

BYLAWS AND CHARTER OF THE  
**Southwest Florida Brew Crafters**  
A brewing club of Southwest Florida



**ARTICLE I – GENERAL**

**ARTICLE II – RIGHTS AND LIABILITIES OF MEMBERS**

**ARTICLE III – MEMBERSHIP**

**ARTICLE IV – ORDER OF BUSINESS**

**ARTICLE V – VOTING**

**ARTICLE VI – FINANCES**

**ARTICLE VII – BYLAWS ACCEPTANCE**

**SOUTHWEST FLORIDA BREW CRAFTERS RULES OF CONDUCT**

## **ARTICLE I – GENERAL**

### **SECTION 1 – NAME**

- A. The name of the club is “Southwest Florida Brew Crafters”, hereinafter referred to as such or as “SW Florida Brew Crafters” or “Club”.

### **SECTION 2 – PURPOSE**

- A. The mission of the Southwest Florida Brew Crafters is to promote awareness and appreciation of the quality and variety of homebrewed fermented beverages (beer, mead, cider, etc.) 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 examination of the various styles of home brewed beverages for the purposes of competition, evaluation, feedback and problems solving.
- B. The Southwest Florida Brew Crafters invests profits back into the community or charitable organizations through funds raised from events such as homebrew competitions, cultural events, brewing education courses etc.

### **SECTION 3 – GOALS**

- A. To engage in social activities focused on home brewing and/or craft beer as a common foundation.
- B. To learn more about beer, beer evaluation, and brewing techniques.
- C. To promote the hobby and enjoyment of home brewing.
- D. To promote the responsible use and enjoyment of alcoholic beverages.
- E. To invest profits back into the community or charitable organizations through donations received from events hosted by the Southwest Florida Brewcrafters.

### **SECTION 4 – AFFILIATIONS**

- A. The Southwest Florida Brew Crafters is an American Homebrewers Association (AHA) affiliated club.



## **ARTICLE II – RIGHTS AND LIABILITIES OF MEMBERS**

### **SECTION 1 – HOLD HARMLESS RESPONSIBILITY FOR ACTIONS**

- A. Each member's participation in the Southwest Florida Brew Crafters is strictly voluntary. Each member realizes that participation in Southwest Florida Brew Crafters activities may involve the consumption of alcoholic beverages, which may affect perception and reactions. All members shall be responsible for their own conduct and actions as well as those of their guests. Each member and guests of members accepts sole responsibility and all liability for their conduct behavior and actions and agrees to indemnify and hold harmless the Southwest Florida Brew Crafters Club, its Officers, its members and any business (including owners, staff and patrons) where meetings are held from any and all claims or liability whatsoever resulting from actions of the Club, its members, and guests of members. Through membership in the Club, each member agrees to and is bound by this article and the attached Hold Harmless Release Agreement incorporated herein.
- B. No individual general member or any member of the Board, nor any authorized representative of Southwest Florida Brew Crafters shall be personally liable for any debt or obligation of the club.
- C. No member shall receive compensation for services rendered to the club except as otherwise approved by the officers of the club. A member may be reimbursed for properly documented expenses, which were reasonably incurred on behalf of the club and subject to prior approval of the club officers.

### **SECTION 2 – RIGHTS OF MEMBERS**

- A. Each regular member of the Southwest Florida Brew Crafters shall have the right to vote on club matters. Voting rights for other types of members are described in Article III.

## **ARTICLE III – MEMBERSHIP**

### **SECTION 1 – MEMBERSHIP POLICIES**

#### **A. GENERAL MEMBERSHIP**

- i. General Membership is unlimited and open to any individual person interested in the advancement of zymurgy, and who will support the charter and basic policies of this club, subject only to compliance with the provisions of the Bylaws.
- ii. Members are not required to brew beer.
- iii. Only members of the club shall be eligible to participate in its business meetings, or serve in any of its elective or appointed positions.
- iv. Provide a support base from which the Board of Directors can form action committees.
- v. Provides guidance and assistance to the Board of Directors on issues that are within the purview, charter, and function of the club.
- vi. Provides an opportunity to give feedback on issues and concerns that need to be brought to the attention of the Board of Directors. Members wishing to present ideas to the Board for consideration should do so in writing.
- vii. Affords a pool of members to draw from for the election of the Board of Directors, and all members a vote in the annual election of that board.

#### **B. ELIGIBILITY**

- i. All persons of legal age to consume alcoholic beverages in the state of Florida are eligible for membership. Membership in this club shall be available without discrimination.

