



Greetings and welcome to the Roaster's Guild.

You have joined with a group of professional roasters and others who are passionate about roasting great coffee to help a movement mature and become the standard for defining excellence in your craft.

Your commitment to your trade and the talents you have and will develop as your career matures is what will make us all great and secure true specialty coffees place in the marketplace.

It is by participating in the community as you are, and educating yourselves that you will help expand the knowledge of the clients you roast for and the public about the vast possibilities of this amazing little cherry derived from the coffee plant.

The coffee community extends back to the person planting seeds to grow seedlings in a nursery at origin all the way to the mouths of the people who are energized and comforted by a great cup of coffee.

You are a preserver and enhancer of the efforts of many. The Roaster's Guild is here to support you in those efforts by offering you the tools to understand the journey of coffee.

The Executive Council is made up of professionals who are volunteering to make your efforts and time the most worthwhile investment it can be. We serve at your will as we are elected by you and are always available to ensure that your needs are being properly met.

The staff at the SCAA is amazing — their skills and commitment will help make your membership in the Guild the best experience it can be. We believe that the folks at the SCAA are the most engaged group of professionals we've ever had working with us, please give them your support.

It is our goal to help you build your careers through quality education, networking, friendships and creating opportunities for you to volunteer and make our industry better.

Yours Truly,

A handwritten signature in brown ink that reads 'Beth Dominick'. The signature is written in a cursive, slightly slanted style.

Beth Dominick
Chair- Roasters Guild Executive Council

ROASTERS GUILD

SPECIALTY COFFEE ASSOCIATION OF AMERICA

Executive Council 2009-2010

Ms. Beth Dominick
Chair

Sacred Grounds Organic Coffee
65 Ericson Court #3
Arcata CA 95521
TEL: (707) 822-3711 / FAX: (707) 822-3758
organiccoffee@gmail.com

Ms. Wendy DeJong
Vice Chair

Tony's Coffees and Teas
2033 Division St.
Bellingham, WA 98226
TEL: (360) 733-6319 / FAX: (360) 733-2427
wendy@tonyscoffee.com

Mr. Chris Schooley
Secretary/Treasurer

Metropolis Coffee Company
1039 West Granville Ave.
Chicago, IL 60660
TEL: (773) 760-0400 / FAX: (773) 764-0600
ceschooley@yahoo.com

Mr. Tim Chapdelaine
Immediate Past Chair

Café Imports
2140 Energy Park Drive
Saint Paul, MN 55108
TEL: (651) 209-6102 / FAX: (651) 999-0808
tim@cafeimports.com

Mr. Phil Beattie

Dillanos Coffee Roasters
1607 45th Street East
Sumner, WA 98390
TEL: (253) 826-1807 / FAX: (253) 826-1827
phillip@dillanos.com

Mr. Michael Whitley

Go2 Market / Brewed Behavior
4100 McGhee Road, Suite F,
Sandpoint, Idaho 83864
TEL: (208) 610-5721
Go2market@hughes.net /
michael@brewedbehavior.com

Mr. Mike McKim

Cuvee Coffee Roasting Company
22601 HWY 71 West
Spicewood, TX 78669
TEL: (512) 264-1479 / FAX: (512) 264-1502
mikemckim@cuveecoffee.com

Mr. Brett Struwe

Caribou Coffee Company
3900 Lakebreeze Ave S. Brooklyn Center
Minneapolis, MN 55429
TEL: (763) 592-2264 / FAX: 763.592.2490
bstruwe@cariboucoffee.com

Mr. Rocky Rhodes

Rocky Roaster
7239 Canoga Ave.
Canoga Park, CA 91303
TEL: (818) 347-1378 / FAX: (818) 347-2378
rocky@rockyroaster.com

Ms. Darleen Scherer

Gorilla Coffee
97 5th Ave
Brooklyn, NY 11217
TEL: (718) 230-3244
darleen@gorillacoffee.com

