



Barista Guild Bylaws

Barista Guild (BG) is a global guild of the Specialty Coffee Association, consisting of members dedicated to the craft of coffee preparation.

Article 1: Purpose and Guiding Principles

- I. Purpose
We are a community that empowers baristas and promotes their professional growth.
- II. Guiding Principles
In addition to the SCA Core Values, we believe in the following guiding principles:
Community: The Barista Guild is a community that is inclusive, accessible, and collaborative; a community where relationships are created and nurtured.
Education: We value formal and informal education and professional development for all baristas.
Quality: Baristas connect coffee drinkers to the rest of the coffee value chain. We value specialty coffee through hospitality and preparation best practices.

Article 2: Membership

- I. History
The Barista Guild (BG) was formed in 2018 as a unified Guild of two heritage organizations: the Specialty Coffee Association of Europe's Barista Guild of Europe (BGE) and the Specialty Coffee Association of America's Barista Guild of America (BGA). All members of BGE and BGA will automatically become members of the BG.
- II. Membership
Membership is available through the BG Individual Membership of the SCA or by assigning the Barista Guild category to an individual as part of an SCA Business Membership. Membership in the BG includes membership in SCA.
- III. Annual General Membership Meeting
A meeting of the general BG shall be held annually at a time and place chosen by the BG Leadership Council and SCA staff. The annual meeting may take place online or in person, or at a venue that offers both types of participation simultaneously as circumstances allow.

Article 3: Leadership Council and Officers

- I. Governance
 - A. The BG is governed by a group of elected leaders, the BG Leadership Council

UK OFFICE
p+44 1245 426060

Oak Lodge
(BGLC) 5 R
Bicknacre
Chelmsford
Essex
CM3 4HF
United Kingdom

US OFFICE
p+1 562 624 4100

117 West 4th
Suite 300
Santa Ana
California
92701
United States





B. The BGLC is comprised of a team of 3 officers and a minimum of 7 directors.

II. General Responsibilities of the BGLC

- A. Promote SCA Strategic Objectives, Values, and BG Purpose and Guiding Principles.
- B. Determine strategic objectives and activities according to the SCA strategic plan.
- C. Advocate for members within SCA, and represent SCA to members.
- D. Attend regular monthly meetings of the BGLC at a time specified by the Chair, and attendance at the Annual General Membership Meeting of the BG.
- E. Adhere to general meeting and event attendance requirements and protocols as detailed in BG Rules of Procedure.

III. BGLC Officers (3) Terms, Duties, and Resignations

- A. Officers shall serve a one-year term from January 1 to December 31 or until their successors are elected. An Officer's term will begin January 1 the year after they are elected. An election among the BGLC for the Vice Chair position shall take place prior to July 1 of each year.
- B. Officers are responsible for all duties outlined in Article 3, Section II above. Specific responsibilities per each Officer as follows:
 - 1. Chair
 - a. Lead all BGLC meetings.
 - b. Lead the Annual General Membership meeting.
 - c. Guide the creation of BGLC Roles or committees as needed.
 - d. Act as primary representative on behalf of the BG for SCA and external events when needed, or delegate the role to another BGLC member.
 - 2. Vice Chair
 - a. Acting as Chair in their absence from a meeting or when required.
 - b. Ensure BGLC members are aware of and comply with their obligations and commitments.
 - 3. Immediate Past Chair
 - a. Represent the BG by attending and reporting at SCA Board meetings as an ex-officio member of the Board under the SCA Bylaws.
 - b. Chair the Barista Guild Elections Committee and work with SCA staff to conduct annual elections.

C. Resignation and Removal of Officers

- 1. BGLC Officers may resign by providing written e-mail notice to all of the other officers and SCA liaisons.
- 2. Officers may be removed from office at the behest of the membership.

UK OFFICE
p+44 1245 426060

Oak Lodge
Leighams
Bicknacre
Chelmsford
Essex
CM3 4HF
United Kingdom

US OFFICE

117 West 4th
Floor 300
Santa Ana
California
92701
United States





3. Any vacancies occurring between annual elections shall be filled by appointment made by vote of the Leadership Council. In the event a Chairperson is unable to fulfill their term of office, the remaining portion of that term will be filled by the Past Chair. Any appointment made by the BGLC to fill a vacancy shall expire at the end of the original Officer's term.

IV. BGLC Directors Terms, Duties, Resignations and Removal

- A. BGLC Directors shall serve a two-year term or until their successors are elected.
- B. A BGLC Director term begins on January 1 of the year following their election.
- C. Eligible Directors may seek up to two consecutive terms as directors. Following the completion of the second term, a Council member may seek the Vice Chair position or must not stand for re-election for a period of two years.
- D. Directors are responsible for all duties outlined in Article 3, Section II above. Directors are also required to serve in a lead role. Lead role assignments are determined by the incoming Chair after elections have concluded.
- E. Resignation and removal of BGLC Directors
 1. BGLC Directors may resign by providing written e-mail notice to all of the other officers and SCA liaisons.
 2. Directors may be removed from office at the behest of the membership.
 3. Any vacancies occurring between annual elections shall be filled by appointment made by vote of the Leadership Council.

V. Voting

- A. A simple majority of BGLC members present at the beginning of a meeting constitutes a quorum. No votes may be considered at a meeting where quorum is not present. Each BGLC Officer and Director has 1 vote.
- B. BG and BGLC business shall be conducted according to best practices of Robert's Rules of Order.
- C. In case of a tie, the vote of the Chair indicates majority vote.

