

Constitution and Bylaws of the SoCal MINI Maniacs Club

ARTICLE I NAME AND MISSION STATEMENT

This organization shall be called the SoCal MINI Maniacs.

SoCal MINI Maniacs is a not-for-profit organization formed primarily as a social club for the enjoyment of the MINI automobile, among a group of like-minded enthusiasts. It has no political, religious or financial agenda beyond group social gatherings and events.

ARTICLE II AREA OF OPERATION

The area of operation of the Chapter Club includes Southern California Counties: San Luis Obispo, Santa Barbara, Ventura, Kern, San Bernardino, Los Angeles, Orange, Riverside, Imperial, and San Diego.

ARTICLE III CLUB OBJECTIVES

The objectives of the Club are to provide an opportunity for MINI Cooper owners and aficionados to exchange ideas and information and participate in group activities and related events.

ARTICLE IV MEMBERSHIP

- A. The SoCal MINI Maniacs is open to all persons regardless of race, religion, creed, national origin and sexual orientation as long as they hold the same ideals and values that the club represents.
- B. Members must be at least 18 years of age with legal rights to sign any event disclaimers. If the applicant is under 18 years of age, they must provide a signed application from their legal guardian giving them permission to join the group.
- C. Payment of annual dues, as set forth in the bylaws, is a prerequisite to membership. Annual dues are required within 30 days of application or renewal notice.
- D. Ownership of any MINI Cooper or Cooper S is encouraged but not required.
- E. One spouse or significant other, per paid membership, shall also be considered a member with all of the rights and privileges of Club membership.
- F. Aftermarket vendors and dealerships cannot participate in the club in a member capacity, but may do so as an approved vendor/sponsor.

ARTICLE V
OFFICERS

A. OFFICERS

Officers of the Club shall consist of President, Vice President, Financial Director (Treasurer), Membership Director, Events Director, Track Events Director, Community Relations & Fund raising Director, Sponsor/Vendor Director, Technology Director, and Chapter Governors (varies with membership numbers and areas of concentration). If there is not an expressed interest in holding an office by any qualified person with a valid membership, an existing Officer may fulfill two, and no more than two, Officer positions. The same person cannot be both President and Financial Director.

B. NOMINATIONS, ELECTIONS AND TENURE

1. Officers, Directors, and Chapter Governors shall be nominated from the membership under the guidelines of the Bylaws of the Constitution based on the recommendations of the President.
2. Officers, Directors, and Chapter Governors shall be elected by popular vote by the membership in accordance with the procedures outlined in the Bylaws of the Constitution and serve for a term of one year.

C. RESPONSIBILITIES OF THE OFFICERS

1. PRESIDENT

- a. Preside over Club meetings as defined in the Bylaws of the Constitution.
- b. Formulate meeting themes and set agendas.
- c. Directs Officers, Board, and members and has veto power over any decision reached by the Board. Has power of final decision in any Club business but relies on input from the Board.
- d. Represent the Club at public functions and act as the spokesperson for the Club.
- e. Maintain a file of monthly financial reports and membership reports as received from the Financial Officer and Membership Director.
- f. Appoint individuals to complete the un-expired terms of office when vacancies occur.
- g. Appoint a Technology Director to oversee the maintenance, preparation, and operation of the Club Web Site. This job may be performed by the President if she/he is so qualified to do so.
- h. Maintain a current Membership Directory list of member applications and payment of annual dues.

2. VICE PRESIDENT

- a. Acts on behalf of President at request in the event President is unable to represent the club at an event.

- b. Deals directly with the Board of Directors and relates matters to President that require her/his attention.

3. FINANCIAL DIRECTOR

- a. Maintain the Club's financial records and account.
- b. Implement financial policy as prescribed in the bylaws of the Constitution.
- c. Provide a financial report at each Club meeting for review and approval of the Officers and Board. Financial reports will include the current Club account balance, deposits, number of new members, and expenditures made since the last financial report.
- d. Provide the Club President with a monthly financial report.

