DELMARVA

DRIVING CLUB INC.

Constitution and By-Laws of the Delmarva Driving Club, Inc.

Revised April 2014

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Article I- Name

The name of this not-for-profit club is:
THE DELMARVA DRIVING CLUB, INC.

Article II- Purpose and Objectives

The purpose and objectives of this Club are:
A) to promote interest in and knowledge of horse-drawn vehicles and equines;
B) to organize drives and other activities relating to horse-drawn vehicles;
C) to assist members in gaining knowledge of driving techniques, safety and skills at all levels, as well as good equine care and training;
D) to create, foster, promote and maintain cordial relations, cooperation, and exchange of ideas among all Club members and the public.

Article III- Members

A) Adults (18 years of age and above) may be considered for voting membership. Each member is accorded one vote. Family membership can have two adults vote. Members under 18 will not have a vote. Annual dues must be paid by January 31 of each year to remain an active member and receive Club privileges. The treasurer is to give or send a receipt for cash payments.

B) Applications for membership should follow the prescribed procedures:

1. A completed and signed application accompanied by annual dues amount should be submitted to the membership chairperson. The secretary will notify applicant upon acceptance.

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2. Voting on applications presented will be done as a routine part of the Board of Directors monthly agenda. 3. membership.
3. A delinquent (unpaid dues) member will be suspended and will be removed from the mailing list. Forfeiture of all privileges similar to those listed in item B3 shall go into effect, and the member will no longer be considered a member-in-good-standing.
4. Reinstatement can be gained by re-applying for membership, and by paying the current year's Dues.
5. Members are expected to exhibit courtesy to each other and any Club guests at all Club events and out in the public. At these times, they are representatives of the Delmarva Driving Club, acting as our ambassadors, and as such are expected to spread good will, exemplify good sportsmanship and proper horsemanship.
6. Should any member act in an objectionable, offensive manner deemed damaging to the Club and its stated objectives, such behavior will cause those offended members to submit letters of protest written by concerned members to any Board member. A review of the incident will be conducted by the Board, with disciplinary action taken where it is felt necessary. If disciplinary action is deemed appropriate, a written notification will be sent to the offending member. A copy of the notification will remain in the Club's records.

C) **Budgets**

I. Prior to the December meeting, the outgoing Board will prepare a proposed budget for the upcoming year. At minimum, the budget will include all anticipated operational expenses, such as insurance costs, newsletter expenses, etc., and the estimated income from membership dues. The proposed budget will be presented at the December meeting and must be approved by the incoming Board.

2. Prior to the February meeting, the new Board will prepare a revised budget to reflect the estimated costs for non-routine activities and events for the year, and the amount and sources of income needed to pay those costs. The revised budget will be presented at the February meeting after being approved by the Board.

3. A budget will be prepared for all activities or events not included in the approved annual budget where the estimated cost exceeds $200.00. All activity budgets require approval by the Board prior to the expenditure of funds.

C) Expenditure of Funds

All expenditures of Club funds require approval by the Board, except as explicitly described by the following:

I. The host or organizer of a Club-sponsored pleasure drive may be reimbursed for expenses incurred during the event for up to $100.00 without prior approval. Receipts or other proof of money spent is required.

2. The Board is authorized to pay any and all normal and/or recurring Club bills included in the approved budget for the year. All such expenditures will be reported to the general membership at the next regularly scheduled monthly meeting.

3. The Board, by majority vote, is authorized to expend Club funds to pay one-time or non-recurring operational expenses not included in the approved budget up to $200.00. All such expenditures will be reported to the general membership at the next regularly scheduled monthly meeting.

4. The Board, by majority vote, may expend up to $200.00 per month to conduct business directly related to the Club's purpose and objectives. All such expenditures will be reported to the general membership at the next regularly scheduled monthly meeting.

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Article IV - Finances

A) Dues and Fees

I. Determination of dues for the upcoming year shall be set by the eligible members in attendance at the December meeting, following discussion of the anticipated operational expenses and budget for the upcoming year. Dues should be set, at minimum, to cover operational expenses. Votes will be cast by ballot.

2. Should any member pay dues for the upcoming year prior to the December meeting, that member is expected to pay any difference between the former and new dues amount.

3. Dues are non-refundable.

4. If a member in good standing experiences financial difficulties in the payment of the dues in a timely manner, the situation may be reviewed by the Board. The Board may decide on an extension of time for the payment, or the board may waive the payment.

5. Should the membership decide by majority vote to dissolve the Club, all monies and property will be dispersed to other exempt organizations in accordance with Federal Publication 557 for a 50l(C)7 organization

Article V - Officers

The officers of the Club are: President, vice-president, secretary, treasurer and five directors.

Together this is considered the Board.

A) Each officer will serve a one-year term and must have been a member for at least one year at the time of nomination.

B) Each director is elected for a two-year term, and must have been a member for at least one year at the time of nomination.

C) Elections will be held during each December meeting. In preparations for this elections, a nominating committee will be named by the president, and the slate must be presented to the membership via the newsletter at least one month prior to the December meeting. Additional nominations for each office may be made at the meeting.

