

CONSTITUTION AND BY-LAWS
SUSQUEHANNA VALLEY VINTAGE SPORTS CAR CLUB REGION
PART 1 – CONSTITUTION

As amended and approved by the General Membership on May 26, 2007

ARTICLE 1: NAME AND PURPOSE

- Section 1 – The name of the club shall be the “Susquehanna Valley Vintage Sports Car Club Region, Antique Automobile Club of America”, hereinafter referred to as “The Club”.
- Section 2 – The Club is established with endorsement of the charter membership. It will operate entirely as a self-supporting, non-profit organization and will comply with all requirements to maintain regional membership, in good standing, with The Antique Automobile Club of America, hereinafter referred to as “AACA” and abide by the Constitution and By-Laws of the AACA.
- Section 3 – The Club shall be dedicated to the maintenance, preservation and enjoyment of vintage sport and touring cars.

ARTICLE 2: MEMBERSHIP

- Section 1 – Membership in The Club shall consist of all persons interested in vintage sport and touring cars. Ownership of a vintage sport or touring car is not a prerequisite for membership.
- Section 2 – Any member, by accepting membership in The Club, agrees to abide by the Constitution, the By-Laws attached hereto and all other regulations with respect to The Club.

ARTICLE 3: CLUB ORGANIZATION

- Section 1 – The Club will be organized in the following manner:
1. Board of Directors – The Board of Directors shall direct and advise the Executive Committee and General Membership. The Board shall consist of the current President, Immediate Past President, and three (3) elected Directors, with staggered terms so that the term of one of the elected Directors expire each year. Each elected Director shall hold office for a term of three (3) years and until a successor shall have been elected, or until his or her earlier death, resignation or removal for conduct or actions detrimental to The Club and acted upon by the remaining members of the Board of Directors upon their review. The Board of Directors are required to maintain membership in AACA. The Charter Board of Directors (the founding members) will be granted Lifetime Membership.
 2. Executive Committee – The Club shall be GOVERNED by an Executive Committee who shall be elected by the members of the club at the November general Club meeting as per Appendix 2. The term for members of the Executive Committee shall be 12 months. The Executive Committee who are required to maintain membership in AACA, exercise operational control of The Club. The Executive Committee will consist of:
 - a. The President
 - b. The Vice-President
 - c. The Secretary
 - d. The Treasurer
 3. The General Membership

ARTICLE 4: MEETINGS

- Section 1 – Meetings shall be held as follows:
1. Board of Directors will meet no less than quarterly.
 2. Executive Committee meetings shall be held at the call of the President to consider matters concerning the operation and administration of The Club.
 3. General Membership meetings will be held on a regularly scheduled date and time designated by the Executive Committee with approval of the Board of Directors. Matters presented to the general membership at meetings will include the following:
 - a. Financial Statements
 - b. Discuss and plan Club activities
 - c. Any other item of business concerning The Club
- Section 2 – Special General Membership Meetings may be convened at the request of:
1. The Executive Committee, or
 2. The signed request of 25% of the general membership and submitted to the Board of Directors.

ARTICLE 5: VOTING MAJORITY

- Section 1 – Any decision made or vote taken at a General Membership meeting or Special General Membership meeting shall not be valid unless the vote is approved by the majority of the members present.

ARTICLE 6: AGENDA

- Section 1 – The agenda for a General Membership meeting shall be presented at the time of The Club meeting.

ARTICLE 7: AMENDMENTS

- Section 1 – Proposals to amend this Constitution or the By-Laws may be submitted in writing at any regular meeting of The Club. Such proposals must be signed by at least six (6) members before being submitted. All proposals will be presented to the General Membership a minimum of 14 days prior to the next regular meeting by the Secretary. A majority vote of two-thirds (2/3) of the General Membership members present will be required for the amendment to be adopted.

