

*Delaware Valley Classic
MG Chapter*



Club Guidelines

November 7, 2021

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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 the 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 that just gets together for events, the number of members and the type of events dictates 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 that are written down and maintained. The board can 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 before 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.

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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 *calendar year (January 1 through December 31)* ~~club anniversary year (March 15 through March 14)~~. Passing on of office ceremonies shall take place during the *Annual Meeting* ~~Anniversary party~~. [changed 11/7/2021]
- 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 a 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.

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MEETINGS

Bullet Points

- General Membership Meetings
 - General membership meetings will be held as a DVC event in November.
 - Additional meetings will be held as needed with at least a 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 (preferably before the annual membership meeting).
- Committee Meetings
 - Committees will meet as frequently as needed to conduct business. A copy of the minutes from formal 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

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EVENTS

Bullet Points

- The DVC will not provide alcohol (beer, wine, liquor, etc.) at any event. Members are permitted to bring and share their personally provided 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.
 - The Event Committee gathers pertinent information about the event (name, date, time, location, etc.) and assures the host understands their role and responsibilities.
 - The Event Committee creates a flyer for publication at least 2 months before the event and submits it to System Admin for publication on the website and emails.
 - The Event Committee publishes email reminders of upcoming events (3 months) on or around the first of each month.
 - The Editor or reporters contacts hosts and photographers to assist in creating an event story and pictures.
 - The host holds the event and records a list of attendees (and cars driven).
 - The Editor provides the story and sorted (public vs members) photographs to System Admin for publication on the web within two weeks of the event.
 - The System Admin publishes the stories 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.

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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 one-month 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 club. 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 matters 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 annual dues count toward 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 31 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 full year as a non-member.

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. Events are normally decided on at our yearly annual meeting and then listed on our events calendar, however, pop-up and fill-in events do occur. Here are some guidelines to assist you in making 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. Mini-rallies before or after a destination event (museum, theater, etc.) are also appreciated. The key 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 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. Several members own canopies and will gladly loan them for events.

PRICING: Admission and tickets purchases are to be paid for 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 reservations on their own and reference the DVC to avail themselves of 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. 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 is generally 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 entirely at their discretion, expense, and responsibility. The DVC will provide soft drinks, tea, coffee, water, etc. as well as mixers.

FLYER: The flier is created by the Event Committee. While we will create the flier, you need to provide us with the details – event name, date/time, venue address, written directions (if needed), costs, a

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registration form (if required), and any other pertinent information. The information needs to be emailed to the Events Chair and cc'ed to the System Admin no later than 3 months before the event – the sooner, the better.

Special events with special mailing needs (like the Christmas Party) can be sent via the USPS. Address labels are available from the Membership Chairman or System Admin. Expenses for duplicating/postage will be reimbursed by the Treasurer (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 with name & car driven 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 is also requested to make sure that a write-up of the event is done for the website and sent to the 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 (or at least some bullet points about what transpired) in as soon after the event as possible, while memories are still sharp.

LASTLY: Don't be afraid to be creative, or to do something different than events of the past. Please don't hesitate to ask questions or to ask for some assistance or guidance. Remember 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.

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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 with easy access and adequate parking. 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. A table or two to accommodate raffle prizes may be required. Booking should be done as far ahead of time as possible. All deposits should be done with a DVC check (contact the Events Chair to obtain one from the Treasurer). 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 is a meat, seafood, and poultry selection to include a salad and a dessert with provisions for people on special diets. The operation of a cash bar for the entire evening is recommended. (Please note that the DVC no longer provides alcohol at events – even as part of the dinner price.)

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 were a large part of past holiday events. This grew to the point of being the entire event. We have subsequently slimmed down the number of prizes. To avoid having members spend all of their time selling raffle tickets, we have moved to a 'your reservation is your raffle ticket' model with each paid meal equaling a chance.

FLYER: The flier is created by the Event Committee. While we will create the flier, you need to provide us with the details – event name, date/time, venue address, written directions (if needed), costs, a registration form (if required), and any other pertinent information. The information needs to be emailed to the Events Chair and cc'ed to the System Admin no later than 3 months before the event – the sooner, the better.

The flier and registration form are mailed out via USPS at the end of October or the beginning of November. Address labels are available from the DVC Membership Chairman or System Admin. Duplicating/postage expenses will be reimbursed by the DVC Treasurer.

ROSTER: Attendees' names, menu selections, and check amounts need to be 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 should be created to be handed out at the party before dinner. This helps in reserving seats and letting staff know which meals to serve. The completed roster needs to be given to the Treasurer before the serving of dinner to facilitate the settling of all charges.

WEBSITE ARTICLE: The event host is also requested to make sure that a write-up of the event is done for the website and sent to the 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

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LASTLY: Don’t be afraid to be creative, or to do something different than banquets of the past. Please don’t hesitate to ask questions or to ask for some assistance or guidance. Remember to communicate any problems quickly to the Events Chairman so that they can be resolved ASAP. Thanks again for hosting the Christmas Party. We can’t wait to see what a great time everybody will have at your event.