



GRAND STRAND BRITISH CAR CLUB

POLICIES & PROCEDURES

Article I. Membership Dues

- A. Membership requires payment of Annual Dues. Any Annual Dues increase shall be proposed by the Board to the general membership for voting no later than the end of October for the next year to allow for administrative changes to be made.
- B. New Membership Annual Dues shall be paid to GSBCC at the time that a New Membership Application is submitted and shall grant Membership for the remainder of the current membership year. An initial Membership Application received on or after October 1 shall in addition be granted Membership through the following first full year of membership without need to pay additional Annual Dues.
- C. Annual Dues for all other current Members shall be payable in advance by the beginning of the membership year which begins January 1 and ends December 31. A 60-day grace period shall be allowed for receipt of a Membership's Annual Dues.
- D. If a Membership is in default of Annual Dues payment at the end of the grace period, being March 1, club privileges and meeting and event information shall be discontinued until such time as Annual Dues are collected and Membership is renewed. Payment for reinstatement shall be at the new member price.

Article II. Termination of Membership

- A. Rights and privileges granted to Membership in GSBCC shall terminate when Membership ceases, either by voluntary withdrawal, failure to renew, or by suspension or expulsion.
- B. For a Membership to be suspended or expelled, a written notice by a complainant stating the offense shall be sent to the Membership's address of record, and a copy must be presented to the Board of Directors who will investigate the complaint and present their findings to GSBCC's membership.
- C. If suspension or expulsion is recommended by the Board of Directors, an

affirmative vote of a simple majority of GSBCC membership present at any regular meeting or at any called meeting announced in advance for the purpose shall be required for ratification. Termination of Membership shall not relieve any individual of obligations to GSBCC which arose during the period of Membership.

Article III. Officers

- A. Except as otherwise expressly provided by the By-Laws, the powers and duties of the Officers and Directors of GSBCC shall be as prescribed by the BOD. Notwithstanding this provision, all notices, announcements, and materials disseminated to the membership shall be done only with the approval of the BOD.
- B. The President shall be the principal Executive Officer of GSBCC, preside at all meetings of the Membership and Directors, shall be the ex-officio member of all Committees, and shall have the general powers and duties usually vested in the office of the president of a club. The President shall supervise and conduct all of GSBCC's business and affairs and shall sign documents pertaining to such.
- C. The President shall appoint Directors and Committee Chairs to new and vacated positions. A vacancy can be created by resignation or by an absence from three consecutive, regularly scheduled meetings.
- D. The President shall countersign GSBCC business checks initiated by the Treasurer.
- E. The President shall call for an annual audit of the financial books of GSBCC by appointing a committee from the Membership.
- F. In the absence, or at the request, of the President, the Vice President shall perform the duties of the President and shall have all the powers and be subject to all the restrictions upon the President.
- G. The Secretary shall keep a written record of the minutes of club meetings and of any meetings of the BOD.
- H. The Secretary shall maintain an accurate distribution list and shall disseminate (either by paper or electronically) all meeting notifications, scheduled events, business, and other necessary correspondence to GSBCC Membership and other interested parties.
- I. The Treasurer shall keep all financial accounts of GSBCC and have custody over and be responsible for all funds and securities of GSBCC, including all reporting of tax information to the IRS and to Membership.
- J. The Treasurer shall receive funds and give receipts for all payments to GSBCC and deposit all payments in the name of GSBCC in such bank as the BOD may designate.
- K. The Treasurer shall only pay bills authorized by the BOD and shall give a report to GSBCC Membership at club meetings and to the Secretary for publication to Membership. All expenditures over \$500 must be presented for approval to the BOD and must be approved by a simple majority of the BOD.

Article IV. Committee Chairs

- A. The Newsletter Editor shall be responsible for GSBCC's newsletter and shall receive New Membership data from the Membership Chair for publication in the newsletter. Newsletters shall be published and sent out to GSBCC Membership and other interested parties on a monthly basis.
- B. The Membership Chair shall be responsible for the collection of New Membership Applications and Annual Dues which will be forwarded to the Treasurer for deposit and ensure that New Membership data is forwarded to the Newsletter Editor. Membership Chair shall maintain the current GSBCC Membership roster.
- C. The Events Chair shall coordinate and orchestrate the annual calendar of events for any social or motor events as desired by the Club. The Events Chair may form an Events Committee to assist with coordination of events. However, only the Events Chair will be a member of the BOD and report to the BOD.
- D. The Immediate Past President shall represent Membership at large and will provide advice to new Officers, providing continuity to the club.
- E. Each Committee Chair is expected to attend all BOD meetings.

Article V. Annual Officers Elections

- A. At the September club meeting, the President shall appoint a Nominating Committee for the purpose of determining a slate of nominees for GSBCC Officers for the coming year.
- B. At the November club meeting, such slate of Officer nominees shall be introduced to GSBCC Membership by the Nominating Committee. GSBCC Membership may make additional nominations at the meeting.
- C. At the December meeting, the President shall call for elections. GSBCC Membership may make additional nominations at the meeting. The slate of Officer nominees shall be voted upon by simple majority of those present and voting.
- D. In the event that there are two or more nominees for any office, voting for such office shall be conducted by secret ballot, which shall be presented to the Nominating Committee for counting. If a member of the Nominating Committee should be one of the individuals being included in the secret balloting, then that individual will step aside and a temporary Nominating Committee individual shall be selected by the Executive Committee (President, Vice President, Secretary, and Treasurer). Such election shall be by an affirmation of a simple majority of Membership present and voting.
- E. At the December meeting or no later than 15 days after the election, all documents and Club materials will be transferred from the outgoing Directors to the newly elected Directors. Outgoing Directors will assist the new Directors.

Article VI. BOD Meetings

- A. The frequency of BOD meetings is determined by organizational business need.
- B. At all meetings of the BOD, no less than a simple majority of the members of the BOD shall be necessary and sufficient to constitute a quorum for the transaction of business.
- C. Any act approved by a simple majority of the Directors present at any meeting at which there is a quorum shall be a valid act of the BOD.
- D. In the event that a Director holds more than one office, whether elected or appointed, that Director shall have only one vote on issues requiring a vote of approval by the BOD.

Article VII. General Club Meetings

General club meetings will be held monthly at such times and locations as are agreed upon by the membership.

Article VIII. Events

GSBCC shall organize one major annual event whose purpose, date, and venue will be determined by the BOD. GSBCC shall also organize at least one monthly driving event, weather permitting. All members are encouraged to participate.

Article IX. Directory

On March 15 of each year, the Membership Chair shall update the membership directory in the members' only section of the GSBCC website. The directory shall include the names, addresses and vehicle information of each member as authorized by the member. Phone numbers and e-mail addresses will be published if available, unless a member requests that such information be withheld.

Article X. Section 15: Insurance

The Treasurer of GSBCC shall maintain a Directors and Officers insurance policy to protect GSBCC and its Officers in carrying out the duties and functions of GSBCC. Such insurance shall not cover fraud, malfeasance, criminal activity or wanton irresponsible acts of any Officer or Membership of the GSBCC.