



Structure & Guide Manual

Vision: To be recognized, respected, and accepted in the Classic Car and Hot Rodding community as true enthusiast with passion & commitment.

Mission Statement: We are committed to the restoration, collecting, driving, and showing of First Generation Camaro's and supportive of all people who own them.

Texas Bowtie First Generation Camaro Club Structure:

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Club Vice President

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Club Constitution:

Article 1. The Club shall be known as the "Texas Bowtie First Generation Camaros" to be referred to as "TBFGC" or the "Club"

Article 2. All members of the Club must be members of TBFGC and agree to follow the TBFGC club purpose.

Article 3. The Club is an interdenominational organization open to all religious beliefs provided they comply with the laws of the State of Texas and the United States.

Article 4. Club membership is open to all persons regardless of age, sex, national origin, or race.

Article 5. There will be Membership Fees & Annual Dues required for Club membership. The Club is to be self supporting through these fees Dues, fund-raising projects, and selected sponcership.

Article 6. Elected Club officers will consist of: President, Vice President, and Secretary/Treasurer.

Article 7. Officers':

– **President:** preside at all Club meetings, appoint committee chairmen, vote as a tiebreaker when necessary, serve ex-officio on all committees, call Club business meetings, and observe and enforce the provisions of the Club constitution and guidelines of TBFGC .

– **Vice President:** assume the role of President in the event of absence or vacancy, attend and/or assist at all club events and/or meetings.

– **Secretary/Treasure:** record minutes of Club and officers' meetings, record attendance at regular Club meetings, handle Club correspondence, receive and disperse of all monies, render account of all receipts and expenditures to the Club.

Article 8. A majority vote of active Club members present at any scheduled meeting will constitute approval for all actions.

Article 9. Election of Officers:

– Nominations will be made by secret ballot one month before elections (October).

Members may only make one nomination per office per person.

• Persons nominated for office are to be notified and can accept or decline.

– Elections will take place at the (November) regularly scheduled Club meeting. Terms of office will be for (Two) year from January to December. Office is not limited to one term.

Active Club members must be Club members for at least six months before they are eligible for nominations and voting.

• Active means:

– Having taken part in at least three Club meetings in the previous six months.

– Not owing TBFGC Annual Dues

• Sign in sheets from Club meetings may be used to determine eligibility.

– The minimum age for nominating, voting, or holding a Club office is defined as the age at which a member who is old enough to be licensed to own and operate a motor vehicle in the state of Texas.

– Anyone not an active member of TBFGC is considered to be a guest of the local Club.

• Guests are welcome, but have no Club membership privileges (i.e. nominating, voting, holding office or any position).

– Votes shall be cast by secret written ballot. A simple majority vote shall be necessary to fill any office.

– Vacancies in any office shall be filled by nominations and elections from the active Club members. This term will be until the end of the original term.

Club Guidelines:

The Club function should include:

• A strong First Generation Camaro foundation.

• Interest in the restoring and modifying First Generation Camaros regardless of year or type.

• Supporting all TBFGC programs and activities.

• Agreement with in the leadership of TBFGC.

• Club led by elected officers.

• Have decisions decided by the majority of the active TBFGC Club member

- Should avoid having Club officers from one family.
- Can not hold more than one Club office at a time.
- Need to have an understanding of and agreement with the TBFGC Vision and Mission Statement.

Club Purpose:

Clubs have a three-fold purpose:

- Encourage members to be active in First Generation Camaro restoration or Hot Rodding.
- Provide a safe and trust worth association for information gathering and sharing.
- Provide opportunities for showing, driving, and improving the over all condition of all First Generation Camaros.

Active Membership:

TBFGC has set standards to gain respect and favor from the Classic Car and Hot Rod community and we expect our members to:

- Promote/attend TBFGC and open events.
- Find out about and get involved with local groups and clubs in your area.
- Communicate and be open with members. Listen when others talk.
- Communicate information as promptly as possible.
- Welcome visitors and members at Club meetings.
- Be familiar and in agreement with TBFGC's guidelines and procedures.
- Promote membership.
- Encourage Club members.
- Model a mature and positive attitude and behavior when you are at Club sponsored or open type classic car and hot rod events.
- Be willing to offer assistance to any Club members that is in need.
- Support TBFGC elected leadership.
- Support TBFGC financially with annual dues and fundraising events.
- Have modesty in apparel.
- Keep Club business cards available to give out for recruiting new members and making good contacts
- Do not misuse or destroy the TBFGC logo, name, or creditability.

