

**CONSTITUTION OF  
THE ZYTHOLOGICAL SOCIETY OF NORTH AMERICA  
TEXAS CHAPTER  
Updated May 7, 2019**

**ARTICLE ONE**

**Section 1. Name**

The name of this organization shall be the ZYTHOLOGICAL SOCIETY OF NORTH AMERICA or SOCIETY.

**Section 2. Purpose**

The purpose of the SOCIETY shall be:

To foster the responsible enjoyment of beer;

To educate our members and the community about beer;

To elevate the image of beer in the community;

To encourage healthy discussions about beer and how it is made; and

To promote the general welfare.

**Section 3. Membership**

The membership of the SOCIETY shall be open to any person who enjoys beer, either by making their own or by enjoying the work of others and is of legal drinking age in the State of Texas.

**Section 4. Not-for-Profit Status**

The SOCIETY is declared as a not-for-profit organization, and no members or officers shall profit monetarily from its operations. This does not give the SOCIETY tax exempt status under the rules of the United States Department of Internal Revenue Service (IRS), unless applied for and received at a later date.

**ARTICLE TWO**

**Government**

**Section 1. Supreme Law**

All legislative and executive powers shall be given to and controlled by the Elected Officers, as elected annually by popular vote by Members with voting privileges.

**Section 2. Executive Committee**

The Executive Committee shall consist of elected officers: President, Vice-President, Secretary, Treasurer, Social Director, Warden, Media Director and Historian/Membership Director. No person shall hold more than one office and no elected office may be occupied by more than one person.

**Section 3. Term of Office**

All offices shall be held for a period of one year. The SOCIETY year begins at the June meeting and terminates one year later, following the installation of newly Elected Officers at the June meeting.

**Section 4. Removal from Office**

Any officer missing three Executive Committee meetings and/or six membership meetings during his/her term of office, without reasonable excuse, shall be removed from office and replaced as soon as possible. A reasonable excuse shall be determined by the Executive Committee. Any officer, as determined by a majority of the Executive Committee, found not performing his/her duties, may be removed from office, subject to the approval by a majority vote of the membership at the next membership meeting following a report from the Executive Committee to the membership.

## **Section 5. Vacancy of Office**

Any interim vacancy on the Executive Committee shall be filled by appointment by the Executive Committee, subject to the approval by a majority vote of the membership at the next membership meeting following the vacancy. In the event the membership votes down the appointment by the Executive Committee, there will be open nominations for the vacant office and an election held at said membership meeting to fill the vacancy.

## **Section 6. Returning of SOCIETY Property**

All elected officers and any members, upon completion of their term in office or assignment, shall return to the SOCIETY any and all papers, documents, and property deemed to be important to the operation and history of, and belonging to, said SOCIETY. Failure to comply may result in expulsion from the SOCIETY and civil action if deemed necessary.

## **ARTICLE THREE**

### **Duties of Elected Officers**

#### **Section 1. President**

The duties of the President shall be as follows:

- a. To uphold the Constitution and By-Laws of the SOCIETY
- b. To interpret the Constitution and By-Laws of this SOCIETY when necessary.
- c. To set the theme and agenda for the meetings.
- d. To call meetings to order and conduct them in an orderly manner.
- e. To call for special meetings when necessary.
- f. To form committees when necessary.
- g. Shall be an ex officio member of all committees.
- h. Shall have no vote on motions made at membership meetings and/or Executive Committee meetings, except to break a tie.

#### **Section 2. Vice-President**

The duties of the Vice-President shall be as follows:

- a. To assist the President with his duties.
- b. To coordinate and organize SOCIETY competition efforts as the head of the Competition Committee.
- c. To present certificates of achievement.
- d. If the President is absent from a meeting, the Vice-President shall assume the President's power for that meeting.
- e. Maintain decorum in the meetings and ensure that Robert's Rules of Order are followed.
- f. Build, maintain and manage all appropriate social media platforms.

#### **Section 3. Secretary**

The duties of the Secretary shall be as follows:

- a. To take the minutes of Executive Committee meetings and membership meetings
- b. To maintain a file of all minutes
- c. To maintain a current roster of all members of the ZYTHOLOCIAL SOCIETY, their standing within the SOCIETY, and their contact information.
- d. To edit and publish a monthly newsletter with relevant SOCIETY information and news.
- e. To design, print, distribute SOCIETY publications, including, but not limited to, newsletters, posters, flyers, coasters, and business cards.

