

**ALCOHOL THROUGH FERMENTATION HOMEBREW  
CLUB  
Or  
ATF HOMEBREW CLUB  
BY-LAWS**

Passed on 11/19/2023

This set of by-laws replaces the original by-laws dated August 1998

**ARTICLE I – NAME**

**Section 1 – Name**

The name of this organization is “Alcohol Through Fermentation Homebrew Club” or ATF Homebrew Club”. The name of the club can be changed with a 60% vote of the membership to more reflect the nature of the club.

**ARTICLE II – PURPOSE**

**Section 1 – Purpose**

The ATF Homebrew Club exists as a means for members to explore their hobby through the promotion and education of home brewing. The mission of the club is to promote awareness and appreciation of the quality and variety of homebrewed beers, wines and meads through education, research, and the collection and dissemination of information; to serve as a forum for the technological and cross-cultural aspects of the art of brewing; and to encourage personal responsibility when using beer or other alcohol containing beverages. The consumption of samples allow for the examination of the various styles of homebrewed beverages for the purpose of competition, evaluation, feedback and problem solving.

This organization is organized exclusively for purposes allowed under section 501(c)(7) of the Internal Revenue Code or corresponding section of any future federal tax code.

**Section 2 – Goals**

To foster an appreciation of homebrewed beer, wine, mead and other fermented beverages and foods and to promote knowledge of the art of brewing and fermentation.

To engage in enjoyable social and educational activities focused on home brewing as a common foundation.

To learn and teach more about beer, beer tasting and testing, beer judging and brewing techniques, based on sharing knowledge and experience.

To promote the hobby and enjoyment of home brewing.

To promote the responsible use and enjoyment of alcoholic beverages.

## ARTICLE III – MEMBERSHIP

### **Section 1 – Eligibility**

All persons who are of legal age in the State of North Carolina to consume alcoholic beverages are eligible for membership.

### **Section 2 – Acceptance**

The only criteria for membership acceptance are to make an application to the club and to keep the annual dues current.

### **Section 3 – Rights and Liability of Members**

Each active member of the club shall have the right to vote on club matters. The members of the club shall not be liable for the debts or obligations of the club. No member shall receive compensation for services rendered to the club except as otherwise approved by officers of the club. A club member may be reimbursed for expenses reasonably incurred on behalf of the chapter, if approved by the club officers.

### **Section 4 – Guests**

Members may, and are encouraged to, bring guests to club meetings and functions. It is anticipated that these guests would eventually join the club.

### **Section 5 – Membership Year**

The membership year of the club shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

### **Section 6 – Non-Discrimination**

Club membership shall not be denied to any individual on the basis of race, color, creed, national origin or sex.

### **Section 7 – Hold Harmless**

Participation in this club is entirely voluntary. All members know that participation in club activities involves the consumption of alcohol beverages and that this may affect their perception and reactions. Individual members accept responsibility for their own conduct, behavior and actions and absolve the ATF Homebrew Club of responsibility for their conduct, behavior and actions. Participation includes any guests that maybe present at club activities, wherever they may be held.

## **Section 8 – Types of Membership**

All types of membership are subject to Article III, Sections 1 and 2.

### **A – Active Members**

Open to all persons as provided by Article III, Sections 1 and 2. Active members have voting rights and are eligible to become officers. Dues for active members will be set by the officers.

### **B – Social Members**

Open to all who are full, or equivalent, members of any other homebrew club recognized by the American Homebrewer's Association or member of our social media platforms. Social members shall not have voting rights and are not eligible to become officers. Social members may not represent the ATF Homebrew Club in any AHA Club Competition or similar event as determined by the officers.

### **C – Honorary Members**

Honorary members are persons who have rendered special services to the organization, or have made an outstanding contribution to the advancement of brewing. Honorary membership shall be granted in lieu of annual dues and to any qualified person previously approved by a resolution of the executive board of directors. Any member may submit the name and qualifications of any person to the board for consideration as an honorary member. Honorary members shall not have voting rights, and are not eligible to become officers.

## **Section 9 – Upgrading of Types of Membership**

Any member may change to Active member status by paying dues.

# **ARTICLE IV – VOTING**

## **Section 1 – Eligibility**

All club members, of any membership type that has voting rights (according to Article III Section 8), and who have dues paid up current are eligible to vote.