#### **C. ACCEPTANCE**

- ii. A criterion for membership is submission of a written application to the Southwest Florida Brew Crafters, written agreement of the Rules of Conduct as attached and incorporated herein and payment of annual dues. Upon acceptance, contact information will be recorded in the member roster.

#### **D. WEBSITE POLICIES**

- i. The Southwest Florida Brew Crafters website resides at **BREWCRAFTERS.ORG**
  - ii. Use of the Club website and forum is restricted to regular members in good standing.
  - iii. User names must include your real name. First and last is recommended, however in the interest of privacy a minimum of first name and last initial is required.
  - iv. Use a custom photo or avatar for your profile.
  - v. Use of the website is restricted by the Terms of Service provided by the network host.

#### **E. MEMBERSHIP YEAR**

- i. The membership year will be the twelve month calendar year beginning on January 1st.

#### F. DUES

- i. Payment of annual dues is calculated per member.
- ii. Dues will be \$25.00 per individual \$35.00 for a couple. Timely payment of dues grants full membership benefits and rights. Annual dues shall expire on and become due in January of each year. If payment of dues in full is not received by January 31, the member shall cease to be current and all benefits, rights and privileges shall be revoked until such time as payment in full is received.
- iii. New members' dues will NOT be pro-rated to the date of membership.

#### G. MEMBERSHIP PRIVILEGES

- i. Regular members, as described by Article III, Section 1, are provided the following:
  - Unlimited access to the club forum and webpage.
  - Access to regular club meetings and functions.
  - Access to club only bulk buys.
  - Discounts for club sponsored events.
  - Voting rights as described in Article V

#### H. MEMBER GUESTS

- i. Regular members, in good standing, are permitted to bring guests to club sponsored events.
- ii. Guests attending club sponsored events will not be afforded any discount which may be provided to regular members.
- iii. Guests attending regular meetings must wait until the beginning of the social portion of the meeting before being granted access.
- iv. Guests shall have no voting rights in regards to club business.

#### I. SUSPENSION AND EXPULSION FOR CAUSE

- i. Any member may be suspended or expelled from membership upon a showing of willful disregard of these Bylaws, Rules of Conduct, or other actions detrimental to the Southwest Florida Brew Crafters in any way, as determined by a majority vote of the Board of Directors.
- ii. The charges against the member will be considered at a regular Board of Directors Meeting or a Special Meeting called for that specific purpose. The member will be notified of the charges and date, time and place of the meeting. The member may appear and respond to the charges.
- iii. The decision of the Board of Directors shall be final.
- iv. No refund of dues will be issued to any member who is suspended or expelled.

## J. REINSTATEMENT

- i. A suspended or expelled member, or one who has resigned with disciplinary action pending, may be returned to full membership upon written application and with a unanimous approval vote of the Board of Directors and payment of current dues.

## SECTION 2 – MEMBERSHIP ORGANIZATION

### A. BOARD OF DIRECTORS

- i. The Board of Directors, hereinafter referred to as such or as “Board” or “Officers” shall consist of five (5) elected positions as follows:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Event Coordinator
- ii. The purpose of the Board of Directors is to provide responsible leadership, an administrative structure to conduct business and shall be responsible for the management of the affairs of the club.
- iii. Officers must have been members in good standing for the past 12 months.

### B. ELECTION OF OFFICERS

- i. Election of Officers shall be held at the Meeting in November of every other year.
- ii. Nominations for Elective officers of the club shall be nominated annually from the floor at the October meeting.
- iii. In the event that no nominations are made, the current Board of Directors shall retain their positions.

### C. TERM OF OFFICE

- i. The term of office for the Board of Directors shall serve for a period of two (2) years starting in January.
- ii. The newly elected Board of Directors should participate in all meetings from the date of the elections if at all possible.
- iii. There is no limit to the number of terms an elected officer may serve as long as he or she is elected in accordance with Article III.

### D. VACANCIES

- i. Whenever a vacancy shall occur on the Board of Directors, by death, resignation, removal or otherwise, the office shall be appointed without delay by the current President.
- ii. The person will then hold office until the annual meeting for the Election of Officers, and assumption of duties.
- iii. If the office of President should become vacant, a member of the Board will fill the position until such time as the Board of Directors elect a new President, who would then serve the remainder of the term.

## E. REMOVAL OF OFFICERS

- i. Any one or more of the Officers may be removed with cause, at any time, by the vote of the General Membership; through a special meeting called for that purpose, or at a regular monthly meeting, provided that a three fourths (75%) of the General Membership present shall vote in favor of such removal.

