

SMAC

CONSTITUTION

Version 2
September 2013

THE SMAC CONSTITUTION

Mission Statement

To experience the excellence of single malt whisky in the finest of company.

Background

The Single Malt Appreciation Club (SMAC) was formed by like minded individuals in the pursuit of knowledge and appreciation of single malt whisky.

Core Principles

1. Enthusiastically experience a diverse range of single malt whiskies
2. Increase the membership's knowledge of single malt whisky
3. Actively support each other and their families, both within and outside of the club
4. Each member must show commitment and passion to the club
5. Each member must contribute to the club with respect to SMAC meetings, club governance, and sustainability programs to ensure the clubs longevity
6. SMAC members cannot be dicks (Dwayne clause)
7. Members are committed to the safety and well being of all members and their families
8. Preservation of club camaraderie and enjoyment are paramount in all matters
9. Club issues need to be kept clear and simple, with a quick resolution process

Club Rules

1. Official SMAC club shirts are to worn by members to meetings and while representing the club
2. No member is to drive intoxicated following a meeting
3. No pants Friday is optional for senior members

Membership

There are three types of membership

1. **Senior:** A senior member is a fully contributing member of the club exhibiting the core principles of membership. Senior members have full voting rights and contribute full monthly subscription fees.
2. **Associate:** An associate member is a senior member granted leave from the senior membership as they are unable to have full participation in club activities. Associate membership status must be applied for in writing to the Club President outlining their reason and effective periods of status change. The president will take a vote for associate membership status requiring a class 3 vote of senior members to approve. Associate members do not have voting rights. However, associates should contribute to governance and constitutional issues. The number of associate members will be determined by the club, with a maximum of five for version 1 of the constitution. Monthly subscription fees will be suspended for the period of associate membership. Visitor rates to apply for occasional attendance. Associate members must re-apply to the Senior membership for re-instatement of Senior status. Re-instatement will be governed by the agreed upon Senior membership number.

3. **Provisional:** A prospective member accepted into the Club by unanimous vote of Senior members will be subject to three consecutive meetings before full Senior membership is confirmed or otherwise. Voting on the future senior membership of provisional members must be by the senior club members and the decision in favour must be unanimous (class 5). If the decision is not unanimous any membership to the club will be declined. Provisional members will have to demonstrate an understanding of the SMAC core principles. A provisional member has no voting rights but will pay full monthly fees from their first meeting. Just prior to the anniversary of the 6 month provisional period, the candidate must apply for Senior membership in writing to the club president if a senior membership position is available (if not available, will stay as provisional until senior is available). A provisional member will be advised of the success or otherwise of their membership application within two weeks of doing so. The club's decision on this matter will be final and no correspondence will be entered into, nor should the club be obliged to supply reasons for declining an application. Once senior membership is agreed upon by the membership, the associate member must purchase an official SMAC shirt for the status of senior member to be consummated.

Visitors

There are three kinds of recognised Non-Member visitors to the club.

1. **Family and Friends:** Defined as family and friends of senior members. No approval for attendance required from senior club members for family visitors but the club must be advised by broadcast e-mail. Approval from club members must be sought for the attendance of a friend. If a family member or friend attends a full club meeting then a one off fee is paid to the club to cover associated costs. The attendance fee will be set 6 monthly and agreed by unanimous club vote. Family and Friend attendance to meetings will be governed by the number of spare seats/beds as determined before the meeting. The Club recognises that wider family participation and support of Club activities is central to the clubs existence. On certain agreed dates there maybe family and friends events (working bee's, family barbecue/picnic/pot luck dinners etc.) prior to and exclusive of the Full Club meeting. No attendance fee's than otherwise agreed by Members, will be payable for these events. Contributions for such events will typically be in 'kind' e.g. the food and drink we need.
2. **Patron:** A Patron is a passionate, long term, knowledgeable supporter and friend of the club, welcomed by the membership as an occasional visitor by invitation. Patronage will be limited to a term agreed by members. Acceptance of a Patron will be by unanimous vote and the 'Term' by 75% vote or more of Senior and Associate members. The attendance fees for patrons will be governed by the president.
3. **Prospective members:** A prospective member will pay a premium fee for their first attendance at a meeting. This fee will be set 6 monthly and agreed by unanimous club vote. The fee will be payable prior to or during the first meeting. The Prospective member will by default become a Provisional member if invited back to subsequent meetings, in which case monthly fees will become payable immediately. Bank details etc. will be advised by the Club

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Treasurer at the direction of the Club President. Invitation to subsequent meetings will be by unanimous vote of the full club membership.

