

Cane Island Alers Bylaws

2020 Amendment

(Ratified 04 January 2021)

The Cane Island Alers is a not-for-profit organization with a focus on homebrewing.

Mission statement: The Cane Island Alers (CIA) exists to promote the craft, and science of homebrew through education, experimentation, and collaboration. The goals and objectives of the Cane Island Alers is as follows

- A. Promote the hobby of homebrewing
- B. Build mutually beneficial relationship with craft breweries
- C. To encourage the progression and maturation as brewers through promotion of fair competition
- D. To grow the homebrewing community by making it approachable and fun to anyone that is interested.
- E. To give back to our local community through monetary or voluntary efforts.

Dissolution Clause: In the event of dissolution, all of the remaining assets and property of the organization shall, after payment of necessary expenses, be distributed equally to all members of the club in good standing.

ARTICLE I - AREA

The area served by the organization shall be the entirety of the United States.

ARTICLE II - DUES

Annual dues shall be on a subscription basis, valid for 1 year from the date of payment. If payment of dues in full is not received by the 1st monthly meeting following the expiration date, 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.

Dues are required as a condition of general membership and to support club activities. Dues will be established by the elected officers, at the first officers meeting prior to the election. Current dues cost and dues structure will be posted on relevant club websites and forums.

ARTICLE III - MEMBERSHIP

- A. **Definition** – the following membership levels are included within the club
 - a. **General Member** – A dues paying de facto member of the club

- b. **Satellite Member** – A reduced dues paying member of the club that is not eligible for participation in club local events but will receive all other benefits of membership
 - c. **Honorary member**
 - i. An individual appointed by the board of directors as an honorary member, for a board specified duration, to recognize notable contributions to the club, or a member who has become a professional brewer, or a member who has become an owner of a brewery.
 - ii. Honorary member roster shall be renewed or revoked on a yearly basis at the March meeting of the board of directors.
 - iii. Honorary members are not entitled to tangible club sponsored benefits, including any club funded parties, club purchased merchandise, or club exclusive deals/discounts.
 - d. **Guest Member** –
 - i. One year access granted to CIA digital content, by a board of directors vote, given to an individual in order to facilitate knowledge transfer or other tangible benefits to the club. E.g. Guest speakers, Vendors wanting to share a new product,
 - ii. Guest members are not entitled to tangible club sponsored benefits, including any club funded parties, club purchased merchandise, or club exclusive deals/discounts
 - e. **Guests** –
 - i. GUESTS No rights of membership are granted to guests and they shall not have voting status. Guests must be attending with a General Member. Guests are limited to attending 2 meetings per calendar year. Meeting and event fees for guests may be set at a higher fee than for General Members as set forth by the Board of Directors.
- B. **Eligibility** - Individuals who are at least 21 years of age, who have paid annual dues and have a significant brewing interest in the area served by the organization shall be eligible for membership.
- C. **Duration** - Membership shall be on an subscription basis for a period of 12 months.
- D. **Liability** - All members shall be responsible for his/her own actions and shall hold the Cane Island Ales blameless from any liability, which may result there from.
- E. **Officers** – Officers are required to judge a minimum of 2 flights of competition entries at Operation Fermentation, or comparable contribution to club activities in order to be eligible to run for office the following year.

ARTICLE IV – VOTING

- A. **Voting Rights** - Each elected officer shall have one vote per person in the affairs of the organization. Written proxies (or electronic attendance) will be accepted provided they are filed with the director of intelligence at the beginning of the

meeting wherein the proxy will be used. In the event of a tie, the tiebreaker shall be determined by a majority of the general membership vote at the next available club meeting.

- B. Quorum - A majority number of elected officers, including written proxy or electronic attendance will constitute quorum.
- C. Nominations - Nominations for club officers will be held on or before the November meeting. Nominations may be proposed on any electronic forum including but not limited to email, CIA webpage, or all other CIA forums. One or more persons shall be nominated for each position at the meeting and nominations may be made from the floor.
- D. Elections - Elections for club officers will be held on or before December 31st, and the elected officers and directors will be installed January 1st of the following year.
- E. Eligibility for office – Must be in good standing with the club, as a member and not on disciplinary probation at time of nomination. All officers must judge at least 2 flights at Operation Fermentation to be eligible for re-election for any board position the following year.
- F. Removal - Any officer missing three Board of Directors meetings and/or six membership meetings during his/her yearly 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 Board of Directors.

