

**OZARKS ANTIQUE
AUTO CLUB
OF
SPRINGFIELD, MISSOURI**

**BY-LAWS
(Revised 2024)**

**Article I
-Rules of Order-**

The procedure at all meetings of the corporation and its Board of Directors shall be governed by *Robert's Rules of Order* unless specifically provided to the contrary in the By-laws.

**Article II
-Officers-**

The officers of this club shall consist of a President, Vice-president, Secretary, Treasurer and Advisor as provided by these by-laws. No two officers shall be from the same membership family – ie. husband and wife.

**Article III
-Duties of Officers-**

President

Section 1- It shall be the duty of the President to preside at all meetings of the Club; to expound and enforce a due observation of the By-laws; decide all questions of order; call all special meetings, and perform such other duties as his/her office may require and those required by these By-laws. He/she shall make no motion or amendment, nor vote at any time, except elections, or unless the club be equally divided – then he/she shall cast the deciding vote. A legible copy of all pertinent papers/records shall be given to the incoming president at the beginning of his/her term. Example: corporation papers, insurance policies, bonds, etc.

Vice-President

Section 2 – In the absence of the President, the Vice-president shall perform the duties of that officer. The Vice President is also charged with maintaining and distributing the membership directory.

Secretary

Section 3 - It shall be the duty of the Secretary to keep in the official record, full and complete minutes of all proceedings of the club. The Secretary shall compile a membership record containing the name of members, current address, date of admission, charter member designation, date of membership renewal, date of resignation and/or date of expulsion.

The Secretary shall check attendance at each meeting and is responsible for distributing the minutes of the previous meeting to the membership and requesting approval by vote at the subsequent meeting. The Minutes shall be distributed in whatever manner deemed appropriate by the Club but must be distributed prior to the next meeting of the Club.

The Secretary shall provide to the appropriate officer or committee chair a list of members who have met and who have not met the attendance and work requirements to be eligible to participate in tours, club events and activities and to continue as members the subsequent year.

The Secretary shall carry on all correspondence of the club.

The Club Secretary is also charged with providing all new members a letter detailing membership obligations and a current directory including Club bylaws. Applicants denied membership will also be provided with a letter confirming same by the Club Secretary.

A current record with all changes of club policies shall be kept and turned in to the incoming secretary at beginning of each new term. A collective, legible, accurate copy of all minutes shall be put in the clubs permanent records at the end of each term.

Treasurer

Section 4 - The Treasurer shall collect and keep intact all dues and funds of the corporation, including tour and event deposits. He/she shall make disbursements subject to the approval of the Board of Directors. All bills are to be paid by check and all checks shall be signed by him/herself and/or the President and/or the secretary. (Two signatures are required on all checks.) The Treasurer shall be required to make a report on Club finances at each monthly meeting and such reports as the Board of Directors may direct and an annual report at the end of the fiscal year to the members at the annual meeting.

His/her books shall at all times be open to examination and oversight by the Board of Directors or a Certified Public Accountant selected by the Board of Directors. The treasurer is also charged with providing full and accurate information to the duly selected Certified Public Accountant for preparation of all required tax returns and related documents and reports. The treasurer, working in conjunction with the Certified Public Accountant, shall also ensure that the Corporate annual registration is filed timely on an annual basis.

The Treasurer is required to be present at any activity that must be paid for from club account so as to be able to write the payment check. If the Treasurer is unable to be present they must ensure that an officer will be there to make appropriate payments.

A collective, legible, accurate copy of all treasurer's reports and bank statements shall be given to the incoming treasurer at the beginning of his/her term. Necessary documents shall be signed prior to the February meeting by new officers to make needed changes to bank accounts.

Advisor

Section 5 – It shall be the duty of the Advisor to attend meetings and to help with resolution of problems and furtherance of the club. The President from the previous year will automatically assume the duty of Advisor for the coming year. If the outgoing President refuses to accept or otherwise fails to qualify for the office of Advisor, then this office is to be filled in the same manner by election as other officers.

