

EL DORADO HOME WINEMAKERS CLUB
PROPOSED BY-LAWS

ARTICLE 1: NAME

The name of this organization shall be the El Dorado Home Winemakers Club. It is an all- volunteer organization. The Club depends upon the people who volunteer and manage the operations of the Club for it to succeed each year. It is important for all members to participate in a variety of opportunities throughout the year to keep this Club viable.

ARTICLE 2: MISSION STATEMENT

The purpose of the El Dorado Home Winemakers is to provide an educational organization to promote and improve the art of home wine making and to further the enjoyment and appreciation of the finished product.

ARTICLE 3: MEMBERSHIP

A current continuing member in good standing is a general member whose membership dues are paid in full by January 31st of each year. Only members in good standing will be allowed to check out the Club's winemaking equipment and participate in Club activities. Prospective members may participate as a guest of a member in good standing.

ARTICLE 4: GOVERNING BOARD

Section 1:

The Governing Board approves the annual budget and provides policy and direction in support of the mission of the club.

Section 2:

The board shall consist of all elected officers.

Section 3:

The board shall be elected from the general membership. No member shall serve on the Governing Board for more than five (5) consecutive years, plus one year as Advisor or the immediate past president, if applicable.

Section 4:

A majority of fifty one (51) percent of the members of the Board shall constitute a quorum at an official Board meeting.

Section 5:

The President shall fill any vacancies and/or make any additions as needed prior to the next subsequent election, subject to the approval of the majority of the Board.

ARTICLE 5: OFFICERS AND THEIR DUTIES

Section 1:

The Officers of the Club shall consist of: President, Vice President, Treasurer, and Secretary. Nominations for Officers will be taken at the February meeting with elections held in March. Any member in good standing is eligible and may hold any position within the Club subject of provision of Article 4, Section 3.

Section 2:

President: The President shall:

- (a) Develop the agenda, coordinate and oversee the monthly meetings;
- (b) Appoint Committee Coordinators as needed, with the approval of the Board;
- (c) Call all special meetings of the Club;
- (d) Be an ex officio member of all committees;
- (e) In conjunction with the Treasurer and approval of the Board, develop the annual club budget;
- (f) In conjunction with the Treasurer, maintain the liability insurance for the Club;
- (g) In conjunction with the Treasurer, disburse Club funds in accordance of the approved budget. Sign all checks in the absence of the Treasurer;
- (h) In conjunction with the Treasurer, annually audit the accounting records of the Club and present findings to the Board.

Vice President: The Vice President shall:

- (a) Assume duties of the President when the President is unable attend a meeting;
- (b) Assist in planning the monthly meetings;
- (c) In conjunction with the President organize technical presentations, selecting members or outside professionals to speak on educational topics relative to home wine making;
- (d) Be responsible for enforcing Robert's Rules of Order and these By-Laws;
- (e) Assist the Secretary in keeping the By-Laws up to date;
- (f) Assure only members or guests of members of good standing are authorized to participate in Club activities.

Treasurer: The Treasurer shall:

- (a) Collect dues;
- (b) Maintain the bank account and have charge of all monies belongs to the Club;
- (c) Prepare financial statements for each Club meeting;
- (d) Disburse funds by order of the President or in accordance with the approved annual budget;
- (e) In conjunction with the Web Master Coordinator, maintain a record of the membership database/dues paid;
- (f) In conjunction with the President, oversee the annual audit of the accounting records.

Secretary: The Secretary shall:

- (a) Record the business meetings and have them posted on the Web Site;
- (b) Keep the By-Laws up to date;
- (c) Be responsible for all Club correspondence, thank you notes, and general Club communications;
- (d) Keep records of member or guest participation at all official Club activities.
- (e) Maintain name tags for members in good standing

Section 3:

The immediate Past President shall act as Advisor for the Governing Board.

ARTICLE 6: COMMITTEE COORDINATORS AND THEIR DUTIES

Section 1:

The Committee Coordinators of the Club shall consist of: Equipment Coordinator, Activities Coordinator, Competition Coordinator, Grape Harvest Coordinator, and Web Master Coordinator.