- f. If the President and Vice-President are both absent from a meeting, then the Secretary shall chair the meeting
- g. To act in all capacities as the Membership Director.

#### **Section 4. Treasurer**

The duties of the Treasurer shall be as follows:

- a. To administer the SOCIETY's finances.
- b. To collect and document monies owed to the SOCIETY.
- c. To manage the SOCIETY's Check book and arrange to have all Executive Committee members to have check signing authority.
- c. To reimburse expenses incurred by members on behalf of the SOCIETY.
- d. To submit a report to the Executive Committee on a quarterly basis, or when requested by the President.
- e. To maintain the inventory and disperse of SOCIETY gear, e.g. t-shirts, hats, glasses and more.

#### **Section 5. Social Director**

The duties of the Social Director shall be as follows:

- a. To plan and coordinate all events of the SOCIETY.
- b. To promote the SOCIETY and its events to the media and the public at large.
- c. To arrange for programming at all SOCIETY meetings and events.
- e. To arrange for food to be provided at all SOCIETY functions (when appropriate).

#### **Section 6. Warden**

The duties of the Warden shall be as follows:

- a. To plan and coordinate all elections.
- b. To oversee, plan and coordinate all competitions.
- c. To maintain decorum at all SOCIETY functions.
- d. To establish quorum at each voting incident.
- e. To assist the President in enforcing the rules and regulations of the SOCIETY.

#### **Section 7. Media Director**

The duties of the Media Director shall be as follows:

- a. To plan and coordinate all media occurrences.
- b. To maintain a positive community focus with all media outlets.
- d. To ensure all Society activities are published before and after each event.
- e. To assist the Social Director in disseminating information about SOCIETY events.

#### **Section 8. Historian/Membership Director**

The duties of the Historian/Membership Director shall be as follows:

- a. To document and record all Society activities.
- b. To establish and maintain an accurate list of all SOCIETY members, both voting and non-voting.
- c. To assist the Treasurer and Secretary in any communication regarding membership.

### **ARTICLE FOUR**

#### **Quorums**

##### **Section 1.**

A voting quorum at a membership meeting shall be no less than ten percent (10%) of the paid membership as reported by the Secretary at the last Executive Committee meeting previous to the membership meeting where a vote(s) is (are) to be taken.

A quorum at an Executive Committee meeting shall consist of at least three members of the Executive Committee Present.

## **ARTICLE FIVE**

### **Election of Officers**

#### **Section 1. Eligibility**

Any person who has been a paid member for at least six (6) months and is in good standing with this SOCIETY may run for an elected office.

#### **Section 2. Nominations**

Nominations will open at the April membership meeting and will close at the June membership meeting before balloting commences. The method of collecting nominees' names shall be done at the discretion of the President or whoever is chairman at those meetings.

#### **Section 3. Balloting**

An open ballot election shall be held at the June membership meeting. Only paid members in good standing may vote. The President shall determine how the open balloting will take place. A secret ballot may be requested by majority of members present.

#### **Section 4. Tally**

The President shall form a committee of three members not running for office to tally the ballots. After tabulating the results, the committee shall submit a report to the President as soon as possible, but no later than the next Executive Committee meeting. If any or all of the committee wish to present the report at the Board meeting instead, they may do so. The new officer(s) for each office shall be that person(s) with a plurality of the votes for that office.

## **ARTICLE SIX**

### **Installation of Officers**

#### **Section 1. New Officers**

At the June membership meeting, officers-elect will begin a one month internship. Installation of the new officers shall occur at the July membership meeting.

#### **Section 2. Officers Filling Vacancies**

Any officer filling a vacancy shall be installed at the meeting at which the membership voted its approval. The new officer will only fill the remaining term of the office.

#### **Section 3. Membership Grant for Elected Officers**

All officers, will be granted free membership for the year that they serve as an Executive Committee Member.

## **ARTICLE SEVEN**

### **Meetings**

#### **Section 1. Membership Meetings**

Membership meetings shall be held on the first Tuesday of each month at 7:00 p.m. at a licensed on premise beer retailer, unless otherwise specified by the Executive Committee. The exceptions being the months there is a festival or other special event. All members are encouraged to attend these events and meetings.

#### **Section 2. Executive Committee**

Executive Committee meetings shall be at a time and place called by the President. All officers are required to attend and submit a report pertinent to their office. Also, any member may attend these meetings.

