

The Board of Directors of the BCA approved ;making the following changes to the Bylaws, Rules and Regulations, and SOP's of the BCA to be published in the Bugle before the BOD makes final approval as explained in Article X Amendments: These Bylaws may be amended or altered in whole or in part by a majority vote of all members of the Board of Directors present or in person at any duly constituted meeting of the Board of Directors, provided that notice to that effect shall have been included in the monthly publications of the BCA. The same procedure required in amending the Bylaws of the BCA shall be followed in amending the Rules and Regulations and Standard Operating Procedures of the BCA.

Our final vote of approval will be taken at the next BOD meeting after the notice is published in the Bugle. Please contact any board member with your comments. The current Bylaws and SOP's are on the BCA website.

Bylaws and SOP proposed changes

Bylaws

**Article II Section 2, Paragraph 2:**

**SECTION 2**— Printed Bugle Membership dues shall consist of an annual membership fee for corresponding printed issues of the *BUGLE*, the official BCA publication, in an amount as set by the Board of Directors. Annual dues thereafter shall be payable in advance of the expiration date of the fiscal membership period.

Membership for members residing outside the USA will have an additional fee added to the membership dues to defray postage of the *BUGLE*. This fee will be set by the Board of Directors of the BCA based on the current U.S. Postal Service rates on the date of the application or renewal.

A fee will also be added to the membership dues of any USA member requesting special mailing of the *BUGLE*. This fee will be set by the Board of Directors of the BCA based on the current U.S. Postal Service rates on the date of the application or renewal.

Any member who shall have failed to pay his dues shall cease to be a member. Such persons may, however, be reinstated to membership in accordance with the method of application of new members as set forth in Section 1 of this Article II.

**Article IV Section 4, Change Section 4 to read:**

**SECTION 4**—Candidates are required to answer a not more than five common questions and send a biography to the Candidate Procedure Committee. The Committee is composed of the editor of the Bugle and two other non-BOD members. The questionnaire answers and biography shall be included with the ballot for the Board of Directors of the BCA.

**SECTION 4**—Candidates should send the questionnaire and a biography to the Editor of the Buick Bugle to be included with the ballot for the Board of Directors of the BCA election.

**Article IV Section 8, Regular Meetings.**

A regular meeting of the Board for the purpose of organization and election of officers shall be held immediately after the new board members are seated at the National Meet or if no National Meet at a BOD meeting before August first. In addition, the Board shall hold regular meeting, the time and place of which shall be fixed by the President.

**Article IV Section 9, Notice of Meetings.**

Notice of each meeting of the Board shall be emailed or phoned to each member of the Board at least five (5) days before the date set for the meeting. Notice can be waived by a majority of the members of the Board.

**Article IV Section 11, Vacancies**

**Section 11 - Vacancies.** Any vacancy which may occur on the Board specified in Section 1 of this Article V may be filled for the unexpired term by the Board of Directors.

**Article V Section 5, Duties of Officers. Secretary**

Sentence 2: The BCA may hire a professional Stenographer to record the proceedings of the Board of Directors meetings at each meeting of the Board.

**Article VIII Divisions Section 6,**

**SECTION 6**—Revocation of Charter. The Board of Directors may revoke the Charter of any Division which the Board of Directors shall, in its sole discretion, determine to have failed to comply with any provision of these Bylaws or to any provisions of its Division Charter or of any Rules and Regulations prescribed by the Board of Directors applicable to such Charter. Such revocation of charter shall be by 2/3 vote of the members of the Board of Directors present at a meeting thereof called and held, provided a statement of the violations charged against the Division shall have been delivered personally or mailed by registered or certified mail to the Director of such Division at least 30 days, before final action is taken thereon, together with a notice specifying the time and place at which the Board will take action upon such charges. The proceedings for the revocation of such Division Charter shall otherwise be conducted in a manner similar to that prescribed for the expulsion of a member of the BCA as set forth in Article II, Section 4 of these Bylaws.

**Article X Amendments**

Seventh Bylaw Amendment      January 18, 1997

Eighth Bylaw Amendment      May 1, 2003

Ninth Bylaw Amendment            June 19, 2004

Tenth Bylaw Amendment            December 2015

Eleventh Bylaw Amendment    October 2017 Amend Article 4, Section 5. Published Sept 2017

12th By-Law Amendment    May 2018 – add CFO term limit language, and add Article II, section 6: Member at Large

13<sup>th</sup> By-Law Amendment    July 9, 2019

**Rules and Regulations of the Buick Club of America**

**Minutes of the BCA National Board Meeting. .**

**History:**

Need to update any changes

**Standard Operating Procedures**

**Procedure No. 1**

The BCA Chief Judge, the National Meet Committee Chairperson, the Chapter, Regional and Division Coordinator and the CFO shall be compensated for expenses under the same rules and in the same maximum amount as Board members when request to attend a National Board Meeting by the BCA board or President.

**Procedure No. 3**

BCA Dues shall be waived for President, Board members, Chief Financial Officer, Chief Judge and the Chapter, Region, Coordinator, and the National Meet Committee Chairman.

**Procedure No. 8**

The Board should first consider asking the candidate who had the fourth highest number of votes.....

**Procedure No. 14**

Procedure: The BCA President shall notify all candidates by phone or email (phone allows declines to do so easily) .....

**Procedure No. 15**

Needs rewritten to reflect current practice.

