

# **The By Laws of the Snolligoster Home Brew Club**

## **Article One – Club Overview**

### **Section 1: Name**

The name of this organization shall be the Snolligoster Home Brew Club.

### **Section 2: Purpose**

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

- I. To practice the art of brewing beer
- II. To develop as both brewers and lovers of beer
- III. To promote the spread of knowledge in the art of brewing and drinking beer
- IV. To responsibly disseminate and consume the products of our craft
- V. To gather and socialize with fellow lovers of brewing and beer

### **Section 3: Membership**

The membership of the Snolligoster Home Brew Club shall be open to any person:

- I. Who is of legal drinking age in the state of Georgia
- II. Who enjoys brewing and/or drinking beer
- III. Who meets the standards of the Club as outlined in Article Four
- IV. Who maintains their monthly dues to the Club
- V. Who has a positive attitude towards the art of brewing and the Club as a whole

### **Section 4: Headquarters**

The headquarters of the Snolligoster Home Brew Club shall be the Lord's basement, until such time that the Club relocates to a more official location such as a home brewing supply store, bar, or restaurant in the nearby area.

## **Article Two – Government**

### **Section 1: Supreme Law**

All legislative and executive powers shall be given to and controlled by the Executive Committee of the Snolligoster Home Brew Club. The legislative and executive powers include, but are not limited to, the following.

- I. Amendments to the By-Laws of the Club
- II. Non-brewing and brewing-related expenditures of the Club
- III. Monthly membership fee rate of the Club
- IV. Nomination and approval of new members to the Club
- V. Member events held by the Club
- VI. Meeting and brew dates of the Club
- VII. Styles to be brewed by the Club

### **Section 2: Elected Officers**

The Executive Committee shall consist of the elected officers of the Snolligoster Home Brew Club. The elected officers of the Club shall be:

- I. President
- II. Vice President of Education

- III. Vice President of Outreach
- IV. Treasurer
- V. Secretary & Planning Director
- VI. Finance Director
- VII. Judicial Director
- VIII. Social Media Director
- IX. Webmaster
- X. Oracle

### **Section 3: Terms of Office**

All positions shall be held for a period of one year, commencing at the first meeting of the year following elections (January), and terminating at the last meeting of the year when elections are held (December).

### **Section 4: Removal from Office**

Any officer missing three Executive Committee meetings and/or six membership meetings during their term of office, without reasonable excuse<sup>1</sup>, shall be removed from office and replaced as soon as possible.

Any officer, as determined by a majority of the Executive Committee, found to not be performing their duties, maybe removed from office.

### **Section 5: Vacancy of Office**

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

## **Article Three – Duties of Elected Officers**

### **Section 1: President**

The duties of the President of the Snolligoster Home Brew Club shall be as follows:

- I. To uphold the Constitution and By-Laws of the Club
- II. To interpret the Constitution and By-Laws of the Club when necessary
- III. To set the agenda for the meetings of the Club
- IV. To call meetings of the Club to order and conduct them in an orderly manner
- V. To call for special meetings of the Club when necessary
- VI. To form committees of the Club when necessary
- VII. To be an ex officio member of all committees

### **Section 2: Vice President of Education**

The duties of the Vice President of Education of the Snolligoster Home Brew Club shall be as follows:

- I. To assist the President of the Club with their duties
- II. To assume the President's power if the President is absent from the Club's meetings
- III. To coordinate and organize the Club's competition efforts as a participant or

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<sup>1</sup> A reasonable excuse shall be determined by the Council of Oracles.

- a host
- IV. To plan and provide educational discussions (i.e., tech talks) during the Club's meetings
- V. To coordinate, along with the Vice President of Planning, member trips for the purposes of learning more about beer and the brewing process
- VI. To coordinate, along with the Vice President of Planning, guest speakers (i.e., professional brewers, home brew instructors) for the Club's meetings

### **Section 3: Vice President of Outreach**

The duties of the Vice President of Outreach of the Snolligoster Home Brew Club shall be as follows:

- I. To assist the President of the Club with their duties
- II. To assume the President's power if the President and Vice President of Education are absent from the Club's meetings
- III. To maintain a current roster of the Club's members including their contact information
- IV. To organize membership drives and events with the Club's Planning Director
- V. To proctor nominations and elections to the Club's Executive Committee
- VI. To attract new members to the Club through the use of advertisements with the assistance of the Club's Social Media Director.