ARTICLE 8: AACA

- Section 1 – SVVSCC shall not hold any activity in conflict with a National event of the AACA.
- Section 2 – Announcements of SVVSCC activities must be sent to the AACA Vice President – National Activities.
- Section 3 – The names and addresses of all SVVSCC officers and members must be sent to the AACA National Secretary-Treasurer each year immediately after elections.
- Section 4 – The AACA is a non-profit organization; the members thereof shall not be entitled to any individual or collective interest, participation, share, right and/or property of The Club or Region thereof; no dividends, pecuniary profits, stock dividends or payments of like manner shall ever be declared or paid to the members of this Club or Region thereof.

ARTICLE 9: DISSOLUTION OF SVVSCC

- Section 1 – In the event that The Club is dissolved, The Club will abide by Article 7, Section 7.12 of the AACA By-Laws which states “In the event that a Region or Chapter is dissolved, and the monies of that Region’s treasury remain undistributed, unless otherwise required by law, such funds shall be transferred to AACA.” All other assets or real property of The Club will be donated to the AACA Museum.

CONSTITUTION AND BY-LAWS
SUSQUEHANNA VALLEY VINTAGE SPORTS CAR CLUB REGION
PART 2 – BY-LAWS

As amended and approved by the General Membership on May 26, 2007

BY-LAW 01 – PURPOSE

1. The purpose of the By-Laws is to supplement the Constitution. These By-Laws may be amended by following the procedure in Article 7 of the Constitution.

BY-LAW 02 – EXECUTIVE COMMITTEE COMPOSITION

1. The Executive Committee members shall serve for a period of 12 months, commencing December 1st.
2. The Executive committee members' duties are listed in Appendix 1.

BY-LAW 03 – CLUB COMMITTEES

1. Committees and Chairpersons are appointed by the Executive Committee for a particular function or project. Committees should consist of, but are not limited to, the following:
 - a. Membership Committee
 - b. Activities Committee
 - c. Hershey Vintage Hillclimb Committee
 - d. Meeting of the Marquis Committee
 - e. Communications Committee
 - f. Operations & Property Management Committee
2. Expenditure by Committees – A committee may be empowered to authorize expenditures within such limits as may be prescribed by the Executive Committee for approval and payment.

BY-LAW 04 – PERSONAL INTEREST

1. Any member of the Board of Directors, Executive Committee, or Club committee will not receive any remuneration for any services provided to or relating to the management of The Club.

BY-LAW 05 – MEMBERSHIP

1. Privileges – Members of The Club may enjoy all the privileges of such membership including:
 - a. A voice in the management of The Club through the Executive Committee
 - b. One vote relative to each motion placed before a General Membership meeting
 - c. Serve on the Executive Committee and/or other committees
2. Definition – An individual membership includes only the person who applied for membership. A family membership includes the person who applied for membership, their spouse and children. For voting purposes, an individual membership has one (1) vote and a family membership has a maximum of two (2) votes.
3. Terms of Membership – The term shall be for one calendar year dating from January 1 through December 31. Memberships received after October 1 shall be for General Membership through the next full calendar year.
4. Membership List – The Membership Chairperson will maintain an up-to-date list of members in accordance with AACA reporting requirements.

BY-LAW 06 – MEMBERSHIP FEES

1. Other than the Founding Board of Directors who have lifetime memberships, every member will pay an annual membership fee to defray the normal operating expenses of The Club. The amount of the membership fee will be as determined by the Executive Committee.

BY-LAW 07 – FUNCTIONS

1. Definitions – A Club function is an activity sponsored by The Club and which all members have a right to attend.
2. Functions will be established by any of The Club committees.
3. Determination of Charges – The cost of a function will be determined by the sponsoring committee and will be assessed to the members participating in the function. When the cost of the function is assessed to be paid from The Club funds or if payment is to be made from The Club funds in combination with the members participating in the event sharing the cost of the function, the cost must be approved at a General Membership meeting.

