

# BYLAWS

SPACECOAST ASSOCIATES FOR THE ADVANCEMENT OF ZYMURGY



Revision 5

*PROPOSED for vote at November 2019 Meeting*

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## 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 its objectives are social and educational.

## ARTICLE III. MEMBERSHIP ELIGIBILITY

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

### SECTION 1. RULES OF CONDUCT

Members will be required to sign and acknowledge the SAAZ Homebrew Rules of Conduct to be followed at club functions, sponsored events, and events sponsored by other parties in which the member is officially representing SAAZ. These rules of conduct are as follows:

- A. Members must be 21, the legal drinking age for the State of Florida.
- B. The laws of the State of Florida for the consumption and the production, distribution and use of alcohol apply to all members at all meetings.
- C. 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.
- D. Members exhibiting violence, abusive language, intoxication or unbecoming/unruly conduct during club meetings or events will be expelled from the function.
- E. 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 III SECTION 2 REVIEW OF MEMBERSHIP under club bylaws.

## SECTION 2. REVIEW OF MEMBERSHIP

If a member has violated the Rules of Conduct set forth in Section 1 then a panel consisting of no fewer than three officers will meet with the member to discuss their membership status to include:

- A. Length of any suspensions of club privileges
- B. Conditions upon return to active membership
- C. Possibility of permanent expulsion from club.
- D. Restitution for damages caused to club or member property.

Each member is entitled to be heard by the panel and have any concerns addressed. The panel reserves the right to determine what the acceptable level of membership revocation and restitution is under the circumstances.

## 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. 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.

### SECTION 4. 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.

## 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.

- A. The Board for the following year (starting 2020, for year 2021) shall be elected at the November meeting each year by SAAZ membership. Membership in SAAZ is required to serve as a board member and to vote in the election.
- B. Nominations for officers will be made starting the first of September at a meeting or by notification to the Secretary, and carry through the November meeting. Consent of the nominee must be obtained. The Secretary will confirm consent from the member/nominee.
- C. The office of treasurer shall only be filled by a current member in good standing with at least one year of previous membership.
- D. 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 half 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 chairmanship of committees will be filled/appointed by the President.

## ARTICLE VI. OFFICERS

### SECTION 1. POSITIONS

The officers of the organization shall be President, Vice-President, Secretary, Treasurer, Education Coordinator/Historian, Communications Coordinator, Event Coordinator, and SAAZ Ambassador, and such officers as the Board may authorize from time to time.

### SECTION 2. ELECTION

The officers of the board shall be elected in November, with the election managed by the Secretary. Election shall be by ballot in person or by mail/email. Mail/email ballots will be verified with the member by the Secretary. Ballots are to be counted at the November meeting, a majority of those members voting shall elect. The December meeting of the Board, after the election, will be used for the beginning of transition for new officers, all of whom should be in attendance. The Officers shall assume office January 1 of the next year.

- A. No person may serve more than two consecutive terms in the same office except the Treasurer, Communications Coordinator, and Vice-President. No person may hold two offices at the same time except President.
- B. 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.
- C. In the event that no one is willing to fill the office of President for the general election the sitting president may be elected to a third consecutive term.

### SECTION 3. ELECTION TIES

In the event of a tie in any election, a runoff will be held at the November meeting. A majority of the membership voting will decide which candidate is elected.

## SECTION 4. VACANCIES

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

## ARTICLE VII. DUTIES OF OFFICERS

### SECTION 1. PRESIDENT

- A. 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.
- B. Shall prepare agendas for general and Board meetings.
- C. Shall call special meetings
- D. Shall be an ex-officio member of all committees.
- E. Shall appoint all committee chairmen subject to the approval of the Board.
- F. May sign checks.
- G. Shall see that all books, reports, and certificates as required by law be properly kept or filed.
- H. 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.
- I. Shall exercise any other powers that rightfully belong to the office.

### SECTION 2. VICE-PRESIDENT

- A. Shall serve as Chairman of the Bylaws Committee, unless another Chairman is appointed and approved by the Board.
- B. The Vice-President shall perform the duties of the president in his absence.
- C. In case of a vacancy in the office of the President, the Vice-President shall succeed to the office and serve for the remainder of the term.
- D. Shall perform all the duties assigned by the President and/or the Board of Directors.
- E. Shall enforce the Bylaws and Policies at General and Board Meetings.
- F. May sign checks.
- G. Shall be responsible for the running and organization of the Commander SAAZ competition and all events attached to the competition.



### SECTION 3. TREASURER

- A. The Treasurer shall have care and custody of all monies belonging to the organization.
- B. Shall keep accurate account, depositing funds in a bank designated by the Board of Directors.
- C. Shall disburse General Funds as directed by the Board.
- D. Shall file any certificates required by statute (state or federal).
- E. May sign checks.
- F. Shall submit monthly reports to the Board of Directors. The accounts shall be kept in a manner that will allow for an annual audit.
- G. Shall work with the Secretary to keep an accurate list of paid members.
- H. Shall deliver to their 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 4. SECRETARY

- A. The Secretary shall keep the minutes of the organizational and Board meetings.
- B. Shall keep a record of members and coordinate with the Treasurer and Communications Coordinator.
- C. Shall conduct correspondence for the organization and the Board of Directors.
- D. Shall prepare ballots for elections and supervise the election.
- E. Shall prepare information for new and interested members.

### SECTION 5. EVENT COORDINATOR

- A. Shall be responsible for organizing raffles.
- B. Shall be responsible for communications between meeting venues for club meeting and activities.
- C. Shall be responsible for the social aspects of the organization.
- D. Shall be responsible for planning and executing the major parties during the year, to be determined by the board.

### SECTION 6. EDUCATION COORDINATOR/HISTORIAN

- A. Shall be responsible for educating members in the art of zymurgy.
- B. Shall be responsible for keeping the history of the organization up to date and accessible.
- C. Shall coordinate a visual history of club events and activities by taking photos or delegating this task, and ensuring photos are saved to the club's official photo repository.

## SECTION 7. COMMUNICATIONS COORDINATOR

Shall be responsible for all forms of printed and electronic communication to keep the members and public informed.

## SECTION 8. SAAZ AMBASSADOR

- A. Shall report directly to the President.
- B. Will be a focal point for information about the organization to local communities and possible sponsors.
- C. Shall be responsible for obtaining sponsor donations for the Commander SAAZ Interplanetary Homebrew Blastoff™ competition (CSAAZ) and any other events.

## ARTICLE VIII. STAFF

### SECTION 1. EMPLOYEES

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

### SECTION 2. REIMBURSEMENTS

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. ESTABLISHMENT

The Board may establish Standing and Special Committees. The President shall appoint the chairman of all committees. All members of the committees are subject to the approval of the Board.

## SECTION 2. 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 3. EX OFFICIO MEMBERSHIP

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

## SECTION 4. REPORTING REQUIREMENT

Each active 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. An official SAAZ social event or activity to which all members are invited may serve as a monthly meeting.

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. AMENDMENT OF BYLAWS

- A. These bylaws may be amended at any regular meeting or at a Special Meeting called for revision of the bylaws, by a two-third vote of the paid members present, provided notice has been given two weeks prior to the meeting.
- B. Grammar, spelling and formatting changes may be made by the board without membership approval.