

Umpqua Valley Brewers Guild Bylaws

ARTICLE 1 - ORGANIZATION

SECTION 1 - Name

The name of this **organization** is the *Umpqua Valley Brewers Guild*, hereinafter **referred** to as *UVBG*.

SECTION 2 - Purpose

To share, learn, and enjoy great friendships and good beer.

SECTION 3 – Mission Statement

The Umpqua Valley Brewers Guild (*UVBG*) was established to promote and contribute to the education of homebrewers in proven methodologies, equipment, and ingredients. Members of the *UVBG* are expected to actively participate in monthly meetings, contribute to the group brewing knowledge, and mentor others in the principles of established and new brewing methods. Members are also expected to engage in the brewing process of a fermented beverage (such as Beer, Wine, Mead, Cider, Gruit, or Kombucha) whenever possible.

Two of the *UVBG* strictest membership goals are to respect others and to behave responsibly in all group activities, meetings, and events. The *UVBG* does not encourage or condone the irresponsible consumption of alcohol. All members and their guests must sign a waiver that they will obey all laws regarding the consumption of alcohol and operation of motor vehicles. Further, this waiver states that each individual accepts sole responsibility for their choice to consume alcohol and that other *UVBG* members, officers, hosts, and guests bear no liability, financial or legal for any mishap damage or injuries suffered by that individual's voluntary participation in the activity, meeting, or event.

The *UVBG* strongly believes that supporting and promoting our local business establishments is the cornerstone for maintaining a successful, healthy, and happy community.

ARTICLE 2 - MEMBERSHIP

SECTION 1 - Qualifications

Standard Members

Membership in *UVBG* is open to any adult 21-years old or older with interest in brewing fermented beverages and who participate in home or professional brewing at least once per year. Members must be willing to share ideas, techniques, and be available to mentor others if requested. Members are expected to sign a liability waiver, pay annual dues, and attend at least one meeting or event per year. The board has the authority to reject or accept any potential applicant.

Honorary Members

Honorary Members are those who have been accepted into *UVBG* by any term of the *UVBG* Board of Directors and been given access to the *UVBG* forums. Honorary members are not dues paying members and

Honorary Members (cont.)

are not eligible to serve as a Director or vote in any club matter. Honorary membership is subject to the same standards as described in **Article 2, Section 5 - items 2 and 3.**

SECTION 2 - Membership Term

The term of membership is January to December, one full calendar year. Dues are to be paid by February's meeting to maintain a valid membership for that year. A member in good standing is one whose membership has not been revoked, is current in dues, and is not under suspension. A late fee may be imposed on dues received from renewing members after February 15th.

SECTION 3 - Participation

Members are expected to take an active role in guild meetings, help with guild events, be willing to help with brewing issues/questions from other members, and volunteer for coordinator positions. Members are also expected to help with the setup, maintenance, and cleanup after *UVBG* meetings or events whenever possible.

SECTION 4 - Voting

Each regular member in good standing of *UVBG* shall have the right to vote on all matters that come before the membership.

SECTION 5 - Revocation or Suspension

Membership to *UVBG* may be revoked or suspended by a unanimous vote of the *UVBG* Board members for the following reasons:

1. Failure to pay dues.
2. Failure to abide by club bylaws.
3. Conduct that is detrimental to the image or purpose of *UVBG*.

SECTION 6 - Reinstatement

Paying, in full, any annual dues owed can reinstate any member whose membership has been suspended due to the failure of paying their dues. Any member whose membership was revoked or suspended for other reasons may be reinstated by unanimous Board vote or a majority vote of regular members.

SECTION 7 - Guests

UVBG members are welcome to bring guests to club meetings. Any member of an AHA affiliated brewing club and their guests will be considered *UVBG* guests. All guests are required to read and sign the ***Guest Pledge***. Some events may require each guest to pay a fee for materials used or consumed. A guest may only come to two (2) meetings or one (1) event before membership application and dues are required (these attendance restrictions do not apply to a spouse or significant other of a *UVBG* member in good standing). Members will be held responsible for the actions of their guests.

ARTICLE 3 - DUES

SECTION 1 - Annual Dues

An annual membership fee (subject to yearly membership review) is due no later than February 15th coinciding with *UVBG*'s fiscal year. Dues paid by a new member joining in June through November will be 50% of annual dues. Dues paid by a new member joining in December will be considered as the membership dues for the upcoming January through December *UVBG* membership year.

