

## **Buick Club of AMERICA Standard Operating Procedures**

### **Introduction**

This Manual provides a compendium of policies and procedures adopted by the Buick Club of America (BCA) Board of Directors referred to as “Standard Operating Procedures”. These Procedures are secondary to and provide interpretations of BCA Bylaws and Rules and Regulations necessary for the conduct of BCA programs and other operations.

These Procedures are intended to provide continuity in operation of the organization as different persons serve in various leadership capacities. Unless specifically noted otherwise, these Procedures apply to the operations of the National organization.

The Board of Directors at duly organized meeting of the Board has adopted each Procedure contained herein. Any additions and revisions must be authorized by Board action.

These procedures are maintained by the BCA Secretary who shall update this Manual at least annually to coincide with the BCA’s fiscal year. The master copy will be kept on file at the BCA’s National Office. These Procedures are to be printed as a separate section of the BCA Membership Roster, which is typically published bi-annually.

The National Office shall provide each Board Member a copy of this Manual and any subsequent additions or revisions. Other BCA leaders or members may obtain a copy upon request.

The concept of Standard Operating Procedures was first implemented beginning in April 1993. This May 2018 edition of the Manual of Standard Operating Procedures contains the most current form of all duly adopted Procedures through and including the May 2018 Meeting of the Board of Directors.

Jack Welch: Recording Secretary

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**PROCEDURE No. 1**

Subject: Travel allowance for Board Members to attend Board Meetings

Authorization: Approved by the Board of Directors September, 1991; and amended thereafter on March 1993, March 1997, July 1997, May 2000, October 2002, June 2004, July 2006, and December 2014, October 2018.

Procedure: Board members will be reimbursed an amount not to exceed actual out-of-pocket expense. Driving expense will be based on current IRS mileage allowance. This allowance includes the Board Meeting held in conjunction with the National Meet. Travel expenses will be reimbursed commensurate with the cost of the least expensive method of travel.

A trip is considered starting from and returning to a Board member’s home by the most direct route. While the Board Member may combine the trip with other activities of a business or personal nature, only the expense associated with a normal Board Meeting trip will be allowed.

Hotels, tolls, parking, etc., will be reimbursed.

Receipts are required for all expenses.

No meals will be reimbursed.

A maximum of **\$700** per meeting is allowed.

The BCA Chief Judge shall be compensated for expenses under the same rules and in the same maximum amount as Board members when requested to attend a National Board Meeting by the BCA board or President.

**PROCEDURE No. 2**

Subject: BCA President’s Allowance for Attendance at National Meet

Authorization: Approved by the Board of Directors March 1993, and amended thereafter on July 20, 1997,

Procedure: Because the National Meet is the main annual activity sanctioned by the Buick Club of America, it is important that the President attend to meet the Club members and conduct the Annual Membership Meeting.

The President will be reimbursed the actual out of pocket cost of the least expensive mode of transportation from his/her home to the Meet and return. This shall include the cost of transportation to and from the airport.

If a more expensive mode is selected, an allowance equal to the cost of the least expensive mode will be paid.

In the event the President cannot attend a National meet, the Vice President shall attend. If the Vice President cannot attend in the President's place, the Board, considering first the Secretary, then the Treasurer, in that order, and then the other Board Members, shall select another Board Member. The President's allowance shall apply to any Board Member who represents the President at a National Meet.

**PROCEDURE No. 3**

Subject: BCA Dues shall be waived for President, Board members, Chief Financial Officer, Chief Judge and Chapter, Region, Division Coordinator

Authorization: Approved by the Board of Directors June 1982; amended thereafter on March 1993, July 20, 1997, and December 2014.

Procedure: To recognize the time and effort expended by the above mentioned individuals, their regular dues shall be waived during their term in office.

The additional commitment of time and effort of the President shall be recognized by permanent waiver of his/her dues upon completion of their term in that office.

**PROCEDURE No. 4**

Subject: Financial Management

Authorization: Approved by the Board of Directors May 1993, and amended thereafter on July 20, 1997, and December 2014.

Procedure: Accounts Receivable: The Buick Club of America's payment terms are net 30 days, no discounts. Any deviation must have Board approval.

Accounts Payable: It is the intent of the BCA to pay all legitimate commitments within 30 days or less from the date of receipt. Accordingly, the following procedures apply:

1. All invoices and/or evidence of obligation must be delivered to the BCA National Office for appropriate processing before presentation to the Treasurer or Chief Financial Officer.

2. All invoices must be authorized by signature, coded with account number and dated before presentation to the Treasurer or Chief Financial Officer. If an invoice has several individuals who authorized incurring the obligation, each must authorize by signing their respective portion before the invoice will be paid.
3. All properly authorized invoices will be presented to the Treasurer or Chief Financial Officer for payment. The Treasurer or Chief Financial Officer will process all invoices/obligations within 14 days from the Treasurer or Chief Financial Officer's date of receipt and payment shall be made by the currently accepted method of payment.
4. The monthly invoice of the Independent Contractor providing office and clerical services may be pre-billed in order that payment may be received by the first of the month for the month just completed.

Special Approvals:

1. Any major expenditure, i.e., obligations that aggregate \$250 or more, not approved in the Budget must be approved in advance of incurring the obligation as follows:
  - a. Any expenditures over \$250.00 must be approved by the President; and
  - b. Any expenditures over \$500.00 must be approved by the Board of Directors.
2. Any contractual commitments for rentals, leases, maintenance agreements etc. must be approved by the Board.

Accounting:

1. Within 7 days after the end of a calendar month, the Treasurer or Chief Financial Officer will forward the appropriate information to the accounting service for financial statement preparation.
2. The financial statements will be available for review at all Board meetings.
3. A financial statement shall be published annually in *The Buick Bugle* within 6 months after the close of the fiscal year.

**PROCEDURE No. 5**

Subject: Divisions

Authorization: Approved by the Board of Directors January 1995 and amended thereafter on July 1997, and December 2014.

Background: Divisions were created by the Fifth Bylaw Amendment enacted November 1994.

