

**BY-LAWS OF THE
HOMEBREWERS UNDERGROUND
HOME BREW CLUB**

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BY-LAWS
OF THE
HOMEBREWERS UNDERGROUND
BREW CLUB

ARTICLE I

NAME AND CHARTER

SECTION 1. NAME: The name of the club shall be, the HOMEBREWERS UNDERGROUND (HBU).

SECTION 2. CHARTER: The purpose of the HBU shall be to promote home brewing, to encourage good brewing practices; to assist in all worthy projects for the advancement of zymurgy, to boost morale and to encourage new home brewers and promote the responsible use of alcohol.

ARTICLE II

POLICIES * ORGANIZATION * STRUCTURE

SECTION 1. POLICIES: The membership of this club shall consist of:

A. Membership: Only members of the club shall be eligible to participate in its business meetings, or serve in any of its elective or appointed positions. The Executive Board and the General Membership will consist of members. General membership is unlimited.

B. Eligibility: Any person or persons interested in the advancement of zymurgy, and who will support the charter and basic policies of this club, subject only to compliance with the provisions of the by-laws. Membership in this club shall be available without discrimination.

NOTE: Membership may be terminated at any time by two-thirds vote of the club.

C. Membership: A membership is granted only after the potential member submits the 12 month due. Members will receive a membership card following submittal of due.

SECTION 2. ORGANIZATION: This club is organized as follows:

A. Executive Board: Shall consist of five officers, of which will be elected as follows: *President, Vice President, Scroll Keeper, Treasurer and Librarian*. The Immediate Past President, will automatically become Executive Chief Taster but only in charge of sampling food and tasting home brews, and will not be a voting officer. The purpose of the Executive Board is to provide leadership, and an administrative structure to conduct business.

B. General Membership: General Membership is unlimited and open to all as outlined in Article II, Section 1 Policies. The purpose of General Membership is to provide a support base from which the Board of Directors can form action committees. General Membership provide guidance and assistance to the Board of Directors on issues that are within the purview, charter, and function of the club. All Board of Directors meetings are open; participation by the General Membership is strongly encouraged. General Membership provides an opportunity to give feedback on issues/concerns that need to be brought to the attention of the Board of Directors. Last, and perhaps to the most important it affords a pool of members to draw from for the election of the Board of Directors, and all members a vote in the annual election of that board.

SECTION 3. STRUCTURE:

ORGANIZATION

BOARD OF DIRECTORS

President, Vice President, Treasurer, Scroll Keeper, Librarian

(5MBRS, 5 ELECTED)

GENERAL MEMBERSHIP

(UNLIMITED NUMBER OF MEMBERS)

A. TERM OF OFFICE: The elected officers shall be elected annually. The term of office shall be for one (1) year, starting April. The Board of Directors (elected) shall also serve for a period of one (1) year, starting March. The newly elected Board of Directors should participate in all meetings from the date of the elections. The Board of Directors and General Membership terms expire March 1.

B. Voting: Each Board Member, with the exception of the Immediate Past President, shall have one vote at the regularly scheduled Board of Directors Meetings. Voting on business issues at the Board of Directors Meetings is reserved for Board members. The restrictive voting policy is to ensure decisions on issues are made with full background knowledge of the issues and to provide continuity of action consistent with established policies. All Club members shall have one vote at all General Membership Meetings.

C. Quorum: At any meeting of the Board of Directors a majority of the Executive Board (4) four shall constitute a quorum for the transaction of business; that in the event of a quorum not being present, a lesser number may adjourn the meeting to a future date.

D. Meetings: Regularly scheduled meetings of the Board of Directors shall be held monthly and at such times as the Board of Directors may determine. Special meetings of the Board of Directors may be called by the President at any time and shall be called by the President or the Secretary upon request of three of the members of the Board of Directors with reasonable notice. The Board of Directors meeting shall be open to the General membership at all times.

