

# **James River Homebrewers**

## **Constitution and By-Laws**

### **Article I - Name and Purpose**

1. The name of the Club shall be "James River Homebrewers," also referred to herein as "the Club."
2. The purpose and objective of the Club is to promote the public awareness of homebrewing; improve the brewing skills of members through education and instruction, cooperative brewing, competitions and beer tastings; to have good fellowship; and to encourage the responsible enjoyment and consumption of brewed beverages.

### **Article II - Membership**

1. Membership is open to anyone of legal drinking age.
2. Membership is to be renewed annually, with dues set by the Board of Directors. All adult members of a single household may be included in a single membership. In this case, the household will receive one copy of the Club newsletter and will be entitled to cast one vote in elections and other votes brought before the membership.
3. All members are expected to conduct themselves in a responsible manner at all Club meetings and events. Failure to do so may result in disciplinary action by the Board, including suspension from attending one or more meetings, or expulsion from the Club.
4. All members whose dues are current and are not subject to disciplinary action are considered to be in good standing.
5. No member shall represent the Club or take action to obligate the Club in any way without prior approval of the Board of Directors.

### **Article III - Officers and Board of Directors**

1. The Club shall be governed by the Board of Directors, also referred to herein as "the Board," comprised of the Club's elected Officers and Directors. All Club members in good standing are eligible to serve as Officers and Directors.

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2. The Club shall have the following elected Officers: President, Vice President, Treasurer, Secretary, Competition Coordinator, Assistant Competition Coordinator, Head Steward, Member at Large, and Web Master. Officers shall serve terms, effective on a January 1, as follows:

President, Treasurer and Web Master shall serve two-year terms commencing in even-numbered years; Vice President, Secretary, and Member at Large shall serve two-year terms commencing in odd-numbered years; Competition Coordinator, Assistant Competition Coordinator, and Head Steward shall serve one-year terms. Upon approval by the Board, the Assistant Competition Coordinator will assume the position of Competition Coordinator upon the completion of his/her term, and the Head Steward will have the option to assume the position of the Assistant Competition Coordinator upon the completion of his/her term. The Club shall have from three to six Directors, serving one-year terms, effective on a January 1.

3. The Board shall seek candidates for upcoming vacant positions during the fall of each year, and present the nominations to the membership at the November meeting. Elections will take place during the December meeting. Additional nominations may be made at that time. Candidates receiving the highest number of votes cast at the meeting shall be declared elected.
4. Officers shall have the following duties and responsibilities:
  - a. President: The President shall oversee all Club activities, call to order and preside over all meetings of the Club and of the Board of Directors, set meeting agenda, and represent the Club at outside functions.
  - b. Vice President: The Vice President shall assist the President as needed and perform the duties of the President in his/her absence, and solicit items for and conduct the monthly raffle.
  - c. Treasurer: The Treasurer shall have all responsibilities for the Club's financial activities, including collection of dues and other funds paid to the Club, recording all receipts and disbursements, and maintaining the Club's bank account.
  - d. Secretary: The Secretary shall record the minutes of regular Club and Board meetings, edit and publish the Club newsletter and maintain the Club's active member list.
  - e. Competition Coordinator: The Competition Coordinator shall be in charge of all beer competitions held by the Club, including those open to Club members only and those open to the homebrewing public.

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- f. Assistant Competition Coordinator: The Assistant Competition Coordinator shall assist the Competition Coordinator.
  - g. Head Steward: The Head Steward shall assist the Competition Coordinator and the Assistant Competition Coordinator.
  - h. Member at Large: The Member at Large shall maintain Club history and memorabilia and take charge of special projects as approved by the Board.
  - i. Web Master: The Web Master shall maintain the Club's site on the World Wide Web and coordinate all Internet-related activities of the Club.
5. If an Officer cannot fulfill his/her obligations, the Board shall appoint a replacement to fill the balance of the term. However, if such Officer is the President, the Board will nominate a candidate and hold a special election at a general meeting of the Club.
  6. An Officer or Director may be removed from office upon the vote of two-thirds of all members.

### Article IV - General Meetings

1. General meetings of the Club shall be held monthly, at a time and place to be designated by the Board.
2. Meetings shall be run under Robert's Rules of Order.
3. The agenda for each meeting shall be set by the President.

### Article V - Voting at General Meetings

1. All members in attendance have a right to vote, or a right to abstain from voting, on any and all issues brought before the membership.
2. On matters requiring a formal vote, a quorum consisting of 20% of the general membership, excluding Officers and Directors, must be in attendance.
3. Votes will be taken on a voice basis, unless a secret written ballot is requested by a member.

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### **Article VI - Meetings of the Board of Directors**

1. The Board shall meet from time to time as determined by the President. All meetings shall be announced in advance at a general meeting of the Club.
2. A majority of the Board (Officers and Directors) shall constitute a quorum.
3. All Club members may attend Board meetings, however, only Board members may vote on any issues discussed at the meeting.

### **Article VII - Club Activities and Competitions**

1. The Club shall sponsor social activities and beer competitions from time to time, as proposed by the Board, and approved by the membership. The Club shall pay or make reimbursement for reasonable expenses for the brewing of beer and for the purchase of other necessary supplies.
2. To participate in any Club social activity, and to enter a beer in any competition designated "Club Only," a member must be considered in good standing.
3. All members are responsible for the behavior of their guests at Club functions.

### **Article VIII - Publications**

1. The official Club newsletter shall be the BrewsLeader and any other publications as authorized by the Board. The Club shall pay or make reimbursement for reasonable expenses associated with the production and distribution of Club publications.

### **Article IX - Club Property**

1. Any property or equipment purchased with Club funds shall remain Club property. Any member in possession of Club property shall surrender such upon request of a Club Officer or upon ceasing to be a member of the Club.

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### Article X - General Prohibitions

1. The Club shall not be organized or operated for profit.
2. No part of the revenue of the Club may under any circumstances inure to the benefit of any member or individual.

### Article XI - Adoption and Amendments

1. These By-Laws shall become effective when adopted by a majority vote taken at a general meeting of the Club.
2. Suggestions for amendments to these By-Laws by members may be presented in writing to the Board. All amendments must be approved by the Board.
3. Amendments to these By-Laws shall become effective when approved by a majority vote taken at a general meeting of the Club.

Adopted: November 11, 1998

Amended: February 13, 2002

Amended: August 14, 2002

Amended: April 8, 2009