Section 6 – All officers of the club shall perform the duties which are delegated, or which may hereafter be assigned to them respectively, by the by-laws of the club or the President and the Board of Directors.

Article IV

-Election and Term of Office-

Section 1 – Nomination of all officers shall be in the month of September. Nominations shall be made by any member in good standing. No name shall occur twice on the official ballot from which officers are elected. If possible at least two (2) members should be nominated for each office.

Section 2 – All elections shall be by mailed ballot to each member and the election ballot cards will be mailed within ten (10) days following meeting at which nominations for all officers were made. This ballot will consist of a card, which will list the offices and the nominated members for which office. A check mark will indicate your choice of members for each given office.

Section 3 – The new officers will be installed and will take office at the first meeting of each new year, said officers by virtue of their elected office, shall constitute the Board of Directors for the coming fiscal period and carry out the intent and purpose as set out in the by-laws.

Section 4 – All ballot cards will be mailed back to or returned to the President at the meeting designated for the election. They will be counted by three members, appointed by the President, that are not on the ballot.

Section 5 – An officer can succeed him/herself by being re-nominated and re-elected to serve for not more than two (2) consecutive one-year terms in the same office. Officers are limited to two consecutive terms in the same office. Once an officer has completed their term of office, they are prohibited from running for or serving in the same office for a number of years equal to the amount of time previously served (i.e. if served as secretary for two consecutive years, they are ineligible to be elected or serve in that position for two years).

Section 6 – At the induction of each officer, the President shall propound the following obligation which must be answered in the affirmative: "Will you, to the best of your ability, without fear or favor, faithfully discharge your office duties and pledge yourself to sustain the By-laws and Policies of this Club?"

Article V

-Board of Directors-

Section 1 – The Board of Directors shall have control and management of the affairs and funds of the association.

Section 2 – All expenditures and contracts shall be made only with the prior approval of the Board of Directors

Section 3 – The President shall serve as Chairman of the Board of Directors.

Section 4 – The number of Directors of the corporation shall be five (5). The Board of Directors shall consist of the five officers which are duly elected at large by the membership.

Section 5 – Each Director shall serve for one year or until his/her successor shall have been elected and qualified.

Article VI

-Membership-

Section 1 – Requirements of membership/applicant:

- a. Own or have an interest to acquire an automobile or truck – at least 25 years old, titled and insured, drivable or currently under active restoration. Members who have been in continuous good standing for 15 years and/or have reached the age of 75 or have become disabled are exempt from this requirement upon request. Requests shall be submitted as part of the annual membership renewal process and are subject to approval by the Board of Directors.
- b. By-laws and club policies must be read and agreed to by the applicant.
- c. Individuals that accepted an OAAC Scholarship through OTC and are interested in joining the club, will receive an Honorary Club membership (free of charge) for each year a scholarship was awarded. Honorary members will have the same privileges as a full member.

Section 2 – Acceptance of application:

- a. Applications will be voted on Monthly.
- b. The application shall be submitted to the Club President and it must be reviewed and accepted by the Board of Directors before being presented to the membership for vote.
- c. Applications must be submitted a minimum of thirty (30) days prior to the scheduled vote. During this period of time, applicant must attend at least two scheduled club activities, including at least one meeting.
- d. If an application has been submitted but not voted on, the applicant may pay to attend any club functions during this interval.
- e. Applicants will be asked to leave the room as recommendation is given and vote is taken.
- f. A letter detailing club membership obligations and a current directory will be mailed to each accepted new member by the Club Secretary. The Club Secretary is also charged with providing a written letter to any applicants denied membership to the Club.

Section 3 - All members must pay to the Treasurer, annual dues before acquiring any rights of membership as prescribed in the Club policies.

Section 4 – In order to call for a vote for the expulsion of any member, four (4) members of the corporation must make this request known to the Board of Directors. At the next regular meeting the Board shall make this request known to the attending members of the corporation. After due discussion the Board will then call for a vote of those attending on the expulsion of said member. It will require a two-thirds majority vote of those present to accomplish the expulsion.

