

# **BY-LAWS AND CHARTER OF THE CHICO HOME BREW CLUB**

This document is the complete By-Laws and Charter of the Chico Home Brew Club as approved by the Membership on this 3<sup>rd</sup> Day of December 2009

## **ARTICLE I - PURPOSE**

### **SECTION 1 – PURPOSE**

A. The Chico Home Brew Club exists as a means for members to explore their hobby through the promotion and education of home brewing. The mission of The Chico Home Brew Club is to promote awareness and appreciation of the quality and variety of homebrewed beers 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; and to encourage personal responsibility when using beer or other alcohol-containing beverages. The consumption of samples allow for examination of the various styles of home brewed beverages for the purposes of competition, evaluation, feedback and problems solving.

### **SECTION 2 - GOALS**

- A. To engage in social activities focused on home brewing and/or craft beer as a common foundation.
- B. To learn more about beer, beer evaluation, and brewing techniques.
- C. To promote the hobby and enjoyment of home brewing.
- D. To promote the responsible use and enjoyment of alcoholic beverages.

### **SECTION 3 - AFFILIATIONS**

- A. The Chico Home Brew Club is an American Homebrewers Association affiliated club
- B. Is associated with the Northern California Home Brew Organization
- C. Holds competitions and/or competes using the guidelines for brewing and judging Styles of beer and mead as outlined by the Beer Judging Certificate Program.

## **ARTICLE II- RIGHTS AND LIABILITIES OF MEMBERS**

### **SECTION 1 - HOLD HARMLESS RESPONSIBILITY FOR ACTIONS:**

- A. Each member's participation in the Chico Home Brew Club is strictly voluntary. Each member realizes that participation in Chico Home Brew Club activities may involve the consumption of alcoholic beverages, which may affect perception and reactions. All members shall be responsible for their own conduct and actions as well as those of their guests. Each member and guests of members accepts sole responsibility and all liability for their conduct behavior and actions and agrees to indemnify and hold harmless the Chico Home Brew Club, its Officers, its members and any business (including

owners, staff and patrons) where meetings are held from any and all claims or liability whatsoever resulting from actions of The Chico Home Brew Club, its members and guests of members. Through membership in the Chico Home Brew Club, each member agrees to and is bound by this article and the attached Hold Harmless Release Agreement incorporated herein.

B. No individual general member nor any member of the Board, nor any authorized representative of Chico Home Brew Club shall be personally liable for any debt or obligation of the club.

C. No member shall receive compensation for services rendered to the club except as otherwise approved by the officers of the club. A member may be reimbursed for expenses reasonably incurred on behalf of the club, subject to approval of the club officers

## SECTION 2- RIGHTS OF MEMBERS

A. Each regular member of the Chico Home Brew Club shall have the right to vote on club matters. Voting rights for other types of members are described in Article III.

## **ARTICLE III – MEMBERSHIP**

### SECTION 1. MEMBERSHIP POLICIES

#### A GENERAL MEMBERSHIP:

a. General Membership is unlimited and open to any individual person 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. Members are not required to brew beer. Only members of the club shall be eligible to participate in its business meetings, or serve in any of its elective or appointed positions.

b. The purpose of General Membership is to provide a support base from which the Board of Directors can form action committees.

c. General Membership provides guidance and assistance to the Board of Directors on issues that are within the purview, charter, and function of the club.

d. General Membership provides an opportunity to give feedback on issues and concerns that need to be brought to the attention of the Board of Directors. Members wishing to present ideas to the Board for consideration should do so in writing

e. 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.

#### B. ELIGIBILITY:

All persons of legal age to consume alcoholic beverages in the state of California are eligible for membership. Membership in this club shall be available without discrimination.

**C. ACCEPTANCE:**

A criterion for membership is submission of a written application to the Chico Home Brew Club, written agreement of the Chico Home Brew Club Rules of Conduct as attached and incorporated herein and payment of annual dues. Upon acceptance, contact information will be recorded in the member roster.

