

CONSTITUTION OF THE HOP BOMBSHELLS OF UTAH

ARTICLE ONE

SECTION 1. NAME

The name of this organization shall be the HOP BOMBSHELLS OF UTAH.

SECTION 2. MISSION/PURPOSE

Our mission is to empower women to brew while increasing all levels of knowledge and skill of beer making with a bunch of kick ass women of the Salt Lake Valley, Utah.

The purpose of the HOP BOMBSHELLS OF UTAH shall be to encourage all members:

- To mature as brewers and beer enthusiasts;
- To promote the dissemination of knowledge in the art of brewing;
- To encourage and reward individuals dedicated to the brewing arts;
- To educate the beer connoisseur in identifying the components of beers;
- To foster the responsible use of the products of our craft;

SECTION 3. MEMBERSHIP

The membership of this Society shall be open to any woman who enjoys fine beers, either by making her own or by enjoying the work of others.

SECTION 4. HEADQUARTERS

The headquarters of this Society shall be located in Salt Lake City, UT, until such time that the membership, by resolution, decides to locate elsewhere.

ARTICLE TWO

GOVERNMENT

SECTION 1. SUPREME LAW

All legislative and executive powers shall be given to and controlled by the Board of Directors. The Board of Directors shall consist of all the elected officers of this Society.

SECTION 2. ELECTED OFFICERS

The elected officers of this Society shall be: President, Vice-President, Secretary, Treasurer, Events Director, and Webmaster/Social Media Director. An elected office may be occupied by more than one-person subject to Board approval.

Appointed Member(s) At Large shall be held to the same leadership standards as elected officials.

SECTION 3. TERM OF OFFICE

All offices shall be held for a period of one year, commencing after elections have been decided, and held for three years maximum unless approved by the board or until such time an office is vacated.

SECTION 4. REMOVAL FROM OFFICE

Any officer missing the majority (more than 50%) of Board of Directors meetings and/or membership meetings during 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 Board of Directors.

Any officer, as determined by a majority of the Board of Directors, found not performing 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 Board of Directors to the membership.

SECTION 5. VACANCY OF OFFICE

Any interim vacancy on the Board of Directors shall be filled by appointment by the Board of Directors, 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 Board of Directors, there will be open nominations for the vacant office and an election held at said membership meeting to fill the vacancy.

ARTICLE THREE

Duties of Officers

SECTION 1. ALL OFFICERS

- a. Shall uphold the Constitution and By-Laws of the Society.
- b. Shall be available to guide all members for success of the club's goals and make them feel welcome.
- c. Befriend new members at meetings and encourage ladies to brew beer.
- d. Assist the President and other board members with her duties and perform them on their behalf if needed.
- e. Reply to members or board members questions in a timely manner.

SECTION 2. PRESIDENT

The duties of the President shall be as follows:

- a. To be the leader and mentor to board members by communicating on a regular basis to ensure board members are doing their club duties.
- 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 schedule meetings, 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.

SECTION 3. VICE-PRESIDENT

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

- a. To assist the President and other board members with their duties.
- b. To assume the role of Membership Director. Duties as follows:
 1. Accurately maintain a current membership list which is shared with board members
 2. Lead the Karma points program. Including tallying Karma Points and assigning awards at our annual Karma party.
- d. If the President is absent from a meeting, the Vice-President shall assume the President's power for that meeting.

SECTION 4. SECRETARY

The duties of the Secretary shall be as follows:

- a. To take the minutes of Board of Directors meetings and membership meetings.
- b. To maintain a file of all minutes.
- c. To submit minutes and any materials provided by speakers to members listserv and the Webmaster for publication.
- d. To proctor nominations and elections and report results to members.
- e. To pick up club mail prior at a reasonable time.
- f. If the President and Vice-President are both absent from a meeting, then the Secretary shall chair the meeting.

SECTION 5. 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 club's finances and arrange to have the President, Vice President and herself (Treasurer) to have check signing authority.
- d. To reimburse expenses incurred by members on behalf of the Society.
- e. To coordinate with the board members to maintain a current roster.

