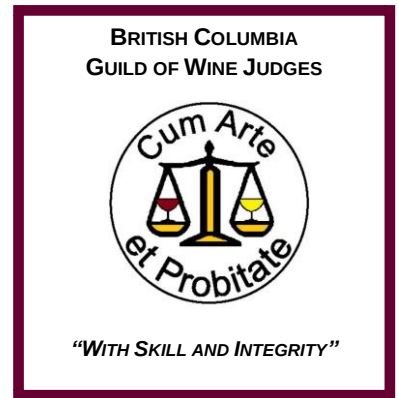


BC GUILD OF WINE JUDGES

CONSTITUTION

Updated – 10 June 2017

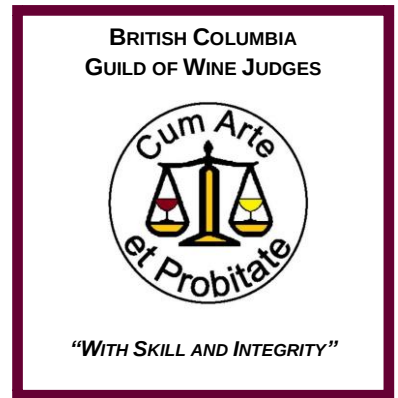


1. The name of the association is "British Columbia Guild of Wine Judges".
2. The objects of the association are to:
 - A. train a body of Judges for wine competitions;
 - B. upgrade and maintain standards of judging among Wine Judges in British Columbia;
 - C. standardize the judging in the various classes of wines in wine competitions;
 - D. actively contribute to the knowledge of and encourage the improvement of the tasting of wine by wine club members;
 - E. be an affiliated member of the British Columbia Amateur Winemakers Association, and work in close cooperation with that body and other affiliated clubs.
3. The operations of the association are to be carried on chiefly in the Province of British Columbia, and its address will be such as shall be determined by the Executive from time to time.

BC GUILD OF WINE JUDGES

BYLAWS

Updated - 10 June 2017



1. ARTICLE I

1.1. Purpose

- 1.1.1. The Guild is a non-profit association organized to foster the development of judges of wine, both amateur and commercial.
- 1.1.2. The Guild shall;
 - 1.1.2.1. Develop and maintain the highest possible proficiency among its members; and
 - 1.1.2.2. Encourage the improvement of wine awareness among amateur winemakers in British Columbia.

1.2. Aims and Objectives

- 1.2.1. The purposes of the Guild are fulfilled through the aims and objectives;
 - 1.2.1.1. To identify and to train to the highest possible degree those who have recognized judging skills.
 - 1.2.1.2. To unify and coordinate the efforts of all judges in all competitions they take part in.
 - 1.2.1.3. To provide opportunities for members of clubs affiliated with the British Columbia Amateur Winemakers Association to upgrade their own tasting skills.
 - 1.2.1.4. To offer help to club competition chairmen in those areas which involve judging, but not become directly involved in the operations of any club's competition.
 - 1.2.1.5. To provide programs which will further develop the skills of Guild members, identify and train new Guild members, and aid in the general education of amateur winemakers.
 - 1.2.1.6. To give prompt attention to valid suggestions on how to improve the Guild's operations.
 - 1.2.1.7. To keep amateur winemakers aware of the Guild's activities.
 - 1.2.1.8. To extend the Guild's activities as much as possible throughout the Province of British Columbia.

2. ARTICLE II

2.1. Insignia

- 2.1.1. The Guild shall have such insignia as it may from time to time decide.
- 2.1.2. The colours of such insignia shall be set by the Guild at its discretion, and as the circumstances dictate.

2.2. Seal

- 2.2.1. The Guild shall adopt a Seal which shall be the common Seal of the Guild.
- 2.2.2. The Seal shall be under the control of the Executive, and the responsibility for its custody shall rest with the Secretary.
- 2.2.3. The Seal of the Guild shall not be affixed to any document except by the authority of the Executive.

3. ARTICLE III

3.1. Membership

- 3.1.1. The Guild has four types of membership: Master Judge, Judge, Trainee, and Honourary members.
- 3.1.2. Normally Judges and Trainees are members of the Guild by virtue of participating in and being a member of a chapter of the Guild. The Chapter Steward is responsible for accepting Trainee members at the chapter level and informing the Guild.
- 3.1.3. All members shall conduct themselves according to the Constitution and By-Laws of the Guild as it affects their particular status.
- 3.1.4. To remain a member in good standing, Guild members must comply with standards set for each type of membership as the Guild may decide from time to time.