Meeting Venue

Unless otherwise varied by a majority of voting Members, the official SMAC venue for meetings is the Duck Hut, Seabridge Road, Motukarara. Future availability and use of the Duck Hut venue for club meetings is at the discretion and goodwill of the Preece family. SMAC acknowledges the Preece family's right to determine access and usage at anytime. Should use of the Duck Hut become unavailable at anytime and for what-ever reason, SMAC will seek alternative venue arrangements.

Fees and Contributions

1. Fees will be paid monthly by Senior and Associate members via automatic payment to the SMAC bank account. The fee level will be set annually at the AGM. Exceptions to the annual agreement must be accepted as costs vary outside reasonable bounds or extra contributions are sought for future 'special events'.
2. Part of the fees will cover the power costs of the Duck. This level of contribution for the coming year will be agreed by members at the AGM.
3. At the request of the Preece family, members are required to attend up to two working bee's on site per year.
4. Extraordinary costs can be applied to Duck Hut maintenance at the discretion of the senior club membership.

The SMAC Organisational Structure

El Presidente – SMAC will have a president who supervises the clubs governance with fairness and diplomacy. The Presidential term will be 12 months. The president must be a senior member, and have been a club member for a minimum of two years. The president must regularly communicate all SMAC events and issues with the Senior membership.

Vice-President – the term of Vice-President will be 12 months. The Vice-President will automatically succeed the President. If the VP decides not to proceed into the President's chair, the incoming VP will step up to the role and a new VP will be supplied in natural order from the club membership list. Only senior members can be vice-presidents.

The President and Vice-President positions will be circulated among members. Each member is invited to take their turn. The VP's role is to assist the President with club matters, and to become familiar with the President's duties/functions so that there is always a smooth annual transition.

Treasurer – the Treasurer will be elected by members. No set term. Associate members can be considered for the treasury.

Secretary – The club Secretary will be elected by members. No set term. The Secretary must be a senior member and regularly attend meetings. The secretary will record tasting notes and upload this onto the website. The secretary is responsible for the upkeep of whisky notes and considered the curator of the Duck Hut Whisky Wall Museum. Unless otherwise voted upon, the least vertical senior member of SMAC will be the secretary.

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Chef – The Chef's role will be a voluntary position and should be rotated. Meal costs will be met from Club funds as released by the Treasurer.

SMAC Meetings

- Meetings will be held at the Duck Hut club house on the third Friday of every second calendar month. The confirmed meeting dates will be circulated in writing by the President or by the secretary at the July AGM, or shortly thereafter. Unless otherwise stated, the meeting should start at no later than 1830.
- Any request for a change in meeting date must be made by circular e-mail to all Senior and Provisional club members, no later than four weeks prior to that meeting. The request must nominate a first and second choice alternative only. The original date will remain in place if there is a single re-scheduling conflict for any member. This means, unless there is guaranteed 100% attendance of members for either of the alternative dates, the original meeting date will stand.

Special meetings

- These will be held at alternative locations, be advised at least one month in advance and may not follow normal meeting protocols. Examples of Special Meetings are – the annual November trip, meetings with other Whisky clubs, Tastings at Whisky Galore, Meetings on a Whisky Tour.

Meeting Agenda

1. 17:30 Chef arrives for meal preparation
2. 18:30 Senior members arrive, Whisky's opened for airing
3. 18:45 SMAC general business meeting
4. 19:00 First Whisky to be tasted before dinner
5. 19:30 Dinner
6. Post 19:30 Other Whisky's consumed

Voting during General Business

- Only senior members can vote.
- Voting is by a show of hands at club meetings (Class 5 votes are the exception).
- Voting on other issues outside the meetings can occur via circular e-mail. All vote worthy matters to be tabled by the Club President.
- A unanimous vote is an affirmative vote by 100% of members.
- Club matters requiring a vote must be nominated by a club member and seconded by at least one other. The matter can then be tabled and voted upon. The Club President will decide at his sole discretion whether the matter can be voted on by circular e-mail or set aside for a show of hands at the next meet.
- The President and Vice-President will jointly weigh up the significance of any matter at hand and class as one of the following.

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1. Class 1 – a vote must be collected from every member and the result must be 100% in the affirmative (by e-mail).
2. Class 2 – A vote to be taken from those present at the bi-monthly club meeting. Proxy votes can be taken from absent members. A Quorum must be present (75% of senior members).
3. Class 3 – a vote to be taken by circular e-mail to all members. Individual responses must be supplied with 7 days to be valid. A result 75% in the affirmative will carry the result.
4. Class 4 – Votes to be taken within appointed Committee's on minor, house keeping matters. A result 75% in the affirmative will carry the result.
5. Class 5 – a secret vote requiring a result 100% in the affirmative. All voting counted and recorded by the President and Vice-President. The voting preferences of individual members must remain private. Voting slip and ballot box would be the likely method. This is effectively a conscience vote.

For the sake of setting minimum attendance numbers for club meeting votes, the quorum shall be 75% or more of Senior members.

Whisky Selection and Preparation

Whisky selection will be completed at least 1-2 weeks prior to any meeting. The opportunity to complete a club whisky selection will be spread fairly between members and a 12 month Whisky selection roster will be set annually and advised in writing, by the Vice-President. Two club members will be jointly charged with the task of making each selection, within a budget set by the Treasurer. The selection roster will in all instances include a third club members name as first back up, should any member of the nominated pairing be unavailable. The appointment of a further back up member will be at the Vice-Presidents discretion. To get the best out of both whisky and meeting, all whisky must be pre-opened several days before any meeting and allowed to breathe for at least half a day.

Club night Tasting Criteria

- An empty Glencairn tasting glass (or similar) for each member Senior member (present or not) plus Visitors and Provisional members present will be placed in a continuous line on the Duck Hut table. The glasses will be filled to approximate equal levels at a quantity that allows each member to have two successive drams from each bottle.
- The tasting of each Whisky will be broken into two rounds of approximately equal drams.
- Drams poured for those absent will be returned to the empty bottles, for tasting at a later date. Ratings form must be returned to the secretary ASAP.
- The first round of drams is informal so we can savour and contemplate whisky in the finest of company.
- The second round of drams will follow a formal process as follows.
 - At the direction of Club Secretary, circulating in a clock wise direction and starting at a nominated member, honest, uncensored comments on character, notes etc. are sought and recorded from each member. President to keep order.
 - Each member is to rate the Whisky on a scale of 0 – 10.
 - Zero is the worst single malt ever. An abomination.

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- Five is regarded as a whisky the member would buy for themselves and to enjoy with others.
- Ten is the best single malt whisky you could ever imagine.
- The first bottle will be tasted and rated prior to the evening meal.
- Empty bottles will go straight to the museum wall.

Following our Club meal, the second, third and/or any further bottles will be tasted and rated in an orderly manner. For non-present club members, bottles should be picked up from the clubs secretary at a convenient time post meeting. Absent members must taste and rate the whisky's with comments provided back to the secretary. Empty bottles must be returned to the club to be positioned on the wall of whisky museum.

There are two possible exceptions to the SMAC tasting process.

1. When tasting sheets are supplied. In this case, individuals will be asked to rate and record each Whisky according to the categories specified.
2. When a one off special occasion Whisky is supplied by a member to the open club membership. Tasting rules will be solely at the discretion of the generous provider.

Disciplinary Matters

Disciplinary action is required if a member:

- Fails to maintain commitment to the club and its' principles
- Fails to contribute fairly to club activities
- Fails to maintain adequate attendance without fair reason
- Is absent without notice for three successive meetings
- Fails to maintain club financial contributions (Sub's)

For any of the above indiscretions: A conscience vote (Class 5) will be taken amongst members as to whether continuing membership is accepted, declined, suspended or amended to the agreed terms of the Club members e.g. associate membership.

Drink Driving Policy

Disciplinary action is required if a member drives a vehicle on public roads within 8 hours of their last alcoholic drink without first blowing under the limit on the breathalyzer. If the breathalyzer is unavailable or not working; it is otherwise agreed by quorum that the member drove on public roads, following a meeting, while intoxicated.

Disciplinary action:

For a Senior or Associate member first offence, the member will automatically revert to Provisional Membership. Regaining Senior membership will then follow the same process as Provisional membership.

For a Senior or Associate member second offence, suspension from the club. After a period of 12 months, the offending member may re-apply for provisional membership solely at the discretion of the Senior membership.

- For any other member or guest, Expulsion from the club or not to be invited back.

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Document Ends