

TCHOPS By-Laws

ARTICLE I - Name

This club shall be known as "TCHOPS," an acronym for "Tulare County Homebrewers Organization for Perfect Suds."

ARTICLE II - Purpose

The club purposes are as follows:

- 1) To promote interest in, provide education, educational materials and activities concerning homebrewing, winemaking and mead.
- 2) To provide opportunities for members and their families to participate in Instructional recreational, and competitive homebrewing activities.
- 3) To promote the brewing and enjoyment of better beer.

ARTICLE III – Membership

- 1) Any person of age 21 or older who wishes to join the organization is eligible to do so upon payment of the yearly dues as determined by the club's membership.
- 2) General meetings shall be held at least every two months and shall be conducted according to Robert's Rules of Order, Revised.
- 3) These by-laws shall be available to members and guests on the club's web site <http://tchops.org>
- 4) Dues are due on January 1st each year. New members joining after July 1 will be charged half of the annual membership dues for the remainder of the year.
- 5) The payment of dues encompasses member, spouse/ "significant other." Both shall be entitled to full privileges of membership.
- 6) Any member who displays a pattern of disruptive behavior unbecoming to the club may be removed by 2/3's vote of the Board of Directors.

ARTICLE IV – Officers

- 1) The club shall be governed by a Board of Directors consisting of the President, Vice-Presidents, Secretary, Treasurer, and Past-President.

A) Nominations for officers shall take place at the November general meeting and shall be open until they are closed at the beginning of the January general meeting.

The office of president and 1st vice president is by succession beginning with 2nd vice president.

B) Officers shall be elected at the January general meeting and shall assume their duties at the following meeting. They shall serve a minimum of one year from the time they take office.

C) A majority vote of members present at the January meeting is necessary to elect officers.

D) All nominees for officers shall be active members of the club for at least one year prior to their nomination.

E) Vacancies occurring during a term of office shall be filled by a special election at the first general meeting after knowledge of the vacancy. A majority vote of members present at this meeting is necessary to elect the new officer. Should the President's office become vacant, the 1st Vice President shall become President and the 2nd Vice President shall move up to 1st Vice President. A new 2nd Vice President will then be elected to fill that vacancy.

F) An officer can be removed from office for excessive absence and non-participation as deemed by the Board of Directors with 2/3's vote.

2) Duties of the Board of Directors

A) **President** - The president is the administrative and personnel manager of the club and shall implement directives of the board of directors. He/she shall meet with the board of directors to set goals for the club. He/she shall work closely with the treasurer to insure the club is fiscally sound; with the secretary to insure club records are in order, and with the vice presidents to insure programming meets the needs of members and the club. The president shall preside at all general membership and board meetings. He/she shall provide meeting agendas to all club members prior to the meeting. He/she shall conduct the election of officers at the January meeting and any elections due to vacancies. He/she shall encourage involvement and lead by example by getting to know members, recruiting new members, and involvement in club projects. He/she shall share information via email and the club web site, ensuring all members are adequately informed. Under his/her leadership, the club fulfills its purpose of creating an atmosphere by which the members can receive the full benefit of membership.

B) **Vice Presidents**- The vice presidents primary job is to coordinate events for the club. This involves working with the other board members, not only in terms of sharing and approving goals, but working with the treasurer to ensure budgetary items are covered and working with the membership to make sure ample man power is available for events the club has voted to support. Support should be given to assist club members in implementing projects, programs and activities to achieve club goals.

Through board meetings, they shall update others on their progress and learn where others are in theirs. The 1st Vice President shall perform all duties of the president in the president's absence. The 1st Vice President shall assume the office of the president in case of a vacancy, and the 2nd Vice President shall assume the 1st Vice President position. The election of a new 2nd Vice President will then take place to fill that vacancy. In collaboration with the secretary, they shall be responsible for the club calendar and assist in publishing articles pertaining to the results of competitions entered by the club and its members. They shall provide information and assistance to new members and immediately include them in club activities, so they feel welcome.

C) **Secretary**-The secretary shall maintain accurate written documents including the minutes of each meeting, agendas, correspondences and other club activities. He/she shall publish and distribute the minutes after each meeting. He/she shall also publish other club educational and informational materials as deemed necessary by the Board of Directors. He/she shall maintain an up-to-date membership roster and, in collaboration with the treasurer, keep status of paid and unpaid members. He/she shall also make this up to date list available to vendors offering discounts to members and publish an as-needed updated list to each member.

D) **Treasurer** - The treasurer shall be the official custodian of all dues and fees and issue proper receipts for them. He/she shall keep an accurate record of all transactions and make a financial report at each meeting of the club. He/she shall work closely with the secretary to keep an up-to-date membership roster.

E) **Past President** -The past president is the immediate outgoing president. He/she shall serve as an advisor to the club and especially to the board of directors. This advisory service shall be for the year immediately following his or her term as club president.

ARTICLE V – Committees

- 1) The President may appoint committees as he/she deems necessary. The President is an ex-officio member of all committees. The President may disband any and all committees, subject to the override of a 2/3 vote of the membership, when they are no longer needed or at his/her discretion.

ARTICLE VI – Finances

- 1) TCHOPS is a non-profit organization supported by yearly dues and other fund-raising activities related to homebrewing.
- 2) The Treasurer shall pay any bills approved by the board or the club. Bills out of the ordinary operation of the club require approval by the Board of Directors. All disbursements shall be paid by check.

ARTICLE VII – Amendments

- 1) Amendments to these by-laws may be proposed by any member in good standing at general membership club meetings or through communication with any board member.
- 2) Proposed amendments or changes to these by-laws by club officers, committees or members must be presented to all club members at least one meeting in advance of the voting meeting, through the club minutes, announcements at the previous meeting, and/or the web site. Any amendments proposed at a general club meeting must be published in the following minutes.
- 3) No changes to these by-laws may be made unless at least 30% of the club members are present at the voting meeting.
- 4) The by-laws may be changed or amended by a majority vote of the members present at the meeting at which they are being considered.
- 5) Any member, officer or committee in good standing may propose a club function or activity or club policy or procedure as long as it supports and is in agreement with a purpose of the club. Such proposals may be entertained only at a regularly scheduled club meeting.

Amendments to the By-laws

- 1) Club will add the office of 2nd Vice President. Nominee will be voted on at the next general membership meeting and fulfill the office for the remainder of the year. Nominations for the succeeding 2nd Vice President will be held at the November general meeting as outlined under Article IV, Section 1A. Approved 6/10/2012.

Adopted Policies

- 1} The Immediate Past President shall have their dues compensated the year after serving as president. No records of original approval date. Confirmed again 2/19/2012.
- 2) Club Sponsored Events: A member of the club will serve as chairman of the committee to head an event. The chairman shall seek to have different members participate and assist each year. Approved 8/20/2006.

3) The club shall reimburse the cost of one-pound bag of grain per year purchased from Brewbakers for any member who donates 5 gallons or more to a club sponsored event. Donation must take place prior to reimbursement from club treasurer. Offer not retroactive. Approved 1/10/2007.

4) The current club president and treasurer will be co-signers on the club checking account. Approved 2/18/2007

5) Up to \$50 can be spent for the benefit of the club with the approval of two officers. Approved 6/13/2010.

6) Any officer who serves three consecutive years shall have their fourth consecutive years dues compensated. Approved 2/19/2012