4. BOARD of DIRECTORS

- a. Membership Director: Processes applications for new membership; contact applicants if more information is needed; keeps track of membership renewals based upon application date and send out email renewal reminders with payment instructions; maintains a member directory (Excel spreadsheet); keeps track of new member welcome kits to be completed and distributed.
- b. Events Director: Coordinates club events; works with Chapter Governors and members who submit route suggestions to develop directions, maps, start/ending points, date/time, and any activities/requirements for the route; determines who the key contact is for each event based upon which Chapter Governor or member suggested the event; and maintains a database of routes that can be used again.
- c. Track Events Director: Coordinates club events at various driving tracks; works closely with contracted companies and individuals to organize and hold track events; organizes Club involvement along with vendors and sponsors to attend track events with the assistance of the Vendor & Sponsor Director; supplies the Events Director and President with event information to be sent to Club members about track events; in charge of track event materials (information and regulations, Club track event specific merchandise, event photography, camera/video equipment and footage, fundraising specific to the track event, and so forth); prepares and distributes necessary educational materials and information pertaining to track events; is the key contact for track events.
- d. Community Relations & Fundraising Director: Coordinates events that benefit a community and/or charity, i.e. Toys for Tots, Food Drive, Blood Drive, etc. Seeks opportunities for the Club to have a positive impact in the communities of Southern California. Develops ideas to raise money for the club through the use of raffles, auctions, fines, merchandise sales, etc.
- e. Vendor & Sponsor Director: Coordinates with all outside vendors and sponsors interested in involvement with the Club; engages vendors and

sponsors in regular and special club events; negotiates services, donations, educational clinics, and discounts with vendors and sponsors for Club members.

- f. Technology Director: Maintains the official club website and performs maintenance as necessary; suggests improvements to the Board for approval before implementing any changes to the existing site.

5. CHAPTER GOVERNORS

- a. Chapter Governors: These are representatives from each county or designated region who report to the Officers and Directors on issues and ideas from members in their respective areas, much like an elected official would represent their constituents. A Governor would also become a "key contact" or coordinator of any club activity in their territory.
- b. The number of Chapter Governors is not set forth and is relative to the membership numbers and areas of concentration.

ARTICLE VI FINANCIAL

The Club shall be a not-for-profit corporation as defined under the nonprofit laws of the State of California. Dues shall be paid as a condition of membership. Dues shall be used for the support of Club operations and Club events.

ARTICLE VII AMENDMENTS

The Club Officers and Directors shall propose amendments to the Constitution or Bylaws at any time. The Club President will post notice of the proposed changes in the subsequent Club meeting along with the date, time, and place that the proposed changes will be considered for adoption. Approval by 60% of the Officers and Directors present at the meeting is necessary for adoption.

BYLAWS Of SoCal MINI Maniacs ARTICLE I MEETINGS

A. ANNUAL BUSINESS MEETING

1. There shall be an annual business meeting held by the Club each January/February as convenient.
2. The date of the meeting shall be determined by the President and the Board shall be informed.
3. The meeting may be held in conjunction with other planned events.

B. OTHER MEETINGS

1. The Board of Directors shall meet at the President's discretion. These meetings shall be held to carry out the objectives of the Club.
2. Special Meetings. Members may meet under the name of the Club at any time or place as long as the following conditions are met:
 - a. Notification of the meeting is given to the President in advance.
 - b. Notification of the meeting is given to the Technology Director, in sufficient time for posting on the Club website or in the Club Newsletter.
 - c. No member(s) in good standing may be excluded.

ARTICLE II *FINANCE*

A. DUES

1. Dues shall be established by a vote of the Officers and Board of Directors.
2. Dues will be paid annually, within 30 days of application for membership or receipt of a renewal notice, which may be sent via e-mail or United States Postal Mail.
3. Dues shall be paid within thirty (30) days of the final notice of renewal, on the month the renewal is due, in order to avoid interruption of the privileges of membership.
4. Dues amounts are exempt from the requirements of Article VII of the Constitution and Article VII of the Bylaws and will be established under Article II, Section A (1) of the Bylaws.

B. FINANCIAL REPORTS

A financial report shall be provided by the Financial Director or her/his designee and reviewed and approved by a majority vote of the Officers and members at each Club business meeting. A copy of this report will be supplied to the President who will include it in a file designated for that purpose.

C. EXPENDITURES

1. The Financial Director and President shall have signature power for all Club expenditures. Two Officer Signatures are required on all expenditures over \$50.00.
2. The President shall have authority to make expenditures UNDER Fifty Dollars (\$50.00) per occurrence without prior approval as long as they meet the requirements set forth in the Constitution and Bylaws.
3. The chief Financial Officer shall be informed, by the President, of all proposed expenditures over Fifty Dollars (\$50.00) per occurrence before the expenditure takes place.
4. Expenditures in excess of Four Hundred Dollars (\$400.00) per occurrence require

majority approval of the Club Officers and Board of Directors.

