1	By Laws
2	<u>BYLAWS</u>
3	SUNCOAST REGION, PORSCHE CLUB OF AMERICA, INC.
4 5	ARTICLE I  Name, Principal Office & Boundaries
6 7 8 9 10	Section I Name & Principal Office The name of the club shall be: Suncoast Region, Porsche Club of America, Inc. The principal office of the club shall be located at the residence of its duly elected President, or at the residence of his/her successor.
11 12 13 14 15 16 17	Section II Region Boundaries The boundaries of the PCA, Suncoast Region shall be: SARASOTA, MANATEE, HARDEE, POLK, HILLSBOROUGH, PINELLAS, PASCO and HERNANDO counties, all in the State of Florida. While these counties are the general boundaries of the Region, a Porsche Club of America (PCA) member in good standing may choose his or her specific Regional affiliation without regard to location.
18 19	ARTICLE II  General Objectives and Powers
20 21 22 23 24	Section I Objectives The general objectives of the Club, to which its members are joined together and mutually pledged, shall be the furtherance and promotion of, on a regional scale, the general objectives of the Porsche Club of America and, in addition, the following:
25 26 27 28 29	<b>A.</b> To promote the highest standards of courtesy and safety on the roads by encouragement of, and instruction in safe driving techniques by conducting seminars presented by skilled drivers and other experts on safe driving, and conducting autocrosses and other competitive, educational and recreational driving events and driver's education schools at road racing venues.
30 31 32	<b>B.</b> The enjoyment and sharing of goodwill and fellowship engendered by owning a Porsche and engaging in such social and other events as may be agreeable to the membership.
33 34	<b>C.</b> The maintenance of the highest standards of operation and performance of the marque by sharing and exchanging technical and mechanical information.

35 36 37 38	<b>D.</b> The establishment and maintenance of mutually beneficial relationships with Porsche AG, Porsche Cars of North America, Porsche Dealers and other service sources to the end that the marque shall prosper and continue to enjoy its unique leadership position in the automotive world.
39 40	E. The interchange of ideas and suggestions with other Porsche Clubs throughout the world.
41 42 43 44	<b>F.</b> The establishment of such mutually cooperative relationships with other Automobile Clubs as may be desirable.
45 46 47	<b>G.</b> To continue support of charitable organizations whose mission is to provide for or assist children and to utilize other resources of the Club to assist such other charitable organizations as the Club may from time to time elect to support.
48 49 50 51 52 53 54	H. The preservation of the independence of the Porsche Club of America (PCA) and the Suncoast Region, free of control or undue influence by any outside individual, organization, company, or other entity, no matter how closely aligned to the Club in interest or purpose. In furtherance of this goal, the Porsche Club of America Suncoast Region is and shall remain a totally member-driven and primarily member-financed independent entity allowing neither inappropriate nor undue influence, financial or material, from outside its domain, owing allegiance only to its members.
55 56 57 58	Section II Powers The Club shall be empowered to take all actions and conduct all business necessary to carry out its objectives as a non-profit corporation.
59 60	ARTICLE III Badges
61 62 63	Section I The official badge of the Club shall be the official badge of the Porsche Club of America, Inc., along with the regional insignia of Suncoast Region.
64 65 66 67	<b>Section II</b> The official regional insignia shall be of a form appropriate to its theme, inscribed with the initials of the Club, and such other inscriptions, which are appropriate. Colors shall be appropriate to the symbolic design established for the insignia.
68	ARTICLE IV
69	Membership, Dues, Privileges, Suspension
70	Section I

