

ZZ Hops Homebrewing Club Bylaws

Version: 2.0

Revision Date: June 2019

The purpose of this document is to outline the bylaws of the ZZ Hops Homebrewing Club.

Article I: Organization Name

The name of this organization shall be the “ZZ Hops Homebrewing Club.” ZZ Hops Homebrewing Club (the Club) is a private, nonprofit 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 four classifications:

- **Active:** Members who have complied with all requirements for membership in this organization and who are in good standing with no outstanding dues.
 - Members serving as an officer of the Club are automatically granted membership and are not required to pay dues. For more information, please see Article V.
- **Former:** Members whose dues lapsed for a period of not greater than one year.
- **Honorary:** Honorary membership may be granted in lieu of annual dues to those individuals who have rendered special services to the organization, or made an outstanding contribution to the advancement of brewing.

- Honorary membership is discussed by the Executive Board and proposed during normal club business. The Club then votes to approve or deny the membership with the majority of votes.
- Honorary members shall not have the right to vote on the organization's affairs, nor to hold office, but shall be entitled to all services of the organization.
- **Lifetime:** Lifetime membership may be granted in lieu of annual dues to those individuals who have made a sustained contribution directly to the Club.
 - Lifetime membership is discussed by the Executive Board and is coordinated by the Nominating Committee as a function of the normal election cycle. (See Article IX for more details) The Club then votes to approve or deny the membership with the majority of votes.
 - Lifetime members are allowed the right to vote on the organization's affairs and to hold office. They are also 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 with voting rights 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 electronically) to the secretary prior to the voting of the general membership. Both live and absentee voting will be managed by the President or designee.

Section 3: Removal of Members

Any member may be removed from the Club if it is determined that the best interests of the Club would be served by the removal.

- Club removal is initiated by a petition signed by not less than one-third of the active members. This petition must be initiated by an active member and physically presented to a member of the Executive Board.
- Prior to any removal, the member in question must be given reasonable opportunity to speak on their own behalf before the Executive Board, as well as during a regular or special meeting of the members.
- The President or designee of the Executive Board will then present the motion to the Club during normal business. A two-thirds vote of active and present voting members is required to remove a member from the Club.

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
- Social Media Director

Section 2: Officer Duties

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

President

1. Serve as the authorized leader of the Club.
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 the 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 and 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. Track all transactions and provide routine fiscal updates to the Executive Board.
6. Deposit funds in a federally insured account within 10 days of receipt.

Social Media Director

1. Coordinate and maintain all updates as it relates to the Club's website, www.zzhops.com.
2. Maintain the Club's presence on all applicable forms of social media, and provide routine

- updates on those various platforms.
3. Administer all social media accounts, including create groups, invites, and managing other social media tools.
 4. Provide electronic notification to members in the event of a meeting change or an additional meeting is scheduled.
 5. Proactively look for additional member engagement opportunities as it relates to social media.

Section 3: 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 **five (5)** organizational officers as set forth in these by-laws. 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. **Maintain** 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. Fix the hour and place of the executive board meetings.
5. Perform other duties as specified in the procedures.

Section 2: Standing Committees

Standing Committees are used for larger projects, or to help improve the Club. Committees are developed and formed by the Executive Board as a part normal business. Current committees are as follows:

- **Steering Committee**
- **Nominating Committee:** The Nominating Committee shall be made up of three members whose role it is to solicit members to serve as one of the **five (5)** officers.
 - It is the goal of this committee to staff each **office on the Executive Board**.
 - Each member of this committee will serve a term of three **(3)** 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.
- **Competition Committee**

Section 3: Removal of an Elected Officer

Any elected officer may be removed from the Club if it is determined that the best interests of the Club would be served by the removal.

- Removal from office of the Executive Board is initiated by a petition signed by not less than one-third of the active members. This petition must be initiated by an active member and physically presented to another member of the Executive Board.
- Prior to any removal, the member in question must be given reasonable opportunity to speak on their own behalf before the Executive Board, as well as during a regular or special meeting of the members.
- The President or a designee member of the Executive Board will then present the motion to the Club during normal business. A two-thirds vote of active and present voting members is required to remove an elected officer.

Article VII: Finances and Property

Section 1: Finances

All members must pay dues at the beginning of the fiscal calendar year, currently designated as October 1 to September 30.

- Dues are payable on application for membership in the organization and are renewable at the annual October meeting.
- New members joining after the annual meeting may pay prorated dues based on the number of months remaining in the fiscal year. unless an exception is made:
 - October 1 to December 31: 100% of normal dues
 - January 1 to March 30: 75% of normal dues
 - April 1 to June 30: 50% of normal dues
 - July 1 to September 30: 25% of normal dues
- Proposed prorating changes and discounts of dues outside of these windows require Executive Board sponsorship and must be approved by the membership.
- Any member who does not pay the annual membership dues by February shall be removed from the membership roster.
- Former members may be reinstated as current members by full payment of the current annual dues.

Section 2: Executive Board Expenditures

1. Officers have the ability to approve expenditures of up to \$100 without the prior approval of the Executive Board.
2. Expenditures totaling between \$100 but no more than \$1000 must be approved by a majority of the Executive Board.
3. Expenditures of \$1,000 or more must be approved with a full vote of the membership. Reimbursement is contingent upon the approval of the Executive Board.

Section 3: 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.

Article VIII: Meetings

Monthly Club meetings will be coordinated by the Executive Board. Meetings locations and times shall be published to the Club website and appropriate social media channels. Members and guests may attend, however, only Active members are allowed to vote on club business. Other notes:

- The current meeting date and time is the third Monday of the month and is scheduled for 19:00.
- Any motions or votes require a quorum of at least 20% of regular members, unless otherwise outlined in this document.
- In case of emergency or conflict, the date and time of a single monthly meeting may be changed by the President, with oversight from the Executive Board. Notification of the change will be published on the Club website, via social media, and e-mail.
- Additional meetings may be called when deemed necessary by the President or any members of the Executive Board. Notice of such meeting will be published on the Club website, via social media, and e-mail.

Article IX: Elections

Section 1: Nomination Process

The Nomination Process is controlled by the Nomination Committee. Prior to the Election, the Nomination Committee must ensure the following steps have been completed:

- The Nominating Committee will present the ballot of candidates at a regular meeting that is at least one month prior to the election.
- The ballot shall be published on the Club website, via social media, and e-mail 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 (Elections are typically held in March).
- A member may run for multiple offices given that the additional office is not uncontested.
- Non-elected positions are subject to appointment by the President and approval of the Executive Board.

Section 2: Election Schedule

Officers shall be elected annually by a majority of members during the Annual Meeting. (Currently, the Annual Meeting is defined as the March meeting) Only Active members may vote in the Election, although they may choose to abstain. Should a majority vote fail, a runoff election of the two highest nominees receiving votes will take place to achieve a majority.

Article X: Interpretation of Bylaws and Amendments

Club bylaws should be reviewed by the Executive Board and/or committee on a yearly basis.

Section 1: Interpretation

These bylaws are interpreted by the President of the Club, with advisement from the Executive Board. Any member may challenge this 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.

Section 2: Amendments

Amendments to these bylaws may be initiated by a motion at a regular Club meeting.

1. Should such a motion pass, a committee of three or more members will be appointed to propose the change to the bylaws.
2. Any amendment to the bylaws shall be published on the Club website, via social media, and e-mail for two consecutive months prior to a vote by the membership.
3. Amendments must also be announced at two consecutive monthly meetings of the Club.
4. Amendments must be approved by majority vote at a club meeting.

Article XI: Other Policies, Procedures, and Job Descriptions

Other 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.