

By-Laws of the Crescent City Homebrewers

As Amended February 2018

Article I

**Name:** This organization shall be the **Crescent City Homebrewers**

Article II

**Mission Statement and Purpose:** The Crescent City Homebrewers is a non-profit organization and shall be operated for educational and charitable purposes.

Our mission is to promote Homebrewing within the club through public awareness and appreciation of the quality and variety of homebrew, through education and research, and through the collection and dissemination of information

Our purpose is to serve as a forum for technological and cross-cultural aspects of the Art of Homebrewing and to encourage the responsible consumption of alcohol.

Article III

**MEMBERSHIP:** One is considered a member in good standing upon payment of annual dues. All members in good standing are subject to be officers by general election.

A charter member is defined as anyone who is a member in good standing as of December 31, 1982 and has remained a member in continuous good standing to date.

Article IV

**DUES:** Dues shall be payable as of January 1st of each year. Any member who has not paid by March 1st shall be dropped from membership roster and from the mailing list. That person shall be ineligible to share in the activities of this organization. They may be reinstated only upon payment of the annual dues.

Dues shall be prorated on a per quarter basis for new members only. Dues shall be determined by the Board of Directors and be subject to approval by the membership. Proration timing and value shall be determined by the Board of Directors at monthly Board meetings.

Article V

**OFFICERS:** The officers of this organization shall consist of President, Vice President, Secretary, Treasurer and Quartermaster. The officers shall be seated on January 1st for the term of one (1) year.

In October, the board of directors shall appoint a nominating committee, which may be the board of directors if the board so decides. At the November general membership meeting, the nominating committee shall announce the nominations for officers for the following year. Additional nominations

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may be taken from the floor at the general membership meeting in December, followed by the election. Officers shall be elected by a simple majority of members casting votes.

#### Article VI

##### DUTIES OF OFFICERS:

President - Shall preside at all general meetings and act as chairman of the Board of Directors. In general, the President shall supervise the operation of this organization. The President shall serve as the Christmas Party Chairman and shall be responsible for all planning, organizing, and managing of the event. The president may delegate this responsibility to a club member.

Vice President - Shall assist the President and in the absence or vacancy in the office of President, the Vice-President shall act as President. The Vice President shall serve as Winterfest Chairman and shall be responsible for all planning, organizing, promoting and managing of the festival. The Vice President shall be responsible for providing snacks for the general meetings, with reimbursement as specified and approved by the Board.

Secretary - Shall keep minutes of general meetings and meetings of the Board of Directors. The Secretary shall also be responsible for general correspondence. The Secretary shall maintain the club member registry, and shall coordinate new member registration in conjunction with the Treasurer. The Secretary shall also be responsible for maintaining the file of current membership. This membership list will be made available at the April meeting and by e-mail with The Hopline. The Secretary shall provide a current copy of the By-Laws and any other appropriate documents to new members.

Treasurer - Shall have custody of all funds of this organization and shall be responsible for disbursements of these funds at the direction of the general membership or the Board of Directors. The Treasurer shall not be required to serve as a member of any committee but will attend committee meetings when necessary in order to provide information on funds available for projects. The Treasurer shall be responsible for providing, receiveing, and archiving membership applications and collecting dues from new members. The Treasurer shall provide a list of new members to the Secretary monthly.

Quartermaster – Shall have control of the club equipment, supplies, and inventory, including, but not restricted to the gear kept in the storage locker. The Quartermaster shall hold one of the keys to the storage locker and is authorized (with sufficient, timely, and appropriate notice from the requesting members) to loan equipment to members in good standing. The Quartermaster shall maintain a log of the possessor and location of the loaned equipment, and shall provide the membership with a monthly report. The other key holders shall inform the Quartermaster when they loan out club equipment. The Quartermaster shall be responsible for keeping the equipment in working order, and replacing or upgrading worn out equipment as necessary. The Quartermaster shall not be required to deliver equipment to club events, nor return it to the storage locker; shall not be required to attend all club events; shall not be required to clean equipment after club events. The Quartermaster shall be responsible for propane and CO<sub>2</sub> tanks and ensure they are full when required for events. This shall include arranging for refill as needed either personally, or as delegated. The Quartermaster or his

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designee will bring to the monthly Club meeting a CO<sub>2</sub> tank and regulator and both pin and ball lock connections to provide CO<sub>2</sub> to members who bring beer to the monthly meeting.

#### Article VII

BOARD OF DIRECTORS: Shall be made up of all elected officers, current Past President, and Charter Members in continuous good standing. It shall meet at the call of the President, who shall act as Chairman.

The Board shall have full power to manage this organization, the responsibility for carrying out its purpose, and the establishment of rules for its operation.

Vacancies on the Board of Directors shall be appointed by the remaining members of the Board. Each person so appointed shall be a Director for the remaining period of vacancy and until a successor is duly elected. A majority of the Board of Directors shall constitute a quorum for the transaction of business. The President shall serve as Chairman of the Board of Directors, and shall only vote in the event of a tie.

#### Article VIII

MEETINGS: All meetings shall be conducted in accordance with Robert's Rules of Order. The meetings of this organization shall be held at suitable times and places at the call of the President.

#### Article IX

AMENDMENTS: Any member of the Board of Directors shall be empowered to propose amendments to the By-Laws to conform to the requirements of organization. A proposal to amend the By-Laws shall be made to the Board of Directors at a Board of Directors meeting. The proposed amendment shall be discussed at the meeting and if approved by a majority vote of those board members attending, the secretary shall present ballots to members in good standing within thirty (30) days by e-mail to those members who have provided an e-mail address, and by traditional mail to those members who have not provided an e-mail address. Members shall return their ballots to the all members of the Board of Directors via e-mail, to the Secretary via traditional mail, or by handing their ballot to the Secretary at the general membership meeting. No vote received after the second general membership meeting following distribution of ballots will be counted. A two-thirds majority of those voting shall be required for adoption of the amendment.

Amendments to the By-Laws shall be provided to all members.

#### Article X

COMMITTEES & APPOINTMENTS: The President shall have the authority to appoint committee chairpersons and members, and accept volunteers to coordinate and run special events. The President and Treasurer shall provide a budget for such events to the appropriate committee. The President shall have the authority to appoint interim officers as necessary with the concurrence of the Board of Directors.

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The President shall appoint a Webmaster who shall be responsible for the design and content management of the Club's website. The Webmaster shall ensure that the Club website is updated by the 1st day of January of each year with the elected Officers, a printable copy of the current membership application and current version of the By-Laws. The Webmaster is also responsible for publishing the latest issue of *The Hopline* on the Club website as well as maintaining a library and making available all older issues of *The Hopline*. The membership roster and financial reports shall not be posted on the website.

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The President shall appoint a Social Media Coordinator who shall oversee the content and use of all other social media representing the Club and any other duties and responsibilities as directed by the President

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The President shall appoint *The Hopline* Editor who shall be responsible for compiling, editing and distributing the Club newsletter, *The Hopline*, monthly. *The Hopline* Editor shall maintain a distribution list that includes all active Club members and disseminate information as requested, at their discretion or as directed by the President and any other duties and responsibilities as directed by the President

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The President shall appoint a Director to undertake massive brewing operations, who shall be responsible for creating and maintaining the Brew Off calendar, soliciting participants including selecting a host and location, Brewmaster, equipment movers, workers and chef. The Director is responsible for the budget, collecting any fees for participation, and any other duties and responsibilities as directed by the President.

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