- i. Additionally, an officer may be proposed for resignation and removal for cause by a 2/3 vote of the directors present and voting at any meeting of the Board of Directors in which a quorum is present. Final voting for removal of an officer or director will be performed by the general membership with a minimum of 2/3 vote of the general members present.

b. **Cause –**

- i. **Dereliction of Duties** - Deliberate or accidental failure to do what you should do as part of your job. Including being absent for excessive club meetings, or abandoning their post.
 - ii. **Conduct Unbecoming an Officer** – Here "officer" is understood to include elected officers, sub-committee leaders, and agents of both sexes, hence the more common term conduct unbecoming. An officer is understood to have a duty to avoid dishonest acts, displays of indecency, lawlessness, dealing unfairly, indecorum, injustice, or acts of cruelty.
- c. **Notification** - Prior to taking final action on any motion to replace an officer or director, the Board of Directors shall cause written notice to be mailed to the officer or director at the address as it appears on the membership records, giving reasonable notice of the date, time and place of the meeting at which such action is proposed to be taken.

- G. **Vacancy** - The Board of Directors may by majority vote of the directors present and voting, fill any vacancy caused by the death, resignation, removal, or incapacity of an officer or director.

ARTICLE V - BOARD OF DIRECTORS

- A. **Definition** - The Board of Directors shall consist of the officers of the association.. The elected directors shall serve for a term of one (1) year.
- B. **Responsibility** - The Board shall have full power to manage this organization, the responsibility for carrying out its purpose and the establishment of rules for its operation.
- C. **Vacancies** - The Board of Directors shall fill vacancies of elected director through appointment by the remaining members of the Board. Each person so appointed shall be a Director for the remaining period of vacancy and until a successor is duly elected.
- D. **Meetings** - The Board of Directors shall hold regular board meetings and may hold special board meetings. A quorum of the board shall consist of a majority of the elected directors.

ARTICLE VI – OFFICERS

- A. **OFFICERS**: The officers, whose terms shall be one year. Officers may select from the general membership a deputy who shall not be allowed a vote, however, may assist the officer in the fulfilment of the officer’s duties. The officer’s respective duties are as follows:
- a. **DIRECTOR**
 - i. Shall be Chairman of the Board of Directors
 - ii. Shall preside at all meetings of the Board of Directors and General Membership.
 - iii. Shall call regular and special meetings of the General Membership and Board of Directors in accordance with these by-laws.
 - iv. Shall create committees and coordinate the efforts of all Standing Committees.
 - v. Shall review the financial records of the club on a regular basis.
 - vi. Shall ensure handover of all directors upon completion of board elections
 - vii. Shall act as the principle point-of-contact between The CIA Home Brew Club and the American Homebrewer's Association, other homebrew clubs, businesses, and organization
 - viii. Shall be responsible for the performance of all officers
 - b. **DIRECTOR OF OPERATION FERMENTATION**
 - i. Shall serve as competition coordinator for Operation Fermentation for the year following their election. Example: If an officer is elected and installed January 1, 2021 their responsibilities are for Operation Fermentation 2022.

- ii. Shall organize, coordinate, and promote all aspects of Operation Fermentation , including
 - 1. the invitation and hosting of Judges,
 - 2. recruitment and assignment of stewards cellar master and administrative assistants.
 - 3. Solicitation of sponsors
 - 4. Shall act as Head Cellar Master maintaining accountability of entrees and flights
- iii. Responsible for ensuring all entrants to Operation Fermentation have received all awards and judging sheets for each entry
- iv. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
- v. Shall act as the lead in the execution of the Operation Fermentation committee
- vi. Shall arrange and coordinate for a facility capable of supporting Operation Fermentation. Responsible for the proper storage, tracking and accounting of entries received. Responsible for procuring awards/medals for winning entries

c. DIRECTOR OF INTELLIGENCE

- i. Shall keep written minutes of all the meetings
- ii. Shall present to the Board of Directors all communications addressed to the club.
- iii. Shall conduct all official membership and Board correspondence, except as otherwise directed by the Board
- iv. Shall distribute all scheduled (monthly) Newsletter and ad-hoc updates to all active members
- v. Shall archive and record all official documentation and awards of the CIA Home Brew Club.
- vi. Shall provide to the Director of Technology content updates related to club awards and club correspondence
- vii. Shall serve as proofreader of all printed communication as requested or required.
- viii. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
- ix. 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
- x. Shall maintain copies of the By-Laws

