

**Operating Guidelines
Central Virginia Miata Club
P.O. Box 75182
Richmond, Virginia 23236**

January 2, 2018

I: Name and Purpose

Section A: The name of the organization shall be the Central Virginia Miata Club (CVMC).

Section B: The purpose of the Club is to stimulate and promote interest in the sport of motoring and Miatas, provide opportunities for members to exchange ideas about Miatas, learn about the Miata and related topics, and to meet and socialize with people who are also Miata enthusiasts.

Section C: The Club will be identified online as www.centralvirginiamiataclub.net. The Club may also use other means of communicating to the public such as business cards, news releases, and/or other media announcing events suitable to public participation.

II: Members and Guests

Section A: Membership in the Club shall be restricted to persons who are interested in the Club and its purposes. Application for membership shall be accompanied by a New Membership Application Form, signed Release Agreement Form and payment of the appropriate dues as specified in the CVMC fee schedule.

Section B: Renewal of Current Membership is granted upon the completion of the Renewal Membership Form, signed Release Agreement Form and payment of annual dues at the beginning of the new year.

Section C: Members may invite and/or bring guests to all functions, except those designated as closed events. Guests must complete the Release Agreement Form in order to participate in Club rally and tour events. Closed events are announced in advance on the CVMC website.

III: Club Officers

The elected officers of the Club are President, Treasurer and Webmaster. There is no limit on the number of terms that officers can serve.

Section A: The President presides at all meetings of the Club and acts as the Club's spokesperson. The President is responsible for developing the annual plan for the Club which begins at the January meeting and ensures that events are assigned, scheduled, and published on the website. The President may appoint committees or ask for someone to act on their behalf as deemed necessary for the proper operation of the Club.

Section B: The Treasurer shall collect all dues and fees as specified in the CVMC fee schedule, maintain a complete and accurate roster, voucher register, be responsible for all receipts and disbursements,

present a monthly financial statement at each monthly meeting, and present records for an annual audit. An audit committee shall be appointed annually by the President to audit the records before transfer at the close of each year and/or before transfer of responsibilities to the next Treasurer. The Treasurer is responsible for addressing those issues that may affect the financial status of the Club.

The Treasurer will hold their position for a minimum of three years or until their resignation.

Section C: The Webmaster is responsible for developing and maintaining the Club website including an online schedule of meetings and rallies based on information provided by volunteer event leaders. The Webmaster is a central source of communication for the Club and he/she routes messages to officers and members as appropriate. The Webmaster maintains an online history of the Club on the website, develops and maintains new member packets, and assures new members are welcomed to the Club and receive appropriate Club information. The Webmaster position is ongoing to maintain consistency in the web site.

Election of officers will be scheduled as needed. Should an officer resign or no longer be able to perform their duties, nominations will be accepted from club members and elections will be announced in advance and take place during a monthly club meeting. Officers are elected by a simple majority of members present at the announced monthly meeting.

IV: Meetings

Section A: Monthly meetings are scheduled for the 3rd Tuesday of each month. Meeting locations are arranged by member volunteers and meetings are generally held at a restaurant location with appropriate space. Meeting locations are posted on the Club website and reminders are sent by the Webmaster to members by email.

Section B: Voting is by simple majority, providing a quorum is present at the meeting. A quorum consists of 30% of the dues paying members. The President can opt to conduct voting on Club business via email or other online means when he/she deems it appropriate.

Section C: Seasonal parties and related social events are scheduled by member volunteers and are announced on the Club website.

Section D: The annual planning meeting is held in January. If there are outgoing officers, they will provide an annual report of the prior year's events and business. Any new officer(s) begin the planning process for Club activities for the coming year. Plans are approved by Club members at subsequent monthly meetings.

V. Rallies and Tours

Section A: Rallies are planned and led by member volunteers who submit their plans to the Webmaster for posting in advance of the event. Rallies are generally scheduled to occur on the Saturday following the monthly meeting, but they can occur on other weekends with the permission of the President. Rally

information is posted on the Club website prior to the scheduled event and emails are distributed to Club members announcing the logistics of the event.

Section B: Tours are multiple day events that typically involve longer distances and overnight stays in motels/hotels near the planned destination. These events require more complex planning and information distribution to Club members well in advance of the event in order to make the necessary travel arrangements. Therefore tour plans must be submitted in time for members to make any required reservations prior to the event.

Section C: Club members participating in rallies and tours are responsible for maintaining their Miata in good working order, carrying appropriate insurance, and maintaining update knowledge of good driving practices when participating in Club rallies and tours.

Section D: The President is responsible for designating a Club member(s) who shall be responsible for orienting Club members regarding good driving practices while participating in Club rallies and tours.

Club Fee Schedule

Section A: Single membership is currently \$24.00 per year and is due in January. Additional memberships within the same household are \$6.00 per year. Membership begins in January.

Section B: During the year, dues are prorated at \$2.00 per month for single membership and 50 cents for additional household memberships.

Amendments and Revisions

Section A: These Operating Guidelines may be amended or revised at any regular meeting by quorum vote, providing officers are present. Proposals to amend these Operating Guidelines must be submitted in writing to the members at least two weeks prior to the vote.

Dissolution of Assets

Section A: In the event of the dissolution of the Central Virginia Miata Club, the remaining assets will be donated to a non-profit educational charity as determined by the then-current Club Officers.