

*Delaware Valley Classic
MG Chapter*



Club Guidelines

November 11, 2019

TABLE OF CONTENTS

DOCUMENT DESCRIPTION	1
GENERAL	2
MEETINGS	3
EVENTS	4
MEMBERSHIP	5
Hosting Event Guidances	6
Hosting the DVC Christmas Party.....	8

DVCMG Guidelines

DOCUMENT DESCRIPTION

Description of the DVC

The DVC (Delaware Valley Classic MG Chapter – DVCMG) was designed from its inception in 1970 to be a very informal organization. It is not designed to make a profit, nor is it designed to be a formal non-profit organization. It is designed to simply break even with a modest amount of savings for continuation of the organization. It can best be described as a social organization of like-minded friends who gather together and toss money into the 'kitty' to help pay for common expenses.

The club is intended to be a family oriented organization to foster and promote the love for MG and other British automobiles. Members do not need to own an MG to be part of the club – as long as you enjoy them, that is fine. Members who do own MGs are strongly encouraged to register them with the appropriate MG Registry (NEMGTR, NAMGAR, or NAMGBR).

Purpose of Document

While the DVC is intended to be an informal group who just get together for events, the number of members and the type of events dictate that there be some guidelines to assure fairness and consistency. This is for the benefit of the board, the members and the club as a whole.

This document is intended to describe the guidelines, agreements, and 'rules' of the club and its membership. The document is to be used as a guide to provide consistency of expectations. It is not a 'Set of Bylaws', nor a set of 'Rules and Regulations'. It is simply a set of previous practices, and guidelines. The board has the ability to overrule any item on an individual basis.

This document as well as the DVC "Jobs Description" document will be reviewed and updated by the board annually prior to the annual meeting.

In cases of discrepancy between this document and any other DVC document or practice, the decision of the Board will prevail. In all cases of discrepancy between this document or any other DVC document or practice, and any signed agreement with an individual, the agreement will prevail during the time that it is in force. Federal, state, and local laws will prevail in all cases.

DVCMG Guidelines

GENERAL

Bullet Points

- Club year
 - The club fiscal year for membership and accounting purposes shall follow the calendar year (January 1 through December 31)
 - The club year for officer terms shall follow the club anniversary year (March 15 through March 14). Passing on of office ceremonies shall take place during the Anniversary party.
- Voting
 - Items requiring the approval of the membership will be determined by a majority of the votes submitted. When possible, items should be held for vote until the annual membership meeting. Items requiring urgent attention will be determined by a majority of the votes submitted by whatever means the board determines to be fitting of the item.

DVCMG Guidelines

MEETINGS

Bullet Points

- General Membership Meetings
 - General membership meetings will be held as a DVC event in the month of November.
 - Additional meetings will be held as needed with at least 30 day notice.
- Board Meetings
 - The Board of Directors will meet at least twice each year – once in the spring, and once in the fall (prior to the annual membership meeting).
- Committee Meetings
 - Committees will meet as frequently as needed to conduct business. A copy of the minutes from committee meetings shall be forwarded to the Board within 14 days of the meeting.

Meeting Agendas

- General Membership Meeting Agenda
 - Treasurer's Report
 - Report of the Board
 - Old Business
 - New Business
 - Good of the Club
 - Event Determination

DVCMG Guidelines

EVENTS

Bullet Points

- The DVC will not provide alcohol (beer, wine, liquor, etc.) at any event. Members are permitted to bring and share their own adult beverages, as may the host. The DVC, however, will not reimburse any expenses for alcohol. The DVC, the Board, and the Membership will not be liable for any injuries or damages caused by or linked to the use of alcohol by their membership.
- Expenses should be kept to a reasonable amount and are intended to reimburse for food, beverages, and supplies. The general guidance is to keep the expenditure under \$175. Expenditures over the guideline amount require approval from the Events Chair and (with large costs) the board.
- Event timeline
 - Host volunteers for an event.
 - Event Committee gathers pertinent information about the event (name, date, time, location, etc.) and assures host understands role and responsibilities.
 - Event Committee creates a flyer for publication at least 2 months prior to the event and submits to System Admin for publication on the website and emails.
 - Event Committee publishes email reminder of upcoming events (3 months) on the first of each month.
 - Editor or reporter contacts host and photographers to assist in creating event story and pictures.
 - Host holds event and records list of attendees (and cars driven).
 - Editor provides story and sorted (public vs members) photographs to System Admin for publication on the web within two weeks of the event.
 - System Admin publishes story on the web, sends notification of publication to the membership on behalf of the Editor, and notifies British Marque of the new story and pictures.
- Hosting event guidelines can be found at the end of this document.

