

# TEAE Policies and Procedures Manual

## Introduction

This document sets forth the policies and procedures for the Organization. Some content was removed from the bylaws and expanded to facilitate usefulness and responsiveness to procedural changes over time.

Revisions to this document require Board Approval.

### I. Policies, Objectives

- A. It is our objective to become the premier Rootes Club in North America.
- B. To that end we will de-emphasize “east” in our name, and endeavor to hold events throughout North America.

### II. TEAE Leadership

The leadership of the organization includes the elected and appointed officers, the regional representatives, and the United chairperson.

#### A. President

- 1. Provide a monthly President’s Letter to the Newsletter Editor for publication in the newsletter. This should include any updates for plans and programs, policy decisions reached by the Board
- 2. Schedule nominally 2 leadership meetings per year, one at the United and one about 6 months later although it is only mandatory that one be held.
- 3. Additional leadership meetings can and should be called if the situation warrants.
- 4. Encourage interclub cooperation within the Rootes/Sunbeam marque through shared resources, information, and events.
- 5. Assure essential backup plan for membership, newsletter, website & official business (minutes) is implemented.

#### B. First VP

- 1. Are there more specific things that should be included with the aid to the new United Chair? **what are United budget categories, what level of contingency should be included, should profit be a line item, etc.?**

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## C. Second VP

1. This position is to meet the requirements for a registered agent in Virginia where the club is currently incorporated. The registered agent must be an officer of the corporation.(according to VA state requirements)
2. Request from treasurer funds to pay any fees required to maintain the corporation.
3. Submit payment with list of elected board members and officers.

## D. Secretary

1. Publish the minutes of meetings on the website <https://board.teae.org> and classify the post as Minutes
2. Ideally this should be done as soon as possible after the meeting
3. The Secretary should supply to the Webmaster, or publish him/herself motions and votes taken between meetings.
4. Additional specifics are listed here <https://www.board.teae.org/2023/02/secretary-duties/>
5. Membership shall be notified of the posting of minutes in the RootesReview

## E. Treasurer

1. Gives bond at TEAE's expense.
2. With input from anybody who needs to spend money in a given year (the newsletter editor, membership chairperson, webmaster, regional representatives and United Chairperson ) provide a proposed budget. As is usual, a budget is a blueprint for how money will be spent.

## F. Membership Chairperson:

1. Maintain and update the membership database, members map, and online rosters
2. Assure that backup copies of the database are saved
3. Send a list of new members to the Newsletter Editor each month,
4. Send a New Members Welcome Package to all new members,
5. Mail or email renewal notices,
6. Prepare and distribute a monthly report for the leadership of the club, including a report of new members and expired members for the past four months.
7. Prepare a printed annual Membership Roster if directed by the Board,

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8. Provide addresses and/or email data to Regional Representatives as requested.
9. Receive the membership dues and forward them to the Treasurer along with monthly status reports.
10. Provide an annual budget to the Treasurer.
11. Suggest to the Newsletter Chair a new member for the Member Spotlight in the *RootesReview*
12. Additional detail is included in Membership Chairman instructions online at <https://www.board.teae.org/2021/08/membership-chairman/>.

### G. Publicity Chairperson: [consider eliminating this position]

1. The objective of this effort is to attract and retain members to the Organization, and raise awareness of the club and its mission.
2. The Publicity Chairperson promotes the Organization and the Marque through mailings, advertisements, flyers, articles in appropriate magazines and other means as approved by the Board.
3. Encourages interclub cooperation within the Rootes/Sunbeam marque via joint ventures.
4. Provides an annual budget to the Treasurer.

### H. Regalia Chairperson: [consider eliminating this position]

1. Be responsible for developing concepts, obtaining designs, contracting for production, and selling all regalia for the Organization.
2. Work within the budget and other guidelines as set forth by the Board.
3. All designs used in official TEAE regalia shall have prior approval of the Board.
4. If possible, make arrangements that TEAE receives a portion of the proceeds of regalia sales.

### I. Newsletter Editor:

1. Ensure information contained in the newsletter is not objectionable to the general membership.
2. Takes care that the general theme and image projected supports the goals of the organization.
3. Style for *RootesReview* is one word and in italics
4. Generally, **success as a newsletter editor is based on relationships** built with the regional reps and editors of other publications (British Marque magazine and other Rootes based publications)

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5. It is helpful to contact Regional Reps in mid month to request updates on activities. Club events are encouraged. But interesting personal stories are welcome.
6. The newsletter is published monthly, or as set forth by the Board. Periodic bi-monthly issues may be required if there is inadequate content to justify publication.
7. Currently the *RootesReview* is built on Microsoft Publisher, always in a page number to be a multiple of four.
8. Article lengths should not in general be longer than about 750 words. If it's supplied longer, then consider publishing in parts over two or more issues.
9. Regular features have been:
  - i. Member Spotlight,
  - ii. Tom Patton's racing reports,
  - iii. President's report,
  - iv. Regional Representative reports
  - v. For Sale, Wanted.