*ARTICLE III
MEMBERSHIP*

A. PRIVILEGES OF MEMBERSHIP

1. All members shall receive access to the Club website and any information it hosts, including an events calendar and e-mailed newsletters.
2. Members may join in all Club activities including meetings, rallies, autocross, other driving events and social gatherings, as long as they carry a valid State Driver's License, are able to safely participate, and have signed a Liability Waiver and Release Agreement.

B. PREREQUISITES

1. Execution of a waiver signed by any participant is a prerequisite for joining the Club and all driving events.
2. Membership in good standing is a prerequisite to participation in driving events and special events. "Membership in good standing" is defined as one who has fulfilled the obligations identified in Article IV of the Constitution. Guests, while riding as passengers with a member, are exempt from this requirement, unless otherwise specified for insurance purposes at special driving events.
3. Membership is a privilege, not a right, and may therefore be revoked at any time if the President and Board of Directors are in agreement. Grounds for dismissal from the Club include unsafe practices (driving or otherwise) at any public event (Club-related or otherwise), inappropriate behavior at any time (whether it reflects directly on the group or not), posing threats or offensive behavior of any kind (verbal, physical, or otherwise) towards other members, or any other actions that can be interpreted as ill-natured towards the Club or its members. A courtesy letter of warning may be sent via postal mail or e-mail to the member's registered address before membership is revoked, however, it is not necessary. The terminated membership may be reviewed one year from termination to determine if re-entry into the Club will be allowed unless the removal is defined as indefinite.

*ARTICLE IV
PUBLICATIONS*

A. WEBSITE

1. A website will be produced and maintained in furtherance of the objectives of the Club.
2. A Technology Director shall be appointed by the President and approved

by the Officers to oversee the website, coordinate the content, and assemble staffing required to keep it current and timely. One or more members or Officers may act as Technology Director.

3. The web site shall be financed by the Club treasury and shall be exempt from the requirement of approval established under Article II Section C of the Bylaws.

*ARTICLE V
NOMINATION OF DIRECTORS AND OFFICERS*

A. NOMINATIONS

1. The President will notify the members, through the Club website or e-mail, of the time and place of the regular meeting at which nominations for Club positions may be submitted, or how nominations may be submitted via email.
2. Members may nominate anyone, but any nominee may elect to opt out of running for office.

B. LIST OF CANDIDATES

1. A list of candidates will be entertained under the title of each office established in Article V, Sections B and C of the Constitution.
2. Officers and Directors who express a desire to run for re-election will be listed.

C. OBLIGATIONS OF THE NOMINEES

1. Nominees are required to make themselves aware of the obligations of office as listed in article V of the Constitution and Addendum thereof.

*ARTICLE VI
ELECTIONS*

A. ELECTION PROCEDURES

1. The President shall have the responsibility of overseeing the election, which will be held annually in January/February.
2. Voting
 - a. Voting will be by secret ballot except under conditions expressed in 5b and 5c herein stated. Email ballots may also be accepted.
 - b. Voting will be by members in good standing, present at the time and place of the meeting designated for the election and as stipulated in c. below or

submitted via email by the close of poll date provided in the election notice.

- c. Absentee ballots may be obtained by contacting the President prior to the election, but must be returned and in the possession of the President prior to the meeting or date at which the election takes place and polls close.
 - d. Officers: One selection may be made for each office. If not all positions can be filled with a qualified/willing member, the elected may perform the duties of up to two positions except under conditions expressed in Article V of the Constitution.
3. Ballots will include all nominees listed under the office to which they aspire.
 4. Ballots will be collected and votes recorded by the Financial Director or his/her designee.
 5. Certification
 - a. The President will verify the results and present the slate of Officers for installation at the time of the election.
 6. Officers: One officer will be elected from the candidates listed for each office. If only one candidate is standing for election then their election to that office may be confirmed by majority approval of votes. Runoff: Should it become necessary, a runoff election shall be conducted prior to certification.
 7. Removal of Appointees:
 - a. Appointees will not be required to stand for re-election or be subject to term limits as required in Article V of the Constitution.
 - b. Appointees may only be dismissed after: A majority vote of the Officers and Board members present at a regularly scheduled meeting; Being notified, in a timely manner and in writing, by the President of the pending action; Being given an opportunity to defend themselves against the action before the Officers and Directors at a regularly scheduled meeting.

ARTICLE VII
AMENDMENTS AND ADDENDUM

A. AMENDMENTS

1. Amendments to the Bylaws will be made in accordance with Article VII of the Constitution.

B. ADDENDUMS

1. Addendums to the Constitution and the Bylaws will be made in accordance with Article VII of the Constitution.