

MHTG Membership Guide

Revised 10/20/2020

I. **Membership dues and ID cards**

1. **Membership dues** - Anyone of legal drinking age can become a member of MHTG. We are a diverse membership that includes homebrewers, mead makers, cider makers, and people who appreciate fermented and distilled beverages. Annual dues are currently \$50. Become a member by visiting mhtg.org and clicking [Join Us!](#) At the bottom of the front page.
2. **Membership ID cards** – proof of membership is required to receive member benefits such as social event beer subsidies and discounts at the Wine and Hop Shop. We use electronic ID cards. Visit mhtg.org/membership-id-card/ (you'll need to login) to view and save your membership card.

II. **MHTG Structure**

MHTG is governed by a Board of Directors consisting of a President, Vice-president, Treasurer, Secretary, Great Taste of the Midwest Chairperson, and four At-large directors. Officers have one year terms, while At-large directors have alternating two year terms.

III. **Member Responsibilities**

1. **Vote** – All members should exercise their right to vote at business meetings and help shape club operations and other decisions.
2. **Attend business meetings** – MHTG business meetings are held at the Wil-Mar Community Center on the first Wednesday of every month. These meetings offer the membership an opportunity to stay informed and vote on club business. These meetings are not mandatory, but attendance is encouraged.
3. **Participate** – attend club functions (brew-ins, socials, brewery tours) and participate in online discussions on our [forums](#).
4. **Volunteer** – the success of MHTG is dependent on the dedication of individuals willing to invest time and energy in running and sustaining our various programs. If possible, become active in some part of the club. There are many ways to do this from organizing events to serving on a committee.

5. **Pay your annual dues** – if you choose to renew your membership, dues should be paid within two weeks of your expiration date. Members receive an automatic email reminder before their membership expires. Renew your membership and pay your dues at mhtg.org.
6. **Be responsible** – as a member of MHTG, you represent our club at all events and social gatherings. Please be respectful to your fellow club members. Adhere to the *Membership Agreement* you agreed to when joining MHTG. (See mhtg.org/membership-agreement)

IV. Member Opportunities and Benefits

1. **Weekly meetings and social events** – There is an MHTG meeting of one sort or another most Wednesdays every month. The first Wednesday is a business meeting at the Wil-Mar Community Center. The second Wednesday is the regular social at the Malt House (2609 E Washington Ave). The third Wednesday is an educational event which is either “Beer School” at the Wil-Mar Community Center or a tour of a nearby brewery/distillery/hop yard or other related place. The fourth and fifth Wednesdays are rotating socials at a local beer bar or brewery. These events are announced at business meetings, posted to the [online calendar](#), and sent to the [Members] email list.
2. **Annual social events** – We have several annual events that include: Cider and Mead Tasting, Oktoberfest, Apfelfest cider pressing, Goodwill bus trip, holiday party, and several brew-ins. These events will be announced via email and posted to the calendar. The success of these events depend on good organization and execution by volunteers so please consider volunteering or joining the relevant committee.
3. **Social event subsidy** – The club may provide a beer subsidy during social events. Subsidy times and amounts will vary by location. When a subsidy is in place, MHTG may pay \$2 or \$3 dollars per beer for up to 3 beers. Members pay the difference between the subsidy and the full price and should tip based on the full price. Members may need to show ID to receive subsidized prices. Visit mhtg.org/membership-id-card/ (you'll need to login) to view and save your

membership card. When a subsidy is set up for a social, this information will be sent to the email list. Not all events are subsidized.