Procedure: After the new board members are seated at the National Meet a non-board member (election conductor) will conduct an election to elect the following four elected positions- President,

Vice President, Secretary, and Treasurer. The election will be conducted by asking each board member if they will run for President. If there are more than one candidate paper ballots will be given to each board member and collected by the election conductor. The ballots will be counted by a counting committee appointed by the election conductor of non-board members. Results will be reported to the board by the election conductor. The process will be repeated for each of the remaining positions in the following order: Vice President, Treasurer, and Secretary. The President shall select the election conductor one month before the election and inform them of the procedure.

## **PROCEDURE No. 17**

**Subject:** Duties and Responsibilities of the Region/Chapter/Division 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, and May 20, 2000. Revised July 2002, combine with Chapter Coordinator. Revised July 9, 2019 added Division and updated.

### **Procedures:**

- 1.** Act as an information facilitator on matters concerning the Regions, Chapters, Divisions and their members of the BCA.
- 2.** Conduct dialog and correspondence with the BCA Chapter officers and interested members seeking to establish new Regions/Chapters/Divisions or to make changes to existing Regions/Chapters/Divisions. Provide information and advice on rules and policy as relates to Region/Chapter/ Division formation and organization.
- 3.** Maintain a log of Regional officers, their terms in office and dates of elections. Maintain a current listing of the various Regions' identities, geographic boundaries and member Chapters. Maintain a log of all current Chapters and their officers.
- 4.** Maintain a schedule of various Regional meets and other pertinent member activities. Provide scheduling coordination to avoid duplications of dates, when appropriate.
- 5.** Maintain current information on the status and well being of existing Regions Chapters and Divisions.
- 6.** Prepare Chapter/Region/Division Coordinator s reports for presentation to the BCA Board of Directors as requested by the board.
- 7.** Provide information on Chapter/Region/Division organization to the Editor of *The Buick Bugle*.
- 8.** Provide guidance to Region/Chapter/Division directors on their duties and responsibilities. This might include maintaining a file of Region/Chapter/Division Bylaws and notifying Regions of upcoming elections to ensure that there are no open Regional Offices.
- 9.** Conduct dialog and correspondence with interested BCA members seeking to establish new Chapter/Region/Division, revitalize existing Chapter/Region/ Division or reform a group that existed previously.
- 10.** Provide information and advice on rules and policy concerning Chapter/Region/Division formation and organization. (The BCA neither encourages nor supports formation of a new entity resulting from disagreement or dissension within an existing group. The Chapter/Region/ Division Coordinator is available to help reconcile or resolve such situations and therefore may exercise his/her judgment of length of time required.)
- 11.** Application for Chapter charter should be submitted to the official address of the BCA as published in the club's magazine *The Buick Bugle*. The BCA Office Manager will help in verification of membership status of the applicants and forward the application to the Chapter/Region/Division Coordinator. The Chapter/Region/Division Coordinator, upon completion of the processing, will make his/her recommendation to the BCA Board for appropriate action.
- 12.** Application for Chapter charter should be submitted to the official address of the BCA as published in the club's magazine *The Buick Bugle*. The BCA Office Manager will help in verification of membership status of the applicants and forward the application to the Chapter/Region/Division Coordinator. The Chapter/Region/Division Coordinator, upon completion of the processing, will make his/her recommendation to the BCA Board for appropriate action. Processing of Charter Application Form by the Chapter/ Region/Division Coordinator may include, but not limited to:
  - i.** Notification of the surrounding Chapters and the appropriate Regional Director, as applicable and deemed necessary. Feedback of opinions, pro or con, is encouraged and shall be sought.

- ii. Evaluate each application, independently, considering proximity to existing Chapters, individuals involved and any other means needed to form a decision.
- iii. Exercise his/her judgment of time required to complete research necessary before rendering a recommendation to the Board of Directors.
- iv. After approval by the Board of Directors, the Chapter/Regional/Division Coordinator will notify the applicants in writing.

- 13. Cooperate with the BCA Office Manager in the handling of the annual Chapter inquiry forms. The BCA Office Manager will distribute the Chapter inquiry forms to all currently chartered Chapters. Chapters are to return the forms to the official BCA address as published in the club's magazine, *The Buick Bugle*. The BCA Office Manager will forward, in a timely way, a copy of all returned forms to the Chapter- Regional Coordinator.
- 14. Maintain a log or files pertaining to each Chapter's historical database, in part, on responses to the annual Chapter inquiry form.
- 16. Prepare Chapter-Regional Coordinator's report for each of the regularly scheduled BCA Board of Directors meetings. Maintain current information on the status and well-being of existing Chapter/Region/Divisions.
- 17. Conducting a Chapter roll call at the BCA National Meet shall be at the option of the National Meet Director.
- 18. Conduct a Directors' Meeting at least annually, preferably at the National Meet for all current Chapter/Regional/Division Directors to help exchange ideas and problem solutions.
- 19. Coordinate with the BCA Office Manager and the news magazine Editor to maintain current and accurate Chapter/ Region/Division listings as published in *The Buick Bugle*.
- 20. Write, produce, and mail a Chapter/ Region/Division Coordinator's Communiqué periodically. It is a forum for exchange of ideas to spark activities and member enthusiasm.

Procedure No. 24 and 28 will be replaced with the following. Procedure No. 30

Procedure: No matter concerning judging shall be discussed without the BCA Chief Judge being involved in the discussion before the BOD.

Procedure: No matter concerning finances shall be discussed without the Treasurer or CFO being involved in the discussion before the BOD.

Procedure: No matter concerning National Meets shall be discussed without the Chairperson of the National Meet Committee being involved in the discussion before the BOD.

Procedure: No matter concerning Chapters, Regions, or Divisions shall be discussed without the Chapter, Region, and Division Coordinator being involved in the discussion before the BOD.