BY-LAW 08 – FINANCIAL ARRANGEMENTS

1. Membership Payment – Membership fees are payable at the November meeting.
2. Persons Authorized to Accept Payment – The Treasurer or Membership Chairperson will accept payment of Club membership fees. When payment is being made by a member in person, an official receipt will be given at the time of payment. Payment by check or money order should be made payable to the Susquehanna Valley Vintage Sports Car Club or “SVVSCC”.
3. Action Relating to Unpaid Club Memberships – The Membership Chairperson will delete from the membership list the names of any members who have not renewed their membership at the time of the February meeting.
4. Disbursements – All payments by The Club will be made by check. This includes to pay directly for goods or services received or to reimburse a member who was authorized by the President, Executive Committee or Committee Chairperson to make a specific purchase or business transaction for The Club for which he or she paid from their own pocket, on presentation of an official receipt as proof of payment(s) made by them for the Club.
5. Persons Authorized to Sign Checks for The Club – All checks issued for payment of goods purchased or services provided to The Club must be signed for by The Club Treasurer and, for any bill above \$500., the signature of one (1) of the following authorized persons shall also be required:
 - a. The President; or
 - b. The Vice-President

BY-LAW 09 – MEETINGS

1. All meetings will adhere to Robert’s Rules of Order.
2. Executive Meetings:
 - a. Attendance – All Executive meetings shall be attended by at least three (3) of the Executive Committee and will be chaired by the President, or in his or her absence by the Vice-President to conduct Club business.
 - b. Notification of Time and Place – Notification of time and place of Executive Committee meetings will be made by the Secretary to all members of the Executive Committee.
3. General Club Meetings:
 - a. General Club meetings shall be conducted in accordance with Appendix 2.
 - b. Attendance – All members should attend General Club meetings.
4. Time and Place – General Membership meetings shall be held monthly on a regularly scheduled date and time designated by the Executive Committee with approval of the Board of Directors. Matters presented to the general membership at meetings will include the following:
 - a. Financial Statements
 - b. Discuss and plan Club activities
 - c. Any other item of business concerning The Club

BY-LAW 10 – DISCIPLINE

1. Members – Every member of The Club will be personally responsible for their decorum and for the proper observance of Club rules and customs.
2. Guests – Members introducing a guest into The Club will be responsible for the guest's conduct at Club functions.
3. Use of Club Property – Club property will not be removed without the approval of the appropriate Executive member.

BY-LAW 11 – COMPLAINTS

1. General – Complaints can be registered verbally or in writing to any member of the Executive Committee.

BY-LAW 12 – GUESTS

1. General:
 - a. It is the duty and responsibility of each member to make all guests welcome.
 - b. Official guests of The Club shall be designated as such by the Executive Committee and appropriate expenses may be assumed by The Club as determined by the Executive Committee.
 - c. Members inviting guests to Club functions assume the cost of entertaining such guests.

BY-LAW 13 – EXPENDITURES

1. General:
 - a. Except as prescribed, the funds or other assets of The Club may be expended only for the benefit of The Club, including payment of required fees to maintain membership for the Executive Committee in AACA.
 - b. The Executive Committee may authorize non-recurring expenditures up to the amount of \$500.00 (Five Hundred Dollars).
 - c. Tokens of sympathy extended by The Club to members and their immediate families, will not exceed \$35.00 and the cost will be borne by The Club.

BY-LAW 14 – FINANCIAL STATEMENTS

1. On a change of The Club Treasurer, a final statement will be prepared and will be forwarded to the President within 15 days of change.
2. Distribution of Financial Information – A copy of the financial statement will be made available upon request for review by members present at each meeting.
3. The Board of Directors will be responsible for an annual audit.

BY-LAW 15 – INSURANCE

1. The Executive Committee will ensure that adequate insurance coverage exists for The Club as required.

APPENDIX 1

DUTIES OF EXECUTIVE COMMITTEE MEMBERS

President

1. Administering and managing The Club.
2. Calling Executive Committee meetings and General Membership Club meetings and presiding at those meetings.
3. Appoints committees and chairpersons.

Vice-President

1. Assisting the President in the performance of his or her duties.
2. Officiating in the President's absence.
3. Coordinator of all committees, to assure compliance with their function or project.

Secretary

1. Preparing the agenda for Club meetings.
2. Record minutes of meetings.
3. Conduct Club correspondence.

Treasurer

1. Maintains accounts and records.
2. Prepares financial statements.

APPENDIX 2 CONDUCT OF A CLUB MEETING

INTRODUCTION

1. General Club meetings will be held in order that members can fully discuss, in a democratic manner, matters relating to the operation of The Club and arrive at decisions based upon the will of the majority of members present.
2. All Club meetings are to be conducted in a manner which will result in accuracy of business, economy of time, uniformity and impartiality. The meetings should be conducted in accordance with parliamentary procedure of Robert's Rule of Order.

