

CHARTER OF THE VIRGINIA PENINSULA HOMEBREWERS

A brewing club in Virginia

Charter and By-laws ratified by a majority of its members present on **October 11, 2018**

This charter declares the formation of, and generally outlines the purpose and structure of, the Virginia Peninsula Homebrewers, a homebrew club registered and recognized by the American Homebrewers Association.



All additions to this document shall be registered as Amendments, and specify the date of emendation. All language of this original charter shall be preserved by using textual strike-through.

This document is to be considered “public domain,” and is available on the Virginia Peninsula Homebrewers website, <http://www.vphomebrewers.com/>

For specifics on proper conduct of members, refer to the Club By-Laws, found at the end of this document.

Version 1.00 (last modified September 26, 2018)
Based upon the by-laws of the Albany Brew Crafters of NY (<http://www.albanybrewcrafters.com/wp-content/uploads/2012/08/2012.08.16-Albany-Brew-Club-Charter-1.11.pdf>)

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ARTICLE ONE: Mission Statement and Participation

Section 1. Name

The name of this organization shall be “Virginia Peninsula Homebrewers”.

Section 2. Purpose and Mission

The purpose of the Virginia Peninsula Homebrewers is to provide a forum for “brewers of all stripes--beginners, masters, and dilettantes--as well as fans and connoisseurs of brewed beverages like beer, cider, and mead”

and the mission of the Virginia Peninsula Homebrewers shall be:

“to celebrate every aspect of brewing and craft beer through accessible education tutorials, tasting events, and other beer-related activities”

Section 3. Participation

Participation in the Virginia Peninsula Homebrewers shall be open to any person interested in the appreciation and production of crafted beverages, and of legal drinking age in the Commonwealth of Virginia.

Section 4. Not-for-Profit Status of Virginia Peninsula Homebrewers

The Virginia Peninsula Homebrewers is declared as a not-for-profit organization, and no members or officers shall profit monetarily from its operations. This does not give the Virginia Peninsula Homebrewers 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 TWO: Club Governance Structure

Section 1. Supreme Law

All legislative and executive powers shall be given to and controlled by the Executive Committee of Elected Officers, as elected annually by popular vote by Members.

Section 2. Elected Officers

The Elected Officers of Virginia Peninsula Homebrewers shall be: President, Vice-President, Secretary, **and** Treasurer ~~and Past-President~~. No person shall hold more than one office. 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 club year begins on ~~1 July~~ **January 1** and terminates one year later, following the installation of newly Elected Officers at the ~~July~~ **November** meeting.

Section 4. Removal from Office

Any officer missing, without reasonable excuse, three Elected Officers Meetings and/or six Membership Meetings during his or her term of office, shall be removed from office and replaced as soon as possible. The Elected Officers shall determine whether an excuse is reasonable.

Any officer found derelict in the performance of his or her duties may be removed from office following a report from the Elected Officers to the membership at the next Membership Meeting, and subject to the approval by Members with a 2/3 majority vote under quorum.

Section 5. Vacancy of Office

Any interim vacancy of an Elected Office shall be filled by special election at the next Membership Meeting. The President shall administrate the nomination of candidates and the special election as outlined in Article Five, and according to rules of quorum.

Section 6. Properties of Virginia Peninsula Homebrewers

All elected officers and any members, upon completion of their term in office or assignment, shall return to the Virginia Peninsula Homebrewers any and all physical, digital and intellectual property deemed to be important to the operation and history of the Virginia Peninsula Homebrewers. Failure to comply may result in expulsion from the Virginia Peninsula Homebrewers, and civil action, if necessary.

ARTICLE THREE: Officer Duties

Section 1. President

The duties and limitations of the President of the Virginia Peninsula Homebrewers shall be as follows:

1. To uphold the Charter and By-Laws of the Virginia Peninsula Homebrewers.
2. To interpret as necessary the Charter and By-Laws of the Virginia Peninsula Homebrewers.
3. To set the theme and agenda for the meetings.
4. To call meetings to order and adjournment.
5. To conduct meetings in an orderly manner.
6. To call for special meetings when necessary.
7. To form task committees when necessary.
8. To administer club elections.

9. To be the point of contact between the club and the surrounding community.
10. To advertise, encourage, and welcome membership, participation, and community interest in the Virginia Peninsula Homebrewers.
11. To promote the Virginia Peninsula Homebrewers to the media and the public at large.

