

# **Liquid Poets Homebrew Society By-Laws**

(Revised 10/2018)

## **ARTICLE 1 - ORGANIZATION**

### **SECTION 1 - Name**

The name of this organization is the Liquid Poets Homebrew Society, hereinafter referred to as LP.

### **SECTION 2 - Purpose**

LP is a non-profit home brewing club that encourages brewing, tasting, sharing, and educating in the art and science of home brewed beer, mead, cider, wine, etc in a safe and respectful environment.

## **ARTICLE 2 - MEMBERSHIP**

### **SECTION 1 - Qualifications**

Membership into LP is open to any adult 21 years old or older with an interest in brewing beer and who are actively brewing home brewed beer, mead, cider, wine, etc. Members are expected to attend at least one meeting and/or event per year as well as be actively brewing beer, mead, wine, cider, etc. LP officers have the authority to accept or reject any potential applicant.

### **SECTION 2 – Membership Term**

The term of membership is January to December, one full calendar year. Dues are paid in January for the full year or in June as prorated (see Dues).

### **SECTION 3 – Revocation or Suspension**

Membership to LP may be revoked or suspended by a unanimous vote of the club officers for the following reasons:

1. Failure to pay dues.
2. Failure to abide by club by-laws.
3. Conduct that is detrimental to the image or objectives of LP.

#### **SECTION 4 – Voting**

Each regular member in good standing of LP shall, after three months membership, have the right to vote on all matters that come before the membership. A member in good standing is one who is current in dues and not under suspension.

#### **SECTION 5 - Reinstatement**

Paying, in full, any annual dues owed can reinstate any member whose membership has been revoked or suspended due to the failure of paying their dues. Any member whose membership was revoked or suspended for other reasons may be reinstated by a unanimous officer vote.

#### **SECTION 6 - Participation**

Members are expected to take an active role in club meetings and events. Members are expected to help with the set up, maintenance, and/or clean up of a club meeting or event.

#### **SECTION 7 - Guests**

Members are welcome to bring guests to club meetings. Members may bring guests to club events, but will need to get permission from the President or Vice President before doing so. Some events may require the guest to pay a fee for materials used or consumed. A guest may only come to two meetings and/or one event before dues are required. Members will be held responsible for the actions of their guests.

## **ARTICLE 3 - DUES**

### **SECTION 1 – Annual Dues**

The annual membership fee (subject to yearly membership review) is \$25 per person per year with an additional \$10 for a double membership (two members in the same household). Annual dues are prorated semi-annually as \$15 for an individual or \$20 for a double membership.

The amount of annual membership dues will be determined at the LP November meeting and can be changed with a unanimous vote of the LP officers.

## **ARTICLE 4 - CLUB OFFICERS**

### **SECTION 1 - Position**

The elected officers of the club shall be a President, a Vice President, a Treasurer-Secretary, a Special Events Coordinator, and up to 10% of the club's total membership in at-large board members.

### **SECTION 2 - Duties**

***President-*** the president shall preside over all club meetings (and events)-, establishes meeting places,- and prepares meeting agendas. The president shall establish committees for special projects or events. The president shall delegate club business or tasks to appropriate officers or club members. The president provides the main communication to the club; primarily with a monthly email.

***Vice President*** - The vice president shall handle all of the duties and responsibilities of the president in his or her absence. The vice president shall be granted all the powers of the president when in this role. The vice president is responsible for maintaining a record/possession of club property including, but not limited to: club-owned brewing equipment, club-owned brewing ingredients, draft equipment, wood casks and any other club-owned item(s).

***Treasurer-Secretary*** - The Treasurer-Secretary shall collect dues and revenues, prepare a financial summary to be presented at the request of the club president, record and maintain a file of all necessary club correspondence, as well as record

and hold a current membership list and a copy of the current club by-laws. It is the responsibility of the Treasurer-Secretary to assure that all members or guests attending meetings (or events) have filled out and signed a liability waiver.

***Events Coordinator*** – The Events Coordinator is responsible for the coordination of the monthly meetings, annual club competitions, the annual summer barbeque, and the annual holiday party. The -Special- Events Coordinator will be responsible for recruiting volunteers, selecting venues, and all other details necessary for a successful event. This person may delegate a Poetry Slam Coordinator and help with planning. Other events, including but not limited to fund-raising activities and educational trips as agreed upon by the club officers may also be the responsibility of the -Special- Events Coordinator or may be delegated to the Public Liaison board member (see description).