Ms. Christy Thorns
SCAA Board Liaison

Allegro Coffee Company
12779 Claude Court
Thornton, CO 80241
TEL: (303) 920-5424 / FAX: (303) 920-5470
chris.thorns@allegrocoffee.com

Mr. Dennis Jackson

Ancora Coffee Roasters
3701 Orin Rd
Madison, WI 53704
TEL: (608) 255-2900 / FAX: (608) 255-2901
djackson@ancoracoffee.com

Ms. Hilda Gurrola
SCAA Staff Liaison

Specialty Coffee Association of America
330 Golden Shore, Ave. Suite 50
Long Beach, CA 90802
TEL: (562) 624-4195 / FAX: (562) 624-4101
hildag@scaa.org

Ms. Melissa Bula

SCAA Assistant Staff Liaison
Specialty Coffee Association of America
330 Golden Shore, Ave. Suite 50
Long Beach, CA 90802
TEL: (562) 624-4195 / FAX: (562) 624-4101
mbula@scaa.org

CODE OF REGULATIONS

OF

THE ROASTERS GUILD

Revised 1/5/08

The Roaster's Guild is a trade guild of the Specialty Coffee Association of America consisting of coffee roasters dedicated to the craft and science of roasting specialty coffee.

NAME - The name of the organization is THE ROASTERS GUILD, an affiliated organization of the Specialty Coffee Assn. of America.

OFFICES - The principal office of the THE ROASTERS GUILD shall be located in the State of California. This Code of Regulations shall be governed in all respects by the laws of the State of California.

PURPOSE – The purpose of THE ROASTERS GUILD is to foster communication and understanding about Specialty Coffee between roasting professionals.

OBJECTIVES – The Objectives of THE ROASTERS GUILD are:

- Promote QUALITY as the principle standard for success.
- To present the craft and science of coffee roasting as a professional occupation.
- Further roasters' skills and knowledge of any and all aspects related to specialty coffee
- Encourage interaction and communication between specialty roasters.
- Foster understanding and cooperation among specialty roasters.
- Focus the voice of roasters in representing the specialty coffee industry.
- Recognize roasters that have achieved a high degree of skill and excellence in roasting.
- Advocate linking quality product to quality ethical conduct.

STRATEGIES –

- Utilize the Roaster's Guild Web Site, Bulletin Board, SCAA 'Chronicle' Newsletter, Annual Retreat and SCAA's Annual Conference to achieve the Guild's objects and purposes.
- Maintain a Roaster's Guild Leadership in the form of an Executive Council, that will oversee and guide the guild, as well as develop new ways to achieve and improve quality.
- Develop Certification/Accreditation programs in areas of quality, education, and ethical business practices.
- Conduct and facilitate Educational opportunities for coffee roasters
- Develop the "Academy of Roasters" as an honor society within the Roasters Guild

MEMBERSHIP CRITERIA FOR THE ROASTERS GUILD

- Coffee Roasting shall be an integral part of a member's profession.
- Submit yearly Membership Application and Dues.

- Roasters Guild members must be a member of, or an employee of a member company in good standing with the SCAA
- Possess a passion for coffee.
- Desire to excel at the craft of roasting.

MANAGEMENT OF THE GUILD

THE ROASTERS GUILD shall be managed by an Executive Council, who shall all be members in good standing of the Roasters Guild. The Executive Council is the governing body of The Roasters Guild and has authority and responsibility for the Guilds supervision, control, and direction. The Council may delegate assignments and management of projects to any person or group, including a Committee, provided the Executive Council retains the responsibility for the action of such person or group and further provided that the Executive Council shall in all cases be responsible for the ultimate direction of The Roasters Guild.

