



Spacecoast Associates for the Advancement of Zymurgy, Inc. Policy and Procedures

In this document any reference to SAAZ is an explicit reference to Spacecoast Associates for the Advancement of Zymurgy. CSAAZ is an explicit reference to the Commander SAAZ interplanetary Competition that is a yearly event. Policy and Procedures herein will be referred to as P&P.

I. Membership

A. Member in good standing

A member in good standing is defined as having their current year dues paid in full and a signed Code of Conduct on file.

B. Membership levels and associated dues requirements

1. Individual - \$20.00 annually
 - a. Defined as dues paid voting member for specified calendar year, eligible and accountable for all responsibilities and benefits as specified in Bylaws and P&Ps.
 - b. Membership is non-transferable.
2. Family - \$30 Annually.
 - a. Defined as dues paid voting member and their spouse or named domestic partner. Both parties eligible and accountable for all responsibilities and benefits as specified in Bylaws and SOPs.
 - b. Membership is non-transferable.
3. Lifetime - \$150 Single payment
 - a. Defined as Individual membership, as outlined above, from date of payment until death of specified member.
 - b. Membership is non-transferrable.
 - c. Lifetime Members will receive a SAAZ mug
4. Lifetime Family - \$250 Single payment
 - a. Defined as Family membership, as outlined above, from date of payment until death of specified members.
 - b. Membership is non-transferrable
 - c. Lifetime Members will receive a SAAZ mug

5. Honorary Lifetime

The board may vote to extend an Honorary Lifetime Membership to individuals as they see fit.

6. Dues are to be paid annually for the calendar year, January 1st through December 31st.
7. Members joining and paying dues at the October meeting or later in the year are extended membership for the following calendar year.
8. Members joining on or after July 1st will pay one half the annual dues rate, except for lifetime membership of any type.
9. In the case of resignation or removal, dues are not refunded.

II. Finance

A. Bank Signature Card

1. President, Vice-President and Treasurer shall be added to the signature card of the bank.
2. Other Board members who may sign checks shall be added with a Board majority vote.

B. Collection of Funds

1. Collection

All funds collected on behalf of SAAZ must be turned in to the Treasurer within thirty (30) days with appropriate documentation.

2. Fees/Fines

- a. SAAZ shall charge a fee for any check returned by the bank for any reason. This fee shall be equal to the bank fine.
- b. There will be a replacement fee for lost, stolen or unreturned SAAZ property. The amount will be determined by the board.

3. Party Guest Fees

- a. Guests over 21 years old may attend SAAZ parties for a \$5 fee.
- b. Guests under 21 years old may attend SAAZ parties for free.
- c. SAAZ members may bring family members who live in the same household for free.

C. Disbursement of Funds

1. Reimbursement

- a. No member shall spend unbudgeted funds unless authorized by the Board.
- b. Approved vouchers must be filed with the Treasurer within 90 days of date of purchase to request reimbursement.

- c. Approved vouchers include:
 - i. Invoice
 - ii. Receipt
 - iii. Handwritten List
 - d. Disbursement will be made by SAAZ check within 45 days of receipt of voucher.
2. Purchase of goods or services
- a. Bids shall be obtained by no less than three (3) competing firms for purchases of more than \$500 unless this requirement is waived by the board to expedite purchase for a positive budget impact.
 - b. Bids will be awarded to the vendor with the lowest bid that meets the needs of SAAZ, if required, and provides the needed outcome. (e.g. Lowest bid for buying beer to supply an event comes in and provides low quality beer that should not be served).

D. Solicitation of Funds

1. Prior approval through the board is required for any solicitation of funds.
2. The board will determine sponsorship levels and benefits to sponsors, based on monetary donation or goods.
3. Donations should be used as designated by the donor or SAAZ. SAAZ shall obtain consent by the donor before altering the conditions of contributions.
4. The SAAZ Ambassador will maintain a master file of all solicitations or donations. This information will be shared with the board on the share drive for sponsor recognition on the various forms of media.
5. Donations should be used as designated by the donor or SAAZ. SAAZ shall obtain consent by the donor before altering the conditions of contributions.

III. Officer Duties

A. President

Responsible for the overall running of the business of the organization.

B. Vice President

1. Shall serve as coordinator for all SAAZ homebrew competitions and shall perform or delegate all relevant duties associated to said competition.
2. Shall serve as the point of contact between other organizations for competition related matters including, but not limited to:
 - a. Club representative to the Florida Homebrew Circuit (FHC)
 - b. Inter-club entry transportation for FHC competitions ("beer railroad").
 - c. Shall document standings and maintain records for SAAZ Brewer of the Year.

