

# North Florida Brewers League Bylaws

## Article I

### Name

- 1) This Corporation will be known as North Florida Brewers League, Inc. a non-profit Florida Corporation. It is hereafter referred to as NFBL.

## Article 2

### Affiliation

- 1) This corporation is not subject to the constitution and by-laws of any other group or organization.

## Article 3

### General Membership

#### 2) Definition of Member

- a) Any person of legal drinking age who maintains current payment of dues is considered a member of NFBL. Only members in good standing may exercise voting privileges.

#### 2) Dues

- a) Changes in the amount of dues will be proposed by a majority vote of the executive committee. Notice of this proposed change will then be presented in the club newsletter. At the following monthly meeting the dues will be put to a vote. Approval of the dues will require a majority vote of club members in good standing present at that meeting. Club members who wish to vote on the dues, but who cannot attend the meeting may vote by either a written signed ballot or by giving another member his/her signed proxy.

#### 3) Officer Selection, Tenure, and Termination

- a) Any members in good standing and demonstrating genuine interest in the purposes and functions of NFBL are eligible for membership on the NFBL Executive Committee. The Executive Committee may terminate membership on the Executive Committee for any of the following reasons:
  - b) failure to attend three (3) consecutive regular meetings without having an excused absence from the president or vice president;

- c) for malfeasance of duties;
- d) for inappropriate use of club funds and/or materials;
- e) for inability or refusal to executed defined duties;
- f) by recommendation of the Executive Committee.

#### **Article 4** Meetings

- 1) The NFBL shall meet monthly. Special meetings may also be called by the Executive Committee.

#### **Article 5** Management

- 1) Officers' Terms and Vacancies
  - a) The officers of this cooperation are: president, vice-president, treasurer, secretary, and publications coordinator. Their terms of office will be for one year beginning in January after their election in November. Officers may succeed themselves indefinitely. If any of the elected officers is removed from office as set forth in Article 3 or is unable for any reason to perform his/her duties, it is the responsibility of the remaining officers to appoint a replacement.
- 2) Executive Committee/Finance Committee
  - a) Management of this corporation is vested in the following, who will be called the executive committee: president, vice-president, secretary, treasurer, publications coordinator and persons appointed to positions set forth in Article 3. A quorum for conducting business on the executive committee will be a majority of executive committee members. The executive committee serves as the NFBL finance committee.
- 3) Parliamentary procedure
  - a) Both the NFBL and the executive committee will function in accordance with the procedures of Roberts Rules of Order which is the official parliamentary procedure manual for this corporation.

**Article 6**  
Election and Duties of Officers

1) Nominations:

- a) Election of officers will be held at the November election meeting and in accordance with the adopted parliamentary procedure. A nominating committee of two (2) or more persons appointed by the president will present a slate of the prescribed officers for consideration to the membership at the election meeting. No members of the nominating committee may be nominees themselves. Nominations will be received from the floor after the presentation of the slate by the nominating committee. Prior approval and willingness to serve will be secured from each of the proposed candidates. Election will be by secret written ballot. Election of officers is by a majority vote of members present at the election meeting. Club members who wish to vote in the election, but cannot attend the election meeting may vote by either a written signed ballot or by giving another member his/her written proxy.

2) Definition of officers

- a) Duties and responsibilities of the officers of the executive committee include, but are not limited to the following:

**i) President.**

(1) Position objective - to provide leadership to the NFBL and the executive committee in planning policy and overseeing its implementation.

(2) Duties -

(a) To appoint chairpersons of committees and delegate authority to them in such areas as policy planning, budget development and management, public relations, community and membership development, fund-raising, and special events.

(b) To preside at meetings of both the general membership and the executive committee and to provide an agenda of business.

(c) To serve as signature authority on behalf of the executive committee for contractual agreements.

(d) To regularly convene the executive committee.

(e) To serve as ambassador for the NFBL.

## **ii) Vice President**

(1) Position objective - to assist the president in providing leadership and direction for the corporation.

### (2) Duties

(a) To preside in the absence of the president at all meetings of the corporation.

(b) In the absence of president, to serve as signature authority on behalf of the executive committee for contractual agreements.

(c) To coordinate both the internal and external educational and training efforts of the NFBL.

(d) To coordinate and facilitate the tasting portion of the monthly meeting including the collection and tabulation of score sheets.

## **iii) Secretary**

(1) Position objective - To maintain accurate records of all actions of both the NFBL and the executive committee.

### (2) Duties

(a) To record the minutes of all monthly meetings and executive committee meetings.

(b) To act as liaison with other brewing-related organizations such as the American Homebrewers Association and other homebrew clubs.

(c) To manage correspondence with appropriate parties (Examples: media, clubs, associations).

#### **iv) Treasurer**

(1) Position objective - To monitor accountability of funds and server as advisor to the executive committee on budgeting and financial matters

##### (2) Duties

(a) To assist the executive committee in determining accounting policies and procedures to provide for reliable and timely financial information.

(b) To serve as advisor to the executive committee in all budget-related matters

(c) To prepare quarterly financial reports for executive committee and membership review

(d) To maintain club checking account

(e) To collect membership dues and to maintain dues-paying schedules

#### **v) Publications Coordinator**

(1) Position objective - to facilitate the information flow concerning club activities to the club membership and the general public.

##### (2) Duties

(a) To compile the necessary articles for inclusion in the club's monthly newsletter

(b) To coordinate the layout and subsequent duplication of the newsletter

(c) To facilitate distribution by U.S. Mail and by electronic mail the newsletter to the membership prior to the monthly meeting.

(d) To facilitate the posting of the newsletter to the club's World Wide Web site

(e) To assist in the distribution of all other club publications.

## **vi) Appointed positions**

(1) The executive committee may appoint up to 4 additional positions when it deems necessary. The president must support both the creation of the position and the individual club member chosen to fill it. The duties of these positions will be determined by the executive committee. The individuals so appointed will be full voting members of the executive committee.

(2) Ad Hoc Committees:

(a) Ad hoc committees may be created and staffed by the executive committee. The duties and duration of these committees will be developed upon their creation. Chairs of these committees will not be members of the executive committee.

## **Article 7**

### Amendment of constitution

1) This constitution may be amended at any time. The proposed amendment must first be approved by a majority vote of the executive committee. It will then be presented to the membership in written form in the club newsletter. At the following monthly meeting, the amendment will be put to a vote. Passage of the amendment will require a majority vote of club members in good standing present at that meeting. Club members who wish to vote on the amendment, but who cannot attend the meeting may vote by either a written signed ballot or by giving another member his/her signed proxy.