EXECUTIVE COUNCIL

- An eleven (11) member Executive Council shall consist of one Chairperson, one Vice-Chairperson, one Secretary/ Treasurer and eight other elected members
- Roasters shall make up a minimum of six of the council positions
- Council members serve a two-year term
- Council members are allowed to serve consecutive terms if so elected
- Council members may not serve concurrently on another elected position within the SCAA or it's affiliates

NOMINATING COMMITTEE

- A nominating committee will be formed and led by the immediate Past Chairman. The committee will consist of Past Chairman, One other person from the EXECUTIVE COUNCIL (not an officer) and 2 others from general membership. The nominating committee must be approved by the EXECUTIVE COUNCIL
- The committee will be responsible for nominating the candidates for Vice Chairman, Secretary /Treasurer for the upcoming term as well as reviewing Executive Council candidates for eligibility and contacting candidates to ensure they understand time and commitment expectations.
- Nominating Committee needs to take into consideration that the RGEC must consist of a simple majority of SCAA's "Roaster" Category at the time of nomination.

EXECUTIVE COUNCIL MEMBER SELECTION AND ELECTION PROCESS

- Once a year there will be a call for nominations to fill vacancies by the outgoing council members. Nomination forms will be sent out by whatever means the EXECUTIVE COUNCIL deems necessary.
- Members of the Guild may nominate themselves or others, but all nominations must be turned into the Roasters Guild office at the SCAA headquarters by the posted deadline.
- To be eligible for election an individual must be a member of good standing with the Roasters Guild and the SCAA.

- SCAA Membership status changes which may take place during an individuals time in office, will not change their classification for purposes of calculating the majority.
- The NOMINATING COMMITTEE shall qualify and list the slate of candidates, with full biographies of each candidate, on the Roasters Guild website, as well as send a direct mailing to all current Roaster Guild members in good standing, which shall include a ballot.
- Roaster's Guild members shall vote by mail, using the approved ballot. Ballots shall be postmarked no later than date specified on mailing.
- Ballots shall be mailed to SCAA headquarters, where they will be tabulated by the SCAA staff liaison.
- The results will be determined by the person(s) with the largest number of votes for the number of seats available
- The results shall be announced at the annual Roasters Guild Meeting, and posted on the Guild website.
- Terms of office will begin and end at the Annual Roasters Guild Meeting.

CHAIRPERSON, VICE-CHAIRPERSON AND SECRETARY/TREASURER SELECTION

- The Executive Council shall elect a Chairperson, Vice Chairperson and Secretary/Treasurer.
- The candidates slated for election will be nominated by the nominating committee
- All members of the Executive Council must vote using sealed ballots.
- Council members may 'Write In' candidate if they do not appear on the ballot set forth by the NOMINATING COMMITTEE
- Executive Council members not able to attend this meeting must arrange to cast their vote by proxy with the Roasters Guild Chairperson
- The SCAA staff liaison tabulates the votes unless otherwise assigned by the Chairperson
- The Vice-Chairperson position serves a two-year term. The first year of their term they shall serve as Vice Chairperson, the following year they shall serve as Chairperson.
- The Secretary/Treasurer shall serve a one-year term.

CHAIRPERSON, VICE-CHAIRPERSON AND SECRETARY/ TREASURER RESPONSIBILITIES

- Chairperson responsibilities:
 - Organize and lead all Executive Council meetings.
 - Organize and lead annual Roasters Guild meeting.
 - Organize, maintain and follow-up on all Roasters Guild projects, tasks, retreats, committee projects etc.
 - Prepare and annual report to SCAA Board of Directors, to be presented at the SCAA joint board/committee meeting, as well as provide regular communications to SCAA Board of Director's liaison.
 - Represent the Roaster Guild to the coffee industry and trade associations
- Vice-Chairperson responsibilities
 - Editor-in-Chief of Roasters Guild website, responsible for maintenance and updates.

- Assist the Chairperson as needed, and to serve as acting Chairperson in his or her absence from a meeting or when required.
- Act as Chairperson for the retreat Committee
-
- Secretary/Treasurer
 - Report the financial statements of the Roaster's Guild at each meeting and make recommendations to the Executive Council for maintaining this fiscal health.
 - Ensure proper minutes and records are kept of all meetings, conference calls and correspondence between the Roasters Guild and any other entities.
 - Responsible for all fundraising and sponsorship activities
 - Although there is no automatic move from Secretary/Treasurer to Vice Chair, this position should be considered to be a preparatory position for a Vice Chair position.
- Executive Council Members shall commit to the following:
 - a two-year term
 - Attendance and participation at four council meetings, plus additional conference calls as scheduled.
 - At least eight hours volunteer work at annual SCAA Conference or Guild Retreats.

