

November 28, 2022

THE GREATER TOPEKA HALL OF FOAMERS  
BY-LAWS

1. The primary qualifications for membership shall be that each member be:
  - A. 21 years old, and
  - B. contribute 3 homemade beers per year for comparative tasting. Commercial beers may be substituted, but with the timing, quantity, and the style of beer being substituted, determined at the discretion of the Brew Master.
2. All officers shall be members in good standing.
3. The officers shall be: President, Vice-President, Secretary, Treasurer, and Brew-Master. These officers shall constitute the Executive Committee and the Nominating Committee.
4. The officers shall be elected annually at the business meeting in December. The term of office shall be one (1) year, from January through December.
5. In November, the Nominating Committee shall nominate at least one member for each office. The President shall call for additional nominations from the membership at the November meeting. After all nominations are made, a majority vote by secret ballot of paid members will be held in December and determine the winner of each office.
  - 5.1 In the event that the President can not complete his or her term of office, the Vice President shall become President and serve the remaining term. The executive committee shall nominate one member for the office of Vice President. The general membership shall vote by secret ballot of paid members to determine his or her acceptance.
  - 5.2 In the event an officer, other than the President, cannot complete his or her term in office, the Executive Committee shall nominate one member for that office. The general membership shall vote on accepting the nominee in a special election. A majority vote by secret ballot of paid members in attendance will determine his or her acceptance.
  - 5.2a In the event an officer is not attending at least 1/2 of the Committee Meetings, the officer is deemed not able to complete his term in office. **Nominating Committee would be required to nominate a new member to fill the roll and serve the remainder of the term of office at any point following the April Meeting that attendance dropped below 50%.**
6. The President shall:
  - A. Preside at all meetings.
  - B. Arrange for the meeting place.
  - C. Serve as public information officer and spokesman for the club.
7. The Vice-President shall:
  - A. Be in-charge of technical information.
  - B. Assist the Brew Master in the development, planning, and presentation of programs.
  - C. Preside at meetings in the absence of the President.

8. The Secretary shall:
  - A. Maintain and distribute a complete record of club activities, minutes of the meetings, an accurate record of active members, and records of the executive committee and their actions.
  - B. Notify members of the date, time, and place of all meetings.
  
9. The Treasurer shall:
  - A. Collect and record payment of club dues.
  - B. Be responsible for payment of the club debts.
  - C. Maintain the bank account in good condition.
  - D. Submit a comprehensive annual report to the membership in January following the completion of the Club's fiscal year, which shall be on a calendar year basis,
  - E. Ensure a smooth transfer of fiscal records and bank account authority to the new Treasurer.
  
10. The Brew-Master shall, at his or her discretion:
  - A. Decide what types of beer are to be tasted at each meeting during comparative tasting.
  - B. List the beers for the comparative tasting for the next meeting and contact the members who are to bring the beers.
  - C. Keep accurate records of the types of beer contributed by members and the recipes of those beers, when provided by members.
  - D. Be in charge of the monthly programs, which may include a tasting of commercial or homebrewed beer, technical clinics on homebrew topics, presentations by outside experts on relevant topics, or some combination of these formats.
  
11. The format of the meetings shall be:
  - A. Welcome and Introduction of guests
  - B. Approval of Minutes
  - C. Treasurer's Report
  - D. Program
  - E. Committee Reports
  - F. Old Business
  - G. New Business
  - H. Volunteers for Munchies at Next Meeting
  - I. Adjourn for Social Tasting
  
12. A simple majority of the membership constitutes a quorum for the changing of the by-laws.
  
13. Annual dues shall run from January to December inclusive. Dues are to be established by the executive committee.
  
14. NO SMOKING, inside, shall be the rule at all meetings.
  
15. The Regular meeting date is the First Wednesday of the month, unless changed by members for special meetings or other considerations, at an announced location.