



Top Dead Center Motor Club

Founded in February 2009

By-Laws

Revision Adopted: July 2023

Amended: Article IV - Section 4.1; March 2024

Amended: Article V - Section 5.3; March 2024

Amended: Article VI - Section 6.1.2; April 2024

Amended: Article V – Section 5.2.2; December 2024

Top Dead Center Motor Club By-Laws

ARTICLE I – NAME

Section 1.1

The name of this club shall be the Top Dead Center Motor Club.

Section 1.2

The name Top Dead Center Motor Club, TDC Motor Club, TDCMC and any and all versions of the Logo and/or artwork relating and pertaining to Top Dead Center Motor Club shall be considered the sole property of Top Dead Center Motor Club and may not be used without 2/3 vote of attendees at General Membership Meeting.

ARTICLE II – PURPOSE

Section 2.1

The purpose of TDC Motor Club shall be to establish an association of members for the purpose of encouraging the restoration and preservation of antique, classic, custom, and modified cars, trucks and all other vehicles deemed appropriate by the membership.

Section 2.2

To be a positive influence in our community by supporting various charitable organizations.

ARTICLE III – AFFILIATION

Section 3.1

There shall be no affiliation with any National or International club.

ARTICLE IV – MEMBERSHIP & DUES

Section 4.1

Annual Membership options available:

- a. Single Membership
 - b. Single and Associate Membership
 - c. Lifetime and Emeritus Memberships (Must be approved by Club Officers and General Membership)
- Minimum age of 18 is required for a single or associate membership.
 - An associate member may be a spouse, *a family member (that meets the minimum age requirement), significant other or partner of a member.*
 - *A member may only have one associate member.*
 - *A member must designate their associate member at the time of initial request for membership and/or during the renewal process for paying dues.*

Section 4.2.1

All persons seeking membership will be required to pay annual dues. Initial enrollment will require a person to pay for a single membership of \$15.00 or \$20.00 for a single and associate membership.

Section 4.2.2

Annual Renewal for current members ends March 31th of the current calendar year to maintain voting privileges. First time membership dues will be paid upon initial request for membership. Membership renewal is not required for the following year if joined after September 1st of the previous year.

Section 4.3

Membership includes: window card (additional cards per request with fee), current membership list, event calendar, these will be available from the Vice-President or Membership Coordinator upon members' request. The By-Laws will be available online at the Top Dead Center Motor Club's website.

Section 4.4

Vehicle ownership is not required.

Section 4.5

Members are encouraged to get involved and participate in Committees, Events, and Car Show Activities.

ARTICLE V – ORGANIZATIONAL STRUCTURE (Duties and Responsibilities)

Section 5.1

Officers shall be comprised of five (5) members. President, Vice-President, Secretary, Treasurer, and Member at Large (Membership)

- The primary responsibility of the Officers of Top Dead Center Motor Club, will be to oversee the general direction and maintain the vision and goals of the club for the good of the membership.

Section 5.2.1

President:

- Shall be the chief officer of Top Dead Center Motor Club and shall preside at all meetings of the membership following Roberts Rules of Order.
- Shall supervise all affairs of Top Dead Center Motor Club.
- Shall coordinate with officers and members to establish short and long range goals for TDCMC.
- Shall appoint all Committee Chairpersons.
- Shall be involved with the coordination with all club events.
- Shall approve all club correspondence.
- Shall confer with the officers to prepare an agenda in advance of each monthly general membership meeting.
- Shall arrange for an audit of the club funds at the completion of the Treasurers term or in the event of a vacancy.

Section 5.2.2

Vice-President:

- Shall act as the President of the association when the President is unavailable.
- Shall complete the current term of the office of President if it becomes vacant, or until the membership holds a special election to fill the vacant office of the President.

- Shall act as the liaison to the Officers for all committees
- Shall assist the President and the other officers in completing their duties.

Section 5.2.3

Secretary:

- Shall record and maintain all minutes of the Officers Meetings, General Membership Meetings and all Special Meetings of the club.
- Shall read the minutes of the previous meeting at the general meeting
- Shall have available all minutes for all meetings.
- Shall maintain an attendance record for the club.
- Shall publish the club newsletter.
- Shall handle all correspondence including but not limited to Birthday, Get Well, Thank You notes.