VACATION OF OFFICE - In the event an EXECUTIVE COUNCIL seat is vacated during a term, the EXECUTIVE COUNCIL shall, at their sole discretion, leave said seat vacant until annual elections or replace, by appointment, the seat for the remainder of its scheduled term

APPOINTMENT AND REMOVAL OF EXECUTIVE COUNCIL MEMBERS - Any Executive Council member may, by written instrument, resign their office. The number of Council members shall be at all times not less than three (3), and whenever for any reason the number is reduced to two (2), there shall be, and at any other time there may be, appointed one (1) or more additional Council members. Any succeeding or additional Council member shall, upon their acceptance of the office by written instrument signed and acknowledged, have the same powers, rights, and duties, the surviving or remaining Council members as if originally appointed.

Council members may be removed from office at any time with or without cause upon a duly recorded super majority vote of the duly appointed and acting members of the Executive Committee. Voting will be final without an appeal process.

CREATION AND OPERATION OF COMMITTEES

The Executive Council shall have the power to appoint committees as necessary to further the progress of the GUILD's objectives. Said committees shall have the authority to act on behalf of the GUILD. Representatives shall make formal reports to the Executive Council.

SCAA BOARD LIAISON

- A liaison shall be appointed annually by the President of the SCAA.
- Liaison shall be invited to all Executive Council meetings and be copied on all minutes of meetings and conference calls.
- Liaison will be a non-voting member of the Roasters Guild Executive Council

AUTHORITY TO ACT - The three (3) or more Council member, whether original or successor, shall have full authority to act even though one (1) or more vacancies may exist. A Council member may, by appropriate written instrument or through verbal authority subject to later confirmation, delegate all or any part of their powers to another or others of the Council member for such periods and subject to such conditions as such delegating Council member may determine.

Compensation may be provided to Council member when performing other services for the Guild as long as such compensation is not excessive as that term is used in Internal Revenue Code, Section 4941(d)(2)(E).

MEETINGS - Council members shall be given notice of the annual meeting by mail at least ten (10) days before the scheduled meeting. The Chairman or other Council members calling a special meeting of the Executive Council shall give notice thereof by mailing such notice to each Council member at least five (5) days before the meeting. Unless otherwise indicated in the notice thereof, any and all business may be transacted at a meeting of the Executive Council. Attendance by a Council member at a meeting shall constitute a waiver of notice of such meeting, except where a Council member attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called.

Any action which may be taken at a meeting of the Executive Council, may be taken without a meeting if a consent in writing setting forth the action to be taken shall be signed by all of the Council members and filed with the minutes of the proceedings of the meeting, whether done before or after the action so taken. A meeting of the Executive Council may be conducted by telephone conference call if a majority of the Council members in office are present for the conference call.

A Council member may, by appropriate written instrument, proxy, or through verbal authority subject to later confirmation, delegate all or any part of their powers to another or others of the Council members for purposes of voting on any matter that comes to a vote at meetings. Delegation by appropriate written instrument or proxy shall constitute attendance of a Council member for purposes of attainment of a quorum at a meeting.

QUORUM - A majority of the Council members in office shall constitute a quorum for the transaction of any business at any meeting of the Executive Council. Except as otherwise provided by law or in these regulations, the act of the majority of the Council members present at a meeting at which a quorum is present shall be deemed the act of the Executive Council.

ABSTAINING FROM VOTING - A Council member shall abstain from voting on any question or issue that involves that Council member personally or a company or other entity in which that Council member serves in a management role. Further, a Council member shall abstain from voting on any issue that presents a conflict of interest for the Council member.

INDEMNIFICATION OF COUNCIL MEMBERS AND AGENTS - To the fullest extent permitted by the law, the Guild shall indemnify and hold harmless all Council members and agents against claims arising out of any alleged or actual action or inaction in the good faith

performance of their duties. Agents for this purpose shall include officers and committee members and employees.