## **Section 2 – Items Put to Vote**

The club's officers shall decide when and which issues and topics are to be voted on by membership. Any member may petition to any officer for issues to be brought to vote. Items other than election of board members, brought to vote on by the membership shall be decided by a quorum of the members. Absentee voting shall be permitted at the discretion of the officers.

## **Section 3 – Quorum**

A meeting consisting of at least one officer and one half of the club members actually present at the meeting where business is being conducted is to be considered a quorum. For example: If there are 50 paid members currently in the club, but there are only 14 voting members and one officer present at the meeting for a total of 15 members where business is being conducted, only 8 of those at the meeting are required to effect a quorum so that the business at hand can be voted on and settled.

#### **Section 4 – Election Dates**

Elections are held yearly from October 15 thru November 15. Immediately following the election, officers-elect will begin a one month internship with the new officers being installed at the annual Christmas party.

#### **Section 5 – Nominations**

Nominations shall be made by any active member, from September 15 thru October 14.

#### **Section 6 – Voting Method**

Voting for officers is by controlled ballot. This means that a ballot will be available to the registered active membership only. Absentee voting shall be accepted if such vote is submitted in writing within the voting period.. Run-offs may be required to obtain a simple majority vote for one candidate. The procedure will be determined by the officers at that time.

## **ARTICLE V – OFFICERS**

#### **Section 1 – Officers**

President  
Vice President  
Secretary  
Treasurer  
Past President  
Social Media Coordinator \*appointed by officers

A majority of the duly elected officers shall constitute a quorum for the transaction of all business at the officers meetings. The officers shall:

Have general supervision of the affairs of the organization between business meetings.

Constitute organizational authority in deciding matters of organizational policy not otherwise decreed.

Act upon committee reports and make recommendations to the membership.

Perform other duties as specified in the procedures.

For a vacancy in any office, other than the office of president, membership shall be polled for an individual willing to serve as officer and shall be filled by presidential appointment with the board of officers' approval. The vice president shall fill the president's office if a vacancy occurs.

## **Section 2 – Officer Responsibilities**

President –

This officer will normally conduct the meetings. He or she will be responsible for securing the meeting place. Often, the president is the one who plans the meetings, arranging for an interesting demonstration or discussion. This officer reviews the financial records of the organization quarterly or as needed. The president shall, with the approval of the officers, appoint committees and approve the actions thereof. The president shall fix the hour and location of the officers meetings. The president shall have no vote on motions made at membership meetings or officers meetings, except to break a tie.

Vice President –

This officer assists the president. In the absence of the president, the vice president will conduct the meetings. This person will organize the tasting portion of the meeting and ensure that there is an adequate supply of beer. The vice president will be a secondary signer on the club's bank account. The vice president shall be responsible for securing speakers, education coordination, custody of the organizations properties and other duties as prescribed by the officers.

Secretary –

This officer keeps the minutes of the meeting (if necessary), edits and makes available to the club's members. The secretary also maintains a list of the committees and their chairpersons and other duties as prescribed by the officers. The secretary also corresponds with other clubs and appropriate bodies.

Treasurer –

This officer handles the finances and has custody of the funds of the organization. The treasurer collects dues and fees and sees that they are deposited into the club's accounts. The treasurer shall disperse funds for all debts incurred by the organization. The treasurer shall keep accurate and complete financial records of all transactions suitable for audit by the president or the officers and maintain the membership list. The treasurer will deposit all funds into a federally insured bank account within 10 days of receipt and shall be responsible for filing all necessary notifications with the United States Department of Internal Revenue Service (IRS) in order to maintain any tax exempt status that may be obtained by the organization. The treasurer will complete other duties as prescribed by the officers.

Social Media Coordinator –

This officer is an appointed position and shall be determined by the incoming officers for the year of their term. Social Media Coordinator shall research, design, and maintain the club's online presence. The Social Media Coordinator will complete other duties as prescribed by the officers.

Past President –

This is a default position and is not voted upon. The previous serving president automatically fills this vacancy. This officer assists the current officers as needed.

### **Section 3 – Removal**

Any officer may be removed whenever two-thirds of the regular membership decides the best interest of the organization will be served by the removal.

This removal procedure shall be initiated by a petition signed by not less than one-third of the active members. Prior to any removal, the officer sought to be removed must be given a reasonable opportunity to speak on his/her behalf before the officers at a regular or special meeting of the members.

Notification to the membership that an election will be conducted on the removal of an officer must be included in the regular notice of the monthly meeting.