Section 2:

Equipment Coordinator: The Equipment Coordinator will maintain a master equipment list of the condition and location of all Club equipment. The equipment Coordinator will also oversee the checking in/out of equipment during the harvest season. The Club owns and maintains winemaking equipment exclusively for the use of the members. Although the Club owns and maintains the equipment, each member using the equipment does so at their own enjoyment as well as their own risk. It is the responsibility of each member to return equipment in the same condition and cleanliness it was check out. It is Club policy for members to keep equipment only so long as required to perform the primary function and not to retain the item for a prolonged period and deprive other member's usage. The Equipment Coordinator will make recommendations on maintenance and replacement of Club equipment. The Equipment Coordinator will develop an equipment budget for maintenance and replacement of Club equipment. Replaceable equipment may be auctioned off to Club members as approved by the Board.

Activities Coordinator: The Activities Coordinator will create committees to organize the four (4) Club social events during the year. Such social events throughout the year are planned, along with field trips and tours to local wineries. Upon appointment the Activities Coordinator will develop a budget for the conduct of each social event of the Club. Typically, these events occur in January, May, July and October. The Activities Coordinator will also maintain a master supply list of all party supplies available for events and their location.

Competition Coordinator: The Competition Coordinator will manage and report the results of the El Dorado Home Wine Makers in various statewide fairs. Members of the Club are encouraged to enter their homemade wines into these various county and state fairs. There is also the opportunity to volunteer at the El Dorado County Fair in the setting up and pouring of the homemade wines for judging. Upon appointment, the Competition Coordinator will develop a budget for the conduct of the competitive activities of the Club.

Grape Harvest Coordinator: The Grape Harvest Coordinator shall be responsible for compiling and distributing a list of growers willing to sell their grapes to the members. The Grape Harvest Coordinator shall also be responsible for organizing any group crushes within the Club.

Web Master Coordinator: The Web Master Coordinator will be responsible for updating and maintaining the Web Site for the use of all members. Upon appointment, the Web Master Coordinator will develop a budget for the conduct of the communication activities of the Club.

ARTICLE 7: MEETINGS

Section 1:

Regular monthly meetings will be held the 2nd Tuesday of each month at 7:00 P.M., unless otherwise an-

nounced. The location is the Sequoia Restaurant, 643 Bee Street, Placerville, CA 95667.

Section 2:

Prior to these meetings, an optional dinner is served by Sequoia Restaurant for members in good standing. Homemade wine made by members in good standing is exempt from corkage fees. Reservations for the dinner must be made prior to the Club meeting at 530-622-5222. Seating begins at 5:30 P.M. and serving commences at 6 P.M. Dinner costs are competitive and exclusive for members in good standing and their guests. Following dinner and a brief intermission, the business portion of the Club's monthly meeting will begin at 7:00 P.M. Seating for members not attending the dinner will be established to assure full participation of those members and their guests.

Section 3:

The President may call special meetings of the Club, as necessary.

Section 4:

The El Dorado Home Winemakers will have an Annual Meeting in March for the purpose of electing new Board Members.

ARTICLE 8: DUES

Section 1:

The Board will determine annual dues. Changes in dues require a 30-day notice to the membership, prior to the membership vote.

Section 2:

Annual dues in the amount of \$30 are due by January 31st of each year. After March 1st, dues for continuing memberships will be \$40 for the year. (Only members in good standing will be allowed to participate in events and check out equipment). Funds generated from dues are used to purchase and maintain club equipment and help defray meeting and activity expenses.

Section 3:

Elected Officers for the year are exempt from paying dues.

ARTICLE 9: CLUB LOGO

Section 1:

The Club Logo is copyrighted material. The Board prohibits the use of the Club Logo without permission.

Section 2:

Club apparel and gift items reflecting the Club's Logo are offered on the El Dorado Home Winemaker's Web Site. Members are encouraged to purchase these items in support of the Club.

ARTICLE 10: CALENDAR/FISCAL YEAR

The Club shall use a Calendar Year rather than a Fiscal Year, which begins on January 1st of each New Year.

ARTICLE 11: PARLIMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall be the authority governing all Club procedures, when not in conflict with these By-Laws.

ARTICLE 12: AMENDMENTS

These By-Laws may be amended after approval by the Board and, after a 30 day notice, by a two-thirds (2/3) vote of either those in attendance at a General Meeting, or through a written ballot given to all members.