

PA Dutch Policies

Revised 20 August 2016



The Pennsylvania Dutch Region is a part of the Antique Automobile Club of America and was chartered in 1984.

The following organizers of the Club are known as Charter Members. Those names with an asterisk (*) are Founders of the Organization.

William Miller *

Dennis Shirk

James Shirk *

Dennis Haak

John Stainecker

Donald Hickernell

William Jones

Jeff Lesh

Waren Hess

Alvin Hinks Jr.

Nelson Neff *

Stanton Shilling *

Martin Shuey

Robert Gallo

William Grumbine

Bill Jones Jr.

Adam Lesh

Robert Huffman

Marian Heller

Aaron Kaylor

PENNSYLVANIA DUTCH REGION POLICIES

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- Note:**
1. The Antique Automobile Club of America, also known as the AACA for the purpose of this document, is the parent organization.
 2. The Pennsylvania Dutch Region will also be known as the PAD and/or Club for the purposes of this document.
 3. In all cases, the latest version of the AACA Bylaws shall be reviewed and adopted by the PAD
 4. These Policies supplement the Club's By-Laws
 5. The official Policies document (or called the Document of Record) shall be maintained on the Club's web site for all members to use.

Shaded areas means Retired or Superseded policy

Article 1 Name and Purpose

1-1 & 1-2 **There are no Polices in these Sections at this time**

1-3-01 **Principle Office** **Revised 12 Jul, 2015**

The Principle office of the Club shall be located at the residence of its duly elected President, or at the residence of his or hers successor in the event of the President's death, resignation, disability, or disqualification.

History:

Principle Office

2 Nov, 2013

The Principle office of the Club shall be located at the residence of its duly elected President, or at the residence of his successor, in the event of the President's death, resignation, disability, or disqualification

1-4-01 **Powers** **2 Nov, 2013**

The Club shall be empowered to do all things and conduct all business necessary to carry out the general objectives of the Club as set forth in the Bylaws and Polices.

1-5-01 **Political Activity** **2 Nov, 2013**

The Club shall be politically non-partisan and maintain such non-partisanship when communicating with other clubs, other entities, and communication among club members.

1-6-01 **Badges/ Member/Club Identification** **2 Nov, 2013**

The official badge of the Club shall be any such appropriate badge designed from time to time for the membership and approved by the Executive Board. The badge shall not infringe upon copyrights, trademarks, or registered marks.

Article 2 Executive Board

2-1-01 Executive Board Members 2 Nov, 2013

The immediate Past President will be a member of the Board. PAD Region will have four elected board members.

2-1-02 Executive Board Meetings 2 Nov, 2013

The Executive Board shall meet at least once a quarter, minutes will record that meeting.

2-2 There are no Polices in this Section at this time

2-3-01 Board Member Terms 20 Aug, 2016

Board members will serve for a two-year term. Two Board members shall be elected (reelected) at the November annual election when an individual's term expires. This allows rotating the Board members without completely replacing the Board at one time.

History:

***Board Member Terms 2 Nov, 2013
Board members will serve for a two-year term. They must then be off the Board for two years before serving another term as a Board member. Two Board members shall be elected each November's annual election there by rotating the Board without completely replacing the Board at one time.***

2-4-01 Executive Board Quorum Revised 12 Jul, 2015

A quorum consisting of a majority of the Executive Board must be present to conduct a Board meeting and to transact club business. The Executive Board consists of: The Current President, Past President, Vice President, and the four current Board Members.

History:

***Executive Board Quorum 2 Nov, 2013
A quorum consisting of a majority of the Executive Board must be present to conduct a Board meeting and to transact club business.***

2-5-01 Executive Board Powers 2 Nov, 2013

The Executive Board shall develop Club Policy to be agreed upon by the General Membership

Article 3 Officers

3-1-01 Officer Terms and Conditions Revised 12 Jul, 2015

Additional elected officers shall be a Membership Chairperson, and Activities Chairperson. All officers shall be elected at the November annual election and shall hold office for one year or until they or their successors are duly elected (re-elected) and qualified beginning on January 1st, with installation to be held at the annual Installation Banquet.

