

By Laws of the Helderberg Home Brewers Club

CONSTITUTION OF THE HELDERBERG HOME BREWERS CLUB

(As of February 2017)

ARTICLE ONE

Section 1. Name

The name of this organization shall be the HELDERBERG HOME BREWERS CLUB.

Section 2. Purpose

The purpose of the HELDERBERG HOME BREWERS 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 labours.

Section 3. Membership

The membership of this Society shall be open to any person who enjoys fine beers, either by making their own or by enjoying the work of others.

Section 4. Headquarters

The headquarters of this Society shall alternate between Triggerfish brewing, located in Paardevlei, Somerset West and Red Sky Brew, located in Gordon's Bay until such time that one or both permanently closes, or one or both asks the Society 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 Society.

Section 2. Elected Officers

The elected officers of this Society shall be: President, Treasurer, Public Relations Director, Activities Director, Membership Director and Newsletter Editor. An elected office may be occupied by more than one person subject to Board approval.

Section 3. Term of Office

All offices shall be held for a period of one year, commencing at the August meeting following elections, and terminating at the September “birthday”, one year later.

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 Helderberg Home Brewers Club Property

All elected officers and any members, upon completion of their term in office or assignment, shall return to the Helderberg Home Brewers Club any and all papers, documents, and property deemed to be important to the operation and history of, and belonging to, said Society.

Failure to comply may result in expulsion from the Society 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 Society
- b. To interpret the Constitution and By-Laws of this Society 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. Treasurer

The duties of the Treasurer shall be as follows:

- a. To administer the Society's finances.
- b. To collect and document monies owed to the Society.
- c. To manage the club's Check book and arrange to have the President, and him/her self (Treasurer) to have check signing authority.
- c. To reimburse expenses incurred by members on behalf of the Society.
- 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 dispersal of club gear, e.g. t-shirts, hats, glasses and more.

Section 3. Public Relations Director

The duties of the Public Relations Director shall be as follows:

- a. To promote the Helderberg Home Brewers Club to the media and the public at large.
- b. To maintain a scrapbook of the Society's history and events, including, but not limited to, photographs.
- c. To assist in club publications, including, but not limited to, newsletters, posters, flyers, etc.

Section 4. 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
- c. To arrange for tours, workshops and seminars in which the Society may participate.
- d. To oversee raffles and auctions at events and membership meetings.

Section 5. 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 6. Newsletter Editor

The duties of the Newsletter Editor shall be as follows:

- a. To produce the newsletter.
- b. To produce and distribute the newsletter in a manner determined by the Board subject to the approval of the Membership.
- c. To maintain a file of the Society's past newsletters.

Section 7. 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 six (6) months and is in good standing with this Society may run for an elected office.

Section 2. Nominations

Nominations will open at the July membership meeting and will close after one week, 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 September membership meeting. Only paid members with a membership card may vote. The President shall determine how the secret balloting will take place.

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 OktoberFest.

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 Oktoberfest 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 Wednesday of each month at 18:30 p.m. at either Triggerfish or Red Sky, 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 in the newsletter 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 HELDERBERG HOME BREWERS CLUB

ARTICLE ONE Membership

Section 1. Membership

Membership is monthly or, alternatively, lasts one year from the time the Membership Director records the members name in the roster.

Section 2. Dues

Dues shall be determined by the Board of Directors and approved by the membership. Members shall receive a membership card, the Society's newsletter, when published, and may enjoy any other benefits that come along with membership in this Society.

Section 3. First-time Members

First time members may not be charged for their first month's membership. This 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 counted from the member's original starting month.

Returning members who do not renew shall be placed on an inactive list. 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 Helderberg Home Brewers Club activities.

Section 6. Honorary Membership

The Board of Directors may elect to designate any person an Honorary Member of the Society for a time period determined by the Board at the time of dispensing such Honorary Membership. Honorary Membership entitles such person to a copy of the Society newsletter 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 behaviour and risks assumed by members.

Section 8. Membership Cards

The club shall provide to each member a card designating them as a member of the Helderberg Home Brewers Club. Each card shall be minimally provided with name and a method to determine the member's expiration date and current status. The card shall be required for all discounts and voting privileges except where waived by the Board of Directors or vendor.

Section 9. Missed meetings

If a member has paid for the month or year and cannot make a meeting/meetings, then the funds he/she has provided will be rolled over to the next month for a maximum of three months, after which those funds will be absorbed into the club funds.

ARTICLE TWO Newsletter

Section 1. Title

The title of the HELDERBERG HOME BREWER'S CLUB newsletter shall be "WHAT'S BREWING IN THE HELDERBERG?"

Section 2. Responsibility

The Newsletter Editor shall be responsible for producing and distributing the newsletter.

Section 3. Contents

The newsletter shall include, but not be limited to, the following:

a. Minutes of Board of Directors meetings and membership meetings. Summaries of these meetings will be acceptable.

b. Articles submitted by members of appropriate length and subject matter, as determined by the Newsletter Editor.

c. A calendar of upcoming events.

d. Information about upcoming competitions.

e. Shop news.

f. Cartoons, if available.

g. Any other beer or brewing related information as deemed appropriate by the newsletter editor.

Cut-off date for submissions to the newsletter shall be determined by the Newsletter Editor.

Section 4. Frequency of Publication

Barring unpredictable circumstances, the Newsletter Editor will make every effort to publish the newsletter no later than five (5) days before the monthly membership meeting.

ARTICLE THREE

Festivals

Section 1.

Festivals may take the place of the regular membership meeting of that month. The Board of Directors shall set the date for each festival.

ARTICLE FOUR

Competitions

Section 1. Number

There will be at least three (3) Society-sponsored competitions per year. 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 Society in organizing competitions other than those mentioned above, an example of which would be a home brew competition at a county fair. If the Board of Directors chooses to organize such a competition, every effort shall be made to have it sanctioned by the BJCP/AHA.

Section 3. Rules and Awards

The rules and awards for competitions shall be determined on a per competition basis and will be published in the newsletter at least three (3) months prior to the competition.

ARTICLE FIVE

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. (2015)