



# Beer Judge Certification Program

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St. Louis Park, MN 55416

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

## BJCP MEMBERSHIP GUIDE

(Revised, April 2015)

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, our ranks have steadily grown with over 1000 judges currently joining the ranks annually. At this time (2015) there are over 5,000 judges active in the BJCP with a total membership over 8,500.

### INITIAL PAPERWORK AND DOCUMENTS

Your initial correspondence from the BJCP will contain several important items; some of these are delivered by email, some are available through your online judge record portal, and others are delivered physically through the mail:

**Cover Letter:** The initial email 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 any portions of the exam taken. 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. These materials can be printed in color from within your online judge record. 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:** Your online 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:** The current BJCP Bylaws are available on the BJCP web site. These are the BJCP rules of organization and procedure.

**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 70 or above 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. In all cases, at least half the experience points for a given rank must come from judging.

There is 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. Apprentice judges have two years to pass the exam or their status becomes Affiliated – a special type of Inactive status. Judges with this status must start over with examinations, starting with the online exam. The Judge ID and accumulated experience points are preserved, but the judge is not considered an Active BJCP member.

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 not necessarily taken the exam. This status is determined by the BJCP Board of Directors.

The rank of **Grand Master** can be earned by Master judges who volunteer service to the BJCP. Masters who accumulate at least 100 experience points (half from judging), who have graded at least

50 exams, and who have performed special services for the program (such as serving in staff positions, grading exams, or administering exams) 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 the same service, grading, and judging requirements as for the initial rank. The entire system is described in the Grand Master Service Requirements policy.

In 2005, the BJCP board created the *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.

Mead Judge and Cider Judge ranks exist for the Mead Exam and the forthcoming Cider Exam. These ranks 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.

## **PROMOTIONS**

Promotions are not automatic. The IT Director reviews judge records on a regular 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 non-honorary rank must be earned through judging (either in a regular judging session or during a BOS round).

Judges passing a BJCP exam receive an attractive lapel pin indicating their rank. Judges receive these pins as part of their promotion at no additional charge.

## **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 assistant) for a BJCP exam, or participating in a Continuing Education Program event. While competition organizers may use their discretion in deciding to whom and how many Staff points they allocate, Judge points must be earned by the individual receiving them and cannot be allocated.

The BJCP runs the jointly-sponsored AHA/BJCP Sanctioned Competition Program. 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 amend 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. Competition organizers for 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 web sites, 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 online organizer reporting system web application. Before contacting the IT Director, first verify that an organizer report has been submitted. Check the list of "submitted" and "delinquent" reports on the Database Reports section of 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 web 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 web site 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 visit 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 Number 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 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 are always available on the BJCP web site.

## **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.

**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 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, and oversees the operation of the web site.

**Exam Administrators (EAs)** — Exam Administrators 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, 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 needed 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 re-election in the normal course of events. The term of office is three years. 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 BJCP administers a tiered examination program.

- New entrants to the program must pass the **BJCP Beer Judge Entrance Examination**, which is an online qualifying examination designed to test basic knowledge a judge should know. Passing this exam does not grant BJCP membership, but it is a pre-requisite for registering for the tasting exam. The online exam contains 200 questions that must be answered in one hour. The exam is available in English, Spanish, and Portuguese. Judges passing this exam are called Provisional Judges, but are not yet BJCP members.
- Entrants passing the online exam must pass the **BJCP Beer Judging Examination** to become a BJCP member. This is a practical tasting examination where six beers must be judged as if in a homebrew competition. The time limit for the exam is 90 minutes. Passing this exam may grant the Recognized or Certified rank. Failing the exam grants the time-limited Apprentice rank.
- Judges wishing to advance to ranks beyond Certified must take the **BJCP Beer Judge Written Proficiency Examination**, a 90 minute written examination.
- Judges may become certified as Mead Judges by taking the **BJCP Mead Judge Examination**. This exam is open to non-BJCP judges as well as BJCP judges. This exam is currently a combined written and tasting examination, but is being transitioned to separate online and tasting exams similar to the beer exams. A future Cider Judge Examination will also have this format.

In preparing for entering the program, 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 available at the [BJCP Examination Center](#) on the BJCP Web site.

