

Brew Tubers Online Brewers Club By-Laws



PREAMBLE

The members of this club are joined together to share and promote the pleasures and science of home brewing and vinting. The following by-laws are adopted to assure an orderly, continuously functioning organization for the benefit of all members.

Article I – Organization

Section 1 – Name

The name of this organization shall be the Brew Tubers Online Brewers Club, hereinafter referred to as “Brewtubers” or “Brewtubing”.

Section 2 - Purpose

Brewtubers is organized on a non-profit basis, to encourage and advance the hobby of home brewing and vinting, to provide members an opportunity to enjoy beer, mead, cider and wine making in a friendly and cooperative atmosphere, and to provide the opportunity for every member to share in the operation of the club.

Section 3 – Goals

- To promote the hobby of home brewing and vinting by learning more about brewing,

- sharing brewing experiences, techniques and beers amongst members from all over the world, but mainly located within the Continental United States.
- To engage in enjoyable social activities focused on home brewing as a common foundation.
 - To learn more about beer tasting and beer judging based on the Beer Judging Certification Program guides.
 - To establish and maintain relationships with other members of the club.
 - To promote the responsible use of alcoholic beverages and the hobby of home brewing.

Article II – Membership

Section 1 - Qualifications

Membership in Brewtubers is open to any person 21 years of age or older that are active or intend to become active in the home brewing craft upon payment of dues, as hereinafter provided, to the Treasurer through the virtual method of PayPal.

The membership is comprised of Regular Members and Couples/Household Members. The levels of membership are defined as follows:

- Regular Member status is obtained by being compliant with dues according to Article VI of this document.
- Couples/Household Members. This membership is given at the same rate as Regular Membership and is meant to encourage spouses/significant others to join together and to attend meetings together. A household membership is comprised of both members where the only difference is in dues payment. The primary member pays full price of yearly dues and the second member will pay half the yearly rate.
- The second member of a couples/household membership holds the same status as the Regular Member they are associated with MINUS voting rights.

Section 2 - Membership Term

The annual membership term is one year extending from January 1 to December 31 or one calendar year from when the membership is paid in full. A member cannot begin utilizing full benefits of the membership until they pay in full, and partial payments are not accepted as placeholders for membership.

Section 3 - Membership Revocation

The Club Officers may revoke membership for the following reasons:

1. Non-payment of dues.
2. Failure to comply with the By-Laws.
3. Conduct detrimental to the objectives and purpose of the club, both in person and in behavior on the internet as outlined in Article II, Section 8 and Article VI, Section 3.

Section 4 - Membership Reinstatement

Any member whose membership has been revoked because of issues in section three may be reinstated to full membership by paying the total annual dues. Any member whose membership has been revoked for other reasons may be reinstated by a majority vote of those present and voting at a regular meeting of the membership.

Section 5 - Non-Membership Membership

The club offers Non-Membership Memberships to prospective members that could eventually transition into a paying membership. Non-Membership Members have a decreased level of benefits designed to give the prospective member an idea of the club structure and culture in order to eventually make a decision as to whether to join as a Regular Member of the club. There is no trial or expiration date related to the Non-Membership.

Section 6 - Rights and Liability of Members

Each Regular Member of the club shall have the right to vote on club matters provided they are in attendance during a regularly scheduled business meeting. The members of the club shall not be liable for the debts or obligations of the club. No member shall receive compensation for services rendered to the club except as otherwise approved by the officers of the club and by a majority vote in a regularly scheduled business meeting. A club member may be reimbursed for expenses reasonably incurred on behalf of the club if, and only if, approved by the club officers. If for any

reason there is a tie in voting, board members will vote privately to determine the final outcome.

Section 7 - Guests

Members are encouraged to invite individuals interested in becoming active home brewers as guests to club meetings and functions. It is anticipated that these guests will eventually join the club. Individuals invited by members may attend up to two club meetings, at which point should they choose to decline a Regular Membership, will be placed on a Non-Membership Membership unless otherwise notified.

Regular membership members of the club that refer another regular member will receive free return shipping in one experiment of their choosing the calendar year of the referral and upon complete payment of dues from the prospective member.

