

Clarksville Carboys Homebrew Club By-Laws

Effective 20 January 2024

Article I: Organization

The name of the organization shall be the “Clarksville Carboys Homebrew Club”, hereinafter referred to as the "Clarksville Carboys".

Article II: Mission

The Clarksville Carboys Homebrew Club is an organization devoted to the art and science of beer, beer tasting and home brewing. The mission of the Clarksville Carboys Homebrew Club shall be:

- To provide a venue for social interaction and activities centered around home-brewing beer and beer literacy.
- To learn about different beer styles, brewing techniques and the expansion of brewing horizons.
- To create an awareness of and appreciation for the hobby of home brewing.
- To promote the responsible use and enjoyment of beer.
- To promote the art, science and appreciation of brewing, consuming, presentation, judging, and history of beer.
- To promote brewing knowledge, related information and education.
- To facilitate and promote homebrewing competitions and members entry into same.

Article III: Vision

The Clarksville Carboys vision is to create a brewing resource and knowledge base, to be stewards of brewing tradition and to advance the appreciation of beer and brewing within our local community.

To these ends we pursue the following goals:

- Sharing the enjoyment and knowledge of home brewing and the appreciation of quality beer.
- Furthering brewing knowledge and the appreciation of beer throughout the membership and local community.
- Helping members become the best brewers they can be by facilitating the sharing of brewing knowledge.
- Bringing world class beer knowledge to Clarksville, Fort Campbell, Hopkinsville and adjacent communities.
- Using the Beer Judge Certification Program/ American Homebrewers Association as a guide and utilizing art as much as science, advance the knowledge of our members with respect to beer and brewing.

Article IV: Policies

It is policy of the Clarksville Carboys to brew and consume beer strictly as a hobby. Under no circumstances do the Clarksville Carboys support or condone in any manner the sale of homebrewed beverages. We do not condone the consumption of alcohol in excess. All members and guests are expected to drink responsibly. The club will not tolerate the operation of a motor vehicle under the influence of alcohol by any member or by any participant in any club event, or the allowing of the consumption of alcoholic beverages by minors. All members must observe the beverage laws of Tennessee and/or Kentucky as applicable to the location of the event.

Article V: Membership

Membership Qualifications:

- Any person interested in the brewing of beer, cider or mead making and at least 21 years of age may become a member, contingent upon meeting the requirements of a "membership in good standing."
- New guests are welcome to attend up to three club meetings before making the decision on actual membership.
- All members, new or renewal will complete and sign an annual membership application which will be maintained by the Treasurer. Normally, renewal will occur during January's meeting.

DEFINITIONS:

- **Good standing** - A member current with the payment of statutory dues and compliant with all explicit membership obligations.
- **New Member** - An individual whom **was not** a paying dues member during the previous calendar year.
- **Current Member** - An individual whom **was** a paying dues member during the previous calendar year.

Quorum - A quorum will be defined as 51% of elected officers and 51% of member respondents in good standing. Motions/expenditures requiring a quorum will be voted on by present members at the meeting. If a quorum is not present at the meeting then the vote will be published by electronic means. Members unable to attend but in good standing may vote by electronic means within a reasonable amount of time to be defined at the time of the vote, with the Club President and Secretary collecting electronic votes (for transparency).

Members who do not respond will then be taken out of the number required for a quorum. It is the responsibility of the individual member to ensure that their contact info is correct with the Club Secretary and they cast their vote. The primary means of communication for voting will be via the club Facebook page and email.

Dues:

The amount of annual membership dues has been determined by the Club Officers and is currently \$30 individually, and a couple rate is set at \$40. A \$2.00 fee will be added to memberships who pay through Paypal to cover fees. Members who join in the month of December will pay the full membership fee for the next year. The membership fee is prorated (\$2.50 individual and \$3.33 couple monthly) throughout the year pursuant to the following conditions:

- New membership
- Military service requirements (Note: It is the member's responsibility to notify the Treasurer of mission related absences so that he/ she will be credited the following year.)
- Other hardships (decided on a case-by-case basis by the board of officers)

Annual membership fees for the next year will be due at the January meeting and will cover a twelve-month period (January-December). All members not paid by the January meeting will have their membership privileges suspended. Members not having paid their annual dues by the February meeting will be notified by the Treasurer and/or President and removed from the active members' role. Membership can/will be reinstated upon payment of annual membership dues.

Membership Dues Cover:

- Participation in outings and bus trips to beer-related destinations (breweries, festivals, educational events, etc.)
- The annual summer picnic (Anniversary Party)

- Members first entries into the New South Brew Off
- The annual holiday party
- A comprehensive club website and Facebook account
- Other voted club expenses

New Members:

New members may be accepted at any point in the year, subject to meeting the requirements of members in good standing. New members can join at any general meeting (Before or after the formal meeting) or through the club website provided they complete the liability waiver and provide contact information. Members who join during the months of October-December will not be eligible to vote in that year's officer elections. Anyone who would like to join the club will not be turned away.