Procedure: This procedure provides supplemental guidance for organization and operation of Divisions not otherwise specified in the Bylaws.

## 1.0 DIVISION ORGANIZATION

1.1 MEMBERS: A Division shall be organized consistent with the Buick Club of America Rules and Regulations. Members of the Division must be members of the BCA and will receive all the rights and privileges of BCA membership.

1.2 Charter: A Division must petition the BCA Board for a Charter and is encouraged to develop its own Bylaws.

1.3 DUES: A Division may collect dues, independent of the BCA dues, for any purpose, such as its own publication /newsletter.

## 2.0 MEMBERSHIP RECRUITMENT

2.1 The BCA will provide guidance to a Division in membership recruitment.

## 3.0 PUBLICATIONS:

3.1 *The Buick Bugle*: A Division may submit items for the coming events section and may submit editorial contributions. As with any editorial material, the content and space allocation shall be at the discretion of the Editor. Division members can submit appropriate material for a feature article at any time.

3.2 Other Publications: As with a Chapter, a Division may issue its own special publications at its discretions. A Division membership list can be provided from the BCA Office at the request of the Division Board of Directors for any separate mailings.

## 4.0 ACTIVITIES:

4.1 National Meets: Members of a Division are encouraged to present their cars at the annual BCA National Meet.

4.1.1 There may be a class or classes for the Division's cars on the show field.

4.1.2 The Division will develop the method by which the Division's cars are judged and by which awards are presented to cars in that Division.

4.1.3 The Division's officers are encouraged to work in conjunction with the host National Meet Director to organize other activities at the National Meet related to their member's area of interest, such as: seminars about the cars, their features, maintenance and operation requirements, etc.

4.2 Other Activities: Members of a Division are encouraged to participate with BCA Chapters and Regions in their meetings, activities, and shows as well as having Division meetings, shows and activities.

## **PROCEDURE No. 6**

**Subject:** Policy and Procedure Committee

**Authorization:** Approved by the Board of Directors January 13, 1996, and amended thereafter on July 20, 1997, May 2000.

**Procedure:** This procedure describes the duties and responsibilities of the Policy and Procedure Committee.

It shall be the duty of this Committee to study the continuing organizational and procedural needs of the BCA National Organization and develop and propose policies and procedures to meet those needs.

The BCA President shall appoint the SOP committee. Members of the SOP committee shall serve during the administration of the President appointing them. Each succeeding President shall appoint/reappoint members to the SOP Committee at his/her sole discretion. It shall be the responsibility of this Committee to work with the BCA National Board to develop and maintain the Buick Club of America Standard Operation Procedures.

To assist this committee in fulfilling its duties and responsibilities, it shall contact BCA members who have demonstrated an interest in and commitment to the ongoing success and development of the BCA. Such person are termed "Advisors".

These Advisors are to provide a broad base of Club experience and expertise for the Board of Directors on an "as needed" basis.

From time to time, individual members, or groups of members, may be called upon to assist the Committee and the Board in evaluating issues before the club and make recommendations as appropriate.

The Policy and Procedure Committee will serve the Board of Directors as an ongoing resource to assure that clearly defined policies and procedures are in place to enable timely and efficient operation of the day-to-day and long-term activities of the Club.

This committee shall make formal reports to the Board of Directors as directed by the Board.

**PROCEDURE No. 7**

Subject: Disbursal of BCA Funds

Authorization: Approved by the Board of Directors January 13, 1996, and amended thereafter on July 20, 1997, and December 2014.

Background: The BCA Bylaws specify that the Treasurer or Chief Financial Officer shall pay all invoices and obligations, but only if certified by the President and/ or Board of Directors.

Procedures: Invoices are currently being paid by bank issued checks after approval by the Treasurer or Chief Financial Officer and the BCA President.

The Treasurer will disburse only those funds that have been specifically authorized on a line item in the current approved Budget.

**PROCEDURE No. 8**

Subject: Filling Board of Director's Vacancies

Authorization: Approved by the Board of Directors January 13, 1996, and amended thereafter on July 20, 1997.

Background: BCA Bylaws specify that any vacancy which may occur in the elected membership of the Board of Directors for any cause, other than expiration of a term, may be filled until the next regular election for the unexpired term by a majority vote of the Board Members present at any duly organized meeting of the Board.

Procedure: This procedure provides guidance to the board in selecting a member to fill the vacancy.

The Board should first ask that candidate who had the fourth highest number of votes in the last Board election to fill the vacancy. If that person cannot fill the vacancy the Board shall then find another candidate from the general membership.



### **PROCEDURE No. 9**

Subject: Obituaries in the *Buick Bugle*

Authorization: Approved by the Board of Directors May 20, 2000

Procedure: This Standard Operating Procedure provides for the publication of death announcements and obituaries in *The Buick Bugle*.

Requirements:

1. Name, BCA number, Chapter affiliation(s) if applicable, city, state, date of death—NO CHARGE.
2. Short, “fact” obituary—SAME RATE AS CLASSIFIED AD RATES CURRENTLY IN EFFECT
3. Article honoring the member—WITH APPROVAL OF THE BOARD
4. Photo added with the obituary—CURRENT BUGLE PHOTO RATE in addition to the current *Bugle* wordage rates.

### **PROCEDURE No. 10**

Subject: Announcement of National Meets

Authorization: Approved by the Board of Directors January 13, 1996, and amended thereafter on July 20, 1997.

Background: Until June 1982, the location and date of the National Meet was not announced until immediately before the preceding National Meet.

Procedure: Information about the Meet and the host Chapter of each National Meet awarded will be announced in *The Buick Bugle* and in any other way deemed appropriate, by the Board, as soon as the selection process has been completed and the Board has reached a decision.

### **PROCEDURE No. 11**

Subject: BCA Recognition of Non BCA-Affiliated Organizations

Authorization: Criteria originally enacted March 1986 by the Board of Directors incorporated as a Standard Operations Procedure January 13, 1996, and amended thereafter on July 20, 1997.