Article VII
-Amendments-

Section 1 – These By-laws shall remain unaltered unless all members are notified in writing of said change at least two (2) weeks prior to voting and then only by approval of a two-thirds (2/3) majority of an official quorum of the members by vote on a written ballot.

Section 2 – An official quorum is an average of the previous attendance at the previous twelve (12) regular business meetings.

Section 3 – Policies of the Club shall remain unaltered unless all members are notified in writing of said change at least two (2) weeks prior to voting and then only by approval of a majority of an official quorum of the members by vote on a written ballot.

Article VIII
-Meetings-

Section 1 – This club shall hold its regular meeting typically on the third (3rd) Sunday of each month as published in the annual club calendar. Notice of calendared meeting change shall be announced not less than 14 days prior to the meeting date.

Section 2 – At the request of three members, the President may call a special meeting of the club.

Section 3 – The meetings of this club shall be open to the public; but the club may at any time decide by a majority vote of its Board of Directors, to sit with closed doors for any number of meetings or during any portion of any meeting.

Article IX
-Removal and Vacancy-

In the case of death or resignation or disqualification of one or more of the Directors, a majority of the surviving Directors may fill such vacancy or vacancies until the successor or successors are elected at a meeting of the membership. A Director elected to fill the vacancy shall serve until his successor is elected and qualified.

Article X
-Committees-

All committees formed for the activities of the club shall be made up of members assigned by the President.

Article XI
-Tours and Activities

Section 1 – The president or his/her assignee shall be the Tour Coordinator of all tours.

Section 2 – All rules of conduct during the tour shall be at the discretion and control of the President or his/her assignee.

Section 3 – All members participating in tours or other activities involving the use of their automobile(s), upon request, shall be required to show evidence of liability insurance sufficient to comply with the requirements of the Safety Responsibility Law of the State of Missouri.

Section 4 – In the event the OAAC sponsors a car show and tour and the entries are judged, the judging sheet may be given to the participants after the Awards Banquet, or at a time deemed appropriate by the judging committee.

Revision Date: 9/18/24

Ozarks Antique Auto Club

CLUB POLICIES

1. One person from each membership family must attend four (4) meetings in the prior club year and work the annually designated hours at the swap meet to be eligible to attend any Club activity that requires a deposit. This policy on attendance and activity requirement is waived for new members that join the club after July. The attendance and swap work requirement can be waived by The Board of Directors if health problems exist.
2. Any action that will affect the club in the amount of \$501 or more (income or expense) will be discussed at one meeting and voted on at the following meeting.
3. All officers and those members who regularly handle the cash assets of the Club will be bonded to at least 80% of the clubs assets, or more at the Board of Directors discretion.
4. One person of each membership family must attend three (3) regular (non-event) business meetings each year to retain membership. Event meetings will be Thanksgiving, Christmas and installation of officers meeting. (Life members excluded).
5. Every tour and activity involving club expense will require a deposit in the full amount of expenditure by the club. The money will be forfeited if function is not attended. This can be waived by The Board of Directors if health problems exist. Members are expected to be at all events thirty (30) minutes prior to commencement of activity.
6. Members will be required to pay a portion of the ticket expense incurred for entertainment such as shows and meals as determined by the Tour Coordinator.
7. Unmarried children and grandchildren under age 19, or under age 23 if in college, and living in the member's household (college students living on campus during the school term are considered to be living in the household), will be considered part of the membership family for the purposes of tours or events. Cost for children not meeting these qualifications who wish to attend club tours or events (including event meetings) will be determined by the actual costs incurred by the Club. It is the Members' responsibility to pay the costs for non-exempt individuals at the time of making the event reservation. No reservations will be accepted without associated payment. All children must be supervised at all times during any club function or business meeting. Ignoring this will result in member expulsion. This is not only due to liability reasons, but the safety to the child/children and courtesy to others.
8. All members with eligible cars will be expected to drive whenever possible unless there is inclement weather or the car is inoperable.
9. The club will pay half (1/2) of the first time purchase of jackets and shirts or when changed to a different style. The member will pay the other half of the cost.
10. Elected officers, founding members (and surviving spouses of founding members), and life members who have been granted life membership as of the date of this revision, will be exempt from payment of annual dues.
11. An asset that is no longer useful to the club shall be published in the newsletter for sealed bids from the membership. If no bid is received, it will be offered to the general public.
12. Flowers for hospital stays will be sent to club members and immediate family. Flowers for funerals will be sent to club members for a death in the immediate family. Immediate family includes spouse, parent or children of member. At the member or member's family request, donations not to exceed the average cost of flowers can be made in lieu of flowers.
13. Memorial contributions not to exceed \$500 shall be made to the charity of the family's choice upon the death of a member.

