

CONSTITUTION OF THE ZYMURGISTS OF THE OZARKS HOME BREWING SOCIETY

Date Created: July 27, 2012
Last Modified: July 31, 2012

ARTICLE I: ORGANIZATION

Section 1 – Organization Name

The name of this organization shall be the ZYMURGISTS OF THE OZARKS HOME BREWING SOCIETY.

Section 2 – Purpose

The purpose of the ZYMURGISTS OF THE OZARKS HOME BREWING SOCIETY (ZOO) shall be to encourage all members:

- To mature as brewers and beer enthusiasts;
- To promote the dissemination of knowledge in the art of brewing;
- To encourage and reward individuals dedicated to the brewing arts;
- To educate the beer connoisseur in identifying the components of beers;
- To foster the responsible use of the products of our craft; and
- To enjoy the fruits of our labor.

Section 3 – Eligibility

ZOO membership shall be open to any person who enjoys fine beers, either by making their own or by enjoying the work of others.

Section 4 – Headquarters

The headquarters of this Society shall be The Homebrewery located in Ozark, MO, until such time that the shop permanently closes, or the shop asks the Society to locate elsewhere, or if the membership, by resolution, decides to locate elsewhere.

ARTICLE II: GOVERNANCE

Section 1 – Supreme Law

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

The Board of Directors shall consist of all the elected officers of this Society.

Section 2 – Elected Officers

The elected officers of this Society shall be: President, Vice-President, Secretary and Membership Director, Treasurer, Public Relations and Activities Director, and Media Director.

Section 3 – Term of Office

All offices shall be held for a period of one year, commencing at the September meeting following elections, and terminating at the Oktoberfest, one year later.

Section 4 – Impeachment of Officers

Any officer missing three Board of Directors meetings and/or six membership meetings during his/her term of office without reasonable excuse can be removed from office and replaced as soon as possible. A reasonable excuse can and shall be determined by the Board of Directors.

Any officer found not performing his/her duties, as determined by a simple majority of the Board of Directors, may be removed from office subject to the approval by a majority vote of the membership at the membership meeting following a report from the Board of Directors to the membership.

Section 5 – Vacancy of Office

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 at the next membership meeting 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 at said membership meeting to fill the vacancy.

Section 6 – Laying and Collecting of Dues

The ZOO Board of Directors and all applicable officers shall have the power to lay and collect dues. Once dues have been established by the Board of Directors, it must be presented to the general membership and approved by a two thirds (2/3) majority.

Section 7 – Returning of ZOO Property

All elected officers and any members, upon completion of their term in office or assignment, shall return to the Zymurgists of The Ozarks Home Brewing Society any and all papers, documents, and property deemed to be important to the operation and history of, and belonging to, said Society.

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

Section 8 – Definition of ‘Member’

A person shall be considered a ‘member’ of the organization when the person is up-to-date on membership dues, in accordance to the bylaws of the organization.

ARTICLE III: DUTIES OF ELECTED OFFICERS**Section 1 - President**

The duties of the President shall be as follows:

- a. To uphold the Constitution and By-Laws of the Society
- b. To interpret the Constitution and By-Laws of this Society when necessary.
- c. To set the theme and agenda for the meetings.
- d. To call meetings to order and conduct them in an orderly manner.
- e. To call for special meetings when necessary.

- f. To form committees when necessary.
- g. Shall be an ex officio member of all committees.
- h. Shall have no vote on motions made at membership meetings, at committee meetings, and/or Board of Directors meetings, except to break a tie.

Section 2 – Vice President

The duties of the Vice-President shall be as follows:

- a. To assist the President with his duties.
- b. To coordinate and organize ZOO competition efforts as the head of the Competition Committee.
- 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.

Section 3 – Secretary and Membership Director

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 Newsletter Editor for publication.
- d. If the President and Vice-President are both absent from a meeting, then the Secretary shall chair the meeting
- e. To maintain a current roster.
- f. To issue membership cards
- g. To organize membership drives.
- h. To proctor nominations and elections.

Section 4 - Treasurer

The duties of the Treasurer shall be as follows:

- a. To administer the Society's finances.
- b. To collect and document monies owed to the Society.
- c. To manage the club's Check book and arrange to have the President, Vice President and him/her self (Treasurer) to have check signing authority.
- d. To reimburse expenses incurred by members on behalf of the Society.
- 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 of club gear, e.g. t-shirts, hats, glasses and more.