Procedure: BCA recognition of any non-affiliated club or organization shall adhere to the “Criteria and Requirements for BCA Recognition of Non-BCA Affiliated Clubs and Organizations,” which follows:

## CRITERIA AND REQUIREMENTS FOR BCA RECOGNITION OF NON BCA-AFFILIATED CLUBS AND ORGANIZATIONS

1. At the time of application for recognition, the Applying Organization shall have already had a minimum of one-year continuous operation with a proven, regular publishing schedule of its newsletter or magazine, regular membership and other activities. This year shall be measured beginning with the date of incorporation of the Applying Organization.
2. The Applying Organization shall be exclusively Buick oriented.
3. Although the Applying Organization need not require BCA membership, it must actively encourage such and show proof of it. Within reason, it may not schedule activities, events, meetings, etc. that are in direct conflict with BCA local or National events. Conversely, where the recognized "Non-BCA Affiliated Club" has already scheduled an event, local BCA groups shall be discouraged from scheduling events in direct conflict.
4. Copies of the Applying Organization's Bylaws must be submitted to and remain on file with the BCA, along with the updates and revisions as they occur.
5. Articles of Incorporation of the Applying Organization must be submitted to the BCA along with the application for recognition. Organizations applying for recognition must be non-profit organization
6. Copies of newsletters, flyers, notices, magazines, and all other general mailings shall be sent to the BCA on a regular basis.
7. At the time of petitioning for recognition, the total membership of the Applying Organization must be at least 200, of which 50% shall be BCA members.
8. The organization applying for recognition may not be only a local or regional group, but must be of greater scope and purpose, and this condition must be reflected in the membership at time of application for recognition.
9. The BCA Board of Directors shall consider the application of each organization on its own merit. Therefore, certain of the foregoing requirements may be waived at the discretion of the Board if the overall nature, reputation, and purpose of the said organization are compatible with the Buick Club of America.
10. Recognition of any organization by the BCA shall not be construed to mean that the club or organization has any direct affiliation with the Buick Club of America, nor shall the BCA become liable for any actions by the recognized organization. Recognition is not synonymous with endorsement.

**PROCEDURE No. 12**

Subject: Judging Policy and Procedures

Authorization: Approved by the Board of Directors July 21, 1996, and amended thereafter on July 20, 1997.

Procedure: The following principles shall govern the development of rules pertaining to car judging.

1. Both judging and being judged are privileges of membership in the BCA. Non-members cannot participate, and the Board of Directors or its designated representatives may deny members access to participation, for cause.
2. Vehicles entitled to entry are to be Buick-related, and are to be judged by standards of normal Buick production of the particular year and model as documented by factory literature. Exception may be provided only for contemporaneous modifications produced by recognized firms for which the exhibitor, for guidance of the judges, has provided documentation.
3. Members are solely responsible for the restoration, standards, and documentation of their vehicles. Any advice offered by the BCA or its representatives, either written or oral is not represented as accurate, complete, authoritative, or directive.
4. Judging rules and procedures shall enhance both the fact and the public perception of impartiality in judging. No rule, sanctioned act, or procedures shall have the effect of placing a judge having a conflict of interest, lack of knowledge, or bias in a position where such can affect evaluation or award.
5. Rules shall promote and encourage exchange of information with the owner in a forum and manner, which promotes good will and imparts knowledge. Detailed judging information shall only be made available to the judged car owner via mail after the meet. During the meet, a free of exchange of information and authenticity documentation only is permissible between the owner and team captain.
6. It shall be the objective of the rules to provide fair, competent, and accurate evaluations by friendly, courteous, knowledgeable, reasonable, and unbiased judges. The judging program shall educate, motivate and encourage participants to achieve these goals.
7. Judging rules and procedures shall reflect and promote the policy of the BCA to encourage excellence in preservation and restoration of authentic Buick vehicles. The Board and judging staff shall strive to promote uniform Application of this principle.
8. Rules which provide for certain non-original features which are legally mandated, clearly related to personal safety, or required for access or operation by a handicapped person or other factor beyond the control of the owner, are to be narrowly construed. Such rules shall specifically exclude enhancements which would alter the mechanical capabilities, regardless of safety implications such as: sealed beams, alternate braking systems, or wheels and tires.

9. The standard for evaluation shall be based upon visual examination without assistance of equipment of any kind, or reliance upon documentation brought to the field by judges, without disassembly of components attached to the vehicle. In the event of dispute, the Judges Handbook may be consulted as a technical resource.

### **PROCEDURE No. 13**

**Subject:** BCA Annual Board of Directors Election Procedures

**Authorization:** Approved by the Board of Directors September 21, 1996, and amended thereafter on July 20, 1997, May 20, 2000, June 19, 2004, July 28, 2007, and December 2014.

**Background:** Article IV of the Bylaws of the Buick Club of America authorizes background Nomination and election of the Board of Directors of the BCA.

**Procedure:** Upon identification of a spouse by the BCA member, both the BCA member and his/her spouse shall be voting members of the BCA in the annual election of members of the Board of Directors of the BCA. Spouses identified on the BCA membership application shall also be identified on the mailing labels for the Bugle and shall automatically be considered voting members of the BCA without any additional action on the part of the member/spouse. Any status change must be made prior to sending the mailing list to the printing house. Once added to the mailing database a spouse shall remain a voting member of the BCA until such time as the membership is terminated or the BCA Office is notified of any changes.

There will be no additional charge assessed by the BCA to obtain spousal voting privileges.

**NOTE:** BCA Lifetime memberships are not transferable. Upon the death of a lifetime member, the spouse's membership and voting privileges shall cease.

The voting procedures will be written on the front cover of the *Bugle*, in close proximity to the actual ballot. Each ballot will contain two columns, a column for the BCA member's vote, and a second column for the spouse's vote, if eligible. If only the member's name appears on the address information, only the member's vote will be counted.

The member's name, address and BCA number will be printed on the ballot by the *Bugle* printer, and will be used to verify the voting eligibility of both the member and the spouse.