14. If a divorce occurs in a member family, both members are entitled to full membership for the remainder of the current club year.
15. In the event of a 're-marriage' of a divorced or widowed member, at the beginning of the next calendar/club year, this family will be responsible for paying dues annually.
16. New Members approved at any monthly meeting shall be required to pay their dues no later than the next monthly meeting. Dues paid in October or later will be good through the next calendar year.
17. After each annual swap meet, 20% of the net income shall be deposited in the club "emergency" fund (savings account). This account will be capped at \$50,000.
18. An outgoing officer will hold office until the new officer is installed and must turn over their records to the new officer no later than 10 days prior to the first meeting of the new officer's term. If the outgoing officer refuses, that officer will be expelled from the club. Any cost the club may incur to duplicate records will be billed to outgoing officer. The outgoing officer has absolutely no authority to conduct any type of club business whatsoever after the new officers have been installed. Newly elected officers must agree to keep computerized records in the same format of the previous officer (to ensure continuity in the record keeping). Records two years old and before will be kept in hard plastic storage box containers in the Club storage facility along with other club property. Any attempt at falsification of records will result in expulsion from the club.
19. The club annual charity budget shall be based at minimum, on twenty five percent of swap meet net income from the prior year's meet. Annual charity recipients will be selected by the OAAC Charity Committee, as accepted by membership vote, per the attached charity committee process statement.
20. Annual dues must be paid prior to the January meeting or the club member(s) will not be eligible to attend or participate in club events or activities.
21. No one is to assume the authority to act on behalf of the club without clearing the action with the Board of Directors or Membership.
22. Certain officers and committee chairs may be issued a Club debit or credit card as circumstances require. All cards are issued by the Treasurer, who is responsible for ensuring appropriate usage by assigned individuals. All transactions on said cards are required to comply with the documentation requirements of other accounting transactions of this Club. The Treasurer shall review each card receipt submitted by the card holder and signify approval of the transaction as an appropriate club expense by signing and dating the receipt. If the Treasurer is the card holder who initiated the card transaction, the Treasurer will submit the receipt to another Director for review and approval as defined above. If the Treasurer is unable to resolve the validity of an expense, the matter will be referred to the President for action. Any holder of a Club account debit or credit card that fails to provide the required documentation to the Treasurer substantiating transactions on the cards will be required to reimburse the Club for any such transactions within 30 days of the Club receiving the bill for such charges.
23. Undocumented cash transactions using club funds are prohibited. If cash is required for a transaction, a check should be issued to the club member for the funds and that individual is responsible for returning receipts and any change to the Treasurer totaling the full amount of the check. The member is responsible for reimbursing the Club for any shortages.
24. The Club will not accept any third party checks as payment for goods, services, dues, deposits, etc.
25. The Treasurer shall reconcile the monthly Club bank account statements and sign the documents certifying that the balance shown is accurate. In addition, the President shall appoint a Director to receive additional copies of the monthly bank statements directly from the bank. The appointed person shall review the statements and sign the documents certifying that the balance shown is accurate. Any discrepancies noted shall be reported to the President.

