



## **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. Members must be a minimum age of 18 years old. Other than a minimum age, the Club will not discriminate on age, sex, race, religion, or national origin.

**Section 2: Charter Member Definition;** A Charter Member is an active member, but does not pay dues. Charter members are those original members that organized and started the Club, attended the first meeting, and who had paid their dues by the 2012 March meeting.

#### **Section 3: Dues; Membership Dues:**

- A. Are \$20 per year for the primary member plus one other person.
- B. Shall be increased by the membership as required.
- C. Dues shall be paid at the January meeting each year. Dues are non-refundable.
- D. If you pay your dues after October 1, your dues are good until the end of the following year.
- E. Can be mailed, along with a membership form and check : Mossy Creek Cruzers Car Club, 562 North Hwy. 92, Jefferson City, TN 37760.

**Section 4: Membership Status;** Members are classified as one of three statuses:

- A. Active. Member has paid their annual dues.
- B. Former. A member has not paid their dues by the January monthly meeting.
- C. Revoked. A member has been terminated.

**Section 5: Removal;** The Club reserves the right to terminate membership when a member's behavior negatively impacts the safety, enjoyment, and property of our members, participants, and guests, or when any member does not follow rules, codes of conduct, or behavioral expectations.

- A. Identification. Any member can identify a situation where a cause for removal exists.
- B. Warning. After investigation by Club Officers, either:
  - a. Stop any action.
  - b. Issue a warning to the offending member about the infraction. The President will add the incident to the agenda of the next monthly meeting.



- C. Response. Based upon the response of the individual to the warning, Club Officers will decide to either:
  - a. Stop any action.
  - b. Bring the situation to a vote at the next monthly meeting. The President will add the action to the agenda for the meeting.
- D. Vote. At the meeting, members will vote to remove the member or not.
- E. Appeal Process. Revoked members have the right to appeal the decision, in person, by attending the next monthly meeting after the vote and asking for the floor.

### **ARTICLE THREE: Meetings**

**Section 1: Schedule;** Monthly meetings will be held on 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 member requests for reimbursement), and Adjournment.

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

**Section 3: Voting;** 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;** 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 of 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 Board of Directors shall consist of an odd number of active members, including:
  - a. The Immediate Past President. This is an automatic appointment and does not require election.
  - b. The President. This is an automatic appointment and does not require election.
  - c. A number of elected directors to bring the total active directors to an odd number. For example, if the Immediate Past President and President are active, three additional board members should be elected. If the Past President is not active, four additional board members should be elected.
    - i. In the event that the number of board members becomes even, the current BOD will nominate an additional member until the next election.
- d. A husband and wife (or significant other) cannot serve on the Board of Directors at the same time.



**Section 2: Nominations of Officers & Board of Directors;** Nominations will be from the membership present at the meeting. Nominations of officers, and the Board of Directors, shall be held at the **OCTOBER** meeting and nominations closed after this meeting.

Those nominated must accept the position before the end of the meeting. Nominations will be published in the October newsletter for membership consideration.

The actual election of the nominated officers will be held at the **NOVEMBER** meeting.

**Section 3: Voting for Officers & Board of Directors;** Written 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 ballot will be taken in November to determine the new officer.

After ballots are collected, ballots shall be counted by one Officer, one Board of Directors member, and one random member that is present at the meeting. The nominee with the most votes wins the position. Results published in the November newsletter.

**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;** \$500 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 President or Treasurer.

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

**Section 1: Attendance at Monthly Meetings;** All officers of this Club are 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 will meet as they see fit to discuss, and recommend changes, as needed. Changes, that do not impact these by-laws will be brought to Officers, who will review them and then bring those recommendations to the members to vote. Changes impacting these by-laws are covered under **ARTICLE TEN – Changes to the By-laws**.

The Board of Directors will work with the President to ensure all Officer and Operating Committee Leader position are staffed.

**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 long-term continuity across multiple officer changes and assist in tactical planning.

