New members joining after the annual meeting may pay prorated dues based on the number of months remaining in the fiscal year at the discretion of the Executive Board. Former members may be reinstated as current members by full payment of the current annual dues.

Assessments for meeting expenses shall be determined by the board and approved by the membership.

Section 2: Property Assets held by The Club are the sole property of The Club. No individual member may claim full or partial ownership of the assets. The Vice President is the custodian of all physical assets (non-financial).

Article VIII: Meetings

Monthly club meetings shall be held at a date, time, and location as specified by a majority vote of the club members. Meetings locations and times shall be published on The Club website. Members and guests may attend. Only members are allowed to vote on club business. A quorum will be 20% of regular members.

In case of emergency or conflict with a member majority, the date and time of a single monthly meeting may be changed by the President. Notification of the change will be published on The Club website and through social media and email. Additional meetings may be called when deemed necessary by the President or any members of the Executive Board. Notice of such meeting shall be provided via social media and listed on The Club website and email.

Article IX: Elections

The officers shall be elected annually by a majority of members choosing to vote (not abstaining) at the

last regular meeting of the fiscal year (typically the March meeting). Should a majority vote fail, a runoff election of the two highest votes will take place to achieve a majority.

Nomination Process

- The nominating committee shall be made up of three members whose role it is to solicit members to serve as one of the four officers, and one of the two non-elected positions. It is the goal of this committee to staff each position. Each member of this committee will serve a term of three years staggered and may be reappointed after a two year absence from the committee.
- The most recent past President will chair the nominating committee and appoint vacant positions on the committee with the approval of the Executive Board.
- The slate of candidates shall be published on the website one month prior to the election.
- The nominating committee will present the slate of candidates at a regular meeting that is at least one month prior to the election.
- Additional nominations will be accepted for each elected office at the meeting prior to the meeting at which the election is held (typically April).
- A member may run for multiple offices given that the additional office is not uncontested.
- Non-elected positions will be subject to appointment by the President and approval of the Executive Board.
- Article X: Policy and Procedure
- Policies, procedures, and job descriptions may be developed and maintained by the Executive Board and shall be published on The Club website. Any such documents are subject to approval of the membership by simple majority vote at a club meeting.

Article XI: Interpretation of By-Laws and Amendments

These by-laws are interpreted by the President of The Club. Any member may challenge interpretation in a regular meeting by regular motion. Should the interpretation dispute remain unresolved, an ad-hoc committee of three members shall be appointed to resolve the challenge.

Amendments to these by-laws may be initiated by a motion at a regular club meeting. Should such a motion pass a committee of three or more members will be appointed to propose the change to the by-laws. Any amendment to the by-laws shall be published on The Club website for two consecutive months prior to a vote by the membership and announced at two consecutive monthly meetings of The Club. Amendments must be approved by majority vote at a club meeting.