3.2. Judges and Trainees

- 3.2.1. Judges are those members who have taken part in a training program, and/or passed a final examination, or those who are recognized by the Guild Statistician as having judging competence such that the training and testing program may be waived.
- 3.2.2. Trainees are members who have joined the Guild through a Chapter with the intention of qualifying as a Judge.
- 3.2.3. Judges and Trainees pay the same fees and enjoy the same rights and responsibilities of membership, except that Trainees cannot be elected to the office of Guild Master.
- 3.2.4. The continuing status of Judges and Trainees shall be reviewed by the Executive on or before June 30 of each year. Besides paying dues, continuing status as Judge or Trainee is dependent on;
 - 3.2.4.1. Participating in at least two Guild tasting sessions during the previous fiscal year; and
 - 3.2.4.2. Judging or stewarding in at least one Guild approved competition during the previous fiscal year.

Normally, any Judge or Trainee failing to meet these conditions will be deemed to have withdrawn from the Guild. However, where persons are at a disadvantage (e.g., illness or distance from Vancouver or Victoria) the Executive shall evaluate their performance and contribution, personal tasting schedule, willingness to judge in

competitions, etc., and may continue their membership, provided they pay the appropriate annual membership fee.

3.3. Honourary Members

- 3.3.1. Honourary Members are those who are recognized by the Guild for their special skill or other contributions to wine judging.
- 3.3.2. Election to Honourary Membership shall be by secret ballot at an Annual General Meeting on the nomination of the Guild Executive. A majority of those present is required for election.
- 3.3.3. Honourary Members do not pay dues and shall not have the rights or responsibilities of Regular Members.

3.4. Reinstatement

- 3.4.1. Any Regular Member who withdraws membership while in good standing may reapply, in writing, for reinstatement without penalty.

4. ARTICLE IV

4.1. Officers

- 4.1.1. The officers (the Executive) of the Guild shall be;
 - 4.1.1.1. Guild Master
 - 4.1.1.2. Secretary
 - 4.1.1.3. Treasurer
 - 4.1.1.4. Statistician
 - 4.1.1.5. Educator
 - 4.1.1.6. Immediate Past Guild Master
 - 4.1.1.7. Chapter Stewards (or delegates)
- 4.1.2. The first five (5) aforementioned officers shall be elected by secret ballot at the Annual General Meeting of the Guild by a majority of the votes cast. The Chapter Stewards shall be elected by the chapters and the names forwarded to the Annual General Meeting for ratification.
- 4.1.3. The term of office shall be one (1) year and the newly elected Executive shall assume office immediately after the adjournment of the meeting at which they were elected.
- 4.1.4. The Executive may fill an unexpected vacancy with an appointment for the duration of the term of that office.
- 4.1.5. The Executive may make additional appointments to the Executive for a specific task to be performed, at the completion of which the appointment shall be considered terminated.
- 4.1.6. Each Executive member shall present to the Annual General Meeting of the Guild a written report of the activities of his or her specific areas(s) of responsibility. These reports shall be available to any and all Guild members, and shall be kept in the Archives of the Guild, under the care of the Secretary.

- 4.1.7. Each Executive member shall turn over to his or her successor such records as pertain to that particular office.
- 4.1.8. Any Guild Executive member may resign his or her office by delivering a written resignation to the Secretary.

4.2. Roles and Responsibilities of the Executive

- 4.2.1. The Guild shall ensure that the Roles and Responsibilities of its Executive are clearly delineated, prepared and made available to all members of the Guild and the Executive of the British Columbia Amateur Winemakers Association, in order that there be no uncertainty in the minds of those aspiring to Executive positions, and in order that accountability may be determined.

4.3. Duties of the Executive

4.3.1. Guild Master

- 4.3.1.1. The Guild Master shall have the active management of the business of the Guild
- 4.3.1.2. The Guild Master shall preside at all meetings of the Guild and shall be a member "ex officio" of all committees of the Guild.
- 4.3.1.3. The Guild Master shall execute and administer the policies established by the members, and shall be primarily responsible for the development and maintenance of the programs of the guild.
- 4.3.1.4. The Guild Master shall ensure that the other members of the Executive perform their duties in accordance with the Constitution and By-Laws.
- 4.3.1.5. The Guild Master shall work to ensure that the Guild members attain the highest personal proficiency possible, and that the Guild establishes and maintains the highest credibility possible among winemakers in British Columbia.
- 4.3.1.6. For each competition, the Guild Master shall promptly send out an e-mail notice, which includes the Club, competition date, and the contact information of the Competition Steward or Chief Steward to all Guild members notifying them of the upcoming competition
- 4.3.1.7. The Guild Master shall provide the Competition Steward or Chief Steward, via e-mail, a list of all current Guild members with contact information, a copy of the current Judge Compensation Guidelines, the latest judge qualification spread sheet summary form the Statistician, and a copy of the BCAWA Competition Handbook.
- 4.3.1.8. The Guild Master may, at his or her discretion, appoint or assign a committee to deal with any disciplinary action that may arise. This committee shall review the situation and present its findings to a special meeting of the Guild called for the specific purpose of hearing the case.
- 4.3.1.9. Immediately upon completion of his or her term, the Guild Master shall assume the office of Immediate Past Guild Master, unless elected to another position.