The amount of annual membership dues will be reviewed at the *UVBG* fourth quarter Board meeting. If the Board deems a change necessary, that proposed dues change will be communicated to the membership with documentation/rationale for the change. Proposed dues change must be confirmed or denied by a majority vote of the membership present during the December regular meeting. The results of this vote must be communicated to all members as soon as possible after the December meeting and at least two weeks before the January meeting. If a new member joins and pays their dues in December, prior to a December meeting in which there is a dues change, the new member's dues (at the old rate) will be accepted as complete payment for the upcoming year.

Yearly membership dues (by confirming membership vote in 2021) are: \$24 per Single or \$36 per Couple. Membership dues for those joining in June through December will be \$12 per Single and \$18 per Couple.

ARTICLE 4 - BOARD OF DIRECTORS (*BOD*)

SECTION 1 - Positions

Elected Board Officer Positions:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. New Member Mentor
6. Member at Large

SECTION 2 – OFFICER COMMITMENTS/DUTIES (*BOD*)

Each officer must fulfill the following commitments:

1. Attend at least one *BOD* meeting per quarter to coordinate, strategize and plan for the upcoming meetings.
2. At least one board member must be an *American Home Brewers Association* (*AHA*) member. Others are encouraged to join the *AHA*.
3. Create and oversee volunteer committees or positions as necessary. Current core committee/volunteer positions are:
 - a. Event Coordinator
 - b. Competition Coordinator
 - c. Webmaster/Communication Coordinator
 - d. Education Coordinator

SECTION 3 - Officer Duties

President

The **President** of *UVBG* is the public representative of *UVBG*. This person is the de facto leader in all club meetings, activities, and events. To be nominated and/or serve as president, a member must have served as an elected Board member for at least one year during the previous term *or* has served as a coordinator, at least once, in the previous three years and has remained heavily involved with the club's activities as judged by the current Board before the upcoming election.

The President duties:

1. Responsible for facilitating consensus among club members and officers to provide execution of the *UVBG Mission Statement*.
2. Assume the liaison role between the *American Homebrewers Association* and *the UVBG*.
3. The leader of all meetings, including general club meetings and *BOD* meetings.
4. Establishes meeting dates, location, and times and communicates, as far in advance as possible, with the club members.
5. Gives notice to previous officers to state eligibility for president as described in *Article 5, Section 2*.
6. Active in communication with other area clubs.

Vice President

The **Vice President** duties are to assist the president in his or her responsibilities or may share in the duties of the President as so delegated by the President. The Vice President must be willing and able to fulfill the presidential duties and responsibilities if the President is unable to perform them.

Treasurer

The **Treasurer** position is responsible for all financial aspects of *UVBG*. Including:

1. Dues collection.
2. Annual budget and forecasting.
3. Banking and accounting.
4. Cash inflow and outflow.
5. Payment of all bills.
6. Tax issues.
7. Verification and provision of election ballots.
8. Present a financial report during board and normally scheduled meetings.
9. Renewal of annual club liability insurance
10. Renewal of Internet related fees (for example; domain name registration & web hosting service)

Treasurer (cont.)

In addition, the Treasurer will work closely with the assigned special event Coordinator in assessing, verifying available funds, approving any costs incurred during an event, as well as collecting money above and beyond what club dues cover.

Secretary

The **Secretary** position is responsible for the care and maintenance of all *UVBG* records, including:

1. Club documents such as tax id, bylaws, the record of liability insurance, government and tax records.
2. Meeting minutes for board and membership meetings (including attendance).
3. Club policies.
4. Membership directory, email contact list, and updating current, active members group in email.
5. Maintain a check off sheet or file box of all required documents to be handed to newly elected Secretary.
6. Upon request, make all documentation available for review by club members during a normally scheduled meeting.
7. Retain original or digitized copies of "The Pledge" signed by club members.

New Member Mentor

1. Ensure guests and new members are greeted, introduced to other members and introduced at the meeting.
2. Have guests and new members sign the "pledge" form, give the pledge to the Secretary to file and add to the directory and email contact list.
3. Give new members a copy of the bylaws, club business cards and club membership card. Introduce to the club treasurer to collect dues.
4. Offer to coordinate a brew session at either the new member's house or at a fellow club member's house.
5. Regularly check in with the new member to make sure expectations are being met.
6. Be involved with ways to promote new members to the club. Share the club goal, and progress, of ten (10) new members per year.