History:

Officer Terms and Conditions 2 Nov, 2013
Additional elected officers shall be a Membership Chairperson, and Activities Chairperson. Said officers shall be elected at the November annual election and shall hold office for one year or until their successors are duly elected and qualified beginning on January 1st, with installation to be held at the annual Installation Banquet. Elected Officers shall only hold the same elected office for two consecutive terms. Two years must then pass before serving in the same office again.

3-02-01 Officer Elections 2 Nov, 2013

Nominations are closed after the presentation of the candidates by the Nominating Committee and nominations from the floor at the October meeting. Nominating Committee shall be ready to present at the September meeting.

3-03-01 Nominating Committee Revised 12 Jul, 2015

The Club president shall appoint three members at large to serve on the Nominating Committee by April.

History:

Nominating Committee 2 Nov, 2013
The Club president shall appoint four members at large to serve on the Nominating Committee by April.

3-04-01 Elections 2 Nov, 2013

The election shall be held at the regular monthly meeting in November, at which time a secret ballot will be taken if more than one person is nominated for a position. The president shall appoint three tellers to count the ballots and report the vote to the membership. A majority of the votes cast shall be necessary for elections.

Article 4 Duties of Officers

4-1-01 President 2 Nov, 2013

The President shall appoint an Auditing Committee at the end of the fiscal year to audit the Treasurer's books. The President shall appoint a Publications Chairperson at the beginning of each term.

4-1-02 President 2 Nov, 2013

The President shall appoint Chairperson(s) as needed to complete Club duties and functions. Chairperson(s) such as Publications and Sunshine are examples.

4-1-03 President Revised 12 Jul, 2015

The President shall appoint a Club member to review both the AACA By-Laws and the PAD Policies on a yearly basis to determine currency and relevancy. That member shall report back to the President on their findings.

History:

*President 2 Nov, 2013
The President shall appoint a Club member to review both the AACA By-Laws and the PAD Policies on a yearly basis to determine currency and relevancy.*

4-2-01 Vice President 2 Nov, 2013

The Vice President shall be in charge of the Spring Shake-Down Run in April and act in the absence of the Activities Chairperson.

4-3-01 Secretary Revised 12 Jul, 2015
The Secretary is responsible to file the Federal Form 990-N (e-Postcard), Small Exempt Organizations, with in the first Quarter of the New Year. (see Appendix B3)

History:

Secretary 2 Nov, 2013
The Secretary is responsible to file the Federal Form 990-N (e-Postcard), Small Exempt Organizations, with in the first Quarter of the New Year

4-4-01 Treasurer 2 Nov, 2013
All expenditures of the Region in excess of \$400.00 shall be approved by the Executive Board or at a General meeting of the Region.

4-4-02 Treasurer Revised 12 Jul, 2015
When it is necessary to send a memorial for a deceased member, the memorial should be no more than \$40.00.

History:

Treasurer 2 Nov, 2013

When it is necessary to send a memorial for a deceased member, the memorial should be \$40.00.

4-4-03 Treasurer 2 Nov, 2013
The Fiscal year shall be the calendar year

4-4-04 Treasurer 2 Nov, 2013
The Treasurer shall pay up to \$400.00 of the President's expenses to attend the yearly AACA National Meet in Philadelphia. The monies are to be used for lodging and the Saturday night banquet.

4-5-01 Membership Chairperson Revised 12 Jul, 2015

The Membership Chairperson shall collect all dues payable to the Region by its members. Those monies shall be given to the Treasurer along with a completed “Payment Request & Monies Collected Form (see APPENDIX B1). The Membership Chairperson shall require valid proof of National Membership before issuing a region membership card.

History:

Membership Chairperson 2 Nov, 2013

The Membership Chairperson shall collect all dues payable to the Region by its members. The Membership Chairperson shall require valid proof of National Membership before issuing a region membership card.

4-6-01 Activities Chairperson Revised 12 Jul, 2015

The Activities Chairperson shall co-ordinate the planning, and scheduling of all Club events, runs, etc.

