

BUICK DRIVING ENTHUSIASTS STANDARD OPERATING PROCEDURES

Most Recent Revision - May 2013

The BDE Board of Directors has adopted these procedures in order to provide interpretation of the BDE Bylaws and the membership motions necessary for the conduct of the BDE programs and operations.

These procedures are intended to ensure continuity in the operation of the BDE as different persons assume leadership positions in the BDE.

Each procedure is adopted by the BDE Board, all changes, additions and deletions are made by Board action.

PROCEDURE NUMBER 1

Subject: Nominating Committee Membership

Adopted October 2001 – Revised June 2008

1. The nominating committee is to be comprised of the present senior director, and the two (2) immediate past senior directors, each serving three years, with the most senior director dropping off each year, and replaced by the newest past director. If a past director cannot serve on the committee or has to leave the committee before the end of his term the Board will appoint another past Director, if available, to fill the balance of the term vacated.
2. To enable all candidates for office to have adequate time to prepare and submit mini-bios for publication in the "Driving Force" prior to the elections, the nominating committee will complete the nomination process no later than February first (1st) of each year.

PROCEDURE NUMBER 2

Subject: Awards

Adopted October 2001, Revised June 2009

There will be one award given at each Annual National Tour

1. Effective with the National Tour of 2008, the GOOD OLD JOE AWARD will be renamed the FOUNDERS AWARD to honor the three couples who are recognized as the BDE founders. These individuals are: Joe and Bernice Taubitz, Bob and Marie Beaton, and Ken and Paula Liska. The criteria for the selection of a recipient, or recipients, shall remain the same. Namely, that the recipient, or recipients, shall be a person, or persons, who, in the opinion of the Board has done the most to support, strengthen, and advance the BDE and it's objectives in the current and past years.
2. Effective with the inauguration of the FOUNDERS AWARD, the final selection of the recipient, or recipients, shall be made by the Sr Director hosting the National Tour. The founders, who are currently active members, are encouraged to participate in the candidate nomination process. The Sr Director is also responsible for securing such award. Previous recipients of the GOOD OLD JOE AWARD will be eligible to receive the FOUNDERS AWARD. The adoption of the FOUNDERS AWARD name is being made with the approval of all five surviving founding members.

PROCEDURE NUMBER 3

Subject: Terms of Office

Adopted October 2001

1. Any elected officer may be reelected to multiple terms in the same office or may be elected to another office or appointed to a committee chair without a break in service. A husband and wife may not serve in an elected office or on the Board of Directors at the same time.

PROCEDURE NUMBER 4

Subject: Expenses for Planning a National or Fall Tour

Adopted October 2001 Revised June 2009, Sept 2011, April 2012, May 2013

A. Reimbursement of "Out-of-pocket" Expenses

1. The costs for planning, promoting and implementing the Annual National Tour and any fall tours will be borne by the BDE. Costs of all goods and services such as printing, mailing, supplies and deposits will be reimbursed to the tour planners by the Treasurer upon request and submission of documentation. All monies received by the tour planners for registrations or raffle ticket sales etc. will be given to the Treasurer.

2. In addition it is recognized that there are many out-of-pocket costs incurred by the planners that are not directly assignable to the implementation of the tour, such things as fuel, lodging, food, and non-alcoholic beverages. The stipend for members organizing a National or Fall Tour will be up to \$750.00 per couple, up to \$1500.00 per event. Example: One couple cannot receive more than \$750.00. They can have other members help, but the maximum stipend for expenses is \$1500.00. These costs will be reimbursed upon request by the planning couples to the Treasurer accompanied by the supporting documentation. Compensation is also available for the organizers of the BCA "After Tour", hosted by the BDE. The compensation for expenses is not to exceed \$500.00 and does not include food and beverages. These costs will be reimbursed upon request by the planning couples to the Treasurer accompanied by the supporting documentation. If additional "After Tours" are planned, request for approval must go before the BDE Board for approval.

