Strikeouts and highlighted text address obviously needed changes. This should serve as a starting point for a more thorough review of this document.

 Article 1 Definitions

1. Clubs Involved: All 10 Yolo County Clubs: Davis Sunrise, Noon, and Sunset; Woodland Sunrise, Noon and Luna Vista; Winters; West Sacramento Noon and Centennial; and Clarksburg. (Any new club chartered in Yolo County will automatically be invited to participate in this committee).
2. Committee Chair: The Committee Chair ~~is Dean Labadie, of the Davis Noon Club for the year 2015-2016. The Chair~~ is responsible for organizing committee meetings, communicating with committee members and ensuring preparation for the fair each year. ~~maintaining the organization of the plans for the running of the fair beer booth.~~
3. Assistant Chair: This Assistant Chair will assist the committee chair in communicating with members and ensure that the members of the committee are communicating with their respective presidents and clubs. The Assistant Chair will help organize committee projects and work days. They will also be responsible for helping to maintain the outline of plans and tasks required for the running of the fair beer booth.
4. Secretary: The committee secretary is responsible for taking notes at each meeting, sending out a summary to all members after the meetings, and for ensuring the electronic meetings also have a summary of discussion reported to all members. The secretary will be responsible for helping to maintain an updated committee member list with current contact information.
5. Treasurer: The treasurer will maintain the bank accounts, record and report financial transactions, and help to ensure that there are members signed up to assist the committee chair at the end of each night of the fair with counting and depositing money.
6. Committee Members: Two appointed representatives from each of the ~~9~~ clubs
7. Primary Contact: The committee member appointed by their club president to be the voting member and the voice for each club at committee meetings and discussions. They hold the responsibility of communicating with their club president.
8. Alternate: This Rotarian is encouraged to attend meetings, participate in discussion and help organize work projects. They hold the responsibility of voting and communicating with their club president, only in the absence of the primary contact for their club.
9. Elections: The Committee Chair, Assistant Chair, Secretary and Treasurer will be nominated/elected by the Beer Booth Committee Members each year during January.
10. Rotary Beer Booth Year: The twelve-month period that begins on ~~July~~ October 1st. Selecting committee members and leadership in ~~January~~ October of each year will allow for the timeline of the Fair and the work associated with the Fair to be conducted by Rotarians familiar with their expected roles by the time the bulk of planning for the Fair needs to occur.

Article 2 Committee Members

Each club president is responsible for appointing one member of their club to this committee. It is recommended that these members serve on the committee for at least two years and that there is overlap in terms to allow mentoring, continuity of communication and function. There is no term limit for serving on this committee. Each year the new president has the decision of appointing one new member or of retaining both existing members. Both members are encouraged to attend meetings and participate in discussion and planning for projects. It is expected that these two members from each club will communicate with each other to ensure that at least one of them is present for committee meetings.

These members shall be appointed by the president elect at the time they are forming their club

committee chairs for their upcoming year. The president elect shall work with their current president and board to select members who they feel will uphold the need for all clubs to participate in the decision making process of this inter-club committee. It is important for the committee members to be aware of the timeline of the beer booth committee, as a good deal of work for the fair begins at the very beginning of each new Rotary year.

The committee members and club presidents are responsible for ensuring that the beer committee contact information remains updated each year to ensure communication with all clubs.

Article 3 Committee Member Duties

Communication: The club members serving on the committee are responsible for sharing communication and planning with their president after each discussion or meeting to keep them up to date on plans and progress each year. This should be stressed as an important part of the committee assignment. Due to the inter-club nature of this committee, it is crucial that each club representative be responsible for communicating with their current club president and board, so that all clubs will have input into decisions made by this committee.

Meeting Attendance: Each committee member is responsible for participating in meetings held by the committee and ensuring that their individual club concerns, questions and desires for participation are understood by of the committee as a whole.

Project Work Days: Committee members are responsible for ensuring that members of their club sign up to participate in scheduled work days. They are to work with their club president and club community project chairs to communicate with the club members about upcoming projects and needs for service. They will be responsible for sign up sheets for project work days as well as fair beer booth work days.

Article 4 Meetings

Committee Meetings:The committee chair will alert members via email of upcoming meeting dates at least 7 days prior to the meetings, time and location to be determined by the chair and the members. This includes Zoom meetings, if deemed appropriate.

Electronic Meetings: Urgent issues may be handled by email vote if necessary. If discussion is required in short notice without an in-person meeting, the chair will provide 24 hours notice via email that an electronic meeting will be taking place.

