



Club Bylaws of the Flint Area Brewers

Effective March 25, 2018 through March 24, 2019

As you can imagine, home brew clubs are required to abide by state laws and coordinate with hosts to meet Michigan Liquor Control Commission regulations.

In order to ensure the stability and the longevity of the club, the Founders of FLINT AREA BREWERS have followed the best practices of long-standing, successful home brew clubs and the recommendations of the American Homebrewers Association to create these bylaws, which promote a common understanding of the club operations and rules of conduct for its board and members.

FLINT AREA BREWERS wants to ensure transparency and protection of our members, guests, hosts, and club officers.

Please take the time to read them and feel free to ask us any questions you may have.

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ARTICLE ONE: Description

Section 1. Name

The name of this organization shall be the FLINT AREA BREWERS.

Section 2. Purpose

The purpose of the FLINT AREA BREWERS shall be to encourage all members to:

- Enjoy and promote the hobby of homebrewing by sharing knowledge and experience in the art of brewing;
- Mature as brewers and enthusiasts of the craft;
- Encourage and reward individuals dedicated to the brewing arts;
- Engage in enjoyable social activities focused on homebrewing as a common foundation;
- Learn more about craft beverages, tasting, judging, and brewing techniques through the sharing of knowledge and experience;
- Foster the responsible use of the products of our craft; and
- Celebrate the fruits of our labors.

ARTICLE TWO: Government

Section 1. Supreme Law

All legislative and executive powers shall be given to and controlled by the Board of Directors.

The Board of Directors, as per the incorporation documents, shall consist of the Founding members of the FLINT AREA BREWERS until the club is up and running successfully. The chair positions, listed below, will also participate in board meetings and report to the Board of Directors so that our efforts are planned, cohesive, and approved by the Board.

Section 2. Board of Director Positions and Elected Chairs

The founding officer and chair positions of the FLINT AREA BREWERS shall be:

Board of Directors

Positions currently held by the Founding members.

- President
- Vice-President
- Communications & Technology Officer
- Treasurer

Chair Positions

Coordinate with the board to meet club goals and objectives for the membership.

- Brewing & Technology Chair
- Competition Chair
- Events/Activities Chair
- Secretary
- Membership/Sponsorship Chair

Section 3: Term of Office for Elected Chair Positions

All chair positions are typically held from March to March each year with nominations in January each year and voting in February of each year so that new elected chair positions can take office beginning in March. There may be times when a term shall be less than one year or possibly more than one year if someone leaves a position or if a position is extended to accommodate different situations that may occur. To continue beyond one year, the membership must vote in the elected chair for another term.

Section 4. Removal of Elected Chair Positions

Any person holding a chair position who misses three Board of Director meetings and/or six membership meetings during his/her term of office, without reasonable excuse, shall be removed from office and replaced as soon as possible. A reasonable excuse shall be determined by the Board of Directors.

Any chair, as determined by a majority of the Board of Directors, found not performing his/her duties, may be removed from office by the Board of Directors.

Section 5. Vacancy of Board of Directors or Elected Chair Positions

Any interim vacancy on the Board of Directors shall be filled by appointment by the Board of Directors, subject to the approval by a majority vote of the membership following the vacancy.

In the event the membership votes down the appointment by the Board of Directors, there will be open nominations for the vacant office and an election held to fill the vacancy.

Section 6. Returning of the FLINT AREA BREWERS Property

All elected officers and any members, upon completion of their term in office or assignment, shall return to the FLINT AREA BREWERS any and all papers, documents, and property deemed to be important to the operation and history of, and belonging to, the FLINT AREA BREWERS.

Failure to comply may result in expulsion from the FLINT AREA BREWERS and civil action if deemed necessary.

ARTICLE THREE: Duties of Board of Directors and Elected Chairs

Section 1. Board of Director Positions

The Founders of the club will serve as the Board of Directors until the FLINT AREA BREWERS has reached a mature state, at such time Board of Director positions will be announced and the bylaws will be updated to handle nominations and voting in of Board of Director positions.