B. Tour Funding from the Treasury (Effective National Tour April 2012)

1. The National Tour will be allotted \$1000 seed money.
2. The Fall Tour will be allotted \$500 seed money.

PROCEDURE NUMBER 5

Subject: Annual Membership Roster

Adopted October 2001, Revised April 2007 and December 2007

1. Effective with the BDE fiscal year 2007-2008, the membership rosters will be produced every other year instead of annually. Therefore, the rosters will be updated in even numbered years, and not produced in odd numbered years. The names and contact information of new members are to be regularly published in the "Driving Force". The membership chairperson is responsible for providing all new member information to the newsletter editor for publication in a timely manner.
2. The contents of the roster are to be name, address, phone number, BDE number and BCA number arranged in alphabetical order based on last name. If a member has two addresses both are to be listed with the notation of "summer" or "winter" or the months of residence at each address.
3. The roster is to be printed on 8½ x 11 white paper punched on one 11" margin for a standard three ring binder. No cover or binder is to be supplied.
4. In addition to the alphabetic roster the membership chair will issue a one page list of the current elected officers and appointed committee chairs for inclusion with the roster. This list will include each person's name, mailing address, phone number and email address.

PROCEDURE NUMBER 6

Subject: National and Fall Tour Requirements and Guidelines

Adopted October 2001 Revised June 2008 Revised April 2012

1. Tours may be either "Hub" type (one central location) or "Point to Point" type using several hotel sites and different start and finish locations.
2. Anyone wishing to host a tour must have attended at least two National Tours.
3. Approval of the proposed tour location and date must be obtained from the Co-Directors by submitting in writing a brief outline of the location, date, events planned, host hotel description and cost and any other pertinent information.
4. The dates for Annual National Tours should be between May 1 and June 30. Dates for Fall Tours should be between September 1 and October 31. These date ranges can be varied depending on geographic location and conditions with the approval of the Co- Directors. Conflict with other BCA related events is to be avoided if possible.
5. Tours should be scheduled for the first half of the week; either Monday through Wednesday or Tuesday through Thursday with arrival on the previous day (Sunday or Monday). This schedule usually provides the best pricing for hotels and related services. It also allows you to get home and back within one week in most cases.
6. The host/planners must notify the BCA office of the dates and location of the tour, ask for a certificate of insurance, prepare and place notice of the tour in the events section of the Bugle. The BCA \$50 event allowance is given once a year upon request and with documentation. The Fall Tour host(s) is responsible to follow thru on requesting this. In the event there is not a Fall Tour, the following year's National Tour host needs to file for this allowance before the end of the BCA fiscal year – June 30.
7. The host/planners should be aware that touring presents traffic problems that must be considered when selecting a geographic location and a hotel site. Avoid large metropolitan areas for both tour locations and daily tour routes.
8. Consideration must be given to the hotel lodging and banquet costs. Medium and/or reasonably priced accommodations and meals should be sought. Use historic hotels when possible. Hotels must have adequate parking suitable for "collector" cars, preferably away

from the regular car parking.

9. Restaurants and other shopping facilities with varied menus and prices should be located close to the hotel.

10. The type and style of banquet and its location is at the option of the host/planners but it should be remembered that the venue should be suitable for social mixing, announcements and presentations. Some type of sound system is required.

11. To avoid any potential liability, where alcoholic beverages are served at any Division activity, a cash bar will be in effect. No alcoholic beverages will be provided to any BDE tour attendees, either by direct treasury subsidy, or through any prepayment by tour registrants as a part of tour fees.

12. Miscellaneous activities are left to the discretion of the host/planners. However they should consider such things as the raffle and the silent auction as these activities provide funds to help pay for expenses at the National and Fall tours.

13. The number of registrations for a tour may be limited to a fixed predetermined number to meet the capacities and space restrictions of the tour facilities. In this case registrations are taken on a first come basis and a waiting list may be established in the event of over subscription.

14. A dash plaque commemorating the tour is to be provided to each registration for all tours.

15. A commemorative license plate key ring of the state or province that is the location of the event is to be provided to each registration at the Annual National Tour.

16. It is wise to contact the local law enforcement agency to make them aware of the tour and to ask for traffic control assistance if any is needed. This is often a good thing to have for the daily driving tour departure from the hotel.

17. Daily driving tour lengths and time spans should be short enough to allow "free" time in

the afternoon for shopping, resting or just hanging out with friends. A good format to accomplish this is to "group" outbound and "on, your own" for the return trip. A designated "rest" stop with adequate facilities is a must at about 1 to 1 1/2 hour intervals on the tour routes.

18. Each touring group should be limited to a maximum of 20 cars. The host/planners must assign leaders and "tail gunners" for each tour group and be sure that they have CB radios (that work). Each car on the tour shall be equipped with a working CB radio. Each car on the tour shall have a working fire extinguisher on board and easily accessible. Cars will tour in order of age within each group, from oldest to newest, except for the leader and tail gunner. Each tour leader will call out cars on the CB in chronological order to line up for their group.