**D. MEMBERSHIPYEAR:**

The membership year will be the twelve (12) month calendar year.

**E. DUES:**

- a. Payment of annual dues is calculated per member.
- b. Dues will be \$24.00 per individual or \$36.00 per couple. (A couple is a member with a spouse, or significant other) Timely payment of dues grants full membership benefits and rights. Annual dues shall expire on and become due in January of each year. If payment of dues in full is not received within three (3) months of the expiration date, the member shall cease to be current and all benefits, rights and privileges shall be revoked until such time as payment in full is received. New members dues will be pro-rated to the date of membership.

**F. SUSPENSION AND EXPULSION FOR CAUSE:**

- a. Any member may be suspended or expelled from membership upon a showing of willful disregard of these By-Laws, Rules of Conduct, or other actions detrimental to the Chico Home Brew Club in any way, as determined by a majority vote of the Board of Directors.
- b. The charges against the member will be considered at a regular Board of Directors Meeting or a Special Meeting called for that specific purpose. The member will be notified of the charges and date, time and place of the meeting. The member may appear and respond to the charges.
- c. The decision of the Board of Directors shall be final.

**G. REINSTATEMENT:**

- a. A suspended or expelled member, or one who has resigned with disciplinary action pending, may be returned to full membership upon written application and with a two-thirds approval vote of the Board of Directors and payment of current dues.

**SECTION 2. MEMBERSHIP ORGANIZATION**

**A. BOARD OF DIRECTORS:** The purpose of the Board of Directors is to provide responsible leadership, an administrative structure to conduct business and shall be responsible for the management of the affairs of the club. Officers must have been members in good standing for the past 12 months. The Board of Directors shall consist of six elected Officers and Advisor(s) (appointed by the BoD elected Officers) as follows:

Chairman  
Vice Chairman  
Competition Chairman  
Secretary/Newsletter Editor  
Treasurer  
Cellar Master  
Advisor

a. ELECTION OF OFFICERS

(a) Election of Officers shall be held at the Meeting in September of each year.

(b) Nominations for Elective officers of The Club shall be nominated annually from the floor at the August meeting.

b. TERM OF OFFICE:

(a) The term of office for the Board of Directors shall serve for a period of one (1) year starting in October.

(b) The newly elected Board of Directors should participate in all meetings from the date of the elections if at all possible.

(c) The Board of Directors term expires with the election of the new Board.

(d) There is no limit to the number of terms an elected officer may serve as long as he or she is elected in accordance with Article III.

c. VACANCIES: (a) Whenever a vacancy shall occur on the Board of Directors, by death, resignation, removal or Otherwise, the office shall be filled without delay by Chairperson 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.

(b) If the office of Chairperson should become vacant, a member of the Board will fill the position until such time as the Board of Directors elect a new Chairperson, who would then serve the remainder of the expired term.

d. REMOVAL OF DIRECTORS:

Any one or more of the Officers may be removed with cause, at any time, by 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.

e. RESIGNATION: Upon resignation of any officers the remaining officers shall select a person to fulfill the responsibilities of the resigning officer for the remainder of the term.

f. DUTIES OF BOARD OF DIRECTORS: The duties and responsibilities of the Board of Directors shall be as follows:

CHAIRPERSON

-Shall preside at all meetings of the Board of Directors and General Membership and be Ex-officio member of every committee.

-Shall plan the meeting, arranging for topical discussions, demonstrations, or guest speakers.

-Shall cause to be called regular and special meetings of the General Membership and Board of Directors in accordance with these by-laws.

- Shall create committees and coordinate the efforts of all Standing Committees.

-Shall review the financial records of the club on a regular basis.

Shall act as the principle point-of-contact between The Chico Home Brew Club and the American Homebrewer's Association, other homebrew clubs, businesses, and Organizations

### VICE CHAIRMAN

Shall in the absence of the Chairman, assume the responsibilities and duties of the Chairman

Shall assist the Chairman with coordinating “Field Trips”, visits to (and reciprocate) other clubs, conventions and/or workshops.

