

# FLOPS Bylaws

*Last updated on October 22, 2024*

## Article I: Name of Organization

1. The name of this organization shall be Fayetteville Lovers Of Pure Suds, also known as "FLOPS" and hereafter referred to as the "Club."

## Article II: Summary of Purpose

1. The mission of the Club is to promote the art and enjoyment of homebrewing, provide education and resources to its members, and support charitable causes through fundraising and community engagement.
2. The Club is organized exclusively for charitable, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

## Article III: Membership

1. Membership shall be open to all persons of at least 21 years of age who are interested in homebrewing and who support the mission of the Club.
2. Membership dues shall be determined by the Officers and communicated to members annually. Membership dues shall be payable at the time that a member joins the organization, and each calendar year thereafter at the February organization meeting. Membership dues shall be payable to the Treasurer or a representative appointed by the Officers.
3. Members in good standing shall have the right to vote in Officer elections, to vote on issues pertaining to the organization, to participate in members-only organization activities, and to hold an Officer position.
4. Non-members may participate in public meetings and events hosted by the organization. Non-members shall not have the right to vote or hold an Officer position.

## Article IV: Meetings

1. Regular meetings hosted by the organization shall be held once per month at a designated date, time, and location communicated by the Officers. The Officers may change the date, time, or location of the regular meetings on a one-time or ongoing basis by a two-thirds vote of members present at any regular or special meeting with a quorum.
2. Special meetings may be called by the President. Special meetings may include, but are not limited to, brewing events, such as a brew-in, social events, and charity events. Notice of a special meeting shall be given to members at least five (5) business days before the meeting.

3. The presence of a majority of the membership at a meeting shall constitute a quorum and shall be necessary to conduct the business of the Club. If a quorum is not met at a meeting, then the business portion of that meeting must be adjourned until a quorum can be met.
4. The business portion of a meeting shall be conducted in accordance with Robert's Rules of Order.

## Article V: Officers

1. The Club shall be governed by a board of Officers consisting of the following elected positions:
  - 1.1. President
  - 1.2. Vice President
  - 1.3. Secretary
  - 1.4. Treasurer
  - 1.5. Hop Scheduler
  - 1.6. Mug Watcher
  - 1.7. Communications Chair
2. The term for each Officer position shall be one (1) year from January 1 through December 31. There shall be no term limit for Officer positions.
3. Nominations for Officers shall be presented during the November meeting. Officers and members in good standing may present nominations for the following year's Officers.
4. Elections for Officers shall take place during the December meeting. Officers shall be elected by a majority of members present during the December meeting. If a quorum of members does not exist in the December meeting, the presiding Officers will continue in their current positions and the election shall be delayed until the next monthly meeting where a quorum of members is present.
5. The primary responsibility of each Officer position shall be as follows, with additional detailed responsibilities outlined in Appendix A:
  - 5.1. The President shall preside over meetings of the Club and act as the official spokesperson of the Club, both within the membership and publicly; shall be responsible for maintaining a location for regular meetings; and may coordinate with the other Officers and meet with them outside of the regular and special meetings to plan for upcoming meetings and events and help meet the goals of the Club as needed. The President shall also be responsible for the timely filing of insurance and tax paperwork pertaining to the Club.
  - 5.2. The Vice President shall be responsible for assisting the President in the performance of their duties and assuming the duties of the President in their absence; tracking and tabulating Brewer of the Year (BOTY) points based on data provided by members or other Officers; and coordinating and scheduling education segments for each regular meeting.
  - 5.3. The Secretary shall be responsible for recording Club meeting minutes, publishing meeting minutes within three (3) business days of a Club meeting, maintaining membership records, and acting as official custodian of Club records.

The Secretary shall be responsible for amending these bylaws with approved amendments per Article VIII.

- 5.4. The Treasurer shall be responsible for the financial affairs of the Club, including budgeting, accounting, and financial reporting. The Treasurer shall collect membership dues and shall have sole care and custody of all monies belonging to the Club. The Treasurer shall develop and distribute membership cards to members when they join the Club.
- 5.5. The Hop Scheduler shall be responsible for providing information to Club members about upcoming local, regional, and national homebrew competitions; assisting members with submitting entries to competitions; and gathering data on member competition entries and awards for the Vice President to tabulate as points.
- 5.6. The Mug Watcher shall be responsible for opening Club meetings with a toast, maintaining order during Club meetings, and ensuring Club meeting attendees always have something to drink. The Mug Watcher shall also be responsible for ensuring that all homebrews are properly labeled and that members are sampling homebrews and voting during the meeting.
- 5.7. The Communications Chair shall be responsible for maintaining electronic media for the dissemination of information regarding Club meetings and events; promoting the Club publicly; promoting events related to the Club and its goals; and ensuring that the Club schedules a monthly social event for members outside of the regular meetings.

