

THE CHARLESTON MINI CLUB CONSTITUTION

Current as of 6/28/15

ARTICLE I – CLUB NAME AND EMBLEM

1.1 The Club's name is "Charleston MINI Club" hereinafter referred to as CHSMINI.

1.2 CHSMINI will have an emblem that embodies the spirit of the MINI.

ARTICLE II – PURPOSE

2.1 CHSMINI Club's purpose is to serve as forum for MINI owners and enthusiasts to socialize with like-minded MINIacs, b) to promote the maintenance and preservation of all types of MINIs and related vehicles, c) to promote the improvement of motoring skills and automobile safety, and d) to promote MINI's positive image through philanthropic work in the local community.

2.2 CHSMINI shall strive to use the Club's profile and unique position to provide philanthropic and charitable contributions to the community.

ARTICLE III – MEMBERSHIP

3.1 GENERALLY

a. Membership in CHSMINI is open to MINI owners and enthusiasts interested in the MINI automobile and/or the purpose of the CHSMINI Club.

b. Active Membership is mandatory for all except Honorary Members.

3.2 MEMBERSHIP CATEGORIES

a. Active Members – May vote, represent, or hold an office in the Club. To be eligible for office, said member must abide by Section 3 of the By-Laws. Dues must be current to be considered an Active Member.

b. Family Members- May share membership in CHSMINI with an Active Member. If Family Members want the right to vote or represent in the club, they will need to become an active member.

c. Honorary Members – A MINI enthusiast awarded a lifetime Active Membership to recognize their support, commitments, and outstanding service to the Club. A 2/3 vote of the Active Members present at a regular meeting is needed to award this distinction. Honorary Members are excused from payment of dues.

3.3 TERMINATION OF MEMBERSHIP

- a. Membership may be terminated in the event of severe infractions of CHSMINI rules, or any actions that are deemed detrimental to the best interest of CHSMINI Club.
- b. Membership may be terminated by a 2/3 vote of the active members present at a regular meeting or by unanimous vote of the Board.
- c. Membership will automatically lapse for non-payment of dues within 60 days after becoming payable.
- d. Any member may resign from CHSMINI by written notice to the Secretary; however membership dues shall not be refunded.

ARTICLE IV – MEETINGS

4.1 Meetings are open to the Membership and those interested in the purpose of the CHSMINI Club.

- a. Membership Meetings will be held at least quarterly and may be in conjunction with rallies or other CHSMINI events. Members will be notified of the time and place of the meetings via email and/or social media.
- b. Board of Director Meetings are open to the public unless an Executive Session is called.
- c. Special Meetings may be called by any elected officer or by petition of a majority of the Active Membership. Written notice, e-mail, or a phone call must be made at least 72 hours prior to such a meeting.

4.2 Voting

- a. Except where otherwise specified herein, any motion shall be adopted by a majority vote. A majority vote shall be defined as $\frac{1}{2}$ plus 1 of the Active Members present, including absentee ballots.
- b. If an Active Member is unable to attend a meeting, the member may elect to vote absentee by sending his or her vote to the Secretary. The vote must be in writing (paper or electronically).

ARTICLE V – BOARD OF DIRECTORS AND OFFICERS

5.1 The CHSMINI Club Board of Directors shall consist of the following elected Officers: President, Vice President, Secretary, Treasurer, and Events Coordinator.

5.2 The Officers' duties are those normally associated with those titles (see by-laws).

5.3 The terms of office are one year, with no limits upon number of terms served.

5.4 Nominations and elections will be according to rules set out in the by-laws. Candidates receiving the highest number of votes are elected. If there is only one nominee for an office, the person will be elected by affirmation.

ARTICLE VI – FINANCIAL OBLIGATIONS

6.1 No Officer, committee, or member will incur debts or other liabilities on behalf of CHSMINI without prior approval of the majority of the Board present at a meeting.

6.2 Special assessments may not be levied without the written and/or oral approval of 2/3 of the Active Membership.

6.3 The Treasurer is authorized to sign all club checks for normal operating expenses of the CHSMINI Club. Any expenditure over \$200 must be approved by the Board of Directors.

6.4 The Vice President will review the check register and bank statements twice yearly to validate revenues and expenditures.

ARTICLE VII – COMMITTEES

7.1 The President, in collaboration with the Board of Directors, will determine what committees are needed for the year. A simple majority vote of the Board of Directors shall be required for the creation of a committee.

7.2 Committee Chairpersons will provide updates on committee activity as directed by the President.

ARTICLE VIII – BYLAWS

8.1 The Bylaws contain the details for the operations of the CHSMINI Club. Bylaws may be changed, sections deleted or added by 2/3 vote of the Active Membership at a meeting.

8.2 Any Active Member may propose an amendment to the Bylaws by submitting the proposal in writing to the Secretary at least 30 days prior to the next regular meeting of the Board of Directors.

a. The Secretary will send the proposed amendment to the Active Membership and Board of Directors upon receipt.

b. The proposed amendment must be passed by a 2/3 vote of the Active

Membership present at a regular meeting (including absentee ballots) in order for the proposed amendment to become effective. Votes may be received by email or otherwise delivered to the Secretary.

ARTICLE IX – DISSOLUTION

9.1 Upon termination or dissolution of the CHSMINI, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

9.2 The organization to receive the assets of the CHSMINI hereunder shall be selected by the discretion of the Board of Directors and Officers. If its members cannot so agree, then the receipt shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the CHSMINI by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of South Carolina.

9.3 In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to this corporation, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of South Carolina to be added to the general fund.