## EXAM FEES

The fee for taking the online qualifying exam (the BJCP Beer Judge Entrance Examination) is \$10. The fee for the tasting exam (the BJCP Beer Judging Examination) is \$40 for first-time examinees, and \$15 for retakes. The Mead Judge examination fee is \$50 for non-BJCP members, and \$30 for BJCP members. The written exam (the BJCP Written Proficiency Examination) fee is \$25. All fees are in US dollars.

## **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 or the Communication Director. 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 13 April 2015

# Beer Judge Certification Program Bylaws Adopted: January 14, 2014

## Article I. Organization

*Section 1 – Name.* The name of the organization shall be the Beer Judge Certification Program, Incorporated (“BJCP”).

*Section 2 – Offices.* The BJCP shall not be required to maintain physical offices within any state. The Board may establish a principal office, branch offices, or subordinate offices at any time. The BJCP shall be required to maintain a physical mailing address for legal service and other matters.

*Section 3 – Legal Status.* The BJCP is incorporated as a Type A Corporation (professional association) under the definitions of the State of New York Not-for-Profit Corporation Law. The BJCP has been determined to be a tax-exempt nonprofit educational organization under section 501(c)(3) of the United States Internal Revenue Code (“Code”).

*Section 4 – Fiscal Year.* The fiscal year of the BJCP shall be January 1 to December 31.

*Section 5 – Purpose.* The BJCP is organized exclusively for charitable, scientific, and educational purposes. More specifically, the mission of the corporation is to:

- Encourage knowledge, understanding, and appreciation of the world’s diverse beer, mead, and cider styles,
- Promote, recognize, and advance beer, mead, and cider tasting, evaluation, and communication skills, and
- Develop standardized tools, methods, and processes for the structured evaluation, ranking and feedback of beer, mead, and cider.

Notwithstanding any other provision of these Bylaws, the BJCP shall not carry on any other activities not permitted to be carried on: (i) by a corporation exempt from Federal income tax under section 501(c)(3) of the Code (or corresponding section of any future Code), or (ii) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code (or corresponding section of any future Code).

The BJCP can conduct any activity permitted by law which is not specifically prohibited by these Bylaws and which in the good-faith judgment of the Board is in furtherance or relating to these Purposes, and which is judged to be beneficial to the organization.

*Section 6 – Dissolution.* The corporation may be dissolved upon a vote of 2/3 of the Board and the membership. Upon dissolution, all of the organization’s assets remaining after paying or making provision for paying all liabilities of the organization shall be distributed exclusively for the purpose or purposes of the organization, in such a manner, or to an organization or organizations organized and operated exclusively for any of the one or more exempt purposes and as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Code (or corresponding provision of any future Code), as the Board shall determine.

## Article II. Membership

*Section 1 – Eligibility.* Membership in the BJCP is contingent upon three criteria:

1. A prospective member must first be of legal age to consume alcoholic beverages in the member’s home jurisdiction.
2. The prospective member must take a BJCP certification examination as prescribed by Exam Policy adopted by the Board. Honorary membership may be granted to individuals not meeting this qualification at the sole discretion of the Board.
3. A member meeting the first two qualifications must conduct themselves in an ongoing manner reflecting credit upon the BJCP, including, but not limited to, adherence to the standards of conduct outlined in the BJCP Judging Procedures Manual or other conduct-related policies

adopted by the Board. This also includes being of legal age to consume alcoholic beverages in the jurisdiction where the member participates in a BJCP activity, such as an exam or a competition.

Membership is not contingent upon a vote of the Board; however, the Board may refuse or terminate any membership per the terms of Sections 5 and 6.

*Section 2 – Dues.* The Board has the authority to establish annual dues for continued membership. Continued membership is contingent upon being up-to-date on membership dues.

*Section 3 – Classes of Membership.* BJCP members are categorized into the following groups:

1. **Active** members are those members who have passed the Beer Judge Certification Exam according to Exam Policy in effect at the time of the exam. Further, they must have judged in at least one BJCP Sanctioned Competition during the previous 24 months and met any additional activity requirement set forth by the Board.
2. **Voluntarily Inactive** members are previously Active members who have either (1) let their membership lapse through inactivity or through not meeting active judging criteria established by the Board; (2) indicated to the BJCP that they are now retired from active judging; or (3) do not have current contact information on file with the BJCP. Voluntarily Inactive members may regain Active member status by judging in a BJCP-sanctioned competition or by otherwise meeting policies established by the Board.
3. **Affiliate** members are those who have taken, but not passed, a BJCP-certified examination per Exam Policy in effect at the time of the examination. Affiliate members are reclassified as Active members once they meet requirements for Active membership. Affiliate members must complete the requirements for Active membership within a timeframe established by Exam Policy, or have to start the membership process again.

