

# POLICIES AND PROCEDURES

## Article 1 - FINANCES:

- Section 1:** Annual dues for member clubs shall be \$50.00 per year.
- Section 2:** Membership application fees shall be \$25.00, payable with the application. *(This fee was waived as of the Spring 2007 meeting until further notice.)*
- Section 3:** Annual dues for business / non-profit membership shall be \$30.00 per year. Annual dues for non-profit organization may be waived by a majority vote of the member clubs present and voting.
- Section 4:** The Board of Directors will be allowed to spend up to \$100.00 per month without membership approval. Any expenditures in excess of limitations must be approved by the member clubs.
- Section 5:** A checking account will be maintained at a financial institution, chosen by the Board of Directors. No check will be written for less than \$5.00. All checks are to be approved by at least two (2) officers, one (1) of which must be the Treasurer. The Treasurer must be notified within twenty-four (24) hour period of all checks written. This notification is to include date, payee, amount, purpose and person(s) writing the check.
- Section 6:** Any check written to SECC, Inc. and returned for nonpayment will be assessed the full NSF fee charged to SECC *(This fee was changed from \$15 as of the Spring 2007 meeting.)* The author of the check will be notified by the Treasurer of the amount due to SECC, Inc. by certified mail. The author has thirty (30) calendar days from published date of notification to pay the amount due. The offender will be considered "not in good standing" if the amount is not paid within thirty (30) calendar (see By-laws, Article 3, Section 5.)

## **Article 2 - CONFERENCE PROPERTY:**

- Section 1:** Conference property is to be defined as:
- A. Conference Colors—colors are any item which bears the emblem of the Southeast Conference of Clubs, whether in color or black and white),
  - B. any property which has been purchased by and or for the conference, to include but not limited to, banners, flags, etc., and
  - C. any materials produced by and/or for the Conference.

The only exceptions are items that are to be sold or used for advertisements.

## **Article 3 - MEETING AGENDA:**

**Section 1:** All meetings must be opened by the Sergeant-at-Arms. In his/her absence the presiding officer may open them. All agenda items must be approved by the membership after the meeting has been officially opened and before proceeding with the meeting. Agendas must be provided in writing.

**Section 2:** Order of Meeting

1. Welcome
2. Approval of Agenda
3. Minutes of Previous Meeting
4. Treasurer's Report
5. Other Officers' Reports
6. Committee Reports
7. Membership Reports
8. Old Business
9. Recess
10. New Business
11. Executive Session - if needed
12. Meeting/Function Scheduling/Announcements

The order of the meeting can be changed with the approval of the membership.

#### **Article 4 - ANNOUNCEMENTS:**

**Section 1:** No announcement of conference activity or involvement which requires a vote of the membership is to be made publicly, either in print, orally or electronically, until such is approved by the membership at a regular or special meeting or as specified within the by-laws. Decisions requiring a vote of membership are: expenditures of funds, membership approval, expulsions and changes to by-laws and/or policies and procedures manual.

**Section 2:** Only the President or his/her appointed designee may make such announcements.

#### **Article 5 - LEGALITIES:**

**Section 1:** Any individual at an SECC, Inc. sanctioned event who is found under the influence of any non-prescription drug or mood altering substance may be requested to leave the event site without refund if the need arises.

**Section 2:** Each member club hosting an SECC, Inc. sanctioned event will be held responsible to supply a copy of the law of their state pertaining to legal street wear/bar wear.

#### **Article 6 - TRAVELING SECC BANNER:**

**Section 1:** The traveling SECC banner is the property of SECC, Inc. It is available for member club use only.

**Section 2:** The use is available for, but not limited to, the presentation of colors at official member club or SECC sanctioned events.

**Section 3:** The banner will remain in the possession of the President of SECC until it is requisitioned.

**Section 4:** Any requisition must be made in writing at least thirty (30) days before the event at which the banner is to be used.

**Section 5:** The hosting SECC member club will determine who will present the banner of those active members in good standing

of said member club.

**Section 6:** Within five (5) days after the event which the banner was presented, the banner must be returned to the President of SECC, unless otherwise advised.

**Section 7:** All postage costs (both directions) for the banner to be sent to a member club will be paid by SECC. *(The SECC assumed return mailing fee as of the Spring 2007 meeting until further notice.)*

#### **Article 7 - SECC EMBLEM PATCHES:**

**Section 1:** The SECC Emblem patch is the property of the Southeast Conference of Clubs, Inc.

**Section 2:** Each member club will be held responsible for purchasing SECC patches for their members. Patches will not be sold to individuals by SECC.

**Section 3:** The cost of the patch will be a one time non-refundable deposit of \$5.00. *(This fee was changed to \$2 per patch until further notice.)*

**Section 4:** Only officers and members of SECC member clubs are permitted to wear the SECC emblem patch.

**Section 5:** If a member of a member club does not renew membership with said club, the member club is responsible for acquiring the patch from that past member.

**Section 6:** If a member club does not renew its membership with SECC, Inc., it is responsible to endeavor to return all patches issued.