### **Section 4: Treasurer**

The duties of the Treasurer of the Snolligoster Home Brew Club shall be as follows:

- I. To administer the Club's finances with the assistance of the Club's Finance Director
- II. To collect and document monies owed and paid to the Club including membership fees
- III. To manage the Club's checkbook with the assistance of the Club's Finance Director and arrange for the President, Vice President of Education, Treasurer, and Finance Director to have check signing authority
- IV. To reimburse expenses incurred by the Club's members
- V. To submit a report during each month's meeting to the Executive Committee

### **Section 5: Secretary & Planning Director**

The duties of the Secretary & Planning Director of the Snolligoster Home Brew Club shall be as follows:

- I. To take the minutes of the Executive Committee and membership meetings of the Club
- II. To maintain a file of all of the Club's meeting minutes
- III. To submit minutes to the webmaster for publication on the Club's website
- IV. To act as the photographer for the Club
- V. To arrange, with the Club's Vice President of Education, to have guest speakers and demonstrations at the Club's membership meetings
- VI. To organize, with the Club's Vice President of Outreach, membership drives and events
- VII. To arrange all the Club's events such as festivals, parties, brew days, and trips
- VIII. To document all of the Club's events with the Secretary and Photographer of the Club

#### **Section 6: Finance Director**

The duties of the Finance Director of the Snolligoster Home Brew Club shall be as follows:

- I. To administer the Club's finances with the assistance of the Club's Treasurer
- II. To determine the best prices for ingredients and equipment required by the Club
- III. To inform the Club's Executive Committee on what they can afford based on their available funds
- IV. To manage any donations or investments to the Club by members and non-members

#### **Section 7: Judicial Director**

The duties of the Judicial Director of the Snolligoster Home Brew Club shall be as follows:

- I. To ensure that all members and guests are of legal drinking age in the state of Georgia
- II. To serve the Club's waiver form to all members and guests before the consumption or production of beer
- III. To reprimand any members or guests that have become unruly, rude, or overly intoxicated to the point that they make other members or guests uncomfortable as determined by the Executive Committee

#### **Section 8: Social Media Director**

The duties of the Social Media Director of the Snolligoster Home Brew Club shall be as follows:

- I. To assist the Vice President of Outreach in attracting new members through Social Media
- II. To manage the Club's Facebook, Instagram, Twitter, Snapchat, and Untapped accounts
- III. To upload all pictures to the Club's social media accounts with the assistance of the Club's Oracle

#### **Section 9: Webmaster**

The duty of the Webmaster of the Snolligoster Home Brew Club shall be to maintain the content and styling of the Club's website

#### **Section 10: Oracle**

The duties of the Oracle of the Snolligoster Home Brew Club shall be as follows:

- I. To assist all members of the Executive Committee with their duties
- II. To assume the duties of Secretary if the Secretary is absent from the meeting
- III. To serve as the photographer of the Club during all events

### **Article Four – Membership**

#### **Section 1: Prospective Members**

All individuals considering joining the Snolligoster Home Brew Club must demonstrate to the Executive Committee and current members of the Club the

following during the first month of their membership:

- I. Willingness to learn how to produce beer and properly taste beer
- II. Appreciation and respect for the art of brewing
- III. Ability to know one's limits when consuming beer
- IV. Positive attitude and respect for the other members of the Club
- V. Ability and willingness to pay the monthly membership fee

If a prospective member meets these standards within the first month of their membership, they will be allowed to join the Club indefinitely. If a prospective member does not meet these standards, the Executive Committee has the authority to deny them membership at any point during or after that first month.

## **Section 2: Current Members**

All members of the Snolligoster Home Brew Club must meet the standards of the Club as outlined in Article Four, Section 1.