Any officer missing three officers meetings and/or six membership meetings during his/her term of office, without reasonable excuse, shall be subject to immediate removal from office without requiring the above mentioned removal process. A reasonable excuse shall be determined by the officers. Upon trigger of this rule, the position will be filled as soon as possible.

Any individual, by accepting membership in the organization, does thereby agree to abide by all provisions of the by-laws, rules and procedures of the organization.

### **Section 4 – Officer Resignation**

Upon the resignation of an officer, the remaining officers shall select a person to take the responsibilities of the officer who left and this person shall serve out the remainder of the resigned officer's term.

## **ARTICLE VI – NONPROFIT ORGANIZATION**

### **Section 1 – Nonprofit Status**

The club is declared as a nonprofit organization. This does not give it tax exemption status under the rules of the United States Department of Internal Revenue Service (IRS) unless applied for and received at a later date.

## ARTICLE VII – DUES

### **Section 1 – Calendar**

Membership dues are to be paid annually in January or before for the ensuing fiscal year. The dues are set by the officers. When current members pay their dues, they must pay their dues for the full year (January 1 thru December 31).

### **Section 2 – Form**

Dues will be collected by the treasurer and may be paid by cash, check or digital payment system (example: Paypal).

### **Section 3 – Reporting**

The treasurer shall report the financial status of the club at the request of any officer.

## ARTICLE VIII- MEETINGS

### **Section 1 – Meetings of Members**

Members shall meet monthly unless otherwise instructed by the club officers. Meetings may be informal OR follow Robert’s Rules of Order, as described in sections 2 and 3. This shall be determined by the officers.

### **Section 2 – Meeting Rules and Procedures**

In transacting official business, the rules of parliamentary procedure contained in Roberts’ “Rules of Order” shall generally govern all meetings of the club.

The presiding officer has the final authority to dispense with the rules to move business forward. The presiding officer has the floor until yielded to a designated person. It is the individual responsibility of each member to respect the speaker on the floor. Each member is to wait until recognized by the chair. All ideas must be presented as suggestions in order to allow an opportunity for discussion by the membership. Common sense and the simplest form of parliamentary procedure shall be followed for matters not specifically covered by the by-laws. When the by-laws, rules and procedures conflict, they shall be governed by the following procedure:

- 1<sup>st</sup> - By-laws.
- 2<sup>nd</sup> - Rules and Procedures.
- 3<sup>rd</sup> - Parliamentary Procedure.

### **Section 3 – Order of Business**

The general format for the order of business by which a membership meeting is conducted should include but is not limited to the following, and in this general order:

- Call to order
- Introduction of officers (if there are guests present)
- Introduction of guests
- Program & speaker
- Minutes of the meetings and the executive board of directors report.
- Treasurer's report
- Member's talk
- Committee reports
- Old business
- New business
- Adjourn

## ARTICLE IX – DURATION

### **Section 1 – Duration**

The duration of this organization shall be perpetual.

## ARTICLE X – BY-LAW ACCEPTANCE CHANGES

### **Section 1 – Acceptance**

These by-laws are accepted at the time of adoption by a majority vote of registered members present at the meeting.

### **Section 2 – Procedure for Changes**

Any member may petition for a change in the by-laws. When changes are suggested, the petition must be presented in writing and introduced at a regular meeting of the organization. The proposed changes shall be published in the newsletter or on the website and will be voted on at the next regular club meeting provided a 30 day waiting period has been met. A vote of the majority of the club's active members present at the meeting that are eligible to vote according to Article III Section 8 must approve a by-law change.

## ARTICLE XI – COMMITTEES

### **Section 1 – Appointment**

The president shall call for volunteers for each committee prior to appointment. The president shall appoint a chairperson to each committee and schedule meetings to accomplish the goals of the committee, such as:



Propose date time and place of function if applicable.  
Propose program format, costs and assign duties.

It is the responsibility of each committee chairperson to submit progress reports at the monthly meetings. A final written report to the president for review by the executive board of directors prior to the submission to the general membership is also the responsibility of the chairperson.

The dates, times and places of committee meetings shall be published or announced whenever possible to enable other interested members to attend and participate.

## ARTICLE XII – DISSOLUTION

### **Section 1 – Dissolution**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(7) of the Internal Revenue Code or corresponding tax code of any future federal tax code or shall be distributed to the Federal Government, or to a state or local government, for a public purpose.