Vote for no more than 3 candidates per column unless otherwise instructed. If more selections are made than allowed on the ballot in a column, then all votes will be invalid. The member must use the Member column on the ballot. Votes in the Spouse column will be disregarded if the BCA mailing address does not contain the names of both the BCA member and the spouse.

BCA Ballots for the annual Board of Directors election shall be mailed directly to the PO Box printed on the reverse side of the ballot, and must be received by the closing date shown on the ballot.

The BCA Board has selected its accounting firm to receive the ballots, perform the validation and count the ballots. They will certify the election results based on the BCA By-Laws and the procedures described in this SOP. They will initiate the counting of the ballots as soon as possible after the final closing date for receipt of the ballots, as listed on the ballot (normally June 10<sup>th</sup>). The accounting firm will provide the election certification results to the BCA President as soon as the counting process has been completed. The President will immediately advise the election results to the Board of Directors and personally notify all the Board candidates of the final results, as described in SOP No. 14.

All ballots are to be retained and given to the BCA Office for retention for one calendar year.

#### **PROCEDURE No. 14**

**Subject:** Notification and Seating of Newly Elected Members of the Board of Directors

**Authorization:** Approved by the Board of Directors September 21, 1996, and amended thereafter on July 20, 1997, July 5, 2000, and June 2004.

**Procedure:** The BCA President shall notify all candidates by phone and in writing (phone allows declines to do so easily) and with notification in writing to all Board members within 48 hours after all candidates have been notified via phone by the BCA President.

At the regular July Meeting of the Board of Directors, the newly elected Directors shall be formally seated as the last order of business conducted by the then current Board.

Once the new Directors have been seated, the first order of business for the Board shall be the election of Officers as described in SOP No. 15. The Officers of the BCA seated at the beginning of the BCA National Meet, and not the newly elected officers, shall perform those tasks which are required to conclude the immediate National Meet being conducted.

The newly organized Board of Directors will adjourn the regular Meeting.

### **PROCEDURE No. 15**

Subject: Election of the BCA Officers

Authorization: Approved by the Board of Directors September 21, 1996, and amended thereafter on July 20, 1997, July 5, 2000.

Background: Election of BCA Officers is authorized by Article V of the Bylaws of the Buick Club of America.

Procedure: The Board shall appoint an Officer Nominating Committee consisting of two BCA members (Board Members who would be on the new Board would not be eligible for this committee) at its May meeting to prepare and present a slate of Board Members to run for the four elected positions- President, Vice President, Secretary, and Treasurer.

After the results of the general election are known, and the new Board has been seated, the BCA Office staff shall conduct a polling of the new Board Members and current Board Members to determine if any are willing to serve as officers for the coming year.

The committee will accept nominations until the start of the board Meeting at which the election is to be held.

The Officer Nominating Committee at the July Board Meeting shall conduct the election of officers immediately after the new board Members are seated. At this time, the slate of nominations developed by the Committee will be presented and additional nominations solicited. Ballots listing all officer positions and the respective candidates shall be distributed to the board Members for their execution, collected and counted. The results shall be announced immediately.

### **PROCEDURES No. 16**

Subject: Internet Web Sites and Homepages

Authorization: Approved by the Board of Directors September 21, 1996, and amended thereafter on July 20, 1997.

Procedure: This procedure provides the method by which the Board of Directors may authorize the use of Buick Motor Division (BMD) Trademarks, Buick Club of America (BCA) name, and BCA logos and copyrighted materials on Internet Web sites and Homepages. It sets forth the requirements, which must be fulfilled by anyone wishing to create Websites and Homepages on the Internet/World Wide Web, which use the intellectual property owned or controlled by the Buick Club of America.

Any Chapter, Region, or Division wishing to create Websites using BMD Trademarks and/or the BCA name, logos, and copyrighted materials must provide the Board with a complete description of the material to be placed on the Homepage, including designs of any

logos involving BMD trademarks and BCA logos, and the planned use of BCA copyrighted information. The organizational association with the National BCA must be clearly identified (just as with any use of Buick Motor Division trademarks by any Chapter, Region, or Division in their advertising or projects).

The statement that BCA National membership is required to be a Chapter or Division member must be included on the Website just as it appears on the hard copy of a Chapter form.

The Board may authorize individual Chapter, Region, or Division Websites upon receipt of satisfactory information demonstrating the requirements of this SOP No. 16 have been met.

The address of the Website must be provided with the request for approval. Upon Board approval, the Website address will be included in the Chapter, Region, and Division listings all BCA publications.

#### **PROCEDURE No. 17**

**Subject:** Duties & Responsibilities of Regional Director and the Regional and Chapter Coordinator.

**Authorization:** Originally enacted by the Board of Directors January 14, 1995 and incorporated as a Standard Operating Procedure May 3, 1997 and amended thereafter on July 20, 1997, May 20, 2000. Revised July 2002, combine with Chapter Coordinator. Revised 5/1/2018.

Chapters are authorized by the BCA Board of Directors (BOD) and are vital to bringing the BCA to the members in a locality. As the number of Chapters increases, some may voluntarily band together and form a Region following the Rules and Regulations of the BCA. Once a region is established, new chapters formed within the area of a Region automatically become members of that region.

It benefits the BCA that activities within regions are not in conflict with each other. Therefore, each region must appoint a Regional Director (RD). The regional directors serve as the liaison between the chapters of the region, and the management designee of the BCA.

The regional director is a volunteer position but, regional directors are selected, or appointed, by consensus of the chapter directors within the region. Regional directors serve a 5 year term, and may serve consecutive terms without limit.

In order to facilitate consistent communications amongst regional directors, the BCA, the BOD will appoint a Regional and Chapter Coordinator (RCC), who is also a volunteer, with a 5 year term, and no limit on consecutive terms. The incumbent serves as liaison between the BCA, the RD's, and the chapter directors where there is no established region. If the RCC position is

vacant, the BCA Secretary and/or the BCA Office Manager will be the designated management contact for communications.

