# ARTICLE I. NAME

The name of this organization shall be Spacecoast Associates for the Advancement of Zymurgy, Inc., hereinafter called SAAZ.

ARTICLE II. PURPOSE

The purpose of this organization shall be to provide information, expertise, and guidance for the advancement of zymurgy. This organization, SAAZ, is not-for-profit, and it’s objective is social and educational.

ARTICLE III. MEMBERSHIP ELIGIBILITY

Membership is open to any person twenty-one (21) years of age and over and who is interested in the objectives of SAAZ, as set forth in Article II.

ARTICLE IV. DUES AND FINANCES

SECTION 1. FISCAL YEAR

The fiscal year shall begin January 1 and end December 31.

SECTION 2. ANNUAL DUES

Annual dues of the members shall be set by the Board of Directors. Dues shall be payable at the time of joining SAAZ, and shall fall due on each January 1 thereafter, or at such time as designated by the Board of Directors.

SECTION 3. SPECIAL FUNDS

Special funds shall be established only by vote of the Board and all monies as collected shall remain in the designated fund to be distributed by the board.

SECTION 4. GENERAL FUNDS

Disbursement of monies in the General Fund shall be made by check upon receipt of a voucher authorized by the board. Only one signature will be required for checks for one thousand dollars ($1000.00) or under, and two signatures will be required for larger amounts. All reserve funds of SAAZ shall be deposited according to the direction of the Board and the laws of the State of Florida.

ARTICLE V. BOARD OF DIRECTORS

SECTION 1. MEMBERS

Members of the Board shall be the officers of the organization, Immediate Past President, and duly elected members.

1. New members of the Board shall be elected at the December meeting each year by SAAZ membership. Additional members may be elected during the year by a quorum vote of the Board. Membership in SAAZ is required.
2. Nominations for officers will be made from the floor starting at the October meeting and carry through the December meeting providing consent of the nominee has been obtained.
3. The office of treasurer shall only be filled by a current member in good standing with at least one year of previous membership.
4. A member of the Board of Directors who has meeting absences exceeding the amount established in the Policies and Procedures shall be dropped from membership on the board. Any officer as determined by the Board of Directors found not performing his/her duties, may be removed from office by a majority vote of elected officers. Said members shall be notified as appropriate.

SECTION 2. MEETINGS

Regular meetings of the Board of Directors shall be held monthly except when otherwise designated by the President who may call special meetings. Notice of all meetings of the Board of Directors shall be given by the Secretary to all Directors at least three days prior to any board meeting.

SECTION 3. QUORUM

At an official called meeting of the Board, a quorum consists of one-third of the members of the Board with a minimum of four positive votes required for Board action.

SECTION 4. DUTIES

It shall be the duty of the Board to transact all necessary business between the meetings of the membership.

SECTION 5. VACANCIES

Vacancies in the officers of the Board shall be filled in accordance with Article VI, Section 3. Vacancies in the chairmanships of committees will be filled/appointed by the President.

ARTICLE VI. OFFCIERS

SECTION 1.

The officers of the organization shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, Librarian, Newsletter Editor, and such officers as the Board may authorize from time to time.

SECTION 2. ELECTION

The officers of the board shall be elected in December. Election shall be by ballot. Ballots to be counted at the December meeting, a majority of those members voting shall elect. The Officers shall assume office January 1 of each year.

1. No person may serve more than two consecutive terms in the same office except the Treasurer and Newsletter Editor. No person may hold two offices at the same time except President under the provisions of Article V, Section 5.
2. A term of office shall be one year, or until a successor is elected. An officer who has served more than half a term is considered to have served a full term.

SECTION 3. VACANCIES

In case of a vacancy in the office of President, the First Vice-President shall succeed to the office and serve the remainder of the term. With a vacancy in any office, the duties of that office shall be absorbed by the members of the board until that such time that office can be filled by either special or general election.

SECTION 4. ELECTION TIES

In the event of a tie in any election a runoff will be held at the December meeting. The majority of the members present and voting ruling with the President abstaining to cast the deciding vote in the event of another tie.

ARTICLE VII. DUTIES OF OFFICERS

SECTION 1. PRESIDENT

1. The President, by virtue of the office, shall be chairman of the Board of Directors and shall preside at all meetings of the Board and the Organization.
2. Shall prepare agendas for general and Board meetings.
3. Shall call special meetings
4. Shall be an ex-officio member of all committees.
5. Shall appoint all committee chairmen subject to the approval of the Board.
6. May sign checks.
7. Shall see that all books, reports, and certificates as required by law be properly kept or filed.
8. Shall make a preliminary report of all work done by the Organization at the December meeting and shall submit a final annual report by January 1.
9. Shall exercise any other powers that rightfully belong to the office.