Section 8 - Nondiscrimination

Club membership shall not be denied to any individual on the basis of race, color, creed, national origin, religion, or sex. Club membership can be denied or revoked to any member or prospective member that shows discrimination in any form.

Section 9 - Hold Harmless

The following clause shall be read and understood by anyone who makes an application to join the Brew Tubers Online Brewers Club:

“My participation in this club is entirely voluntary. I know that participation in club activities including but not limited to: club meetings, National Homebrew Competition Club Night, Regular Members NHC Brewtuber Social, and other meetings involves the consumption of an alcoholic beverage, and this may affect my perception and reactions. I accept responsibility for my conduct, behavior, and actions, and absolve the club and the owner of the meeting place of responsibility for my conduct, behavior and actions. Participation includes any guests that may be present at club activities, wherever they may be held. Additionally, I accept responsibility for any family members or guests behavior that attend any event included above.”

Article III – Voting

Section 1 - Eligibility

All Regular Members are eligible to vote. Non-Membership Members and guests of Regular Members are not allowed to vote or join in discussion on specific club topics that include a vote. Non-Membership Members and guests of Regular Members may attend two club meetings in total during their Non-Membership and as a guest.

Section 2 - Items Put to Vote

The officers shall decide when and the kinds of issues and topics to be voted on. Any Regular Member can petition to any officer for an issue to be brought to a vote. Unless otherwise specified, business actions and elections will be determined by simple majority.

Section 3 - Quorum and Proxies

A Quorum shall consist of the members present at each meeting. No proxies are used for voting purposes. Absentee ballots will be made available to qualified members unable to attend election meetings. Absentee voting members must notify an officer no less than 5 days prior to the election date of their desire to vote absentee. If the board isn't made aware prior to 5 days, they may vote on whether or not to allow the absentee vote. The second member of a Household/Couples Membership may vote on behalf of their associated Regular Member provided an office has been notified the second member is acting on behalf of the Regular Member no less than 5 days prior to the election. If the board isn't made aware prior to 5 days, they may vote on whether or not to allow the second member of the Household/Couples Membership to vote. If the board vote is even, it will then be brought to the Regular Members to vote on, either before or during a club meeting.

Section 4 - Elections

Voting for officers will be done by a show of hands or online ballot, only if there are several members running for the same position. If it is not possible to determine the outcome by show of hands, voting will be by online ballot. This means a ballot will be available to regular members in attendance.

Article IV – Officers

Section 1 - Officers

The following positions make up the entirety of the club's officers:

- President
- Vice President & Sponsorships Manager
- Vice President & Merchandise Manager
- Secretary
- Treasurer
- Club Recruiter
- Social Media Managers:
 - Discord/Mewe
 - Twitter
 - Instagram
- **Total Board Members: 9**

Section 2 - Responsibilities

President: The President is responsible for securing the meeting place and creating the login information [Zoom meeting software], and will normally preside at all meetings. The President can cancel a meeting with a majority vote of the other officers, or may appoint a regular member to preside over a meeting if other officers are unavailable. The President will file required documents with the appropriate county, state, and federal institutions for the operations of the club. The President also acts as the webmaster. See Article IV Section 7 for more information.

Vice President & Sponsorships Manager: The Vice President & Sponsorships Manager assists the President. The Vice President & Sponsorships Manager works to procure sponsorships for the club from interested vendors utilizing a tiered sponsorship system. Additionally, this position works with the appropriate Social Media Managers to fulfill agreed upon promotional responsibilities based on the tiered sponsorship option the sponsor has purchased. The Vice President & Sponsorships Manager will work with the Vice President & Merchandise Manager to determine who will assume the duties of the president should the need arise.

Vice President & Merchandise Manager: The Vice President & Merchandise Manager assists the President. The Vice President & Merchandise Manager creates club merchandise autonomously and, in any situation they may choose, in collaboration with officers and regular members. Additionally, this position works with the appropriate Social Media Managers to fulfill promotional responsibilities for merchandise. The Vice President & Merchandise Manager will work with the Vice President & Sponsorships Manager to determine who will assume the duties of the president should the need arise.