The BJCP tracks records of all members for statistical and historical purposes, even if they no longer belong to the organization. Therefore, another class of membership needs to be defined. **Former** members are previously Active or Affiliate members who have either (1) been banned from the BJCP per the terms of Section 6; (2) died; or (3) voluntarily renounced their membership in the BJCP. Former members may not regain membership in the BJCP, except by following policies established by the Board.

The Board shall have the authority to establish and define additional non-voting categories of membership.

*Section 4 – Rights of Members.* Only Active members are permitted to vote in BJCP elections, run for office as a Director, or serve as Staff. Other rights may be granted from time to time by the Board.

*Section 5 – Refusal of Membership.* Any individual whose membership in the BJCP, in the opinion of the Board, would be undesirable may be refused membership by a unanimous vote of the Board.

*Section 6 – Termination of Membership.* Any member may be terminated from membership for cause by a unanimous vote of the Board.

*Section 7 – Non-Discrimination.* No person may be denied membership in the BJCP on the basis of race, sex, color, national origin, disability, religion, creed, ancestry, veteran status, marital or parental status, or sexual orientation, except if these criteria cause the individual to be unable to perform the basic functions essential to being a member (i.e., consuming and evaluating alcoholic beverages, and providing a written assessment in a reasonable period of time).

## Article III. Board of Directors

*Section 1 – Role.* The Board of Directors (“Board”) shall be the governing body of the BJCP.

*Section 2 – Size and Composition.* The BJCP is divided for administrative purposes into geographic regions. The number and

composition of regions may change from time to time at the discretion of the Board, but may not consist of fewer than seven regions. Notwithstanding any other regional review conducted by the Board, the Board shall reassess the regional composition whenever one region has more than twice the number of Active members as does any other region. Each region is represented by one regional Representative who serves on the Board; Representatives are elected in accordance with Article VIII.

*Section 3 – Duties.* The Board shall have control and management of the affairs and business of the BJCP, including such activities as authorizing expenditures, allocating resources, setting overall policies and directions of the BJCP, creating and filling Staff positions and Committee chairs, and delegating responsibility for day-to-day operations to Representatives, Officers, appointed Staff, Committees, Projects, and the like. The Board shall establish policies and procedures to ensure proper and adequate internal controls exist, particularly for financial affairs.

Individual regional Representatives represent the interests of the members residing in their respective geographic regions. Representatives are required to discharge their duties in good faith, in a manner that each Representative believes to be in the best interest of the organization, and with reasonable care.

*Section 4 – Term of Office.* All Board members shall serve three year terms, but are eligible for re-election.

*Section 5 – Eligibility.* Qualifications for regional Representative are: (i) residing in the region at the time of the election, (ii) Active member status in good standing, and (iii) National or higher BJCP rank. The Board may establish additional eligibility requirements as part of Election Policy.

*Section 6 – Conflict of Interest.* Any Board member who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily recuse him/herself from the discussion and vote in question.

*Section 7 – Vacancies.* A Representative may resign from the Board by submitting a written statement to the Board. When a vacancy on the Board exists, the President shall nominate an Eligible (per Section 5) member from the region where the vacancy exists. The appointment must be approved by a majority vote of the Board. The appointed Representative shall serve the remainder of the vacated term.

*Section 8 – Termination.* Any Representative may be suspended or removed from office for cause by a unanimous vote of the other members of the Board.

#### **Article IV. Officers**

*Section 1 – Officers.* The Officers of the BJCP shall consist of a President, a Vice President, and a Treasurer.

*Section 2 – Term of Office.* Officers serve one year terms, but may be re-elected.

*Section 3 – Eligibility.* Officers are selected from the currently seated, elected regional Representatives. No Representative may serve as more than one Officer at a time.

*Section 4 – Duties.* Duties of BJCP Officers are as follows:

1. The President is the Chairman of the Board, sets the agenda for the Board, presides at all meetings, and is an ex officio member, with vote, of all committees, except the Election Committee. The President shall have such powers as may be reasonably construed as belonging to the chief executive of any organization, providing broad leadership and direction of the organization with the advice and consent of the Board. The President performs all duties and powers as may be from time to time assigned by the Board. The President may delegate from time to time to any other Officer or Staff any or all of such duties and authorities.
2. The Vice President performs the duties of the President in the absence of or at the request of the President. If the office of President becomes vacant, the Vice President becomes

President and serves for the balance of the term. The Vice President performs such duties as may be delegated by the President or assigned by the Board.

