

# BAY AREA MASHTRONAUTS HOMEBREWING CLUB BYLAWS

~~February 2019~~

November 2020

We, The Bay Area Mashtronauts, in order to form a more perfect brew, hereby establish ourselves as an organization in pursuit of educating brewers, mazers, cidermakers and vintners in making great beer, meads, ciders, and wines for fun and competition, as well as making great friends and having a great time. To guide us on this pursuit we establish the following bylaws and rules to maintain a smooth operation of The Bay Area Mashtronauts Homebrewing Club herein referred to as the "Club".

## **Article I: Meetings**

### **A. Meeting guidelines**

1. Meetings of the Club will take place on the second Tuesday of every month.
2. Site of the meetings will be at a location approved by the officers.
3. Meetings shall commence no sooner than 6:30 PM and shall end no later than midnight.
4. The President has the authority to call emergency meetings so long it does not conflict with the monthly meeting.
5. The President may change the date and venue of a Mashtronaut meeting without a bylaw change provided sufficient notice is given to all dues paid members by all means at this Club's disposal.

## **Article II: Officers**

An officer must be a dues paid member in good standing with the Club. All officers' terms are for one (1) calendar year. The Bay Area Mashtronauts Homebrew Club will consist of a President, Vice President, Secretary, Treasurer, and Education Officer.

### **A. Nominations**

1. Nominations will be taken in October and November.
2. A second is required and acceptance is required by the nominated member.
3. Only dues paid members are eligible for candidacy.
4. The Secretary will record nominators, seconders, and candidates for Club records.

### **B. Elections**

1. Elections are to be held every November.
2. Only dues paid members have the right to vote.
3. Elections will be by secret ballot.
4. Ballots shall be counted by an officer and a dues paid member who is not up for election.  
Any run-offs shall be held immediately after the first count of ballots.
5. Special elections will be held as needed.
6. Officer positions will pass with 50% + 1 vote
7. The Secretary will record elected names and positions for Club records.

### **C. Responsibilities**

1. Mission Commander (President)
  - a. The President is responsible for the organization and execution of all Club and officers' meetings and the smooth operation of all Club functions.

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- b. The President has the power to appoint any ad hoc committees.
  - c. The President shall share access to Club assets both physical and financial.
  - d. The President is responsible for at least one committee of Lunar Rendezbrew.
2. Pilot (Vice President)
- a. The Vice President is responsible for helping with the smooth operation of all Club functions.
  - b. The Vice President is responsible for maintaining physical assets of the Club.
  - c. The Vice President is responsible for at least one committee of Lunar Rendezbrew.
3. CapCom (Secretary)
- a. The Secretary shall maintain the minutes of all Club and officers' meetings.
  - b. The Secretary is responsible for operation of the Club website and social media accounts.
  - c. The Secretary is responsible for at least one committee of Lunar Rendezbrew.
4. Payload Specialist (Treasurer)
- a. The Treasurer is responsible for maintaining the financial records of the Club.
  - b. The Treasurer is responsible for maintaining an accurate list of dues paid members.
  - c. The Treasurer is responsible for issuing periodic financial update.
  - d. The Treasurer is responsible for at least one committee of Lunar Rendezbrew.

NOTE: All members will require the pre-approval of two officers prior to making purchases over \$50 that will be reimbursed by the Club.

5. Mission Specialist (Education Officer)
- a. The Education Officer is responsible for Club educational opportunities.
  - b. The Education Officer is responsible for at least one committee of Lunar Rendezbrew.
6. Secession
- a. Should any officer have to leave their office, their replacement shall be appointed by the remaining officers. The appointee shall assume officer responsibilities immediately upon their acceptance of the office and complete the remainder of the term.
7. Appointed Positions
- a. Appointed positions are for one (1) calendar year.
  - b. Appointed positions, committees, and committee heads are not considered Club officers and shall not cast votes in officers' meetings.

**Article III: Operations**

A. Members

- 1. All members shall pay ~~yearly dues due at the beginning of each calendar year.~~ **annually on a rolling 12-month basis**
- 2. As a dues paid member, Mashtronauts are entitled to any and all benefits of the Bay Area Mashtronauts Homebrewing Club. Benefits may vary.

B. Club Sanctioned Events

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1. Events may be proposed by any dues paid member(s) to the officers.
2. Officers Shall consider all such requests with respect to Club budget and other resources, then approve if warranted.
3. Examples of such events include, but are not limited to: BJCP Classes, F.A.R.T.s, Lunar Rendezbrew, Nuts & Bolts, Competitions, and Brew-ins

### C. Business Meeting

1. The business meeting shall be November of every year.
2. A quorum must be present and shall consist of 50% plus 1 of dues paying members and 3 of the 5 Club officers.
3. The business will consist of the financial report of the Club, nominations of officers, and any proposed changes to the bylaws.
4. All voting will be done during this meeting.

### D. Officer Meetings

1. Meetings of the Club Officers shall be scheduled on a periodic basis.
2. Meetings shall be conducted in a public place as selected by the Officers.
3. Part of each meeting shall be open for BAM members to attend and participate.

### E. Bylaw Changes

1. All proposed changes must be submitted during a monthly membership meeting and published to all dues paid members prior to the next monthly meeting where the vote will take place.
2. Proposed changes shall be posted in advance of the meeting to the Club website and social media account(s).
3. All proposed changes must be ratified by a two-thirds (2/3) vote of all dues paid members in attendance at the meeting.
4. All voting shall be done by secret ballot.
5. Tabulations of the votes shall be counted by two officers and one member at large.
6. Emergency changes to the bylaws may be proposed as needed. Said emergency changes must be ratified by two-thirds (2/3) of all dues paid members.