- d. Shall contact other Florida circuit competitions to arrange for automatic payment of the first two entries for SAAZ members in good standing.
 - e. Shall collect and present contracts for venues to the board for selection and approval.
 - f. Provide to the Communications Coordinator all website info pertaining to the CSAAZ events and process at least 6 months in advance.
 - g. Shall be responsible for maintaining and tracking inventory of the SAAZ storage unit, including all materials related to Commander SAAZ.
3. Create a requirements document for a host venue for CSAAZ and present to the board.
 4. Acquire 3 bids for the venue for presentation and selection by the board.
 5. Chair a post CSAAZ evaluation meeting to inquire of and document issues and improvements that can be made for future events.

C. Treasurer

1. Keep the SAAZ Checkbook in order and up to date.
2. Report balances at board meetings
3. Responsible for PayPal account.
4. Collect and disburse SAAZ funds according to Bylaws and Policies.
5. Set the SAAZ budget with input from the board and present for approval.
6. Provide a monthly budget status document on the shared drive for budget adherence visibility.
7. File legal documents and secure receipts as required.

D. Secretary

1. Keep member records to reflect past members and present members.
2. Take attendance at general and Board meetings.
3. Will be responsible for the creation of and distribution of membership cards.
4. Will be responsible for the creation of and distribution of new member packets.
5. Will be responsible for the creation of board and general meeting minutes and distributing them. All motions and vote results must be documented in the minutes. Board minutes will be posted no more than 3 days after the meeting.
6. Will be responsible for maintaining an ongoing list of action items on the SAAZ share drive.
7. Shall be responsible for the drafting of and sending of approved official board correspondence.
8. Shall be responsible for managing nominations of members to board positions.
9. Shall keep and tally all votes by members for board positions, reporting results at the November meeting and officially in the meeting minutes.

E. Education Coordinator/Historian

1. Arrange for education topics and presentation of those topics at the general member meetings or at special sessions for specific education topics.
2. Select and arrange location for general meetings in order to make education topics more feasible or provide any industry professional to participate.
3. Inform the Communication Coordinator of the location and information that needs to be disseminated to the membership, for a rolling next 3 meetings.
4. Shall be responsible for coordinating photos of all events and making those available to the Communications Coordinator for publishing on social media and the website.

F. Communications Coordinator

1. Shall be responsible for soliciting submissions for, creating and distributing the monthly newsletter after the officers meeting and at least one week prior to the next general meeting or party.
2. Shall be responsible for sending other email communication on behalf of SAAZ as deemed necessary by the officers.
3. Shall maintain the SAAZ website. Keeping all information current and accurate.
4. Shall maintain the SAAZ Smug Mug account, updating with pictures from all events. And include links to photo on our website.
5. Shall be the main point of contact for all SAAZ Facebook pages and Twitter account. Shall be responsible for adding new members to the SAAZ member group page, creating events and inviting members, provide content for posts with the assistance of other officers and monitor content for appropriateness. Shall be responsible for answering Facebook messages or directing them to the appropriate officer for response.

G. SAAZ Ambassador

1. The SAAZ Ambassador participates at a high level, in conjunction with the President, making sure the public and general communities have a positive view of the organization
2. Soliciting sponsors for the organization is a duty of the SAAZ Ambassador.
3. The SAAZ Ambassador is responsible for procuring raffle items for events and coordinating with the Event Coordinator.
4. The SAAZ Ambassador will arrange sponsorships of SAAZ major events in coordination with and the chairperson of said event.
5. Will be responsible for drafting and mailing out all Commander SAAZ "sponsorship" correspondence with the correct lead time based on vendor/sponsor requirements.
6. Will be responsible for compiling a list of new and existing club sponsors, and reporting the status of this list to the board at every meeting.
7. Will maintain a master spreadsheet of all solicitations or donations on the share drive with sponsor levels beginning at the start of the calendar year. This information will be available to all board members that require up to date sponsor level status.

8. Will be responsible for mailing all thank you cards to club sponsors within (30) days after the Commander SAAZ awards ceremony or any other major event.

H. Event Coordinator

1. Shall serve as coordinator for all SAAZ parties and special events, including Commander SAAZ, and shall perform or delegate all relevant duties associated to said events.
2. Shall serve as the raffle coordinator, responsible for the sale of raffle tickets, and the transport all raffle materials to and from member meetings and special events. Materials include, but are not limited to the raffle wheel, raffle tickets, and raffle items.
3. Will be responsible for bringing all equipment required for SAAZ parties. Materials include, but are not limited to: draft equipment, grill equipment.
4. Will coordinate and be primary contact for SAAZ participation in external events.