## **ARTICLE EIGHT**

## **Amendments**

### **Section 1. Resolutions**

From time to time it may be necessary to modify this Constitution and By-Laws. The procedure shall be as follows:

- a. Any individual, or committee, or the Executive Committee may write a resolution to modify this Constitution and By-Laws. It shall include the reason for the change, the article, the section, the paragraph, etc., where the change will occur, and what the change will be.
- b. If an individual member has drafted a resolution, he/she may present it to the Executive Committee for presentation to the membership or bring it to a membership meeting for presentation to the membership. The purpose of presenting it to the membership is to inform them about it.
- c. After presentation the membership shall vote on whether or not to accept the resolution for consideration.
- d. The resolution shall be posted in the newsletter after the initial membership approval.
- e. At the next membership meeting, the resolution will be voted on by the paid membership. A 2/3 majority is required for the resolution to be adopted.

## **BY-LAWS OF THE SOCIETY**

### **ARTICLE ONE**

#### **Membership**

##### **Section 1. Membership**

Membership lasts one year from the time the Secretary records the member's name in the roster.

##### **Section 2. Dues**

Dues shall be determined by the Executive Committee and approved by the membership. Members shall receive the SOCIETY's newsletter, when published, and may enjoy any other benefits that come along with membership in this SOCIETY.

##### **Section 3. First-time Members**

First time members may be charged a higher due rate for their first year's membership. The extra fee shall be determined by the Executive Committee.

##### **Section 4. Returning Members**

After one year membership, dues will be required to continue as a member. All renewals will be counted from the member's original starting month.

Returning members who do not renew shall be placed on an inactive list. If a returning member has not renewed for a period of one year, his/her name shall be dropped from the list.

##### **Section 5. Couples Membership**

A Member's spouse or significant other shall be considered a non-voting member for the purposes of all SOCIETY activities except membership meetings. A spouse, or any guest, may attend a membership meeting as a spectator, but a guest fee will apply. Guest fee shall be determined by the Executive Committee.

##### **Section 6. Honorary Membership**

The Executive Committee may elect to designate any person an Honorary Member of the SOCIETY for a time period determined by the Committee at the time of dispensing such Honorary Membership. Honorary Membership entitles such person to a copy of

the SOCIETY newsletter and any other benefits as determined by the Executive Committee at the time of election of that title.

### **Section 7. Membership Agreement**

The Executive Committee shall codify a membership agreement that is required for all members. The agreement shall outline acceptable behavior and risks assumed by members.

## **ARTICLE TWO**

### **Newsletter**

#### **Section 1. Title**

The title of the SOCIETY'S newsletter shall be determined by the Executive Committee.

#### **Section 2. Responsibility**

The Secretary shall be responsible for producing and distributing the newsletter.

#### **Section 3. Contents**

The newsletter shall include, but not be limited to, the following:

- a. Minutes of Executive Committee meetings and membership meetings. Summaries of these meetings will be acceptable.
- b. Articles submitted by members of appropriate length and subject matter, as determined by the Secretary.
- c. A calendar of upcoming events.
- d. Information about upcoming competitions.
- e. Shop news.
- f. Cartoons, if available.
- g. Any other beer or brewing related information as deemed appropriate by the newsletter editor.

Cut-off date for submissions to the newsletter shall be determined by the Secretary

#### **Section 4. Frequency of Publication**

Barring unpredictable circumstances, the Secretary will make every effort to publish the newsletter no later than five (5) days before the monthly membership meeting.

## **ARTICLE THREE**

### **Competitions**

#### **Section 1. Number**

There will be at least one (1) SOCIETY-sponsored competition per year, associated with the Brenham Maifest. This competition may, at the discretion of the Executive Committee, be open to other SOCIETYs and may be sanctioned by the BJCP/AHA. Sanctioning of the competition shall not be a requirement for holding it.

#### **Section 2. Other Competitions**

The Executive Committee reserves the right to involve this SOCIETY in organizing competitions other than the one mentioned above, an example of which would be a home brew competition at a county fair. If the Executive Committee chooses to organize such a competition, every effort shall be made to have it sanctioned by the BJCP/AHA.

#### **Section 3. Rules and Awards**

The rules and awards for competitions shall be determined on a per competition basis and will be published in the newsletter at least three (3) months prior to the competition.

## **ARTICLE FOUR**

### **Section 1. Effective Date**

This Constitution and By-Laws shall be considered in effect when approved by at least two thirds of the membership present at the membership meeting where this document is put to a vote.