

# **LINCOLN HILLS SPORTS CAR GROUP**

## **THE CLUB'S OPERATING POLICIES (COP)**

**AS OF: April 04, 2016**

Amendment 01: October 03, 2016      Amendment 02: August 07, 2017  
Amendment 03: November 06, 2017      Amendment 04: August 06, 2018  
Amendment 05: October 07, 2024

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Note: All information listed in the COP with “***Bold Italic***” font signifies wording taken from the Bylaws and can not be changed without first changing the Bylaws.

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### **ARTICLE I. NAME**

“Reference Bylaws”

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### **ARTICLE II. PURPOSE**

***1. - 3.***

“Reference Bylaws”

4. The Club does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.

5. Notwithstanding any of the above statements of purposes and powers, the Club shall not, except to an insubstantial degree, engage in any activities or exercise of powers that are not in furtherance of the specific purpose of the Club.

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### **ARTICLE III. MEMBERSHIP**

***1. - 3.b.***

“Reference Bylaws”

4. New members must complete the Membership Application Form and the Member Release Form.

5. All members may have pictures taken of them while attending Club Social and Tour Events. They must understand that these pictures may be used for publications and the Club website.

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### **ARTICLE IV. MEETINGS**

***1. Members will be provided advance notice for the times and locations of all general membership, Social Event and Board meetings.***

2. We will use “Robert’s Rules of Order” as a guideline for conducting meetings.

3. Meetings of the membership shall generally be held each month.

4. The Board Officers shall meet at least two times per year and/or as needed if called by the President or by a Quorum of Officers. Any member requesting to attend a Board meeting shall be by invitation only upon approval by the Board.

**5. Solicitation of money and gifts for charities, including fundraising, lotteries, raffles and food drives, shall not be allowed at Club meetings.** Discussion, planning and announcement related to Club participation in civic and community events during rolling Tour Events are allowed provided that any associated fundraising activities occur at the Event and not at the Club meeting.

6. Ad Hoc Committees/meetings may be formed by a Quorum of Officers.

- a. Ad Hoc Committees may conduct meetings in the execution of their assigned tasks.
- b. While Ad Hoc Committees may be formed to address various issues, at least two such committees shall be appointed each year:

- (1) The Car Approval Committee recommends to the Board specific car makes and models that qualify to be added to the Club's "Approved Cars" list.

- (2) The Officer Election Committee is responsible for conducting the election of the four elected Officers in accordance with the Bylaws.

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## ARTICLE V. VOTING

1. -f.

"Reference Bylaws"

g. Any member of the Club in good standing may be nominated for the (1-4) elected Officer positions and voted in by the membership.

- (1) Any member wanting to be considered for any of the four (1-4) elected Officer positions contacts the President by email or in written format and requests his/her name be included. Then, the President forwards nominations to the Board and the Election Committee.

- (2) The current Board shall present a list of all nominees, with a minimum of one name for each (1-4) elected Officer position to the Election Committee.

- (3) The Election Committee appointed by the Board shall send absentee ballots to each member household via email message at least seven days prior to the election with the names of the nominees for the four (1-4) elected Officer positions. If the vote is to be by secret ballot, the Election Committee shall assure that one ballot is distributed per member household.

h. Any member of the Club in good standing may be nominated for the remaining four (5-8) Officer positions and voted in by the elected Officers.

- (1) Members wanting to be considered for one of the remaining four (5-8) Officer positions are to contact the President by email or in written format and request his/her name be added to the new (5-8) Officers' list for the remaining openings.

- (2) ***The newly elected Officers (1-4) shall select and vote for the remaining four (5-8) Officers.***

- (3) The incoming Board will present the selected (5-8) Board Officers to the membership through a meeting and/or email.

2. - 6.

"Reference Bylaws"

7. A majority vote at a monthly general meeting is required for the adoption and/or amendment of the COP. The COP does not need approval by the CCOC or the Association Board of Directors.