DVCMG Guidelines

MEMBERSHIP

Bullet Points

- Membership Classes
 - Active Member – Those individuals who have paid dues that cover the current club membership year. Membership includes the individual, one adult residing with the member, and all children up to and including age 18 (age 22 if attending college). The membership holder and adult resident shall have voting rights.
 - Honorary Member – Those individuals who have had the title bestowed by vote of the Board of Directors. Honorary members are not entitled to voting rights (unless they also hold active membership).
 - Inactive Member – Those individuals who are in arrears on dues exceeding the grace period. Such members shall be removed from the active register and all rights and privileges will be suspended. Inactive members will be reinstated after payment of current year dues and fees, if any.
 - Lifetime Member – Those individuals who have shown exemplary service to the clubs. Lifetime members will hold all rights and privileges associated with active members.
- Duties of Members
 - Members are expected to keep dues paid up to date.
 - Members are to conduct themselves in a manner that reflects favorably on the DVC. Members displaying excessive drunkenness, use of illegal drugs, use of indecent or profane language, causing an undue disturbance at club events will be requested and expected to leave. Those refusing, will be expelled from the function and face possible club expulsion.
 - Members, including officers, shall not use the name or property of the club for other than club business without the expressed approval of the Board of Directors.
- Dues
 - Annual membership dues will be \$20 per year. There will be no partial year payments.
 - New members joining after August 1 will have their dues count to the upcoming year and will be given full membership rights for the remainder of the current year.
 - Dues for the upcoming year must be received by the Treasurer before January 1 of the current membership year.
 - Members will be granted a grace period of 30 days before being considered inactive and dropped from the rolls effective February 1.
 - Members may reinstate by paying their current year dues. Those paying late in the year must pay the full annual dues for reinstatement. A member will be considered a 'new' member and able to make use of the partial year after one year as a non-member.

DVCMG Guidelines

HOSTING EVENT GUIDANCES

Hosting a DVC Event

Thanks for volunteering to host a DVC event. Our events are normally held on a day and time that are mutually convenient to you and our membership, and are decided on at our yearly annual meeting and then listed on our events calendar. Here are some guidelines to assist you to make sure that your event is a success. (Check out the Christmas version if you are hosting the Christmas party.)

FACILITY: Where you hold your event is up to you. Use your imagination. We have visited museums, air shows, theaters, golf, bowling, and more. In good weather, we often will hold rallies where we meet at a parking lot as a starting point, drive the rally, and end at a restaurant or someone's home. The key here is to book your venue (or plan out your rally) as far ahead as possible. If a deposit is needed, contact the Events Chair and they will help arrange for a DVC check from the Treasurer.

If you opt to hold an event at your home or at a park, the DVC owns a large tent and several folding tables that can be utilized. Please note that the tent is quite large and takes 4 to 6 adults to put it up and take it down.

PRICING: Admission and tickets purchases are to be paid by those attending. If a deposit is needed for the event, it is best to arrange for RSVP with prepayment. Be sure to mention a deadline in the flyer and give yourself a bit of cushion time. Events that involve hotel stays should be handled by arranging for a "block" of rooms at a discounted price if available. The attendees should be instructed to make their own reservation and reference the DVC to get the discount.

FOOD & BEVERAGES: Attendees are responsible for paying for their meals for events that end or are held at a restaurant. Prepayment and deposit checks can be arranged by contacting the Events Chair who will help get a DVC check from the Treasurer. Be sure to include tax and gratuity in the per person costs so there are no surprises when the money is collected. Please remember that an important part of your efforts is to find a facility that combines reasonable prices with a casual (DVC style) atmosphere. Many of our events are chip-in style. It's really up to you as to how you want your event to go.

Another option is to host the meal portion of the event at your home or other location where food can be brought and shared. When doing this kind of event, the attendees are generally asked to bring along a dish to share (potluck style). The host is generally responsible to provide the main dish (example: grilled chicken, burgers, etc.), soft drinks, and condiments. The DVC will reimburse the host for these expenses. (The maximum amount can generally be up to \$175 per event. Please contact the Events Chair for more information on the maximum amount permitted for your event.)

Please note that the DVC no longer provides alcoholic beverages, nor do we reimburse for them. As of January 2018, our events are BYO. The host may provide alcoholic beverages, but it is totally at their discretion, expense, and responsibility. The DVC will provide soft drinks, tea, coffee, water, etc. and mixers.

