

Blue Ridge Miata Club Charter
August 15,2005
Amended February 19, 2011

1) Club Purpose

- a) The purpose of the club is to promote fun, fellowship and the enjoyment of Miata's.

2) Club name

- a) "Blue Ridge Miata Club" is the official name of the club, and the name is often abbreviated to its initials, BRMC.

3) Club Membership

a) Regular members

- i) Membership in the club shall be restricted to persons who are interested in the club and its objectives.
- ii) Club membership includes up to two people in a " family, " meaning a husband and wife, or a primary member and his/her " significant other."
- iii) If a member purchases more than one Miata, the member`s paid-up dues automatically cover the additional Miata(s).
- iv) There is only one permanent member of the club, Gordon Miller, whose company hosts the club`s web site without charge. (Gordon`s permanent membership is granted in gratitude for his hosting of the website.)
- v) At this point, no other permanent memberships are anticipated.
- vi) All dues expire on the same date, July 31.
- vii) Applications for new membership must be accompanied by payment of the appropriate yearly dues, \$24.00 (i.e., \$2.00 per month.)
- viii) New member dues are prorated, based on the number of months left in the club`s membership year, meaning that a new member pays just \$8.00 when joining in April (4 months X \$2.00 = \$8.00).
- ix) Membership renewal cost the full yearly amount, regardless of the month in which the dues are paid.
- x) Members in good standing will be granted a three month long grace period in which to renew their membership.
- xi) After the grace period expires, those members delinquent in renewing their memberships will be removed from the Member Page on the club`s web site, and no other U.S. postal Service mailings will be sent to them.
- xii) Former members who still have a valid e-mail address may continue to receive additional club e-mail (because e-mail does not generate a cost for the club) unless they request removal from the club e-mail list.
- xiii) Since the club is family oriented, meaning that children (usually older than age 8) sometimes attend the club`s activities, use of " four letter words" in conversation is discouraged.
- xiv) Only paid up members are allowed to vote on club business.
- xv) Members must be present in order to vote on club business.

b) Guest

- i) The club encourages members in good standing to bring prospective members to a club event or two as an enticement for gaining new members.
- ii) Members may bring guest to all functions except those designated by the club leadership as closed events.

4) Club Expenses

a) Ongoing club expenses include:

- i) The cost of providing up to two membership cards (containing the club logo, the members name, and the dues expiration date) per family - the cards are still under development and are

not ready for distribution as of 4/26/03.

- ii) The cost of providing up to two free nametags per member family.
- iii) The cost of providing up to two free club decals per member family.
- b) At some point in the future, the club may have to start paying for the internet hosting of the web site.
- c) When there is a surplus of funds over expenses, the club will pay for the October BBQ event, and may subsidize the cost of the 4th or July event, Christmas party or some other event during the year for members in good standing. A minimum of \$500.00 will be kept in the checking account.
- d) The club pays postage for various mailings to club members--however, e-mail is preferred whenever possible because the club does not incur any cost for sending e-mail.

5) **Meetings**

- a) Regular meetings
 - i) Meetings shall take place on a minimum, semi-annually (usually in February and October), with bi monthly meetings scheduled as needed.
 - ii) Any member may schedule a meeting.
 - iii) Notice of a meeting should be posted on the web forum at least 7 days prior to the meeting.
 - iv) A meeting agenda should accompany the meeting notice since a published agenda can help stimulate meeting attendance.
- b) Annual Event Planning Meeting
 - i) An Annual Event Planning Meeting shall be held, usually in the first quarter of the calendar year, to establish dates and responsibilities for the major events of the year.
 - ii) Notice of the Annual Event Planning Meeting shall be posted on the web forum at least 7 days prior to the meeting.
- c) Special Meetings
 - i) The President may call special meetings as deemed necessary.
 - ii) Notice of a special meeting shall be posted on the web forum at least 2 days prior to the meeting.

6) **Events**

- a) Events will normally take place on a monthly basis primarily during spring, summer, and fall.
- b) Club events will be selected and dates will be set in the Annual Event Planning Meeting.
- c) Ad hoc events, such as quick "sunny day drives", may also arise as opportunities present themselves.
- d) Any member in good standing may organize an ad hoc event, but no official club business will transact at such an event because, by nature of the event, little or no notice is given to the club before the event takes place.

7) **Quorum**

- a) To constitute a quorum at any meeting of the general membership (such as an election), a number of members in good standing equivalent to at least 10 % of the active membership must be present.
- b) At all other meetings, decisions will be made based on a simple majority of the attendees who are members in good standing.

8) **Officers**

- a) The officers of the club shall be President, Vice President, and Secretary/Treasurer.
- b) The officers shall function as the Board of Directors for the club.
- c) All officers serve a term of one year.
- d) All terms of service begin on the same date.
- e) If any officer is unable to fulfill an entire term of service, the remaining members of the Board of Directors may appoint a club member to finish out that term.
- f) The incoming Board of Directors will comprise the Audit Committee, and will audit financial records prior to the transfer of treasurer duties.
- g) The Incoming Board of Directors may appoint committees for special purposes deemed necessary for the proper operation of the club. Examples of special committees include:

- Membership Committee-- this committee could research new ways of promoting the club and increasing club membership.
- Car Accessories Committee-- this committee could research car accessories (such as tires, stereo systems, etc.), and report the findings to the club.
- Special Projects Committees

