

## **SanCap Motor Club**

The By Laws contain provisions for the regulation and management of the affairs of the Corporation as is consistent with Florida law and the Corporation Articles of Incorporation.

### **Section One**

#### **Membership**

Members must be 21 years of age or older and have a passion for special interest automobiles.

Interested parties may apply for membership in three ways:

1. Our online web site, [www.sancapmotorclub.com](http://www.sancapmotorclub.com) has a membership tab with a membership application link where an application can be printed. This application may be mailed to the posted address with your initial dues. The Corporation membership chairperson will contact you to attend a meeting.
2. You may come to one of the club meetings and fill out a membership application.
3. You may obtain a membership application from a club member.

The Corporation By Laws can be read and printed from the Corporation website. A printed copy of the By Laws is available upon request.

Family membership consists of two adult voting members and all children under the age of 21, who are entitled to attend Corporation meetings and participate in Corporation activities. Single membership consists of one adult voting member and all children under 21, who are entitled to attend Corporation meetings and participate in Corporation activities.

Membership annual dues are due January 1st of each year. Anyone joining after July 1st in a given year will have initial dues at 50 percent of the total yearly dues.

The amount of initial membership dues and membership renewal dues will be determined by the Board of Directors during their first meeting in January.

Grounds for revocation of membership include: non-payment of renewal dues by December 31st, any acts that reflect poorly on the Corporation or its fellow members.

### **Section Two**

#### **Meetings of Membership**

- (1) "Robert's Rule of Order" shall apply to all Corporation meetings.

(2) Meeting times, locations and dates will be determined by the Board of Directors and be posted to the Corporation website at least 10 days in advance. Meetings usually occur once a month. Members must sign in their attendance.

(3) A majority of members present at a meeting constitutes a quorum for conducting business at all regular as well as special meetings.

(4) A budget committee, comprised of the four Officers, shall prepare the Corporation's annual budget for the fiscal year and present it at the Board of Directors meeting in October. The Board approved budget will be presented to the membership for a majority vote within the next two membership meeting dates.

(5) All notifications of meetings and general communication to the membership will be done through email or the website. Electronic presence is only permitted with the approval of the Corporation President.

### **Section Three**

#### **Prohibited Acts**

(1) It is prohibited for any member to use the Corporation master email list without approval of the Board of Directors.

(2) It is prohibited to receive any compensation of net earnings and profits of the Corporation by the officers, directors, employees, agents, representatives, committee members, or other persons associated with the Corporation.

(3) No director, officer, employee, agent or representative of the Corporation will take any action to engage in any activity on behalf of the Corporation not permitted by an organization exempt under Section 501C(3) of the Internal Revenue code.

### **Section Four**

#### **Corporate Reports**

1. The Corporation will maintain proper book and record keeping, including the Corporation's annual report, as provided in Chapter 617 of the Florida Statutes.

2. The Corporation fiscal year will be from January 1st through December 31st.

## **Section Five**

### **Purchases**

Any purchase of \$500 or more shall be authorized by the Board of Directors before processing.

## **Section Six**

### **Officers and Board of Directors (General)**

1. The Board of Directors shall consist of up to nine (9) members with a minimum of five (5) members, including four officers: President, Vice-President, Treasurer and Secretary.
2. The incoming President will be appointed by the Board of Directors. The Board of Directors and Officers will be appointed by the Current and outgoing Board of Directors. The President, Officers and Board members will take office January 1st. All members are encouraged to participate in the Board process and should express interest for a position to the incoming President by October 1st.
3. The Board shall meet at a time and place to be determined by the Board of Directors, usually once a month. Dates and times will be emailed to Board members at least seven days in advance of the scheduled meeting.
4. No member may apply for or hold more than one position on the Board of Directors during the same term.
5. Vacancies that occur on the Board during a term will be filled for the remaining part of the term by appointment by the President.
6. Terms of office will be one year, from January 1st through December 31st.
7. All members shall serve without financial compensation.

## **Section Seven**

### **Officers and Board of Directors (Specific)**

#### **Officers**

**President:** Establish and lead membership meetings. Establish and implement successful projects and goals for the year. Establish committees as needed for those projects to reach approved goals. Develop leadership and fellowship among members as well as with other car clubs. Establish recruitment goals. Oversee the Board of Directors and committees. Execute approved directives of the membership. Introduce new members at membership meetings.

**Vice President:** Assist the President with all directives and responsibilities. Assume the leadership role of the President in his/her absence. Lead and oversee all aspects of the annual car show.

**Treasurer:** Account for collection and dispersal of Corporation funds. Maintain the Corporation checking account and keep accurate records. The Corporate checking account will require two Officers signatures. Provide financial reports and all necessary paperwork to an outside independent accountant. Operate 50/50 drawings at member meetings.

**Secretary:** Record all pertinent information from membership meetings. Establish and provide meeting minutes report. Record attendance at meetings. Disperse correspondence to assigned committees or team leaders.

## **Directors**

**Membership:** Establish recruitment goals under the direction of the President. Establish an information and welcome packet for all new members. Collect new member and renewal dues, record transactions and forward to the Treasurer. Produce and maintain a current membership roster.

**Store Keeper:** Purchase corporate merchandise. Compile and maintain an inventory report on corporate merchandise. Create an annual inventory budget. Insure best value for best dollar spent purchasing. Have all merchandise available at member meetings.

**Webmaster:** Maintain and update the corporate website to meet the need for information, updates, recruitment and overall club correspondence. Create an annual budget for website expenditures.

**Historian:** Take and collect pictures of club events and deliver to the Webmaster for publishing to the corporate website. Collect and store meeting minutes, membership lists and club correspondence.

**Sunshine:** Send greeting cards to members for special occasions. Create an annual budget of expenditures.

## **Section Eight**

### **Amendment of By Laws**

The Corporation's By Laws may be amended, altered, restated or repealed and new By Laws may be adopted only by the affirmative vote of two thirds (2/3) of the membership present at a meeting for which written notice was given at least one month (30 days) prior to the intention to alter, amend, repeal or adopt new By Laws.

**These By Laws are adopted on this**

Scot Congress, President \_\_\_\_\_

Mike Stone, Vice President \_\_\_\_\_

, Secretary \_\_\_\_\_

Melissa Congress, Treasurer \_\_\_\_\_