

Lawrence Brewers Guild

Charter/Bylaws

Article I — Organization

The NAME of the organization shall be the *Lawrence Brewers Guild* (hereinafter referred to as "the Guild.")

Article II — Purpose

The purposes of this organization are:

- To promote and expand the hobby of homebrewing
- To promote and provide education about the art and science of homebrewing
- To use and distribute funds for the benefit of the Guild
- To provide a forum for beer and brewing discussions among members
- To help members make better beers
- To promote the responsible use and consumption of beer as an alcoholic beverage
- To have fun

Article III — Policies

It is policy of the Guild to brew and consume beer strictly for fun. Under no circumstances does the Guild support or condone in any manner the sale or barter of homebrewed beer, the operation of a motor vehicle under the influence of alcohol by any member or by any participant in any club event, or the provision of alcoholic beverages to minors.

Article IV — Membership

A. Membership Qualifications

Any person interested in the brewing of beer and at least 21 years old may become member, contingent upon meeting the requirements of "members in good standing."

B. Dues

Annual dues are payable as of Jan. 1. Dues shall be determined by the Executive Committee and subject to approval by the membership. Members who are not paid by the February meeting shall be ineligible to share in the activities of this organization. They may be reinstated only upon payment of the annual dues.

C. New Members

New members may be accepted at any time, subject to meeting the requirements of members in good standing. After Brewfest, the treasurer shall begin taking new memberships for the following year. Any new members joining after Brewfest will be issued temporary cards to take advantage of Guild benefits for the remainder of the

current year, and their membership will be active through December of the following year.

D. Members in Good Standing

To be a member in good standing, a member must:

1. Participate in some aspect of the club
2. Pay annual dues

E. Expulsions

Members may be suspended or expelled by the Executive Committee following a vote by the membership when, in their opinion, the actions or conduct of a member bring discredit to the organization.

ARTICLE V — Officers and Duties

The Executive Committee consists of all elected officers, including President, Vice President, Secretary, Treasurer, Librarian and Biermeister. The Executive Committee can meet between regular meetings to conduct business of the Guild.

Non-elected officer positions include Quartermaster, Historian and Webmaster. Non-elected officers are appointed and dismissed by the majority vote of the Executive Committee.

All elected and non-elected officers shall have their membership dues waived in the year following each term served.

The Board of Directors consists of the Secretary, Biermeister and Librarian. At the request of a member in good standing, the Board conducts audits of the financial records of the Guild.

A. President

1. Shall preside at all meetings and all meetings of the Executive Committee.
2. Shall see to the observance of the bylaws and general management of the business affairs of the organization and shall see that all orders and resolutions of the Executive Committee are enacted.
3. Shall represent the club to the public, establish and maintain a positive public image and reputation for the club and be authorized to speak on behalf of the club.
4. Shall, with the approval of the Executive Committee, appoint committees and committee leaders.
5. May delegate as many of the above-prescribed duties to other willing members as seen fit, so long as the reputation and public image of the club is preserved.

B. Vice President

1. Shall be responsible for assisting the President as required with any club activities.
2. Shall perform the duties of the President during his/her absence or temporary disability
3. Shall be responsible for scheduling the monthly seminars.

C. Secretary

1. Shall take minutes at each regular and special meeting. Minutes of each meeting shall be filed in the club files and posted on the forum within one (1) week following the meeting.
2. Shall conduct general organizational correspondence.
3. Shall provide records and documents to the Historian for archival purposes.
4. Shall be the chair of the Board of Directors and assist in the audit.

D. Treasurer

1. Shall collect the organization's dues and any special fees.
2. Shall have custody of all funds belonging to the Guild and shall maintain a full and accurate account of all monies.
3. Shall deposit all monies within a timely manner in the account of the Guild.
4. Shall give a financial report during the regular business meeting.
5. Shall make a detailed account of monies and expenditures within seven (7) days to any member in good standing when requested by the officers.
6. Shall ensure that bank forms are filled in with the names of the new officers in February of each year. Two signatures shall be on file at the bank: President and Treasurer.
7. If requested by a member in good standing, shall submit all financial records to an Auditing Committee (Board of Directors). Auditing records and accounts shall be open to the President at any time.
8. Shall disburse funds for all debts incurred by the organization.
9. Shall submit appropriate paperwork to comply with state and federal tax laws for non-profit organizations.
10. Shall maintain American Homebrewers Association club membership.

E. Biermeister

1. Shall create a yearly calendar of beer tasting styles, and at each meeting shall conduct a tasting of that month's style. The tasting should include a description of Beer Judge Certification Program guidelines for educational purposes.
2. Shall be on the Board of Directors and assist in the audit.
3. Shall find a replacement in the event that he/she is unable to attend the monthly meeting.

F. Librarian

1. Shall have custody of all documents (except financial), records, books and papers belonging to the Guild and shall be responsible for the disbursement and return of all materials.
2. Shall acquire new library materials, as suggested by the membership.
3. Shall be on the Board of Directors and assist in the audit.

G. Quartermaster

1. Shall store and maintain all Guild property, including trailer, draft equipment, tents and other supplies.
2. Shall be responsible for keeping record of Guild property checked out by members.

3. Shall be responsible for making suggestions to the Guild for equipment maintenance and improvements.
4. Shall reserve the right to collect a deposit from members checking out Guild equipment for personal use, with approval by the Executive Committee.