Under the direction of the Chairman, is responsible for the promotion and education of the club; arranging for educational programs such as peer and guest speakers, videos, books, workshops, “Q & A” sessions, etc...

Shall work under the direction of the Chairman to advance and promote the good image and beneficial works of the Chico Home Brew Club

Shall work with the Chairman to recommend, determine and implement policy decisions made by the Board of Directors

Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club

### COMPETITION CHAIRMAN

Shall organize, coordinate, and promote all aspects of club-sponsored competitions, including the invitation and hosting of Judges, recruitment and assignment of stewards, cellar master and administrative assistants.

Shall arrange and coordinate for a facility capable of supporting the competition.

Responsible for the proper storage, tracking and accounting of entries received.

Responsible for procuring awards/medals for winning entries

Responsible for ensuring all entrants have received all awards and judging sheets for each entry

Shall assist in facilitating club only and/or individual entries for participation in any AHA or other competitions

Shall work with the Chairman to recommend, determine and implement policy decisions made by the Board of Directors

Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club

### SECRETARY

Shall keep written minutes of all the meetings and forward a copy of these minutes to the Chairperson 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.

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

Shall attend to all correspondence and perform all the duties incidental to the office of Secretary.

Shall maintain the official Club calendar (current and the next 12 months), which should also include committee activities, beer festivals, homebrew and beer competitions, and any events relative to the purpose of the Chico Home Brew Club.

Shall be the archive of all official documentation of the Chico Home Brew Club.

Shall provide support to the Board of Directors to promote good communications within the Chico Home Brew Club

Shall serve as proofreader of all printed communication as requested or required.  
Shall with assistance from the treasurer, will maintain the membership list.  
Shall correspond with other clubs and appropriate bodies relative to club matters.

Shall work with the Chairman to recommend, determine and implement policy decisions made by the Board of Directors

Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club

### TREASURER

Shall have the overall responsibility of care and custody for all club funds and securities. By regulation, the Treasurer is required to make all deposits for the club into our account.

Shall render a statement of the condition of the finances of the club at each meeting of the Board of Directors and general meetings or at such other times as required.

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

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

Will advise the Board of Directors of methods for improving Chico Home Brew Club financial management.

Shall collect dues for deposit in the club's account

Shall do and perform all other duties normally pertaining to the office of the Treasurer.  
Shall work with the Chairman to recommend, determine and implement policy decisions made by the Board of Directors

Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club

### CELLAR MASTER

-Shall log all brew items for sampling and determine the best order for tasting.

-Shall be responsible for the pouring of all samples either personally or by direction.

-Shall maintain order during the tasting, ensuring that samples poured are reasonable and in accordance with the Clubs bylaws.

-Shall ensure tasting progress at a reasonable rate, allowing time for and encouraging discussions of the sample, to include constructive feedback, questions and answers.

-Shall ensure that all members' glasses, bottles or any other containers are emptied or sealed prior to leaving the meeting room.

-Shall coordinate the setting up and taking down of equipment, tables, chairs, etc in the meeting room.

Shall assist the Competition Chairman during club sponsored competitions acting as Head Cellar Master, maintaining accountability of entrees and flights, coordinating/training stewards on proper temperature, pour and etiquette during competition.

Shall work with the Chairman to recommend, determine and implement policy decisions made by the Board of Directors

Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club

#### ADVISOR-

A non-elective position appointed by the Board of Directors to local business mentors whom sponsor and advise the club in a professional capacity.

Serves as a Public Relations Representative between the Club, other businesses and the local community

Serves to advise and assist the Board of Directors with club meeting and activities.