PURPOSE

1. This annex outlines the responsibilities of the President in conducting Club meetings, the presentations and resolutions of motions.

PRESIDENT'S RESPONSIBILITIES

1. The control of a Club meeting is the responsibility of the President. The success or failure of the meeting depends to a great extent on preparation and planning, leadership qualities and methods. To carry out his or her responsibilities at a Club meeting the President should:
 - a. Be familiar with the Constitution and By-Laws of The Club.
 - b. Know, and follow the order of business for the conduct of The Club meeting.
 - c. Conduct The Club meeting in accordance with parliamentary procedures and be familiar with his or her duties as presiding officer in respect of the validity of motions, or amendments there to and the control of debate.
 - d. Ensure that each member has an opportunity to express his or her views, but is not allowed to abuse this right.
 - e. Ensure that all remarks are addressed to the chair and not directly discussed by two (2) or more members.
 - f. Ensure that only one (1) speaker has the floor at a time and that the speaker is not interrupted otherwise than as permitted by the rules of order.
 - g. Speak clearly on all occasions, ensuring that he or she can be heard by all members.

ORDER OF BUSINESS

1. The order of business may be established in the By-Laws of The Club, or may be determined by the President. The following will be an example of a normal order of business:
 - a. Call to Order
 - b. Roll Call (if considered necessary)
 - c. Reading of minutes (minutes of previous meetings may be distributed to all members before the meeting and formal reading waived with)
 - d. Approval of minutes
 - e. Reports of the President, Secretary and Treasurer
 - f. Reports of Committees
 - g. Old Business (arising out of minutes of previous minutes) (1) elections
 - h. New Business
 - i. Good and Welfare
 - j. Adjournment
2. If a subject of major importance, such as an amendment to the Constitution or By-Laws or a proposal, which requires study, is to be introduced as new business, it is normal to require prior notice to enable the Executive Committee to provide relevant information and for members to formulate opinions and prepare questions they might wish to ask.

MAKING A MOTION

1. A motion is a proposal that The Club take action, or that expresses itself as holding certain opinions. A motion may be made by any member of The Club except the President. To make a motion a member first obtains recognition from the President by raising his or her hand. The Secretary will record the motion and then read it back for accuracy.

SECONDING A MOTION

1. A motion must be seconded before it may be considered. Seconding a motion is expressing approval and interest, at least for purposes of discussion, by one (1) member other than the person who proposed the motion.

LEGALITY OF A MOTION

1. No motion is in order which conflicts with the avowed object or purpose of The Club or concerns a subject over which The Club has no jurisdiction.

DEBATING A MOTION

1. A motion made and seconded is stated to the meeting and becomes subject for discussion and decision. Until that time, it will not be discussed or acted upon. When moved, a motion cannot be withdrawn or ignored, except where the person who proposed the motion requests permission from the members.

VOTING

1. All motions are decided by the majority of the members present (defined in Article 5 of the Constitution). The system of voting is decided by local custom: e.g. use of ballots or a show of hands. Members cannot be compelled to vote.
2. The President may not exercise his or her own vote as a member, but will vote only in the event of a tie.

NOMINATIONS AND ELECTION OF THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

1. Nominations can be made during October and November General Membership meetings. Nominations will be open and can be made from the floor. No second approval is required. The President will inquire if nominee will accept the nomination, if so, the nomination stands. Before closing nominations, the President will inquire if there are any further nominations, and if there is no response, he or she will declare nominations closed when he or she is satisfied that there are no further nominations.
2. Voting will take place at the November General Membership meeting. Elections are decided by the majority of the members present (defined in Article 5 of the Constitution). The system of voting is decided by local custom: e.g. use of ballots or a show of hands. Members cannot be compelled to vote.
3. The President may not exercise his or her own vote as a member, but will vote only in the event of a tie.