

ARTICLE I – Name

This club shall be known as "TCHOPS," an acronym for "Tulare County Homebrewers Organization for Perfect Suds."

ARTICLE II – Purpose

The club purposes are as follows:

- 1) To promote interest in, provide education, educational materials and activities concerning homebrewing
- 2) To provide opportunities for members and their families to participate in instructional, recreational, and competitive homebrewing activities.
- 3) To promote the brewing and enjoyment of better beer.

ARTICLE III – Membership

- 1) Any person of age 21 or older who wishes to join the organization is eligible to do so upon payment of the yearly dues as determined by the club's membership.
- 2) General meetings shall be held at least every two months and shall be conducted according to Robert's Rules of Order.
- 3) A copy of these by-laws shall be provided to each new club member upon payment of his/her dues.
- 4) Dues are due on January 1 each year. Members joining after January 1 are prorated an appropriate amount for months missed.
- 5) The payment of dues encompasses member, spouse / "significant other." Both shall be entitled to full privileges of membership.

ARTICLE IV – Officers

- 1) The club shall be governed by a Board of Directors consisting of the President, Vice-President, Secretary, Treasurer, and Past-President.
 - A) Nominations for officers shall take place at the November general meeting and shall be open until they are closed at the beginning of the January general meeting.
 - B) Officers shall be elected at the January general meeting and shall assume their duties at the following meeting.

C) A majority vote of members present at the January meeting is necessary to elect officers.

D) All nominees for officers shall be active members of the club for at least one year prior to their nomination.

E) Vacancies occurring during a term of office shall be filled by special election at the first general meeting after knowledge of the vacancy. A majority vote of members present at this meeting is necessary to elect the new officer. Should the President's office become vacant, the Vice-President shall become President and a new Vice-President will be elected.

2) Duties of the Board of Directors

A) President – The president is the administrative and personnel manager of the club and shall implement directives of the board of directors. He or she shall meet with the board of directors to set goals for the club. He or she shall work closely with the treasurer to insure the club is fiscally sound; with the secretary to insure chapter records are in order, and with the vice-president to ensure programming meets the needs of members and the club. At board meetings, he or she shall lead the discussion on chapter business. General club meeting agendas are prepared at this time, so that the officers know what will happen and what is expected of them. He or she shall encourage involvement and lead by example by getting to know members, recruiting new members, and involvement in club projects. He or she shall share information through newsletter articles, ensuring all members are adequately informed. Under his leadership, the club fulfills its purpose of creating an atmosphere by which the members can receive the benefit of membership.

B) Vice-President – The vice-president's primary job is to coordinate events for the club. This involves working with the other board members, not only in terms of sharing and approving goals, but working with the treasurer to ensure budgetary items are covered, and working with the membership to make sure ample man power is available for the goals to be achieved. Consideration should also be given to the skills club members will need to implement projects and programs, and most importantly, that the suggested activity works toward the ultimate club goals. Through board meetings, he or she shall update others on his progress and learn where others are in their progress. He or she shall perform all duties of the president in the president's absence. He or she shall assume the office of the president in case of a vacancy, and shall conduct the election of officers at the January meeting and any elections due to vacancies. He or she shall provide information and assistance to club members. In collaboration with the secretary, he or she shall be responsible for the calendar portion of the newsletter and publish articles

pertaining to the results of competitions entered by the club, its officers, or its members. He shall make sure that new members are immediately included in chapter activities and that they feel welcome.

C) Secretary – The secretary shall maintain accurate written documents including the minutes of each meeting, agendas, correspondences and other club activities. He or she shall publish and distribute the club newsletter at least every other month. He or she shall also publish other club educational and informational materials as deemed necessary by the Board of Directors. He or she shall maintain an up-to-date membership roster and, in collaboration with the treasurer, keep status of paid and due members. He or she shall also make this up to date list available to vendors offering discounts to members and publish an as-needed updated list to each member.

D) Treasurer – The treasurer shall be the official custodian of all dues and fees and issue proper receipts for same. He or she shall keep an accurate record of all transactions and make a financial report at each meeting of the club. He or she shall work closely with the secretary to keep an up-to-date membership roster.

E) Past-President – The past president is the immediate outgoing president. He or she shall serve as an advisor to the club and especially to the board of directors. This advisory service shall be for the year immediately following his or her term as club president.

ARTICLE V – Committees

1) The President may appoint committees as he or she deems necessary. The President is an ex-officio member of all committees. The President may disband any and all committees, subject to the override of a 2/3 vote of the membership, when they are no longer needed or at his discretion.

ARTICLE VI –Finances

1) TCHOPS is a non-profit organization supported by yearly dues and other fund-raising activities related to homebrewing.

2) The Treasurer shall pay any bills previously authorized by the club. Bills out of the ordinary operation of the club require approval by the Board of Directors. All disbursements shall be paid by check.

ARTICLE VII – Amendments

1) Amendments to these by-laws may be proposed by any member at regular club meetings or through communication with the club Secretary.

- 2) Proposed amendments or changes to these by-laws by club officers, committees or members must be presented to all club members at least one meeting in advance of the voting meeting, through the club newsletter, announcements at the previous meeting, and the web page. Any amendments proposed at a general club meeting must be published in the following newsletter and on the web page.
- 3) No changes to these by-laws may be made unless at least 30% of the club members are present at the voting meeting.
- 4) The by-laws may be changed or amended by a majority vote of the members present at the meeting at which they are being considered.
- 5) Any member, officer or committee in good standing (except the president) may propose a club function or activity or club policy or procedure as long as it supports and is in agreement with a purpose of the club. Such proposals may be entertained only at a regularly scheduled club meeting.