

Wichita Homebrewers Organization
By-Laws
Rules and Procedures

NAME:

The name of this organization is and shall continue to be:

Wichita Homebrewers Organization

PURPOSE AND/OR OBJECTIVE:

The objective of this organization shall be to develop the appreciation of homebrew and commercial beer, and to promote knowledge of the various aspects of brewing.

LOGO:



MEETING:

Club meetings will be held once a month at a place and time deemed appropriate by the board. An agenda will be prepared for all meetings. Active members may contact the current communications director to add an item to the agenda. A majority of the board will approve and close the upcoming agenda seven (7) days before the next upcoming meeting. No other business will be allowed onto that month's agenda after that time. If an exception is needed, an unanimous approval of the board can allow additional items to be added.

Location:

The Wichita Homebrewers Organization meet monthly at such time and place as designated by the executive board.

Meeting locations shall be announced and posted to the website calendar at least one month in advance and emailed to the club listing. A reminder email shall be sent at least two weeks before the actual meeting.

DURATION:

The duration of Wichita Homebrewers Organization shall be perpetual.

STRUCTURE:

The structure of this organization shall consist of the relationship of the officers, committees, and members.

OFFICES:

The offices shall be: President
 Vice President
 Treasurer
 Communications Director
 Educational Director
 Events Director

A vacancy in any office other than the office of president shall be filled by presidential appointment with the executive board's approval. A vacancy in the office of president shall be filled by the vice-president for the remainder of the term of office.

DUTIES OF OFFICERS:**PRESIDENT:**

1. Is the authorized leader.
2. Presides at all meetings of the organization and the executive board.
3. Shall see to the general and active management of the business affairs of the organization and shall see that all orders and resolutions of the executive board are enacted.
4. Shall, with the approval of the executive board, appoint committees and approve the actions thereof.

VICE-PRESIDENT:

1. In the absence of the president, shall preside at all meetings of the organization and perform all necessary duties of the office.
2. Serve as program coordinator whose duties include, but are not necessarily limited to:
 - a. Securing speakers.
 - b. Coordinating tastings.
3. Act as official host/hostess at all organizational functions.
4. Serve as the custodian of organizational properties.
5. Such other duties as prescribed by the executive board.

TREASURER:

1. Have custody of the funds of the organization.
2. Collect the organization's dues, monthly assessments, and special fees.
3. Disperse funds for all debts incurred by the organization.
4. Keep accurate and complete records of all transactions suitable for audit by the executive board.
5. See that funds are deposited in a federally insured account within 10 days of receipt.
6. Provide a treasurer's report at each general membership and executive board meeting.
7. Such other duties as prescribed by the executive board.

COMMUNICATIONS DIRECTOR:

1. Record, report and post minutes of each general membership meeting and of the executive board to club website.
2. Take and disseminate photographs of events.
3. Conduct general organizational correspondence.
4. Maintain a list of committees and their members.
5. See that a monthly meeting reminder is emailed.

Revised: April 22, 2014

6. Maintain a current member and mailing roster.
7. Oversight of Webmaster or perform Webmaster duties if none appointed.
8. Such other duties as prescribed by the executive board.

EDUCATIONAL DIRECTOR:

1. Coordination and/or facilitator of educational sessions at each general club meeting.
2. Be the main resource for general brewing, BJCP and AHA related education.
3. Schedule guest education speakers as possible.
4. Oversight of Librarian or perform Librarian duties if none is appointed.

EVENTS DIRECTOR:

1. Plan and coordinate, with board and committee assistance as needed, regular and/or special events for the club of a social nature to support club camaraderie.
2. Maintain regular contact with other craft beer and homebrewing clubs in the area and seek opportunities for collaboration on events.
3. Coordinate club membership discount program.
4. Oversight of Competition Director.

EXECUTIVE BOARD:

The executive board shall consist of the six organizational officers as set forth in these by-laws. The president shall act as chairman of the executive board. A majority of the duly elected executive board members shall constitute a quorum for the transaction of all business at the executive board meetings.

The executive board shall:

1. Have general supervision of the affairs of the organization between the business meetings.
2. Implement policies determined by the general membership, and act on policies that must be determined before the next general membership meeting.
3. Act upon committee reports and make recommendations to the membership.
4. Perform other duties as specified in the procedures.
5. Fix the hour and place of the executive board meetings.

REMOVAL OF BOARD MEMBERS:

Any board member may be removed by the membership, whenever in the judgment of two-thirds of the members; the best interest of the organization will be served by the removal. This procedure shall be initiated by a petition signed by not less than one-third of the members. Prior to any action, the executive board member proposed for removal must be given reasonable prior notice of the impending action and an opportunity to speak on his or her behalf before the board and at a regular or special meeting of the members.

APPOINTED POSITIONS:

The board may, at the boards discretion, provide for the following appointed positions:

1. Webmaster
2. Librarian
3. Competition Director

Appointments may be made at any time and for any term length the board deems appropriate.

Revised: April 22, 2014

Appointments with indefinite terms shall be reviewed and renewed each fiscal year by the incoming executive board by a simple majority. Responsibilities for unfilled positions shall be assumed by the appropriate executive board member.

