

CONSTITUTION OF THE RALEIGH HOME BREWERS ASSOCIATION

(Enacted October 2015)

ARTICLE ONE

Section 1. Name

The name of this organization shall be the Raleigh Home Brewers Association (hereinafter referred to as the “Club”).

Section 2. Purpose

The purpose of the Club shall be to encourage all members:

- To mature as brewers and beer enthusiasts;
- To promote the dissemination of knowledge in the art of brewing;
- To encourage and reward individuals dedicated to the brewing arts;
- To educate the beer connoisseur in identifying the components of beers;
- To foster the responsible use of the products of our craft; and
- To celebrate the fruits of our labors.

Section 3. Membership

The membership of this Club shall be open to any person who enjoys fine beers, either by making their own or by enjoying the work of others. The Club shall not discriminate against any member for any reason, including but not limited to gender, race, religion, political ideology, or sexual orientation EXCEPT THAT all paid Members must be at least 21 years old at the time they join.

There shall be two levels of Membership: Free and Paid.

A Free Member may attend meetings and participate on Club social networks. However, to vote, participate in competitions, or to be included in Club festivals, Paid Membership is required.

The Board of Directors may, at its discretion, waive the Membership Requirements stated above for any or all Club activities.

Section 4. Headquarters

The headquarters of this Club shall be Atlantic Brew Supply and/or Raleigh Brewing Company located in Raleigh, NC, until such time that the shop permanently closes, or the shop asks the Club to locate elsewhere, or if the membership, by resolution, decides to locate elsewhere.

ARTICLE TWO

Government

Section 1. Supreme Law

All legislative and executive powers shall be given to and controlled by the Board of Directors.*₁

The Board of Directors shall consist of all the elected officers of this Club.

Section 2. Elected Officers

The elected officers of this Club shall be: President, Vice-President, Secretary, Treasurer.

In addition to the elected officers, unelected positions may include Activities Director, Membership Director, Grand Hydrometer (competition master), and Social Media Director.

An elected or unelected office may be occupied by more than one person subject to Board approval.

The Board may from time to time approve and appoint other non-elected officer positions, on a permanent or temporary basis, as it sees fit. These positions shall serve at the pleasure and discretion of the Board.

Section 3. Term of Office

All offices shall be held for a period of one year, commencing at the October meeting following elections, and terminating at the October meeting, one year later.

Elections for offices will take place at the September meeting.

Section 4. Removal from Office

Any officer missing three Board of Directors meetings and/or six membership meetings during his/her term of office, without reasonable excuse, shall be removed from office and replaced as soon as possible. A reasonable excuse shall be determined by the Board of Directors.

Any officer, as determined by a majority of the Board of Directors, found not performing his/her duties, may be removed from office, subject to the approval by a majority vote of the membership at the next membership meeting following a report from the Board of Directors to the membership.

Section 5. Vacancy of Office

Any interim vacancy on the Board of Directors shall be filled by appointment by the Board of Directors, subject to the approval by a majority vote of the membership at the next membership meeting following the vacancy.

In the event the membership votes down the appointment by the Board of Directors, there will be open nominations for the vacant office and an election held at said membership meeting to fill the vacancy.

Section 6. Returning of Raleigh Home Brewers Association Property

All elected officers and any members, upon completion of their term in office or assignment, shall return to the Raleigh Home Brewers Association any and all papers, documents, passwords, emails, social media posts, 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 THREE

Duties of Elected Officers

Section 1. President

The duties of the President shall be as follows:

- a. To uphold the Constitution and By-Laws of the Club

- b. To interpret the Constitution and By-Laws of this Club when necessary.
- c. To set the theme and agenda for the meetings.
- d. To call meetings to order and conduct them in an orderly manner.
- e. To call for special meetings when necessary.
- f. To form committees when necessary.
- g. Shall be an ex officio member of all committees.
- h. Shall have no vote on motions made at membership meetings and/or Board of Directors meetings, except to break a tie.

Section 2. Vice-President

The duties of the Vice-President shall be as follows:

- a. To assist the President with his duties.
- b. To coordinate and facilitate educational events.
- c. To present certificates of achievement.
- d. If the President is absent from a meeting, the Vice-President shall assume the President's power for that meeting.