President

The duties of the President shall be as follows:

- A. To uphold the Bylaws of the FLINT AREA BREWERS.
- B. To interpret the Bylaws of the FLINT AREA BREWERS when necessary.
- C. To establish yearly club goals.
- D. To set the theme and agenda for the meetings.
- E. To call meetings to order and conduct them in an orderly manner.
- F. To call for special meetings when necessary.
- G. To form committees when necessary.

The President shall also:

- A. Be an ex officio member of all committees.
- B. Have no vote on motions or Board of Directors meetings, except to break a tie.

Vice President

The duties of the Vice President shall be as follows:

- A. To assist the President with his duties.
- B. To arrange the club festivals.
- C. To present certificates of achievement.
- D. If the President is absent from a meeting, the Vice President shall assume the President's power for that meeting.
- E. Support chairs in reaching annual club goals.

Communications & Technology Officer

The duties of the Communications & Technology Officer shall be as follows:

- A. To promote the FLINT AREA BREWERS to the media and the public at large.
- B. To maintain a scrapbook of the FLINT AREA BREWERS' history and events, including, but not limited to, photographs.
- C. To assist in club publications, including, but not limited to, newsletters, posters, flyers, etc.
- D. To encourage and coordinate the monthly club shop brewing sessions, including finding brew masters, brewers and brewing times.

- E. To research, design and maintain the club's online presence. The site shall contain news and scheduling information, archives of recipes, photos, newsletters and other items deemed pertinent.
- F. If the President and Vice President are both absent from a meeting, then the Communications & Technology Officer or Treasurer shall chair the meeting.

Treasurer

The duties of the Treasurer shall be as follows:

- A. To administer the FLINT AREA BREWERS' finances.
- B. To collect and document monies owed to the FLINT AREA BREWERS.
- C. To manage the FLINT AREA BREWERS' checkbook and arrange to have the President, Vice President, and him/herself (Treasurer) to have check signing authority.
- D. To reimburse expenses incurred by members on behalf of the FLINT AREA BREWERS.
- E. To submit a report to the Board of Directors on a quarterly basis, or when requested by the President.
- F. To maintain the inventory and disperse the FLINT AREA BREWERS' gear, e.g., t-shirts, hats, pint glasses, stickers, coasters, etc.
- G. To track and report on membership, club spending, and club funds.
- H. If the President and Vice President are both absent from a meeting, then the Communications & Technology Officer or Treasurer shall chair the meeting.

Section 2. Chair Positions

Chair positions, which report to the Board of Directors, are available for volunteer and nomination. At club start up (March 2018), members with full paid membership may volunteer or be nominated for the following positions.

Brewing Education Chair

- A. To arrange a tasting of commercial beers for the membership meeting.
- B. To coordinate workshops and demonstrations.
- C. To assist in arranging for have guest speakers and demonstrations at membership meetings.
- D. To assist in arranging for tours, workshops and seminars in which the FLINT AREA BREWERS may participate.

Competition Chair

- A. To coordinate and organize the FLINT AREA BREWERS competition efforts and logistics, including: bring appropriately sized tasting cups, bringing judging sheets, tabulating results, recording results for club records.
- B. To help identify and coordinate the monthly education topics that will be covered during the Regular Meeting.
- C. Locate other competitions outside competition opportunities and share with membership.
- D. To communicate and send reminders in advance of the competition and encourage members to submit a beer for competitions.

Events/Activities Chair

The duties of the Events/Activities Director shall be as follows:

- A. To send reminders regarding upcoming events and organize food for the event (mainly potluck style).
- B. To bring name tags/badges, and bring appropriately sized tasting cups (3 ounce and 2 ounce).
- C. To oversee raffles and auctions at events and membership meetings.

Secretary

The duties of the Secretary shall be as follows:

- A. To take the minutes of Board of Directors meetings and membership meetings.
- B. To maintain a file of all minutes.
- C. To submit minutes to the Communications & Technology Officer for publication.
- D. To produce quarterly blog post, which will be posted by the Communications & Technology Officer upon review and approval of the Board of Directors.

