



Grapevine Wine Pouring Society Bylaws

ARTICLE I - NAME

The name of this organization shall be the Grapevine Wine Pouring Society, hereafter referred to as the Society.

ARTICLE II - MISSION

The Society serves as ambassadors for Grapevine, Texas, and for the Texas wine and grape growing industry, serving and educating about Texas wine at Grapevine wine festivals and at venues around the world.

ARTICLE III – AFFINITY

The Society will be affiliated with the Grapevine Convention and Visitors Bureau, hereafter known as the CVB. Any financial surplus at year-end from dues or other donated income will be donated to the CVB for the Society Public Art Fund and to help promote membership opportunities.

ARTICLE IV - GOALS

- a. To provide volunteer services and activities to support the CVB through the cooperative efforts of the Society.
- b. To provide specific volunteer services to the CVB for the operational execution of GrapeFest, Main Street Fest, The New Vintage Wine and Gallery Trail and any other special events as requested by the CVB.
- c. To promote Grapevine, Texas, as a historic community and to support the Texas wine and grape growing industry.

ARTICLE V - MEMBERSHIP

Section 1 Basic Eligibility and Conduct

- a. Active membership in the Society is open to individuals 21 years of age or older interested in participating in special events to benefit the goals as listed in Article IV and in learning about the Texas wine and grape growing industry.
- b. Active members shall always present themselves in a manner as to project a positive, professional demeanor as a representative of the Society, the CVB and the Texas wine industry. Active members will not utilize membership or any Society event, activity, or function as a means for soliciting or promoting personal interests or activities.
- c. When serving at Society sanctioned events, members shall not be a representative for a specific winery or for any other business.

Section 2 Active Membership

- a. To remain in good standing, members must complete the following requirements in each calendar year:
 1. Attend a minimum of 5 meetings. The June and December events do not count toward this requirement.
 2. Complete 12 volunteer service hours at CVB-sanctioned events.
 - i. It is expected that every member provides at least 7 volunteer hours at GrapeFest People's Choice.
 3. Maintain an active TABC (Texas Alcohol and Beverage Commission) Server certification.
 4. Pay annual dues to the CVB.
- b. In extraordinary circumstances, a member may request a waiver of requirements 1 and/or 2, by submitting the request in writing to the Society President. The Executive Committee will vote on whether to grant the waiver, and the decision will be provided in writing to the member, the Executive Committee and the CVB.

Section 3 Application for New Membership

- a. To be considered for active membership, applicants must attend at least one regular monthly meeting and meet with a member of the Membership Committee to be informed of the volunteer requirements.
- b. The applicant will complete an application for membership and remit the proper dues.
- c. The applicant will participate in New Member Orientation led by the Membership Chair or his/her designee.
- d. New members must complete TABC Server/Seller training and provide proof of certification to the CVB and the Membership Chair within 30 days after training. After training, the applicant is eligible to serve with the Society upon presenting his or her TABC certificate to the Membership Chair and the CVB.

Section 4 New Members

- a. The CVB presents new members the Society signature items:
 1. a unique, custom, pewter name medallion,
 2. a burgundy-colored vest with silver buttons
 3. GWPS wine tool
 4. People's Choice apron
 5. Membership Directory and Handbook
- b. Members retain these items as long as their membership is in good standing.

Section 5 Termination of Membership

- a. Each December, the Special Events and Membership Chairpersons will present to the Executive Committee the names of members who have yet to complete membership requirements for the current year. The Executive Committee will decide on a case-by-case basis whether the member in question will be allowed continued membership in the Society.

- b. A member who serves on a Festival Steering Committee in a beverage related capacity may not be removed from membership for failing to work 12 GWPS service hours during that calendar year if the member completes at least 4 service hours at GWPS-sanctioned events during the year while not serving in a Festival Steering Committee capacity.
- c. Any active member, with corroborating support from one other active member, may petition in writing the Executive Committee to annul membership of another member for violating the GWPS by-laws. Upon receiving the written petition, and review of the facts by the Executive Committee, the member in question may be removed by a two-thirds majority vote of the Executive Committee. Before the vote, the CVB liaison and the Society President will speak with the member in question to coach and counsel the member into taking corrective action.