3. The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for keeping regular books of account for the organization. The Treasurer shall be the primary signatory on all checks or drafts of the organization, with the President and Vice-President serving as alternates. The Treasurer shall chair the Finance Committee. The Treasurer shall exercise all other duties incident to the office of Treasurer, or as shall be assigned by the President or the Board.

*Section 5 – Vacancies.* An Officer may resign from their role by submitting a written statement to the Board. In the event any of the Officers is no longer able or willing to serve, a successor will be elected by and from the Board as soon as practical.

*Section 6 – Termination.* Any Officer may be suspended or removed from office for cause by a unanimous vote of the other members of the Board. An Officer removed from office retains his/her regional Representative position unless also removed from that office under the terms of Article III, Section 8.

#### **Article V. Staff**

*Section 1 – Role.* The Board is assisted by staff members (“Staff”) appointed to fulfill various responsibilities for the day-to-day operation of the BJCP. The number and duties of Staff are determined as necessary by the Board.

*Section 2 – Responsibilities.* Staff members have the authority to create operating procedures within their area of responsibility, but may not set organization policy. Staff members may participate in Board meetings and discussions and may advise and report to the Board, but have no Board vote. Staff members are obligated to follow and implement policies established by the Board.

*Section 3 – Appointment.* The Board has the authority to create new Staff positions and Directorates, and to appoint Directors, Staff, and key personnel through normal Board votes. The Board has the authority to hire independent contractors, paid personnel, or contract for professional services for duties not specifically identified as Board, Officer, or Staff functions.

*Section 4 – Term.* Appointed Staff serve at the pleasure of the Board. There is no set term for Staff appointments, but all staff functions are to be reviewed at least annually by the Board.

#### **Article VI. Committees**

*Section 1 – Committee Formation.* The Board may appoint standing and ad hoc committees as required. The President shall nominate committee chairs, subject to Board approval. The President may designate other committee members. Committee chairs may add additional committee members at their discretion; however, committee chairs and individual committee members may be removed at any time, with or without cause, through a majority vote of the Board.

*Section 2 – Charter.* The Board may establish a charter for a committee during committee formation. The charter sets the mission, operating boundaries, expectations, constraints and deliverables of the committee.

*Section 3 – Term.* Committees serve at the pleasure of the Board. There is no set term for Committees unless specified during formation. Committee functions and progress are to be reviewed at least annually by the Board.

*Section 4 – Finance Committee.* The Officers of the organization constitute the Finance Committee. The Treasurer is the Chair of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures and the annual budget with the Staff and other Board members. The Board must approve the budget, and any subsequent major change in the budget. Annual reports are required to be submitted to the Board showing income and expenditures. The financial records of the organization are public information and shall be made available to the membership, Board members, and the public.

## Article VII. Meetings

*Section 1 – Board Meetings.* The Board may conduct business in any efficient manner, including electronic mail. Business does not need to be conducted in formal meetings.

*Section 2 – Rules.* The Board may make such rules and regulations covering its meetings as it may in its discretion deem necessary. Individual Board members may make motions and submit agenda items for discussion.

*Section 3 – Quorum.* One-half the number of Representatives shall constitute a quorum for formal meeting purposes and to pass motions. No formal action can be taken absent a quorum.

*Section 4 – Voting.* Each Representative shall have one vote. An absent Representative may give his proxy vote to another Representative once per term. A single Representative may hold only one proxy per meeting. Normal votes of the Board require a simple majority of votes cast to pass a motion, unless otherwise specified by other Bylaw provisions. In the event of a tie vote, the President can decide the issue.

*Section 5 – Annual Member Meeting.* The organization shall hold an annual member meeting at a date, time, and location determined by the Board. Notice of the annual meeting shall be provided to members per Communication Policies adopted by the Board. If circumstances do not permit an Annual Member Meeting, a written report shall be published and submitted to the members per Communication Policies adopted by the Board. A written report in lieu of an Annual Member Meeting is in addition to annual reporting requirements, not a substitute.

*Section 6 – Special Meetings.* Special meetings may be called by the President with one week advance notice, or by a unanimous vote of all Board members other than the President with a one week advance notice.