## SECTION 3 – DUTIES OF BOARD OF DIRECTORS

### A. The duties and responsibilities of the Board of Directors shall be as follows:

- i. **PRESIDENT**
  - Shall preside at all meetings of the Board of Directors and General Membership and be Ex-officio member of every committee.
  - Shall plan the meeting, arranging for topical discussions, demonstrations or guest speakers.
  - Shall create committees and coordinate the efforts of all Standing Committees.
  - Shall review the financial records of the club on a regular basis.
  - Shall maintain a record/possession of club property including, but not limited to: club-owned brewing equipment, club-owned brewing ingredients, draft equipment, wood casks and any other club-owned item(s).
- ii. **VICE PRESIDENT**
  - Shall, in the absence of the President, will fulfill all duties as described in above in Article 3 Section 3 (A) (i).
  - Shall work under the direction of the President to advance and promote the good image and beneficial works of the Southwest Florida Brew Crafters Club.
  - Shall work with the President to recommend, determine and implement policy decisions made by the Board of Directors
  - Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club.
- iii. **SECRETARY**
  - Shall work under the direction of the President to advance and promote the good image and beneficial works of the Southwest Florida Brew Crafters.
  - Shall work with the President to recommend, determine and implement policy decisions made by the Board of Directors
  - Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club.
  - Shall act as the principle point-of-contact between the Southwest Florida Brew Crafters and the American Homebrewers Association, other homebrew clubs, businesses, and organizations.
  - Shall act as principal point-of-contact for all outside notices, including developing press releases and contacting media outlets.
  - Shall maintain the club's email ([swfbrewcrafters@gmail.com](mailto:swfbrewcrafters@gmail.com)) and Facebook accounts.
  - Shall present to the Board of Directors at their meetings all communications addressed to the club.
  - Shall maintain the official Club calendar (current and the next 12 months), which

should also include committee activities, beer festivals, homebrew and beer competitions, and any events relative to the purpose of the Southwest Florida Brew Crafters.

- Shall be the archive of all official documentation of the Southwest Florida Brew Crafters.
- Shall provide support to the Board of Directors to promote good communications within the Southwest Florida Brew Crafters.
- Shall serve as proofreader of all printed communication as requested or required.
- Shall assist the treasurer in maintaining the membership list.

iv. **TREASURER**

- Shall work under the direction of the President to advance and promote the good image and beneficial works of the Southwest Florida Brew Crafters.
- Shall work with the President to recommend, determine and implement policy decisions made by the Board of Directors
- Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club.
- Shall have the overall responsibility of care and custody for all club funds and securities. By regulation, the Treasurer is required to make all deposits for the club into our account.
- Shall render a statement of the condition of the finances of the club at each meeting of the Board of Directors and general meetings or at such other times as required.
- Shall keep correct books of account of all its business and transactions and such other books of account as the Board of Directors may require.
- Shall exhibit at all reasonable times the books and accounts to any members when requested.
- Will advise the Board of Directors of methods for improving Southwest Florida Brew Crafters financial management.
- Shall collect dues for deposit in the club's account.
- Shall do and perform all other duties normally pertaining to the office of the Treasurer.

v. **EVENT COORDINATOR**

- Shall work under the direction of the President to advance and promote the good image and beneficial works of the Southwest Florida Brew Crafters.
- Shall work with the President to recommend, determine and implement policy decisions made by the Board of Directors
- Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club
- Shall coordinate "Field Trips", visits to (and reciprocate) other clubs, conventions and/or workshops.
- Under the direction of the President, is responsible for the promotion and education of the club; arranging for educational programs such as peer and guest speakers, videos, books, workshops, "Q & A" sessions, etc.

## **ARTICLE IV – ORDER OF BUSINESS**

### **SECTION 1 – REGULAR MEETINGS**

- A. Regular meetings will be held at 10 AM on the first Saturday of each month at Dons “Brewstory” located in Estero, FL.
- B. Upon arrival all regular members and guests must sign in.
- C. New members and guests shall provide prompt payment to the Treasurer.
- D. The order of business at regular meetings shall be as follows:
  - i. President’s Call to Order
  - ii. Welcome New Members / Guests
  - iv. Officer’s Announcements
  - v. Committee Reports
  - vi. Guest Speakers
  - vii. Educational Presentation Topic and Discussion
  - viii. Scheduled Brew Tasting/Beer Judging
  - ix. Raffle Results
  - x. Adjournment of Regular Meeting
  - xi. Social Portion of the Meeting

**ARTICLE V – VOTING**  
**SECTION 1 – ELIGIBILITY**

- A. All members with voting rights as described under Articles II & III and have paid current dues, shall be eligible to vote.

