

M.U.G.Z. Charter

Purpose

The Mississippi Unquenchable Grail Zymurgists, also known as M.U.G.Z, is a private, non-profit organization of individuals who enjoy fermented beverages in all its forms. This includes, but is not limited to, beer, wine, cider, mead, and sake.

Mission Statement

To advance, encourage, and support the creation, appreciation, education, and promotion of fermented beverages in the Quad Cities Area in a safe and enjoyable manner.

Officers

The club officers' shall be elected positions, from the active membership (see below). The officers' primary responsibility is to shape the direction of M.U.G.Z., and to ensure the club business gets completed. The positions will consist of a Senior Chairman, a Junior Chairman, a Secretary, and a Treasurer.

There will also be 2 *appointed* positions;

website administrator: responsibilities include keeping the website current and dynamic, communications to members and non-members. This position will last until that person no longer wishes to perform the duties, or is discharged due to failure to perform the duties. At that time, all efforts will be made to find another able candidate, and all website information and training will be made available to the replacement.

competition organizer: responsibilities include LOTMW and all related tasks, club-only comps, assist with any other competitions that MUGZ is involved in- such as Rock Island County Fair, etc. This position will rotate in an assistant, who after 2 years of training, will assume lead duties, and who will choose their successor.

Officer	Responsibilities
Senior Chairman	Chairs the monthly meetings Participates in all standing committees, assisting where needed Point person for the club Maintains the overall health of the club
Junior Chairman	Assistant to the Senior Chairman, helps out wherever needed. Is responsible for ensuring an educational segment at monthly meeting Takes over for Senior Chairman whenever he/she is absent
Secretary	Oversee communications between the club and its members. Point person for correspondence with groups outside of the club. Reports minutes for monthly meeting
Treasurer	Maintain and balance club funds. Responsible for the Equipment Repository Responsible for the Resource Library.

The Junior Chairman, Secretary, and Treasurer shall be elected annually, by popular vote of active members present at the October meeting. Nominations for these offices will take place in September and October of the same year. The Senior Chairman is not elected; the current Junior Chairman becomes the new Senior Chairman. The new Senior Chairman and the newly elected officers will formally assume their positions at the January meeting following the election.

Should a Junior Chairman be unable to assume the Senior Chairman position, the position will be offered to the Secretary, and then to the Treasurer. If neither of them is able to serve as the Senior-Chairman, then the position will be filled, at the election, through popular vote.

Should an elected officer be unable to complete their term, it shall be the duty of the senior chairman to appoint a replacement. If the Senior-chairman cannot complete their term, the Junior Chairman shall fill it.

If the Junior Chairman is unable to take over, then it will be offered to the Secretary and then to the Treasurer. If none of the three officers is able to take over the duties of a resigning Senior Chairman, then the office will be filled by popular vote at a special election of the members.

Committees

Committees are where the bulk of the work for the club is done. The committees will meet when deemed necessary by the committee head. It is encouraged that every member is apart of at least one committee.

Committee	Responsibilities	Chair
Executive	Direct the club's continual growth. Ensure that the club's business gets completed.	Senior Chairman Senior Chairman
Education	Activity each meeting BJCP exam class (as needed) Maintains club library	Junior Chairman Junior Chairman Treasurer
Membership	New member recruitment Member retention Collection of dues	Junior/Senior Chairman Junior/Senior Chairman Treasurer
Special Events	AHA days, i.e. big brew day, mead day, teach a friend to homebrew day various local beer fests Christmas Party AHA's Club-Only Competitions	Junior Chairman Sr/Jr Chair, Comp. person Senior Chair Competition person
Public Relations	Newsletter, if desired Web Page Formal Correspondences Press Releases	Secretary Web Person Secretary or Web Person Secretary or Web Person
Finance	Fund Raising Commercial Sponsorships, club discounts Philanthropy	Sr. Chair, Treasurer Sr. Chair, Treasurer Sr. Chair, Treasurer
Rock Island fair	organize/assist	Competition Organizer
LOMW	Plan and organize LOTMW COMP	Competition Organizer

Each officer or committee head is responsible to ensure that designated responsibilities are fulfilled. If an officer or committee head is unable to fulfill a responsibility, they must find someone to carry out the duty. Failing that, it is ultimately the Senior Chairman's responsibility to ensure that a task has been completed. If an officer or committee head fails in his duties, they must explain themselves to the Executive Committee in a closed meeting. One special-purpose standing committee, Land of the Muddy Waters, is very important to the health of MUGZ. As such, the organizer shall be appointed, if not already in place, immediately following the election of officers in October. A newly elected officer may also serve as an organizer.