Section 5.2.4

Treasurer:

- Shall have custody of all club funds and maintain financial records of TDCMC.
- Shall deposit all monies for TDCMC.
- Shall disburse the funds of the club as may be directed by the Officers and membership.
- Shall render to the officers and membership, at both the officers and general membership monthly meetings an on-going account of all club transactions in the form of a spreadsheet.
- The Audit shall occur prior to the start of the newly elected Treasurers term or in the event of a vacancy.

Section 5.2.5

Member at Large:

- Shall serve as the membership officer
- Shall collect all dues and submit to the Treasurer for deposit.
- Shall maintain a Membership List to include: Members Name, Associates, Address, Email, Phone Number.
- Membership Information shall include: Make, Model, Year of vehicle(s).
- Shall keep the President aware of all correspondence concerning membership.

Section 5.3

Committee Chairpersons:

- The Vice-President and Officers shall create Ad-hoc committees.
- Chairpersons shall provide committee updates to the Vice-President.
- Chairpersons shall be eligible to vote at the Officers meetings.

Section 5.3.1

Activities Chairperson:

- Shall be responsible for the Club social events.

- Shall present information on club events to the Officers for approval prior to discussion at a general membership meeting.
- Shall distribute all information, and make arrangements for approved events.

Section 5.3.2

By-Laws Chairperson:

- Shall ensure that the club meetings are in compliance with the By-Laws.
- Shall oversee all proposals to the By-Laws regarding proposed changes and revisions.
- Shall review the By-Laws every three years commencing May 2026.

Section 5.3.3

Cruise Chairperson:

- Shall create and maintain a list for both club and community shows and events.
- Shall organize "Cruise To" events for the club.
- Shall post monthly and weekly updates on cruise events.
- Shall submit an article for the Club newsletter.

Section 5.3.4

Public Relations Chairperson:

- Shall be responsible for promoting the purpose of TDC Motor Club to the public.
- Shall work with the officers and members to disseminate club events.
- Shall be responsible for coordinating and maintaining social media to include but not limited to the TDCMC website, Facebook, and related media.

Section 5.3.5

Car Show Chairperson:

- Shall work with the President to plan and facilitate all necessary tasks for the car show.
- Shall create sub-committees.
- Shall oversee all sub-committees and volunteers.
- Shall assure that pre-show planning and day of show sub-committees are in place and on task.
- Shall review the event and plan subsequent changes going forward.

Section 5.3.6

Cruise Night Chairperson:

- Shall work with the President to plan and facilitate all necessary tasks for the Cruise Night.
- Shall create sub-committees.
- Shall oversee all sub-committees and volunteers.

Section 5.3.7

Sponsorship Chairperson:

- Shall represent TDCMC to potential sponsors.
- Shall develop a TDCMC Sponsorship Packet for potential sponsors.

ARTICLE VI – ELECTIONS

Section 6.1

Elections:

- The election of officers shall be held at the November meeting.
- The elected officers will begin officiating at the January meeting of the following year.

Section 6.1.1

Nominations:

- Nominations of officers, will be held at the October general meeting and posted in the November Newsletter.
- Nominations will be restricted to members and associate members.
- Those who wish to run for an office, but are unable to attend the October meeting must notify any officer prior to the October meeting.
- Nominations for Officers will be closed at the November general membership meeting.

Section 6.1.2

Voting:

- Only members and associate members may vote.
- *All current Members and Associate Member must pay their dues by March 31st to maintain their eligibility to vote. If not, they will be considered “New Members” upon paying their dues.*
- *New Members and Associate Members must attend two monthly membership meetings before they are eligible to vote.*
- *Members and Associate Members must be present to vote. No “Absentee Ballots” will be accepted.*
- A quorum shall be defined as a vote of 2/3 of the members in attendance at a general membership meeting.
- Voting shall take place by a show of hands or a paper ballot maybe requested by a member or associate member.
- If there are any unopposed offices, the President may ask the Secretary to cast one vote for the unopposed office.