9) Job Descriptions

a) President

- The President shall preside at all meetings of the club and all meetings of the Board of Directors.
- The President shall be familiar with the Club Charter and conduct the club's business in accordance with the Club Charter.
- The President will interact with other organizations and be the spokesperson for the club.
- The President will set priorities for the club.
- The President may appoint such committees as deemed necessary for the proper operation of the club.
- With the assistance of the Board of Directors, the President will develop an annual plan for the club to address issues that insure the health of the club.
- The President will chair the Annual Event Planning Meeting and delegate responsibilities to the club officers and/or club members in accordance with the Club Charter to accomplish the goals and objectives of the club.
- The President will schedule bi monthly meetings and arrange for places to host the meetings-- if the President so desires, he/she may choose to delegate this task to another club member.
- The President will post an agenda on the web forum outlining the purpose of each upcoming meeting and the dates and times of those meetings-- if the President so desires, he/she may choose to delegate this task to another club member.

b) Vice President

- The Vice President shall assist the President in all matters.
- The Vice President shall preside at all meetings in the absence of the President.
- The Vice President is responsible for establishing relationships with organizations, such as Mazda dealers, other car clubs, and other organizations in order to communicate with them and develop opportunities for interaction and the exchange of ideas.

c) Secretary/Treasurer

- The Secretary/Treasurer shall keep general notes of all meetings and publish an activity summary of each meeting and event on the web forum. If the Secretary is unable to attend an event or meeting, they may delegate this task to another member.
- The Secretary/Treasurer will conduct all official correspondence for the club.
- The Secretary/Treasurer will develop and maintain up-to-date records for all club member information.
- The Secretary/Treasurer shall be responsible for all receipts and disbursements for the club, including the collection of all dues and fees.
- The Secretary/Treasurer shall maintain a complete and accurate record of all club funds.
- Banking shall be done electronically as much as possible. The Secretary/Treasurer will safe keep all information pertaining to the bank account, including passwords, pin numbers, etc.
- Electronic disbursements will be made with the approval (either via email or verbally) of another member of the Board of Directors.
- The Secretary/Treasurer will be responsible for the security and use of the Debit Card at all times.
- Deposits may be made at any ATM using the Debit Card.
- If paper checks must be written, the Secretary/Treasurer and one additional member of the Board of Directors will sign.
- The outgoing Secretary/Treasurer will ensure that the incoming Secretary/Treasurer has all information needed to continue electronic banking, including passwords, pin numbers, etc.
- The newly elected Secretary/Treasurer will promptly change all passwords, pin numbers, etc., upon receipt of the information from the outgoing Secretary/Treasurer.

- xiii) The Secretary/Treasurer shall present a bi monthly financial statement to the President and present records for an annual audit. Also a report should be given to the membership at each meeting.
- xiv) The secretary/Treasurer is responsible for addressing issues that ensure the financial health of the club.
- d) Event Planner(s)
 - i) The Event Planner(s) will select and prepare events for the club.
 - ii) The Event Planner(s) will reserve the facilities (such as, a meeting place, a restaurant, hotel rooms, etc.) for the events and set dates for the events; for example, if the event is a cookout, some items to consider for planning are:
 - Cookout shelter
 - Grill(s)
 - Meat
 - Buns
 - Cups
 - Napkins
 - Plastic spoons and forks
 - Soft drinks
 - Dessert or side dishes
 - Folding chairs
 - iii) If a given event requires a reservation fee, the Event Planner(s) must obtain approval from the Board of Directors prior to committing any club funds to the event.
 - iv) The event Planner(s) will actively seek assistance from other members in planning the details of the events.
 - v) The Event Planner(s) will post event details on the web forum, including:
 - A description of the event.
 - Date and time of event.
 - An itinerary (i.e., a schedule of the activities that are planned as part of the event.)
 - Directions to the event.
 - Items that the attendees should bring.
 - Any special preparations(s) required by the attendees in order to enjoy the event.
 - Any special circumstances or needs for the event.
 - vi) Local events are defined as those activities that will be primarily attended by local club members.
 - vii) Regional events are defined as those activities that will be coordinated with another club and require extra lead time for successful planning.
 - viii) The Event Planner(s) will post the details of local events on the web forum at least 4 weeks in advance of the upcoming event.
 - ix) The Event Planner(s) will publish details of regional events on the web forum at least 8 weeks in advance of the upcoming event.
 - x) For activities which feature a drive, the Event Planner(s) will map out interesting route(s) for the attendees and supply copies of the directions and/or maps at the event.
- e) Regional Representatives
 - i) The club has may have Regional Representatives, appointed by the President as needed.
 - ii) The Regional Representative promotes the club and club membership in his/her geographic area.
 - iii) The Regional Representative should contact each member in his/her area at least once a quarter in order to develop and maintain relationships with those club members-- it is especially important to contact those members who are unable to attend meetings and events frequently.
 - iv) The Regional Representative should contact Mazda dealership(s) in his/her area at least once a quarter in order to develop and maintain relationships with dealership contacts.

10) Expulsion of Members

- a) Any member whose conduct shall be decided by a majority vote of the Board of Directors to have

been detrimental to the interest or welfare of the club shall forfeit his/her membership rights (with no refund of paid dues), but such a vote shall not be taken without giving that member an opportunity of being heard in his/her own defense.

- b) The offending Member may appeal the decision of the Board of Directors to the club at a Special meeting called for that purpose, but it shall require a two-thirds majority vote of the members present to reverse the decision of the Board of Directors.

11) **Amendments**

- a) Any amendment to the Club Charter must be submitted to the Board of Directors for its approval.
- b) If the Board approves such an amendment, the amendment shall be presented to the club for its approval at any specified meeting not sooner than 7 days after a copy of the proposed amendment has been posted on the web forum.
- c) A simple majority of the membership in good standing that are present at the meeting shall be necessary to adopt any amendment to the Club Charter.