No Council member shall be personally liable or otherwise liable for any debts or obligations of the Guild arising out of actions in the good faith performance of their duties.

Indemnification of Council members as provided by this section shall apply during their term or terms of service, and after the Council member shall have left the Executive Council, for any action or activity that occurred during the term or terms of service of a Council member.

AMENDMENTS - This Code of Regulations may be altered, amended, or repealed and a new Code of Regulations may be adopted by a vote of a simple-majority of the regular members. The voting process may take place by whatever means the Executive Council deems necessary- Mail, E-mail, or open vote at a scheduled meeting, provided that notice of the proposed alteration, amendment, or repeal be contained in the notice of such meeting.

Notice of any proposed amendment shall be sent to each member no less than 30 days prior to scheduled meeting

OBLIGATIONS AND COMMITMENTS - Notwithstanding any general or specific power granted to the Council members through this Code of Regulations, the Council members shall not incur obligations or assume commitments which involve the incurring of monetary liability or charges in an amount exceeding the total of funds and property on hand.

None of the Council member shall be required to furnish any bond or surety.

FISCAL YEAR - The fiscal year of The Roaster Guild shall begin on September 1st and end on August 30th of each year, or shall conform to the fiscal year of the Specialty Coffee Association of America.

REGISTERED AGENT - The registered agent for The Roasters Guild is the Executive Director of The Specialty Coffee Association of America, Inc.

DEPOSITS OF FUNDS - All funds of the Guild shall be deposited to the credit of the Guild in such banks, trust companies, or other depositories as the SCAA may select.

BOOKS AND RECORDS - The Guild, by and through the SCAA, shall prepare and maintain correct and complete books and records of account and shall also keep minutes of the meetings of its Executive Council, and committees. Any council member may inspect all books and records of the Guild at any reasonable time.



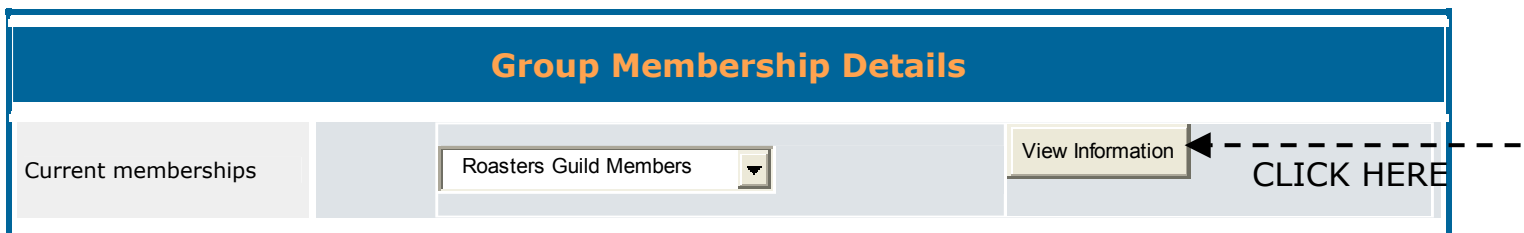
HOW DO I JOIN THE ROASTERS GUILD MEMBERS ONLY BULLETIN BOARD?

Follow these 4 easy steps...

Step 1: Click on '**Usergroups**' in upper left hand corner of the Bulletin Board Home Page



Step 2: Click on '**View Information**'



Step 3: On this page there will be a list of the people already in the group (all RG members). You can then click on '**Join Group**', This will send the moderator – Shawn Hamilton an e-mail telling him to add you to the list.

Step 4: You will also need set up your own '**User Name**' and '**Passcode**' and email this Shawn at shamilton@javacity.com so he can grant you access to the board.