Member at Large:

1. Liaison between Board and membership to keep a fresh flow of ideas for the club's direction.
2. To assist in the duties of Board members and Coordinators when requested, i.e., meet and greet, attendance, pledges signed, etc.

Dispersing of Funds & Signature Authority

The treasurer will be responsible for the dispersing of funds. Single signature is required. Funds, over \$200, may only be paid out if approved by either majority vote of Board or majority vote of the membership in attendance. Such approvals will be recorded in meeting minutes of the Board or membership or email between Board members. *BOD*, Coordinators and the designated event Coordinator have authority to spend up to \$50 on required club supplies without Board or membership approval.

SECTION 4 - Committee Coordinators Responsibilities

Note: If no club member volunteers for a Coordinator position, such as the Competition Coordinator, the club has the option of requesting a specific volunteer or volunteers for a particular activity, i.e. requesting a volunteer to handle a competition or requesting a volunteer to handle/lead a specific educational discussion. If there are no volunteers the activities will be deferred.

Event Coordinator:

The Event Coordinator is an event specific volunteer. Their responsibilities include but are not limited to:

1. Coordinating booth and event setups for festivals, parties, the rendezvous and special events.
2. Facilitating accommodations and transportation for group events, tours, etc. (as needed).
3. Working with Webmaster in updating the events calendar on the *UVBG* website.
4. Facilitate date, time, location, volunteers, funds, decorations, food & beverage, club paraphernalia, tappers/ice/ice chests, posters, fliers, signs, name tags, raffle tickets for special events.

The Event Coordinator should work closely with the treasurer to resolve any financial needs for an activity.

Webmaster/Communications Coordinator:

The Webmaster/Communications Coordinator is responsible for all club information dissemination.

This responsibility includes, but may not be limited to:

1. Posting to the *UVBG* website all informational articles, events, calendar, meeting minutes and news.
2. Maintaining the *UVBG* website - the website should never be out of date or stagnant.
3. Periodic updates to the website's content management system platform.
4. Maintenance of the *UVBG* Facebook page or other social medium deemed appropriate.
5. Keeping Board and Coordinators up to date with new and improved features that they may like to utilize.

Competition Coordinator

The **Competition** Coordinator is responsible for competition coordination. Ideally, the Competition Coordinator should be either studying to be or is a *Beer Judge Certification Program (BJCP) judge*. If not, the person should work closely with those in *UVBG* who are. Responsibilities include:

1. Coordination of the club's annual competition.
2. Assist club member(s) with entries into local/national competitions.
3. Be the main resource for BJCP and AHA related competitions. Research dates of local/national competitions and work with the Webmaster to enter on the club calendar.
4. Coordinate, with the President, monthly tasting and feedback sessions at meetings.
5. Coordinate competition events, set-ups, transportation, etc.
6. Work with the Webmaster/Communications Director to publicize club competition winners and local events.

Education Coordinator

The Education Coordinator is responsible for beer and brewing education. Ideally, the Education Coordinator should be either studying to be or is a Beer Judge Certification Program (BJCP) judge. If not, the person should work closely with those in *UVBG* who are. Responsibilities include:

1. Coordination and/or facilitator of educational sessions at meetings.
2. Be the main resource for general brewing, BJCP, and AHA related education.
3. Work closely with the President to obtain guest educational speakers.

ARTICLE 5 - BOARD OF DIRECTORS ELECTION AND COORDINATOR ASSIGNMENTS

SECTION 1 - Board of Directors Nominations

Criteria for President are defined in *Article 4, Sections 2 and 3*. Nominations for remaining Board and volunteers for the Coordinator positions will take place annually at the January meeting. Any member in good standing can be nominated for a board or volunteer for a Coordinator position. Members can nominate another member during the meeting or nominate themselves. Members are not compelled to accept a nomination.