Club Dues:

An application fee and annual dues will be collected from each member as a sign of commitment and to help support the club activity.

- A one time \$50.00 membership application fee will be collected from each new member to cover registration, operating cost, club shirt, and car sticker.
- Annual Dues of \$60.00 must be paid when submitting an application and are renewable every year by March 1st.
- If you are delinquent by more than 60 days your privileges to vote or hold office will be suspended.

Club Officers:

Club officers have been elected by the Club to help lead and coordinate the Clubs' involvement in various activities. Club officers are a reflection of the TBFGC and represent the quality of the Club because of their visible leadership and their dedication to the club. They should work together as a team and promote unity throughout the Club. As Club leaders, they should wear their TBFGC logo at all times when representing TBFGC. Club officers should take the lead in setting the example for Club members in attendance at classic car /hot rod events and TBFGC sponsored events and meetings. They should also set an example of consistent financial accountability to the Club.

The qualities of a Club officer are:

- Willingness to help

- Respected among peers
- Proven worker
- Involved in both classic car/hot rod and TBFGC events
- Responsible
- Leads by positive influence
- Does the best job possible

Club President:

Club President: works with the other Club officers to accomplish the vision of the Club

The office of Club President involves a commitment to both the Club members and the Classic/Hot Rod Car community that you're Club touches; it is important that you make this position a priority. You are the main representative of the TBFGC in your area and therefore will lead in the promotion and respect of our Vision and Mission Statement.

Key functions of the Club President:

- Promote/attend TBFGC and open classic car and hot rod events. Leading by example will underscore their importance to Club members.
- Find out about and get involved with local groups and clubs in your area. Opportunities come from relationships. Get involved and encourage your members to do the same.
- Communicate and be open with members. Listen when they talk.
- Communicate information as promptly as possible.
- Welcome visitors and members at Club meetings.
- Be familiar with TBFGC's guidelines and procedures to be able to answer questions and resolve issues that may arise.
- Promote membership.
- Encourage Club members.

Club Vice President:

Chapter Vice President: assistant to the Chapter President.

The office of Chapter Vice President is a supportive, yet very important role. As it closely models the guidelines for the Chapter President, make sure you are familiar with the duties and responsibilities of that office. It is important that you make this position a priority in your life. You are a top representative of the TBFGC in your area and therefore be expected to lead in the promotion and respect of our Vision and Mission Statement.

Key functions of the Chapter Vice President:

- Promote/attend TBFGC and open events. Leading by example will underscore their importance to Club members.
- Find out about and get involved with local groups and clubs in your area. Opportunities come from relationships. Get involved and encourage your members to do the same.
- Communicate with the Chapter President. Work as a team and discuss any concerns or issues with him/her.
- Communicate and be open with members. Listen when they talk.
- Communicate information as promptly as possible.
- Welcome visitors and members at Club meetings.
- Be familiar with TBFGC's guidelines and procedures to be able to answer questions and resolve issues that may arise.
- Promote membership.
- Encourage Club members.
- Be available to assist other officers and fill in as necessary.
- Attend Club and officers' meetings

Club Secretary/Treasurer:

Club Secretary/Treasurer: Note taker and record keeper for the Club collects and maintains dues and finances for the Club.

As Club Secretary, you need to be a dependable person. Your task is to record all the information for the Club and maintain it in an organized manner. As a result, your presence at the Club meetings, officer's meetings and is critical. Many Club decisions may be based on your records so they must be accurate and up to date.

Key functions of the Club Secretary/Treasure:

- Attend Club and officers' meetings.
- Record legible, accurate minutes of Club meetings. It is recommended that you type the official meeting minutes and store them electronically and in a paper file for ease of future reference.
- Tip:** In taking minutes, every word does not have to be written down. Business motions need to be recorded – who made the motion, seconded it, etc, and if the motion passed or failed and anything that affects the Club membership.
- Have past minutes available at Club meetings for reference.
- Keep a record of members' attendance at each Club meeting, function and event. This information is necessary to determine voting and nomination eligibility in Club elections. An example of a sign in sheet is available in Appendix A.
- For Club records, have members fill out a *TBFGC Member Information Sheet*. This form can be beneficial in helping to determine if a person is eligible to vote in Club elections, gathering and maintaining contact information, special interest and talents.
- Collect donations at the beginning of the Club meeting.
- Count all donations with another officer before leaving the Club meeting.
- Keep accurate records of all monies the Club receives and disperses. Keep itemized receipts for deposits and expenditures.
- Get approval from the Club President for all expenditures.
- Prepare *Financial Reports* for the Club.
- Give a brief report of the past month's expenditures and the Club's account status at each Club meeting.