Members in Good Standing:

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

- Participate in some aspect of the club
- Pay annual dues

Note: Renewing members who fail to renew their membership by the January meeting will be temporarily suspended until their application is completed and dues are paid.

Guest Membership:

Guest Membership is extended to the spouse or other immediate household member of a Member. Guest Members are encouraged to observe Clarksville Carboy meetings, events, and committees but have no voice. Guest Members are not required to pay annual dues; however, they may not participate in any official vote or be elected to an Officer position. Guest members can attend functions that are designated "Member Only" but must come as a guest of a member.

Expulsions:

If at any time a club member's behavior is of such an offensive or abusive character that his or her continued membership is deemed detrimental to the club, or upon a showing of willful disregard of these By-Laws, that member may be expelled by a majority vote of the Club Officers. In the case of expulsion or resignation, no dues will be refunded. Any member whose membership was revoked may be reinstated only by a unanimous officer vote.

Article VI: Expenditures

1. **Not-for-Profit Status:** The Clarksville Carboys has been designed 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.
2. **Expenditures:** Any expenditure, other than the normal monthly operating expenses, must be approved by at least three officers. This does not include any travel expense.
3. **Extraordinary Expenditures:** Any expenditure over One Hundred Dollars (\$100.00) must be approved by a vote of the Quorum

Article VII: Club Officers

1. **Composition:** The Club Officers shall be composed of six (6) elected officers:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Equipment Manager
 - Public Relations/ IT (Note: Public Relations/IT is not an elected position)

2. **Officer Meetings:** The Officers should meet at the request of the President or by the request of any four (4) Officers.
3. **Attendance:** Any Officer who fails to attend three consecutive club meetings during his or her term, without valid reason, will be replaced by the Officers without any further action or notification.
4. **Motions:** Any item submitted to the officers for implementation as club policy should be made in the form of an official motion during the meeting which must be seconded. If seconded, the item must then be voted upon.
5. **Board Meeting Requirements:** A board meeting quorum shall require four 51% of the Officers and will be chaired by the senior officer present. Normal actions and decisions can be passed at a board meeting with a unanimous vote of all elected officials. These items will be briefed to the club at the next monthly club meeting.

Article VIII: Officers and Duties

1. President

- a) The President will preside over club meetings. The President has the authority to appoint chairman to committees and designate the duties of said chairman.
- b) The President may not hold any office within any other brew club.
- c) The President is responsible for the Gmail account.
- d) The President reserves the right to reassign duties as needed.
- e) The President will not vote as a regular member of the club or board unless one of the following conditions exist:
 - A vote comes to a tie in the general membership due to an even number of respondents.
 - The President is acting as one of the three officers required to hold a quorum.
 - A vote is taken outside the normal meeting parameters.
- f) Will prepare and distribute the Monthly Meeting Agenda to club members.
- g) As a normally non-voting party, the President will collect in-person/electronic votes along with the Secretary to ensure proper checks and balances.

2. Vice-President

- a) The Vice-President is responsible for maintaining order during all club functions.
- b) The Vice-President will be responsible for assisting the President as required with any club activities and will also perform the duties of the President during his absence or temporary disability.
- c) The Vice-President will be responsible for the administration of the club By-Laws.
- d) The Vice-President should be responsible for securing a time and place for each club meeting.
- e) The Vice-President will oversee the beer box raffle.

3. Secretary

- a) The Secretary shall take written attendance and record minutes at each regular and special meeting. Minutes of each meeting should be emailed to all active club members via the club Gmail account as well as filed in the club files within seven calendar days.
- b) Prepare and maintain monthly attendance rosters (Hold-Harmless Agreement).
- c) The Secretary will maintain the club files (i.e. attendance roster, minutes, etc.).
- d) Prepare and distribute the club contact list. Maintain the club email distro with all members in good standing.
- e) Distribute welcome email to all new members, on behalf of the president.
- f) The Secretary will collect in person and electronic votes along with the President to ensure proper checks and balances. In the event that the Secretary has a vested interest in the vote,

another club officer will be selected to collect the votes.

4. Treasurer

a) The Treasurer will have custody of all funds belonging to the club and will maintain a full and accurate account of all monies.

b) The Treasurer will report the financial status during the monthly club meetings.

c) A detailed account of monies and expenditures should be made available upon formal written request within seven (7) days to any member in good standing or when requested by the Officers.

d) All financial records will be submitted annually to an Auditing Committee no later than January of the subsequent year. This Committee should be the outgoing and incoming treasurer. If reelected, the President will audit the records.

e) Maintain membership applications.

f) The treasurer will oversee the fund-raising raffle (FRR).

g) Upon appointment of a new treasurer, the incoming and outgoing treasurers will change all financial documentation as required to reflect the change. The outgoing treasurer will be removed from all accounts once the transition is complete unless they meet the qualifications for account access as defined elsewhere in the bylaws.

h) In the event of the treasurer being unavailable to conduct club financial business, (out of town, deployed with military) a second elected official will be added to all Club accounts. This duty will normally fall with the Vice President but can be any elected club official. The Treasurer and the second elected official on the accounts may not be immediately related (Spouse, Child, or dependent).