Section 6.1.3

Terms:

- Officers will serve for a term of two (2) years.
- The offices of President, Treasurer, Member at Large will be voted on in even number years and the term will begin the following year.
- The offices for Vice-President and Secretary will be voted on in the odd number years and the term will begin the following year.
- Chairpersons will serve for a term of one (1) year. Chairpersons are appointed by the President.

Section 6.1.4

Vacancies:

- In the event of a vacancy of an office, the president appoints an interim officer for the remainder of the term.
- When an officer's term is complete or the officer resigns, all records compiled by that officer during their term must be turned into the remaining officers.

Section 6.1.5

Impeachment:

- Any officer may be removed from his/her office by $\frac{3}{4}$ vote by the members present at a general membership meeting.

ARTICLE VII – Meetings

Section 7.1 General Membership Meeting

- General Membership Meetings will follow Robert's Rules of Order.
- The monthly meetings of the association shall be held the First (1) Tuesday of each month at 7:30pm, unless it is deemed necessary by the officers to change the date and/or time.
- Any changes to the date and/or time will be very clearly stated in the club newsletter and/or announced via phone or email.

Section 7.2 Officers Meetings

- Officers Meetings will follow Robert's Rules of Order.
- Officers Meeting will be held every month beginning in January of the new year or at the request of a majority of Officers. The date and/or time will be established by the President and agreed upon by the other officers.
- A Quorum is required to have a formal meeting. If a Quorum is not present a meeting can still occur, however no motions may be brought for or voted upon.

Section 7.3 Special Meetings

- All Special meetings shall follow Robert's Rules of Order.
- Special meetings shall be called at the discretion of the President and/or at the request of five (5) or more members. The date and/or time/location will be clearly stated in the club newsletter and/or announced via phone or email.

ARTICLE VIII - NEWSLETTER

- The club newsletter will be known as "Car Guy News" or any other title approved by the officers.
- The newsletter shall be the responsibility of the Secretary with input from officers and members.
- The newsletter shall provide items of interest to the members of TDCMC.
- The newsletter shall be distributed *by* email.

ARTICLE IX – EXPENDITURES & TREASURY FUNDS

- The funds to operate this TDCMC shall at all times be not less than the sum of three thousand dollars (\$3,000.00).
- Depository Accounts held in the name of (TDC) Top Dead Center Motor Club shall be transacted by the Treasurer and a secondary signatory to be named.
- Operating expenditures exceeding \$500.00 shall be approved by the Officers and then presented at the next general membership meeting for approval by simple majority vote.
- Capital expenditures shall be approved by the Officers and presented at the next general membership meeting for approval of a simple majority vote.

ARTICLE X – DONATIONS

- Any member may request a donation for a specific cause at a general membership meeting.
- Approval for donation by simple majority vote at a general membership meeting.

ARTICLE XI – AMENDMENTS to the By-Laws

- Any member shall submit in writing to the officers and By-Laws chairperson proposed revision(s) to the current By-Laws.
- Upon review of the proposed revision(s) all members will be informed by email.
- At the next general membership meeting the proposed revision(s) shall be brought to the floor and will require a 2/3 vote to be adopted.

ARTICLE XII – DISPOSITION OF CLUB ASSETS

Section 12.1

If Top Dead Center Motor Club should disband, all accrued monies and liquidated properties shall be donated to a charity(s) to be determined by a vote of the current membership. All club properties shall be liquidated by (open/closed) bidding with current club members in good standing being given the first opportunity. Any remaining properties will be made available for liquidation by (open/closed) bidding and/or sale with prices determined by current club members.

Section 12.2

In the event upgrading equipment the old equipment shall be offered to members for purchase. If the equipment is not sold it will then be offered to the general public for sale.

ARTICLE XIII – FOUNDING MEMBERS

Section 13.1

Top Dead Center Motor Club was founded in February 2009

Section 13.2

There are nine (9) Founding Members of this club. The founding members are as follows: Bob Bodek, Dan Bourdon, John Corrigan, Tom Gillespie, Rich Hadfield, Jason O’Fria, Joe O’Fria, Joseph O’Fria and Jack Wright.