19. Daily driving tours should follow routes that avoid high traffic, congested and freeway type roads whenever possible. "Back roads are best", but they must be paved.

20. Daily driving tours should have a historic and/or scenic significance and include stops at and visits to locations of general interest. All stops must have adequate parking for all of our "collector" cars and adequate "rest" facilities.

21. (Adopted April 2007) Tour planners are to develop their events so that these tours are self funding, and at least break even financially. This planning should take into account all expenses, except for set up expense reimbursement. Conducting a tour that is cash flow positive is also permissible.

22. (Adopted April 2007) Tour planners are required to submit a general tour budget to the BDE Co-Directors no less than thirty days prior to the release of any tour registration materials. This SOP is intended to aid the tour planners in conducting a self-funding tour.

23. (Adopted April 2007) Effective with the BDE National Tour of 2008, the registration fee for all BDE tours will be \$30.00 per membership. (Revised April 2012, effective 2013) The registration fee for all BDE tours will be \$30.00 per member and spouse. \$20 for a single member.

24. (Adopted June 2008) To comply with the liability policy of the Buick Club (BCA), it is required that all BDE tour registrants, whether BDE members, or guests, are members of the BCA. To that end, the BCA has created a temporary membership called "Member At Large". Therefore, it is the responsibility of the tour host (s) to ensure that ANY attendee, who is not a BCA member, becomes part of the "Member AT Large" program, which provides a temporary BCA membership for the duration of the tour they are participating in. The "Member At Large" membership may be obtained, with proper membership application, at the time of tour registration, or at the tour site, prior to the start of the BDE tour. "Member At Large enrollment forms should be completed in duplicate, with one copy retained for club use, and the other copy given to the enrollee. The "Member At Large" enrollment forms are to be retained in the division secretary's records for no less than seven (7) years. A \$5.00 "Member At Large" enrollment fee is suggested for participation in BDE tours. The "Member At Large" fee is an additional fee over and above any registration fee or guest fee that is also paid. Any fees generated by the "Member At Large" program are to be added to the revenue of the BDE tour in which they are collected. A "Member at Large" has no voting privileges in the BDE.

25. (Adopted June 2008) Every registrant for a BDE tour must be a current BCA member in good standing. This is a requirement to protect against any potential BDE liability under the BCA master liability policy. A BCA "Member At Large" temporary membership will also satisfy this requirement. Guests attending a BDE tour, but not registering a car in the event, are required to enroll as a BCA "Member at Large" for the duration of the tour. The spouse and minor (under 18) children of a tour registrant, whether a BCA member or a "Member At Large", are covered under the BCA liability policy. Children 18 and older, and ANY other relatives (including grandchildren), and/or guests, need to be enrolled on their own "Member At Large" membership form and a separate fee collected.

26. (Adopted June 2008) A BCA member is welcome to register for and attend one (1) BDE tour, before BDE membership is required. This restriction also applies to someone who has previously toured with the BDE using a BCA "Member At Large" temporary membership.

27. (Adopted June 2008) During a tour, CB channels that are used for group communications should be spaced four (4) to six (6) channels apart. Channel nineteen (19), the “truckers’ channel”, should be avoided entirely.

PROCEDURE NUMBER 7

Subject: Distribution of Bylaws and Standard Operating Procedures

Adopted October 2006

1. All new members are to be provided a current copy of the BDE Bylaws and Standard Operating Procedures by the membership chairperson.
2. All board members are to be provided a revised and updated copy of these documents by the BDE secretary just as soon as possible after any revision is made.
3. Any members who are hosting a National or Fall Tour are also to be provided a current copy of the Bylaws and Standard Operating Procedures by the secretary.
4. The secretary and the newsletter editor will publish a notice in the “Driving Force” when any revisions and/or updates are made to the Bylaws and/or Standard Operating Procedures. Any member in good standing may request a copy of these new documents from the BDE secretary.
5. Provided copies will be sent as an emailed MS Word document if possible, or as an alternative, a printed hard copy.