Coordinates and acts as liaison for meetings/event spaces, field trips, and guest speakers

**B. APPOINTED OFFICERS:** The Board of Directors may appoint Officers for the purposes of support of club meetings, activities, membership and outreach. Appointed Officers are selected from the general membership, must be members in good standing, current with dues and regular participants of club events and meetings. There are positions consisting of:

- Master at Arms
- Librarian
- Beer Judge Certification Program (BJCP) Liaise
- Web site Development
- Online Forum Administrator
- Special Committee

#### **C. DUTIES OF APPOINTED OFFICERS**

##### MASTER -AT-ARMS

- Shall assist the Cellar Master and the Chairman
- Assists with keeping order at meetings.

##### LIBRARIAN

- Maintains the club library.

##### BJCP LIAISE

- Shall act as the principle point-of-contact between The Chico Home Brew Club and the BJCP
- Arranges and coordinates BJCP Judging testing and certifications
- Report changes in the BJCP or competition guidelines

##### WEB SITE ADMINISTRATOR

- Maintains and develops The Chico Home Brew Club Website

##### ONLINE FORUM ADMINISTRATOR

- Maintains and develops The Chico Home Brew Club online forum

##### SPECIAL COMMITTEE

- Appointed by the board to organize events, competitions, or as needed to expedite

planning, research or development of the Chico Homebrew Club's growth, administration, and policies.

D. VOTING: All members of the Chico Home Brew Club whose dues are current are eligible to vote as outlined in ARTICLE V of these Bylaws.

E. MEETINGS: The Chico Home Brew Club shall have at least one (1) meeting or event every month.

a GENERAL MEETINGS: General meetings of the Chico Home Brew Club shall be held monthly at a predetermined set time and at an official meeting venue unless changed by a majority of club officers and upon written or electronic notice of the change to the members.

b ANNUAL MEETING: The Annual Meeting shall be the membership meeting in August each year for the purpose of electing Officers to the Board of Directors, considering proposed By-Law Amendments and conducting other regular meeting business.

(c) SPECIAL MEETINGS: Special meetings, club sponsored events, club involved parties, field trips, workshops, and pub-crawls may be organized and approved. Announcements will be made to all current members. There may be additional requirements or fees involved in these types of meetings. Examples include, bringing a covered food dish, bringing beer, contributing brewing equipment, ingredients or information, and paying various fees or costs.

## **ARTICLE IV ORDER OF BUSINESS**

### **SECTION 1. PROCEDURES:**

A. 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 with in these Bylaws.

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

- A. Chairman's 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. Guest Speakers
- K. Educational Presentation Topic and Discussion
- L. Adjournment of Regular Meeting
- M. Brew Tasting/Beer Judging

## **ARTICLE V - VOTING**

### **SECTION 1 - ELIGIBILITY**

A. All members with voting rights as described under Articles II & III and have paid current dues, shall be eligible to vote.

### **SECTION 2 - ITEMS PUT TO VOTE**

A. The following items will be decided by a vote of the general membership at a regularly scheduled meeting:

- Election of officers
- Changes in by-laws
- Spending of funds greater than \$750.00 by a vote of the general membership
- Any other issues offered by an officer

B. Any issue, other than proposed By-Law Amendments and the Election of Officers, may be considered by the membership at a Regular Meeting prior to the meeting at which the issue will be considered. The issue must be raised in the form of a motion and requires a second before being considered. Any issue considered and defeated by the majority of the members at the meeting may not be considered again for six (6) calendar months.

### **SECTION 3 - QUORUM**

A. A quorum shall make of the current members as recorded on the member roster. Any number of regular members at a regularly scheduled meeting shall constitute a quorum. A quorum is required to transact business of the Chico Home Brew Club.

### **SECTION 4 - NOMINATIONS**

A. Nominations will be opened and taken from the floor at the regular meeting in August and will close after one week. A list of nominees will be published in the secretary's meeting notes and made available to all members through e-mail, and the web. Members unable to attend Septembers meeting and wishing to make a nomination may do so by contacting the club chairman or secretary anytime before but no later than one week after the September meeting.