5. Equipment Manager

a) The Equipment Manager is responsible for storage of all club equipment

b) Equipment Manager will maintain a record of all club equipment and records pertaining to who currently is in possession of equipment and for what purpose

c) Equipment Manager will be responsible for maintenance and serviceability of equipment as well as training on said equipment as needed

d) Ensures that any club equipment that has been borrowed is returned in a clean and operable status.

6. IT Director

a) Manage/update the club website

b) Manage all club domains and competition websites

c) Create all club events on the Facebook page

7. Hierarchy of Officers

a) If for any reason the President and Vice President are both absent from a meeting, the above order of officers should be followed in numerical sequence to take the place of the President and Vice-President.

b) That officer should be responsible for seeing that his/ her regular position is filled in such an event.

8. Qualifications

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

b) Terms of Office - The terms of all elected officers shall be for one (1) year. (January to December)

c) Any member in good standing can nominate members including self-nominations for

officer positions.

- d) The list of candidates shall be identified/collected at the November general meeting.
- e) All nominations must have had prior approval of the nominee prior to nomination.
- f) Elections will occur during the December meeting.
- g) Absentee balloting/ nominations shall be done by mail, e-mail, or social media and must be received by the President or designated officer prior to the December meeting.
- h) New officers shall assume their duties in January .
- i) The President and Treasurer must have been Club Members in good standing for the previous 12 months.
- j) Elected Officers will be charged with making decisions in the best interest of the club and the election process should be taken seriously by all members. Officers will work behind the scenes and outside of normal meetings to ensure the club functions and is moving in the right direction.

Article IX: Meetings

1. Regular meetings shall normally be held on the third Saturday of each month at 3:00pm CDT. The meeting location will be decided the month prior. If there is a conflict, such as a holiday or any unforeseen reason all members will be notified as soon as practical of the new time and location.
 2. Members/ guests are encouraged to bring homebrewed beer to be shared with the club with an educational intent. Please don't expect a detailed assessment unless you are submitting it to our Judge Dread program. Participation is strictly voluntary.
 3. Meetings can be structured, and officers must be prepared to report their standings as it is applicable to their position. Meeting structure will generally occur in the following order and manner for a formal business meeting:
 - a) Open – The president will call the meeting to order/ open.
 - b) The Secretary will establish attendance and address any past open business.
 - c) The Treasurer will report the current number of members in good standings as well as the financial health of the club.
 - d) The floor will be open to new business. Members should submit new business to the President before the meeting to be included in the agenda. It will be at the President's discretion to allocate time during this portion for new business NOT already in the agenda. (Officers in order then open to general members)
 - e) The Treasurer will conduct the Fund-Raising Raffle (FRR).
 - f) The Vice President will determine the next meeting location and conduct the beer box raffle.
 - g) The President completes the meeting with any closing remarks.
- Note :** Once the meeting is closed, it is closed. All members who have suggestions, ideas etc. must be presented while the floor is open or saved until the next meeting.
5. Officers should hold a formal business meeting as often as necessary, but at a minimum once a quarter. All business meetings will be announced to the club with at least a 7 day notice. This does not necessarily need to occur as part of the regular club meeting, but it can. The goal is to handle official club business in the most efficient transparent manner possible. This can be completed outside of the monthly meeting. Ideally the monthly club meeting should be focused on the joy of homebrewing and not the mundane tasks of the bureaucracy.

Article X: Liability

- No individual general member nor any member of the Board, nor any authorized representative of Clarksville Carboys shall be personally liable for any debt or obligation of

the club.

- 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 club for payment of any claim, debt, damages, judgment or decree, or any money that may become otherwise due and payable to them.

Article XI: Amendment to and Ratification of By-Laws

- The club By-Laws will be reviewed annually and ~~changed~~ amended as required.
- Amendments to these By-Laws must be presented to the Officers for evaluation. The Officers will then discuss and evaluate the proposal before passing their recommendations on the general membership. An amendment must be presented to the general membership and be passed by a quorum vote.
- Ratification of any and all changes requires a majority of the membership.

January 2024 the following officers hereby certify that they have witnessed the preceding By-Laws be reviewed by the general membership and voted into effect by the majority of those in attendance:

Jerry Wood – President

Barron Boyd – Vice President

Jerry Wood (Acting) – Secretary

James Visger – Treasurer

Allen Duvall – Equipment Manager

IT Director – Nathan Morgan

-----**Nothing Follows**-----