## ARTICLE VI. BOARD OFFICERS

**1. - 2.c.**

“Reference Bylaws”

3. The list of duties for each Officer includes those in the Bylaws, plus additional duties necessary for the effective and efficient management of the Club, as follows:

**a. President shall have the following duties:**

(1) - (6)

“Reference Bylaws”

(7) Propose names to the Board for Ad Hoc Committees.

(8) Schedule and lead Board meetings as needed throughout the year.

(9) Be available to all Club members who would like to present ideas to improve Club meetings or express concerns about the Club in general.

**b. Vice President/Membership shall have the following duties:**

(1) - (3)

“Reference Bylaws”

(4) Maintain the Club’s email distribution list.

(5) Maintain the Club’s “Approved Cars” list based on input from the Car Approval Committee and approval by the Board.

(6) Collect and record dues payments.

(7) Record monthly meeting attendance and process new member applications.

(8) Retain the Club’s library of official documents.

**c. Secretary shall have the following duties:**

(1) - (3)

“Reference Bylaws”

(4) Respond to member’s requests to receive a copy of Board minutes.

**d. Treasurer shall have the following duties:**

(1) - (5)

“Reference Bylaws”

(6) File Federal and State income tax returns each year using the appropriate forms and filing deadlines for a Tax Exempt Organization.

**e. Tour Event Officer shall have the following duties:**

“Reference Bylaws”

**f. Social Event Officer shall have the following duties:**

(1) - (2)

“Reference Bylaws”

(3) Planning will be for a maximum of four Social Events during the year unless additional events are approved by the Board.

(4) The Social Event Officer may not enter into a contract without the approval of the President and the Treasurer.

**g. Liaison to the Community Association/Historian Officer shall have the following duties:**

(1) - (3)

“Reference Bylaws”

(4) Provide Board election results on the Club Contact Form, along with the related Club meeting minutes, to the Association’s Senior Director of Lifestyle.

**h. Webmaster Officer shall have the following duties:**

(1) - (2)

“Reference Bylaws”

(3) Keep past Club photographs, selected group Event announcements and information, all agendas and minutes, and pertinent links on the website indefinitely

until such time that photographs, documents and links are identified to be removed or replaced.

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## ARTICLE VII. DUES

***1. The amount, period covered, and collection of annual dues shall be in accordance with the following process:***

***a. - d.*** “Reference Bylaws”

***e.*** Yearly dues are \$35.00 per household.

***f.*** Dues collection for members who wish to continue their membership for the following year will begin at the November meeting.

**2. The Club’s spending shall conform to the following:**

**a. Authorization Limits:**

(1) The President and Treasurer have authority to approve expenditures in an amount not to exceed \$250.00.

(2) The Board may approve expenditures up to \$750.00 and above \$750.00 for Social or Tour Events if the Board reasonably expects that the net expense after event revenues will not exceed \$750.00.

(3) Net expenditures above \$750.00 require Membership approval.

**b.** Board and other Club members are required to submit receipts for reimbursement of authorized Club expenses.

**c.** Tour Event Leaders are encouraged to manage their Events so that participants pay directly for meals and other trip expenses. In the event it is necessary for the Event Leader to collect money from trip participants for trip activities, the Leader is responsible for the care and management of collected money.

**d.** In the course of managing Club Social Events, the Social Event Officer or the Leader of a Social Event should collect participant payments and keep a record of participants who have paid. Participants should make payments by check and such checks should be made out to the LHSCG. The Social Event Officer or Event Leader will submit the payments to the Treasurer for deposit. The Treasurer will reimburse for expenditures or pay vendors directly.

**e.** To the extent possible, Club Events will be planned so that expenses are covered by participant payments. If it is determined that expenses will not be fully covered by participant payments or if it is determined that certain expenditures should properly be paid by the Club, then the Social Event Officer will seek approval per subparagraph a. above.

