

**CHARTER OF BOOKCLIFF HOME BREW CLUB
(As of 2016, Amended 2021)**

ARTICLE ONE

Section I. Name

- A. The name of this organization shall be the BOOKCLIFF HOME BREW CLUB.

Section II. Purpose

- A. The purpose of the BOOKCLIFF HOME BREW CLUB shall be to provide a platform for community growth and access to the education, production, and enjoyment of craft beer and brewing.

Section III. Membership

- A. The membership of this Club shall be open to any person committed to craft beer and brewing. Membership can be gained any time of the year. The membership term begins at BockCliff Day, held each year in or just before May, and ends at the last day of May the following year. Membership requires a fee that is to be decided by the Board of Directors.

**ARTICLE TWO
Government**

Section I. Supreme Law

- A. All legislative and executive powers shall be given to and controlled by the Board of Directors.
- B. The Board of Directors shall consist of five (5) elected officers of this Club.

Section II. Elected Officers

- A. The elected officers of this Club shall be: President, Vice President, Treasurer, Public Relations Officer and Event Coordinator.

Section III. Term of Office

- A. All offices shall be held for a period of one year, commencing at BockCliff Day following elections, and terminating at the following BockCliff Day event, one year later.

Section IV. Removal from Office

- A. 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 V. Vacancy of Office

- A. Any interim vacancy on the Board of Directors may be filled by appointment of the Board of Directors for 3 months at which point the general membership shall vote to retain or remove the appointee. If the appointee is removed the general membership shall hold nominations and a vote at that time.

Section VI. Returning of club Property

- A. All elected officers and any members, upon completion of their term in office or assignment, shall return to the Club any and all papers, documents, and property deemed to be important to the operation and history of, and belonging to, said Club. Failure to comply may result in expulsion from the Club and civil action if deemed necessary.

ARTICLE THREE Duties of Elected Officers

Section I. President and Vice President

- A. The duties of the President and Vice President shall be as follows:
 - 1. To uphold the Constitution and By-Laws of the Club.
 - 2. To interpret the Constitution and By-Laws of this Club when necessary.
 - 3. To set the theme and agenda for the meetings.
 - 4. To call meetings to order and conduct them in an orderly manner.
 - 5. To call for special meetings when necessary.
 - 6. To form committees when necessary.
 - 7. Shall be an ex officio member of all committees.
 - 8. To assist the other officers as needed.

9. To ensure that minutes are taken at each regular meeting of the board.
10. To maintain the inventory and disperse of club gear, (e.g., t-shirts, hats, glasses, etc.)

Section II. Treasurer

- A. The duties of the Treasurer shall be as follows:
 1. To administer the Club's finances.
 2. To collect and document monies owed to the Club.
 3. To manage the club's Checkbook and arrange for one alternate officer (generally the Events Coordinator) to be a signatory on said account.
 4. To reimburse expenses incurred by members on behalf of the Club.
 5. To submit a report to the Board of Directors on a monthly basis regarding finances.
 6. To maintain a roster of active members.

Section III. Public Relations Officer

- A. The duties of the Public Relations Officer shall be as follows:
 1. To promote the Bookcliff Home Brew Club to the media and the public at large.
 2. To maintain social media pages for the Club, including making announcements regarding club events and tours.
 3. To assist in club publications, including, but not limited to, posters, flyers, educational materials, etc.
 4. To actively recruit new members.
 5. To produce and distribute the newsletter.
 6. To manage the online presence of the club.
 7. To oversee announcements and newsletter.

Section VI. Event Coordinator

- A. The duties of the Event Coordinator shall be as follows:
1. To schedule and coordinate tours.
 2. To schedule and coordinate classes and educational events.
 3. To schedule meetings, committee meetings, and cooperative events.
 4. To coordinate competition events and promote them in conjunction with the Public Relations Officer/Vice President.
 5. To work in conjunction with the Public Relations Officer/Vice President on social media events, outreach events, classes, newsletter and informational booths at festivals.
 6. To coordinate with the Treasurer on club finances for events and event costs.
 7. To research competitions and brew events both locally and state-wide to ensure all members have access to said events.

ARTICLE FOUR Quorums

Section I.

- A. A voting quorum at a membership meeting shall be no less than ten percent (10%) of the paid membership as reported by the Treasurer at the last Board of Directors meeting prior 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 I. Eligibility

- A. Any person who has been a paid member for at least six (6) months and is in good standing with this Club may run for an elected office.

Section II. Nominations

- A. Nominations will be offered at the BockCliff Day meeting and elections shall be held at the BockCliff Day event. The method of collecting nominees' names shall

be done at the discretion of the President or whoever is chairman at those meetings.

Section III. Balloting

- A. An open election shall be held on BockCliff Day. All members with a valid membership card may vote. The President shall determine how the balloting will take place.

Section IV. Tally

- A. 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. If any or all of the committee wish to present the report at the Board meeting instead, they may do so.

ARTICLE SIX Installation of Officers

- A. All new officers shall become initiated through a ritual dictated by the current president. This ritual shall not violate any laws, cause any harm or treat the inductee in a disrespectful way.