Section 3. Secretary

The duties of the Secretary shall be as follows:

- a. To take the minutes of Board of Directors meetings and membership meetings
- b. To maintain a file of all minutes
- c. To submit minutes to the Social Media Director for publication.
- d. If the President and Vice-President are both absent from a meeting, then the Secretary shall chair the meeting

Section 4. Treasurer

The duties of the Treasurer shall be as follows:

- a. To administer the Club's finances.
- b. To collect and document monies owed to the Club.
- c. To manage the club's Check book and arrange to have the President, Vice President and him/her self (Treasurer) to have check signing authority.
- c. To reimburse expenses incurred by members on behalf of the Club.
- d. To submit a report to the Board of Directors on a quarterly basis, or when requested by the President.
- e. To maintain the inventory and disbursement of club gear, e.g. t-shirts, hats, glasses and more.

Section 6. Activities Director

The duties of the Activities Director shall be as follows:

- a. To arrange to have guest speakers and demonstrations at membership meetings.
- b. To arrange the club festivals - i.e. Oaktobefest.
- c. To arrange for tours, workshops and seminars in which the Club may participate.
- d. To oversee raffles and auctions at events and membership meetings.

Section 7. Membership Director

The duties of the Membership Director shall be as follows:

- a. To maintain a current roster.
- b. To issue membership cards
- c. To organize membership drives.

d. To proctor nominations and elections.

Section 8. Social Media Director

The duties of the Social Media Director shall be as follows:

a. To maintain all Club social media outlets.

b. To produce and distribute the minutes as prepared by the Secretary in a manner determined by the Board subject to the approval of the Membership.

c. To act a Club historian by documenting/photographing club events.

Section 9. Grand Hydrometer (competition master)

The duties of the Grand Hydrometer shall be as follows:

a. To arrange and facilitate all Club competitions, be they internal or open to the public.

b. To coordinate all judges used for any competition.

c. To act as the “public face” of the Club at all public events.

d. Other duties as assigned by the President.

Section 10. Member(s) At Large

The unelected and optional position of Member at Large is designated for member(s) approved by the Board of Directors who wish to actively participate and comment on the governance of the club. They shall have no official authority or duties except those prescribed to them by the Board of Directors.

ARTICLE FOUR

Quorums

Section 1.

A voting quorum at a membership meeting shall be no less than ten percent (10%) of the paid membership as reported by the Membership Director at the last Board of Directors meeting previous to the membership meeting where a vote(s) is (are) to be taken.

A quorum at a Board of Directors meeting shall consist of one half of the Board of Directors plus one.

ARTICLE FIVE

Election of Officers

Section 1. Eligibility

Any person who has been a paid member for at least twelve (12) months and is in good standing with this Club may run for an elected office.

For the purposes of the first election of the Club, this requirement is waived.

Section 2. Nominations

Nominations will open at the August membership meeting and will close at the September membership meeting before balloting commences. The method of collecting nominees' names shall be done at the discretion of the President or whoever is chairman at those meetings.

Section 3. Balloting

A secret ballot election shall be held at the October membership meeting. The President shall determine how the secret balloting will take place. Only verified paid members may participate in voting (For the purposes of the first election of the Club, this requirement is waived.)

Section 4. Tally

The President shall form a committee of three members not running for office to tally the ballots. After tabulating the results, the committee shall submit a report to the President as soon as possible, but no later than the next Board of Directors meeting. If any or all of the committee wish to present the report at the Board meeting instead, they may do so.

The new officer(s) for each office shall be that person(s) with a plurality of the votes for that office.

ARTICLE SIX

Installation of Officers

Section 1. New Officers

At the September membership meeting, officers-elect will begin a one month internship. Installation of the new officers shall occur at the October meeting.

Section 2. Officers Filling Vacancies

Any officer filling a vacancy shall be installed at the meeting at which the membership voted its approval.

Section 3. Certificate for Outgoing Officers

All outgoing officers shall be awarded a Certificate of Achievement in appreciation of their terms in office at the Oaktoberfest meeting following their departure from office.

Section 4. Membership Grant for Elected Officers

All officers, determined by the Board of Directors to have completed a full active term in office, will be granted a year's membership for the following year.

ARTICLE SEVEN

Meetings

Section 1. Membership Meetings

Membership meetings shall be held on the third Sunday of each month at 3:00 p.m. at Atlantic Brew Supply and/or Raleigh Brewing Company, unless otherwise specified by the Board of Directors. The exceptions being the months there is a Festival or other special event.

All members are encouraged to attend these events and meetings.