**f.** When a Club member cancels from an Event and a pre-payment was made, the Event Leader may refund the member’s pre-payment provided the pre-payment is recovered from the vendor and provided such refund can be made without increasing the cost for other participants or the Club. To increase the likelihood of getting a refund from a venue, members should notify the Event Leader of a cancellation as soon as possible.



3. The Club's policy regarding contracts is the following:

a. Authorization Limits for All Contracts:

- (1) The President, or the Vice President when the President is absent, has the authority to approve and sign contracts in an amount not to exceed \$250.00.
- (2) The Board may approve contracts up to \$750.00 and above \$750.00 for Social or Tour Events if the Board reasonably expects that the net expense after event revenues will not exceed \$750.00.
- (3) Net contracts above \$750.00 require Membership approval.
- (4) The President, or the Vice President when the President is absent, may sign contracts once they are approved by the Board or the Membership.

b. Additional Requirements for Event Contracts:

- (1) Event Leaders are required to submit all proposed contracts to the President, or the Vice President when the President is absent, for approval and signature. Approval will be based on adherence to the provisions stated herein which limit the Club's liability, and should satisfy any venue that is seeking protection from last minute no-shows.
- (2) Contracts with hotels for rooms will not be approved. Tour Event participants must make their own room reservations and be individually subject to the hotel's cancellation policy.
- (3) All contracts with any venues, such as restaurants, wineries and museums, should indicate all costs and specify a date to provide a final participation count. A contract must allow sufficient time for Event Leaders to collect participant pre-payments before the date the final participation count is due.
- (4) Contracts that include costs other than those per participant should be avoided. Examples of such costs are non-refundable deposits, facility charges, guaranteed minimum attendance, and cancellation fees.
- (5) If for any reason the Club cannot meet the requirements of a contract and payment has not yet been made to the venue, the Event Leader will retain participant's pre-payments until it is known if those funds are needed to settle with the venue.
- (6) Signature Process After a Contract is Approved:
  - i. The Event Leader must sign the contract and date it.
  - ii. The President, or the Vice President when the President is absent, must co-sign the contract and date it.
  - iii. The approved contract with signatures and dates can now be returned to the venue.

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## ARTICLE VIII. GUESTS

1. - 3.

“Reference Bylaws”

4. Guest participation in Club activities shall be subject to the following rules:

- a. For Tour Events, the Guest may be a driver.
- b. For Tour Events, only member sports cars are allowed.

- c. For all Events, the Guest must be accompanied by a Club member.
- d. Each household is allowed only two spots per Event.

5. A separate Guest Release Form is required for each Event a Guest attends.

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## **ARTICLE IX. RECORDS, REPORTS AND ROSTERS**

**1. -5.** “Reference Bylaws”

6. Upon approval by the Board, Board Members may allow access to non-Board Members who volunteer, to receive technical or data-entry computer services, to maintain the Club’s roster, email and group email applications.

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## **ARTICLE X. CLUB DISSOLUTION**

“Reference Bylaws”

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## **ARTICLE XI. AMENDMENTS**

**1. - 2.** “Reference Bylaws”

3. The process for amending the COP shall be as follows:

- a. Proposals shall be sent by email or delivered in written form to the President.

- b. A vote to adopt or reject the proposed amendment:

- (1) Shall be at a monthly membership meeting after a thirty-day notice has been sent to the membership describing the proposed amendment.

- (2) Has the same quorum requirement as a vote to amend the Bylaws.

4. Amendments to the COP do not need approval by the CCOC or the Association Board of Directors.

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## **ARTICLE XII. SPORTS CAR TOUR EVENTS**

**1. - 3.** “Reference Bylaws”

4. Alternative vehicles are not allowed unless certain circumstances are met; such as, when a non-refundable deposit has been made for an Event by a member or when a member’s sports car has become inoperable for the Event they are scheduled to attend.

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