Section I. New Officers

- A. At the May BockCliff Day meeting, officers-elect will begin an internship until the end of the May of that year. Installation of the new officers shall occur immediately.

Section II. Officers Filling Vacancies

- A. Any officer filling a vacancy shall be installed at the meeting at which the membership voted their approval.

Section III. Certificate for Outgoing Officers

- A. All outgoing officers shall be awarded a Certificate of Achievement in appreciation of their terms in office at the BockCliff Day meeting following their departure from office.

Section IV. Membership Grant for Elected Officers

- A. 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 I. Membership Meetings

- A. Membership meetings shall be held on the first Wednesday of each month at a specified location by the Board of Directors. The exceptions being any month there is a Festival or other special event. All members are encouraged to attend these events and meetings.

Section II. Board Meetings

- A. Board of Directors meetings shall be at a time and place called by the President.
- B. All officers are required to attend and submit a report pertinent to their office.
- C. These meetings are open to the public for debate and discussion, not for voting. Voting shall be done by Board Members only.

ARTICLE EIGHT

Amendments

Section I. Resolutions

- A. From time to time it may be necessary to modify this Constitution and By-Laws. The procedure shall be as follows:
 - 1. 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.
 - 2. 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.
 - 3. After presentation the membership shall vote on whether or not to accept the resolution for consideration.
 - 4. The resolution shall be posted in the newsletter after the initial membership approval.
 - 5. At the next membership meeting, the resolution will be voted on by the official membership. A simple majority is required for the resolution to be adopted.

BY-LAWS OF THE BOOK CLIFF HOME BREW CLUB

ARTICLE ONE Membership

Section I. Membership

- A. Membership lasts from the time the Treasurer records the member's name in the roster until the end of the following May. Membership term shall never exceed 13 months save for honorary or lifetime memberships.

Section II. Dues

- A. Dues shall be determined by the Board of Directors. Members shall receive a membership card, the Club's newsletter, when published, and may enjoy any other benefits that come along with membership in this Club. Pro-rated memberships will be executed at the discretion of the Board of Directors if fewer than 9 months remain in the membership year.

Section III. Returning Members

- A. Starting at BockCliff Day, dues will be required to continue as a member. A grace period of one month from BockCliff Day shall be observed.
- B. Returning members who do not renew shall be removed from the active list, but may continue to receive the newsletter.

Section IV. Couples Membership

- A. A Member's spouse or significant other shall be eligible for a membership at a discounted rate to be determined by the Board of Directors.

Section V. Honorary Membership

- A. The Board of Directors may elect to designate any person an Honorary Member of the Club for a time period determined by the Board at the time of dispensing such Honorary Membership. Honorary Membership entitles such a person to a copy of the Club newsletter and any other benefits as determined by the Board of Directors at the time of election of that title. Honorary members shall have full voting rights.

Section VI. Membership Agreement

- A. The Board of Directors shall codify a membership agreement that is required for all members. The agreement shall outline acceptable behavior and risks assumed by members.

Section VII. Membership Items

- A. The club shall provide to each member a card designating them as a member of the Bookcliff Home Brew 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. Members shall also be provided with glassware.

ARTICLE TWO Newsletter

Section I. Title

- A. The title of the BOOKCLIFF HOME BREW CLUB newsletter shall be "BREWS NEWS."

Section II. Responsibility

- A. The Public Relations Officer shall be responsible for producing and distributing the newsletter in conjunction with the other officers as needed.

Section III. Contents

- A. The newsletter shall include, but not be limited to, the following:
 - 1. Articles submitted by members of appropriate length and subject matter, as determined by the Public Relations Officer.
 - 2. A calendar of upcoming events.
 - 3. Information about upcoming competitions.
 - 4. Local brew news.
 - 5. Any other beer or brewing related information as deemed appropriate by the Public Relations Officer.

6. Cut-off date for submissions to the newsletter shall be determined by the Public Relations Officer.

Section IV. Frequency and Time of Publication

- A. The newsletter shall be produced monthly. Barring unpredictable circumstances, the Public Relations Officer will make every effort to publish the newsletter by the last day of each month.

ARTICLE THREE Festivals

Section I.

- A. There shall be two (2) festivals per year, named as follows: BockCliff Day in the Spring and Bookcliff Brewfest in the Summer.

ARTICLE FOUR Competitions

Section I. Number

- A. There will be at least six (6) competitions per year to be named as follows:
 1. Fruit Cup (Palisade Brewing)
 2. Dino Cup (Copper Club)
 3. Junc Cup (Kannah Creek)
 4. Vintage Cup (Rockslide)
 5. Christmas Cup (Copper Club)
 6. Iron Brew (TBD)

Section II. Other Competitions

- A. The Board of Directors reserves the right to involve this Club 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 practical effort shall be made to have it sanctioned by the BJCP/AHA.

Section III. Rules and Awards

- A. The rules and awards for competitions shall be determined on a per competition basis and will be published in the newsletter at least two (2) months prior to the competition.

ARTICLE FIVE
Effective Date

Section I.

- A. This Constitution and By-Laws shall be considered in effect when approved by at least two thirds of the official membership.