

# CENTRAL COAST BRITISH CAR CLUB BY-LAWS

## I. Name

- A. The name of the club shall be Central Coast British Car Club, hereafter known as the Club, a non-profit organization.

## II. Logo



Official Club Colors:  
Dodger Blue & White

## III. Purpose

- A. The purpose of the Club is to promote the enjoyment of all British cars by their owners and enthusiasts through the exchange of ideas and technical information and the pursuit of competitive and social events.
- B. For Club purposes, a British car is a motor vehicle originally assembled in the British Isles or by a British company, or whose major components (engine, chassis or body) are British.

## IV. Membership

- A. A member is one whose dues are current and may be an individual or couple. A couple pays the same dues as an individual and constitutes one membership. A newsletter advertiser is not a Club member and is not entitled to Club membership. An advertiser shall receive a newsletter, but not the Club roster.
- B. Participation in Club activities is strictly voluntary. Members may attend general meetings, board meetings and other events, all of which shall be conducted monthly whenever possible. At no time shall event participants be encouraged to violate vehicle codes or engage in acts of civil disobedience nor are they to compromise the health or well-being of themselves, their vehicles, other participants or other vehicles.
- C. Members' private properties are exempt from the debts or responsibilities of the Club. Members are individually liable for their own negligence; therefore, it is vital that they provide their own protection against claims directed at them.
- D. Members must be of good moral character and be current on non-transferable dues. A member may resign voluntarily. Membership may be suspended or terminated after an appropriate hearing of the Club by a majority vote of the members present at the hearing. At no time will any dues be refunded to a resigned, suspended or terminated member.

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## V. Dues

- A. The Club's fiscal year begins February 1<sup>st</sup>, and annual dues are to be paid by February 28<sup>th</sup>. There shall be a 50% dues reduction for new members who join between August 1<sup>st</sup> and January 31<sup>st</sup>.
- B. A proposed change of annual dues may be submitted by any Club member. The change shall be incorporated if it receives the vote of a majority of the Club members present at a general meeting and shall be effected at the beginning of the next Club fiscal year.
- C. Members who haven't paid their dues by February 28<sup>th</sup> will be considered inactive and will be dropped from the club roster and email distribution list. Upon payment of delinquent dues, active status will be reinstated.

## VI. Governance

- A. The Club shall have a Board of Directors (see Club Positions for list of members).
- B. The Board of Directors shall support the Club by:
  - Establishing a calendar of events
  - Filling any Club position that is vacant due to resignation or any other reason
  - Approving Club expenses
- C. The Club shall meet monthly, generally 12 times per year, but at least 10 times per year. The December meeting is generally a brunch gathering where elections are held (see Elections below).
- D. The Board of Directors shall meet monthly, generally 12 times per year, but at least 10 times per year. The Board generally meets an hour ahead of the general Club meeting.

## VII. Elections

- A. An election of Club officers shall be held during the month of December. Nominations may be made at the November and December general meetings and just prior to the election. Members may submit their vote by mail prior to the election if unable to attend.
- B. The board will send an e-mail of the positions open for the election to all members before the December Club meeting so anyone unable to attend has the opportunity to nominate and vote for the positions of the board and return their ballot.
- C. Each active Club member (whether individual or couple) shall have one (1) vote for each office and a plurality of the votes cast shall decide the office winner.

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- D. The responsibilities of the new Board shall commence at the January general meeting and shall continue for a term of one (1) year, except for the President who serves a two (2) year term. The President cannot succeed himself for a second term.
- E. Any officer may be removed from office by the members when it is determined that the best interests of the Club would thereby be best served. Such removal shall be without prejudice to the membership rights of the person removed. Removal shall require the approval of the majority of the members present at a general meeting.

## VIII. Club Positions

### Voting Board Members

The Board of Directors of the Club consists of the following elected officers, each of whom shall have one vote in Board decisions:

#### **President:**

- Shall prepare an agenda for and preside over general meetings
- Submit a monthly report for the newsletter
- At the beginning of each term, assist the Board to determine the Club's activity goals for the coming year
- Assist the Board to establish a budget to meet the goals of the Club for the annual car show, monthly newsletter and car club regalia
- Hold a Club post office box key
- Have Club check signing authority
- Delegate Club responsibilities
- Organize the annual election of officers
- Shall serve for a two (2) year term and shall not pay dues while in office
- Have a budget to reward those members who go above and beyond in the club (see guidelines).