Membership/Sponsorship Chair

The duties of the Membership Director shall be as follows:

- A. To maintain a current roster and report on upcoming renew anniversaries.
- B. To bring receipt book for cash purchases of memberships.
- C. To issue membership cards to members.
- D. To organize membership drives.
- E. To assist with outreach through FLINT AREA BREWER communication and social media vehicles.
- F. To welcome new members and assist with introductions to other members.
- G. To organize events to raise additional funds to support club goals and secure sponsors for the club.

Members at Large

The unelected and optional position of Member at Large is designated for member(s) approved by the Board of Directors who wish to actively participate and comment on the governance of the club. They shall have no official authority or duties except those prescribed to them by the Board of Directors.

ARTICLE FOUR: Installation of Chair Positions

Section 1. New Chairs

All chair positions are typically held from March to March each year with nominations in January each year and voting in February of each year so that new elected chair positions can take office beginning in March.

During the formation of the club, nominations will be held in April/May and voting will take place in June with new officers taking on position responsibilities in the June/July timeframe.

Section 2. Officers Filling Vacancies

Any officer filling a vacancy shall be installed at the next meeting after the vote has been made final.

Section 3. Certificate for Outgoing Officers

All outgoing officers shall be awarded a Certificate of Achievement in appreciation of their terms in office at the March meeting following their departure from office.

Section 4. Membership Grant for Elected Officers

All officers, determined by the Board of Directors to have completed a full active term in office, will be granted a year's membership for the following year.

ARTICLE FIVE: Membership

Section 1. Membership Levels

Full membership (Home Brewing Enthusiasts)

Full Membership is for those who plan to brew with us and learn how to make better craft beverages. This is for those who really want to:

- Promote the hobby of homebrewing;
- Mature as brewers and beer enthusiasts;
- Promote the dissemination of knowledge in the art of brewing;
- Learn more about beer, beer tasting, beer judging, and brewing techniques through the sharing of knowledge and experience

Social Membership (Craft Enthusiasts)

Social Members are craft enthusiasts or spouses/significant others who want to attend to make friends and support their spouse or significant other, but who do not intend on learning the hobby. As such, social members will not have voting rights. However, any social member can always bring up suggestions or recommendations for consideration by the club and its Board of Directors.

Section 2. Eligibility & Non-Discrimination

Club membership shall not be denied to any person on the basis of race, sex, color, creed, national origin or sexual orientation.

All persons who show proof that he or she has reached the legal drinking age for alcohol in the State of Michigan are eligible to join. All members must provide legal name, address, email, phone number, and at least one emergency contact.

Section 3. Acceptance

A criterion for FLINT AREA BREWERS membership is submission of an application, acknowledgement of receipt and review of the Bylaws, and agreement to uphold the Rules of Conduct. Upon acceptance, contact information will be recorded in the member roster.

Section 4. Rules of Conduct

All members, guests, and visitors of the FLINT AREA BREWERS will be required to read and sign the Rules of Conduct.

1. Members must be 21, the legal drinking age for the State of Michigan.
2. The laws of the State of Michigan for the consumption and the production, distribution, and use of Alcohol apply to all members at all meetings.
3. Events for the meeting will occur as outlined in [ARTICLE SEVEN: Order of Business](#) of the Bylaws.
4. Members will respect the property, rules, and staff of the host meeting site, before, during, and after any club meetings or events. Any member, who is obviously or appears to be alcohol impaired, when asked, will surrender their keys and arrangements for a ride or designated driver will be made.
5. Members exhibiting violence, abusive language, intoxication or unbecoming / unruly conduct during club meetings or events will be expelled from the function.
6. Samples are to be consumed only within the meeting room. At the conclusion of each meeting, all beverages (in glasses, growlers, bottles, pitcher, or any other container) must be consumed, sealed, or disposed of prior to leaving the meeting room. Failure to comply with the Rules of Conduct will constitute a review of membership and may result in temporary suspension of membership or privileges, expulsion, or in the case of damage, restitution, as defined in [ARTICLE 5. Section 13. Suspension and Expulsion for Cause](#) of the Bylaws.

Section 5. Hold Harmless Membership Agreement

Participation in the FLINT AREA BREWERS is entirely voluntary. Participation in club activities involves the consumption of alcoholic beverages and it may affect your perception and reactions. By joining the FLINT AREA BREWERS, you as a member accept responsibility for your conduct, behavior, and actions. Participation includes any invited guests that accompany you on any FLINT AREA BREWERS' activity, wherever they may be held. All regular members will be required to sign a liability disclaimer.