E. Meeting Schedules: The Board Meetings are not regularly scheduled but are convened for special purposes as required. As an example, an Executive Board may be convened to address a budget issue. Actions/proposals would then be presented at the next Board of Directors Meeting. Board of Directors Meetings will normally take place during a regularly scheduled open meeting to encourage members to participate.

F. Dues: Anyone who has the desire of advancement/improvement of the zymurgy, and who will agree to will support the charter and basic policies of this club, subject only to compliance with the provisions of the by-laws. Membership in this club shall be available without discrimination. Payment of annual dues are calculated per member.

Annual Membership: \$25.00 single, \$30.00 family. Annual dues shall expire on the 12th month anniversary of the member of each year.

G. Vacancies: Whenever a vacancy shall occur on the Board of Directors, by death, resignation, removal or otherwise, the same shall be filled without delay by Presidential appointment with the Board of Directors approval. The person will then hold office until the annual meeting for the election of officers, and assumption of duties. If the office of President should become vacant, the Vice President would assume the duties of the President until such time as the Board of Directors could elect a new President, who would then serve the remainder of the expired term.

H. Removal of Directors: Any one or more of the officers may be removed with cause, at any time, but the vote of the General membership; through a special meeting called for that purpose, or at a regular monthly meeting, provided that a majority of the General membership present shall vote in favor of such removal.

ARTICLE III

MANAGEMENT/RESPONSIBILITIES

SECTION 1. EXECUTIVE BOARD: The Officers of the club shall be:

- A. President
- B. Vice-President
- C. Scroll Keeper
- D. Treasurer
- E. Librarian

SECTION 2. MANAGEMENT: The Board of Directors, shall be responsible for the management of the affairs and business of the club.

SECTION 3. DUTIES OF EXECUTIVE BOARD: The duties and responsibilities of the Executive Board shall be as follows:

A. President

1. Shall preside at all meetings of the Board of Directors and General Membership.
2. Shall cause to be called regular and special meetings of the General Membership and Board of Directors in accordance with these by-laws.
3. Shall create committees and coordinate the efforts of all Standing Committees.
4. Shall sign and make all contracts and agreements with the treasurer and see they are properly carried out.

B. Vice President

1. In the absence of the President, all the responsibilities and duties of the President shall be vested and performed by the Vice President.
2. Shall head the Membership Committee and assist in the execution of the committees.

C. Scroll Keeper

1. Shall keep written minutes of all the meetings and forward a copy of these minutes to the President as soon as possible (while agenda is current and fresh in the Boards

minds), but no later than the week of the next regularly scheduled meeting.

2. Shall be custodian of the clubs records.

3. Shall present to the Board of Directors at their meetings all communications addressed to the club.

4. Shall attend to all correspondence and perform all the duties incidental to the office of Scroll Keeper.

5. Shall maintain the official Club calendar (current and the next 12 months) which should also include Brew Competition activities.

D. Treasurer

1. Shall have the overall responsibility of care and custody, for all club funds and securities. By regulation, the HBU Treasurer is required to make all deposits for the club into our account. The Treasurer will act as a check and balance for the club for all financial transactions.

2. Shall make check requisitions, with invoices, in the name of the club.

3. Shall render a statement of the condition of the finances of the club at each meeting of the Board of Directors and at such other times as required. Shall also prepare a full and complete written report of the financial condition of the club for meeting of the General membership.

4. Shall keep correct books of account of all its business and transactions and such other books of account as the Board may require.

5. Shall exhibit at all reasonable times the books and accounts to any members when requested.

6. Shall do and perform all other duties normally pertaining to the office of the Treasurer.

E. Librarian

1. Shall maintain club library of brewing material , monthly publications of zymurgy, check out such materials and ensure their return, brief members of mailings received monthly and assist members of the Executive Board as necessary.