## Article VI: Board of Directors

1. The Officers shall be overseen by a Board of Directors consisting of a minimum of 3 volunteer positions. Board members are not required to be members of the Club. A simple majority vote of members present at any regular meeting with a quorum is required to elect a person to the Board of Directors. Board members shall remain in their position until they resign or are removed by a simple majority vote of members present at any regular meeting with a quorum.
2. The role of the Board of Directors is to advise the Officers on the direction of the Club. The Board of Directors shall meet occasionally throughout the year, such as on a quarterly basis, to discuss the Club direction and activities and provide feedback to the Officers.

## Article VII: Committees

1. The Officers may establish committees as necessary to carry out the work of the Club, including but not limited to committees related to finances, charities, event planning, membership, and fundraising. Committees shall consist of a minimum of 3 persons and may include members and Officer-approved non-members, such as outside experts.

## Article VIII: Amendments

1. These bylaws may be amended by a two-thirds vote of members present at any regular or special meeting with a quorum, provided that notice of the proposed amendment has been given to members at a previous regular or special meeting.

## Article IX: Dissolution

1. The Club may be dissolved only at a special meeting with a quorum, which has been called for that purpose by the President, by authorization from the Officers, and with approval of the members by a two-thirds vote.
2. In the event of the dissolution of the Club, any remaining assets shall be distributed to one or more organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, as determined by the Officers.

## Article X: Adoption

1. These bylaws shall be adopted upon approval by a two-thirds vote of members at a regular meeting with a quorum.

# Appendix A: Officer Responsibilities

This appendix provides more detailed descriptions of Officer responsibilities. The Officers may agree to distribute responsibilities among themselves differently than outlined here.

## President

The President shall be responsible for the following duties:

1. Presiding over meetings of the Club and acting as the official spokesperson of the Club, both within the membership and publicly;
2. Maintaining a location for regular meetings;
3. Coordinating with the other Officers and meeting with them outside of the regular and special meetings to plan for upcoming meetings and events and help meet the goals of the Club as needed;
4. Renewing the Club insurance policy annually in August;
5. Filing state and federal tax paperwork annually.

## Vice President

The Vice President shall be responsible for the following duties:

1. Assisting the President in the performance of their duties and assuming the duties of the President in their absence;

2. Tracking and tabulating Brewer of the Year (BOTY) points based on data provided by members or other Officers;
3. Coordinating and scheduling education segments for each regular meeting, not necessarily presenting the education segment, but ensuring that members are queued up with topics to present in upcoming meetings.

## Secretary

The Secretary shall be responsible for the following duties:

1. Recording Club meeting minutes and publishing meeting minutes within three (3) business days of a Club meeting;
2. Maintaining membership records and acting as official custodian of Club records, although such records may reside with another Officer, such as the President, for practical purposes, and auditing such records as necessary to ensure they are kept appropriately;
3. Amending the Club bylaws with approved amendments per Article VIII of the bylaws.

## Treasurer

The Treasurer shall be responsible for the following duties:

1. Overseeing the financial affairs of the Club, including budgeting, accounting, and financial reporting;
2. Keeping online financial books up to date;
3. Acting as sole custodian of all monies belonging to the Club;
4. Collecting membership dues from new and renewing members on an annual basis;
5. Developing and distributing membership cards to members when they join the Club.

## Hop Scheduler

The Hop Scheduler shall be responsible for the following duties:

1. Providing information to Club members about upcoming local, regional, and national homebrew competitions;
2. Assisting members with submitting entries to competitions;
3. Gathering data on member competition entries and awards for the Vice President to tabulate as Brewer of the Year (BOTY) points.

## Mug Watcher

The Mug Watcher shall be responsible for the following duties:

1. Opening Club meetings with a toast;
2. Maintaining order during Club meetings;
3. Ensuring Club meeting attendees always have something to drink;
4. Ensuring that all homebrews are properly labeled;
5. Ensuring that members are sampling homebrews and voting during the meeting.

## Communications Chair

The Communications Chair shall be responsible for the following responsibilities:

1. Maintaining electronic media, including the Club website, social media accounts, and SMS marketing campaign, for the dissemination of information regarding Club meetings and events;
2. Manage electronic brewer feedback and voting records during monthly meetings
3. Promoting the Club publicly;
4. Promoting events related to the Club and its goals;
5. Ensuring that the Club schedules a monthly social event for members outside of the regular meetings.