

Bay Area Coffee Community  
Regional Coffee Professional Network  
Regional Bay Area Coffee Community Bylaws

**Mission:**

The Bay Area Coffee Community's mission is to support, empower, and foster a community for ALL of the coffee professionals in the Bay Area through educational, social, and networking events.

**Goals:**

- 1) Create spaces for conversation & collaboration within the Bay Area
- 2) Provide professional development events for baristas, roasters, cafe managers, green buyers & any others working within the specialty coffee industry

**I. Board Membership**

1. The term ***Board Member*** shall refer to any member of the community who holds an elected position on the Bay Area Coffee Community Board.
2. Expectations of Board Members
  - a. Required to attend all Board meetings
  - b. Board meetings are held every other month for a maximum of two hours each
  - c. Board meetings are virtual
  - d. Interact and communicate in Slack
  - e. Add reports to the agenda one week prior to Board meetings
3. Attendance
  - a. January planning meeting will include the dates of each meeting for the year
  - b. All attempts will be made to have all Board Members present at each meeting
  - c. President confirms meeting date 14 days in advance
  - d. Board meetings will be rescheduled as necessary to have all Board Members present
4. Terms
  - a. Board positions are a one-year commitment
  - b. At the end of each calendar year, there will be a majority vote for each Board Member to continue, remove, or change positions
5. Resignations and Removals.
  - a. Any elected Bay Area Coffee Community Board member can resign their position by notifying the President.
  - b. The President can resign their position by notifying the Board. The Vice President will be the President in the interim and organize elections for the President position.
  - c. Any elected Bay Area Coffee Community Board member may be removed from their position by a majority vote.

## **II. Rules of Discussion**

1. Meeting agendas will be sent out by the President a week in advance of each meeting.
2. Chair Reports
  - a. Each chair shall add their updates to the agenda that the President sends out.
  - b. Each chair shall give their report at every board meeting.
  - c. Discussion and questions to the chairs will be allowed at the end of each respective report and must pertain to that committee.
3. All discussion requires listening. Consideration to the speaker is imperative.
4. Discussion shall be concise, courteous, and dignified.
5. The President & Vice President are the only members who can interrupt a speaker under the following criteria (ie; point of order):
  - a. Speaking off topic
  - b. Speaking too long
  - c. Repeating previous points at length.
  - d. Discussion is not dignified.
  - e. Meeting is going over time.
  - f. A question of procedure arises.

## **III. Voting**

1. Voting shall be made by a show of hands in a business meeting or by absentee vote. Decisions require a majority vote to pass. This includes, but is not limited to the following situations:
  - a. Amending the By-Laws. Motions to amend the By-Laws must be submitted in writing to the Vice President prior to the motion being presented; discussion will take place then voted on at the next business meeting under old business.
  - b. Approving Budgets.
  - c. Creating or deleting positions.
  - d. Electing a person to a position
  - e. Items needing a vote will be written in the agenda.
2. Each Board Member has one vote. Votes from all Board Members must be received for a vote to be valid.
3. Absentee voting is permitted via text, email, or phone call. Voting deadlines are 2 weeks from the meeting notes being sent.
4. All decisions should be reached by a discussion with an informed group conscience and, whenever possible, with substantial unanimity.
5. Event venues require a unanimous vote.

## **IV. Budgets, Reserves, and Donations**

1. All budgets requiring the allocation of more than \$100 must be submitted in writing to the Board for approval before any funds are to be distributed. Budgets are to be submitted for approval no later than two weeks before requested date of fund allocation. All budgets must be detailed and receipts turned in to the Treasurer.
2. Funds shall be distributed to the appropriate chairs. Distribution of funds will not exceed the approved budget amount. Funds may not be reallocated to other chairs.
3. The Treasurer has the authority to allocate up to \$100 in emergency funds. A record of this allocation must be included in the Treasurer's report at the next business meeting.
4. At the end of the year, any cash reserve in excess of \$1500 must be donated or used at the Board's discretion. The donation or usage should benefit the Bay Area coffee community. The extra cash must be used before the end of the fiscal year.

## **V. Elections**

1. All Board Members are required to vote in any election.
2. Every Board Member has one vote.
3. Term elections - elections for the new fiscal year
  - a. Elections for the new fiscal year must take place before December 15.
  - b. All Board Members must submit intent by December 1 for the new fiscal year. Intent is defined as staying in a position, resigning, or changing positions.
  - c. Nominations for the new fiscal year must be made in writing by December 1.
  - d. Voting will be conducted through a special meeting, email vote, or other digital vote.
4. Special elections - elections for an open position in the middle of the fiscal year
  - a. If a position opens up in the middle of the year, nominations must be submitted in writing to the Board within one week of the position opening up.
  - b. Voting will be conducted through a special meeting, email vote, or other digital vote.
5. Nominations
  - a. Any Board Member can nominate themselves, a Board Member, or a community member for an open Board position
  - b. Nominations must be submitted in writing.

## **VI. Positions: Board Members**

### **A. President, Treasurer:**

- Oversees all business operations of Bay Area Coffee Community, including elections
- Responsible for organizing, as well as, facilitating meetings
- Prepares agenda for meetings
- Holds responsibility for calling emergency meetings
- Maintains accurate minutes, sends recap of meeting to the Board
- Point person on the BACC email account
- Manages BACC funds
- Backup Board Members as needed

## **B. Vice President, Secretary:**

- Responsible for taking over the President position in emergency situations
- Second point person on email account
- Updates website with upcoming events
- Maintains web hosting renewal & registration
- Second signature on all financial accounts
- Backup Board Members as needed
- Backup meeting notes as needed
- Maintains bylaws

## **C. Events & Volunteer Coordinator Chair**

- Project manager of all events
- Expected to be active in the local coffee community & attends surrounding areas events
- Recruits new volunteers for the community
- Welcomes new volunteers
- Keeps a record of all volunteers and appropriate contact information
- Arranges and coordinates volunteers for each event
- Coordinates with Events Chair

## **D. Competitions Specialist Chair**

- First point of contact on competition events
- Plans and executes 3 BACC competition events per year; two Throwdown and one non-throwdown
- Ensures competition host candidates are compliant with BACC Competition Requirements and approved unanimously by the Board.
- Attends planned events
- Heads up Competitions Committee, if created

## **E. Content-Driven Events Specialist Chair**

- Produces lectures, roundtables, panels & any other events that will further the education of coffee professionals
- Plan and execute a minimum of four events per year
- Coordinates any necessary sponsorships
- Coordinates with Events Chair

## **F. Marketing Chair**

- Oversees marketing strategy of Bay Area Coffee Community
- Manages social media, newsletter, photography, and press inquiries
- Coordinate with photography and graphic design consultants

## **G. Sponsorships Chair**

- Create, propose, and execute sponsorship program for annual Throwdown season and any necessary events.
- Achieve BACC fundraising goals.
- Communicate with team to adhere to sponsorship agreements.
  - Marketing Chair about executing the posts, newsletter, and other promotion.
  - Graphic Designer for logos on graphic assets.
  - Photographer to get photos of sponsored products that can be shared.
- Manage sponsor relations ongoing
- Updates sponsors on event progress, coverage, and any associated media

## **VII. Appendix**

1. In the event of a unique condition not covered in these By-Laws, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted (for the meeting only) upon acceptance by a vote of 2/3 of the members present.

*Voted December 5, 2018*