DUTIES OF APPOINTED POSITIONS:

WEBMASTER:

1. Update and maintain the structure and keep current the information on wichitahomebrewers.org website.
2. Collect and post as available club presentation materials and meeting minutes as available for public viewing on website.
3. Designate and monitor moderators for the club forum.

COMPETITION DIRECTOR:

1. Must be ranked Recognized or higher in the Beer Judge Certification Program
2. Will set competition date and location with approval of board.
3. Establish committees as needed.
4. Will register competition and file competition reports with BJCP as required

LIBRARIAN:

1. Maintain and curate donated literature and equipment for club members use.
2. Track literature and equipment available for loan to club members by club members.
3. Assist webmaster in maintaining club literature online.

MEMBERSHIP:

Membership shall be open to the public and subject to the provisions of these by-laws. It shall be limited to persons 21 years of age or older. All members in attendance shall be entitled to one vote on each issue presented to the general membership. Active members will receive a membership card upon paying annual dues.

CLASSIFICATION OF MEMBERSHIP:

Membership in the organization shall be of two classifications:

1. Active Member
2. Associate Member

ACTIVE MEMBERS:

Active members shall be individuals who have complied with all requirements for active membership in this organization.

- Active members must have no outstanding debt with the organization.
- Active members are required to renew their membership during the period specified under DUES and FEES below.
- Former active members may reinstate their active status by expressing their desire to renew their active status during the business portion of a meeting and by paying the prescribed membership fee as set forth below. Active members are issued a membership card for each year they are a member of the organization.

ASSOCIATE MEMBERS:

Associate members shall be individuals who may or may not desire to become active members of the organization. They must fulfill the following requirements to achieve active member status.

Revised: April 22, 2014

Any member attending meetings of WHO are considered Associate Members and eligible to enter any open (non-club only) competition and are encouraged to list their club affiliation as Wichita Homebrewers Organization. There are no membership dues for associate members, however associate members may not participate in certain club events, club buys or may be subject to a “non-member” fee in order to participate as deemed by the active executive board. Associate members are not issued a membership card, unless they pay dues to become an active member.

REMOVAL OF MEMBERS:

Any member may be removed by the membership, whenever in the judgment of two-thirds of the members, the best interest of the organization will be served by the removal. This procedure shall be initiated by a petition signed by not less than one-third of the members. Prior to any action, the member proposed for removal must be given reasonable prior notice of the impending action and an opportunity to speak on his or her own behalf before the board and at a regular or special meeting of the members.

DUES AND FEES:

The fiscal year shall be July to June. The annual membership dues for the upcoming year shall be established by the executive board at the May meeting. The executive board may establish a pro-rata dues schedule for new members. Any dues paid by anyone owing a debt to the organization will be first applied to the debt. Any remaining debt balance and the balance of dues owed must be paid before the member will achieve active status.

Dues for renewing active members are due at the June meeting each year.

Active members who have not renewed their membership by the close of the July meeting will be removed from the active membership roster. Former active members will be required to pay the full year’s dues regardless of when they renew their active status.

The executive board may establish per-meeting fees, with the approval of the membership. Such fees may apply to members only, to guests only, or to both members and guests.

ASSESSMENTS:

Assessments for extraordinary meeting expenses shall be determined by the board and approved by the membership.

AMENDMENTS TO THE BY-LAWS:

Amendments to the by-laws may be initiated in one of two ways:

1. By a discussion and simple majority vote of active members present in a general meeting.
2. By the discussion and majority vote of the executive board.

The amendment shall be published for up to two consecutive months on the website to members prior to a membership vote.

A two-thirds majority of the membership present in general meeting shall be necessary to pass an amendment to the by-laws.

AMENDMENTS TO THE RULES & PROCEDURES:

Revised: April 22, 2014

Amendments to the rules and procedures shall be initiated by a discussion of the members and published on the website. A simple majority of the votes cast at the next general membership meeting shall be necessary to pass such amendment to the rules and regulations.

Rules and procedures of the club may be temporarily suspended by the President and a simple majority of the board members present.

ELECTION OF OFFICERS:

The officers shall be elected annually by secret ballot of active members at such time as shall be established by the executive board and shall serve for one (1) year or until the next official election. The term will be coincident with the fiscal year.

NOMINATION PROCESS:

Nominations for club offices will be accepted from the floor one (1) month prior to the election after which time the nominations will be closed.

CONDUCTING THE ELECTION:

The total number of active members present eligible to vote is to be recorded by the Communications Director. A simple majority of those voting will determine election of the candidate for each office.

EXCEPTIONS:

Run-offs may be required in order to obtain a simple majority vote (50%+1) for any one office. The procedure will be determined by the executive board at that time.

COMMITTEES:

The executive board will determine which committees should be established to fulfill required functions. The president will call for volunteers for each committee. The president will appoint the chair of each committee from the volunteers. The chair will be responsible to coordinate and schedule meetings to accomplish the goals of the committee, including:

1. Propose date, time and place of function, if applicable.
2. Propose program format, cost, and assign duties.

It is the responsibility of each committee chair to submit progress reports at monthly meetings. A final written report to the president for review by the executive board prior to submission for the general membership is also the responsibility of the chairperson. The dates, times and places of committee meetings shall be published, or announced whenever possible, to enable other interested members to attend and participate.