

By-Laws
Of
QUEEN CITY COOPERS
(QCC)

Article I. Name

The name of this organization shall be the Queen City Coopers (QCC), hereafter referred to as the "Club".

Article II. Purpose

The purpose of this Club shall be to; promote goodwill for the mutual benefit of club members, provide social, recreational, instructional, and technical activities to preserve the MINI Cooper automobiles, and to promote a responsible image for all MINI Cooper owners (drivers). QCC is a non-profit organization and social group.

Article III. Membership, Qualifications, Rights or Responsibilities.

1. To qualify for membership:

- a. Own or lease a MINI or be a MINI enthusiast.
- b. All drivers must possess a valid license to operate an automobile.
- c. All vehicles and drivers must comply with their home state's auto insurance requirements and provide proof of such insurance upon request.

2. An active member is defined as a qualifying member in good standing for payment of dues. Inactive members will have no rights or responsibilities. (Refer to Article X)

3. A membership shall include up to two people.

4. Membership Rights:

- a. An invitation to participate in any Club event planned for general membership.
- b. The right to attend any meeting of the Leadership Board as a non-voting observer.
- c. Inclusion in all mailings for general membership publications, access to the website, and access to Facebook.

5. Membership Responsibilities:

- a. Members and guests shall act in accordance with the stated purpose of the Club. Failure to do so may result in immediate suspension and/or termination of membership.
- b. Promptly pays dues, as described in Article X

Article IV. Officers and Duties

1. Officers shall include the following:

A. The President shall preside at all General Membership and Leadership Board Meetings, enforce these By-laws, have the authority to sign, along with the Treasurer, all checks and contracts in the Club's name, and be responsible for carrying out decisions of the membership. The President shall be the main liaison to the MINI dealership.

B. The Treasurer shall: Along with the President, have the authority to sign checks and contracts, collect all dues, moneys, and other remuneration from all sources, keep books of accounting in accordance with generally accepted accounting practices, make a financial report at every Club meeting, and shall further make an annual financial report showing income statement and balance sheet at the last meeting of his or her term.

C. The Membership Director shall: Maintain all membership records to include database and website, activate and deactivate online members as needed, welcome all new members with a welcome packet, advise all fellow officers of new members, suggest and guide new members to website in order to register and sign up for events, keep all membership-related forms on website current and shall provide monthly reports to newsletter editor. Membership information should be available on website for officers' use. At the last meeting of his or her term, shall relinquish the membership records and associated membership forms to his or her successor.

D. The Event Coordinator shall: Assist and encourage members setting up events (i.e., drive, multi-day trip and meals) and supervise addition of calendar and events entries on the website. The site should include date, any limitation to number of participants, and costs and deadlines for reservations.

E. The Swag Coordinator shall: Offer QCC-branded merchandise to Club members, take orders, place orders with merchandise vendors, handle funds between members and vendors, and provide monthly report to newsletter editor.

2. Resources shall include the following:

A. The Social Director shall: Send get well cards, congratulation cards, sympathy cards, acknowledge birthdays on the website, work with the membership director and sponsors on social (non-driving) aspects of the Club.

B. The Newsletter Editor shall: Gather and assemble monthly articles for the "Boot & Bonnet" set time guidelines for article submission for publication, send copies of the "Boot & Bonnet" to Club sponsors for their distribution.

C. The Website Manager shall: Maintain QCC website and keep it up to date, allow all officers to have access to administrative functions of the QCC website.

D. The Photographer shall: maintain a photographic record of QCC events: make those photos available to the Newsletter Editor for publication and to the Website Manager for posting on the QCC Website.

Article V. Leadership Board

1. The Leadership Board shall consist of the following officers:
 - a. President
 - b. Treasurer
 - c. Membership Director
 - d. Event Coordinator
 - e. QCC Swag Coordinator

2. All members of the Leadership Board are responsible for making an effort to attend all Leadership Meetings and the majority of general membership meetings.

3. No member of the Club shall hold more than one elected office during any term. Only 1 member of a household may hold a leadership position during any term.

4. The function of the Leadership Board shall be to:
 - A. collectively represent the Club in all official matters.
 - B. make recommendations to the general membership on Club matters as deemed necessary.

5. The Leadership Board shall, by majority vote, appoint another Club member in good standing to assume the duties of any vacated office until the next election by general membership.

6. No member may serve in the same Leadership Board office for more than three consecutive terms, unless no willing replacement comes forward from the general membership.

Article VI. Membership Meetings

A meeting of the general membership shall be held monthly, except for December, unless otherwise determined by a vote of the Leadership Board.

1. Special meetings must be called by the President upon presentation of a petition signed by at least 25% of the general members in good standing and two fifths of the Leadership Board.

2. The Leadership Board shall meet at least once every three months at a time and place determined by the Board. Leadership Board meetings shall be open and announced to the general membership in advance.

Article VII. Quorums

A. A quorum shall consist of all members present at any scheduled general membership meeting.

B. A quorum of the Leadership board shall consist of at least 3 members.

Article VIII. Nominations

1. Only members paid up in good standing shall be eligible for elections or appointment as officers.

2. Nominations are to be to the Newsletter Editor by the end of September for the newsletter to be published October 1st.

Article IX. Elections and Terms of Office

1. The Club's annual meeting and election of officers will be held the November meeting with terms of officers beginning the following January 1st.

2. All elected officers shall hold office for one year, or until the newly-elected board and officers are in place.

Article X. Dues and Expenditures

1. Club Membership dues are due by December 31st. On January 1st the Membership will become inactive and all privileges terminated, including access to the website.

2. Expenditures of club funds shall be restricted to the administration of club business and activities, for the mutual benefit of the general membership.

Article XI. Description of Activities

1. QCC will endeavor to procure an Internet/email system and make it available to the general membership. The purpose of this Internet/email system is to facilitate the open and convenient discourse between club members who choose to participate. Participation is completely voluntary. Since the subject matter of communication by the general membership is open, and therefore uncontrolled, QCC is not responsible for the content or result of any communication that isn't authored by the QCC Board or at the express direction of the QCC Board, including postings by Board members not relating to club business. Further, QCC is not responsible for the content or result of any invitations to join caravans to or from club functions and invitations to non-club-sponsored activities/events/independent runs.

2. Members posting invitations to non-club-sponsored activities/events/independent runs via the Club's Internet/email system, are requested to state that "this is not a QCC Event" within the text of their message/invitation. QCC is not responsible for the omission of this verbiage.

3. QCC documents such as the club waiver and release form may not be used for non-club sponsored events/activities.

4. The events of other (Sister) clubs/organizations may be posted on the QCC Internet/email system. However, QCC assumes no responsibility for the result(s) of these activities and cautions that participants take part at their own risk.

5. The Board shall approve any and all use of the names Queen City Coopers, QCC, Boot & Bonnet, and any logos or logo-types using said names.

Article XII. Amendments or revision of By-laws These by-laws may be amended or revised by a four-fifths (4/5) vote of the Leadership Board.

Original by-laws Adopted:	January 8, 2014
Revised:	September 17, 2015
	September 4, 2016
	September 19, 2017