

DELMARVA



DRIVING CLUB INC.

Constitution

and

By-Laws

of the

Delmarva Driving Club, Inc.

Revised April 2007

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Article I - Name

The name of this not-for-profit club is:

THE DELMARVA DRIVING CLUB, INC.

Article II - Purpose and Objectives

The purpose and objectives of this Club are:

- A) to promote interest in and knowledge of horse-drawn vehicles and equines;
- B) to organize drives and other activities relating to horse-drawn vehicles;
- C) to assist members in gaining knowledge of driving techniques and skills, as well as good equine care and training;
- D) to create, foster, promote and maintain cordial relations, cooperation, and exchange of ideas among all Club members and the public.

Article III - Members

A) Adults (18 years of age and above) may be considered for voting membership. Each member is accorded one vote. Family membership can have two adults vote. Members under 18 will not have a vote. Annual dues must be paid directly to the treasurer by January 31 of each year to remain an active member and receive Club privileges. The treasurer is to give or send a receipt for these payments.

B) Applications for membership should follow the prescribed procedures:

1. A completed and signed application accompanied by annual dues amount should be submitted to the treasurer. This payment is nonrefundable. The secretary will notify applicant upon acceptance.
2. Voting on applications presented will be done as a routine part of the Board of Directors monthly agenda.
3. Until formally accepted into membership, the applicant may receive a newsletter, attend meetings, participate in events and drives and borrow club reference materials. No vote entitlement will be conferred until officially accepted into

B) Budgets

1. Prior to the December meeting, the outgoing Board will prepare a proposed budget for the upcoming year. At minimum, the budget will include all anticipated operational expenses, such as insurance costs, newsletter expenses, etc., and the estimated income from membership dues. The proposed budget will be presented at the December meeting and must be approved by the incoming Board.

2. Prior to the February meeting, the new Board will prepare a revised budget to reflect the estimated costs for non-routine activities and events for the year, and the amount and sources of income needed to pay those costs. The revised budget will be presented at the February meeting after being approved by the Board.

3. A budget will be prepared for all activities or events not included in the approved annual budget where the estimated cost exceeds \$200.00. All activity budgets require approval by the Board prior to the expenditure of funds.

C) Expenditure of Funds

All expenditures of Club funds require approval by the Board, except as explicitly described by the following:

1. The host or organizer of a Club-sponsored pleasure drive may be reimbursed for expenses incurred during the event for up to \$100.00 without prior approval. Receipts or other proof of money spent is required.

2. The Board is authorized to pay any and all normal and/or recurring Club bills included in the approved budget for the year. All such expenditures will be reported to the general membership at the next regularly scheduled monthly meeting.

3. The Board, by majority vote, is authorized to expend Club funds to pay one-time or non-recurring operational expenses not included in the approved budget up to \$200.00. All such expenditures will be reported to the general membership at the next regularly scheduled monthly meeting.

4. The Board, by majority vote, may expend up to \$200.00 per month to conduct business directly related to the Club's purpose and objectives. All such expenditures will be reported to the general membership at the next regularly scheduled monthly meeting.

membership.

C) A delinquent (unpaid dues) member will be suspended and will be removed from the mailing list. Forfeiture of all privileges similar to those listed in item B3 shall go into effect, and the member will no longer be considered a member-in-good-standing.

D) Reinstatement can be gained by re-applying for membership, and by paying the current year's Dues.

E) Members are expected to exhibit courtesy to each other and any Club guests at all Club events and out in the public. At these times, they are representatives of the Delmarva Driving Club, acting as our ambassadors, and as such are expected to spread good will, exemplify good sportsmanship and proper horsemanship.

F) Should any member act in an objectionable, offensive manner deemed damaging to the Club and its stated objectives, such behavior will cause those offended members to submit four letters of protest written by four concerned members to any Board member. A review of the incident will be conducted by the Board, with disciplinary action taken where it is felt necessary. If disciplinary action is deemed appropriate, a written notification will be sent to the offending member. A copy of the notification will remain in the Club's records.

Article IV - Finances

A) Dues and Fees

1. Determination of dues for the upcoming year shall be set by the eligible members in attendance at the December meeting, following discussion of the anticipated operational expenses and budget for the upcoming year. Dues should be set, at minimum, to cover operational expenses. Votes will be cast by ballot.

2. Should any member pay dues for the upcoming year prior to the December meeting, that member is expected to pay any difference between the former and new dues amount.

3. Dues are non-refundable.

4. If a member in good standing experiences financial difficulties in the payment of the dues in a timely manner, the situation may be reviewed by the Board. The Board may decide on an extension of time for the payment, or the board may waive the payment.