



## **Mossy Creek Cruzers Car Club By-Laws**

This document outlines the constitution and general guidelines of the Mossy Creek Cruzers Car Club.

### **ARTICLE ONE: Name & Purpose**

**Section 1: Name:** The name of this Club shall be the Mossy Creek Cruzers Car Club (hereafter referred to as the Club).

#### **Section 2: Purpose**

The Club, operating in Jefferson County, TN, shall operate as a non-profit organization, to promote enthusiasm for classic/antique cars and to promote good fellowship among members and other car enthusiasts. It is the intent of the Club to share the fellowship of our community by donating to charities and families in need.

### **ARTICLE TWO: Membership**

#### **Section 1: Eligibility**

- A. Membership in the Club shall be open to anyone with an interest in classic/antique cars. All Club members are encouraged to attend and participate in all Club meetings and Club sponsored functions.
- B. Membership shall consist as Primary member and one (1) other person (husband/wife, significant other, or one family member in the same household).
- C. Member must be a minimum age of 18 years old.
- D. The Club will not discriminate concerning age, except a minimum age of 18 years old, sex, race, religion, or national origin.
- E. Rejoining the Club. If membership has lapsed more than one year, the member would be interviewed for the reason their membership lapsed prior to approving the application.

#### **Section 2: Charter Member Definition**

- A. Charter Member. A Charter Member is an active members who had paid their dues by the March meeting 2012. Charter members are those original members that organized and started the Club and those who attended the first meeting. Charter members do not pay annual dues.

#### **Section 3: Dues**

- A. Dues are \$20 per year for primary member plus the one ~~they joined with~~ other person (see Article 2, Section 1B).
- B. Dues shall be increased by the membership as required. Dues shall be paid at the January meeting each year and should be received no later than the end of March. Dues are non-refundable.
- C. The membership form and check for \$20 can be mailed in to: Mossy Creek Cruzers Car Club, 562 North Hwy. 92, Jefferson City, TN 37760.

### **ARTICLE THREE: Meetings**

**Section 1:** Monthly meetings will be held the first Tuesday of each month unless otherwise changed by the membership. The presiding officer shall call the meeting to order.



- A. Roberts Rules of Order will be followed at the meetings.
- B. A typical meeting agenda will include:
  - a. Call to Order, Opening Prayer and Pledge of Allegiance, Welcome Guests and New Members, Approval of previous months minutes (published in Newsletter), Treasury report, Old business, New business (to include event planning), and Adjournment.

**Section 2:** Notice of meetings. All regularly schedule meetings will be published in the Newsletter. They will be also be published on our website. The Secretary will announce any non-regularly scheduled meetings through email.

**Section 3:** In order to maintain simplicity all Club actions requiring a vote of the membership, shall be by majority of those present at the Club monthly meetings.

**Section 4:** Guests at Club meetings must be sponsored by an active member, Officer, Director or Operating Committee Leader of the Club. Sponsors must let the presiding Officer know of the visitors before the main meeting begins so they can be placed on the agenda.

## **ARTICLE FOUR: Elections for Officers & Board of Directors**

### **Section 1: Elected Positions**

The membership shall nominate and elect from its body:

- A. Four Officers: A President, Vice President, Secretary and Treasurer.
- B. A Board of Directors. The minimum number of directors is three. A husband and wife (or significant other) cannot serve on the Board of Directors at the same time.

### **Section 2: Nominations for Officers & Board of Directors**

Nominations will be from the membership present at the meeting by secret ballot. Nominations of officers, and the Board of Directors, shall be held at the **OCTOBER** meeting and nominations closed after this meeting.

The actual election of the nominated officers will be held at the **NOVEMBER** meeting. Those nominated must accept the position before being placed on the ballot for November.

### **Section 3: Voting for Officers & Board of Directors**

Ballots are not always necessary. If there is only one person nominated for an office, a ballot vote is not necessary, just a show of hands accepting that person. If more than one member is nominated for an office, a secret ballot will be taken in November to determine the new officer. After a secret ballot is used and collected, ballots shall be counted by one Officer, one Board of Director member, and one random member that is present at the meeting. The nominee with the most votes wins the position.

### **Section 4: Terms & Term Limits**

Terms of Office shall be annual and there are no **TERM LIMITS**. Newly elected officers shall assume their duties at the JANUARY meeting and shall serve from January through December. Vacancies in any Office shall be filled by nomination and vote from the membership at the next general regular meeting. Such newly elected officers will serve the duration of the original term.

### **Section 5: Officer Finances**

\$300 should be allotted annually to each officer (President, Vice President, Secretary and Treasurer) for reimbursement of cost of Club related activities. Receipts and documentation of



use of funds must be presented to the Treasurer. Any cost by a member shall be pre-approved by the membership.

#### **ARTICLE FIVE: Duties of Board of Directors and Officers**

**Section 1.** All officers of this Club is encouraged to attend at least 9 of the meetings per year.

**Section 2: Duties of the Board of Directors;** The Board of Directors hold the Club Officers accountable for following these By-laws.

They have the responsibility to oversee and *recommend* changes to the operation of the Club. They may need to meet as they see fit to discuss, and recommend changes, as needed. Revisions must be brought to Officers, who will look over the revisions for any suggestions, they will then bring those recommendations to the members to vote.