4.3.2. Immediate Past Guild Master

- 4.3.2.1. The Immediate Past Guild Master shall assume office after the adjournment of the meeting at which he or she vacated the office of Guild Master, and shall hold office until such time as a new Immediate Past Guild Master assumes office.
- 4.3.2.2. The Immediate Past Guild Master shall assist the Guild Master in preserving the continuity of the Guild's programs and functions.
- 4.3.2.3. The Immediate Past Guild Master, in the absence of the Guild Master, shall perform the duties of the Guild Master.

4.3.3. Secretary

- 4.3.3.1. The Secretary shall take adequate and accurate minutes of all meetings of the Guild Executive and of Guild meetings, which shall be made available to all Guild members, and shall keep custody of the minutes, records and Seal of the Guild.
- 4.3.3.2. Keep an up-to-date and accurate record of names, address and telephone numbers of all Members and Trainees.
- 4.3.3.3. Record the judging activities of Guild Members wherever and whenever requested.
- 4.3.3.4. Have custody of the Guild Archives.
- 4.3.3.5. Make available to any Trainee the procedures for training and criteria for entrance to the Guild.

4.3.4. Treasurer

- 4.3.4.1. The Treasurer shall receive, deposit and make disbursements of all monies of the Guild, and shall keep an accurate record of all financial transactions.
- 4.3.4.2. Make no disbursements in excess of \$500 except upon authorization of the Executive.
- 4.3.4.3. Give, upon demand, a general analysis of the Guild's financial standing.
- 4.3.4.4. Present to the Executive, prior to the end of the fiscal year, a proposed operating budget for the following fiscal year.
- 4.3.4.5. If requested by the Executive, the Treasurer shall provide all financial records for the year to the auditor appointed by the Executive.
- 4.3.4.6. Present copies of the statement of the Guild finances to the Guild Executive one month prior to the AGM and to the whole Guild at its Annual General Meeting.

4.3.5. Educator

- 4.3.5.1. Should, by the nature of the position, hold the qualifications of a Master Judge.
- 4.3.5.2. Create training material, documents, training aids, and courses as required.

- 4.3.5.3. Produce the monthly training schedule to support the monthly tasting schedule and ensure that the Chapter Stewards have the necessary materials to conduct these training sessions.
- 4.3.5.4. Conduct formal training courses as required.

4.3.6. Chapter Stewards

- 4.3.6.1. Each Chapter Steward is the chief officer of his or her chapter and is responsible for seeing that the following duties are carried out.
- 4.3.6.2. Implement the Guild schedule of maintenance sessions (or other training) in a timely manner and see that these sessions contribute effectively to the developing of judging skills in members.
- 4.3.6.3. Recruit new members to the Guild through the chapter and see that these new members are properly introduced to Guild expectations, standards, and procedures.
- 4.3.6.4. Report new members both to the Guild Secretary and the Guild Statistician, along with complete contact information.
- 4.3.6.5. Collect the annual Guild fee for members and forward these to the Guild Treasurer each year at the AGM or by September 30 at the very latest.
- 4.3.6.6. Arrange for the purchase and pouring of wines.
- 4.3.6.7. Each Chapter Steward shall serve as Chief Steward for all Guild Executive and general membership meetings in his or her chapter area.
- 4.3.6.8. The Chapter Steward shall present all proposals for new training programs and other initiatives to the Guild Executive for ratification.
- 4.3.6.9. The Chapter Steward, in conjunction with the chapter membership, shall ensure that there is an Assistant Chapter Steward or others who can assist the Chapter Steward and carry out all the responsibilities of the Chapter Steward if the Chapter Steward is unavailable.

4.3.7. Statistician

- 4.3.7.1. The Statistician shall be responsible for maintaining and updating scoring records for all Members.
- 4.3.7.2. The Statistician shall process data generated at Guild tasting sessions and forward results to the Secretary for distribution.
- 4.3.7.3. The Statistician shall advise all Members of their standings in all classes at least once per year, or upon reasonable request.
- 4.3.7.4. Prior to the Annual General Meeting the Statistician shall present to the Executive the standing of each Trainee with recommendations as to his or her continued training.
- 4.3.7.5. The Statistician shall advise the Executive when a trainee has met Guild entrance requirements.