Setting Up a Club Checking Account:

Obtain an Employer Identification Number (EIN) for the Club from the IRS by completing an SS-4 form. Forms may be obtained online at https://sa.www4.irs.gov/sa_vign/newFormSS4.do or by calling 800-829-4933. Fill in the coordinating blanks on the form with the following information:

- 1. Club name
- 3. Treasurer's name
- 4a. Treasurer's address
- 4b. Treasurer's city, state, and zip code
- 6. Club Charter County
- 8a. Other (specify): Car Club
- 9. Banking Purpose (specify purpose): Obtain checking account
- 10. Date of Club charter
- 14. Other (specify): Car Club
- 15. No merchandise sold
- 16a. No (if applicable)

If completing the form online, press the next button and an EIN will be displayed. Print a copy of the number and the SS-4 form for your records. Take this number to the bank and use it to open a Club checking account.

Club Member Meeting:

*Holding a monthly Club meeting is strongly suggested, but **not** required.*

The purpose of the Club meeting is to get together to discuss plans for and schedule upcoming events both Club sponsored and open. It is this time that members can receive technical information, up dates on projects and give the leadership there input and advice. Each member should make it a priority to attend all Club meetings. All decisions made during Club meetings should be supported by all members, even if you were not able to vote or attend at a particular meeting. Unity with in the Club is essential. It will allow a Club to grow, thrive, and gain respect in the car community. The diversity of backgrounds and opinions of the Club members will provide a verity of ideas and answers.

Club Officers' Meeting:

*Holding a monthly Club officers' meeting is strongly suggested, but **not** required.*

The purpose of the Club officers' meeting is to allow time for the officers to get together to discuss plans for upcoming Club meetings and events. It also allows time for the officers to build relationships and grow into a stronger team. Each officer should have time to discuss ideas, upcoming events and concerns.

Any decisions made during these meetings should be supported by the team outside of the meeting. Unity among Club leadership will allow a Club to grow and thrive. The diversity of backgrounds and opinions of the Club officers will provide opportunity for checks and balances in keeping the Club on the right course.

Club Elections:

Club elections are an important part of the function of a Club. Those who are nominated for an office should be willing to take the office, not forced into it because they are the only ones who will do the job.

Refer to Article 9: Election of Officers, of the Club constitution.

Officer Nominations:

- Determine which members (active Club members as defined in the Club Constitution, Article 9) are eligible to be nominated for office before the (October) meeting. (The Club Secretary/Treasurer will need to review attendance sheets, in order to determine this information.)
- Conduct nominations during the Club's (October) meeting by secret ballot.
- Review nominees with the Club during the (October) meeting so that they can start deciding who will best server the office.

Officer Elections:

- Conduct elections during the Club's (November) meeting by secret ballot.
- Voting is for active Club members only.
- The current Club President votes as a member, not just a tie-breaker.
- The current Club Secretary/Treasurer will need to have preprinted ballots with all nominees listed. (Write-in nominations are not valid.)
- Elect one office at a time, in the following order: President, Vice President, Secretary/Treasurer.
- Two active Club members not running for an office will count the votes and announce the elected person and position.
- After being elected to a position, the person's name is removed from further nomination.
- Newly elected officers will take their appointed positions as of January 1.
- All exiting officers need to turn in all material pertaining to the office to the newly elected officers by January 1 (i.e. Club attendance, Club financial records, etc.).

Club Fundraising:

There are times when a Club may choose to do a fundraiser to help raise money for the Club funds or to help a worthy non for profit organization. Club fundraisers need to be the exception and not the norm for Clubs.

Fundraising suggestions:

- Car Show
- Swap Meet
- Bake sales
- Food Stand (Wal-Mart allows organizations to use their hot dog shed to sell hot dogs and sodas in front of their store to raise money)
- Car washes (be modest in your apparel)