PROCEDURE NUMBER 8

Subject: Election Balloting

Adopted October 2006

1. The secretary will provide preprinted ballots with the names of those candidates selected by the nominating committee, and with space provided for the names of floor-nominated candidates for each office. These ballots should be of sufficient number to permit recasting of votes in the event of ties. The secretary will also provide pens and/or pencils in an amount to permit quick balloting. Three members, who are not current board members, and not related to any candidate for office, will be appointed by the senior director to count the ballots. In the event of a tie, ballots will be recast. The results are to be announced before the business meeting ends.

2. Each member and spouse, or significant other, holding a joint membership in good standing, are permitted one ballot each.

3. All ballots cast will be kept by the secretary for a period not less than three (3) months.

PROCEDURE NUMBER 9

Subject: Sales Chairperson Fuel Reimbursement

Adopted October 2006

1. The sales chairperson will be partially reimbursed for vehicle fuel expenses when traveling to the BDE National and Fall Tours, as well as the BCA National Meet. Upon receipt of a written request to the Senior Director, and mileage confirmation by the Senior Director, the Division's treasurer will reimburse the sales chairperson at the rate of ten (10) cents per mile for the total miles directly from the sales chairperson's home to the tour or meet location and back home again. Any additional mileage accumulated is not to be part of the calculation. The total reimbursement is not to exceed \$300 per year.

PROCEDURE NUMBER 10

Subject: Tour Participant Certification

Adopted October 2006 – Revised July 2008

1. This certification is to be a part of all BDE tour registration materials effective with the 2007 Fall Tour. Completion of this form with a signature is mandatory for tour participation.

TOUR PARTICIPANT CERTIFICATION

I certify that the Buick I will use on this tour is covered by at least the minimum bodily and property liability insurance required by the state or province in which it is registered.

My insurance company is _____ My policy number is _____

My policy expiration date is _____

I also understand that if for any reason my Buick is unable to be driven on this tour, I will ride in another Buick. I understand that the tour hosts and/or another BDE member will help me secure a ride for myself and my passengers if necessary.

I agree not to hold the Buick Driving Enthusiasts and any of its officers, chairpersons, and members responsible for any lost or stolen property, bodily injury, or property damage. All participating vehicles are to be properly insured and licensed.

Signed _____ Date _____

Please complete this mandatory form and return it with your tour registration.

PROCEDURE NUMBER 11

Subject: Treasurers Report

Adopted April 2007

1. Effective immediately, all treasurers' reports, whether written or verbal, shall include a line item for the "Uncommitted Cash Balance" (UCB). The Uncommitted Cash Balance is defined as the BDE's adjusted cash balance, after the effects of all tour related receipts and expenses are recognized.

PROCEDURE NUMBER 12

Subject: Uncommitted Cash Balance

Adopted April 2007

1. Effective immediately, the BDE shall strive to establish and maintain a minimum Uncommitted Cash Balance in the amount of \$6,000.00. The UCB is defined in SOP number 11.

PROCEDURE NUMBER 13

Adopted April 2007 Revised September 2010

Subject: Membership Dues

1. Effective with the BDE fiscal year 2007-2008, the maximum period for any multi-year membership dues payment shall be two (2) years. Memberships that are currently prepaid will not be affected until they renew.
2. Dues are suspended for any member, or potential member, who is on active military service.
3. Dues are payable by December 31st for the following year.

PROCEDURE NUMBER 14

Adopted June 2007

Subject: Payment of BDE Expenses

1. A BDE check is the preferred method of payment for expenses incurred on behalf of the division; however, the use of a member's credit card is acceptable where circumstances make this the method of choice. For reimbursement, the member must present a proper receipt to the BDE treasurer. The treasurer is to pay such obligations immediately upon receiving a valid receipt.

END OF DOCUMENT

BUICK CLUB OF AMERICA MEMBER AT LARGE ENROLLMENT

For use at Buick Driving Enthusiasts Events

(Prepare in Duplicate)

NAME _____ SPOUSE _____

MINOR CHILDREN PRESENT _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ Email _____

MEMBERSHIP PERIOD Begins: _____ Ends: _____

AMOUNT OF FEE RECEIVED \$5 DATE PROCESSED _____

Signature of Enrollee

Signature of BDE Member Processing

BUICK CLUB OF AMERICA MEMBER AT LARGE ENROLLMENT

For use at Buick Driving Enthusiasts Events

(Prepare in Duplicate)

NAME _____ SPOUSE _____

MINOR CHILDREN PRESENT _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ Email _____

MEMBERSHIP PERIOD Begins: _____ Ends: _____

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