Section 2. Vice-President

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

1. To assist the President with his or her duties.
2. To present certificates of achievement, club recognitions and other awards.
3. To maintain the club's registration with the American Homebrewers Association (AHA), and insure the club is compliant with AHA regulations.
4. If the President is absent from a meeting, the Vice-President shall assume the President's power for that meeting.
5. To encourage and coordinate club field trips, tours, seminars, and other events.
6. To arrange for club participation in local beer-related events, such as regional festivals and rallies.
7. To organize club brew sessions and other brewing demonstrations.

Section 3. Secretary

The duties of the Secretary of the Virginia Peninsula Homebrewers shall be as follows:

1. To document the minutes and list attendees at all meetings and club functions.
2. To maintain a file of all minutes and club documents.
3. To maintain a current roster of all members of Virginia Peninsula homebrewers, their standing within the club, and their contact information.
4. To issue membership cards to all Members.
5. If the President and Vice-President are absent from a meeting, the Secretary shall chair the meeting.
6. To design, print, and distribute club publications, including, but not limited to, newsletters, posters, flyers, coasters, and business cards.
7. To maintain and amend this Charter.
8. To maintain and update the social elements of the Virginia Peninsula Homebrewers website, including the calendar of events.
9. To post meeting minutes and website.
10. To act as administrator/moderator on the Virginia Peninsula Homebrewers social media site(s).
11. To maintain and frequent any Virginia Peninsula Homebrewers social media site(s) and profiles (including the club's [AHA Find a Homebrew Club](#) profile and [AHA Club Resources Profile](#)

Section 4. Treasurer

The duties of the Treasurer of the Virginia Peninsula Homebrewers shall be as follows:

1. To administer the Virginia Peninsula Homebrewers finances.
2. To manage the club's ledger and checkbook.
3. To collect and document monies and dues owed to the Virginia Peninsula Homebrewers.
4. To report at each Elected Officers Meeting, and monthly at Membership Meetings, the financial health of Virginia Peninsula Homebrewers.
5. To arrange check-signing authority for the President, Vice-President, and Treasurer, no later than one month after their election.
6. With the support of the Elected Officers, to approve and reimburse expenses incurred by members on behalf of the Virginia Peninsula Homebrewers.
7. To maintain the inventory and disperse of club property and dry goods, (e.g. t-shirts, hats, glasses, merit badges, and other swag).
8. To coordinate all aspects of raffles and auctions at club events and Membership Meetings, including the accumulation, storage, and transportation of items to be used as prizes.
9. To report regularly to the Elected Officers, and quarterly to the general membership, the progress and prospects of fundraising enterprises.
10. To insure the continuance of Virginia Peninsula Homebrewers status as a not-for-profit organization.

~~Section 5. Immediate Past President~~

~~Upon completion of the one year term, the club President becomes the club Past President upon installation of the new club President at the July meeting. The duties of the Past President of the Virginia Peninsula Homebrewers shall be as follows:~~

- ~~1. To serve as a resource for new officers and ensure continuity in leadership.~~
- ~~2. To promote the club's success.~~
- ~~3. To assist current officers in the execution of their respective duties.~~

ARTICLE FOUR: Quorum

Section 1. Quorum

A voting quorum at a Membership Meeting shall be no less than twenty-five percent of Active Members, as reported by the Secretary.

A quorum at an Executive Committee Meeting shall consist of one half of the Elected Officers plus one.

ARTICLE FIVE: Election of Officers

Section 1. Eligibility

Any person who is an Active Member and is in good standing with the Virginia Peninsula Homebrewers may run for an elected office. There is no maximum term-of-office.

Section 2. Nominations

Nominations will open at the ~~May~~ **October** Membership Meeting and will close at the November Membership Meeting, where 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 election shall be held at the ~~June~~ **November** Membership Meeting. Only dues-current Active Members ~~with a membership card~~ may vote. The President shall determine how the balloting will take place. Eligible members must be present to vote; absentee ballots are not permitted.

Section 4. Tally

The President shall form a committee of three members not running for office to tally the ballots.

After tabulating, the committee shall present the results to the members at the meeting.

The new officer shall be the person with a plurality of the votes for that office.

ARTICLE SIX: Installation of Officers

Section 1. New Officers

Installation and toasting of new officers will take place at the ~~July~~ January meeting.