The Executive Committee has the authority to revoke membership from any individual who does not demonstrate these standards. A majority vote of at least 75% vote by the Executive Committee is required in order for a membership to be revoked. Any member may bring a membership vote to the Executive Committee; however, there must be a clear cause in order for the vote to be considered. A motion and a second by the Executive Committee must be made before the vote. The vote shall not be cast without the knowledge of the member in question. Once a membership is revoked, the former member can only be reinstated after a majority vote of at least 75%.

All members of the club are entitled to a set amount of the beer brewed by the Club. The amount will be determined at the conclusion of a given beer's brew day, and will be based on the number of current members and the total amount of beer brewed. A separate amount will be set aside for the Club's use in competitions and for other purposes as determined by the Club's President. Each member can forgo their allocation for the Club's use.

## **Section 3: Membership Fee**

All members are required to pay the monthly fee of \$20 in order to cover the costs associated with beer ingredients, brewing equipment, and other Club-related expenditures.

Any member missing three months of membership fees, without the permission of the Executive Committee, will have their membership revoked from the Club.

## **Section 4: Hold Harmless Agreement**

Participation in this club is entirely voluntary and involves the consumption of alcoholic beverages which may affect an individual's perception and judgement. By joining the Snolligoster Home Brew Club, members accept full responsibility for their conduct, behavior, and actions.

Participation includes any invited guests that accompany a member to any of the

Club's activities. All members and guests will be required to sign a liability disclaimer.

## **Article Five – Voting**

### **Section 1: Simple Majority**

All decisions impacting the Snolligoster Home Brew Club on the issues outlined in Article Two, Section 1 shall be made by a simple majority of the Executive Committee.

If the number of Executive Committee members at the Club's meeting is even where a simple majority is impossible, a member not on the Executive Committee will be nominated by the President of the Club to vote on the pending issues.

### **Section 2: Amendments**

The By-Laws of the Snolligoster Home Brew Club may be amended according to the procedure outlined below:

- I. Any member of the Club may write an amendment to modify the By-Laws. The amendment shall include the reason for the change, the article, section, and paragraph, where the amendment will be made, and what the amendment will be.
- II. An amendment, after it has been drafted, may be presented to the Executive Committee for presentation. After the presentation, the Executive Committee shall vote by simple majority on whether or not to accept the amendment for consideration.
- III. At the next membership meeting after the Executive Committee voted to consider the amendment, the amendment will be voted on by the paid membership. A 2/3 majority vote is required for the amendment to be adopted.

## **Article Six – Election of Officers**

### **Section 1: Eligibility**

All individuals who have been a member of Snolligoster Home Brew Club for at least six months and are in good standing with the Club may run for elected office.

### **Section 2: Nominations**

Nominations will open at the November membership meeting and will close at the December membership meeting before balloting commences. The President of the Club will oversee the nomination for the Club's elected officers.

### **Section 3: Balloting**

A secret ballot election shall be held at the December membership meeting. Only paid members of the Club may vote. The President shall determine how the secret balloting will take place.

### **Section 4: Tally**

The President, along with two other members of the Club who are not seeking

election, will tally the ballots and report the results to the Executive Committee.

#### **Section 5: Installation of Newly Elected Officers**

The newly elected officers of the Club will begin their terms starting at the January membership meeting. A toast and salute will be given to any outgoing officers of the Club with their favorite beer, no matter the cost.

### **Article Seven – Meetings**

#### **Section 1: Membership Meetings**

Membership meetings shall be held on the first Tuesday of each month at 8:00 PM at the Snolligoster Home Brew Club unless otherwise specified by the Executive Committee.

The President will send the agenda for the membership to the Club's members a day before the meeting.

#### **Section 2: Executive Committee Meetings**

Executive Committee meetings shall be held at a time and place called by the President. Any members not on the Executive Committee are allowed to attend.

#### **Section 3: Brew Days**

Brew days will be held once a month and decided by the Club during that month's membership meeting. The planning and purchasing of ingredients for the brew days will be held at Hop City in West Midtown on the Thursday before the brew day at 5:00 PM.