26. All checks received on behalf of the Club (ie: Treasurer, Swap Meet Registrar, Car Corral Chair, etc) shall stamp the back of said check with a Club “For Deposit Only” imprint as soon as practicable after receiving the check.
27. The Treasurer shall be responsible for providing the appropriate individuals with a Club “For Deposit Only” stamp and maintain a log of those holding said stamps. The Treasurer shall be responsible for reclaiming any stamps when the holder no longer requires the stamp for Club business.
28. One copy of Data File backups of Club computers that were created within the last 30 days will be maintained at a off-site location. These backups are in addition to the routine backups currently being performed.
29. Eligibility for club paid attendance to the Swap Appreciation Trip/Dinner/Banquet will run a swap meet fiscal year (September – August).

Revision Date 9/18/2024

Ozarks Antique Auto Club

SWAP MEET POLICIES

(updated 4-6-2014)

1. The following positions shall comprise the members of the Swap Meet committee. The Swap Meet committee reports to the Club President and the Club President shall be an ex-officio member of the Committee. These positions will be reviewed after each swap meet by the Board of Directors. The Board of Directors has the final authority regarding committee positions and appointees and may elect not to fill or renew any particular position based on results and needs as shown by the prior year swap meet.

Swap Meet Coordinator

Swap Meet Assistant Coordinator

Director of Registration

Director of Scheduling/Volunteer Coordinator

Director of Car Corral

Director of Finance-Swap Meet

2. Compensation for Swap Meet positions and reimbursements for use of club member assets (rentals) shall be determined by the Swap Meet committee in October for the subsequent year. It shall then be submitted to and subject to approval by the Board of Directors. Compensation shall be based on the extraordinary effort it takes to fulfill some of the positions and is not guaranteed from year to year. Members who receive compensation in excess of \$600 shall be expected to provide the information needed to the club treasurer for issuance of appropriate tax reporting forms at the end of the year. Positions not listed above should be filled with volunteer labor wherever possible. All club member compensation and reimbursements as approved by the Swap Meet committee and Board of Directors shall be submitted to the Club for their information no later than the March meeting prior to the annual swap meet.

3. Financial policies: Financial activities of the Swap Meet are supervised by the Club Treasurer, who may delegate an assistant (the Swap Meet financial officer) to assist in handling the swap meet accounting. Records should be maintained according to generally accepted accounting standards as used by the Club including but not limited to: 1) reconciliation of all bank accounts, 2) maintenance of swap meet records on the same computerized system as used by the Club, 3) proper documentation of all transactions is required-no reimbursements are to be issued without proper receipts 4) use of checks for expense payments is required wherever feasible and maintenance of cash paid out documentation is required for any and all cash transactions (check transactions follow the same signature requirements as regular Club transactions) 5) all monies shall be deposited promptly as per the cash handling requirements shown in item #4.

4. Cash Handling: For the duration of the Swap Meet, monies shall be picked up from each major location (i.e. parking attendants, car corral, shirt sales) on a recurring basis not to exceed 1-1/2 hours between pickups. Monies are to be collected by two unrelated club members and shall be placed in bags clearly marked by location. The monies shall be delivered to the Director of Finance-Swap Meet and/or his designee. Two unrelated Club members shall be present while all monies are counted and deposit slips are prepared. Deposit slips must be initialed by the two individuals counting the funds and clearly notate the source of the funds (i.e. parking, shirts, car corral, etc.). Deposits shall be placed in a locked location until delivered to the Bank. Monies shall be deposited to the Bank at least once during the day and once at the close of each day during the swap meet. The deposit book with the club copies of the signed deposit slips shall be given to the Club Treasurer for accounting purposes. The Swap Meet Coordinator and Director of Registration shall independently be responsible for the handling of all registration monies and shall be bonded to 100% of the prior year registration income.

5. Swap Meet financial records shall be reviewed by an independent committee of Club members appointed by the President to verify accuracy and compliance with the financial policies as listed above. The review should be completed and discrepancies shall be reported to the President for handling no later than November 1st of the swap meet year and presented to the membership no later than the December meeting.