### **SECTION 5 -ELECTION DATES**

A. Elections shall be held annually in September, with new officer taking office in October.

### **SECTION 6 - VOTING METHOD**

A. Election of officers shall be by controlled ballot. All members in good standing shall be eligible to cast a ballot. Members unable to attend the September meeting may cast an "absentee" ballot. All absentee ballots must be in a sealed, unmarked envelope and received by the club secretary prior to the September meeting. The Secretary will tally all ballots and two impartial club members will verify the results. Vote totals and the new club officers shall be introduced prior to ending the October meeting. Votes on other issues may be conducted by any appropriate

method that insures a fair determination of a majority decision of eligible voting members as determined by the officers.

## **ARTICLE VI - NON-PROFIT STATUS**

### SECTION 1 - NON-PROFIT STATUS

- A. The Chico Home Brew Club is declared to be a nonprofit organization. This does not give the club tax-exempt status under the rules of the United States Department of Internal Revenue unless applied for and received at a later date.

## **ARTICLE VII - BY-LAWS ACCEPTANCE**

### SECTION 1 - ACCEPTANCE

- A. These by-laws are accepted at the time of adoption by a majority vote of current members.

### SECTION 2 - AMENDMENTS OR CHANGES.

- A. The Board of Directors will meet annually to review the By-Laws.
- B. The Board may make necessary corrections (grammatical, spelling, or changes in Board titles or responsibilities,) at any time with the contentions of the majority of Board Members.
- C. Changes, Additions, or Deletions effecting the rights and/or privileges of members, the conduct of meetings or any other significant proposition for changes of these By-Laws submitted by the Board or General memberships will be reviewed and approved by the Board prior to a vote of the General Member, in accordance with Section 2-D of this Article.
- D. Any member or members may petition for a change or amendment to the by-laws. The petition must be presented in writing and introduced at a regular meeting. The proposed changes or amendments shall be published for review by the membership, in the newsletter or by a special mailing to all members, at least thirty days prior to the meeting at which the changes will be voted on. Amendments or changes must be approved by a majority vote of all current voting members.

## **CHICO HOME BREW CLUB RULES OF CONDUCT**

All members, guests, and visitors of the Chico Home Brew Club will be required to read and sign the Rules of Conduct.

1. Members must be 21, the legal drinking age for the State of California.
2. The laws of the ABC and the State of California for the consumption and the production, distribution and use of Alcohol apply to all members at all meetings.
3. Events for the meeting will occur as outlined in ARTICLE IV-THE ORDER OF BUISNESS of the bylaws.
4. Members will respect the property, rules and staff of the host meeting site, before,

during and after any club meetings or events. Any member, who is obviously or appears to be alcohol impaired, when asked, will surrender their keys and arrangements for a ride or designated driver will be made.

5. Members exhibiting violence, abusive language, intoxication or unbecoming/unruly conduct during club meetings or events will be expelled from the function.

6. All samples must be logged with the Cellar Master prior to the meeting. No more than twelve samples, measuring no more than 2.5oz, will be served at any regular club meeting. Late arrivals to the meeting will be served at the discretion of the Cellar Master and in accordance with this statute.

7. Samples will be served (poured) When Directed by the Cellar Master or Master at Arms.

8. Samples are to be consumed only within the meeting room. At the conclusion of each meeting, all beverages (in glasses, growlers, bottles, pitcher, or any other container) must be consumed, sealed or disposed of prior to leaving the meeting room.

Failure to comply with the Rules of Conduct will constitute a review of membership and may result in temporary suspension of membership or privileges, expulsion, or in the case of damage, restitution, as defined in ARTICLE III SECTION 1 G SUSPENSION AND EXPULSION FOR CAUSE of the Bylaws.

I have read and understand the Rules Of Conduct as they apply to membership in the Chico Home Brew Club; I understand the consequences for failing to abide by these rules,

**BY-LAWS AND CHARTER OF THE CHICO HOME BREW  
CLUB**

**ACKNOWLEDGMENT**

By my signature below, I, , hereby acknowledge that I have read and received the By-Laws and Charter of the Chico Home Brew Club and its attachments, and agree to be bound by the terms set forth therein:

Signature Date

Print Name