H. Historian

1. Shall create and maintain a digital and tangible archive of the Guild history, events and member activities.
2. Shall gather information and photos of Guild and member happenings to post on website and social media.
3. Shall be responsible for keeping website content current.

I. Webmaster

1. Shall be responsible for overall technical support and expertise regarding the forum, website and other web-based Guild business.
2. Shall maintain a directory of login information for all Guild web-based business to be provided to the Executive Committee upon request.
3. Shall respond to all web and forum requests within three (3) days.

ARTICLE VI — Terms of Office

A. Terms

The terms of all elected officers shall be for one (1) year, commencing at the installation in January and continuing to installation in January of the following year. All elected positions have a term limit of two consecutive years. Non-elected officer positions do not have a term limit.

B. Vacancy

Upon vacation of office, the outgoing officials shall turn over all properties of the Guild to their successors.

C. Absence

If for any reason the President and Vice President are both absent from a meeting, the above order of officers shall be followed in numerical sequence to take the place of the President and Vice President. That officer shall be responsible for seeing that his/her regular position is filled in such an event.

D. Responsibility

Anyone who seeks or accepts the responsibility of an Officer or a Committee Chairperson must be willing to assume all the responsibilities set forth in these bylaws and shall currently be a member in good standing.

ARTICLE VII — Elections

A. Nominations

At the November meeting, the President shall take nominations for all offices, which will be voted on in January.

B. Elections

Elections for club officers will be held at the January meeting. The vote shall be by secret ballot. The elected officers will be installed after the completion of the January meeting.

C. Removal

An officer may be removed for cause by a vote of the membership.

D. Cause

Frequent absence from the membership and Executive Committee meetings is sufficient cause for removal. Frequent absence is defined as attendance at less than two meetings per quarter year.

E. Notification

Prior to taking final action on any motion to replace an officer, the Executive Committee shall cause written notice to be mailed to the officer at the address as it appears on the membership records, giving reasonable notice of the date, time and place of the meeting at which such action is proposed to be taken.

F. Vacancy

The President will appoint a replacement at the approval of the membership.

G. Qualifications for Voting

Any member in good standing is qualified to vote. A simple majority of those qualified members voting will determine the election of the candidate for each office.

ARTICLE VIII — Expenditures

A. Not-for-Profit Status

The Lawrence Brewers Guild has been organized and functions as a not-for-profit organization. All monies received by dues, raffle sales or by any other means shall be used for sustaining the club and its major objectives.

B. Expenditures

1. Expenditures shall be made by the approval of the President in conformity with a vote of the Guild. Such disbursement shall be by check signed by an Executive Committee member, debit card or PayPal.
2. Treasurer shall be allowed to pay recurring expenses, such as rent, insurance and tasting reimbursement to Biermeister, as well as miscellaneous expenses up to \$100 without a vote of the Guild.
3. Librarian shall be allowed to purchase materials for the Guild library within the approved budget, unless otherwise voted on by the Guild. Proof of purchase must be provided to the Treasurer.

4. Biermeister shall be allowed to purchase beer for the Guild's monthly tastings within the approved budget, unless otherwise voted on by the Guild. Proof of purchase must be provided to the Treasurer.
5. Quartermaster shall be allowed to purchase materials for replacement, maintenance and upkeep of the Guild's property within the approved budget, unless otherwise voted on by the Guild. Proof of purchase must be provided to the Treasurer.

C. Emergency Expenditures

Emergency expenditures may be made upon approval by the majority of the Executive Committee and presented at the next regular meeting.

D. Fiscal Year

The fiscal year of the organization shall correspond to the calendar year.

ARTICLE IX — Meetings

A. Regular meetings shall be held on the second Thursday of each month, with the exception of December, unless otherwise arranged and announced.

1. It is assumed a holiday party in December will replace the Guild's regularly scheduled meeting. The party's date and location will be announced at meetings and posted on the forum. The party is a social event, and no official business will be conducted.

B. Order of Business

1. Each meeting will include in any order, but not be limited to, the following items:
 - Introductions
 - Business meeting
 - Events
 - Announcements
 - Officer reports
 - Committee reports (if applicable)
 - Seminar
 - Tasting
2. Social time will be allotted immediately before and/or after each meeting.

ARTICLE X — Liability

A. Individual Liability

1. No individual member, any member of the Executive Committee or Board or any authorized representative of Lawrence Brewers Guild shall be personally liable for any debt or obligation of the association.
2. Any member towing the guild's trailer to and from Guild-sponsored events will sign a liability waiver, understanding he/she assumes individual responsibility for the trailer while it is under his/her supervision. Any incident or damage that occurs during this time will be reviewed by the officers, and the findings will be presented to the membership for review.

B. Guild Insurance

1. The Guild will maintain a liability and liquor liability insurance policy to cover Guild-sponsored events and meetings.
2. The Treasurer or President shall notify the membership of any changes that occur to the insurance policy prior to renewing the policy each year.
3. A member in good standing can request a copy of the Guild's insurance policy from the Treasurer.
4. The Guild can, if approved by the membership, acquire additional insurance as needed.

C. Payment

Any business, corporation or any other entity contracted with, or otherwise having any claim against the club may look only to the current funds and property of the association for payment of any claim, debt, damages, judgment or decree, or any money that may become otherwise due and payable to them.

ARTICLE XI — Amendments to the Bylaws

Any member entitled to vote in an election may propose amendments to these bylaws, which will be voted on by the membership.