SECTION 2. FIRST VICE-PRESIDENT

1. Shall serve as Chairman of the Bylaws Committee, unless another Chairman is appointed and approved by the Board.
2. The First Vice-President shall perform the duties of the president in his absence.
3. In case of a vacancy in the office of the President, the First Vice-President shall succeed to the office and serve for the remainder of the term.
4. He shall perform all the duties assigned by the President and/or the Board of Directors.
5. He shall be a Chairman of the Competition Committee.
6. He shall enforce the By Laws and Policies at General and Board Meetings.
7. May sign checks.

SECTION 3. SECOND VICE-PRESIDENT

1. Shall serve as Chairman of the Social Committee.
2. The Second Vice-President shall perform duties of the President and/or the First Vice-President in their absence.
3. He shall be a Chairman of the Social Activities Committee.

SECTION 4. SECRETARY

1. Shall serve as Chairman of the Membership Committee.
2. The Secretary shall keep the minutes of the organizational and Board meetings.
3. Shall serve as Membership Chairman
4. Shall keep a record of members.
5. Shall conduct all correspondence for the organization and the Board of Directors.
6. Shall present communications to the Board of Directors, and upon recommendation from the board, shall read those communications necessary to the membership.
7. Shall prepare ballots for elections.
8. Shall prepare information for new and interested members.

SECTION 5. TREASURER

1. Shall serve as Chairman of the Budget/Finance Committee.
2. The Treasurer shall have care and custody of all monies belonging to the organization.
3. Shall keep accurate account, depositing funds in a bank designated by the Board of Directors.
4. Shall disburse General Funds as directed by the Board.
5. May sign checks.
6. Shall submit monthly reports to the Board of Directors. The accounts shall be kept in a manner that will allow for an annual audit.
7. Shall work with the Membership Chairman to keep an accurate list of paid members.
8. Shall deliver to his successor all papers pertaining to the office within one month after the election. These papers shall include, but are not limited to, vouchers, books, checks, and bank books.

SECTION 6. LIBRARIAN

1. The Librarian shall have care and custody of all media, herein after referred to as the library, belonging to SAAZ.
2. Shall serve as Chairman of the Education Committee, unless another Chairman is appointed and approved by the Board.
3. Shall maintain an accurate account of all major publications and provide a list to the secretary and Newsletter Editor semi-annually for publication in the newsletter.
4. Any new publication purchased with SAAZ funds shall be pre-approved by the board.
5. Shall deliver to his successor the library, up to date inventory thereof and current check out list.

SECTION 7. NEWSLETTER EDITOR

1. The Newsletter Editor shall have the responsibility of soliciting for and collecting all articles and information to be presented in the SAAZ newsletter.
2. Shall maintain an accurate listing of current members of SAAZ, obtained from the Secretary, for the purpose of distribution of the newsletter.
3. Shall assemble and distribute the newsletter to all current members of SAAZ at least one week before the next scheduled regular meeting.

ARTICLE VIII. STAFF

SECTION 1.

The Board of Directors shall hire and fix the compensation of any employees determined to be necessary by SAAZ.

SECTION 2.

All business requiring reimbursement from SAAZ funds shall require one of the following documentations: receipts, invoice, or proofs of purchase. An itemized list may be accepted at the discretion of the Treasurer.

ARTICLE IX. COMMITTEES

SECTION 1.

The Board may establish Standing and Special Committees. The President shall appoint chairmen of all committees. All Standing Committee chairmen shall de-facto become members of the Board. All members of the committees are subject to the approval of the Board.

SECTION 2. STANDING COMMITTEES

Standing committees shall include

1. Budget/Finance
2. Fundraising
3. Membership
4. By-Laws
5. Social
6. Education
7. And any others that are deemed appropriate

SECTION 3. SPECIAL COMMITTEES

Special committees may include special groupings of officers, volunteers, and “Task Forces” appointed to carry out the policies involving the specific areas of interest and actions of SAAZ.

SECTION 4.

The President shall be an ex-officio member of all committees and task forces.

SECTION 5.

Each Committee shall report to the Board monthly.

ARTICLE X. MEETINGS

SECTION 1. MONTHLY MEETINGS

The monthly meeting of the general membership shall be held on the third Sunday of each month unless a majority vote of the Board of Directors causes a change.

At the December Meeting, the President shall report to the membership as to the general affairs of the organization.

SECTION 2. SPECIAL MEETINGS

Special meetings shall be announced to the membership at least two weeks before the meeting.

SECTION 3. QUORUM

A quorum for special meetings shall be the paid membership present. A quorum for general monthly meetings that are scheduled per Article X Section 1 shall be the paid members present.

ARTICLE XI.

These by-laws may be amended at any regular meeting or at a Special Meeting called for revision of the by-laws, by a two-third vote of the paid members present, provided notice has been given two weeks prior to the meeting.