Section 6 Honorary Membership

- a. Honorary memberships are meant to honor those who have given many years of distinguished service to the Society and who may have become unable to perform volunteer duties required by the Society.
- b. Nominations for this honor may come from either the Executive Committee or in writing to the Executive Committee from an active member in good standing.
- c. The Executive Committee will review the nomination. If they approve, it will come to vote at the next regular monthly member meeting. The nomination may be confirmed by a simple majority vote of the membership.
- d. Honorary memberships will be free of annual Society dues and the meeting, TABC and volunteer hour requirements.
- e. Honorary members may retain their signature items and may continue to work at GWPS sanctioned events. Working at sanctioned events requires an active TABC certification.

ARTICLE VI - OFFICERS

Section 1 The Executive Committee

- a. The Executive Committee shall consist of the President, Vice President/Operations Chair, Secretary/Treasurer, Membership Chair, Special Events Chair, the Travel and Education Chair, and the Immediate Past President. The Executive Committee shall meet as necessary between monthly membership meetings or as required by the CVB.

Section 2 Officers

- a. The President shall:
 - 1. Prepare the agenda and preside over all meetings of the Executive Committee and of the Society general membership.
 - 2. Serve as an *ex officio* member of all standing and ad hoc committees of the Society.
 - 3. Represent the Society to the City of Grapevine and in any other official capacity.
 - 4. Perform such other duties as may be prescribed by the CVB.
- b. The Vice President/Operations Chair shall:
 - 1. Ensure proper setup and cleanup of each monthly meeting.
 - 2. Preside over meetings or events if the President is absent.
 - 3. Arrange for members to assist as necessary for programming and other functions during monthly meetings.
 - 4. Assist the President in administering and leading the efforts the Society.

5. Assume the role of President should the President be unable to perform the duties of the office. Such service shall not preclude the Vice President from serving a full term as President after the next selection of officers.
- c. The Secretary/Treasurer shall:
1. Report all payments received.
 2. Gather photographs of GWPS meetings and events and display them at monthly meetings.
 3. Maintain the Society's social media presence, in coordination with the CVB.
 4. Report the Society's financial status to the CVB and to membership upon request but no fewer than two times per calendar year.
 5. Keep minutes at all monthly meetings of the Executive Committee and of membership.
- d. The Membership Chair shall:
1. Ensure all members maintain active TABC certifications and pay annual dues.
 2. Provide all uniform accessories to new members.
 3. Keep the membership roster current and complete, and identify members who do not maintain the requirements for active membership in Article V.
 4. Inform all prospective new members of the requirements for membership.
 5. Coordinate and deliver new member training.
- e. The Special Events Chair shall:
1. Communicate with CVB to determine sanctioned events.
 2. Coordinate with the CVB to provide active member volunteers for CVB sanctioned events.
 3. Announce service events to GWPS members.
 4. Recruit and coordinate volunteers for all special events, e.g., GrapeFest, Main Street Fest, and any other CVB-sanctioned event.
 5. Supervise volunteers at events.
 6. Maintain a record of volunteer hours and report hours to the Executive Committee and to the CVB.
- f. The Travel and Education Chair shall:
1. Plan programs for regular monthly meetings not covered by festival training, socials, or other special events.
 2. Plan educational missions to expand the GWPS' knowledge of the Texas wine industry.
- g. The Immediate Past President shall:
1. Serve as advisor to the President.

ARTICLE VII – ELECTION OF OFFICERS

Section 1 Eligibility

- a. To run for an officer position, a GWPS member must
 1. Be in good standing according to Article V, Sections 1 and 2.
 2. Serve on a GWPS standing committee for 12 months prior to being nominated for office
- b. The GWPS liaison orchestrates the election each year during the following meetings:

August: Nominations are solicited from membership.

September: Nominations are finalized and ballot presented.

October: Election is held.

November: Officers are inducted.

Section 2 Service of Officers

- a. Officers will serve a two-year term.
- b. All officers shall hold the same office for no more than two consecutive terms.
- c. The terms will be staggered to aid in business continuity of the Society. The offices of President, Membership Chair, and Travel and Education Chair will begin the two-year term with the election held in even numbered years. The offices of Vice President/Operations Chair, Secretary/Treasurer, and Special Events Chair will begin the two-year term with the election held in odd numbered years.
- d. A serving officer may run for an open officer position during his or her term. If elected to the open position, the vacated position will be filled during a special election at the November meeting. The individual elected during the special election will serve the remaining term of that office to which they were elected.