The following are the duties of the RD's and, as applicable, the RCC:

- 1) A newly appointed RD, or RCC, should immediately review the current organizational documents of the BCA. This included the current BCA By-laws (Bylaws), Rules and Regulations of the BCA (R&R), and Standard Operating Procedures (SOP's). All may be found on the BCA web page.
- 2) During the first three months after appointment to their position, each chapter director within the region should be contacted personally. In the initial contact, the incumbent should verify:
  - a. The contact information of the individual chapter director and assistant director.
    - i. Correct name spelling and BCA #
    - ii. Correct phone number and e-mail contact for the BCA Bugle listing
  - b. The date of the Chapter's next election of officers.
  - c. The dates of any up-coming chapter events, such as shows, tours, and/or regional meets.
  - d. Ensure dates of upcoming shows and meets are not in conflict with the BCA National Meet policy, unless approval of the conflict has been granted.
  - e. The scheduling policy of each chapter's membership meetings.
- 3) Within six months of appointment the RD should establish a method of communication that ensures each chapter can be contacted as needed. The use of internet based options, such as e-mail, for communications is strongly encouraged.
- 4) Incumbents taking over an established region should contact the former RD, if possible, to get caught up on any issues within their unit.
- 5) As information is disseminated to the RD's, they should disseminate the same information to the chapter directors within their region. The RCC would be responsible for disseminating information to any chapters who are not in a region.
- 6) RD's & RCC should monitor the election cycles of the chapters within their unit. Six months before an election is to take place the chapter director should be contacted to remind them of the approaching date.
  - a. As new chapter directors are elected, the RD/ RCC should verify the information in section 2A above, and notify the BCA office and the Editor of the BCA Bugle of any changes required.



- b. Annually the RD/ RCC should verify that the information in the Bugle Chapter contact listing is accurate and that chapters can be contacted.
- 7) RD's should help train new chapter officers, as needed. The RCC would train new regional directors.
- 8) RD's and the RCC should be receptive to inquiries and requests from individual BCA members within their region. Especially for information regarding the formation of new chapters, or revitalizing defunct chapters, within the region.
  - a. RD/ RCC are to process all Chapter Charter Applications. Processing of Chapter Charter Applications may include, but is not limited to:
    - i. Notification of the surrounding chapters and the RCC, as applicable.
    - ii. Recording opinions pro or con.
    - iii. Evaluating each application independently, considering proximity to existing chapters, individuals involved, and any other means needed to form a decision
    - iv. Forwarding their recommendation to the RCC. The RCC is responsible for forwarding the application to the BCA Secretary and/or the BCA Office Manager.
  - b. It is important to note: The BCA neither encourages nor supports formation of a new chapter resulting from disagreement or dissension within an existing Chapter. The RD and RCC would be available to help reconcile or resolve such situations
- 9) RD's should encourage their chapters to schedule periodic Regional Meets.
- 10) RD's should conduct at least one chapter director meeting per year. In addition, the RCC would conduct an annual meeting of all chapter and regional directors once per year, preferably during the National Meet, if possible.
- 11) RD's and RCC must cooperate with the BCA Office Manager in the handling of the annual Chapter Inquiry forms, and encourage all chapter directors to respond timely. The BCA Office Manager will distribute and collect the Chapter Inquiry forms. Copies of returned forms will be sent to the coordinator from the BCA office
- 12) RD's and RCC would prepare a written narrative report of the status of the chapters within their region, for presentation at the BOD's annual meeting in conjunction with the National Meet. Such reports may be read in person, but all reports should be forwarded to the BCA Secretary, at the designated address, no less than 20 days before each annual meet.

RD's and the RCC are encouraged to attend any meetings of the Chapters within their region. Also RD's are encouraged to work together with the RCC for the benefit of the BCA. Reports, requests, questions, and/or concerns may always be submitted directly to the BCA Secretary for presentation to the BOD.

### **PROCEDURE No. 18**

**Subject:** Hosting a BCA Board of Directors Meeting

**Authorization:** Approved by the Board of Directors July 12, 1997, June 2004.

**Procedure:** This SOP provides requirements and guidance for chapters desiring to host a meeting of BCA Board of Directors. Requirements specify those items which are mandatory and guidance describes those features which experience has proven beneficial to a successful meeting.

**Requirements:**

1. Chapters desiring to host a meeting shall send a written invitation to the Board stating at least three available dates (or general time periods) for a future meeting.
2. Provide the BCA Office a package describing all details at least 90 days prior to the proposed meeting date.
3. Provide each member of the Board a personal invitation at least 30 days in advance of the meeting date. This invitation shall include:
  - a. Name of hotel where the meeting will be held including address, reservation telephone number, room rate and whether a courtesy van is available to and from the airport. If a courtesy van is not available alternative transportation to and from the airport must be arranged by the Host Chapter.
  - b. Travel directions from the airport to the host hotel including the appropriate freeway exit.
  - c. Information on other local travel arrangements, e.g., courtesy cars by local Chapter
  - d. Starting time for the meeting and if breakfast (continental, etc.) will be provided.
  - e. Meal arrangements
  - f. Ancillary events planned, if any.
4. The meeting room must be available for the Board's use from 8:00 a.m. to 5:00 p.m. The Host Chapter must arrange for and provide or pay for the meeting room.
5. The Board table must be arranged in a modified "U" or "V" so that Board members may see each other while engaged in discussion as well as see the audience.
6. The invitation and other required information may be sent by e-mail to the Board members having e-mail and to all others by ordinary mail.

The arrangements under this section labeled REQUIREMENTS must be finalized and communicated to the BCA President and BCA Office no later than 90 days before the meeting date. This deadline allows for timely publication in the *Bugle* of a notice informing members of the meeting and related arrangements.