Section 5 - Public Relations Director and Activities Director

The duties of the Public Relations Director shall be as follows:

- a. To promote the Zymurgists of The Ozarks Home Brewing Society to the media and the public at large.
- b. To maintain a scrapbook of the Society's 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 arrange to have guest speakers and demonstrations at membership meetings.
- f. To arrange the club festivals

- g. To arrange for tours, workshops and seminars in which the Society may participate.
- h. To oversee raffles and auctions at events and membership meetings.

Section 6 - Media Director

The duties of the Membership Director shall be as follows:

- a. To research, design and maintain the club's online presence. The club's website shall contain news and scheduling information, archives of recipes, photos, newsletters and other items deemed pertinent.
- b. To produce the newsletter.
- c. To produce and distribute the newsletter in a manner determined by the Board subject to the approval of the Membership.
- d. To maintain an electronic file of the Society's past newsletters.
- e. To maintain and manage the Society's Social Media Presence, including but not limited to its Twitter Feed and Facebook Page.
- f. To work as the controller of the Society's Online Forums. The Media Director will be the supreme moderator and will appoint or retain the forum moderators at his/her discretion.

ARTICLE IV: QUORUMS

Section 1 – Definition of Quorum

A voting quorum at a membership meeting shall be the greater of seven (7) members or no less than ten percent (10%) of the in attendance paid membership as reported by the Membership Director at the last Board of Directors meeting previous to the membership meeting where a vote(s) is (are) to be taken. In the event a quorum is not met, official business can be conducted when two-thirds of the Board of Directors is present. The business conducted must then be approved by the general membership at the next organizational meeting, given that a quorum of the organization exists.

A quorum at a Board of Directors meeting shall consist of one half of the Board of Directors plus one.

ARTICLE V: ELECTION OF OFFICERS

Section 1 - Eligibility

Any person who has been a member of the organization for a period of at least six (6) months.

Section 2 - Nominations

Nominations will open at the July membership meeting and will close at the September membership meeting before balloting commences. The method of collecting nominees' names shall be done at the discretion of the President or whoever is chairman at those meetings.

Section 3 - Balloting

A secret ballot election shall be held at the September membership meeting. Only paid members with a membership card may vote. The President shall determine how the secret balloting will take place.

Section 4 - Tally

The President shall form a committee of three members not running for office to tally the ballots.

After tabulating the results, the committee shall submit a report to the President as soon as possible, but no later than the next Board of Directors meeting. If any or all of the committee wish to present the report at the Board meeting instead, they may do so.

In the event that elections for an office, where three or more candidates are running, and no candidate receives the requisite simple majority, the following procedure must follow:

- a. The candidate with the lowest total number of votes is eliminated from the current officer election,
- b. A run-off election shall be held with the remaining candidates where a simple majority wins,
- c. The process repeats itself until a candidate receives the requisite simple majority.

In the event that elections result in a tie, an instant revote shall occur. In the event that a tie still exists after the second voting procedure, the Board of Directors will have the power to break the tie.

ARTICLE VI: INSTALLATION OF OFFICERS**Section 1 - New Officers**

At the September membership meeting, officers-elect will begin a one-month internship. Installation of the new officers shall occur at OktoberFest.

Section 2 - Officers Filling Vacancies

Any officer filling a vacancy shall be installed at the meeting at which the membership voted its approval.

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 Oktoberfest 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 VII: MEETINGS**Section 1 - Membership Meetings**

Membership meetings shall be held on the third Tuesday of each month at 7:30 p.m. at the Homebrewery, unless otherwise specified by the Board of Directors. 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 - Board of Directors

Board of Directors meetings shall be at a time and place called by the President.

All officers are required to attend and submit a report pertinent to their office. Also, any member may attend these meetings.

ARTICLE VIII: AMMENDING THE CONSTITUTION

Section 1 - Resolutions

From time to time it may be necessary to modify this Constitution. The procedure shall be as follows:

- a. Any individual, or committee, or the Board of Directors may write a resolution to modify this Constitution. It shall include the reason for the change, the article, the section, the paragraph, etc., where the change will occur, and what the change will be.
- 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.
- d. The resolution shall be posted in the newsletter after the initial membership approval.
- e. At the next membership meeting, the resolution will be voted on by the paid membership. A 2/3 majority is required for the resolution to be adopted.