d. DIRECTOR OF SCIENCE AND TECHNOLOGY

- i. Maintains and develops CIA Home Brew Club online content, including (but not limited to) the following in sections ii-ix:
- ii. Shall maintain a public-facing online presence of the club in the form of a web page
- iii. Shall maintain the official Club calendar in an online capacity (current and the calendar year), which should also include committee activities, beer festivals, homebrew and beer competitions, and any events relative to the purpose of the CIA Home Brew Club.
- iv. Responsible for annual setup and maintenance of the Operation Fermentation and Spec Ops Competition Entry Websites (in conjunction with Competitions Director)
- v. Responsible for maintaining the Club online storage and media along with access management to appropriate members.
- vi. Responsible for implementation and maintenance of other technology enablers to provide other tangible benefits to the club, as voted on by the board and in conjunction with other relevant officers (e.g. digital competition scoresheet system, online taplist for club bar, online voting for club competitions, club YouTube channel)
- vii. Responsible for setting up and maintaining email address forwarders for all club leadership positions
- viii. Responsible for maintaining and renewing club domains (cialers.com and cialers.org)
- ix. Responsible for securing all CIA credentials for online services in a central location, and facilitating a clean transition of credentials and online services to the next calendar years' board

e. DIRECTOR OF COMPETITION

- i. Shall serve as Head Judge for Operation Fermentation
- ii. Shall be a current BJCP judge with a minimum rank of Recognized.
- iii. Shall represent the Cane Island Alers on the board of the Lone Star Circuit
- iv. Shall be responsible for training and development of CIA BJCP judging pool
- v. Shall maintain a register of CIA BJCP judges.
- vi. Shall coordinate logistics of CIA entries to external competitions
- vii. Shall plan, advise, and execute CIA strategy for competition.
- viii. Shall act as head judge for Operation Fermentation, including all duties therein
- ix. Shall coordinate with AHA and BJCP for all club communication.

f. DIRECTOR OF FINANCE

- i. Shall have the overall responsibility of care and custody for all club funds and securities. By regulation, the Director of Finance is required to make all deposits for the club into the club account.

- ii. 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.
- iii. 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.
- iv. Shall exhibit at all reasonable times the books and accounts to any members when requested.
- v. Shall manage the CIA budget ensuring fund availability for all club activities, projects, and other expenditures
- vi. Will advise the Board of Directors of methods for improving CIA Home Brew Club financial management.
- vii. Shall collect dues for deposit in the club's account
- viii. Shall manage the club membership directory.
- ix. Shall file all relevant documents with the IRS or other government agencies as required.
- x. Shall do and perform all other duties normally pertaining to the office of the Director of Finance. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
- xi. 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.
- xii. Shall be bonded at the expense of the association

g. DIRECTOR OF OPERATIONS

- i. Shall determine locations for club monthly meetings
- ii. Shall organize, coordinate and promote all aspects of intra club competitions, brew-ins and other club related functions.
- iii. Shall develop and execute the agenda for club monthly meetings, arranging for topical discussions, demonstrations, or guest speakers.
- iv. Shall develop a plan and execute tech sessions at club meetings
- v. Shall assist all members in remaining in reasonable control of their faculties and be responsible for the removal of any member who does not conduct themselves according to the code of conduct.
- vi. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
- vii. 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.

h. DIRECTOR OF PUBLIC AFFAIRS

- i. Responsible for scheduling, organizing, and operating all social events in the club including:
 1. CIA Crawfish Boil
 2. CIA Christmas Party
 3. CIA Oktoberfest
 4. Event planning for CIA Operation Fermentation Awards Ceremony
- ii. Responsible for coordinating all club extracurricular events and social outings
- iii. Provide to the Director of Technology a schedule of all social events to include in the club calendar
- iv. Responsible for coordinating food for Monthly meetings
- v. Shall develop and execute a strategy for recruitment of new members, or re-enlistment of inactive members.
- vi. Maintains relationships with local community, breweries, sponsors, vendors, etc.

i. DIRECTOR OF RESOURCE

- i. Responsible for storage facility selection and storage of all club property
- ii. Responsible for logistics of club property to club social events
- iii. Responsible for coordination, setup, operation, and breakdown of equipment required Operation Fermentation Awards Banquet
- iv. Shall maintain of club owned equipment
- v. Responsible for inventory list management of club owned goods.
- vi. Shall provide proposals for club purchases to benefit the club.
- vii. Shall coordinate quarterly club bulk buys for
 1. Malts
 2. Hops
 3. Yeast
 4. Others as the opportunities arise

ARTICLE VII – COMMITTEES

The Director may, subject to Board approval, appoint such committees and committee chairpersons as may be required for the conduct of the aims of the Cane Island Alers and consistent with its purpose. Chairpersons may select members of the organization for the purpose of assisting them in their respective undertakings.