FLYER: The creation of a flyer is the event host's responsibility. Don't panic yet, it's simple and there are plenty of past years examples to serve as a guide. Generally speaking, the flyer contains the event name, date/time, venue address, written directions (as needed), costs, registration form (if required), and any other pertinent information. It should be emailed to the Events Chair and cc'ed to the

DVCMG Guidelines

Webmaster no later than 3 months prior to the event. If you really don't want to do the flyer, just let the Events Chairman know and we will help put it together for you.

Special events with special mailing needs (like the Christmas Party) can also be sent via the mail. Address labels are available from the Membership Chairman. Expenses for duplicating/postage will be reimbursed from the Treasurer, if required (please get clearance from the Events Chair first).

ROSTER/INSTRUCTIONS: Attendees names need to be recorded for the event write-up. A sign-in sheet is the easiest method. Preregistration rosters should also be kept if your event involves prepaid tickets, the selection of dinners, and the like. The use of handouts will be required in some cases, such as a rallye or a weekend trip. Accuracy counts above all else here.

WEBSITE ARTICLE: The event host also is requested to write up the event for the website and send it to the T-eTalk Editor for review. While a nice story about the event is appreciated, we realize that not everyone likes to do those. A short article describing your event and who attended will suffice. Our Editor can always "punch it up" for you. Just don't panic, there are plenty of writers that can assist you if you suffer from "pen fright". The key here is to get the write up in as soon after the event as possible, while memories are still sharp.

LASTLY: Don't be afraid to be creative, or of doing something different than past year's events. Please don't hesitate to ask questions or to ask for some assistance or guidance. Remember, most importantly, to communicate any problems quickly to the Events Chairman so that they can be resolved ASAP. Thanks again for your help, and we can't wait to see what a great time everybody will have at your event.

DVCMG Guidelines

Hosting the DVC Christmas Party

Thanks for volunteering to host the DVC's Annual Christmas Party. Our Christmas Party is normally held on the first or second Saturday in December at a location of your choosing. Here are some guidelines to assist you and make your task easier.

FACILITY: Ideally, the restaurant/caterer should be close to major highways and should be able to provide you with a strip map that can then be made part of the flyer. The banquet facility should be a private area or an area that lends itself to a group size of 40-60 people without interfering with other patrons. Tables to accommodate raffle prizes are required, approximately 25 linear feet of table space would be ideal. Booking should be done as far ahead of time as possible, with a DVC check for a deposit. Final site approval rests with the DVC Events Chairman after reviewing your concepts. The DVC Events Chairman then councils with the DVC Chairman and Treasurer and the deposit check is then issued to the facility.

MENU: Normally there would be a meat, a seafood and a poultry selection to include a salad and a dessert with provisions for people on special diets. The operation of a cash bar will be required for the entire evening.

PRICING: The total cost of the entrée, dessert, bartender (if required), tax and gratuity, as well as any costs to rent the venue need to be prorated into the cost of the meal so that there are no surprises when the bill is delivered to the Treasurer at the end of the meal. Please remember that an important part of your efforts is to find a facility that combines reasonable prices with a Holiday ambiance.

PRIZES: The door prizes have been a large part of the event. Raffle tickets are purchased during the event and prizes awarded as tickets are drawn. The moneys received from ticket sales goes towards the purchase of the following year's prizes. The effort for buying, gathering, and setting up the prizes is generally done by someone other than the host. Still, it is the responsibility of the host and Events Chair to assure that the effort is accomplished. (Note... this effort needs to start three to six months prior to the event to assure enough time to gather all the gifts.)

FLYER: The creation of a flyer is the event host's responsibility. Don't panic yet, it's simple and there are plenty of past years examples to serve as a guide. Generally speaking, the flyer contains the banquet announcement, strip map, registration form and raffle tickets (supplied by the DVC). It is mailed out separately around the beginning of November. Address labels are available from the DVC Membership Chairman and duplicating/postage expenses will be reimbursed from the DVC Treasurer. And if you really don't want to do the flyer, just let the Events Chairman know and we will help put it together for you.

ROSTER: Attendees names, menu selections, raffle ticket purchases and check amounts are duly recorded to include totals. All checks are forwarded to the DVC Treasurer on a timely basis. Small placards with each attendee's name and dinner selection are created to be handed out at the party prior to dinner. The completed roster needs to be given to the Treasurer prior to the serving of dinner to facilitate the settling of all charges.

WEBSITE ARTICLE: The event host also is requested to write up the event for the website and send it to the T-eTalk Editor. A short article describing your event and who attended will suffice. Once again,

DVCMG Guidelines

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LASTLY: Don't be afraid to be creative or of doing something different than past years' banquets. Please don't hesitate to ask questions or to ask for some assistance or guidance. Thanks again for your help and we can't wait to see what a great time everybody will have at this year's Annual Christmas Party, thanks in large part to you and your efforts.