

LINCOLN HILLS SPORTS CAR GROUP

BYLAWS AS OF: March 24, 2016

Amendments:

ARTICLE I. NAME

The name of this group shall be Lincoln Hills Sports Car Group, hereinafter referred to as the “Club.”

ARTICLE II. PURPOSE

1. The purpose of the Club is to participate in three types of activities:
 - a. Tour in sports cars.
 - b. Participate in Club social activities.
 - c. Participate with sports cars in select civic and/or community events.
 2. The Club is organized and will operate in full compliance with the Association’s “Clubs and Community Organization Committee” (CCOC) governing documents including the Club Information & Guidelines Handbook.
 3. Solicitation of money and gifts for charities, including fundraising, lotteries, raffles and food drives, shall not be allowed at Club meetings.
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ARTICLE III. MEMBERSHIP

1. Membership in the Club is open to all Association residents who have an interest in sports cars; although participation in Club rolling Tour Events will be limited to drivers and passengers in sports cars approved by the Board of Officers. The Board of Officers hereinafter will be referred to as the “Board.”
 2. The Club shall update the Membership Roster at least annually.
 3. Members deemed to be in violation of Club or Association Rules and Regulations may be subject to disciplinary action:
 - a. The Board shall determine if the member will be suspended for a period of time, up to one year, or if the membership is permanently revoked.
 - b. The member may appeal any decision to the Association Board of Directors.
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ARTICLE IV. MEETINGS

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

ARTICLE V. VOTING

1. Voting for the eight Board positions will be conducted in the following manner:
 - a. Elections shall be held annually at a monthly meeting in November for the first four (1-4) elected Officers.
 - (1) President
 - (2) Vice President/Membership
 - (3) Secretary
 - (4) Treasurer
 - b. The newly elected Officers (1-4) shall select and vote for the remaining four (5-8) Officers.
 - (5) Tour Event Officer
 - (6) Social Event Officer
 - (7) Liaison to the Community Association/Historian Officer
 - (8) Webmaster Officer
 - c. Any member in good standing may serve as an Officer.
 - d. Only individual members may be nominated to become Officers. Officer positions may not be shared by multiple members.
 - e. The above eight Officer positions shall manage and conduct the Club's affairs.
 - f. Voting for the four elected Board positions will be conducted in the following manner with only one vote for each paid household membership:
 - (1) If no more than one person is nominated for each (1-4) Board Officer position, voting will consist of a show of hands of paid households in attendance and added to all absentee ballots.
 - (2) If more than one person is nominated for any position, voting shall be by secret ballot of those paid households in attendance at the meeting and added to all absentee ballots.
 - (3) One absentee ballot per paid household shall be allowed if delivered to the President or the President's designee in one of the two following ways:
 - i. In a signed and sealed envelope prior to the meeting.
 - ii. Via email ballot that contains an "electronic signature" prior to the meeting.
2. For voting purposes a quorum is defined as follows:
 - a. A Quorum of Officers is 50%+1 and hereinafter referred to as a "Quorum of Officers."
 - b. Board Meetings require a Quorum of Officers.
 - c. For Board Meetings, Officers may personally communicate absentee votes through another Officer.

- d. For all business at membership meetings, a quorum is 25% of the Club's paid households in attendance and must include a Quorum of Officers.
 - e. For voting at the November membership meeting for the four elected Officers (1-4), a quorum is 50% of the Club's paid households, including absentee ballots, and must include a Quorum of Officers.
 - f. The President casts a vote in all Club votes only to break a tie.
3. A simple plurality of the votes actually cast decides any vote.
 4. A majority vote at a monthly general meeting is required for the adoption of these Bylaws.
 - a. A quorum shall consist of 25% of paid household membership and a Quorum of Officers in attendance. The President votes only to break a tie.
 - b. The Bylaws must be approved by the CCOC and the Association Board of Directors before they can become effective.
 5. Votes taken at a monthly membership meeting shall have precedence over decisions made by the Board provided the quorum requirement for a monthly general meeting is present.
 6. One vote is allowed per paid household membership.
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ARTICLE VI. BOARD OFFICERS