Members

Any interested individual 21 years or older may be a member of M.U.G.Z... To be considered an active member of M.U.G.Z., an individual must annually attend three club meetings, pay a membership fee, and contribute to the club's overall "well-being". Only active members have voting rights on club business, are eligible to run for office, have free access to the club library, and able to borrow club owned equipment, The annual membership fee is an appropriate amount as determined by the executive board, and is non-refundable. The monies shall be maintained by the Treasurer and used exclusively for club business. In order to contribute to the club's "well-being", each member must give something back to the club. Some examples would be: acting as a club officer, working on a committee, or volunteering to help at a club activity. Petition for a waiver on any of the active membership requirements can be made be made in writing to the executive board. Members not representing the club or its mission in an appropriate manner may be voted out of the club with a majority club vote; without refund of dues.

Meetings

Club meetings are the heart and soul of M.U.G.Z... Although business may need to be done, meetings should be educational, festive, and above all, a fun time. It is the responsibility of the chairmen to ensure this happens. All members and guests are welcome. Club meetings are held once a month at a time and a place that best fits the needs of the members. Members and guests are encouraged to bring their own personally made beverages to share with others. The Senior Chairman will chair all meetings. If the Senior Chairman is unavailable then the responsibility falls on the Junior Chairman, then the Secretary, and then the Treasurer. If none of the four standing officers are available, then the meeting is declared a non-meeting. Non-meetings can continue as a social gathering, but no club business will be conducted. After three non-meetings in a row, the active membership may, if they so chose, elect a new set of officers.

The meetings can be as formal or as relaxed as the chair desires, but must contain the following elements: a report of activities from the standing committees, an opportunity for members to bring up old and new business, an educational or fun event, and a chance to discuss or ask questions about the art and science of brewing beer. M.U.G.Z. is an ethical and responsible organization, and as such cannot allow members or guests to violate Local, State or Federal laws. If one intends to imbibe an alcoholic beverage, they must be of legal drinking age, currently 21 in Iowa and Illinois. Amateur distillation is not legal in the United States, therefore any beverage whose alcohol is strengthened past the point of fermentation is not allowed. M.U.G.Z. members are adults, and as such must take responsibility for their own actions, that said, a visibly intoxicated member should not be allowed to operate a motorized vehicle. Club funds may be used, within reason, to provide transportation for said individual if they are unable to themselves.

Financial Reporting

The Treasurer must present quarterly financial reports at the January, April, July, and October meetings. These reports must include at minimum a listing of the clubs assets, including the balance of the checking account and any outstanding liabilities. Further, the report should be presented on the member's only section of the club's Web site, and available to any member upon request. If the treasurer is unavailable to make the presentation, it is his responsibility to get multiple copies of a printed version to be handed out. A brief summary report should be presented at each meeting, and reported in the monthly minutes.

Resource Library

The MUGZ Resource Library shall consist of any magazines, books, and audio/video tapes, relevant to the club's mission statement. These materials are to be available to members upon request at all club meetings and may be lent out to members for up to one month, to be returned at the following months meeting or other mutually convenient time.

The library is the responsibility of the treasurer, though he may appoint an assistant to take over management at his/her discretion.

Repository of Equipment

The equipment repository will consist of various brewing equipment, donated by member, or purchased by the club. This equipment may be made available to members to use for up to eight weeks, though the clubs requirement for such equipment take precedence.

The person issued the equipment shall be responsible for breakage or missing equipment and replacement of it with similar equipment of equal value.

The repository is the responsibility of the treasurer, though he may appoint an Equipment Director to take over management at his discretion.

Amendments To This Charter

Motions to amend this charter shall be presented and discussed at two consecutive club meetings with a vote-taking place immediately following the second discussion. Amendments become effective immediately upon their acceptance by a majority of those members present at the second reading.