SECTION 2 - Board of Directors Elections

All nominated and volunteer members for each position will have time during the January meeting to explain to *UVBG* why they should be elected to the desired position. Additional campaigning prior to the January meeting is encouraged. However, "negative" or "attack" campaigning is strictly prohibited and will result in the revocation of a member's nomination. Elections will be via secret ballot. All members in good standing may vote in the election. There is no proxy voting or absentee voting; members must be present at the meeting to cast their ballot. Elections will be held with membership present at that meeting. In the event of a tie, a "runoff election" between the affected members will occur. The election results will be counted by the existing Treasurer and two non-running *UVBG* members in good standing.

SECTION 3 - Term

Terms of office shall be for 12 months beginning March 1 and ending the last day of February. Newly elected officers will become trainees immediately following the elections and will remain trainees until their term starts on March 1. Trainees will have a transition meeting with their respective outgoing position and will attend all Board-related functions in order to learn the responsibilities of the position they are going to fill. Outgoing Board and Coordinators will serve as mentors for the newly elected officers for period of two (2) months after their term has ended.

SECTION 4 - Term Limits

It is strongly recommended that the *UVBG* board officers serve no more than three (3) consecutive terms in the same position. It makes for a stronger club to allow other qualified *UVBG* members the opportunity to be elected/serve/learn and appreciate the duties involved in any board position.

SECTION 5 - Vacancies

When a *BOD* vacancy occurs, the remaining club officers will appoint a new replacement officer within 30 days. Although this newly appointed officer is considered a temporary replacement, they will be fully responsible for all the duties assigned to that *BOD* position until the next election.

SECTION 6 - Removal of a *BOD* officer or Volunteer Coordinator

If a *BOD* officer or Volunteer Coordinator has not performed or is unable to perform their duties, the remaining *BOD* officers can remove the officer by a unanimous vote of the remaining **Directors**. If this situation occurs for a *BOD* position, the remaining **Directors** will invoke *Article 5, Section 5 - Vacancies*. If a Volunteer Coordinator is removed, a suitable and willing replacement should be sought from the membership.

ARTICLE 6 - MEETINGS AND EVENTS

SECTION 1 - Regular Meetings

Regular meetings will be held monthly or as close to monthly as possible. Although meeting dates will be announced via email to the current membership, it is the member's responsibility to refer to the website or Facebook events calendar for posted dates, times and locations. Members are encouraged to bring homebrewed beverages to the monthly meeting and be prepared to discuss/critique their presentations.

SECTION 2 - Club Events

Club events will be held throughout the year as determined by the Board of Directors. Members who would like to create or host a club event should confer with the President for approval.

ARTICLE 7 - ETHICAL CODE

SECTION 1 - Consumption

All *UVBG* members are responsible for themselves to obey Oregon laws regarding the consumption of alcohol. Members are responsible for portraying a positive public image for *UVBG* and shall not act in poor taste while in public.

SECTION 2 - Liability

Individual members of *UVBG* shall not be personally liable for the debts or obligations of *UVBG*, nor shall *UVBG* be liable for the actions of any member outside the guidelines of the published bylaws. Each club member, as a condition of membership, must sign a liability waiver known as "*The Pledge*", which will remain in effect during their club membership.

SECTION 3 - Values

Honesty and respect are values that are required of *UVBG* members. No member shall steal, be violent, or engage in behavior that is disrespectful to others or themselves. Such behavior is punishable as described in *Article 2, Section 5 - Revocation or Suspension*.

ARTICLE 8 - BYLAWS

SECTION 1 - Dissolution

In the event the club is dissolved, the remaining club funds will be divided equally and gifted to Oregon State University's Fermentation Sciences program and Umpqua Community College's Fermentation/Brewing program. Note: If UCC has not established such a brewing program, all remaining funds will go to the OSU program.

SECTION 2 - Changes

Any member may petition for a change in the club bylaws. When changes are proposed, the changes must be presented in writing and introduced at a regular monthly meeting. The proposed changes must be published in a club email and posted on the club website, then voted on at the next regular meeting. A quorum of 50% of the membership and a majority of the board must be present to vote. A change becomes effective with a positive vote by 2/3 majority. Minor changes in the bylaws, such as spelling or grammatical errors, must be presented to the membership prior any document modification and may be corrected with BOD approval only. This also applies to any bylaw references to obsolete or "no longer in use" technology/social media.

SECTION 3 - Effective Date

These bylaws were approved by a majority vote of the membership at the 28 January 2023 meeting and became effective immediately.