#### Guidance

1. To simplify travel and related complications, the meeting should be held in the “host” hotel where most attending will stay.
2. Aside from the mandatory arrangement for the Board table, the rest of the room should be arranged theater style with center and side aisles to facilitate exit.
3. At least two exits from the meeting room should exist.
4. A good sound system with sufficient microphones to pick up the voices of each Board Member and one or two floor microphones are desirable.
5. Each Board member should be provided with a water glass with pitchers available for re-supply.
6. Juice, coffee (regular and decaf) and tea would be appreciated for the morning, and soft drinks, coffee (regular and decaf) and tea in the afternoon.
7. Any pre or post meeting activity, which the Chapter wishes to arrange, is at the discretion of the Chapter. However, appropriate arrangements, must be made to easily accommodate all who will attend i.e. meeting rooms should be of adequate size; if transportation is involved, make sure there are enough rides etc.
8. To encourage attendance and participation, the Host Chapter(s) should select hotels with modest pricing or make arrangements for Board members to stay at the homes of Chapter members.

**PROCEDURE No. 19**

**Subject:** BCA Relations with Buick Heritage Alliance Inc.

**Authorization:** Approved by the Board of Directors October 3, 1998, Revised by the BCA Board of Directors February 26, 2006.

**Background:** The Internal Revenue Service recognizes the BCA as a 501 (c) (7) (social/fraternal) organization. As such, the BCA cannot receive donations which are income deductible by the donor. Accordingly, it cannot successfully aid the collection, preservation, and display of historic Buick automobiles, literature and memorabilia, an objective strongly supported by the membership of the BCA.

To address the need for an organization devoted to the collection, preservation and display of historic Buick automobiles, literature and memorabilia, the Buick Heritage Alliance, Inc. (BHA) was organized in 2004. The BHA is recognized by the Internal Revenue Service as a 501 (c)(3) organization. Accordingly, the BHA may receive donations which are income tax deductible by the donor.

**Procedure:** The BCA Board of Directors declares that it is in the best interest of the BCA and its members for it to be supportive of the Foundation operation. To that end, the officers and staff of the BCA will, whenever possible, cooperate with the BHA leaders and will, whenever possible, provide services which enable the BHA to achieve its mission to preserve Buick's history and heritage.

**Support:** The BCA agrees to the following:

1. The BCA agrees to solicit contributions for the BHA as an integral part of its membership application and renewal process, by including a provision in the BCA membership renewal forms.
2. The BCA agrees to collect donated funds in cash, by check, or credit card, on behalf of the BHA, and transfer such collected funds together with the name and address of each donor, to the BHA on a monthly basis at minimum, and on a more frequent basis if practical. The BHA will pay the cost for any needed changes to the BCA database in order to facilitate donations to the BHA, at a total cost not to exceed \$600.00. The BHA will pay the cost to change the BCA Renewal forms in order to facilitate donations to the BHA at a total cost not to exceed \$100.00.
3. As a service to the membership of the BCA, the BCA agrees to provide the BHA at no cost, one page in *The Buick Bugle* at no cost at least every other month, or more frequently if space is available to be used for historical Buick articles and updates on the activities of the BHA. The BHA agrees to abide by the editorial policies of the BCA and the *Buick Bugle* Editor. Such information must be submitted to the *Buick Bugle* Editor in accordance with regular publication schedules.

4. The BCA agrees to allow the BHA to participate in National and Regional Meets sanctioned by the BCA. Provided such participation does not directly compete with other events organized as part of such meets. Should a conflict arise between the Meet organizers and the BHA that cannot be resolved, the dispute will be decided by the BCA Board of Directors.

## **PROCEDURE No. 20**

Subject: Financial Reporting

Authorization: Approved by the Board of Directors June 19, 2004

Background: The BCA is a not-for-profit corporate organized pursuant to the laws of the State of California and has been granted status as a 501 (c) (7)(social/fraternal) not-for-profit organization by the Internal Revenue Service (IRS). Financial reporting requirements are specified for all recognized not-for-profit organizations by California law and IRS regulations.

Procedure: This SOP prescribes procedures governing reporting financial information to the members of the Buick Club of America (BCA) and to other interested persons.

Section 6321, Annual Report, of the Nonprofit Corporation Law of the annotated code of California requires the Board to:

- (a) Cause an annual report to be sent to the members not later than 120 days after the close of the corporation's fiscal year. Such report shall contain in appropriate detail the following:
  1. The assets and liabilities, including trust funds of the corporation as the end of the fiscal year.
  2. The principle changes in assets and liabilities, including trust funds, during the fiscal year.
  3. The revenue or receipts of the corporation, both restricted and unrestricted to particular purposes during the fiscal year.
  4. The expenses or disbursements of the corporation, both restricted and unrestricted purposes during the fiscal year.
  5. Any information required by Section 6322 requires reporting any transaction involving a direct financial interest of any officer or director in the corporation's operations.
- (b) The report required by subdivision (a) shall be accompanied by any report of independent accountants, or if there is no such report, the certificate of the authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporations.
- (c) In addition to those requirements set forth in subsections (a) and (b), there shall be a monthly report to all BCA Board Members detailing income, expenditures, checks

written and investment balance(s), and related information. Attached hereto is "Exhibit A" which is hereby approved and required for this monthly reporting. The BCA office manager shall mail, e-mail, or fax "Exhibit A" to all Board Members no later than the 15<sup>th</sup> day following the month of activity. No BCA member, Board Member, officer, employee, or other person shall have authority to delay, halt, or intervene with this reporting process.

According to the General Instructions for Form 990 (the tax return for not-for-profit organizations), "an organization must make its return available for public inspection upon request. All parts of the return, other than a schedule of contributors, and any information supplied as requested by the IRS pertinent to the return must be disclosed. A particular return is subject to inspection for a 3-year period following its due date, including any extensions granted.

Inspection must be permitted during regular business hours at its principle office. The organization may mail the information to a requester. If the requester gives up the right to a free inspection, the organization may charge the requester for copying and postage.

**Reporting:** The BCA Board of Directors directs the Treasurer and any retained independent accountant to prepare an annual financial report consistent with recognized accounting practice in a timely manner to permit its publication within the prescribed 120 day period following the close of the fiscal year on June 30.

The Editor of *The Buick Bugle* shall ensure that the above-described report is, published consistent with the requirements of Section 6321, Annual Report of the Nonprofit Corporation Law of the annotated code of California.