ARTICLE VIII – MEETINGS

- A. **Monthly meetings** - Regular meetings of the association shall be held monthly, generally, the last Sunday of each month. Director can change date of meeting.

Meetings will generally be held at a designated public facility but also may be held at a member's home.

- B. **Notification** - The time, date, and location of the next month's meeting shall be discussed and, if possible, decided upon during club business and will be posted on the web site. The Director shall be responsible for notifying the membership of any change in time, date or location of the monthly meeting.

ARTICLE IX – BUSINESS

- A. Any matters of business brought before the Cane Island Alers shall be presented to and acted upon by the Board of Directors.
- B. Any motion first made at a meeting of the general membership shall be referred to the Board of Directors and proper committee, if any, for action. The Board of Directors shall act on such motion within 60 days and report its action to the next meeting of the general membership.
- C. If a motion has not been enacted by the Board of Directors, the motion may be acted upon by the membership at the meeting following the expiration of the 60 day period, or the first membership meeting after the membership is advised that the Board has failed to take action on the motion or has failed to enact said motion.

ARTICLE X – BUDGET

- A. Annual dues for each calendar year shall be set in the budget at any point in the calendar year
- B. The dues collected for any given calendar year shall constitute income for the year received.
- C. The newly elected officers shall prepare and shall present to the Board of Directors at its first meeting of the fiscal year a budget showing the receipts already received for the fiscal year and the proposed expenses. This budget shall be approved by the Board and presented to the membership for approval.
- D. Upon approval, this budget shall be the authority of the Director of Finance to disburse funds not in excess of the amounts budgeted.
- E. In order to disburse any funds in excess of \$50, specific approval of the Board of Directors shall be required.
- F. In order to expend, during any calendar year, funds in excess of receipts or an individual expense in excess of \$1,500.00, specific approval shall be obtained from both the Board and the general membership.
- G. The Director of Finance shall, at each meeting of the Board of Directors, present a report of current and year-to-date expenditures of the association and report on the amounts remaining in each item of the budget.

ARTICLE XI – CODE OF CONDUCT

- A. **Retaliation:** The Cane Island Alers prohibits retaliation against any member who reports or participates in an investigation of a possible violation of our Code, policies, or the law.
- B. **Harassment:** Members of the Cane Island Alers are required to maintain a harassment free environment at all in-person gatherings, on all online forums, as well as in all communication relevant to the club operations.
- C. **Compliance with Laws:** Members of the Cane Island Alers shall comply with all local, state, and national laws as a condition of membership.
- D. **Nondiscrimination:** The Cane Island Alers shall not permit in their conduct of club affairs, any restriction or limitation whatsoever based upon race, color, religion, creed, gender, gender expression, age, sexual orientation, national origin, disability, marital status, military status, or employment status.

ARTICLE XII AMENDMENTS TO BY-LAWS

These by-laws may be amended or repealed by the affirmative vote of a majority in the presence of a quorum, at any regular or special meeting of the membership called for that purpose, or by the affirmative vote of a majority of the Board of Directors at any regular or special meeting of the Board of Directors called for that purpose, provided, however, that no change of time or place for the election of directors shall be made within sixty (60) days preceding the day on which such election is to be held, and that in case of any change of such time or place notice thereof shall be given to each member in person or by letter mailed to his/her last known address at least twenty (20) days before the election is held.

ARTICLE XIII - ACCESS TO BY-LAWS

A current copy of these articles shall be available on the web site to all members.

ACKNOWLEDGMENT

By my signature below I hereby acknowledge that I have read and received the By-Laws and Charter of the Cane Island Alers Home Brew Club and its attachments, and agree to be bound by the terms set forth therein:

Signature: _____ Date: _____

Print Name: _____