Section 2. Officers Filling Vacancies

Any officer filling a vacancy shall be installed at the meeting at which the membership voted its approval.

~~**Section 3. Certificate for Outgoing Officers**~~

~~All outgoing officers in good standing shall be awarded a Certificate of Appreciation for their term of service at the July meeting following their departure from office.~~

ARTICLE SEVEN: Meetings

Section 1. Membership Meetings

Membership Meetings shall be held on the second Thursday of each month unless otherwise specified by the Elected Officers. All members are encouraged to attend these meetings.

Membership Meetings will be presided over by the highest-ranking Officer present, and generally proceed according to this schedule:

1. Call to order
2. Introduction and toasting of new members
3. General state-of-the-club address by President or Vice-President
4. Report from Secretary (if necessary)
5. Report from Treasurer (if necessary)
6. Reports from other Officers (if necessary)
7. Any remaining old business
8. New business
9. Presentation or seminar, if applicable
10. Sampling/evaluation of libations and raffle

Section 2. Executive Committee Meetings

The Elected Officers shall constitute the club Executive Committee. The Executive Committee will meet monthly at a time prior to the Membership Meetings. Additional Executive Committee meetings shall be at a time and place as needed, as called by the President at least one week in advance. All officers are required to attend Executive Committee Meetings, and to submit a report pertinent to their office.

Online Voting

In lieu of additional Executive Committee meetings in order to discuss and vote upon matters of Club business, a vote by the Elected Officers may be held via electronic means under the following conditions:

1. The voting process must adhere to the rules of Quorum as outlined in Article Four, Section 1. If an adequate number of votes “for” the motion have not been cast within 72 hours after the motion was first put forth, the motion fails. This can be due to a majority of Officers voting against or by not meeting the minimum participation to be a valid vote as outlined in aforementioned section.
2. If the vote concerns an expenditure of Club funds, the amount in question must be no more than ~~fifty US dollars (\$50)~~ **one hundred US dollars (\$100)** in total, including any possible additional expenses involved.

3. No modifications to this Charter or to the By-laws may be made via this mechanism, as they require the vote of those Members so eligible.
4. A written record of said vote in the Officers' own words will be added to Club records by the Secretary, including at a minimum the relevant correspondence where votes are actually cast.

The result of such a vote, pass or fail, will be discussed as "Old business" at the next Executive Committee meeting

ARTICLE EIGHT: Membership

Section 1. Membership

Membership is open to all interested individuals of legal drinking age in the Commonwealth of Virginia and is valid for one year from **1 January to December 31** ~~July to 30 June~~. Members agree to abide by club By-Laws. If By-Laws are ignored, the Elected Officers, acting under quorum, can revoke membership.

Club Membership is defined by the following privileges and responsibilities:

1. Active Member
 - a. Has paid club dues for the program year.
 - b. Can attend and participate in all aspects of Membership Meetings and Officer Meetings, including seminars and libation sampling and evaluation.
 - c. Can participate in all club events, club group buys, etc.
 - d. Is given priority over guests/visitors in instances of limited space or quantity.
 - e. Receives club e-mail notifications
 - f. Can hold office and vote.
 - g. Receives a Virginia Peninsula Homebrewers membership card

Section 2. Dues

Dues shall be assessed annually by the Elected Officers at the beginning of their term in office. Any changes in the dues will be presented to the membership, and shall be approved by a majority vote under quorum by Members with voting privileges. Active Members shall receive a membership card designating the membership and their current membership year. Dues are calculated per annum, beginning on **1 January** ~~July~~ and ending on **December 31** ~~June 30~~ the following year. Dues are pro-rated on a semi-annual basis; any member joining or renewing before ~~31 December~~ **30 June** shall pay the full dues rate while any member joining or renewing on or after **1 July** ~~January~~ shall pay 50% of the dues rate. Dues are non-refundable.

The amount of the annual dues shall be recommended by the Executive Committee and voted upon at the July Membership Meeting.

Section 3. Membership Agreement and By-laws

The Elected Officers have codified membership by-laws, listed at the end of this document. Adherence to these by-laws is required for all members, guests, and visitors without exception. Any member, guest, or visitor not acting within the scope of these by-laws may have their membership revoked by the Elected Officers, their paid dues being forfeit to Virginia Peninsula Homebrewers.