**Tax Return Access:** A copy of each tax return, complete with all applicable schedules and other documents as required by the IRS, shall be maintained at the BCA Office. It shall be available for public inspection during regular business hours upon request of any person. If requested by a BCA member, a copy of required documents shall be mailed to the member at no cost. If requested by someone other than a BCA member and the person waives their right of public inspection, a copy of the required documents shall be provided upon receipt of payment from the requester in an amount to cover reasonable copy and postage

**PROCEDURE No. 21**

Subject: Membership Award

Authorization: Approved by the Board of Directors July 5, 2000

Procedure: This SOP prescribes procedures for the Annual Membership Award to be awarded to the BCA Member that sponsors the most new members for the prior year. The President presents the award at the National Meet Awards Banquet. The criteria for this award can change annually as deemed by the Board of Directors.

**PROCEDURE No. 22**

Subject: Newsletter Award

Authorization: Approved by the Board of Directors May 2014

Procedure: Procedure deleted by the Board of Directors in its entirety.

**PROCEDURE No. 23**

Subject: Investment Policy Statement Purpose

Authorization: Approved by the Board of Directors June 19, 2004

Procedure: It is the purpose of this Investment policy to not only make a clear and unequivocal statement concerning policies and procedure relative to investments but to establish procedures which involve the entire BCA Board and provide that they are fully advised concerning the BCA financial matter sand investments.

Hereafter, the Buick Club of America shall be referred to as the BCA.

**SECTION I—OBJECTIVES OF INVESTMENT POLICY**

The primary objectives, in order of priority, of all investment activities involving the financial assets of the BCA shall be the following:

1. Safety: Safety and preservation of principle in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity, to match expected needs and liabilities is the second investment objective. BCA investments should be staggered in terms of maturity so as to provide for liquidity as further discussed under this Policy Statement.
3. Return: Obtaining a reasonable return is the third investment objective.

## SECTION II—SCOPE OF INVESTMENT POLICY

This Investment Policy Statement shall apply to all checking and savings accounts, operating funds, investments in any form, and other funds accounted for in the financial statements of the BCA. Each investment of BCA funds shall be governed by this written Investment Policy.

This Investment Policy Statement and any subsequent amendments thereto, shall be delivered to all of the following:

1. All BCA Board Members in office at the time of passage of any amendment.
2. All future elected BCA Board Members within thirty days of their installation as a BCA Director.
3. All financial advisors working with BCA Board Members or officers concerning investment management or decision making.
4. Any auditor of CPA providing services to the BCA.

## SECTION III—INVESTMENT DECISION MAKING

The BCA President and Treasurer, or Chief Financial Officer, are the chief financial officers of the BCA. They shall, before making an investment of BCA funds, solicit and receive the advice and guidance of the BCA Board. In the even a consensus of thinking is not evident the matter of whether a specific investment should be made will be placed before the BCA Board of Directors for a vote. The BCA Board shall be fully informed of all BCA assets and investments by the BCA President and Treasurer or Chief Financial Officer, fully complying with Standard Operating Procedure No. 20.

## SECTION IV—PRUDENCE

The BCA President, Treasurer or Chief Financial Officer and all Board Members, when investing or depositing BCA funds shall exercise the care, skill, prudence, and diligence which they would exercise in the graver affairs in life. In exercising their decision making discretion they should keep in mind the articulated objectives and principles of this Investment Policy Statement.

## SECTION V-- INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the BCA shall be invested in the following only;

1. Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, and savings and loan association which is insured by the FDIC, or equivalent government guarantee entity.
2. Obligations of the United States Government, its agencies and instrumentalities.



3. Certificates of deposit and other evidences of deposit at federally insured depository institutions as referred to in paragraph one above.

#### SECTION VII—PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the BCA shall not be invested in the following form or manner in any form not guaranteed by the United States Government, FDIC, or equivalent government guarantee entity.

1. Reverse repurchase agreements.
2. Future and options contracts.
3. Trading of securities for speculation or the realization of short-term trading gains.
4. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
5. In any form or manner prohibited by other provisions of this Investment Policy Statement.

#### SECTION VII—INVESTMENT MATURITY LIMITATIONS

Operating funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds which are reasonable expected to be expended during a current budget year or within 12 months of receipt. Operating funds are generally viewed as funds represented by dues paid by BCA members for which services must be rendered within a 12 month period.

All investments authorized by the Policy Statement are further subject to the following investment maturity limitations:

1. Operating funds must only be invested in instruments which mature within 12 calendar months.

The BCA President, Treasurer, and Board Members shall not invest funds of the BCA, which are not operating funds, in any investment form with a maturity date longer than three calendar years from the date of investment.

#### SECTION VIII—DIVERSIFICATION

Investments of BCA assets shall be diversified to eliminate the risk of the loss resulting from over concentration of assets in an investment area or form. In establishing specific diversification strategies the following general policies in constraint shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity period. Maturity shall be selected which provides stability of income and reasonable liquidity.

2. Liquidity practices to insure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury Bills, or cash on hand, shall be used at all times.
3. Investment maturity dates shall be structured so that monies are available to satisfy the BCA Investment Goals recited in the following section.

#### SECTION IX—BCA INVESTMENT GOALS

It is the recited goal of the BCA to accumulate monies for purposes of the following:

1. Acquisition of Buick automobiles, literature, memorabilia, and collectibles for the purpose of donation to an appropriate institution as designated by the BCA Board of Directors.
2. Monies accumulated by the BCA or received in donations for the purposes recited in paragraph one, shall be held for the purposes recited in this Section and shall not be used in payment of administrative expenses of any kind, but shall be fully preserved.
3. The preserved amount will be driven by market forces and can fluctuate annually.

#### SECTION X—SAFEKEEPING AND CUSTODY

All assets of the BCA shall be in the name of the BCA, and if required, the BCA Tax Identification Number shall be listed for income reporting purposes. The BCA Office Manager shall act as the custodian of all written documents, certificates, or other evidences of asset ownership, and the same shall be kept in a safety deposit box in the name of the BCA. The BCA Office Manager(s), President, and Treasurer shall be on the signature card for the safety deposit box. The signature cards for all investments, accounts and other assets, shall be kept current by the BCA Office Manager as new officers are elected.