- 4.3.7.6. The Statistician shall provide a list of Member` qualifications for use by club competition chairmen, upon request.

5. ARTICLE V

5.1. Procedure of Meetings

- 5.1.1. The procedure of all meetings of the Guild and its committees, unless covered by or conflicting with these By-Laws, shall be governed by procedures established by the Chairman. In the event of a dispute, Roberts' Rules of Order shall prevail.

5.2. Annual General Meeting

- 5.2.1. A General Meeting of the voting members of the Guild shall be held annually for the purpose of receiving reports, determining policy, electing an executive, assessing performance and conducting any other such business as may be necessary.
- 5.2.2. Only Members in good standing may vote at this or any other meeting of the Guild.
- 5.2.3. Each voting member shall be entitled to one (1) vote on any question, notwithstanding the possibility that he or she may hold more than one office in the Guild.
- 5.2.4. In the event of a tie in voting, the Guild Master shall cast the deciding vote on all matters except the election of the Guild Executive.
- 5.2.5. Every question, except the election of the Executive, shall be decided by a show of hands unless a poll or secret ballot is requested by a Member. If a tie occurs for an elected position then another vote shall be taken.
- 5.2.6. The place and date of the Annual General Meeting shall be decided by the Executive, and shall be held each and every year during the month of June.
- 5.2.7. A quorum at the Annual General Meeting shall consist of those voting Members present.
- 5.2.8. Notice of the Annual General Meeting must be forwarded by e-mail a minimum of thirty (30) days prior to the date of said meeting to each voting member of the Guild, stating;
- 5.2.8.1. the date of the meeting,
 - 5.2.8.2. the place of the meeting,
 - 5.2.8.3. the agenda for the meeting, and
 - 5.2.8.4. the proposed amendments to the Constitution and/or By-Laws.

5.3. Executive Meetings

- 5.3.1. Meetings of the Guild Executive shall be held as required in order to deal with matters that may arise, the time and place of the meeting to be determined by the Guild Master.
- 5.3.2. The Secretary shall distribute or otherwise make known the particulars of the meeting.

- 5.3.3. A quorum for such meetings shall consist of at least three (3) Executive members present.
- 5.3.4. Decisions shall be by majority vote of those present unless otherwise set out in these By-Laws.

5.4. Special Meetings

- 5.4.1. Special Meetings of the Guild may be called at any time, notice of such meetings must be forwarded by e-mail a minimum of thirty (30) days prior to the date of said meeting to each voting member of the Guild by the Secretary.
- 5.4.2. A Special Meeting may be called by the Guild Master or by a majority of the Executive.

6. ARTICLE VI

6.1. Financial Matters

- 6.1.1. All cheques and any other financial document shall be signed, executed or endorsed by the Treasurer, except when the amounts are in excess of \$500 at which time the additional signature of the Guild Master shall be required.

6.2. Banking

- 6.2.1. The Bank of the Guild shall be such bank as is most convenient to the Treasurer.
- 6.2.2. The Treasurer shall maintain an interest-bearing bank account in the name of the Guild, and shall report to the Executive the particulars of the account, i.e. its location and number.
- 6.2.3. The Guild account shall be established under the two signatures of the Treasurer and the Guild Master.

6.3. Fiscal Year

- 6.3.1. The fiscal year of the Guild shall end on June 30 of each year.

6.4. Fees

- 6.4.1. The Guild Executive shall have the authority to review the amount of the fees and dues paid by members and fix them as desired.
- 6.4.2. The Guild Executive shall have the authority to review the amount of fees that must be paid by persons or clubs participating in any of the Guild's programs and fix them as desired.

6.5. Guild Archive

- 6.5.1. The Guild shall establish and maintain an Archive which shall include all minutes, financial statements, reports, publications and any other records pertaining to the operations of the Guild and the maintenance of its history.

7. ARTICLE VII

7.1. Amendments

- 7.1.1. Amendments or alterations to the Constitution or any of the By-Laws of the Guild may be made at any Annual General Meeting or Special Meeting of the Guild.

- 7.1.2. Notice of any proposed amendment or alteration shall be given in writing to the Secretary, who shall advise each voting member of the Guild as set out in Article V.
- 7.1.3. No such amendment or alteration shall be made unless carried by a vote of three-quarters of those Members voting.

REVISED June 10, 2017