

# **Buick Driving Enthusiasts Division of the Buick Club of America BYLAWS**

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## **Article 1**

### **Section 1**

This Division shall be known as the “Buick Driving Enthusiasts” (BDE) Division of the Buick Club of America (BCA).

### **Section 2**

The Purpose of this Division shall be to supplement the BCA, and promote the collecting, restoring, driving, and preservation of vehicles built by the Buick Motor Division of General Motors.

## **Article 2 Executive Board**

### **Section 1**

The executive board shall consist of three co-directors, a secretary, and treasurer.

### **Section 2**

The executive board shall have the power to proceed in any manner, as may in their judgment serve the interests of the Division. The decision of a majority of the executive board on any question shall be binding until the next regular or special meeting of the Division, when a majority may approve, nullify, or amend such a decisions.

### **Section 3**

A member in good standing, selected by the executive board for the interval until the next election, may fill a vacancy in any elected office.

## **Article 3 Officers**

## Section 1

The officers shall be: three co-directors, a secretary, and a treasurer. A quorum of three executive board members shall be required before any board action can be taken.

## Section 2

The election of officers shall be at the National Tour. All members in good standing shall be given proper notice in the "Driving Force".

In addition to the candidates presented by the nominating committee, any BDE member in good standing may nominate any other BDE member in good standing from the floor during the election process at the Annual Business Meeting for any elective office that currently requires a replacement officer. The nominated member must be aware of the duties of that office, and must be willing to serve.

Should a member be nominated from the floor, and said member is not physically present at the meeting, a letter authorizing permission for his or her nomination must be presented to the senior director at the time of the nomination.

Officers will take office after they are elected at the National Tour except for the treasurer who will serve for the remainder of the fiscal year.

## Section 3

The term in office shall be: co-directors three years, with one elected each year. Secretary and treasurer; two years.

# Article 4 Duties of Officers

## Section 1

Co-directors: The co-directors will preside at all Division and board meetings. They will also appoint all committee chairpersons, and act as activities and awards co-chairs.

The directors shall order an audit of the division's finances every two years, or upon change of the treasurer's office. The audit should be completed no more than two (2) months after the National Tour. The directors shall review the audit report before a new treasurer assumes responsibility. At the discretion of the directors, an alternate method of auditing may be utilized to satisfy the audit requirement. In this method, the directors, on a rotating schedule, will examine originals, or copies, of the bank statements, receipts, and checks issued, on a monthly or alternate month basis. This method shall be called a "running audit". An audit finding will be published in the "Driving Force" by the senior director or reported at the next general membership meeting.

A current director will serve as a secondary signatory for the BDE checking account, to function only in the case of emergency. This director will be selected, or re-affirmed, annually, after the membership meeting, by the sitting Senior Director. A director may only serve in this role as a secondary signatory for a maximum of three years.

## Section 2

Secretary: The secretary shall keep the minutes of all meetings of the membership and Board meetings and shall read the membership and Board meeting minutes at the next membership meeting.

The secretary will provide a copy of these minutes to all board members by e-mail or postal mail following each meeting of the Board and the membership. The secretary is also responsible for maintaining an updated master computer file and a secure back-up copy of the BDE Bylaws and the Standard Operating Procedures. Additionally, the secretary participates in the Division's election balloting process as outlined in BDE SOP number 8.

### Section 3

Treasurer: The treasurer shall collect and disperse the funds of the Division as ordered by the board. He/she shall render a financial report of the Division's financial standing to the officers' quarterly.

## Article 5 Permanent Committees

### Section 1

Permanent committees shall consist of activities and awards, membership chairperson, editor, historical, sales, chaplain, webmaster, and nominating.

### Section 2

Chairpersons for permanent committees shall be appointed, with their consent, by the executive board. Chairpersons may remain in office indefinitely at the request of the current board. They may appoint assistants at their discretion.

### Section 3

Membership chairperson shall keep an up to date roster of all members, active and inactive, enlist new members, issue notices of membership fees due, collect same and deposit with the treasurer.

### Section 4

Activities and Awards Co-chairs shall suggest Division functions and assist any member who would like to host a Division function. They shall also provide awards that may be required for such events.

### Section 5

The editor shall send quarterly reports of Division activities to the National office, and issue a quarterly newsletter to all Division members.

### Section 6

The Historical committee chairperson will also serve as photographer. He/she shall maintain a current scrapbook of Division activities collecting such photos, documents and souvenirs as shall serve to remind members of the Divisions activities.

### Section 7

The Sales chairperson or chairpersons shall be responsible for selection, ordering and sales of all items relating to Division activities, with the prior approval of the Board of Directors. All items shall be purchased through the treasurer and sent to the sales chairperson.

### Section 8

There will be 2 co-chaplains, responsible for all religiously oriented activities at all BDE functions and for the consolation of any BDE members who are bereaved, in ill health or otherwise in need of moral support, that he/she is made aware of. The duties will include those of a Sunshine/Social chair. This position will be responsible for sending a card to a member when serious illness or the passing of a member occurs.

## Section 9

The webmaster shall be responsible for maintaining the BDE website and all other computer related activities of the BDE.

## Section 10

The nominating committee shall consist of the current senior director and the two immediate past directors. They will be responsible for recruiting candidates for each of the elective officers of the BDE, i.e. co-director (one each year), secretary (one every two years), and treasurer (one every two years). A minimum of one candidate for each office is required; however, two or more candidates for each office are desired.

## Article 6 Members

### Section 1

Persons having an interest in Buick vehicles, as well as a membership in the National Buick Club of America, may become members of the Buick Drivers Enthusiasts Division, upon approval of the Executive Board.

### Section 2

Dues may be paid to the membership chairperson either in person or by mail. The membership fiscal year is from January 1 through December 31. A change in dues shall be voted on at the annual meet.

### Section 3

The membership of any person may be terminated by unanimous vote of the executive board for conduct unbecoming a member or other cause, upon giving the member in question full opportunity to hear and reply to the Division charges or reasons. Any members whose Division dues are not paid by March 1, shall be considered in arrears, and shall be dropped from the Division rolls and receive no further correspondence relative to Division business.

## Article 7 Meetings

### Section 1

The Division will hold an annual meeting at the BDE National Meet. Special meetings may be called as needed. At least two weeks written notice shall be given to all Division members of all meetings.

## Article 8 Requirements of Buick Driving Enthusiasts Division of the Buick Club of America

### Section 1

Must be a member in good standing of National Buick Club of America.

### Section 2

No member of the Division or an individual shall use the name of the BDE, or the BCA in connection with a commercial or charitable project, or in any way for profit or personal gain, unless clearance is obtained from the National Board of the BCA.

### Section 3

The Division may not hold any activity in conflict with a National event of the BCA.

### Section 4

The name and address of the senior director must be sent to the BCA national secretary-treasurer each year immediately after Division elections.

### Section 5

The BDE, of the BCA, is a non-profit organization. The members therefore shall not be entitled to any individual or collective interest participation share right and/or property right in and to the assets of the Division. Therefore, no dividends, profits, stock dividends, or payments of like manner shall ever be declared or paid to members of this Division.

### Section 6

Anyone participating on a BDE tour, National or Regional is to drive or ride in a Buick; no matter what vehicle they drove to the meet.

## Article 9 Amendments or Additions to these By Laws

### Section 1

No amendments shall be made that nullify or alter any part of the National constitution or bylaws.

### Section 2

Any BDE Board approved amendments to the bylaws, must be presented to the general membership at the next annual membership meeting. A simple majority vote by those members present is required to officially ratify any Board proposed amendments.

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