VI. Committees

- A. Committees, standing or ad-hoc, may be established by the BGLC as it shall from time to time deem necessary to carry on its work. The BGLC Chair shall appoint the committee lead. The committee lead shall then appoint additional members as needed, unless otherwise decided by the BGLC.



A. Elections timeline

Elections are held annually and managed by an ad-hoc Elections Committee (see section VII.B) according to the following calendar:

Action	Date
Next Vice Chair Determined by the BGLC Immediate Past Chair forms Elections Committee	By July 1
Call for nominations from members Nominees vetting by Elections Committee Slate of candidates is presented to BGLC members for approval	July - September
Slate of candidates is presented to BG members	By October 1
Any write-in candidates are added to ballot	By November 1
Voting by eligible BG members	November 1-15
Election results announced	By December 1
New LC Director and Officer terms begin	January 1

B. Election process and Ad-hoc Elections Committee

1. The Immediate Past Chair shall create and chair an Elections Committee consisting of two BGLC members not standing for re-election and two non-BGLC members from the voting membership to vet nominees.
2. The Election Committee will seek potential candidates for service on the BGLC through an open nominations process, announced on BG website and social media.
3. The Elections Committee will vet all nominated individuals, determine eligibility (see section VII.C), and will present a slate of candidates for approval by the BGLC and then the membership at large. The slate of candidates will include twice the number of seats open for election (ex: if there are 4 open seats available, the Elections Committee will present a slate of 8 candidates). If there are not enough nominees to meet this requirement, the Election Committee will note this during the announcement of the slate.
4. As part of the vetting process, nominees will be contacted by Elections Committee and offered an opportunity to interview or complete a questionnaire to support their candidacy.
5. Nominees who are not added to the slate may be added to the ballot as a write-in candidate provided they submit (electronically) a list of 25 signatures of BG members to SCA staff, by November 1.

UK OFFICE
p+44 1245 426060

Oak Lodge
Leighams R
Bicknacre
Chelmsford
Essex
CM3 4HF
United Kingdom

US OFFICE
p+1 562 624 4100

417 West
Suite 300
Santa Ana
California
92701
United States





6. The slate of nominees shall be announced on the BG website, and short biographies made available.
7. The election shall be conducted by an email ballot sent to all eligible voting members at least fourteen days prior to the due date for the return of ballots.
8. The ballot shall always include an option to “write-in” a candidate.

C. Nominee Eligibility requirements

1. Individuals must be current members in good standing under SCA or BG membership rules.
2. Prior BG service is preferred, but not required. See section VII.D. below.
3. Candidates must agree to adhere to the SCA Code of Conduct , BG Bylaws, and Rules of Procedure.

D. Balance of the slate

1. Diversity: The elections committee will consider the following for optimal balance and diversity of the BGLC slate:
 - a. The ideal slate reflects the demographics of the membership or membership aspirations.
 - b. Categories that will be considered to seek diversity and balance on the slate of candidates include, but are not limited to, gender, age, race, geography, position type (e.g. barista, trainer or educator, cafe manager/owner), and company size.
2. Prior BG service will be given priority consideration provided eligibility requirements are satisfied. Prior SCA service (or heritage SCAE/SCAA) will be given secondary priority in consideration, again provided eligibility requirements are satisfied.
3. Skills: In order for the BGLC to function effectively, sometimes specific skills or experience is important. Provided the above (sections VII.C and VII.D1-2.) items are satisfied, the Elections Committee should strive to incorporate the candidates who have skills that are in demand in the Council.

E. Officer Elections

1. Directors must have served at least one year on the BGLC before announcing their interest in the Vice Chair position.
2. The incoming Vice Chair will be determined by a majority vote of the BGLC at any meeting prior to July 1. Any eligible directors interested in the position will be allowed to announce their interest at any BGLC meeting. This will create a vacancy for one two-year term on the slate, to be filled during the election cycle as described in section VII.B. above.

UK OFFICE
p +44 1245 426060

Oak Lodge
Leighams
Bicknacre
Chelmsford
Essex
CM3 4HF
United Kingdom

US OFFICE

117 West 4th
Santa Ana
California
92701
United States





3. Succession from Vice Chair to Chair to Immediate Past Chair will be automatic beginning on January 1, subject to the resignation or removal of such officer.

VIII. Conflicts of Interest and Confidentiality

- A. As public representatives of the Association, BGLC members will act in the best interests of SCA and conduct themselves to reflect well on it. They will deal with other Council members, Board members, officers and staff fairly and honestly. They will not use their positions for their personal advantage or benefit, or for the advantage or benefit of their companies. BGLC members must be sensitive to advocating policies, standards, professional engagements or assignments to committees that may put themselves at an advantage over other providers of services and products. In such cases BGLC members shall bring such conflicts or potential conflicts to the attention of staff for review.
- B. During the course of their duties, BGLC members may be privy to private information about the SCA. BGLC members are expected to respect the confidentiality of such information when indicated, and refrain from disseminating or disclosing this information to anyone outside the SCA.

Article 4: Amendments

- I. These Bylaws may be amended, restated, or repealed by the BGLC with a majority vote.
- II. Proposed amendment, restatement or repeal of these Bylaws must be presented to the BGLC and the BG membership for review and comment at least one month prior to the vote by the BGLC. The proposed new bylaws will be presented on the BG website with opportunity for member comment. Any views expressed by the membership must be clearly considered and documented.

UK OFFICE
p+44 1245 426060

Oak Lodge
Leighams R
Bicknacre
Chelmsford
Essex
CM3 4HF
United Kingdom

US OFFICE
p+1 562 624 4100

117 West 4th
Suite 300
Santa Ana
California
92701
United States