#### **Vice-President:**

- Shall assist the President first, second, any Board member when needed
- Assume the duties of the President in his/her absence and may also act in the capacity of Events Coordinator

As Events Coordinator, they may:

- Coordinate Club functions and other events
- Arrange for event commentaries and photos to be submitted to the newsletter
- Provide a calendar of events to the newsletter

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## **Recorder:**

- Shall take the minutes of the Club's general and Board meetings
- Prepare the general meeting notes and number of attendees present for the newsletter
- Be responsible for Club stationary and business cards and Club fliers

## **Treasurer:**

- Shall keep correct records and financial accountings of the Club's income and expenses and report on same at Club meetings
- Maintain Club bank accounts including depositing club monies
- Have Club check signing authority
- Collect and distribute the mail from the Club's P.O. Box
- Provide a year-end financial report to be presented at the December Club meeting

## **Membership Chairman:**

- Shall issue and collect new member applications
- Provide a new member welcome package
- Maintain a membership roster and publish it at least once a year
- Compile a mailing list for the newsletter
- Submit member data to the newsletter
- Maintain the Google Groups email distribution
- Organize the club events booth at the Club's car show

## **Newsletter Editor:**

- Shall gather and format articles from various sources and arrange for the printing and mailing of the monthly Club newsletter, "The Clear Hooter"

## **Advertising and Classified Manager:**

- Shall obtain new advertisers for the newsletter and oversee the renewal of previous advertisers

## **Webmaster:**

- Shall maintain the Club's website, including updates of Club events, event photos, domain registration and hosting

## **Non-Voting Board Members**

These are elected positions but do not vote on board decisions. They should attend board meetings though:

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## **Club Historian:**

- Shall maintain the Club library of publications, photos and tapes and provide the newsletter with an update of the materials available

## **Club Photographer:**

- Shall photograph events and individuals at Club events
- Submit photos to the Club newsletter editor

## **Immediate Past President:**

- May serve a one (1) year term as an Ex-officio member of the Board to provide on-going continuity of projects and as a resource person
- Provide a tie-breaker vote in the event a board vote ends in a tie

## **Other Non-Board Positions**

These are board appointed positions and do not vote on board decisions. They should attend board meetings though:

**Car Show Coordinator** – Shall report directly to the Board of Directors, shall submit a budget for the annual car show to the Board and form a committee and present same to the Board.

**Regalia and Raffle Coordinator** – Shall submit a proposed budget to the Board and consult with the Board for cost approvals for any and all purchases or regalia for Club use. Shall attend the General meetings and manage a raffle of various prizes each month and/or assign a club member to assist. Shall maintain the Club regalia inventory and promote regalia sales.

## **IX. Communication**

- A. The Club uses Google Groups for all club related announcements and business.
- B. New members are added to the email distribution list and inactive members are removed. This is done by the Membership Chairman or other assigned person.
- C. Anyone who is a member can send email to the Club. However, emails sent should be limited to Club announcements or events, or other Club related business. Any other email sent that is deemed to be inappropriate by the Board may result in sending privileges revoked.
- D. The Club also maintains a website (<http://www.centralcoastbritishcarclub.com/>) where you can find club related information.

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E. If a member doesn't have email, a black and white copy of the Clear Hooter can be mailed. Members must make special arrangements with the Newsletter Editor. Members who have email and still want a mailed copy will pay an additional fee with their annual membership.

## X. Insurance

A. The Club shall obtain and keep in effect an insurance policy to indemnify the club from liability issues that may arise. This may be as part of the umbrella policy by another organization (i.e. Vintage Triumph Register, etc.).

## XI. Disbandment

A. In the event the Club is disbanded, any remaining assets shall be donated to a charitable cause, such cause to be determined by the members of the Club at the time of dissolution.

## XII. By-Laws

- A. A proposed amendment to these By-Laws may be submitted by any member. The proposed amendment shall be incorporated if it receives a majority vote of the Club members present at a general meeting.
- B. The By-Laws shall be reviewed by the board at least once every five (5) years and updated as necessary. Updated copies shall be distributed to all active club members.

## XIII. Special Awards

- A. The President shall have a budget to reward those members who go above and beyond in the Club (see guidelines below).
- B. The Board may suggest special awards to the President
- C. The Board may present an award to any member of the CCBCC who has excelled in the Club. This award has to be approved by the President.

Award Guidelines: Club and board members who are the lead organizers of a club run(s), coordinates an annual event or organizes community related events.

D. The budget shall not exceed 5% of the club budget at year end. Awards are presented at the annual Club Holiday Party.

Respectfully submitted:

Jim Hill  
Jim Hill (President)

April 5, 2016  
Date