Section 3 Removal or Resignation of Officers

- a. Any active member in good standing, with corroborating support from one other active member, may provide in writing cause to the Executive Committee for an officer to be removed from office.
- b. The President and the CVB liaison will investigate the member's claims. Should the claims have merit, the President may suspend the officer in question from service on the Executive Committee. Should the President be the officer in question, the Executive Director of the CVB will take the President's role in this capacity.
- c. At the next Executive Committee meeting, the President or CVB Executive Director will hold a vote. The officer in question will be removed from office if two-thirds of the Executive Committee vote to do so. The CVB, the Executive Committee and the officer in question will be notified in writing of the decision.
- d. If the Executive Committee votes to remove the officer, or if an officer resigns for any reason, the CVB liaison will announce the officer's removal/resignation from his or her duties and will accept nominations for the open position. A special election will occur at the next member meeting.
- e. If the complaint is determined to be baseless or does not warrant removal of the officer, said officer will continue to fulfill their duties.

ARTICLE VIII - COMMITTEES

Section 1 Ad Hoc Committees

- a. The President may create ad hoc committees and designate their duties as needed to carry out the programs and activities of the Society. The President or his or her designee shall consider and select the members of each committee and appoint a chair from active members in good standing.

Section 2 – Standing Committees

- a. Committee chairs shall call and preside over meetings and shall coordinate committee activities with the advice and counsel of the President, the CVB liaison and the CVB Executive Director. Each standing committee should consist of three or more active members including its chair.
 1. The Special Events Committee will be responsible for recruiting active members in sufficient numbers as needed for volunteer service as listed in Articles IV and V. Committee members may also serve as the lead member or point of contact at sanctioned events.
 2. The Membership Committee will be responsible for welcoming members and guests and will track attendance at monthly meetings.
 3. The Travel and Education Committee will be responsible for planning society educational activities including speakers for meetings and other topical education opportunities. The committee shall also assist in planning and executing educational missions.
 4. The Historical Committee will maintain a pictorial and written record of the Society's activities.
 5. The Operations Committee will be responsible for the set up and clean up at each monthly meeting. This committee will also assist with special logistics for meetings as other committees may request.

ARTICLE IX - MEETINGS

Section 1 Meetings Schedule

- a. The Society shall meet formally 10 times a year with a pre-determined calendar.
- b. Each regularly scheduled meeting shall involve an educational wine pouring or presentation featuring Texas wine, or a review of the skills associated with wine bottle opening, presenting and pouring.

ARTICLE X – AMENDING BY LAWS

Section 1 Amendment Process

- a. Any active member in good standing may submit amendments to the by-laws in writing to the Executive Committee. The President may elect to have the Executive Committee review the amendments or to form an ad hoc committee to do.
- b. The Executive Committee reviews and recommends draft amendments to membership.
- c. The amendments are then brought to vote at a regular monthly meeting and may be approved by a simple majority of active members in good standing.

ARTICLE XI - DUES

Section 1 Dues

- a. The Society dues shall be determined by the Executive Committee. Society dues shall be used exclusively to support the mission and goals of the Society as specified in Articles II and IV. Dues will consist of an initial membership fee with an annual renewal fee due on October 1 of each calendar year. Active membership in good standing shall be defined as having paid the required annual dues within 30 days of the annual renewal date.

Section 2 Delinquency

- a. Active membership privileges will lapse after 30 days of delinquent dues (November 30). Any member whose dues remain unpaid for a period exceeding 90 days following the due date (December 31) shall forfeit all privileges of membership and shall relinquish his/her signature items.

Section 3 Fees Schedule

- a. Members who join January through June and pay the new member fee the renewal fee is due in October. For members who join after June and pay the new member fee the renewal fee will be waived until the following year.

Section 4 Additional Costs

- a. Additional costs may be incurred by members to pay for the annual dinner, educational instruction, travel expenses, or other opportunities.

ARTICLE XII - DISSOLUTION

Upon dissolution, funds or assets available shall first be used to pay any and all indebtedness of the Society. Remaining funds shall be donated to the Grapevine Public Art Fund.

ARTICLE XIII - INDEMNIFICATION

To the full extent by the City of Grapevine, CVB, or any other applicable laws as presently or hereafter in effect, the Society shall indemnify directors, officers, employees, and agents of the Society against any asserted liability or incurred expense arising out of his or her capacity as a director, officer, employee, or agent of the Society.