6. Any type of correspondence to the Swap Meet must be mailed to the club post office box for proper documentation of receipt and distribution. Any member receiving club correspondence directly shall forward it to the club secretary for appropriate documentation and distribution and shall inform the sender of the correct mailing address of the club.

7. Club members are entitled to one swap meet spot, car corral spot or Eplex spot at no charge, providing they complete the appropriate registration forms and submit them to the Swap Meet Registration Director in a timely manner. New members will be eligible for a free swap meet space only after their application is approved and they have attended six (6) meetings and worked at one swap meet. Members of Ozarks Antique Auto Club must obey the rules, the same as any vendor. Any member found to be disobeying these rules may forfeit their membership in the club.

8. Rules and regulations during the swap meet:

Club Members

1. Due to insurance restrictions, during setup of swap meet grounds, there will be no children less than 12 years of age allowed on the grounds.
2. The swap meet committee will decide where the workers will go for lunch. ALL workers will go to the assigned location.
3. NO ONE will drive a golf cart on the grounds without a valid driver's license. Only club members who signed up for and are approved as golf cart drivers are authorized to drive the passenger carrying carts.
4. All volunteers must check in at the designated area prior to the beginning of their shift. This will help the director of scheduling assure that all shifts are covered.

Vendors and General Public

1. Coded windshield stickers must be displayed on the upper left corner of the windshield, below the tinting, on the vehicle driven into the swap meet area. **YOU WILL NOT BE ADMITTED WITHOUT THIS STICKER.** Any vehicle parked in a space within the SWAP MEET or the CAR CORRAL must have a sticker on it.
2. Parking on the street inside the meet area is permitted for loading and unloading **ONLY. ILLEGALLY PARKED VEHICLES WITHIN THE SWAP MEET AREA WILL BE TOWED AWAY AT THE OWNERS EXPENSE.** Free parking is available for vendor tow vehicles, trailers, etc. within the public parking area.
3. Pre-registered vendors will be admitted Thursday from 4 pm to 8 pm, earlier if the grounds are completely prepared. **NO VEHICLE ENTRY or EXIT BETWEEN 10 AM and 4 PM FRIDAY and SATURDAY.** This is to limit traffic in the meet area to an absolute minimum for the safety of the public. **WE REQUEST THAT ALL VENDORS VACATE THEIR SPACES BY 3 PM ON SUNDAY.**
4. Vendor spaces will be marked at the corners and the space number will be marked in the center front. Your displays must be kept within these boundaries.
5. A five (5) mile per hour speed limit will be enforced.
6. No motorized or manually propelled vehicle may be ridden through the swap meet area. (bicycles, roller skates, skateboards, scooters, roller blades, etc.).
7. Handicap persons may drive only handicap scooters, such as those rented at the gate. No other handicap vehicle will be allowed in the meet area.
8. All pets must be on a leash, no longer than 6', at all times.

9. To prevent noise during the sleeping hours, absolutely no motor traffic will be allowed to move within the meet area from 10 pm to 6 am. The gate will be closed to keep traffic from going in or out during these hours and security guards will be on duty.
10. CITY REGULATIONS: Alcoholic beverages are not permitted on the fairgrounds. Vendors are not permitted to sell refreshments. NO OPEN FIRES ARE PERMITTED AT ANY TIME.
11. NO SALE OR EXHIBITION OF FIREARMS IS PERMITTED WITHIN THE MEET AREA.
12. The Ozarks Antique Auto Club will not be responsible for any damages, injuries or accidents during the swap meet.
13. The Swap Meet Directors reserve the right to reject and/or eject any person or firm they deem as undesirable for any reason. The directors' actions and decisions are final.
14. Any vendor who receives a refund for a swap meet space and/or has the space transferred to another vendor forfeits rights to that spot for the future years.
15. The Swap Meet Chair will insure that the parking lot attendants issue a pre-numbered ticket to each vehicle required to pay for parking and that the Car Coral Chair provides a pre-numbered Car Coral Ticket to each vehicle purchasing a space in the Car Coral. The number of tickets issued at each venue will allow the Swap Meet Chair to reconcile cash received with the vehicles entered.

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