***At-Large Board Members*** – The At-Large Board Members will be responsible for representing the interests of the entire LP membership in making decisions about club activities and events. In addition, three at-large board members will be asked to assume special duties:

- ***Web Master*** –will be responsible for the design and maintenance of liquidpoets.com. This person may be specially appointed by the board of directors for their skill in web design and maintenance rather than elected by the membership.
- ***Poetry Slam Coordinator*** - will be responsible for coordination of the annual homebrew competition. This person is responsible for organizing promotion, volunteers, venues, entry logistics, awards, and results.
- ***Public Liaison*** – will be responsible for coordination of special events that are not specifically assigned to the -Special- Events Coordinator, such as the coordination of the Larimer County Fair Homebrew Competition and Fort Collins Oktoberfest, as well as other events as delegated by the Special Events Coordinator. This person is chiefly responsible for soliciting donations for holiday party and raffles.

## **ARTICLE 5 -OFFICER ELECTIONS**

### **SECTION 1 - Elections**

The election of club officers and board members will take place once a year by ballot emailed to the club members before the LP November meeting. Nominations for officers will be accepted up until the time the elections begin. Contested positions will be determined by ballot. The winner of a contested election is the person who gets the majority of votes. Uncontested positions will be confirmed by voice vote of those members present at the November meeting. Alternatively, nominations may be submitted leading up to the November meeting where the nominees can address the members. Ballots will then be emailed and results announced before the December meeting. To be eligible to vote, a member must be in good standing for the preceding three months.

### **SECTION 2 - Term**

Terms of office shall be for 15 months beginning January 1<sup>st</sup> and ending March 31<sup>st</sup>. Newly elected officers will become trainees immediately following the elections and will remain trainees until their term starts on January 1<sup>st</sup>. Trainees will attend all officer-related functions in order to learn the responsibilities of the position they are going to fill. Outgoing officers will serve as mentors for the newly elected officers for a period of three months.

### **SECTION 3 - Vacancies**

When a vacancy exists, the remaining club officers will appoint a new officer or board member within 30 days. A majority vote by members attending the following monthly meeting will confirm this position.

### **SECTION 4 – Removal of an Officer**

If an officer has not performed or is unable to perform their duties, the rest of the officers can request a vote by the LP club members to remove the officer. At the next meeting, a majority vote of 2/3 of the members present can remove the officer from office.

## **ARTICLE 6 - MEETINGS, EVENTS, AND PROPOSALS**

### **SECTION 1 – Regular Meetings**

Regular meetings will be held monthly on the first Thursday of each month. Members are asked to bring beer and/or food to the monthly meetings.

### **SECTION 2 – Special Meetings**

The President may call special meetings at any time with advance notice to the members.

### **SECTION 3 – Board of Director Meetings**

The Board of Directors will meet once per quarter each year with other meetings as determined necessary by the President. The LP officers will determine meeting times.

### **SECTION 4 – Club Events**

Club events will be held throughout the year as determined by the LP officers. Members who would like to create or host a club event should confer with LP officers for approval via Member Proposal.

### **SECTION 5 - Member Proposals**

The Board of Directors will be responsible for accepting, reviewing, funding and enacting proposals (events, experiments, presentations, etc) from active club members. The president will be responsible for collecting proposals and including them in board meeting agenda where feasibility and club value will be determined and voted upon.

## **ARTICLE 7 - ETHICAL CODE**

### **SECTION 1 - Consumption**

Excessive drinking is not tolerated at LP. All LP members shall obey Colorado laws regarding consumption of alcohol and driving a motor vehicle. Members are responsible for portraying a positive public image for the club and shall not act in bad taste while in public.

### **SECTION 3 – Liability**

Individual members of LP shall not be personally liable for the debts or obligations of LP, nor shall LP be liable for the actions of any member outside the guidelines of the club by-laws. Each club member as a condition of membership shall sign a liability waiver each year.

### **SECTION 3 - Values**

Honesty and respect are values that are required of LP members. No member shall steal, be violent, or engage in behavior that is disrespectful to others or themselves.

## **ARTICLE 8 - BY-LAWS**

### **SECTION 1 - Changes**

The LP officers can modify the By-Laws at any time with a majority vote.

### **SECTION 2 – Effective Date**

These revised By-Laws become effective as of January 1, 2019.



