

CENTRAL FRASER VALLEY CHAPTER (CFVC) of the VINTAGE CAR CLUB OF CANADA

POLICIES AND PROCEDURES

1. Purpose.

The purpose of this document is to provide guidance and continuity to the CFVC Officers, Directors and Members in conducting the activities of the chapter.

The CFVC is established under the authority of the Constitution and By-Laws of the Vintage Car Club of Canada (VCCC). The principal office of the CFVC will be in Abbotsford, BC, or at such place in the Central Fraser Valley of British Columbia as the Board of Directors shall from time to time decide.

The CFVC shall support the objectives of the VCCC.

2. Membership.

Membership in the VCCC shall be a requirement and prerequisite to membership in the CFVC.

The conditions governing membership in the CFVC shall be as defined in the VCCC By-Laws.

The dues payable by members of the CFVC shall be an amount fixed by vote of the members at a regular or special meeting.

3. Meetings.

Officers and Directors of the CFVC shall meet at least once per month for the purposes of planning CFVC business and activities, and such shall occur at a time and location specified by the President. Ex-officio members of the Board are welcome to attend these meetings.

A regular meeting or function shall be held monthly (except for July and August) for the purposes of transacting business and/or socializing.

Voting at meetings of either the Board or Members is to be carried out in accordance with paragraph J. 1.) of the Chapter By-Laws portion of the VCCC By-Laws, namely "all voting at the Chapter level shall be determined by a simple majority of 50% plus one of those eligible and in attendance at the time of the vote."

4. Elections.

Elections for positions on the Board of Directors of the CFVC shall be held in the month of December each year. At the November meeting each year, the person holding the position of Past President shall form a Nominating Committee to present to the membership at the December meeting the names of individuals recommended as directors and officers.

At the December members' meeting, the report of the Past President shall be given, and also nominations from the floor shall be accepted. The Past President shall chair the portion of the meeting dealing with elections.

(Elections continued)...

Newly elected officers and directors shall assume their responsibilities on the first day of January following their election. Unless elected by acclamation, voting shall be by secret ballot, which ballots shall be destroyed after the election, by the Past President.

Should the immediate Past President not be available to form a nomination committee or conduct the election process, then any willing Past President may be appointed by the directors to so act.

5. Officers, directors, and ex-officio positions.

Officers, director and ex-officio positions of the CFVC shall include the following:

Officers:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. National Governor

Directors:

- a. Entertainment and Activities Coordinator
- b. Entertainment Coordinator
- c. Advertising
- d. Facilities
- e. Food Services

Ex-Officio:

- a. Immediate Past President
- b. Newsletter/Webmaster/Communications person
- c. Sunshine person
- d. Year-bar records and distribution person
- e. Scrap book person
- f. Membership and name-tag draw person
- g. Coffee person
- h. 50-50 draw person
- i. Chapter Financial Review Committee

6. Financial Records.

Financial records of the CFVC are to be kept by the treasurer in accordance with the VCCC By-Laws. Prior to the annual election meeting of the members, the President shall appoint two members, who are not officers or directors, to ascertain the correctness of the CFVC accounts.

7. Policies and Procedure Review.

To provide continuity and efficiency, the policies and procedures of the CFVC shall be reviewed at the November members' meeting each year.

CFVC is a Chapter formed within the VCCC, and is therefore governed by the Constitution and By-Laws of the VCCC. The CFVC Policies and Procedures are in addition to and supportive of the VCCC Constitution and By-Laws. Where the Policies and Procedures are not specific in the conduct of business, Roberts Rules of Order (Revised) shall be employed.

8. General Philosophy of CFVC.

CFVC is primarily a social organization aiming to support the vintage and modified car hobby. As such, the focus of the Chapter is intended to be "old car" activities and entertainment, rather than other endeavours.

9. Format of CFVC Meetings.

A CFVC members' meeting will normally consist of business, refreshments and an entertainment component. Changes to the routine, such as dinner meetings and/or picnics, are encouraged. The intent of the Chapter is to provide an enjoyable time for members, officers and directors alike.

Individual members are expected to volunteer their services to assist in the Chapter's activities.

10. Club Activities.

The CFVC is a social organization, as opposed to a service organization. Activities will be encouraged, such as the display of members' and other vehicles, the raising of Chapter funds, the visiting of Seniors' facilities, or such other activities as may be promoted by the Chapter. Individuals seeking to promote charitable endeavours shall, with the President's permission, address Chapter members for the express purpose of highlighting a charitable event.

Guest speakers are encouraged at Chapter meetings.

Events, activities and projects of the Chapter must have prior approval of the Board of Directors.

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Year bars and Service bars. The distribution of service bars (5, 10, 15 years, etc. and officer name bars) will normally be carried out at the annual Christmas Party. Service bars will count the year joining as the first year of service.