**SECTION 2 – ITEMS PUT TO VOTE**

- A. The following items will be decided by a majority vote of the general membership at a regularly scheduled meeting:
- Election of officers
  - Changes in Bylaws
  - Spending of funds greater than \$500.00 by a vote of the general membership
  - Any other issues offered by an officer
- B. Any issue, other than proposed Bylaw Amendments and the Election of Officers, may be considered by the membership at a Regular Meeting prior to the meeting at which the issue will be considered. The issue must be raised in the form of a motion and requires a second before being considered. Any issue considered and defeated by the majority of the members at the meeting may not be considered again for six (6) calendar months.

**SECTION 3 – QUORUM**

- A. At least three (3) officers, including the President, AND twenty-five per cent (25%) of the regular members shall be considered a quorum.
- B. A quorum is required to transact business of the Southwest Florida Brew Crafters.

**SECTION 4 – NOMINATIONS**

- A. Nominations will be opened and taken from the floor at the regular meeting in August and will close after one week. A list of nominees will be published in the secretary's meeting notes and made available to all members through email, and the web. Members unable to attend Septembers meeting and wishing to make a nomination may do so by contacting the club president or secretary any time before but no later than one week after the September meeting.

**SECTION 5 – ELECTION DATES**

- A. Elections shall be held annually in September, with new officer taking office in January of the following year.

## SECTION 6 – VOTING METHOD

- A. Election of officers shall be by controlled ballot. All members in good standing shall be eligible to cast a ballot. Members unable to attend the September meeting may cast an “absentee” ballot. All absentee ballots must be in a sealed, unmarked envelope and received by the club secretary prior to the September meeting. The Secretary will tally all ballots and two impartial club members will verify the results. Vote totals and the new club officers shall be introduced prior to ending the October meeting.
- B. Votes on other issues may be conducted by any appropriate method that insures a fair determination of a majority decision of eligible voting members as determined by the officers.

## **ARTICLE VI – FINANCES**

### **SECTION 1 – NON-PROFIT STATUS**

- A. The Club is an FL Non Profit Corporation as recognized by the state of Florida
- B. The Club tax federal tax ID number (EIN) is 82-1586870.
- C. The Club is declared to be a not-for-profit organization. This does not give the club tax-exempt status under the rules of the United States Department of Internal Revenue unless applied for and received at a later date.

### **SECTION 2 – MEMBERSHIP DUES AND FEES**

- A. Dues will be \$25.00 per individual \$35.00 per couple. Timely payment of dues grants full membership benefits and rights. Annual dues shall expire on and become due in January of each year. If payment of dues in full is not received by January 31, the member shall cease to be current and all benefits, rights and privileges shall be revoked until such time as payment in full is received.
- B. New members' dues will NOT be pro-rated to the date of membership.
- C. Payments shall be made by cash or check to the Treasurer Mother Chapter.

### **SECTION 3 – CLUB EXPENDITURES**

- A. All expenditures must be approved by a majority vote of the Board of Directors.
- B. Any single expenditure totally over \$500 will require a majority vote by the general membership.

### **SECTION 4 – CLUB ASSETS**

- A. Club assets shall include but not be limited to: club-owned brewing equipment, club-owned brewing ingredients, draft equipment, wood casks and any other club-owned item(s).
- B. Unless unreasonable, all club owned assets must be housed by a current member of the Board.
- C. Use of any club owned asset is at the discretion of the Board of Directors.
- D. Upon the dissolution of this organization, all assets will be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code, or corresponding section 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.

### **SECTION 5 – ACCOUNTING**

- A. The Club funds shall be held in a checking account, which is maintained by the Treasurer and President Mother Chapter.
- B. No part of net proceeds of the Club shall not, under any circumstance benefit any single member or individual.
- C. All monies received from dues or by any other means shall be used for sustaining the Club and furthering its Objectives

## **ARTICLE VII – BYLAWS ACCEPTANCE**

### **SECTION 1 – ACCEPTANCE**

- A. These Bylaws are accepted at the time of adoption by a majority vote of current members.

### **SECTION 2 – AMENDMENTS OR CHANGES**

- A. The Board of Directors will meet annually to review the Bylaws.
- B. The Board may make necessary corrections (grammatical, spelling, or changes in Board titles or responsibilities,) at any time by the majority of Board Members.
- C. Any member or members may petition for a change or amendment to the Bylaws. The petition must be presented in writing and introduced at a regular meeting. The proposed changes or amendments shall be published for review by the membership, in the newsletter or by a special mailing to all members, at least thirty days prior to the meeting at which the changes will be voted on. Amendments or changes must be approved by a majority vote of all current voting members.
- D. Changes, Additions, or Deletions affecting the rights and/or privileges of members, the conduct of meetings or any other significant proposition for changes of these Bylaws submitted by the Board or General memberships will be reviewed and approved by the Board prior to a vote of the General Member, in accordance with the above.