4. **Library** – MHTG has a small collection of brewing-related books available for checkout by members. Please see mhtg.org/member-information/library for more information and checkout procedures.
5. **Grain and yeast program** – To encourage homebrewing, MHTG will supply free grain and yeast to members on a limited basis. Visit mhtg.org/member-information/member-benefits/club-grain-request-form to request ingredients from this program. Requests are limited to 4 five gallon batches or 2 ten gallon batches per year. **You are expected to bring at least a growler or six pack per 5 gallons of the finished product to share at any club event.** Details can be found on the request form.
6. **Hop program** – To encourage homebrewing, MHTG will supply free hops to members on a limited basis. Visit mhtg.org/member-information/member-benefits/club-hops-request-form to request hops from this program. A member may request hops up to 6 times per year. Each request can have a maximum of 5 different hop varieties, with a maximum of 10oz total weight. Furthermore, there is a 30oz total weight limit per member, per year. **You are expected to bring at least a growler or six pack per 5 gallons of the finished product to share at any club event.** Details can be found on the request form.
7. **Bulk Grain Orders** – A bulk grain program for MHTG members is available through the Wine and Hop Shop. This is an excellent opportunity to purchase 50-55lb bags of malt at prices around 20% under retail.
8. **Club space** – MHTG has a facility we rent in suite 102 at 917 Walsh Rd, Madison. This space is available for authorized club activities.
 - a. **Allowed activities** – Use of the MHTG club space is limited to storage and maintenance of club equipment, brewing and associated activities, and club meetings or events.
 - b. **Usage rules** – Please keep this shared space clean and usable by doing the following

1. Keep space clean, especially the bathroom
2. Properly sort garbage and dispose of in dumpsters at end of activity
3. Before leaving: lock all doors, turn off lights and fans, turn off water heater, set furnace heater to 55F.
4. Report maintenance issues to facilities@mhtg.simplelists.com
- c. **Access** – Members can request access to the space for allowed activities by visiting mhtg.org/club-space-access-request.
- d. **Parking** – There are only 3 parking spaces associated with unit 102. Please do not use others. Additional parking is available on the street.
9. **Club equipment** – MHTG has several pieces of brewing-related equipment that members can use.
 - a. **Brewing systems** – there is a 10 gallon system and a 1 BBL system owned by MHTG at the Club Space. To use either you must be certified to use the system first. Visit mhtg.org/member-information/club-equipment/brew-system-checkout for class scheduling information and reservations.
 - b. **RO water system** – there is a RO water system with a 50 gallon tank at the Club Space. Members can collect water for brewing needs.
 - c. **Tapping equipment** – there are several pieces of tapping equipment including jockey boxes and CO2 tanks and regulators that are available for checkout by members. This equipment is on a first-come,first-served basis. Visit mhtg.org/member-information/club-equipment/check-out-tap-jockey-boxes to request use of this equipment. Reservations must be made at least **one week in advance**. You must arrange pickup and return of this equipment and it must be **cleaned and sanitized by you** upon return. See the request form for more information.
 - d. **Grain mills** – there are two mobile mills and a permanently fixed mill (at the club space) available. To use the mill at the space, request access to the space and use the mill. To borrow one of the mobile mills, visit mhtg.org/member-information/club-equipment/grain-mills-check-out-form.
10. **Wine and Hop Shop discounts** – The Wine and Hop Shop (1919 Monroe St) offers MHTG members a 10% discount on ingredients.

11. **Micromatic discount** – MHTG has an account with Micromatic where members can receive discounted prices on beer dispensing equipment and accessories. Discounts range from 0-30% depending on the item. Visit mhtg.org/discounts/ for more information.
12. **Summit CO2 and cylinder discounts** – Summit (1128 Stewart St) offers a 10% discount on CO2 fills, a 15% discount on hydro tests, and special pricing on CO2 cylinders. Visit mhtg.org/discounts/ for more information.
13. **Homebrew competitions** – Members may submit to MHTG sponsored competitions, such as the *Badger Brewoff*, for free. Members may also receive reimbursements for entry fees to other homebrewing competitions. Contact the competition committee for details.
14. **Great Taste of the Midwest volunteering** – Members have the opportunity to volunteer for the Great Taste of the Midwest as spots become available. Please note that membership does not provide any special consideration with regards to tickets to the event.
15. **BJCP judging class** – A BJCP judging class is usually held every two years. This group meets weekly for about 10 sessions and includes taking the BJCP judging exam. You must pass the online provisional exam available at bjcp.org before you can participate in the judging class. This class will focus on preparing for and passing the BJCP exam. Space is limited.
16. **SAFERide cab program** – The club cab program is available to all members *engaged in club business or attending approved club events*. Members may call Union Cab at 608-242-2000 and use our account number (2555) to get a ride home. The ride is charged to MHTG but please tip generously.