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

The President shall:

- A. Prepare and execute annual operating objectives.
- B. Delegate and assign jobs to officers and members.
- C. Preside over all meetings, act on all committees, and be present at the Board of Directors meeting.
- D. 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 Communications Committee by the Saturday following the monthly meeting for inclusion into the next 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. The Treasurer 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 the following Operating Committee Leaders: Car Show, Events, Communications, Membership, and a Chaplin. This should occur as soon as possible in the new year.

**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 to determine the new officer. After a secret ballot is used and collected, ballots shall be counted by one Officer, one Board of Directors 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 our annual car show events 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.

**Section 2: Duties of the Communication Committee Leader;** The Communications Committee Leader will manage all outward communications including the Newsletter, Website, Social Media, and Public Relations.

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.

**Section 3: 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 of all active members.

**Section 4: Duties of the Chaplin;** The Chaplin leads the meetings and events with a prayer. They check on member's health and family situations, sending flowers/cards or appropriate condolences.

## **ARTICLE EIGHT: Donations to Charitable Organizations**

The five Club Officers (President, Vice President, Treasurer, Secretary and Immediate Past President) oversee all aspects of donating to Charitable Organizations.

**Section 1: Charitable Organization;** A Charitable Organization is a small, local, non-profit organization that provides a service to our community. By giving to these organizations, we can more efficiently use our dollars and more effectively help our community.

- A. Examples include, but are not limited to, Volunteer Fire Departments and Rescue Squads, Food Banks and Soup Kitchens, Social Services helping families and children, etc.
- B. Requests for organizations to be considered should be made to the Club Officers no later than the SEPTEMBER monthly meeting.
- C. Organizations receiving our donations should not be receiving money from the United Way.

### **Section 2: Donation Process;**

- A. All recommendations will be made no later than the SEPTEMBER membership meeting so that research on the organization may be performed. Any member can make such a request. Club Officers will perform the research.
- B. A list of Charitable Organizations to receive contributions, typically starting with last year's organizations, will be prepared and presented by the President for the OCTOBER meeting.
- C. The NOVEMBER 1 current bank balance, along with any significant future expenditures, will be provided by the Treasurer. From that data, the total amount to be given will be determined.
- D. At the NOVEMBER monthly meeting the organizations and amounts will be presented, and a vote will be taken.



- E. A decision will be made to present the checks in person at the DECEMBER meeting, or mail the funds immediately in NOVEMBER. The Treasurer will prepare checks for distribution to those approved accordingly.

**Section 3: Emergency Distribution;** In an extreme emergency situation, a check limited to \$500 can be dispatched immediately after the following:

- F. The situation is presented to the President and Treasurer for approval. Upon approval, the Treasurer will disperse the check.
- G. The President will add the item to the New Business section of the next monthly meeting for discussion with the membership.
- H. If more than \$500 is needed, the club will consider holding a fundraising event.

#### **ARTICLE NINE: Donations to Individuals and Families**

The five Club Officers (President, Vice President, Treasurer, Secretary and Immediate Past President) oversee all aspects of donating to Individuals and Families.

**Section 1: Process;** When an individual member or family of a member is in need, details of the situation and how the Club can help should be brought to the next monthly meeting for a discussion and a vote.

- A. The Treasurer will verify recommended amounts with respect to bank balances and cash flow.
- B. After discussion, and modification of amount (if any), a vote will be taken.
- C. If approved, the Treasurer will prepare the checks for distribution.

**Section 2: Emergency Distribution;** In an extreme emergency situation, a check limited to \$500 can be dispatched immediately after the following:

- A. The situation is presented to the President and Treasurer for approval. Upon approval, the Treasurer will disperse the check.
- B. The President will add the item to the New Business section of the next monthly meeting for discussion with the membership.
- C. If more than \$500 is needed, the club will consider holding a fundraising event.

#### **ARTICLE TEN: 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 by the Board of Directors and Club Officers, and presentation to and approval of the Club membership.

- A. A quorum consisting of a majority of current BOD must be present for voting on changes.

#### **ARTICLE ELEVEN: 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.

Revisions approved by BOB on January 13, 2025.

Approved by Membership on February 3, 2026.