#### **PROCEDURE No. 24**

Subject: BCA Chief Judge—Voting Rights

Authorization: Approved by the Board of Directors June 19, 2004

Procedure: The BCA Chief Judge shall have a vote (as though a Board member) on any motion to be voted upon by the BCA National Board, which motion involves a matter(s) related to judging, awards, and/or the judging system.

## **PROCEDURE No. 25**

**Subject:** Regional, Chapter, Division or BCA Affiliate club ads in *The Buick Bugle*

**Authorization:** Approved by the Board of Directors July 14, 2006

**Procedure:** Regional, Chapter, Division or BCA Affiliate club car shows and events may be listed in the Coming Events area of the *Buick Bugle* on a space available basis at no charge to the host Region, Chapter, Division, or BCA Affiliate club.

The *Buick Bugle* Editor has the right to edit, at his discretion, so as to fit the ad into the space available. A Region, Chapter, Division, or BCA Affiliate may purchase up to a full-page size ad on a space available basis at the normal *Buick Bugle* ad rate for the size ad wanted.

No Region, Chapter, Division, or BCA Affiliate club ad may contain any type of registration form. The only registration form to appear in the *Buick Bugle* Magazine is the upcoming year National Meet registration form. Space availability will be determined solely by the *Bugle* Editor.

## **PROCEDURE No. 26**

**Subject:** Scheduling of Regional Meets

**Authorization:** Approved by the Board of Directors July 14, 2006

**Background:** It has long been the unwritten policy of the BCA not to schedule BCA Regional Meets shortly before or after the BCA National Meet to minimize conflicts and to provide both events with strong financial and attendance outcomes. This has become a significant issue with the increasing large financial costs and risks associated with holding the BCA National Meet.

**Procedure:** This SOP formalizes this policy as stated below:

BCA Regional Meets shall not be scheduled within 30 days of a BCA National Meet. The only exception to this SOP requires the BCA National Board to formally vote and approve an exception at least six months prior to the BCA National Meet.

**PROCEDURE No. 27**

Subject: Regional, Chapter, Division or BCA Affiliate club car shows

Authorization: Approved by the Board of Directors

Procedure: A \$50.00 start-up grant from the BCA may be requested by an individual approved by the BCA Board of Directors, to be used to off-set some of the initial start-up costs associated with the formation of a new BCA Chapter, Region, or Division. The “new” chapter may not request or receive an additional \$50.00 for having a show during the first year of operation.

**PROCEDURE No. 28**

Subject: BCA Chief Financial Officer—Voting Rights

Authorization: Approved by the Board of Directors

Procedure: The BCA Chief Financial Officer shall have a vote (as though a Board member) on any motion to be voted upon by the BCA National Board, which motion involves a matter(s) related to finances.

**PROCEDURE No. 29**

Subject: Centennial Award Program

Authorization: Approved by the Board of Directors, March 2016.

Procedure: The Centennial Award Program (here-in after, the Program) has been compiled from suggestions and work of various individuals. It consists of two parts, a certificate suitable for framing, and a medallion to be shown with the vehicle. There are different events that trigger issuance of each item, as follows:

The Program Certificate (Part 1) was developed by members Bernie Daily of Brockport, NY and Cindy Livingston of Austin, Texas. It is a full color certificate, 11 x 17 inches in size. It would be printed and sent to each member who has a Buick that meets the requirement of attaining its 100<sup>th</sup> year anniversary of production. These vehicles will not have to attend a show to receive this Certificate. The Certificate will be mailed with a letter from the current BCA President. Besides common greetings, the letter will explain that the next National Meet the vehicle is brought to, and shown at, will result in eligibility for a Program Medallion. Certificates would be mailed at the convenience of the Office, however not later than March 31<sup>st</sup> of each calendar year.

The Program Medallion (Part 2) was developed by Larry Schramm of Rochester Hills, Michigan. The medallion is 3 inches in diameter and is based on the 1912-23 Buick emblems. The medallion is intended to be mounted on the vehicle, although mounting devices will be the responsibility of each individual member. This medallion will be presented to the Buick owner when an eligible Buick is brought to any BCA National Meet. It is intended that this medallion be presented one time only, and

the award should remain with the vehicle if it is subsequently sold. The award would be presented by the current BCA president, on the day of the main show at a National Meet, and on the show field, or in any other manner at the discretion of the President. A list of vehicles receiving this honor will be read at the awards banquet for that Meet.

What defines an eligible vehicle: For both parts of the Program, the eligible vehicle must belong to a member, in good standing, of the BCA. In addition:

For Part 1; the vehicle must attain 100 years of age, at any point in that calendar year.

For Part 2; the vehicle must be 100 years of age or older, as of its year of manufacture, and be presented at a National Meet in compliance with the rules of the meet, and the vehicle must appear to be substantially composed of, or maintained in, it's original manufactured form.

Initial Club investment: A count of eligible vehicles from our member database shows 300 cars eligible for Part 1, through the year 2025. Part 2 is impossible to estimate as national meets are not static. However it stands to reason that supply needs for Part2 will be less than Part1.

Total initial estimated Program costs are:

* 500 Certificates	- \$300
*200 Medallions	- \$1,500
*Certificate mailing	- \$200
<u>Total:</u>	<u>\$2,000.</u>

Ongoing Costs to the BCA: To facilitate purchase of supplies and continuance of the program beyond 2025, the date for the initial investment outlined above, it is proposed that the BCA initiate a separate account specifically for purposes of funding this program, and that the BCA makes an annual deposit of \$400.00 per year to said account. This deposit is to be made by the last day, of the first month of the Club's fiscal year, unless doing so is determined to be detrimental to the club, and that reason is approved by Motion of the Board of Directors. The initial deposit is to be made in the first fiscal year following the approval of this Motion.

Catch-up Provision: all vehicles which have met the eligibility requirements prior to the date of this motion, would receive Part 1 certificates and Part 2 medallions.

**Part 1 Certificate**



**Part 2 medallion**