V. Board of Directors nominations, elections, and succession

1. Nominations

- a. The nomination period is open from October 1st to the close of the nomination discussion at the November business meeting. Nominations can be submitted to the membership via email at nominations@mhtg.org, via handwritten/typed paper memo to the committee, or in person at either the October or November

- business meetings during nomination discussion. The nominations submitted via email or paper will be read into the record by a member of the committee.
- b. All nominees will be contacted by the membership committee to verify acceptance of the nomination. Once accepted, only the nominee can withdraw their candidacy. You may nominate yourself by declaring candidacy for a position. Members may be nominated for more than one position, but may only run for one position. At the November business meeting nominees must be present to accept or decline any new nominations. When the nomination session is closed at the November meeting, the ballot is considered set and will not be altered. At-large directors entering the 2nd year of their terms may run for any position except At-large director.
 - c. A member may only hold one elected position. Therefore, if a returning At-large director is elected to another position, the At-large board candidate with the 3rd highest vote total will fill the vacated At-large position, which shall be replaced by the 4th highest vote getter, provided both returning At-large directors are elected to other positions. This process for filling a vacated position only applies to positions vacated via the election process.

2. Elections

- a. Elections for the MHTG board of directors are currently held online via the website electionbuddy.com. Representatives of the membership committee will enter the ballot information and upload the current list of paid MHTG members to the online election system after the ballot is set at the November business meeting. Members are responsible for keeping their contact information current if they wish to vote.
- b. The election begins about a week after the business meeting, when members will receive an email with an individually coded link to their online ballot at electionbuddy.com. Members who do not have email or web access can be accommodated with paper ballots by advanced arrangement. Ballots cast at electionbuddy.com are anonymous. Voting more than once or voting for too many candidates per position is prevented by the online election software. Voting for fewer or no candidates per position is allowed.

- c. The election will automatically end during the December business meeting at a time announced when the ballots are emailed to the membership. At the conclusion of the election, the results are immediately available to representatives of the membership committee at electionbuddy.com and are announced to the membership during the business meeting.
- d. Any ties after ballots have been tabulated will be resolved at the December business meeting by members in attendance via paper ballot.

3. Elected official succession plan

- a. The official succession plan can be found in the MHTG bylaws, paragraph III: mhtg.org/member-information/club-documents/bylaws

VI. Committee information

- 1. On a yearly basis the board of directors establishes committees in order to conduct club business and activities. The committees serve at the behest the board and the board has final say in committee structure, duties, and membership.
- 2. Committee membership is open to all MHTG members except for select committees that require specific experience or expertise. Joining a committee is an excellent way to participate in club governance. Each committee has a board liaison whose role is to report committee activities to the board of directors and communicate directives from the board to the committee. Committees also elect a chairperson who may be called upon to report committee activity at board or business meetings. The liaison and chairperson are intended to be different people.

If you are interested in joining a committee please contact the board liaison or chairperson of that committee.

- 3. All committees must adhere to an annual budget. Committees may remove disruptive, nonperforming, or noncontributing committee members with a two-thirds vote of the committee members at a meeting. Committees have the authority to appoint task forces, which can include members outside the committee, to deal with issues relevant to the committee assignments. Committees will announce to the members when and where meetings are going to occur.
- 4. A list of committees and their descriptions can be found at mhtg.org/member-information/club-governance/committees

VII. Club communication

1. **Forums** – There are several online forums for members to communicate and discuss various topics at mhtg.org/forums
2. **Members email list** – MHTG maintains an email distribution list for communication with all members. Members are subscribed to this list automatically. It is the most commonly used method of communication within MHTG.

VIII. MHTG bylaws – visit mhtg.org/member-information/club-documents/bylaws