## **SOUTHWEST FLORIDA BREW CRAFTERS RULES OF CONDUCT**

1. Members must be 21, the legal drinking age for the State of Florida.
2. All laws of the federal, state, and local regulatory bodies for the consumption and the production, distribution and use of alcohol apply to all members at all meetings.
3. Events for the meeting will occur as outlined in ARTICLE IV-THE ORDER OF BUSINESS of the Bylaws.
4. 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.
5. Members exhibiting violence, abusive language, intoxication or unbecoming/unruly conduct during club meetings or events will be expelled from the function and be subject to further punishment as deemed necessary by the Board.
6. All samples must be logged prior to the meeting on the designated sign-up sheet. All samples not logged prior to the meeting must be held until the social portion of the meeting.
7. Samples are to be consumed only within the meeting room. At the conclusion of each meeting, all beverages (in glasses, growlers, bottles, pitcher, or any other container) must be consumed, sealed or disposed of prior to leaving the meeting room. 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 1 (G) SUSPENSION AND EXPULSION FOR CAUSE of the Bylaws.

# **BYLAWS AND CHARTER OF THE SOUTHWEST FLORIDA BREW CRAFTERS**

## **ACKNOWLEDGMENT**

By my signature below, I hereby acknowledge that I have read and received the Bylaws and Charter of the Southwest Florida Brew Crafters and its attachments, and agree to be bound by the terms set forth therein:

Signature

Date

Print Name

# Florida

Statutes by State

Updated: 9/1995

Status: Permitted, subject to amount (gallonage) and age restriction.

## Statute



Florida state statute 562.165 represents one of the most comprehensive provisions allowing for the production of beer or wine in the home for personal or family use. The statute was last amended in 1983.

## Discussion

Florida statute 563.01 defines "beer" and "malt beverage" as all brewed beverages that contain malt. Statute 562.165 provides that an individual, who is not prohibited by section 562.111 (possession of alcoholic beverages by persons under age 21 prohibited), may produce beer for personal or family use, and not for sale in the following amounts:

- (a) Not in excess of 200 gallons per calendar year if there are two persons over the age of 21 in the household.
- (b) Not in excess of 100 gallons per calendar year if there is only one person over the age of 21 in the household.

Any personal or family production of beer in excess of the above amounts or any sale of such alcoholic beverage constitutes a violation of the beverage law.

## Special Provisions

Beer made under the provisions of this statute maybe removed from the home for personal or family use, including use at organized affairs, exhibitions, or competitions, such as home brew contests, tastings, or judging. Beer used for this purpose shall not be sold or offered for sale.

# State Alcohol Beverage Control Agency

## Bureau of Licensing and Records Division of Alcohol, Beverages and Tobacco

- 1940 North Monroe Street
- Tallahassee, FL 32399-1021
- Phone: 904.488.8288
- Fax: 904.488.9264

## Applicable Statutory Material

562.165 Production of beer or wine for personal or family use; exemption.—

(1) Notwithstanding any provisions to the contrary, a person who is not prohibited by s. 562.111 from possessing alcoholic beverages may produce beer for personal or family use, and not for sale, in the amounts provided in this section without payment of taxes or fees or without a license. The aggregate amount of such beer permitted to be produced with respect to any household shall be as follows:

(a) Not in excess of 200 gallons per calendar year if there are two or more such persons in such household.

(b) Not in excess of 100 gallons per calendar year if there is only one such person in such household.

(2) Notwithstanding any provisions to the contrary, a person who is not prohibited by s. 562.111 from possessing alcoholic beverages may produce wine for personal or family use, and not for sale, in the amounts provided in this section without payment of taxes or fees or without a license. The aggregate amount of such wine permitted to be produced with respect to any household shall be as follows:

(a) Not in excess of 200 gallons per calendar year if there are two or more such persons in such household.

(b) Not in excess of 100 gallons per calendar year if there is only one such person in such household.

(3) Any personal or family production of beer or wine in excess of the amount permitted in this section or any sale of such alcoholic beverages constitutes a violation of the Beverage Law.

(4) Wine and beer made under the provisions of this section may be removed from the premises where made for personal or family use, including use at organized affairs, exhibitions, or competitions, such as homemakers' contests, tastings, or judgments. Wine or beer used under this subsection shall not be sold or offered for sale.

Note: The information presented here is to the best of our knowledge and should not be used as a substitute for legal advice specific to the laws of your state.