Section 2. Board of Directors

Board of Directors meetings shall be at a time and place called by the President. All officers are required to attend and submit a report pertinent to their office. Also, any member may attend these meetings.

ARTICLE EIGHT

Amendments

Section 1. Resolutions

From time to time it may be necessary to modify this Constitution and By-Laws. The procedure shall be as follows:

a. Any individual, or committee, or the Board of Directors may write a resolution to modify this Constitution and By-Laws. It shall include the reason for the change, the article, the section, the paragraph, etc., where the change will occur, and what the change will be.

b. If an individual member has drafted a resolution, he/she may present it to the Board of Directors for presentation to the membership or bring it to a membership meeting for presentation to the membership. The purpose of presenting it to the membership is to inform them about it.

c. After presentation the membership shall vote on whether or not to accept the resolution for consideration.

d. The resolution shall be posted social media by the Social Media Director after the initial membership approval.

e. At the next membership meeting, the resolution will be voted on by the paid membership. A 2/3 majority is required for the resolution to be adopted.

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BY-LAWS OF THE Raleigh Home Brewers Association

ARTICLE ONE

Membership

Section 1. Membership

Membership lasts for one Club Year - October through September. All renewal memberships are due and payable at Oaktobefest each year.

Section 2. Dues

Dues shall be determined by the Board of Directors and approved by the membership. Members shall enjoy any and all benefits that come along with membership in this Club.

Dues Schedule as of October 2015 and continuing until amended by the Board:

New Members \$50 (to include the cost of club shirt)

Renewing Members \$20

If a member joins between 1 and 5 months into the club year (October to March), the Member will be charged the full rate for the year. If a Member joins between 6 and 12 months into the club year, the Member will be charged a pro-rated amount as follows (based on October 2015 Member Dues):

the cost of Member shirt PLUS

April-May \$15

June-July \$10

August-September \$5

Section 3. First-time Members

First time members may be charged a higher due rate for their first year's membership. The extra fee shall be determined by the Board of Directors.

Section 4. Returning Members

After one year membership, dues will be required to continue as a member. All renewals will be due and payable at Oaktoberfest each year.

Returning members who do not renew shall be placed on an inactive list. If a member has not renewed for a period of two years he/she will be considered a new member for the purposes of any subsequent renewal.

If a returning member has not renewed for a period of five years, his/her name shall be dropped from the list.

Section 5. Couples Membership

A Member's spouse or significant other shall be considered a non-voting member for the purposes of all Club activities and/or elections UNLESS both parties are paid members.

A significant other is defined as anyone with whom a Member shares what a reasonable person would classify as an intimate relationship.

Section 6. Honorary Membership

The Board of Directors may elect to designate any person an Honorary Member of the Club for a time period determined by the Board at the time of dispensing such Honorary Membership. Honorary Membership entitles such person to any and all benefits that come along with membership in this Club, and any other benefits as determined by the Board of Directors at the time of election of that title.

Section 7. Membership Agreement

The Board of Directors shall codify a membership agreement that is required for all members. The agreement shall outline acceptable behavior and risks assumed by members.

ARTICLE TWO

Festivals

Section 1.

There shall be one festival per year, to be held each October. The Club year shall commence with this festival, which shall be referred to as Oaktoberfest. The Board of Directors may at any time designate more festivals at its discretion, and may set the dates for these festivals. The Board may dispense of Oaktoberfest at its discretion, though only under extreme or dire circumstances.

ARTICLE THREE

Competitions

Section 1. Number

There will be at least three (3) Club-sponsored competitions per year; one will be associated with Oaktoberfest. These competitions may at the discretion of the Board of Directors, be open to other clubs and may be sanctioned by the BJCP/AHA. Sanctioning of these competitions shall not be a requirement for holding them.

Section 2. Other Competitions

The Board of Directors reserves the right to involve this Club in organizing competitions other than those mentioned above, an example of which would be a home brew competition at a county fair.

Section 3. Rules and Awards

The rules and awards for competitions shall be determined on a per competition basis and will be published via the Club website (www.raleighhomebrewers.com) at least three (3) months prior to the competition.

ARTICLE FOUR

Section 1. Effective Date

This Constitution and By-Laws shall be considered in effect when approved by at least two thirds of the membership present at the membership meeting where this document is put to a vote.

*Notes and Board Decisions;

*1 "Supreme Law" - Inherent in the executive powers of the Board of Directors is the ability to remove a person from the membership for cause.