Decision Making/Voting: Each club will have one vote. Either of the two committee members may cast this vote. Voting may be via voice or email. The committee member is to understand that their vote needs to be cast under the direction of their club and current club presidents’ decision and they are responsible for ensuring they have communicated decisions and discussions thoroughly to their club before casting a vote.

All votes will be decided by a majority count.

Project plans and spending of Reserve Funds in excess of $200 will require a vote from each of the ~~9~~ clubs. ~~The Primary Contact from each club is responsible for voting in accordance with their current club leadership.~~

Article 5 Reserve Fund (extended to ~~2021~~ 2022 by AG President’s in April 2019)

Five percent of the net profits of the beer booth operation shall be held back in a reserve fund for improvement projects to enhance the Rotary Park/beer booth area. In ~~2021~~ 2022, the area presidents will again determine if, and to what extent, the hold back should continue. In addition to the 5% net profit, any funds donated by patrons in the Rotary Projects Jars during the fair, will also be added to the reserve fund.

Spending of money from this reserve fund in excess of $200 will require a Beer Booth committee vote.

Reserve Fund Spending:

The Beer Both Committee is unique in that it is the only multi-club committee made up of members from each of the ~~9~~ clubs in Yolo County.

This creates a great opportunity for fellowship and collaboration, not only in fund raising for each club during the fair through beer sales, but also in working together on community projects for maintenance and improvements to Rotary Park.

This uniqueness also presents certain challenges in determining which projects are best pursued, and approval of spending of the reserve fund as determined appropriate by all clubs involved.

No funds will be disbursed for a project without beer committee discussion, a presentation of the proposed project and expenses to the club presidents by their individual committee members and a majority vote of approval from the club representatives at a Beer Committee Meeting.

Article 6 Finances

Financials: The financials need more organization and planning so that their knowledge is shared, there is a plan for succession and better transparency. Each year financial reports are submitted to the committee as completed. Beer Committee Members and Current President’s need to share this information with club boards and membership.

There are a few key roles that need to be assigned each year. The book keeping task needs to be shared so that there is more understanding of the process for long term succession.

~~Jacque Bartholomew from the Davis Noon Club will continue to be the beer booth treasurer.~~

The clubs need to understand that they get paid once all of the paperwork is final after the event and all transactions have been finalized. This takes time since we are dependent on both the Fair Board and ~~DBI~~ the beverage distributor to do their part in a timely manner as well.

Daily Money: Money handling (i.e., bagging the money and opening the bags) needs to involve two people. This includes opening the bag of ‘startup cash’ for the ticket booth each morning; bagging cash in the ticket booth for transport to the bank; opening the bags and counting the cash at the bank. (Note: the official count of the money occurs at the bank, using ‘counting machines that sort the denominations and check for counterfeits bills. Hand counting at the ticket booth before bagging the cash has value only if the bag is subsequently stolen, but a close estimate is available by a count of the tickets sold during that day.) Secure ‘night drop’ bags will be used for all cash movement, with blanks on the bags filled in and logged as appropriate. A properly qualified courier will manage the cash transport to the bank; otherwise two Rotarians should transport the cash.

~~There needs to be a team of two people responsible for the cash box drop off/pick up/counting and delivery to the bank for each day of the fair. This is a critical position that becomes more important as we have been making more money and the amount of cash is significant.~~

~~Two people will provide more security for delivering this to the bank drop box.~~

~~Dean Labadie has been doing this by himself every night of the fair for years. He needs help and support. An evening assistant will be part of the sign up sheet for shifts worked and should have people from different clubs working together for the days of the fair next year.~~

Article 7 Resolutions

No resolution or motion to commit this inter-club committee on any matter shall be considered by the clubs until it has been considered by the beer committee. Such resolutions or motions, if offered at a Club meeting, shall be referred to the beer committee for discussion.

Article 8 Amendments

These policies and procedures may be amended through discussion among the Beer Booth Committee members and a vote held in accordance with the guidelines outlined above. Each club has input into decision making and voting through their designated committee members.

No amendment or addition to these bylaws can be made which is not in harmony with the Club’s constitutions and with the constitution and bylaws of RI.

Adopted: Date: \_\_\_\_\_\_\_\_\_\_\_\_

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Rotary Club of Davis Sunrise

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Rotary Club of Davis Noon

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Rotary Club of Davis Sunset

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Rotary Club of Woodland Sunrise

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Rotary Club of Woodland Noon

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Rotary Club of Woodland Luna Vista

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Rotary Club of Winters

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Rotary Club of West Sacramento

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Rotary Club of West Sacramento Centennial

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Rotary Club of Clarksburg