1. The administration and affairs of this Club shall be managed and conducted by a Board that numbers eight and consists of the following positions:
 - a. Elected Officers:
 - (1) President
 - (2) Vice President/Membership
 - (3) Secretary
 - (4) Treasurer
 - b. Officers selected by the (1-4) elected Officers:
 - (5) Tour Event Officer
 - (6) Social Event Officer
 - (7) Liaison to the Community Association/Historian Officer
 - (8) Webmaster Officer
2. Officers serve as follows:
 - a. Serve a one year term.
 - b. Serve a maximum of four continuous years after which they must take at least a one year break unless an exception is granted by the CCOC.
 - c. Shall not receive or accept any salary or compensation for their services.
3. Duties of each Officer shall be as follows:
 - a. President shall have the following duties:
 - (1) Prepare the agenda for all Club meetings and distribute the general meeting agenda to the membership at least seven days prior to a general or special meeting.
 - (2) Preside over Club membership meetings.
 - (3) Be responsible for the administration of all Club business.
 - (4) Act as ex-officio member of all committees.

- (5) Ensure the financial and administrative integrity of the Club.
- (6) Be available as one of three contact persons to the Sun City Lincoln Hills Community Association (SCLHCA) liaison.

- b. Vice President/Membership shall have the following duties:
 - (1) Assist the President in the performance of his/her duties.
 - (2) Perform the duties of the President during his/her absence.
 - (3) Keep a current membership roster.
- c. Secretary shall have the following duties:
 - (1) Take notes and prepare minutes of all Club meetings.
 - (2) Distribute the meeting minutes within seven days after a meeting to the Club membership.
 - (3) Prepare monthly articles for the “Compass” and the “Sun Senior News.”
- d. Treasurer shall have the following duties:
 - (1) Receive all monies and pay all bills owed by the Club.
 - (2) Keep an up-to-date record of all financial transactions.
 - (3) Prepare monthly financial reports for meetings.
 - (4) Retain financial records for seven years.
 - (5) Be available as one of three contact persons to the SCLHCA liaison.
- e. Tour Event Officer shall have the following duties:
 - (1) Be responsible for Tour Event dates and names of Tour Event leaders and co-leaders.
 - (2) Be responsible for assuring that each Tour Event has been properly planned.
 - (3) Provide guidance to leaders and co-leaders when needed.
- f. Social Event Officer shall have the following duties:
 - (1) Be responsible for arranging Social Events for the Club throughout the year.
 - (2) Ask for volunteers to assist with each Social Event when needed.
- g. Liaison to the Community Association/Historian Officer shall have the following duties:
 - (1) Interface with the SCLHCA regarding arrangements for meeting rooms and other items.
 - (2) Be responsible for ensuring photos are provided to the Webmaster.
 - (3) Be available as one of three contact persons to the SCLHCA liaison.
- h. Webmaster Officer shall have the following duties:
 - (1) Maintain the website content, including at least monthly updates.
 - (2) Maintain a fully up-to-date backup copy of the website that is physically separate from the web server.

4. In the event that one of the four elected Officers (1-4) does not complete his/her term, the vacancy shall be left open until the next monthly membership meeting, at which time an election will be held. In the event that one of the four appointed Officers (5-8) does not complete his/her term, the remaining Board Officers shall select a replacement in an expeditious manner.