- f. To propose an annual budget at the first board meeting of the term year that will be finalized by the board by the end of the calendar year
- g. To submit a report to the Board of Directors on a quarterly basis, or when requested by the President.
- h. To maintain the inventory and disperse of club gear, e.g. t-shirts, hats, glasses and more.
- i. To file club tax forms and maintain a record of all receipts as required by the IRS

SECTION 6. EVENTS DIRECTOR

The duties of the Events Director shall be as follows:

- a. To arrange club activities which includes but is not limited to:
 - Annual celebrations (e.g. transitional board member dinner, summer picnic, Karma Party, etc.).
 - Social events (e.g. Hoppy Hour, Big Brew, etc.).
 - Volunteer events.
- b. To arrange the setup of any necessary equipment to facilitate our meetings and events.
- c. To form event committees when necessary
- d. Disseminate event information to members via shared calendar, member listserv and to the Webmaster for publication.
- e. Submit reimbursement receipts to Treasurer in a timely manner.

SECTION 7. WEBMASTER

The duties of the Webmaster shall be:

- a. To promote the Hop Bombshells to the media and the public at large.
- b. To maintain the club's website.
 - a. The site shall contain news and scheduling information, archives of recipes, photos, newsletters and other items deemed pertinent.
 - b. Keep content up to date.
 - c. Maintain the equipment list on the website so that members are check in/out aware of our equipment.
 - d. Keep a quarterly inventory of the brewing equipment library.
- c. Manage the Hop Bombshells social media accounts in the following ways:
 - a. Post and advertise upcoming events and volunteer opportunities on social media and other platforms as necessary.
 - b. Establish, maintain, and manage partnerships with other homebrew and beer organizations to promote the club.
 - c. Creating a social media team to make posts to accounts like Facebook and Instagram.

SECTION 8. MEMBER(S) AT LARGE

The unelected and optional position of Member at Large is designated for member(s) approved by the Board of Directors who wish to actively participate and comment on the governance of the club.

They shall have no official authority or duties except those prescribed to them by the Board of Directors.

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 Membership Director at the last Board of Directors meeting previous to the membership meeting where a vote(s) is (are) to be taken.

A quorum at a Board of Directors meeting shall consist of one half of the Board of Directors plus one.

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 March membership meeting and will close at the May 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. VOTING

Voting shall be anonymous and take place online.. Ballots may be submitted electronically prior to close of the May meeting.

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. OFFICERS FILLING VACANCIES

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

ARTICLE SEVEN

MEETINGS

SECTION 1. MEMBERSHIP MEETINGS

Membership meetings shall be held on the second Thursday of each month at 7:00 p.m. unless otherwise specified by the Board of Directors.

All members are encouraged to attend these events and meetings.

SECTION 2. BOARD OF DIRECTORS

Board of Directors meetings should be held a minimum of twice year and 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 Board of Directors 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 Board of Directors 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 on the website after the initial membership approval.
- e. At the next membership meeting, the resolution will be voted on by the paid membership. A two thirds majority is required for the resolution to be adopted.

BY-LAWS OF THE HOP BOMBSHELLS OF UTAH

ARTICLE ONE

MEMBERSHIP

SECTION 1. MEMBERSHIP

Membership lasts one year from the Hop Bombshells fiscal year, which starts in April. Members can add at any time during the year.

SECTION 2. DUES

Annual Dues shall be determined at the first meeting of the calendar year by the Board of Directors, based on membership and projected expenses for the year. Announcement of cost of dues will be announced in March.

Annual dues will be collected during the April members meeting. If members join between May-March the dues will be discounted according to the month they join.

New members can come to our first meeting for free, then pay \$5 per meeting or pay the annual dues.

Membership shall include access to library of brewing equipment owned by the club, payment of shipping for any home brew competitions, homebrew club insurance, and also cover any club meeting expenses.

SECTION 3. MEMBERSHIP AGREEMENT

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

ARTICLE TWO

AWARDS

KARMA POINTS

The Karma Points program is to reward members for their participation in our club. Karma Points shall be earned by members by contributing to the club. Karma Points are earned in ways that are determined by the board.

ARTICLE THREE

PURCHASING

SECTION 1. SPENDING OF CLUB MONIES

1. No elected officer is permitted to spend more than \$50 without 90% Board approval.
2. Spending for Events:
 - a. Club money can be budgeted to a club member by the Board to pay for club activities.
 - b. The member must stay at or below the budgeted amount for each club activity.
 - c. If budgets go higher than expected, the member must ask for board approval before spending the money.
 - d. Board approval for increased budget needs to be one third of board members.

SECTION 2. REIMBURSEMENT

All receipts must be turned in to the Treasurer within 60 days.

SECTION 3. MISUSE

If a bank account holder misuses the club account, disciplinary actions include repayment of misused funds and removal from the board and club. Misuse of club funds include:

- a. Spending over 20% more money than budgeted.
- b. Spending money without authorization.
- c. Allowing others persons to use their card without approval of the board.

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.

Revised February 2019.