

OPERATING POLICIES AND GUIDELINES

The purpose of the Operating Policies and Guidelines is to provide a supplement to the Chester County Corvette Club By-Laws. It provides specifics as to how the Club operates on a routine basis. The document may provide further clarification of the By-Laws or may deal solely with conducting activities of the Club which are usually not By-Laws related items. All items presented in these policies and guidelines have been approved by the Board of Directors and the General Membership at various meetings in the past.

Activities/Events

Guest Policy for Events: A guest can accompany the paid member in the case of a paid member's spouse or their significant other being unable to attend an event.

In the case of a single member, that paid member is allowed to bring a guest at any time.

Regarding Additional Guests: Additional guest will NOT be permitted to attend activities/events. (Ex: no additional couples, no additional family members, and/or no pets).

Regarding Children on Events: Minors can be the substitute guest for an activity/event as stated above in guest policy. **EXCEPT in the case of parties**, Children should not attend adult parties supplemented and sponsored by the Club. Minors will NOT be permitted at party events such as the picnic, the Christmas party, or any other parties.

Should the occasion arise where a member wishes to participate in a cruise, tour or any club activity/event and is not able to bring their Corvette to the event, then the member's vehicle must take up a position at the end of the line behind all Corvettes in the caravan.

The Club encourages the members to suggest and organize activities and events to participate. This procedure is not meant to discourage member event organizing by any means. It is meant to have one main point of contact and a clear chain of financial responsibility.

Event Planning Guidelines

In the event that a general member would like to organize an activity, trip etc., the following guidelines should be followed:

1. The suggesting party should gather the proposed plans, costs and any other pertinent information and meet with the Activities Director so both parties have a clear understanding of the proposal.
2. The Activities Director will work with the member to determine when the event can be placed into the calendar, so not to cause conflict with current planned events.
3. At this point the responsibility shifts to the suggesting party. He or she is responsible for the following:
 - The presentation to the Club, both by e-mail and in person at the club meeting
 - A signup sheet should be presented at the meeting(s) and kept for record keeping
 - Driving directions if needed
 - Reservations, entrance fees etc. should be communicated to the members. It is the suggesting party's responsibility to handle all funds.
 - Restaurant reservations if needed (see below for additional info)
 - a. Adequate parking for the number of Vettes participating
 - b. Separate checks by couple
 - c. Order off the full restaurant menu if possible

(Event Planning continued)

1. Should an advance deposit be needed, the member can either get a check in advance from the Treasurer or use their personal credit card and get full reimbursement upon a final accounting in conjunction with the Activities Director and Treasurer.
2. It is imperative to secure all receipts for the event. The board reserves the right to deny reimbursement if the accounting is not accurate.
3. In the event a credit card is required for any transaction, the member is responsible to supply this. The Club does not have a credit card. Upon receipt of the credit card transaction to the treasurer, the member will promptly be reimbursed.

Treasury and Club Related Income and Expenses

The Board of Directors will budget and manage club finances with funds collected each year from membership dues and sponsorship fees.

The Board of Directors will review the Club finances to determine if a subsidy can be provided to each club member attending annual parties or activities. The level of the subsidy will be dependent on the financial health of the Club at the time taking into account the current treasury balance and the forecast level of membership for the coming year.

The Club sends cards to members for get well wishes and sympathies when appropriate. Any cost would be listed as a postage/office expenses or miscellaneous item.

Membership Lists and Advertising

The Membership Director will maintain and provide all members with an updated list of members. The list is intended for the private use of the members and is to be used for club activities only. It is important for the members to respect the privacy of information supplied to the Club. It is therefore suggested that the use of "bcc" hiding member's email addresses where those emails are also sent to others outside of the Club (e.g. Jokes, etc.).

The list is **NOT** to be used for the purpose of promoting a member's business or charitable interests.

It is the policy of the club to charge for special requests where a guaranteed number of Corvettes are requested to attend and display (e.g. private school event, new store opening). The current fee is a minimum of \$100.00 and all requests of this nature should be brought to the attention of the Board of Directors for approval.

Board of Directors Related

The Board of Directors shall review the Club By-Laws and Operating Policies to resolve any changes, issues, or concerns as they may occur.

To assure a smooth transition of new board members, each board member is expected to develop and maintain a transition document of their responsibilities. This document is to be provided and reviewed

with their replacement. The outgoing and incoming Board members will be present at a transitional meeting per the By-Law Article VI - Board of Directors, paragraph 3.

To assure business items are brought to a prompt resolution, unfinished business must be consistently brought to the attention of the Board of Directors and the Club membership.

It is expected that the President will do this; however, if he or she does not, then it is the responsibility of the Secretary to bring it to everyone's attention.

Any general member is welcome to attend a Board of Directors meeting.

A courtesy notification would be appreciated.

Meetings

The United States flag will be displayed at general meetings.

Meetings will begin with the Pledge of Allegiance.

The suggested agenda for all meetings is:

1. Meeting is Called to Order
2. President's Report
3. Vice President's Report
4. Secretary's Report
5. Treasurer's Report
6. Activities Report
7. Membership Report
8. Properties Report
9. Unfinished Business
10. New Business
11. Adjourn

Dues for Memberships

For Initial Application Fees and Annual Renewal Fees, please contact the Membership Director or refer to the Club Website Membership page.

More information in the Club Bylaws: ARTICLE V - MEMBERS, paragraph 9 and ARTICLE XVII - DUES.