71 72	Membership in the Club shall be limited to members in good standing of the Porsche Club of America, Inc.
73 74 75 76 77	<b>Section II</b> There shall be no dues beyond those for membership in the National club, unless the members vote otherwise. However, entry fees may be charged for events sponsored by the Club.
78 79 80	Section III  Members in good standing are entitled to all privileges of the Club.
81 82 83 84 85 86 87 88	Section IV  Any member may be suspended by a two-thirds vote of the Board of Directors of the Club, for any infractions of national or regional rules or regulations or for actions unfriendly, hostile or harmful to the general objectives or best interest of the Club. Upon written notice of such suspension, the suspended member shall be afforded reasonable opportunity to be heard, in person or through a representative, by the Board of Directors concerning the alleged misconduct. The Board of Directors may thereafter continue the suspension for a definite time, terminate the suspension or expel the member, and its decisions shall be final.
90 91	ARTICLE V Officers
92 93 94	Section I The elected Officers of the Club shall be the President, the Vice President, the Secretary and the Treasurer. No person shall hold more than one office at one time.
95 96 97 98 99 100 101 102	Section II  The term of office of an elected Officer shall be <a href="two-ne">two-ne</a> years and shall end on December 31st. Elected Officers, other than the Treasurer <a href="and Secretary">and Secretary</a> , may not serve in the same office more than <a href="2-1">2-1</a> consecutive terms and may repeat thereafter in the same office after skipping one term. <a 12"="" href="If the nominating process fails to identify qualified replacements for an office, the current officer may remain in office for an additional term or until a replacement is found. The Treasurer may serve for more than &lt;a href=">12</a> consecutive terms if an audit of the region's financial records is periodically conducted and finds no irregularities.
104	ARTICLE VI
105	Board of Directors
106 107 108	Section I  There shall be nineteen fifteen (15) Directors: four of these shall be the Officers of the Club; one shall be the immediate past president; seven five shall be elected Directors

109 110	("Elected Directors") and seven-five shall be non-elected Directors ("Non-Elected Directors").
111 112	The seven-five Eelected Directors shall have primary duties and responsibilities as follows:
113 114 115 116 117 118 119 120 121	Charitable Activities Competitive Activities Social Activities Membership Activities Insurance and Safety Road Driving Activities At Large Governance At Large At Large
122 123	The Non-Elected Directors shall be appointed by the President with the advice and consent of the Board of Directors and shall hold the following positions in the Club:
124 125 126 127 128 129 130 131 132 133 134 135 136 137	Webmaster Director, Drivers Education Director, PCA Club Race Director, Charitable Activities Director Competitive Activities Director , Marketing/Communications Director , Driver's Education Tech Director, and the Publications Director Membership Development and Services Director At-Large  The term of office of all Directors shall be one year and Elected Directors are eligible for additional terms if re-elected; Non-Elected Directors may serve additional terms with the advice and consent of the Board of Directors. All terms and shall end on December
138 139	31st. All Directors, elected or appointed, are entitled to vote at board meetings.
140 141 142	Section II It shall be the responsibility of the Board of Directors to establish policies and see to the proper conduct of the affairs of the Club in compliance with the Bylaws.
143	Section III: Board Meetings
144 145 146 147	1. <u>Monthly Meetings:</u> Directors shall meet monthly for not less than 104 months a year, and such meetings shall be open to any member who wishes to attend. Regular monthly meetings may be In-Person or Virtual Meetings, (conference telephone call, Facetime, Skype or other acceptable virtual means). However, only

Directors may vote at such meetings. During a regular In-Person monthly meeting, a Director may join the meeting by Virtual Means and that Director shall be considered as present in determining a quorum.

- 2. Quorum: A quorum of the Board of Directors shall consist of a majority of the Directors, but shall not be less than nine (9) Directors. If a quorum of Directors is present, either in person or by Virtual means, any action taken by a majority of the Directors present is binding on the Club and its members.

3. Special Meeting of the Board-Action without a Meeting: The President or a majority of the Executive Council may call a special meeting of the Board by e-mail or other accepted electronic media sent to the members of the Board at least 24 hours before the commencement time of the virtual special meeting. The quorum requirements set forth in Section II.B. of Article VI shall apply to a special meeting. Any action taken or approved by a majority of the members of the Board of Directors at without a special meeting shall be binding on the Club and its members. Any such action shall be documented by copies of e-mails, attachments to emails, or faxes other accepted recorded electronic media reciting the motion or proposed action to be taken, it's second, and the vote of each of the Board members who cast a vote. The Secretary or initiating officer in the instance the Secretary is not present, shall document all of retain copies of the written-motions or proposed actions, it's the seconds by individual Board members, and the vote of the participating Board members on any motion or action. All special meeting documents shall be placed in the club's permanent records maintained by the Secretary.