History:

Activities Chairperson 2 Nov, 2013

The Activities Chairperson shall formulate all activities from the May Run through October (a minimum of five runs), plus the Christmas Party and Installation Banquet.

4-6-02 Activities Chairperson Revised 12 Jul, 2015

The Activities Chairperson shall inform the Host of each event that the event should pay for itself. The monies that the event costs should be replaced by the monies collected for that event. The Event Host should be given a “PA Dutch Region Event Host Suggestions” Form (see Appendix B2)

History:

Activities Chairperson 2 Nov, 2013

The Activities Chairperson shall inform the Host of each event that the event should pay for itself. The monies that the event costs should be replaced by the monies collected for that event.

4-7-01 Publications Chairperson 2 Nov, 2013

The Publications Chairperson shall be responsible for six Region publications a year.

4-8-01 Sunshine Chairperson Revised 12 Jul, 2015

The Sunshine Chairperson has the responsibility of sending appropriate cards, letters, and or flowers to the member in need. The person receiving the Sunshine must be an active member. Non-members may receive Sunshine at the decision of the PAD BoD. After the Sunshine is sent the Sunshine Chairperson should forward the name and reason for sunshine to the UPTON Editor for newsletter publication. The expenditure for each occasion should be held to about \$45.00 and notification of that expenditure should be given to the Treasurer.

History:

Sunshine Chairperson 16 Aug, 2014

The Sunshine Chairperson has the responsibility of sending appropriate cards, letters, and or flowers to the member in need. The person receiving the Sunshine must be an active member. Non-members may receive Sunshine at the decision of the PAD BoD. After the Sunshine is sent the Sunshine Chairperson should forward the name and reason for sunshine to the UPTON Editor for newsletter publication. The expenditure for each occasion should be held to about \$40.00.

Sunshine Chairperson 2 Nov, 2013

The Sunshine Chairperson has the responsibility of sending appropriate cards, letters, and or flowers to the member in need, and forwards this information for newsletter publication. The expenditure for each occasion should be held to about \$40.00.

Article 5 Members

5-1 Members

There are no polices in this section

5-2-01 New Applications for membership 2 Nov, 2013

A new applicant to the Club shall be presented to the membership for a vote of acceptance/nonacceptance into the Club. A prospective member must be present at the business meeting in order to be accepted into the Club. A prospective member not present for acceptance/nonacceptance for six consecutive business meetings following application will be asked to reapply on a new application.

5-3-01 Dues 2 Nov, 2013

All payments of the dues shall be made, first, to the Membership Chairperson either in person or by mail, and those dues and proof of AACA membership shall be turned over to the Treasurer.

5-3-02 Dues, Amount Revised 16 Aug, 2014

The Membership period is the calendar year. Currently the dues are \$15.00 per calendar year.

History:

Dues 2 Nov, 2013

The Membership period is the calendar year. Currently the dues are \$12.00 per calendar year

5-4-01 Termination of membership 2 Nov, 2013

Any member whose Region dues are not paid by February 1st of the New Year shall be dropped from the Region's roll. Reinstatement shall be through reapplication for membership.

5-5-01 Resignation of Membership

There are no polices in this section

Page Revision date: 16 Aug, 2014

5-6-01 Spousal Memberships 2 Nov, 2013

The spouse of a member will automatically become a member of the Club providing said spouse is a member in good standing of the Antique Automobile Club of America. This membership shall be classified as a Joint Membership. The spouse shall have all privileges granted a member of the Club.

5-7-01 New Members 2 Nov, 2013

A copy of the Club By-Laws and Policies shall be provided for all new members.

Article 6 Meeting of the Members

6-1-01 Meetings 2 Nov, 2013

Regular meetings of the Club shall be held monthly at a time and place as the Executive Board may designate. A quorum for transacting club business is those members present for a regular or special meeting. Each month there shall be a least one event, either a meeting or a Club event such as a run, tour, etc.