## Article VIII. Elections

*Section 1 – Policy.* The Board shall develop, adopt, publish, and maintain Election Policies for the orderly conduct of regional Representative elections and Board Officer elections, including the procedures for establishing an independent Election Committee to run the elections. The Election Policies must cover the specific Election Schedule, including dates for each milestone; staggered election of Representatives; nomination process and requirements; candidate statements; and voting methods.

*Section 2 – Eligibility to Vote in Regional Elections.* An Active member residing in a region where an election is held may cast one vote in their specific regional election.

*Section 3 – Staggered Elections.* The election of regional Representatives must be conducted in a staggered schedule in order to avoid the potential problem of all regions electing new Representatives at the same time. The specific schedule of elections in each region shall be determined by the Board.

*Section 4 – Election Deadline.* The Election Schedule adopted by the Board for regional elections must be structured so that elected Representatives can assume their duties by June 1 of the year in which elections are held.

*Section 5 – Officer Elections.* Officers are elected by votes of regional Representatives. Each Representative has one vote. Voting is conducted after new Representatives have been seated, or after terms of office have expired per Election Policies enacted by the Board.

## Article IX. Compensation

*Section 1 – Board and Officers.* The Board and Officers shall serve without compensation, but may be reimbursed for reasonable expenses.

*Section 2 – Staff.* The Staff shall serve without compensation, but may be reimbursed for reasonable expenses.

*Section 3 – Employees and Contractors.* The Board shall hire and fix the compensation of any and all employees or contractors which they in their discretion may determine to be necessary for the conduct of the business of the organization.

*Section 4 – Members.* Members may not charge fees to perform judging duties, although they may accept payments, in-kind donations,

and/or expense reimbursements if those are reasonable and customary for specific events they are attending.

## Article X. Indemnification

*Section 1 – Indemnification.* Any Director, Officer, or Staff member who performs services for the Corporation at the request of the Board and who does not receive compensation other than reimbursement of expenses shall not be personally liable to the Corporation or its members for monetary damages for a breach of that person's fiduciary duty. However, this provision shall not eliminate or limit the liability of a Director, Officer, or Staff member for any of the following:

- a. A breach of the Director, Officer, or Staff member's duty of loyalty to the Corporation or its members,
- b. Acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law,
- c. A transaction from which the Director, Officer, or Staff member derived an improper personal benefit,
- d. An act or omission occurring before the effective date of this Article, or
- e. An act or omission that is grossly negligent.

*Section 2 – Responsibilities.* Each Director, Officer, or Staff member shall discharge his or her respective duties in compliance with applicable laws, including, without limitation: (a) in good faith; (b) with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and (c) in a manner such Director, Officer, or Staff member reasonably believes to be in the best interest of the Corporation, as determined by the BJCP.

*Section 3 – Assumption of Liability.* The BJCP assumes all liability to any person other than the Corporation or its members for all acts or omissions of a volunteer Director, Officer, or Staff member occurring on or after the date of adoption of these Bylaws incurred in the good faith performance of the duties of the volunteer Directors, Officers, and Staff members.

*Section 4 – Liability Scope.* The BJCP assumes the liability for all acts or omissions of a volunteer Director, Officer, or Staff member occurring on or after the effective date of this Article if all the following are met:

- a. The volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority,
- b. The volunteer was acting in good faith,
- c. The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct,
- d. The volunteer's conduct was not an intentional tort.

*Section 5 – Contingencies.* In the event that controlling laws or the Code is amended to further eliminate or limit the personal liability of volunteer Directors, Officers, or Staff members, then the liability of a Director, Officer, or Staff member shall be eliminated or limited to the fullest extent permitted by the controlling law, as so amended. Any repeal, modification, or adoption of any provision in these Bylaws which is inconsistent with this Article shall not adversely affect any right or protection of a Director, Officer, or Staff member of this Corporation existing at the time of such repeal, modification, or adoption.

*Section 6 – Insurance.* The BJCP shall maintain an "Officers and Directors" liability insurance policy, and a General Liability policy.

## Article XI. Amendments

*Section 1 – Amendments.* These Bylaws may be amended when necessary by an affirmative vote of not less than 2/3 of Board members present at any meeting, provided a quorum is present, and provided a copy of the proposed amendments are distributed to each Board member at least two weeks prior to voting. Proposed amendments must be published or distributed to the membership at least two weeks prior to voting.