D) No proxy or absentee votes are permitted.

E) Voting is done by ballot.

F) A vacancy occurring in any office except the presidency is filled by appointment by the Board and will be effective for the remaining unexpired term.

G) Any officer or director absent for two meetings per year may be relieved of the responsibilities of that office by a majority vote of the Board of Directors, and a replacement shall be appointed as directed in the above clause.

H) Upon the vacancy of the office of president, the vice-president assumes the position for the remainder of the unexpired term.

I) An officer or director may resign from office by submitting a written resignation to the Board.

J) Minimum duties of each office follow. Additional duties may be assigned.

I. President: Preside at all business meetings, voting only as a tiebreaker. Set committee chairpersons, appoint the nominating committee, and perform all such duties as prescribed by the current Robert's Rules of Order, the parliamentary authority adopted by this Club.

2. Vice-president: Presides at business meetings in the absence of the president. In addition, shall perform all such duties as prescribed by the current Robert's Rules of Order, the parliamentary authority adopted by this Club.
3. Secretary: Shall keep and preserve the minutes of all meetings of the Club, maintain an accurate and complete record of the membership roster, this responsibility may be delegated to a membership chair person: respond to correspondence as directed and notify new members of their acceptance. An attendance record is to be kept for all meetings. In addition, is to perform all such duties as prescribed by the current Robert's Rules of Order, the parliamentary authority adopted by this Club.
4. Treasurer: Is custodian of all monies of the Club, and handles the disbursement of funds with checks to be signed by the treasurer or other authorized board member. A verbal (or written) report is to be presented at each business meeting. An accurate written report of the financial condition of the Club shall be prepared quarterly for the April, July, October and December meetings, in preparation for turning over financial records to the incoming treasurer. In addition, shall perform all such duties as prescribed by the current Robert's Rules of Order, the parliamentary authority adopted by this Club.
5. Directors: Contribute to leadership of the Club and may be requested to fill assorted responsibilities as set forth in Standing Rules, attached to this document.
K) All outgoing Board members are required to relinquish all Club records and property at the end of the term, so that officers shall have these items in hand by the first

official meeting of the new year. Archival items are to be turned over to the vice-president for recording and storage.
L) An informal audit of finances and inventory shall be performed at or just prior to the first meeting of the new year, and should include members from both incoming and outgoing Board.

Article VI- Meetings
General meetings shall be held with the focus of education, demonstrations and socialization with minimum time spent on official club business. Board meetings shall be scheduled for the first Thursday of each month or as close to that day as possible.
The date, time and locations of the meetings shall be announced in the newsletter. Meetings shall be conducted in accordance to the current Robert's Rules of Order, the parliamentary authority adopted by this Club.

A) A quorum equal to 1/l0th of the paid membership as of January 31 each year shall be required to conduct official business.
B) Monthly Board meetings shall include the reading and approval of minutes from the preceding meeting only if not published in the newsletter beforehand.
C) Special meetings may be called by the Board when deemed necessary. Members will be notified in the newsletter of the date, time, and place, and the purpose of the meeting a minimum of two weeks in advance of the meeting.
D) Items to be included on the agenda may be requested of the
President prior to the meeting or may be presented at the appropriate stage of the meeting, i.e., old business, new business, etc.

Article VII - Committee
Committees are established on an as-needed basis by the President, as either a Standing committee or an Ad-Hoc committee. Standing committees are established to address long-term or recurring issues or needs and will generally remain in effect for a longer duration than Ad-Hoc committees. Ad-Hoc committees are established to address one-time or short-term issues or needs. All committees shall have a chairperson, appointed by the President. Committees may be dissolved when the issue or need has been resolved.

Article VII- **Amendments**
This Constitution and these By-Laws may be amended by a 2/3 vote of a quorum of the membership at any meeting.

STANDING **RULES**
The president shall solicit volunteers to handle such duties as newsletter editor/publisher' education leader, safety officer, pleasure drives coordinator, nominations committee, trailer towing
and storage overseer, sunshine correspondent, and historian.

A membership roster is to be prepared and distributed to members as soon after January 31 as possible.

Members may borrow Club-owned reference materials and tapes, but must first sign them out though the club librarian, or any member of the club so designated by the President, who is in charge of and responsible for Club media and literary assets

Members using the Club trailer for show or event appearances and displays and selling items are expected to keep the inventory up-to-date. Store all equipment and supplies neatly before returning the trailer to its designated storage location.

Archives shall be stored in the trailer, except for those items that are heat or cold sensitive, such as video tapes and photographs. One volunteer, approved by the Board, shall keep the trailer and be responsible for the contents

All members are given a copy of Club by-laws and a membership roster immediately upon becoming a member or as soon after as is possible. Members who do not have a copy of the by-laws should contact the secretary to receive their copy.

The Club shall acknowledge a member's illness, death or other concern including events to be celebrated with an appropriate card. Exceptions to this rule shall be voted upon by the general membership or directors as occasions require.