6-2-01 Meeting Cancellation New 16 Aug, 2014

The President shall make the decision as to cancel a scheduled Meeting/ Run/ Event. The Activaties Chair will assure notification to those members who have registered and paid for that Run or Event. The monies paid by a member for that cancelled event will be refunded to the member with the exception of any costs incurred by the Club to arrange that event.

Article 7 Region Requirements by AACA

7-1 to 7-5 **There are no polices in this section**

7-6-01 **Region Activities Vehicle Participation** **2 Nov, 2013**
All vehicles accepted by the Antique Automobile Club of America
judging standards, plus special interest vehicles shall be allowed to
participate in regional activities.

Page Revision date: **2 Nov, 2013**

Article 8 Chapters

8-1 to 8-2 There are no polices in this section

Article 9 Amendments or Additions to By-Laws

9-1-01 **There are no policies for this section**

9-2-01 **There are no policies for this section**

APPENDIX A

A1 Policy Revision Procedure 2 Nov, 2013

Each policy should be noted with a date of its official release. When it is revised, the revised date should replace the official release date, and the previous Policy should be listed below the current policy as History. When a policy is no longer needed, its current form should be moved to History and the Policy marked as “Retired”. An example of a “Retired” policy is shown below.

11-2-03 Quartermaster Revised 04/06/2012
Retired Policy

History:

Quartermaster 09/23/10
A Quartermaster will be in charge of keeping track of items owned by the Club and their location

Quartermaster 02/15/02
A Quartermaster will be in charge of keeping track of items owned by the Club

A2 Changes in a Club Policy 2 Nov, 2013

Any issue regarding Club policy shall be presented to the general membership for discussion with a vote taken at the following monthly meeting. This will allow members to discuss important issues before the final vote.

APENNDIX B, FORMS

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PA DUTCH REGION AACAA

PAYMENT REQUESTED & MONIES COLLECTED FORM

Check One _____ Request for Payment / or _____ Report of Monies Collected

AACA Annual Meeting	\$ _____	January Activity	\$ _____
Advertising	\$ _____	February Activity	\$ _____
Awards & Plaques	\$ _____	March Activity	\$ _____
Auction Expense	\$ _____	April Activity	\$ _____
Gifts & Donations	\$ _____	May Activity	\$ _____
Membership Expense	\$ _____	June Activity	\$ _____
Miscellaneous	\$ _____	July Activity	\$ _____
Postage	\$ _____	August Activity	\$ _____
Supplies	\$ _____	September Activity	\$ _____
Upton Expense	\$ _____	October Activity	\$ _____
50/50 income	\$ _____	November Activity	\$ _____
Other	\$ _____	December Activity	\$ _____
		Auction Income	\$ _____
		Membership Income	\$ _____

Explanation : _____

Signature : _____ Total \$ _____

Note: This form is tot be used for ALL requests for payment and monies collected. Backup receipts / invoices must accompany each transaction.

Check No. _____ Date: _____ Initials (Treasurer) _____



PA Dutch Region Event Host Suggestions

Thank you for volunteering to host a PAD event. Your efforts greatly enhance the Club's value to its members. We have put this sheet together to assist you in completing the job.