#### **Section IV**

In the event of the death, resignation, disability, or disqualification of an Officer or Elected Director, the Board of Directors may make an interim appointment to the seat so vacated for the balance of the unexpired term. The Board of Directors may leave the position vacant, except for the office of President, which will be filled automatically by the Vice President at such time as the vacancy occurs. In the event of the death, resignation, disability, or disqualification of a Non-Elected Director, the President, with the advice and consent of the Board of Directors, may make an interim appointment to the seat so vacated for the balance of the unexpired term. The President may elect to leave the position vacant. Any Director (including officers) who fails to attend four (4) consecutive Board Meetings may be removed from the Board by the affirmative vote of a majority of the remaining Directors at a Board meeting at which a quorum is present, or in accordance with the non-meeting Board action described in Article VI, Section III B.

187 ARTICLE VII

188 Duties

189 OFFICERS and DIRECTORS

#### 190 Section I

- 191 The President shall be the principal executive Officer of the Club and, with the support
- and assistance of the other Officers, shall be responsible for implementing the policies
- 193 established by the Board of Directors.

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- Section II
- 196 The Vice President shall be responsible for coordinating the activities of the nineteen
- 197 fifteen Directors, and shall preside and act as President in the event the President is
- 198 absent or unable to serve.

#### 199 Section III

- 200 The Secretary shall record and preserve the minutes of all meetings of the Club and
- shall present and make such minutes available for all of the Club's correspondence and
- shall receive and count all ballots and present the results thereof. The Secretary shall
- 203 also preserve the minutes and records of the Club by appropriate physical or electronic
- 204 means.

#### 205 Section IV

- A. The Treasurer shall be the custodian of all the Club's funds, shall handle all receipts
- and disbursements, shall keep and preserve the records and books of account
- reflecting the financial condition and operation of the Club and shall report the Club's
- 209 financial condition to the Board of Directors at all regularly scheduled meetings of the
- Board. Checks drawn on the Club's bank accounts shall require the signature of two
- 211 Officers for any check in excess of \$1,500.00, except for checks drawn in payment of
- the following: *Porsche Profile* printing and postage, track rent at Sebring International
- 213 Raceway or other regional track, and expenditures specifically approved by the Board in
- 214 advance.

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- 215 B. The Treasurer shall prepare and submit to the Board no later than the January
- 216 February Board meeting, a proposed Budget for the current year. The budget shall
- include an estimate of all receipts and expenses and shall include a Reserve. The
- Board shall consider and adopt a budget for the year, and shall determine
- 219 the disposition of any surplus.

#### Section V Past President

- 221 The most recent Past President, continuing to be an active member of the club, shall
- 222 <u>serve in an ex-officio capacity and shall</u> be an advisor to the Officers and the Board, and
- shall have other duties as may be assigned from time to time by the President.

# 225 Section VI Executive Council

- The Officers of the Club, the President, the Vice President, the Secretary, the
- 227 Treasurer, and the most recent Past President continuing to be an active member of the
- 228 club, shall constitute the Executive Council in which the administration and
- 229 management of the Club shall be vested. The Executive Council shall be responsible for
- the conduct of the administration of the affairs of the Club, the general management and
- oversight of Club activities for coordination, cooperation, and execution purposes, and

for the preparation of initial agendas and any needed agenda support materials for Board of Director meetings. The Executive Council may meet either in-person or virtually by electronic means for Club administration and management purposes at any time between scheduled Board of Director meetings. All decisions addressing either Club administration or management by the Executive Council shall be by a majority vote of the five members. Any general administration and management decision actions taken by the Executive Council shall be duly recorded by either the Secretary or President and shall be reported by the President or the Secretary to the Board of Directors at the next scheduled Board meeting.

#### **ELECTED DIRECTORS**

# Section VII

The Road Driving Activities Director shall make arrangements for and shall coordinate driving activities to include Rallys, Tours and other driving activities conducted on public roads. The Membership Director shall conduct and coordinate programs to obtain new members, identify and introduce new members, encourage the participation of the current members of the region, assist in the conduct of events specifically tailored to new or inactive members and maintain a master list of all members.

# Section VIII

The Social Activities Director shall make arrangements for, and shall coordinate the periodic General Membership meetings and any other social functions the Club may have.