Section 4. Membership Cards

The club shall provide to each Active Member a card designating them as a member of the Virginia Peninsula Homebrewers. Each card shall be minimally provided with their name and a method to determine the member's expiration date and membership status. The card shall be required for all discounts and voting privileges except where waived by the Elected Officers or vendor.

Section 5. Membership Responsibility Clause

Participation in any Virginia Peninsula Homebrewers activity is strictly voluntary. Each member and guests of members realize that participation in Virginia Peninsula Homebrewers 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 their guests accept sole responsibility and all liability for their conduct, behavior, and actions; and agree to indemnify and hold harmless the Virginia Peninsula Homebrewers, its Elected Officers, its members and any business (including owners, staff and patrons) where meetings are held. Any member of the Virginia Peninsula Homebrewers shall be held personally responsible for providing restitution for any damages they cause.

ARTICLE NINE: Amendments to Charter and Member By-Laws

Section 1. Amending Charter

From time to time it may be necessary to modify this Charter. The procedure shall be as follows:

- a. Any Member with voting privileges may petition to modify this Charter. The petition shall include the reason for the change, and specify the article and section where the change will occur (if applicable), and what the change will be.
- b. Having drafted a petition including the language to be inserted into this document, the individual Member may then present it to Members of the club during the "new business" portion of a Membership Meeting. Any proposed change should be presented alongside the original language of this document.
- c. After presentation, Members shall vote on whether or not to accept the resolution for consideration. A simple majority vote is required to accept the resolution for consideration.
- d. The resolution shall be posted on the Virginia Peninsula Homebrewers web forums after initial membership approval.

- e. At the next Membership Meeting, Members will vote regarding the resolution, A 2/3 majority of the votes cast is required for Charter modification.
- f. If the resolution is adopted, an archival/reference version of this Charter shall be updated with the stricken language presented in strikethrough (~~example~~) and the inserted language presented in underlining. The updates shall be committed and saved as the updated Charter.
- g. If the new resolution does not alter the current Charter but adds a new concept not already present, it shall instead be added as an Amendment.
- h. In addition to the above, the Elected Officers may present to the Members for consideration an Amendment to the Charter. The Amendment shall be adopted if approved by a 2/3 majority vote under quorum by Members attending the meeting.
- i. Amendments that augment or add-to the Charter, rather than merely modify existing provisions, shall, when practicable, be added to the Amendments section at the end of this document

Section 2: Member By-Laws

By-Laws of the Virginia Peninsula Homebrewers Homebrewing Club

As ratified by a majority of its members on **October 11, 2018**

All members, guests of members, and visitors attending a Virginia Peninsula Homebrewers function are required to abide by these by-laws. These by-laws are to be posted in the attendance register that is signed by each attendee at all club events.

1. Members and guests of members must be of legal drinking age for the Commonwealth of Virginia. The laws of Virginia for the consumption and the production, distribution, and use of alcohol apply to all members and guests at all meetings.
2. Participation in the Virginia Peninsula Homebrewers is strictly voluntary. Each member and guests of members realize that participation in Virginia Peninsula Homebrewers activities may involve the consumption of alcoholic beverages and such consumption is undertaken as a personal choice.
3. Members and guests of members will respect the property, rules and staff of the host meeting site, before, during, and after any club meetings or events. All club activities are designated SMOKE FREE events.
4. All members shall be responsible for their own conduct and actions, as well as those of their guests. Members or guests exhibiting violence, abusive language, intoxication, or unbecoming or unruly conduct during club meetings or events will be dismissed from the function, and (if relevant) have their club membership reviewed by the Elected Officers.
5. 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 Virginia Peninsula Homebrewers, its Elected Officers, members and any business (including owners, staff and patrons) where meetings are held. Any member of Virginia Peninsula Homebrewers shall be held personally responsible for providing restitution for any damages they cause—either intentionally or inadvertently—while attending any club function.

I agree to abide by the by-laws as they apply to membership in the Virginia Peninsula Homebrewers; I understand the consequences for failing to abide by these rules.

Section 3: Amendments

Adopted on November 14, 2019

1. Dates changed to reflect a Jan 1 to Dec 31 calendar year
2. Removed past-president as a position
3. Increased amount that officers can spend without a vote to \$100
4. Removed policy for outgoing officers