1. Make sure you coordinate all your plans with the PAD Activities Chair (contact person in the UPTON newsletter and/or PAD Roster)
2. On the flyer given to members, ensure the following:
 - A. The date, and day is included (Saturday, May 9, 2014)
 - B. The meeting time is included (9 AM)
 - C. The meeting place is clearly described (East end of Jackson Shopping Center, behind McDonalds), if you can, include an address of the place (1123 South Main Street, The town, PA 17902), make it GPS friendly, remember, new members don't always know where we traditionally meet.
 - D. A cell phone number were you can be reached that day on the top portion of the flyer, not on the slip that is returned with the check.
 - E. A cell phone number space for the person coming to the event, it should be on the slip that is returned to you.
 - F. A description of the Event (A short run through, then tour the,) and an approximate number of miles for the total Run
 - G. Where we will eat, and what
 - H. How much \$\$\$ for each adult and child (if there is a price for children), make checks payable to PA Dutch Region.
 - I. Send checks to Host's name and address
 - J. Deadline date, check with restaurant for their latest date they would need a meal count. Add about 5 to 6 days earlier for your return date on the flyer, because there will be "stragglers" responding late. (Most restaurants need an early food count and a final number count)
3. Confirm with the owner of the property where we meet for the run that it is OK the use that property. If the place is a large parking lot or no longer in business, then it is not necessary to ask.
4. Have the flyer complete to be handed out at the meeting one or two months before your Event. Those flyers not handed out are to be mailed to the members. The Membership Chair can supply mailing labels. An electronic version of the flyer should be submitted to the PAD webmaster.
5. On the day of the Event, try to be at the meeting point about 45 minutes before we are scheduled to leave. Have Tour directions printed for each car participating.
6. Try to assign someone to be the "Sweep Car", the very last car on the tour, no one gets behind this car. If there is a break down, the Sweep Car can assist or call the Event leader to apprise.
7. Be aware, some Fire Companies / Restaurants will only serve 50 or more people. Sometimes we don't have that many on a Run. Check with meal providers, we may not be able to use their Facility, you may have go elsewhere.
8. To calculate the individual price for the Event, please include the cost of the meal, cost of the meeting hall, and cost of admissions to a tour, other incidental costs, all taxes and gratuities (make sure that the organization quoting you the meal or tour includes taxes and any gratuities). Add \$ 1.00 to the price for each person for Event flyers and mailing. When you have a total, round up to the nearest dollar (\$17.30 would be \$18.00 each).
9. Returned flyer stubs should be dated with restaurant and kept in alphabetical order, along with the checks to make it easy to reconcile if a question comes up.
10. Notify the Treasurer of what checks, and to whom, are to be written to pay for meals, tours, etc.
11. After the Event, turn all receipts for meals, tours, printing, postage, etc. into the Treasurer. Complete a Request for Payment Sheet for those costs not directly paid by the Treasurer. The Treasurer can provide the Request for Payment Sheets to you.
12. Have fun and Thank You for helping your Club !!!!!!!

14July2016

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Most small tax-exempt organizations whose annual [gross receipts](#) are [normally \\$50,000 or less](#) are required to electronically submit Form 990-N, also known as the *e-Postcard*, unless they choose to file a complete Form 990 or Form 990-EZ instead.

If you do not file your *e-Postcard* on time, the IRS will send you a reminder notice. There is no penalty assessment for late filing the *e-Postcard*, but an organization that fails to file required *e-Postcards* (or information returns – Forms 990 or 990-EZ) for three consecutive years will [automatically lose its tax-exempt status](#). The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year. Watch the IRS YouTube [presentation](#).

Due Date of the e-Postcard

The *e-Postcard* is due every year by the 15th day of the 5th month after the close of your [tax year](#). For example, if your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. **You cannot file the e-Postcard until after your tax year ends.**

How to File

Use [this link](#) to file the *e-Postcard*. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the *e-Postcard* with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Information You Will Need to File the e-Postcard

The *e-Postcard* is easy to complete. All you need is [eight items of basic information](#) about your organization.

Who Must File

Most small tax-exempt organizations with gross receipts that are normally \$50,000 or less must file the *e-Postcard*. Exceptions to this requirement include:

- Organizations that are included in a [group return](#),
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches, and
- [Organizations required to file a different return](#)

To search for organizations that have filed an e-Postcard and to view their filings, see [Exempt Organizations Select Check](#). You can also download the entire database of *e-Postcard* filings on that site.

PAD Policy Review Record

<u>Date Reviewed</u>		<u>By</u>
11 April, 2013	Tentative Policies	Van Webster
12 April, 2013	Tentative Policies revised	Van Webster
11 July, 2013	Tentative Polices revised	Van Webster
<u>2 Nov, 2013</u>	<u>Policies Released for use</u>	Van Webster
16 Aug, 2014	Policies Revised	Van Webster
12 Jul, 2015	Policies Revised	Van Webster
20 Aug, 2016	Policies Revised	Van Webster