#### Section VIXII

The <u>Insurance and</u> Safety Director shall be responsible for adopting safety standards for the various events of the club consistent with safety standards adopted by PCA for such events (if any), and for implementing those standards through the members of the club responsible for conducting the events. Such standards may include the inspection of all vehicles participating in any moving event sponsored by the Club. The <u>Insurance and Safety Director</u>, or the member designated by the <u>Insurance and Safety Director</u> to apply the safety standards at an event, may bar or remove any vehicle from such event if such vehicle fails to meet safety standards, is mechanically deficient or is being operated in an unsafe manner. The President, upon recommendation of the <u>Insurance and Safety Director</u>, may appoint a Safety Committee composed of members who are sufficiently knowledgeable to make the necessary judgments concerning the mechanical condition and operation of vehicles and drivers participating in club sponsored moving events, consistent with the standards adopted by the Safety Director.

#### Section X

The Competitive Activities Director shall plan, implement and steward the competitive activities sponsored by the Club to include Autocross and other competitive activities held on non-public roads.

# **Section XI**

The Governance Director shall be responsible for the nomination process and serve as
Chair of the Nominating Committee, support processes related to review and revisions
of the Bylaws, and any other governance related items intended to provide support to
the Board of Directors.

The three (3) At Large Directors shall perform such duties and hold such positions in the club as the President, with the advice and consent of the Board, deems needed and appropriate from time to time.

# NON-ELECTED DIRECTORS

# Section XII

 The <u>Marketing and Communications Publications</u> Director shall be responsible for the publication of the official Club newsletter, the *Porsche Profile*, <u>website</u>, <u>social media</u>, <u>and any other communications for the Club</u>. <u>The frequency of communications shall be at the recommendation of the Director as approved by the Board</u>. <u>Such newsletter shall be distributed monthly.</u>

# Section XIII

The Drivers Education Director shall be make arrangements for and coordinate the activities required to support the Drivers Education program. The Drivers Education Director shall also serve as either the Chief Track Instructor (CTI) or Drivers Education Registrar. the Registrar for drivers education events and shall be responsible for the coordination of level, worker and instructor assignments for all drivers, ensuring that medical, registration and other appropriate documentation is in accordance with event guidelines; collection of all fees associated with Drivers Education events; and overall coordination of event procedures.

#### Section XIVII

The President shall appoint a person to serve in the At-Large Director role. This individual is assumed to represent the interests of all members and may be assigned specific duties by the President or Board of Directors. This individual will have the same rights and responsibilities as other board members.

The PCA Club Race Director shall be responsible for the Suncoast Region's participation in the establishment, management and operation of any PCA Club races sponsored or co-sponsored by Suncoast Region. Duties would include the obtaining of sponsors for the event, the coordination with officials of PCA assigned to the event and officials of other participating regions, coordination of worker and instructor assignments for all drivers: ensuring medical, registration and appropriate documentation is in accordance with event guidelines; collection of all fees associated with the event and everall coordination of event procedures. It is intended that expenditures for PCA Club Racing events be made from reserves maintained from prior club racing events. Any expenditure, or budget for expenditures, which exceeds the established reserve by more than \$50.00 shall require approval by the Board of Directors.

#### Section XIV

324 The Charitable Activities Director shall be responsible for coordinating all Suncoast 325 Region charitable events, evaluating and recommending to the board all proposed 326 charitable donations to be made by the region and for implementing the region's 327 Charitable Activities Policy. 328 329 Section XVII 330 The Marketing/Communications Director shall be responsible for designing and 331 conducting internet and other electronic marketing for the region. 332 333 **Section XVIII** 334 The Membership Development and Services Director shall conduct and coordinate 335 programs to obtain new members, identify and introduce new members, encourage the participation of the current members of the region, assist in the conduct of events 336 specifically tailored to new or inactive members and maintain a master list of all 337 338 members. The Webmaster Director shall be responsible for designing, maintaining and 339 updating the region's website 340 341 Section XIX 342 343 ARTICLE VIII **Committees: Appointments** 344 Section I 345 346 347 The President shall appoint a Chief Track Instructor, a Registrar and a Tech Chair for 348 the Drivers Education Program and a PCA Club Race Chair. Each shall be appointed 349 for an initial one-year term, renewable for additional terms with the advice and consent 350 of the Board of Directors. Terms shall begin on the Sunday of the Instructor's Weekend 351 and end the following year on the Saturday of Instructor's Weekend. 352 353 **Chief Track Instructor** 354 The President shall appoint a Chief Track Instructor with the advice and consent of all prior Chief Track Instructors, for a one-year term. The term shall begin on the Sunday of 355 the Instructor's Day weekend and end the following year on the Saturday of Instructor's 356 357 Day weekend. 358 The Chief Track Instructor shall be responsible for ensuring the Drivers Education 359 Program meets the minimum standard established by PCA National, coordinating 360 annual Instructor training, and monitoring driver activity at each Drivers Education event 361 to ensure alignment with PCA requirements. 362 363 Registrar 364 The Registrar for drivers education events and shall be responsible for the coordination of level, worker and instructor assignments for all drivers, ensuring that medical, 365 366 registration and other appropriate documentation is in accordance with event guidelines; collection of all fees associated with Drivers Education events; and overall coordination of event procedures.