The Board of Directors shall codify a membership agreement that is required for all members. The agreement shall outline acceptable behavior and risks assumed by members. Each member and guests of members also agree to indemnify and hold harmless the FLINT AREA BREWERS, its Officers, its members and any business (including owners, staff, and patrons) where meetings or club gatherings are held from any and all claims or liability whatsoever resulting from actions of FLINT AREA BREWERS, its members and guests of members.

Through membership in the FLINT AREA BREWERS, each member agrees to and is bound by this Hold Harmless Release Agreement.

Section 6. Dues & Duration of Membership

Dues have been determined by the Board of Directors for the establishment of the FLINT AREA BREWERS. Dues will be reviewed annually in March every year. However, should dues need to be adjusted, proposals shall be brought to the Board of Directors. The Board of Directors and the membership, based on the proposal, decide to vote on any changes in dues and approved by a majority of the membership.

Dues will be collected by either one of the Board of Directors via cash, check, or other payment methods available via FLINT AREA BREWERS. Members shall receive a membership card and may enjoy any other benefits that come along with membership in the FLINT AREA BREWERS. Membership lasts one year from the time the Membership Director records the members name in the roster.

No member shall be entitled to a refund of dues upon severing connection with FLINT AREA BREWERS.

Section 7. Membership Cards

The club shall provide to each member a card designating them as a member of the FLINT AREA BREWERS. Each card shall be minimally provided with name and a method to determine the member's expiration date and current status. The card shall be required for all discounts and voting privileges except where waived by the Board of Directors or vendor.

Section 8. Membership Renewals

After one year membership, dues will be required to continue as a member. All renewals will be counted from the member's original starting month.

Returning members who do not renew within 60 days shall be placed on an inactive list. If a returning member has not renewed for a period of five years, his/her name shall be dropped from the inactive list.

Section 9. Temporary Membership

The Board of Directors may elect to designate any person a Temporary Member (i.e., guest speakers, educators, brewers, special invitees, etc.) of the FLINT AREA BREWERS for a time period determined by the Board at the time of dispensing such Temporary Membership. Guests can also obtain temporary membership for up to no more than two meetings (see [Section 11. Guests](#) for guidelines and requirements.)

Section 10. Rights & Liability of members

All members, with full membership status, as defined in [ARTICLE FIVE: Membership](#) shall have the right to vote on club decisions. All other types of members shall not have the right to vote. Only members of the club shall be eligible to participate in its business meetings, or serve in any of its elective or appointed positions.

The members of the club shall not be responsible for the debts of the club except as approved by the executive committee and by the membership. No member shall receive compensation for services rendered to the club. Club members may be reimbursed for reasonable expenses incurred on behalf of the club if approved by the executive committee. The Treasurer may approve reimbursements up to \$150 with sufficient documentation.

Section 11. Guests

Members are encouraged to bring guests for no more than two club meetings at one of our public meeting locations. Guests should be welcomed by other members and encouraged to join our club. Guests are required to sign the FLINT AREA BREWERS Rules of Conduct. This signature provides guests with a membership pass for purposes of evaluating our club and potential membership. After two visits, guests must become members to ensure that FLINT AREA BREWERS can prove full or social membership status for insurance purposes.

Section 12. Member in Good Standing

A member in good standing is one who is current in all financial obligations and conducts himself or herself appropriately and in accordance with the FLINT AREA BREWERS objectives.

Members in good standing are qualified to vote as described in [ARTICLE EIGHT: Voting](#).

Members in good standing are able to take full advantage of all members' activities and events.

Section 13. Suspension and Expulsion for Cause

Any member may be suspended or expelled from membership upon a showing of willful disregard of these Bylaws, Rules of Conduct, or other actions detrimental to the FLINT AREA BREWERS in any way, as determined by a majority vote of the Board of Directors. Should the Directors not come to a majority vote. The decision will go to the registered members via an anonymous vote.