Treasurer: The Treasurers' main responsibilities lie in the club finances. The Treasurer will work with all board members involved in spending money or bringing in funds for the club to continue to determine the club's financial standing. The Treasurer is responsible for disbursement of funds for club expenses. The Treasurer is responsible for sending e-mail/text/Discord message reminders regarding club dues renewal, including the collection and deposit of dues, the processing of new Regular Membership dues, and sending new club members the "Welcome Email." The Treasurer is also responsible for being forthright and transparent about club dues in all club meetings.

Secretary: The Secretary is responsible for maintaining the official club membership list from a recordkeeping standpoint while working with the Treasurer to ensure the club membership list is up to date from both a fiscal & accuracy standpoint. Additionally, the Secretary is the gatekeeper for club meeting information: they take the minutes of each meeting & disburse them to the club. Additionally, the Secretary will handle all Google events calendar updating responsibilities including but not limited to addition of social events, monthly meetings, & club brew days, if needed. *Note: All regular paying members have access to, can create, and edit Google events on the club calendar.*

Club Recruiter: The Club Recruiter role is arguably the most important in the club. They're the face of the club & the first point of contact for prospective members. The Club Recruiter is responsible for helping to grow the club. Given the nature of Facebook being a different social media medium than Twitter & Instagram (Twitter & Instagram have followers, Facebook groups have members), Facebook will be the main recruitment tool. The Recruiter will be responsible for monitoring different homebrew related Facebook groups and reaching out to prospective members for potential membership opportunities. If the Club Recruiter wants to expand to other modes of social media, it's encouraged that they work with the appropriate SM Officer in doing so. The Club Recruiter will have a report out in every monthly club meeting.

Social Media Managers: The Social Media Manager roles are broken up into different mediums:

Twitter: The Twitter Social Media Manager runs the Brewtubers Twitter account by promoting member videos that are posted in the “new-video-drops” Discord Channel and conversing with followers on a regular basis. Any inquiries from followers into joining the club can be reverted to the Club Recruiter.

Instagram: The Instagram Social Media Manager runs the Brewtubers Instagram account by promoting member videos that are posted in the “new-video-drops” Discord Channel and conversing with followers on a regular basis. Any inquiries from followers into joining the club can be reverted to the Club Recruiter.

Discord/MeWe: Discord & MeWe are combined into one role because of the similar nature of those platforms having *members* and not *followers*. The Discord manager monitors the chat and gives Regular Members full access while limiting Non-Paying Members to lobby only access. Since MeWe is still a platform being researched, for now it’ll be treated as an open platform for both Regular Paying & Non-Paying Members, and could be used as a recruitment tool down the road.

- Total board member roles: 9
- All roles on the board have board member voting rights

Section 3 – Removal of an Officer

If there is an indication that any officer has not performed or is unable to perform their expected duties, the remaining officers may request the membership to consider removal of any non-performing member in question. A majority vote of the membership at a regular meeting will be required to sustain the recommended removal from office.

Section 4 - Officer Resignation

On the resignation of an officer, the remaining officers shall appoint a person to fill the vacancy within 30 days. This person shall take the responsibility of the officer who left and serve out the remainder of the term.

Section 5 - Nominations

Any Regular Member can make officer nominations. Nominations are to be submitted during the October & November meetings. The Vice President & Sponsorships Manager will prepare ballots for the December meeting as needed.

Section 6 - Elections

Elections will be held yearly in December with the new officers taking office in January.

Section 7 – Appointed Positions

The Officers may appoint key positions to assist the club with certain authorities, whereas the responsibility will continue to rest with the club officers. This may include, but not be limited to the following:

- a. **Barrel King** – This individual will be delegated authority over the club barrel program.
- b. **Gear Custodian** – This individual will be delegated authority over the club items that have been purchased using club funds. These items will be “rented” out to club members using an appropriate pre-use training and post cleanliness inspection. Any items not returned properly must immediately be reported to the club Officers. For now this is the responsibility of the President.
- c. **Event Coordinator** - This individual will be delegated authority over the club meetings, events and competitions and will work closely with the Social Media Manager to ensure accuracy & timely delivery.
- d. **Webpage Administrator** - This individual will be delegated authority over the club’s webpage and will post minutes and add photos and files as appropriate. For now this is the responsibility of the President & Treasurer, and the Social Media Manager.
- e. Any other position that would overburden the Officers and would benefit the club with an individual’s specific skill set.