If you have any problems or questions email:
Shawn Hamilton – shamilton@javacity.com

Mail or Fax Completed Forms to: SCAA
Attn: Roasters Guild
330 Golden Shore Drive, Suite 50
Long Beach, CA 90802
Fax: (562) 624-4101

VOLUNTEER APPLICATION



APPLICANTS FULL NAME: _____ COMPANY NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____
TEL: _____ CELL: _____ FAX: _____ EMAIL: _____
JOB TITLE: _____ # OF YEARS IN THE COFFEE BUSINESS: _____ # OF YEARS ROASTING: _____

NUMBER OF SCAA CONFERENCES ATTENDED: _____ NUMBER OF ROASTERS GUILD RETREATS ATTENDED: _____ ROASTERS GUILD MEMBER? Yes No

ALL VOLUNTEER EFFORTS WILL BE ACKNOWLEDGED BY THE ROASTERS GUILD. DEPENDING ON THE ACTIVITY AND PARTICIPATION LEVEL OF THE VOLUNTEER, CREDIT TOWARD CONFERENCE OR RETREAT FEES, EDUCATION REQUIREMENTS, ETC. MAY BE AVAILABLE. PLEASE CHECK WITH THE ACTIVITY COORDINATOR TO DETERMINE THE SPECIFICS.

YOU ARE NOT REQUIRED TO BE A ROASTERS GUILD MEMBER TO VOLUNTEER!

PLEASE CHECK BOXES WHERE YOU HAVE SPECIAL EXPERIENCE, BACKGROUND, INTERESTS OR EDUCATION. (PLEASE CHECK ALL THAT APPLY):

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Web Design | <input type="checkbox"/> Writing Skills | <input type="checkbox"/> Green Bean Grading | <input type="checkbox"/> Cupping |
| <input type="checkbox"/> Marketing/Advertising | <input type="checkbox"/> Education/Training | <input type="checkbox"/> Quality Improvement | <input type="checkbox"/> Data Management Systems | <input type="checkbox"/> Small Business Management |
| <input type="checkbox"/> Language other than English | <input type="checkbox"/> Construction | <input type="checkbox"/> Tea | <input type="checkbox"/> Roaster Maintenance | <input type="checkbox"/> Legal Profession |
| <input type="checkbox"/> Practicing Barista | <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Typing/Data Entry | <input type="checkbox"/> Trips to Origins | <input type="checkbox"/> Product Packaging |
| <input type="checkbox"/> OTHER Special Abilities (please be as specific as you can be!): | | | | |

Special Purpose Volunteer

Check if you agree to help any way you can!

This volunteer category is for those wishing to support the goals of the Roasters Guild through generous much appreciated donation of their time. Volunteers are constantly requested to support a variety of Roasters Guild activities including those associated with the Roasters Guild Retreat and the SCAA Annual Conference. Situations will arise where a volunteer may be called upon by a committee or group needing temporary assistance with a project. A great place to start!

Committee Membership Volunteer

PLEASE CHECK THE BOX OF ANY COMMITTEE YOU ARE INTERESTED IN VOLUNTEERING FOR:

ACCREDITATION COMMITTEE:

Responsible for the development and management of the Roaster Accreditation process.

CONFERENCE COMMITTEE:

Responsible for roasting workshops, cupping pavilion and Friday intensive seminar(s).

GOVERNANCE COMMITTEE:

Responsible for membership vetting and making recommendations for change in membership criteria.

WEBSITE COMMITTEE:

The website committee is responsible for the design, layout, content and updates to the website.

COMMUNICATIONS COMMITTEE:

Responsible for facilitating all communication activities to and from the guild.

MEMBERSHIP DEVELOPMENT COMMITTEE:

Responsible for Roaster Guild membership development and enhancement.

ROASTING HANDBOOK COMMITTEE:

Responsible for the creation and continual update of the Roasting Handbook.

RETREAT COMMITTEE:

Identifies and coordinates the activities necessary to hold the annual RG Retreat.

VOLUNTEER EMPOWERMENT COMMITTEE:

Responsible for designing and maintaining a system to identify and coordinate volunteers.

ORIGIN TRIP/EDUCATION COMMITTEE:

Responsible for selecting, scheduling and coordinating origin trips.

ROASTERS GUILD COMMITTEE STRUCTURE

2009-2010