IV. Committees

A. Permanent Committees

The following committees will be permanent, and positions within the committees will be appointed by the chairman of the committee:

1. Competition Committee

Chairman – Vice President

2. Command SAAZ Competition Committee

- a. Chairman – Vice President

- b. CSAAZ Coordinator

- i. Shall, propose dates so all facets of the competition can be completed in a timely fashion and venues can be contracted.
- ii. Shall work with the Vice-President to create an action plan to be presented at the February board meeting. The CSAAZ Coordinator will be responsible for competition related action items in the plan.
- iii. Shall provide a monthly report as to status, needs and accomplishment based on action plan.
- iv. Inform Communication Coordinator of all judging and stewarding requirements as soon as dates for those events are known.
- v. Will work with a board member that is a BJCP judge in good standing or a regular member, if no board members are BJCP judges, to register the competition with BJCP and make payment.
- vi. Register the competition with American Homebrewers Association.
- vii. Register the annual CSAAZ competition in ReggieBeer.

- viii. Learn and be capable of running all areas of the competition in ReggieBeer.
 - ix. Recruit volunteers for stewarding, setup, tear-down of competition related areas.
 - x. Find and coordinate the storage and movement of entries, if necessary, for the competition.
 - xi. Will be responsible for mailing out all Commander SAAZ medals to winners not present at Commander SAAZ.
3. **Bottoms Up Beer Run Committee**
Chairman – appointed each year by the board

B. Temporary Committees

1. The board can create a temporary committee to perform a needed function or research when required.
2. Monthly status reports will be created and given to the secretary 1 week prior to board meetings.
3. A chairperson will be appointed by the board and while the committee exists may be asked to attend board meetings in a non-voting capacity.

V. Brewer/Judge Incentives

A. SAAZ Brewer of the Year

1. Any current SAAZ Member in good standing is eligible to win.
2. Brewers will accumulate points for winning medals in competition on the Florida Homebrew Circuit.
3. Separate awards will be given for beer and mead/cider winners.
4. Prizes will be determined each year by the SAAZ board based on available funds.

B. Keg Reimbursement

1. Any current SAAZ Member in good standing that brings a keg of homebrew to an event for consumption by non-SAAZ members is eligible for reimbursement.
2. The reimbursement shall be \$40.00 for a full 5 gallon keg consumed. If the keg is supplied and provides free entry to an event in which the brewer can serve the beer and be able to act as an attendee, then the reimbursement will be for the difference of the cost of the event and \$40.00.
3. Partial kegs, if needed and used, will be reimbursed on a sliding scale.
4. This policy does not apply for the Bottoms Up Beer Run.

C. Competition Entry Reimbursement

1. Any SAAZ Member in good standing is eligible for reimbursement.

2. SAAZ will reimburse members for 4 entries per person for CSAAZ, 2 entries per Florida Homebrew Circuit competition and 1 entry for the NHC competition.
3. The total spent by the organization as a whole for entry reimbursement will not exceed \$1000/year.
4. Members must enter Florida Homebrew Circuit competitions and some competitions may be set up to cover the entries paid for by the organization at the time of registration. Competitions where this does not happen will require that the member submit their receipts to the treasurer for reimbursement.

D. SAAZ Intra-club Brew Challenges

1. The club will host intra-club brew challenges.
2. SAAZ will announce the challenge ingredient/style and requirements via the Newsletter.
3. To participate one must be a current SAAZ Member in good standing at the time of the judging.
4. Members must sign-up for the challenge at a meeting - General or Board. We will not accept sign-ups at any other time.
5. Members must pick up special ingredient, if required, at a SAAZ Meeting (General or Board), we will not make special arrangements to deliver items.
6. Participants must provide the required samples of their brew to the designated meeting for judging. Failure to provide brew samples will affect your ability to partake in future challenges.
7. SAAZ will provide a prize for the winner of each challenge.

D. SAAZ Member Judges Reimbursement

1. SAAZ members who are qualified and participate in judging at other Florida Homebrew Circuit competition can receive a stipend to cover travel expenses.
2. The reimbursement will be \$40.00 per judge per competition, provided at least two half-day sessions are judged.
3. If the competition provides a stipend, the stipend from SAAZ will be reduced by that amount.
4. A maximum of \$1000.00 will be allocated for these expenses per year.