Article V - Non Profit Organization

Section 1 - Nonprofit Status

The club is declared as a nonprofit organization. This does not give it tax exemption status under the rules of the United States Internal Revenue Service (IRS) unless applied for and received at a later date.

Article VI - Calendar Year & Dues

Section 1 - Calendar

The Brew Tubers fiscal calendar runs from January 1 to December 31 and is accessible through the club website (www.brewtubers.com). It is regularly maintained by the Social Media Manager. Events such as Zoom video brew days, in person gatherings, and other events may be added & edited by the Social Media Manager and any Regular Member of the club at any point in time.

Section 2 – Fees

Fees comprise annual membership dues and club sponsored event fees. The annual membership dues shall be established by the President & Treasurer, Vice President & Social Media Manager, & the Vice President & Merchandise Manager, and presented to the other members at a club meeting for its approval. Members must pay dues to the Secretary & Dues Manager annually, on or before Feb 1 unless the member is new, at which point they will pay dues and may have a differing renew date from initial members.

Club sponsored event fees are determined by a majority vote of the officers on a per event basis. The officers may assign a different fee for each event based upon membership status. Officers may indicate an event is No Charge on a membership level basis.

Section 3 - Financial Report

The Secretary & Dues Manager will work with the President & Treasurer to report the club's financial status in the Treasurer's report at each meeting. The Secretary & Dues Manager will provide a detailed accounting of all club transactions at the end of each calendar year. The financial report will be available for audit by any regular member.

Article VII - Meetings

Section 1 – Regular Meetings

Members shall meet monthly unless otherwise instructed by the club officers. Monthly meetings are normally held on the second (2nd) Friday of each month.

Section 2 - Meeting Procedure

Unless otherwise specified, meetings' announcements will be communicated, posted, or sent in electronic format, at least five (3) days in advance of the meeting date. Meetings will be open to any Regular & Couples/Household Members with conditional openings for Non-Membership Members, and guests.

General Meeting: Official business will be conducted between 9:00 PM until the business has been completed. Efficiency and common sense will prevail when transacting official business. The format of the meeting will be discussed by the board prior to each individual meeting and, if necessary, members will be notified of any dramatic changes. In each case, any requested action by regular members during the meeting must be stated in the context of a legitimate motion to be voted upon during the next business meeting. The rest of the meeting will consist of introductions and an optional 15 to 30 minute technical presentation. This could be a detailed discussion of any aspect of home brewing and/or vintning. Club activities, finances, procedures and policy may be discussed at any time during this meeting.

Section 3 – Special Meeting

The President may call special meetings at any time, with sufficient notice given to the membership. The members may request a meeting by a majority vote.

Section 4 – Officers Meeting

The Officers will meet at regular meetings on Zoom Video Conferencing or as otherwise necessary.

Article IX - Bylaw Acceptance Changes

Section 1 – By-Law Review

From time to time, the President may appoint a committee to review the existing by-laws. The committee may recommend to the President and membership that revisions and/or amendments are required.

Section 2 - Procedure for Changes

Any regular member may make a motion for a change in the bylaws at any regularly scheduled monthly business meeting. When changes are suggested, the petition must be presented in writing. The vote on this motion will be at the next regularly scheduled monthly business meeting. The officers of the club will make every reasonable attempt to notify all regular members of the impending vote within five days prior to the vote, but they are under no obligation to do so. Failure to notify the membership does not negate the scheduled vote. A vote of the majority of the Regular and Couples/Household Members in attendance is required to approve a change in the existing bylaws.

Section 3 – Effective Date

These By-Laws become effective as of January 1st, 2021 or the first official club meeting in January 2021.

Amendments: