



# Beer Judge Certification Program

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5115 Excelsior Blvd, #326  
St. Louis Park, MN 55416

[www.bjcp.org](http://www.bjcp.org)

## BJCP MEMBERSHIP GUIDE

(Revised, September 2008)

Welcome to the Beer Judge Certification Program!

This guide is intended to help explain how the program operates. It should assist you as you progress through our ranks and serve as a BJCP judge.

*To look up information referenced within this document, open the most current electronic version of this document in your browser. It can be found at <http://www.bjcp.org/membergd.php>.*

### ABOUT THE PROGRAM

The Beer Judge Certification Program (BJCP) is a non-profit organization that encourages the advancement of education of people who are concerned with the evaluation of beer, mead and cider. The BJCP certifies and ranks beer judges through an exam and monitoring process.

The program was created in 1985 through the joint efforts of the Home Wine and Beer Trade Association (HWBTA) and the American Homebrewers Association (AHA). Since 1995, the BJCP has operated independently of either founding organization, governed only by its membership of participating judges.

In 1985, some 30 people took the BJCP exam and became certified. Since that first exam, over 200 judges have joined the ranks annually. At this time (2008) there are over 2,600 judges active in the BJCP with a total membership over 4,700.

### INITIAL PAPERWORK AND DOCUMENTS

You should find several things included with the packet that notified you of your exam results:

**Cover Letter:** The cover letter welcomes you to the program, and gives you some key information about the program including the location of important web applications and resources. It also describes the current member benefits, including free rank pins, name badges, and color guides.

**Report to Participant (RTP):** The RTP indicates how you did on your exam. It includes grades for the essay and the tasting portions of the exam as well as an overall grade. The remainder of the form provides you with the graders' and/or Exam Director's feedback on your performance on the exam. The RTP also indicates suggested sources of further study.

**Credentials:** A set of judge credentials (certificate and wallet card) indicates your rank, ID number, and the date this rank was bestowed. We have tried to make the certificate presentable with the hopes

that you will display it with pride. The wallet card is provided for your convenience so that you can easily reference your ID number when you sign in at competitions. Using your ID number speeds our recording of your experience points.

**Personal Judge Record:** A copy of your BJCP record showing your personal information, including any experience points you have accumulated, as it appears in the BJCP database. First time takers frequently have very few or no points listed. If you would like to include points retroactively, contact the IT Director to request the points. Note that the IT Director does a search of competition records for retroactive points for every new judge, so you may wish to wait a month or two to see if your records get transferred. Judges can verify their experience points as they earn them by viewing their judge record using our web application. Please examine your record and verify the contents, particularly the email address. If you note any errors, use the Change-of-Address web application to correct them.

**Bylaws:** A copy of the current BJCP Bylaws is provided to all first-time takers of the exam. These are the BJCP rules of organization and procedure. Check the BJCP web site for an updated version.

**Membership Guide:** This Membership Guide is designed to help judges better understand how the BJCP is managed and the flow of information within the program. It should answer most questions you will have about the program and its procedures. The Guide also provides contact information should you have additional questions or problems with the BJCP. Check the BJCP web site for the most current version.

## RANK

Your rank is determined by both your exam score and your experience points. A judge with any passing score and fewer than 5 experience points receives the rank of **Recognized**. Judges with a score of at least 70 on the exam and who have accumulated at least 5 experience points receive the **Certified** rank. A score of 80 or above combined with 20 experience points provides the rank of **National**. Judges achieve **Master** status by scoring 90 or better and acquiring 40 experience points.

There are also the **Apprentice** rank and several levels of **Grand Master**. Honorary ranks can be awarded; there are currently the **Honorary Master** and **Honorary Grand Master** ranks.

The **Apprentice** rank was created to encourage those who do not pass the exam to remain active with the program and to try the exam again in the future. Judges of Apprentice rank earn experience points and will remain on file as long as they continue to be active in registered competitions. They may not advance in rank until they achieve a passing grade on the exam, regardless of how many experience points they accumulate.

The **Apprentice** rank is contrasted with the term **Novice**, which is used to describe a relatively inexperienced judge who has not taken the BJCP exam but who has been allowed by a competition organizer to judge in a competition. **Novice** is not a BJCP rank, and a Novice Judge is not a member of the BJCP.

The rank of **Honorary Master** is temporarily bestowed on judges who serve as operatives of the program (Regional Director, Exam Director, Program Administrator, etc.) at their discretion for the duration of their service if they have not already earned at least the Master rank. The rank may also be awarded, in special cases, to judges who have demonstrated Master Judge proficiency but who have not necessarily taken the exam. This status is determined by the BJCP Board of Directors.

The rank of *Grand Master* is a special rank bestowed on Master judges. Masters who accumulate at least 100 experience points, who have graded at least 50 exams, and who have performed special services for the program (such as serving in staff positions) are eligible for promotion to Grand Master I. The rank honors those individuals who give something extra of their time and effort and are extremely committed to the program. Additional Grand Master levels can be earned in 100 experience point increments with additional service and grading requirements. The entire system is described in the Grand Master Service Requirements policy.

In 2005, the BJCP board created a new *Honorary Grand Master* rank. This is a permanent rank bestowed upon individuals by the BJCP Board of Directors for extraordinarily long and meritorious service involving significant, meaningful and continuous work for the BJCP program. Individuals receiving this rank are authorized to wear and use the Grand Master pin and rank.

New Mead Judge and Cider Judge ranks are being created in conjunction with the new Mead Exam and Cider Exam. These ranks will apply to judges who have taken the Mead and/or Cider Exam but not the Beer Exam. Existing BJCP judges who have passed the beer exam can earn the Mead Judge and Cider Judge endorsements on their record. More information will be provided when this program is finalized.

## **PROMOTIONS**

Promotions are not automatic. The IT Director reviews judge records on a monthly basis in order to identify judges who have met the criteria for new ranks. After the Exam Director approves a promotion, the Exam Administrator issues the judge new credentials. Judges should not identify themselves as holding a higher rank until they receive official notification, even if judges calculate that they have accumulated sufficient experience points to qualify for a higher rank. Points do not count until they are recorded into the database as a result of an Organizer's Report, a Retroactive Point Request, or other program activity.

At least half of all experience points counted toward a rank must be earned through judging (either in a regular judging session or during a BOS round).

National, Master and Grand Master judges receive an attractive lapel pin indicating their rank. The National pin is silver, the Master pin is gold, and the Grand Master pin is a combination of gold, silver, and copper. Judges receive these pins as part of their promotion at no additional charge. In 2007, we purchased a large quantity of these pins and will try to maintain a sufficient inventory to fulfill pins as new ranks are earned. In the event pins are out of stock, we will delay the pin shipment but not the promotion in rank.

In late 2004, the BJCP approved creating BJCP pins for the ranks of Recognized and Certified judges. The pins are provided for free to new BJCP judges. Existing BJCP members may purchase the pins for a nominal fee.

New Mead Judge and Cider Judge ranks and endorsements are contemplated for the future. These ranks and endorsements will have distinctive pins as well.

## **EXPERIENCE POINTS**

The BJCP awards experience points to judges and staff who participate in AHA/BJCP Sanctioned Competition Program events, in BJCP exams, or in Continuing Education Program events. The point

award varies depending on the size of the event and the job an individual performs. There are two groups of experience points: Judging points and Non-Judging points.

Individuals earn Judging points for actually judging in a registered competition, including Best-of-Show (BOS) judging. Individuals earn Non-Judging points for serving (or assisting) as a competition organizer, a steward, an administrator (or proctor) for a BJCP exam, or participating in a Continuing Education Program event. While competition organizers may use their discretion in deciding how many Staff points they allocate to individuals, Judge points must be earned by the individual receiving them and cannot be allocated.

As of 2006, the AHA and BJCP have merged their separate competition programs into a single unified program: the AHA/BJCP Sanctioned Competition Program. All past BJCP or AHA events will continue to be recognized. Organizers of any sanctioned event must submit their reports electronically, preferably using the Organizer Reporting System web application.

Experience points are recorded into judge's record only after an organizer files a completed Organizer Report. Points claimed by a judge that cannot be verified against a corresponding Organizer Report will not be recorded. In this case, the judge must contact the competition organizer and request that the organizer amends the Organizer Report by sending an email to the IT Director.

The BJCP Competition Committee (chaired by the Competition Director) determines a schedule of experience point awards, unless usurped by the BJCP Board. Competition organizers for both AHA/BJCP sanctioned competitions receive a copy of the schedule with their competition information package. Currently that schedule is:

## **BJCP EXPERIENCE POINT AWARD SCHEDULE**

(Revised July 2005, July 2008)

**Program Participants** are individuals who perform an active role in a sanctioned competition. Important categories of program participants are organizers, judges, best-of-show judges, stewards and staff. Each has different rules that govern the awarding of experience points.

**Organizers** are the only program participants to receive Organizer points, which are non-judging points that are allocated based on the total number of competition entries as shown in Table 1. Any other program participant is eligible to receive any combination of Judge, Best-of-Show Judge, Steward, or Staff points in a single competition, except as noted. However, the total points (judging plus non-judging points) awarded to any program participant may not exceed (but may equal) the points designated for the Organizer of the competition.

**Judges** earn points at a rate of 0.5 judging points per *session*, but the following limitations apply:

- Judges earn a *minimum* of 1.0 point per *competition*.
- Judges earn a *maximum* of 1.5 points per *day*.

The total number of judging points a judge may earn in a competition is limited by the organizer points, and is shown in Table 1.

**Best-of-Show (BOS) Judges** are eligible to receive a 0.5 judging point bonus if they judge in any BOS panel in a competition. The BOS bonus is in addition to any other judging and non-judging points earned in the competition, and may only be awarded to a single judge once per competition. BOS points may only be awarded if a competition has at least 30 entries in at least five beer and/or three mead/cider categories.

The number of judges eligible to receive the BOS bonus is correlated to the number of entries in each BOS panel as follows:

- 5-14 entries, including beer = 3 BOS Judges
- 3-14 meads and/or ciders (only) = 3 BOS Judges
- 15 or more entries of any type or combination = 5 BOS Judges

This limitation applies to each individual BOS panel. Competitions may seat separate homebrew, commercial and mead and/or cider BOS panels, if desired.

A best-of-show judge receives the BOS bonus if the judge judges at least one other flight. If the judge only judges in a BOS panel, the 1.0 point competition minimum is earned.

**Stewards** receive 0.5 non-judging points per day with a maximum of 1.0 points per competition. Participants may not earn both Judge and Steward points in a single competition. Steward points are awarded separately from Staff points and do not come from the Staff point pool shown in Table 1. A program participant may earn both Steward and Staff points.

**Staff Points** are non-judging points awarded by the Organizer to one or more program participants in minimum increments of 0.5 points. The sum of all staff points awarded to all program participants may not exceed the Table 1 Staff point maximum.

**Note:** *In order to maintain competition integrity, staff members with access to entry data should refrain from judging as they may be able to associate entry numbers or entry descriptions with an entrant's identity.*

**TABLE 1 — Maximum Points Earned**

# of Entries	Organizer	Staff*	Judge
1 - 49	2.0	1	1.5
50 - 99	2.5	2	2.0
100 - 149	3.0	3	2.5
150 - 199	3.5	4	3.0
200 - 299	4.0	5	3.5
300 - 399	4.5	6	4.0
400 - 499	5.0	7	4.5
500 - 599	6.0 Max	8	5.5 Max
		+1 staff point for each additional 100 entries	

**\*Note:** The Staff point numbers represent the total points which can be awarded to all staff members collectively. No single person can receive more total points than the Organizer. For each 100 entries

over 500 one additional staff point may be awarded. Organizer points are capped at 6, regardless of competition size.

## DEFINITIONS

**COMPETITION** — An event held in a single geographical area where beer and possibly other fermented beverages are formally evaluated against a set of pre-defined style guidelines or category descriptions for the purpose of constructive feedback and acknowledgment of excellence. A competition is comprised of one or more sessions spanning one or more days.

**DAY** — A calendar date when judging is held. Competitions may take place on one or more days, and the days do not have to be contiguous.

**SESSION** — An uninterrupted time period when at least one panel of judges sits to judge one or more flights of entries. Typically, “morning”, “afternoon” and “evening” are considered sessions at most competitions.

**FLIGHT** — A single grouping of entries that are combined for the purposes of judging, that are evaluated by a single panel of judges, and that result in a ranked ordering for purposes of determining awards. In large competitions, a single category may be divided into multiple flights with the overall winner determined in a Mini-BOS round.

**MINI-BOS ROUND** — A subsequent flight within a session during which judges compare the leading entries of two or more separate flights in order to determine overall class or category winners. This shall not qualify as a separate session for the purpose of awarding points.

**BEST-OF-SHOW (BOS) PANEL** — A single session awarding top honors for a competition from at least five beer category winners or three mead and/or cider winners.

**ORGANIZER** — The single program participant who completes and signs the application to register or sanction a competition and who in all ways assumes responsibility for the direction of that competition.

**JUDGE** — Any program participant who evaluates entries, completes scoresheets, and determines the final score and rank of entries in a flight.

**BOS JUDGE** — A program participant who evaluates entries and selects a winner during a BOS panel.

**NOVICE JUDGE** — A relatively inexperienced person who has not taken the BJCP exam, but who has been approved by the competition organizer to serve as a judge in a competition.

**STEWARD** — A program participant who assists judges, obtains entries and supplies, handles paperwork, and manages the competition logistics at a judging table.

**STAFF** — Program participants who, under the direction of the Organizer, performs an active role in support of the competition other than as a Judge, Steward, or BOS Judge. These roles include, but are not limited to, Assistant Organizer, Head Steward, Registrar, Cellarmaster, Table Captain, Data Entry, Head Judge, Lunch Caterer, and Committee member. Direct participation is required to earn Staff points; passive participation by individuals who provide websites, software, materials, or other indirect services are not eligible to receive points.

## HOW EXPERIENCE POINTS ENTER THE DATABASE

Judges often contact the BJCP Staff to say that they are missing points. Often it is simply the case that their points have not caught up with their records. Once a competition is over, the organizer must fill out a report that includes all of the experience points to be awarded for that event. We request that this report be filed within three weeks of the competition, but sometimes it takes a bit longer.

Once the BJCP receives the report, the IT Director records the experience points in the database. Generally this process is completed the same day as receiving the report, provided it is submitted

electronically using the organizer reporting system web application. Before contacting the IT Director or other BJCP Staff, first check to make sure an organizer report has been submitted. Check the list of “submitted” and “delinquent” reports on the Database Reports on the BJCP web site. Note that it takes up to a month for the submitted reports to be processed through our IT systems and make it back to the judge record web application. If you believe that a report is submitted but you have not received your points, check back when the records have been updated and see if they are still missing before contacting the IT Director. Note that the judge record web application contains a "Data current as of:" display. This indicates the date the information in the online judge records was last revised.

To review your record at any time, simply use the BJCP Judge Record web application, accessible from the main BJCP web site through the Administration Center. You will need to know your BJCP ID and your web password, both of which are supplied in your initial exam results packet. If you feel that you are missing points or that you were not promoted when you should have been, contact the IT Director to review your records.

## **JUDGE LISTS**

The BJCP maintains a database of all participating judges. Once a competition is registered as an AHA/BJCP Sanctioned Competition Program event, the BJCP provides a list of its active judges who are local to the specific competition to the competition organizer. In return, we expect the organizer to invite BJCP judges to participate in the event.

Use of the BJCP database by competition organizers is strictly limited to correspondence concerning the specific registered competition. No commercial or otherwise unrelated use of these lists is permitted. See the BJCP Privacy Policy on the BJCP web site for more information.

In order for our judge lists to be of value, they must be accurate. Thus, it is very important that you keep us current on your contact information (street address, telephone number, email, etc.). BJCP policy requires that all active BJCP judges maintain a valid email account on file in the BJCP database since email is the primary communication method used by the BJCP.

To help keep the database current, each BJCP judge is urged to check their Personal Judge Record often to review the file for accuracy. If address information is incorrect, use the Change-of-Address web application. You may also contact the IT Director, found in the Administrative Contacts section of this guide.

## **STYLE GUIDELINES**

The BJCP publishes a set of Style Guidelines intended to identify the characteristics of specific beer, mead, and cider styles recognized around the world. These guidelines are used to establish entry categories at competitions and provide brewers with parameters which can be used when creating recipes for specific beer styles. The Guidelines are monitored by a committee of experienced judges. They are revised periodically as more is learned about the wide variety of beer styles which are currently being produced or when new information is discovered about historical styles. The most current official version of the guidelines is always available on the BJCP web site. A major revision to the BJCP Style Guidelines was completed in 2004, and a minor update was completed in early 2008.

## **WEB SITE**

The BJCP maintains a web site (<http://www.bjcp.org>) where it posts calendars of registered competitions, scheduled exams, CEP events, contact information, copies of the bylaws, study guides,

many of the documents associated with the running of beer competitions, and all news updates concerning the BJCP. Members are encouraged to visit the site often in order to keep up-to-date with BJCP issues and events. Members may also review their personal judge records via the site, update personal contact information, as well as check the status of Organizer Reports for events in which they participated.

## ADMINISTRATIVE CONTACTS

As a judge, generally all you need to worry about is finding your way to the competitions. However, there may be occasions when you want (or need) to contact someone within the administration of the BJCP. Some information may be missing from your personal record, you may want to register a competition, or you may want to schedule an exam in your local area. The following contacts should help you get to the proper person:

Web Site: <http://www.bjcp.org>  
Member's record review, Delinquent Organizer Report List, On-line Competition Registration, Exam and Competition Calendars, Study Guide, E-mail contacts for the Board and program staff, copies of BJCP bylaws, various program guides, links to other beer judge related sites, and the latest information on the BJCP.

General Address: Beer Judge Certification Program, Inc.  
5115 Excelsior Blvd, #326  
St. Louis Park, MN 55416

## STAFF

**Board of Directors (BOD)** — These are the folks who oversee the broader aspects of the BJCP. They worry about the long-term goals of the program, and are constantly reviewing things through the various committees in which they participate. If you have some philosophical issue concerning the BJCP or if you envision a new offshoot for the program, these are the people to contact. The Board is made up of seven regional representatives the membership elects to serve three-year terms. Regional Directors and their contact information are listed on the BJCP web site.

**Exam Directors (EDs)** — The Exam Directors coordinate the scheduling, administration, and grading of exams. Contact an Exam Director if you want to schedule an exam, retake the exam, or have questions about the grade you received on your last exam. The Exam Directors also can suggest study materials and may know of study groups that are preparing for an exam. Judges interested in pursuing the Grand Master rank should also contact an Exam Director. Currently, we have two EDs, one for each side of the Mississippi River.

**Competition Director** — The BJCP registers competitions so that participating judges can earn experience points when they judge. The Competition Director registers and oversees these competitions and develops material to aid organizers in running successful events. The Competition Director also oversees the committees which review and revise the program scoresheets and the Style Guidelines.

**Communication Director** — The BJCP web site has become the hub for information on the program. The Communication Director serves as the site's webmaster and also coordinates general mailings, elections, inquiries from non-members, and liaison with the press and other organizations, all on behalf of the BOD.

**Director of Information Technology** — The BJCP maintains a sophisticated database to track the participation of members in registered events as well as monitor exam results, promotions, and contact

information for all members. The IT Director directs the development of new IT systems and applications, develops and maintains the existing database and online reports.

**Exam Administrator (EA)** — The Exam Administrator processes the paperwork associated with Exams, including creating new judge records, recording exam results and points, generating judge credentials and paperwork, and mailing the judge package and pins.

**Continuing Education Program (CEP) Director** — The Continuing Education Program (CEP) Director is responsible for the CEP program, including development of training materials, approving training programs, developing judge tools and materials that may assist with the education and ongoing professional development of judges.

## **ADDITIONAL PROGRAM PARTICIPATION**

All the people who serve as BJCP Staff are volunteers. There are almost always positions which need filling as new positions are being created all the time. Examples of positions include: Director (Exam, Competition, or Regional), Associate Exam Directors, Program Administrator, committee member, exam administrator, and exam grader. If you are interested in serving the BJCP as a staff volunteer or in some other larger way, contact your Regional Director.

## **REGIONAL REPRESENTATIVE ELECTIONS**

Elections are held as annually to choose Regional Directors, but not all regions replace their directors in the same year. The Officers page of the web site shows the year each region's director will be up for election in the normal course of events. The term of office was changed from two to three years after the 2003 elections. If you are interested in running for office as a Regional Director contact the Communication Director, who chairs the Election Committee.

## **THE BJCP EXAM**

The three-hour BJCP exam is given in two parts: essay and tasting. The essay portion, worth 70 percent of the final score, is designed to determine an individual's overall knowledge of beer and his or her ability to clearly express the information in writing. Essay questions cover the following areas:

- Technical aspects of brewing, ingredients, brewing process and possible faults.
- World beer styles, including characteristics, history, ingredients and brewing techniques.
- The BJCP purpose, structure and rank levels. Judges represent the BJCP and should be able to explain the program to potential judges and others in the homebrewing community.
- Judging practices and ethics.

The tasting portion of the exam is worth 30 percent of the final score. Each candidate will judge four beers as in a competition. The prospective judge must score the beer and describe all significant aspects of it, as well as comment on style characteristics and possible faults.

In preparing for the exam, you should acquire a broad understanding of beer styles, know different brewing methods and how brewing methods correlate with style and flavor. Brewing processes should be understood to the point where you can intelligently discuss various techniques and ingredients and how they may have affected the beer being sampled. Frequent tasting of commercial beers will help you gain further understanding of style differences. To assist in the process, the BJCP has created a Study Guide. A current schedule of upcoming BJCP Exams and other exam study materials are available in the BJCP Examination Center on the BJCP web site.

New Mead and Cider Exams are being created, and will be released in the future. More details will be provided when the program is launched.

## **EXAM FEES**

The fee for those taking the exam for the first time is \$50, which covers the cost of administering, grading and processing the exams. Judges who wish to achieve the higher score necessary to advance to the next level may retake the entire exam at the reduced rate of \$30, or may take either the essay or tasting portion separately for \$15. The highest scores for each portion are then combined to give the total exam score and determine if the judge is eligible for promotion.

## **MERCHANDISE**

The BJCP offers a wide range of official logo merchandise for sale, including shirts and caps in a wide variety of styles and colors, and BJCP rank pins for existing Recognized and Certified judges (new judges receive rank pins for free). If you have ideas for any additional BJCP merchandise, please contact your regional representative. BJCP merchandise is generally offered at cost as a member benefit, not as a money-making scheme for the BJCP.

## **DUES**

The BJCP bylaws provide for dues, but since the program generates a significant financial surplus each year, these are not necessary. The BJCP program is financially self-sustaining, and surplus funds are generally used for membership benefit programs such as the BJCP Grants program. Other materials may be made available in the future as part of the Continuing Education Program. If you have ideas for using the BJCP's funds for additional member programs, please contact your regional representative.

Revised July 25, 2008

**Beer Judge Certification Program  
Bylaws  
Adopted:  
May 1, 1996  
Current version as of December 19, 2005**

## **1. General**

### **1.1 Name**

The name of this organization shall be "Beer Judge Certification Program, Inc.," which, in these bylaws, shall be referred to as "BJCP".

### **1.2 Purpose**

The purpose of the BJCP is stated, as required by law, in the Articles of Incorporation filed with the state of New York.

### **1.3 Publication of the Organization**

The official publication of the BJCP shall be the BJCP web site and an annual letter to members.

### **1.4 Remuneration**

No Officer or Director may receive remuneration of any kind for his or her services to the BJCP.

### **1.5 Reimbursement**

Officers, Directors, employees, and other individuals directed by the Board of Directors to serve the BJCP in any capacity that requires out-of-pocket expenses may be reimbursed these expenses.

## **2. Members**

### **2.1 Regular Membership**

Any individual maintaining active status in the BJCP shall be considered a Regular Member upon payment of an annual dues assessment, at a rate established by the Board of Directors. "Active status" is attained by having met criteria established by the Board of Directors.

### **2.2 Privileges**

Regular Members have the right to vote in all BJCP elections, participate in the referendum process as laid out in section 6.3, and hold office. All persons maintaining "active status" are entitled at least one status update per year.

### **2.3 Other Memberships**

Memberships other than Regular, such as Honorary, Contributing, Emeritus, In Memoriam, etc. may be established, along with privileges, terms and dues (if any), by the Board of Directors. Members in these other membership classes who have not met the minimum requirements of Regular Membership will not be permitted to vote in BJCP elections and business matters.

### **2.4 Voting Rights**

All active members who meet all of the requirements of Regular Members shall be eligible to vote in BJCP business matters and elections. Each Regular member shall be entitled to one vote.

## **2.5 Termination of Membership**

A Regular Member's membership will be terminated if he or she fails to maintain "Active Status" as currently defined by the BJCP Board of Directors. A Regular member, otherwise in good standing, who fails to pay the required annual dues assessment by the dues renewal deadline set by the Board of Directors, shall revert to "Active Status". A Regular Member who loses "Active Status" and wishes to reinstate it may be required to pay an assessment as determined by the Board. Any membership may also be terminated by a unanimous vote of the Board of Directors.

## **2.6 Refusal of Membership**

Any individual whose membership in the BJCP would, in the opinion of the Board of Directors, be undesirable may be refused membership by a unanimous vote of the Board of Directors.

## **3. Board of Directors**

### **3.1 Membership**

The Board of Directors shall consist of seven members of the BJCP elected by the members.

### **3.2 Term of Office**

Each Director is elected to a three year term which runs from June 1st of the year they are elected until May 31st three years hence.

### **3.3 Regions**

Each Director represents, and is elected by, the membership of a geographical region. Regional boundaries shall be examined every fifth year or sooner, if felt by the Board to be advisable, to maintain a reasonable balance in the number of represented judges between the regions, while preserving natural regional affinities to the greatest degree possible. The seven geographical regions shall be defined by the Board.

### **3.4 Powers and Duties**

The Board of Directors shall be the governing body of the BJCP and, as such, shall exercise all powers and perform all duties not vested by laws, by the Articles of Incorporation, or by these bylaws in the Officers or Members. The duties of the Board of Directors shall include (but not be limited to) the creation and amendment of the operating rules and policies of the BJCP. The Board shall be responsible for determination of staff positions and duties, including but not limited to the Program Administrator, and shall be responsible for filling them. Each staff position shall terminate annually on July 31st, subject to the Board's renewal of the position and selection of a qualified candidate to fill it.

### **3.5 Meetings of the Board**

The Board of Directors will meet on a continuing basis via electronic means in order to conduct the business of the BJCP. Special meetings of the Board may be called and conducted via telephone or face to face as deemed necessary by the Board.

### **3.6 Quorum**

Four Directors shall constitute a quorum of the board for the transaction of business requiring any vote.

### **3.7 Voting**

Except as otherwise stated in these bylaws, each motion brought before the Board of Directors shall require a simple majority of all the Directors to vote for it before it is accepted.

### **3.8 Voting By Mail or Telephone**

Any Director may vote on any or all business at a meeting of the board by mail, e-mail, or telephone, except that such telephone call must be placed during such meeting. Any Director intending to vote under this provision shall notify at least two other Directors in writing of his intent to telephone in during the meeting or with such Directors written ballots. Should a Director wish to vote by telephone, the President shall provide such Director with a phone number of a telephone which shall be available at the subject meeting.

### **3.9 Proxy Vote**

Any member of the Board of Directors may, if unable to attend any Board of Directors meeting, give his or her proxy vote to another Director who will be present. This proxy privilege may be exercised one time per term of office and any attending Director may hold only one proxy per meeting. An absent Director will exercise his or her proxy privilege by signed written notice to the President and a signed proxy statement to the attending proxy holder prior to the board meeting.

### **3.10 Polling By Mail**

Any lawful action may be taken by the Board of Directors by written or electronic mail balloting of a majority of the directors. Any Director may initiate any such action.

### **3.11 Normal Business**

Any Director may at any time propose a motion. Such a motion must be forwarded in written form to every Director. The President shall ensure that the motion and the vote are recorded and distributed to the membership in accordance with section 3.12.

### **3.12 Open Meeting Rules**

The decisions of the board and all board business, with the exception of personnel matters, shall be available for inspection by any Regular Member. The President shall cause them to be posted on the BJCP web site in a timely manner.

### **3.13 Vacancies**

In the event of a vacancy in the position of any member of the Board of Directors, the President shall appoint, subject to approval of the Board of Directors, a Regular Member from the vacant position's region to fill the vacancy until the next election.

## **4. Officers**

### **4.1 Officers, Election, Terms**

The officers of the BJCP shall be a President, a Vice-President and a Treasurer. All officers shall be Regular Members of the BJCP and shall be elected by the Board of Directors from among its Directors. All shall serve one year or until their elected or appointed term to the Board of Directors expires, or until removed from office. Elections shall be held annually after June 1 of each calendar year.

### **4.2 President**

The President shall be the chair of the Board of Directors and shall appoint all committees, with the sole exception of the Election Committee, and perform such other duties as specified in these bylaws and as the Board of Directors shall assign from time to time.

### **4.3 Vice-President**

The Vice-President shall be responsible for those duties and responsibilities as the Board of Directors or the President may assign. The Vice-President shall succeed to the office of President in the event of resignation or incapacitation of the incumbent President for the duration of that term or until the Board of Directors shall elect a new President.

### **4.4 Treasurer**

The Treasurer has, with the approval of the Board of Directors, custody and control over all monies, funds, negotiable assets, and all corporate property, assets and equipment. The Treasurer shall cause the maintenance of annual reports summarizing assets, treasury money, net worth and supplies and equipment on hand, and shall cause the reports to be distributed to the Board of Directors in a timely manner. All checks, inventory documents and receipts, and all BJCP financial and asset transactions shall be supervised by the Treasurer.

All BJCP checks and negotiable instruments shall be signed by any of the following: Treasurer or the President should the Treasurer be unable to fulfill this duty.

The Treasurer shall cause the preparation and presentation of annual reports to the Board of Directors in conjunction with the informational tax and asset reports, and will cause such reports to be appropriately published, shall prepare annually for adoption by the Board of Directors a budget that covers all program areas of the BJCP, and shall assure that BJCP funds and assets are not used to endanger the nonprofit tax exempt status of the BJCP or to violate any law, the Articles of Incorporation, or these bylaws. The Treasurer shall supervise the receipt of all revenues and shall cause the notification of delinquent Regular Members, apprising them of their status and the possibility of their dismissal from the BJCP upon continued non-payment of the dues and assessed fees. The Treasurer shall monitor the adopted BJCP budget during the year, shall recommend to the Board of Directors in a timely fashion budget amendments, and shall report at each board meeting the status of the BJCP's operations with respect to its current adopted budget.

The Treasurer shall supervise the membership process and shall assure that the word "nonprofit" is affixed or stamped on each membership card permanently and clearly. The Treasurer shall perform such other functions the Board of Directors or the Articles of Incorporation direct. The Treasurer shall cause the disbursement of funds as approved by the Board of Directors and shall assure the timely satisfaction of BJCP obligations and debts.

### **4.5 Removal from Office**

Whenever the interests of the BJCP best shall be served by the removal of an Officer or member of the Board of Directors, such Officer or Director may be removed by a unanimous vote of all other members of the Board of Directors.

## **5. Elections**

### **5.1 General**

The Regular Members shall elect the Board of Directors by mail balloting in the manner prescribed by these bylaws.

### **5.2 Nominations**

A current Regular Member of the BJCP may be nominated to represent the region in which he or she resides upon the receipt by the Program Administrator of petition(s) bearing the signatures of five or more current Regular Members of the BJCP residing in the same region, in accordance with the bylaws.

The Program Administrator shall, at any time, advise any current Regular Member of the BJCP, who requests to be so advised, what individuals have been nominated for any or all positions.

The Program Administrator shall ascertain that all duly nominated candidates for office would be willing to serve if elected, and shall request each candidate to submit a brief biography and position statement. Each candidate's biography and position statement shall be limited to a combined total of no more than 500 words. The Program Administrator shall cut off after the 500th word any biography and position statement exceeding that length. The Program Administrator shall hold all submitted biography or position statements in strict confidence until all are released in accordance with the Elections Timetable.

No candidate may change his or her biography or position statement after February 15 of the election year.

In the event only one member is nominated to stand for election in a given region, no vote need be taken for that region, thus electing the nominated candidate by default.

In the event that no member chooses to stand for election in a given region, the post of Director for that region shall be considered Vacant as of the date that the incumbent's term ends. Such vacancies shall be filled according to Section 3.13 of these Bylaws.

### **5.3 Balloting**

The Program Administrator shall submit the list of candidates, the biographies of each candidate, and the position statement of all candidates to the President, who shall cause them to be appropriately published, which may be deemed to include being provided with the official ballot to each member, according to the election timetable. The President shall have printed ballots prepared showing the names of all candidates nominated within the member's region, and giving the candidates' places of residence.

The Board of Directors shall designate an Election Committee to count ballots. This committee shall be composed of Regular Members of the BJCP whose names do not appear on the ballot and who are not candidates for office. The President shall have the ballots mailed to all current members of the BJCP. Each Regular Member voting in such election shall return such ballot to the Election Committee. The Election Committee shall be instructed by the Board of Directors on how to validate each ballot without violating the anonymity of any voter. The Election Committee shall count the votes cast for each office,

but shall not, in any instance, record how any member voted, nor discuss how any member voted with any person not a member of the Election Committee.

After the election, the official ballots shall be destroyed on the first Monday in August. The Election Committee shall be responsible for destroying the ballots and for certifying the results of the election.

### **5.4 Election Year Timetable**

#### **5.4.1**

All members have until February 1 of the election year to declare their candidacy. No formal announcements of candidacy will be published prior to February of the election year.

#### **5.4.2**

The last official bulk communication with members preceding the election year shall contain a statement regarding the eligibility requirements to hold office, together with a request that those interested submit their names in the manner described above.

#### **5.4.3**

Nominations close February 1 of the election year. The Program Administrator will send names and addresses of nominees to the Board of Directors and all candidates by February 10.

#### **5.4.4**

The board will appoint an Election Committee of no less than two (2) Regular Members who are not residents of a region in which an election is being held to receive and count ballots.

#### **5.4.5**

Ballots, biographies and position statements are to be printed by March 1.

#### **5.4.6**

Ballots, biographies and position statements are to be mailed by March 15 to all Regular Members in good standing residing in the regions in which elections are being held.

#### **5.4.7**

The election closes on May 1. All ballots postmarked by May 1 are eligible to be counted.

#### **5.4.8**

The Election Committee will report names of all candidates and votes credited to each, to the President by May 15.

#### **5.4.9**

The President shall cause all candidates to be notified of the outcome of the elections, and the list of successful candidates to be posted on the BJCP web site as soon as possible.

#### **5.4.10**

Newly elected Directors will take office and assume duties of their position on June 1 of the election year.

## **6. Membership Action**

### **6.1 Powers**

The powers of the voting membership of the BJCP shall be the election by region of members of the Board of Directors; the voting on amendment of the Articles of Incorporation; and the expression of views on stated issues at meetings of the Board of Directors and to the members of the Board of Directors.

### **6.2 Committees**

Standing and/or Special Committees may be established by the President for the purpose of study, investigation, development, or monitoring of matters of concern to the BJCP. A committee shall consist of not less than three members. Standing Committees shall be those that deal with business or issues which recur within the program (for example, Competition, Exam, Finance, etc). At least one member of the Board of Directors must be a member of every Standing Committee. Special committees shall be created to deal with unique issues or one-time events that arise that do not fall under the business of any Standing Committee. Committee Chairs shall be appointed by the President and must be approved by a majority vote of the Board of Directors. The President is an ex-officio member of every committee.

Sub-committees may be established at the discretion of the parent committee chair.

All committees, including standing committees, will be dissolved on July 1st of every year, and must be re-established, if desired, by a vote of the new Board of Directors.

The provisions of this section do not apply to Election Committee.

### **6.3 Membership Referendum**

The general membership may submit a motion and vote upon it. The passage of such a measure requires a two-thirds vote of at least fifty percent of the membership of the BJCP. In order for the membership to act, a petition must be registered with the President, sufficient signatures collected and verified by the President, and a vote conducted.

A Regular Member may begin a petition for a motion by registering the motion with the President. Within 3 months of registration, the signatures of 5% of the Regular Members must be collected and returned to the President, who then has two weeks to count and verify the signatures as valid. If at least 5% of the membership is verified, the Program Administrator must cause the motion and a ballot to be sent to all Regular Members within 30 days. The membership must return their ballots postmarked within 15 days of the posting of the motion and ballot. The Program Administrator must tabulate the results within a further 15 days, and inform the President, at which point the motion is enacted. The President will cause the results to be published in The BJCP Reporter.

## **7. Amendments**

### **7.1 By The Board Of Directors**

The Board of Directors may amend, with a "Yea" vote of at least five of the seven directors, these bylaws as follows: A motion to amend the bylaws may not be voted upon for a period of sixty (60) days following the date of such motion. The President shall cause such a motion to be published to the

membership no less than 30 days prior to the taking of any vote.

*These Bylaws became effective January 16th, 1996. They have been amended several times, after membership approval and a vote of the Board. The most current amended version is reproduced here.*