END OF CONSTITUTION

THE CHARLESTON MINI CLUB BY-LAWS

Current as of 6/28/15

1. DUES

- 1.1. Membership dues are \$24.00 USD per year and they are due no later than December 31st of the year. If membership starts in the middle of the year, dues will be pro-rated at \$2.00 per month.
- 1.2. Payments should be made to the Treasurer or online via PayPal to CharlestonMMC@gmail.com.

2. MEETINGS

- 2.1. Regular meetings are to be held at a location and time agreed upon by the Executive Committee. Date, time, and place of meeting will be posted on the CHSMINI's calendar of events.
- 2.2. Quarterly meetings are to be held at a location and time agreed upon by the Executive Committee. Date, time, and place of meeting will be posted on the CHSMINI's calendar of events. Order of business will be:
 - Call to order; introduction of Guests and Members
 - Approval of unapproved minutes
 - Report of Treasurer
 - Reports from each committee
 - Old and unfinished business
 - New business and other business
 - Adjournment
- 2.3. Rallies, runs, and all other CHSMINI sanctioned events shall be MINI or Mini only. If other vehicles are allowed to the event, it will be stated in the event details.

3. ELECTION AND REMOVAL OF OFFICERS

- 3.1. Nominations for elected officers will be made in writing one month prior to the election. At least one person must be nominated for each office. Active members may self-nominate by sending an e-mail or written notice to the Secretary.
 - 3.1.1. To be eligible to be elected for any of the Board of Directors or Officers' positions:
 - Must own or lease a MINI or Mini
 - Must be a member in good standings

3.2. Time Line

- Nominations in September/October
- Elections in November
- Transition Meeting in December
- Take Office January 1st

3.3. Removal – At any meeting, by a 2/3 vote of the Board of Directors present. The Board of Directors may remove for cause any or all of the officers of the Club.

3.4. Removal of Board of Director member for Absence

3.4.1. Number of Absences – Any member of the Board of Directors who shall be absent from three (3) consecutive meetings of the Board without having been previously excused by the President of the Board, shall be considered as having resigned their position.

3.4.2. Declaration of Vacancy – The Secretary shall immediately follow such third consecutive absence, notify the member of the Board of Directors, in writing, of that Board member's delinquency, quoting the section of the By-Laws, and the President shall not later than the next regular meeting of the Board declare a vacancy to exist.

3.5. Resignation – An Officer may resign from such office at any time for any reason. Any such resignation shall be in writing and be delivered to the President or Secretary of CHSMINI. A Resignation is effective upon such delivery.

3.6. Vacancy – In the event of a vacancy in any office shall occur, the Board may at any meeting, elect any other Board member (including another officer) to serve the remaining term of vacated office. Until such election can be made to fill the vacant position; the Officer above the vacant position will be considered as "Acting." If the President's position becomes vacant, the Vice President will become the "Acting President" until the election.

4. OFFICERS

4.1. President – The President shall preside at all Board meetings and at the regular meetings of the members of CHSMINI; shall appoint the Committees as needed, subject to the approval of the Board of Directors; shall execute such papers that require the President's signature and shall exercise a general supervisory control over the affairs of the CHSMINI. The President shall be, ex-officio, a member of all committees.

4.2. Vice President – The Vice President shall attend the meetings of the Board of Directors and the regular meetings of the Club and shall preside over all Board meetings if the President is unable to attend. The Vice President shall assist the

President in every way, shall collect all reports from the committees and submit them to the Secretary. The Vice President shall review the check register and bank statements twice yearly to validate that the expenditures are within reasonable operating requirements of CHSMINI.

- 4.3. Secretary – The Secretary shall attend the meetings of the Board of Directors and the regular meetings of the Club and will record votes, and keep minutes of such meetings. The Secretary shall issue all notices in the manner as required by these By-Laws, issue membership cards, maintain membership database, notify all Officers of additions and deletions to the membership database, and send out Swag to new members.
- 4.4. Treasurer – The Treasurer shall receive all moneys, pay all operating bills incurred by authority of the Board of Directors, and keep and maintain records of the CHSMINI accurate amounts thereof. At each regular meeting, the Treasurer shall report to the Board of Directors the financial condition of the CHSMINI. At the annual meeting, the Treasurer shall submit a detailed report of the financial condition of the CHSMINI for the preceding fiscal year.
- 4.5. Events Coordinator – The Events Coordinator shall identify, schedule, and publicize social events, fund raising events, track days, runs, rallies, and other events approved by the Board of Directors. The Events Coordinator shall maintain the CHSMINI calendar, social media, and webpage. The Events Coordinator may select active members to assist in the fulfillment of the tasks associated with an event.

5. FINANCES

- 5.1. The CHSMINI fiscal year will be from January 1 to December 31.
- 5.2. An entry fee may be charged at any event at the discretion of the Executive Committee.
- 5.3. Fund raising may be conducted with a majority approval of the Executive Committee.
- 5.1. The CHSMINI will donate its profits to a local charity at a minimum of annually; which will be determined by a majority vote of the Board at the annual meeting.

END OF BY-LAWS



**Club Membership Application
Charleston MINI Club**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ Home Phone: _____ Work Phone: _____

E-Mail Address: _____

Are you willing to trade skills and knowledge with other members? Yes _____ No _____

Knowledge, skills, or services which I have to offer: _____

Are you a member of another automotive club or organization? Yes _____ No _____

If yes, please name them: _____

Type of activities you would like to participate in: _____

Are you willing to help out with activities, drives, and/or any of the other club events?

Yes _____ No _____

What kind of MINI/Mini do you own?

Year	Model	Body Style	Color
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I will support the car club in a safe and responsible manner at all times. Any of the information above may be published on the club roster.

Signature: _____ Date: _____

Membership dues are \$24.00 annually or pro-rated at \$2.00 per month if it's started after February 1. Please email completed applications to CharlestonMMC@gmail.com. We will then send an invoice for payment.