370 <u>Tech C</u>hair

The Drivers Education Tech Director Chair shall be responsible for at-track tech inspections of participating vehicles, and for providing technical expertise and advice to the Board and Members with regard to the preparation, maintenance and care of their vehicles. The Tech Chair shall coordinate with the Insurance and Safety Director on the safety standards for the event. The Tech Chair may bar or remove any vehicle from the event if such vehicle fails to meet safety standards, is mechanically deficient or is being operated in an unsafe manner.

Section II

# **PCA Club Race Chair**

The PCA Club Race Director Chair shall be responsible for the Suncoast Region's participation in the establishment, management and operation of any PCA Club races sponsored or co-sponsored by Suncoast Region. Duties would include the obtaining of sponsors for the event, the coordination with officials of PCA assigned to the event and officials of other participating regions, coordination of worker and instructor assignments for all drivers: ensuring medical, registration and appropriate documentation is in accordance with event guidelines; collection of all fees associated with the event and overall coordination of event procedures. It is intended that expenditures for PCA Club Racing events be made from reserves maintained from prior club racing events. Any expenditure, or budget for expenditures, which exceeds the established reserve by more than \$50.00 shall require approval by the Board of Directors. The PCA Club Race Chair will coordinate activities with the President and issue reports to the Board on a regular basis.

Section II

#### Other Committees

The Board of Directors may establish committees, either temporary or permanent, to facilitate the activities of the Club.

ARTICLE IX

# **Driver's Education Hall of Fame Awards**

Each year, the President shall work with the Board of Directors to identify, select and present the Region's Awards consistent with the Region's Award policy. Members previously elected to the Suncoast Region Driver's Education Hall of Fame shall be eligible to nominate and select members of the region to be honored by induction into the Hall of Fame. The President will send a letter to all Hall of Fame members in September of each year requesting nominations for induction for that year, and the members of the Hall of Fame shall meet and select the inductees for that year, if any.

409 410	ARTICLE X Election of Officers
411 412 413 414 415 416 417 418 419 420 421 422 423 424	Section I Nominations & Nominating Committee Not later than the August meeting of the Board of Directors each year, the President shall appoint a nominating committee. The nominating committee will be comprised of three members appointed by the President in addition to the Governance Director—of three memberswho serves as Chair. The nominating committee shall submit a slate of candidates for those offices to be vacated on December 31st. The nominating committee shall present its slate of candidates at the September meeting of the Board of Directors. There shall be an Invitation to Nominate Officers published in all Board approved print and electronic means the Porsche Profile at least one (1) month prior to the September Board meeting, and posted on the Region's website, notifying the membership that nominations for club officers must be submitted to the Secretary before or at the September meeting of the Board of Directors. No person may be nominated without his/her permission.
425 426 427 428 429 430 431 432	Section II  At the September meeting of the Board of Directors, nominations received by the Secretary from members in good standing shall be added to the nominations made by the Nominating Committee for offices to be vacated on December 31st. No member may be nominated without his/her permission. If a nomination is made from the floor or previously provided to the Secretary, the member making the nomination must present evidence that the nominee has given his/her permission to be nominated. Such evidence shall be in writing if the nominee is not present at the meeting.
433 434 435 436 437 438 439	Section III  The final slate of Officers and Directors will be determined at the September board meeting. At that time all nominations are closed except for unfilled positions on the slate. Each candidate for a contested position will be asked to submit a statement for candidacy, which will appear on the Region's website and other Board approved electronic formats, and in the next issue of the Porsche Profile. If available, a photo of the candidate will appear with their statement.
440 441 442 443 444 445 446 447 448 449 450 451	Voting If only one nominee for each office is submitted, then that slate is deemed elected and no ballot will be distributed. In the event a ballot is necessary, the Secretary shall prepare a written ballot listing the names of all the nominees for each office. Such ballot will be posted on the Region's website no later than October 20 so that it may be downloaded by Members, who may then vote and return their ballots to the Secretary by e-mail, fax or regular mail. All ballots must be received-and by November 20 <sup>th</sup> , and tallied by November 30. In the event of a tie, there will be a runoff election. Election shall be by a simple majority of those voting. The Secretary shall publish the results of the election on the website and in the next <i>Porsche Profile</i> .

452 453	ARTICLE XI Member Meetings/Quorum/Fiscal Year
454 455 456 457	Section I Special Meetings of the Members Special meetings of the members may be called by the President or by a majority of the Board of Directors.
458 459 460 461 462 463 464 465	<b>Section II Quorum</b> A Quorum of any meeting of the members shall consist of 10% of the members in good standing or 20 members in good standing, whichever is less. Every act of a meeting duly held at which a quorum is present shall be regarded as an act of the entire membership. A notice stating the time, date, place and purpose of any meeting of the members shall be <u>issued using a Board approved electronic formatmailed</u> , not less than five days nor more than thirty days prior to the meeting.
467 468 469	Section III Fiscal Year The fiscal year of the Club shall be the twelve months ending December 31st.
470 471	ARTICLE XII Obligations and Indebtedness
472 473 474 475 476 477 478 479 480 481 482 483 484 485	Section I  Only the elected Officers, or members authorized by the Board of Directors to act on behalf of the Club shall incur any obligation or indebtedness in the name of the Club. All obligations or indebtedness incurred in accordance with the provisions of these bylaws shall be incurred solely as Club obligations. No personal liability whatever shall attach to, or be incurred by, any member or Officer of the Club by reason of any such Club obligation or liability. No elected Officer or other member authorized to act in behalf of the Club shall incur any obligation or indebtedness in the name of the Club in excess of the sum of \$200.00_(t+wo h+undred d+Dollars) without the prior approval of the Board of Directors except for the following purposes:  a) Printing, mailing, postage and stenographic expenses of the Club's official publications. b) Stationery and postage for ordinary administrative use. c) Necessary and reasonable expenses associated with approved events.
486 487 488 489 490	Section II  No elected Officer, or member authorized by the Board of Directors to act in behalf of the Club, shall incur any obligation or indebtedness in the name of the Club which is not for the general benefit of the entire membership of the Club, nor shall the Board of Directors approve the incurring of any such obligation or indebtedness.

Section III

The incurring of any obligation or indebtedness in the name of the Club by any officer or member in contravention of these bylaws shall be an ultra vires act. The person or persons responsible for such act or acts shall be personally liable, jointly and severally, to the Club in an amount equal to the obligation or indebtedness which the Club may be required to pay plus any expenses and legal fees the Club may incur in collecting such sums from such members.

# ARTICLE XIII Amendment of Bylaws

Amendments to these bylaws may be proposed by the Board of Directors or by any ten members in good standing. Proposals shall be submitted to the Board of Directors in writing, and in the case of a proposal submitted by members, shall be signed by each member joining in the proposal and accompanied by a written explanation of the nature and the need for such amendment(s). If a proposed amendment is approved by a majority of the Board of Directors, the Secretary shall cause the proposed amendment, together with an explanation of the need therefore, to be published on the Region's website and in the Porsche Profileother Board approved electronic formats, and shall arrange for a vote of the members by publishing a ballot on the website and in other Board approved electronic formats the Porsche Profile. An affirmative vote of two-thirds of the members voting is required for approval. The Secretary shall publish the results of the voting on the website, and in the next succeeding issue of the Porsche Profile.

[End of the Bylaws]