5. The reasons and the process for removing an Officer before the completion of his/her term shall be as follows:

- a. Any Officer deemed to be in violation of Club and/or Association Rules and Regulations may have his/her Club membership suspended or revoked.
 - b. Remedial action is the responsibility of the remaining Club Officers.
 - c. If such remedial action is not taken by the remaining Club Officers, the Association Executive Director is authorized to take action or refer the matter to the CCOC.
 - d. The suspended member may appeal any decision to the Association Board of Directors.
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ARTICLE VII. DUES

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

- a. Annual dues shall be set by a vote at a general meeting and continue at the same amount each year until changed by a new vote.
 - b. These dues shall be payable by January 31 each year or upon new members joining the Club after January 31.
 - c. Dues are charged per household.
 - d. Dues are paid to the Vice President/Membership.
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ARTICLE VIII. GUESTS

1. Resident guest participation in Club activities, including how often these guests may participate before joining the Club, shall be subject to the following rules:

- a. A current resident may accept Club hospitality three times for the purpose of attending meetings before becoming a member of the Club.
- b. A current resident may participate in a Club Tour Event and/or a Club Social Event only by invitation and accompanied by a Club member.
- c. Residents must first file a Guest Release Form for each Tour or Social Event before attending an Event.
- d. The Club member inviting the resident is responsible for any fees and conduct of the resident for the activity he/she attends.

2. Non-resident guest participation in Club activities shall be subject to the following rules:

- a. A non-resident is not allowed to be a member of our Club.
- b. A non-resident may attend a general membership meeting only by invitation and accompanied by a Club member.
- c. A non-resident may be invited to a Club Tour Event and/or a Club Social Event only by invitation and accompanied by a Club member.
- d. Non-residents must first file a Guest Release Form for each Tour or Social Event before attending an Event.
- e. In no case shall the participation of a non-resident be the cause for exclusion of a Club member from any activity.

- f. The Club member inviting the non-resident is responsible for any fees and conduct of the non-resident for the activity he/she attends.
 3. In accordance with Association guidelines, guests do not count for Club minimum membership standards and are not allowed to vote at general membership meetings.
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ARTICLE IX. RECORDS, REPORTS AND ROSTERS

1. Financial records will be maintained for seven years to include a detailed accounting of the Club's receipts and disbursements. Records must be available for view by any Club member in good standing.
 2. The President and Treasurer will sign and file the semi-annual Association Financial Report with the Association's Director of Lifestyle.
 3. Minutes will be maintained for three years for all Board meetings and general membership meetings and for other meetings where Club business or elections are conducted.
 4. The Club will provide Board election results on the Club Contact Form, along with the related Club meeting minutes, to the Association's Senior Director of Lifestyle.
 5. Lists containing Club member information that is personal and private shall not be used for commercial, political or personal purposes not related to the business of the Club. Control, distribution and use of these lists, including email or other communications to members, will be in accordance with the following policies:
 - a. Only Board Officers have access to the Club's protected email account containing personal and private information that is password protected and changed at least once per year.
 - b. No information from the Club's roster, including email addresses, shall be made available outside the membership of the Club.
 - c. The use of the membership roster and information must conform to SCLHCA policies that include using hidden addresses for emails: Blind Carbon Copy (BCC).
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ARTICLE X. CLUB DISSOLUTION

In the event that the Club dissolves, all remaining assets will be either transferred to the Association or donated to a charitable organization voted by the Club membership. Dissolution will not be initiated until all outstanding debts are satisfied.

ARTICLE XI. AMENDMENTS

1. The process for amending these Bylaws shall be as follows:
 - a. Proposals shall be by e-mail to the President.

- b. A vote to adopt or reject the proposed amendment shall be taken at a monthly meeting of the membership after a thirty-day notice has been sent to the membership describing the proposed amendment.
 2. An amendment to the Bylaws will become effective only after the process described above is completed and approved by the CCOC and the Association Board of Directors.
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ARTICLE XII. SPORTS CAR TOUR EVENTS

1. Each member participating in any sports car related Event requiring he/she to drive shall have liability insurance in force for his/her car at the time of each Event.
 2. Each car participating in an Event shall be a sports car approved by the Board.
 3. Only members' sports cars can participate in Tour Events.
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