ARTICLE IV

FISCAL RESPONSIBILITY

SECTION 1. BILLS, NOTES, ETC.: All bills payable, notes, checks or other negotiable instruments of the club will be agreed upon by the club President, or any one of the Board of Directors in his absence. No officer or agent of the club, either singly or jointly with others, shall have the power to make any bill, payable note, check draft, or warrant,

or other negotiable instrument, or endorse the same in the name of the club or contract or cause to be contracted, any debt or liability in the name or on behalf of the club, except as expressly authorized by the Board of Directors, by the General membership at a regular or special meeting called for that purpose or as specified in Section 2.

SECTION 2. OPERATING EXPENSES: The club must make available funds for the quarterly brew the club has deemed to make.

SECTION 3. BUDGETING: The Treasurer shall submit a Proposed Annual Budget as close to the beginning of the year as practical, to include approximate net funding, the proposed division of funds and the proposed source of funds. The Treasurer should coordinate with the Board of Directors to discuss the anticipated available funds, and identify special requirements for which the moneys could be used. The Board of Directors are charged with the responsibility to prioritize requests and apportion the funds allocated to the respective needs. The Board of Directors will retain final approval authority for funding requests.

ARTICLE V

ELECTIONS

SECTION 1. ANNUAL MEETING: There shall be an Annual Meeting for the purpose of electing and installing the Board of Directors.

SECTION 2. ANNUAL NOMINATIONS FOR OFFICE: At this meeting nominations may be made from the floor, for any office or that of a director, provided prior consent has been given by the nominee. All voting will be by written ballot. A nominee must receive a majority of the ballot votes cast, to be elected.

SECTION 3. BOARD of DIRECTORS: A new Board will be elected not later than the first Saturday in April, and will assume new offices effective immediately.

ARTICLE VI

COMMITTEES

SECTION 1. STANDING COMMITTEES: There shall be the following standing committees:

- A. Membership Committee
- B. Brew Competition Committee
- C. Treasurer
- D. Web Page Committee

E. Pub Crawl Committee

F. Committee yet to be named

Temporary Committees as needed can be appointed by the Board of Directors.

A. Membership Committee: The committee shall devise methods of expanding and maintaining adequate membership of such standards as are approved in these by-laws. Duties include, but not limited are: using available resources to contact each member in other than good status to regain membership. Encourage membership at every opportunity while engaged in zymurgy practices, both at home at large in the community.

B. Brew Competition Committee: The committee shall make all arrangements for the place of holding any Brew Competition(s) that require special arrangements. They are also responsible for checking facilities, coordinating awards, making arrangements with the host, advertising the event, T-shirts, care and handling of the entries including but not limited to returning unused entries, etc.

C. Treasurer: The accumulation of information relative to the preparation of and allocation of funds for the ensuing year. Provide members with status of funds, merchandise, and due information at each meeting.

D. Web Page Committee: Responsible for updating vital information on the club's Web page. Posting all changes requested by the President. Providing current links that promote zymurgy. Post pictures from each club meeting. Update the next club meeting time/location no later than one week following a meeting.

E. Pub Crawl Committee: Responsible for establishing an annual pub crawl. Must contact each pub on the route, confirm reservations if necessary, and act as the overall planner/point of contact for businesses. Arrange for transportation, secure transportation, ensure return of transportation. Provide updates at monthly meetings on status of planned event.

ARTICLE VII

ORDER OF BUSINESS

SECTION 1. PROCEDURES: In order to conduct business as rapidly as possible, "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered in these by-laws.

SECTION 2. REGULAR MEETINGS: The order of business at regular meetings shall be as follows:

- A. Call to order
- B. Welcome New Members/Guests
- C. Quorum to conduct business
- D. Secretary's Report
- E. Treasurer's Report
- F. Committee Reports
- G. Old Business
- H. New Business
- I. Administrative Comments
- J. Adjournment
- K. Commence with Meal
- L. Brew Tasting
- M. Ritual Tasting of the Hot Sauce by New Members

ARTICLE VIII

SECTION 1. These by-laws may be amended at any General Membership Meeting of the club by a quorum of the voting members present, provided that notice of the proposed amendment shall have been given at least thirty days prior to said meeting