The charges against the member will be considered at a regular Board of Directors Meeting or a Special Meeting called for that specific purpose. The member will be notified of the charges and date, time and place of the meeting. The member may appear and respond to the charges and/or bring one member to speak on their behalf.

The decision of the Board of Directors shall be final.

Any member who willfully causes damages to a club meeting site will be expected to pay for said damages and will not be allowed to attend future meetings or functions until restitution or alternate arrangements have been made.

Section 14. Reinstatement

A suspended or expelled member, or one who has resigned with disciplinary action pending, may be returned to full membership upon written application and with majority approval vote of the Board of Directors. If the Board of Directors can't come to resolution, they will bring the issue to the membership for an official, two-thirds majority vote.

ARTICLE SIX: Meetings

Section 1. Membership Meetings

Membership meetings shall be held monthly and will be announced on our website and via social channels. Places may differ from month-to-month. The exceptions being the months there is a Festival or other special event. All members are encouraged to attend these events and meetings.

Section 2. Types of Meetings

Regular Meetings

Regular meetings of the FLINT AREA BREWERS shall be held monthly and will be posted on the website and via social channels. Meeting locations will be determined by the board and announced.

Annual Meeting

A meeting will be held annually in March each year for the purpose of considering proposed Bylaw Amendments, and conducting other regular meeting business.

Special Meetings

Special meetings, club sponsored events, club involved parties, field trips, workshops, and pub-crawls may be organized and approved. Announcements will be made to all current members. There may be additional requirements or fees involved in these types of meetings. Examples include, bringing a covered food dish, bringing beer, contributing brewing equipment, ingredients or information, and paying various fees or costs.

ARTICLE SEVEN: Order of Business

Section 1. Regular Meetings

The order of business at regular meetings shall be as follows:

1. Call to Order
2. Agenda:
 - a. Welcome New Members / Guests
 - b. Communications & Technology Officer Report
 - c. Treasurer's Report
 - d. Chair & Special Committee Reports
 - e. Old Business/New Business
 - f. Administrative Comments
 - g. Guest Speakers and/or Educational Presentation Topic and Discussion
 - h. Adjournment of Regular Meeting

3. Brew Tasting and/or Beer Judging for Competitions

Section 2. Board of Director Meetings

The executive committee will meet quarterly, at a time and place called by the President, to provide direction and long-range planning for the club. All officers are required to attend and submit a report pertinent to their office. The executive committee will meet in March of each year to develop a set of goals for the next year and publish these goals to the membership. The executive committee should meet as often as needed to provide the members with an appropriate program. Also, any member may attend these meetings, which will be announced via email or in club member only sites/forums/groups.

ARTICLE EIGHT: Voting

Section 1. Eligibility

All members with a full membership, who are current on their annual dues, may vote.

Section 2. Voting on Issues and Topics

The Board of Directors shall decide the kinds of issues and topics that should be voted on by the membership and when those issues and topics need to be voted on. Any member may request that the Board of Directors bring an issue to the full membership for a vote. The vote may be via club voting channels or referred to the appropriate committee for further study.

All items referred to a committee should be reported via email and a vote taken prior to the next meeting, whenever possible.

ARTICLE NINE: Amendments

Section 1. Resolutions

From time to time it may be necessary to modify the Bylaws. Any member may petition for a change to the Bylaws. When changes are proposed, the changes must be presented in writing and introduced at a regular monthly meeting. The proposed changes shall be sent via email and voted on by the next monthly meeting. A majority vote of all regular members is required in order to make the Bylaw change.

Section 2. Procedure

The procedure shall be as follows:

- A. Any individual, chair, committee member, or the Board of Directors may write a resolution to modify the Bylaws. It shall include the reason for the recommended change, the article, the section, the paragraph, etc., where the change applies, and the proposed language for the change.

- B. If an individual member has drafted a resolution, he/she may present it to the Board of Directors for presentation to the membership or bring it to a membership meeting for presentation to the membership. The purpose of presenting it to the membership is to inform them about it.
- C. After presentation, the membership shall vote on whether or not to accept the resolution for consideration via the club's preferred voting method. A 2/3 majority is required for the resolution to be adopted.
- D. The resolution shall be sent via email to all members in good standing after the initial membership approval.