The Board of Directors will work with the President to ensure all Officer and Operating Committee Leader position are staffed. A husband and wife (or significant other) cannot serve on the Board of Directors at the same time.

**Section 3: Duties of the Past President;** The current President will automatically become the Immediate Past President at the end of their term. The Immediate Past President is automatically part of the Board of Directors until replaced by the next change in Presidents. This position is concerned with continuity across multiple officer changes.

**Section 4: Duties of the President;** The President shall be the Chief Executive of the Club and a member of the Board of Directors, where they serve as a tiebreaker only. The President is responsible for staffing all operating committees and is a member of all other operating committees.

He/She shall preside over all meetings, act on all committees, and be present at the Board of Directors meeting. He/She shall delegate and assign jobs to officers and members. He shall also maintain order during the meetings and any activities that arise with our Club. The President shall have their signature on the bank account.

**Section 5: Duties of the Vice President;** The Vice President assists the President in all Club activities and events, filling in when the President cannot be present. The Vice President shall have their signature on the bank account.

**Section 6: Duties of the Secretary;** The Secretary is responsible for recording and maintaining the minutes of all business meetings held by the Club. These minutes are reported to Club members monthly. The minutes shall be submitted to the Newsletter Editor by the Saturday following the monthly meeting for inclusion into the newsletter.

**Section 7: Duties of the Treasurer;** The Treasurer is responsible for maintaining the finances of the Club, keeping appropriate records as required by the State of Tennessee and our non-profit status. A report shall be given at each meeting. He/She shall make all payments of Club debts. All contracts, checks, drafts, or other payments of the money should be signed in the name of the Club by the Treasurer.

#### **ARTICLE SIX: Elections for Operating Committee Leaders**

##### **Section 1: Ad Hoc Committees**



Club Officers may form ad hoc operating committees on an as required basis without changes to the by-laws. These type of committees are considered temporary and dissolve at the end of the project.

### **Section 2: Nominations & Election for Operating Committee Leaders**

In **JANUARY** of each year the membership shall nominate and elect from its body for the following Operating Committee Leaders: Car Show, Charities, Communications, Membership, and a Chaplin, as well as the Board of Directors. This should occur as soon as possible in the new year, preferably January.

### **Section 3: Voting for Operating Committee Leaders**

Ballots are not always necessary. If there is only one person nominated, a ballot vote is not necessary, just a show of hands accepting that person. If more than one member is nominated, a secret ballot will be taken in January to determine the new officer. After a secret ballot is used and collected, ballots shall be counted by one Officer, one Board of Director member, and one random member that is present at the meeting. The nominee with the most votes wins the position.

### **Section 4: Terms & Term Limits**

Terms of Office for Operating Committee Leaders shall be annual and there are no **TERM LIMITS**.

## **ARTICLE SEVEN: Duties of Operating Committee Leaders**

**Section 1: Duties of the Car Show Committee Leader;** This individual organizes a committee to conduct an annual car show sponsored by the Club. The position requires commitment to the Club through promotion, advertisement, participant involvement and public relations. The committee should have members working together to achieve one goal. Door prizes or advertisements can be solicited by any member and then turned into the Committee Leader.

**Section 2: Duties of the Charities Committee Leader;** They are to organize a committee to oversee all aspects of the Club's charity efforts. This includes: receiving and screening charity requests, recommending those seen suitable to bring to the membership for a vote. When a family is in need, they shall find out the details and how we can help. All recommendations for charities and donations shall be brought before the membership at a monthly meeting and voted on.

**Section 3: Duties of the Communication Committee Leader;** The Communications Committee Leader will manage all outward communications including the Newsletter, Website, Social Media, and Public Relations. They will also appoint a Club photographer to capture still and video images of Club events.

The Newsletter Editor shall be responsible for writing, editing, and maintaining a newsletter monthly for the club and emailing it to members and other clubs. The secretary shall submit the monthly minutes to the Editor for publishing by the Saturday after the monthly meeting.

**Section 4: Public Relations;** With the help of the Newsletter Editor, the Club also has a Public Relations person that makes sure that we get newspaper coverage in all of the free community calendars That title will now be Public Relations.

**Section 5: Duties of the Membership Committee Leader;** This position is responsible for the acquisition and retention of members and serving their needs. They collect dues, promote



membership, and work with the community as a Club representative. They must maintain a membership roster ~~roll~~ of all active members. Membership to be renewed annually for inclusion in Club activities.

**Section 6: Duties of the Chaplin;** The Chaplin leads the meetings with a prayer. They check on member's health and family situations, sending flowers/cards or appropriate condolences. They also send cards and flowers when a member is sick or passes away.

#### **ARTICLE EIGHT: Changes to By-laws**

By laws should be reviewed annually and adjustments made as required. The by-laws change process includes: Drafting required changes, presentation to and approval of the Board of Directors and Club Officers, and presentation to and approval of Club membership.

#### **ARTICLE NINE: Disbandment of Club**

If this Club dissolves or ceases to exist, all monies in the Club treasury shall be donated to a charity or charities at the direction of the remaining members after 90 days and after all debts of the Club are paid.

REVISED April 2025.