The United registration form is published in one issue. Bios of people standing for election are included in one issue as well as a paper ballot for people who choose to do it. Bios should really not be longer than about 25 words!
10. Images should be supplied to the newsletter editor as full size images, 300 dpi is best.
11. Provide final pdf (standard view) file to Webmaster to upload to the website.
12. Distribute electronic versions to other clubs. A current list of those are on line at <https://www.board.teae.org/2023/02/newsletter-editor/>.
13. Compiles the newsletter and sends to the printer (currently DRSPrinting) the press quality PDF file and a spreadsheet provided by the membership chairman (or managed by Newsletter Editor) listing the names and addresses of appropriate members.
  - i. If the publication is longer than 12 pages, it is recommended that the file be uploaded to DropBox. Send the .csv file of members in a separate email and tell the Printer that the file has been uploaded.
  - ii. The printer prepares the Post Office requirements and sends ten copies to the Membership Chair for distribution to new members or to people who have paid for extra copies.
14. We have begun to charge for extra printed copies because the cost of production printing and postage has increased significantly.
  - a. Current prices to purchase back copies of *RootesReview* are listed on line here: <https://www.teae.org/purchase-rootesreviews/>
15. Send to the Webmaster one or more articles from the issue to be published on the website.

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16. Expiration dates are included to be printed on mailing labels.
17. List of Electronic members (including at least email address, expiration date, and region are uploaded to MailChimp for distribution to those members.
18. Use the style sheet for publication found here:  
<https://www.teae.org/rootesreview-style-sheet/>
19. A zip file of racetrack maps is on line here: <https://www.board.teae.org/wp-content/uploads/2023/08/racetrack-maps.zip>
20. Additional information is online at <https://www.board.teae.org/2023/02/newsletter-editor/>.

### J. Webmaster:

1. Some technical skills will make this job easier but still it requires attention to detail
2. Maintain the website with appropriate backups and updates,
3. Ensure that website content is not objectionable to the membership.
4. Submit to the Treasurer an annual budget covering fees for hosting, domain registrations, plugin licenses, and other third-party applications.
5. Manage contact from membership when the site doesn't behave as expected. Interface with Dreamhost, the site host, when appropriate.
6. Interface with Membership Chair when problems arise.
7. Provide guidance on any updates to the website design and functionality.
8. Add new content either suggested by a member or found by the webmaster.
9. It would be VERY helpful if the newsletter chair would provide to the webmaster at least one story per month for publication on line.
10. Prepare a list of programs, plugins, and any other password protected content. This should NEVER be emailed. Make sure that whoever you give this to is not likely to go in and mess about.
  - a) Ensure that one other person, known to the board, has access to log in the club websites and password protected sites mentioned above
11. The Forum is hosted on the website and administered by members with administrative rights for the FORUM. [\[expand\]](#)
12. Annually confirm the forwarding addresses of Regional Reps and Board Officers at Dreamhost. Make sure Board members and Leadership members are added to the discussion list hosted at Dreamhost.
13. Mailchimp RSS for updates to board.teae.org to [board@teae.org](mailto:board@teae.org) which in turn goes to [leadership@lists.board.teae.org](mailto:leadership@lists.board.teae.org). Confirm that the right people are on that list in Dreamhost panel here:  
<https://panel.dreamhost.com/index.cgi?tree=mail.discussion>

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14. Upload via FTP newsletters provided by other clubs and update the TOC lists on appropriate pages
15. Upload via FTP *RootesReview* to the website and update the TOC page to include links there
16. FTP members only files are stored TEAE.org/cars/members\_only
17. Update winners of club awards, location of United.
18. Prepare online United Registration forms. Using a previous version is a good place to start. Coordinate with the United Chairman to obtain costs for registration, and any pay as you go activities. Obtain meal choices and any other information required at registration.
19. Prepare online voting ballot
20. Publish on line bios of people running for positions as well as the on line ballot
21. Publish the results of the election
22. Update the leadership here: <https://www.teae.org/about/#board> and include the expiration date of board members.
23. A great deal of support is required to manage the membership program, PaidMembershipsPro. There is excellent support offered by the company, but you must be able to understand and carry out their instructions.
24. Style for *RootesReview* is one word and in italics

### K. Regional Representatives:

The Representatives are ambassadors of the club and the Rootes marque and as such the duties include:

1. Promoting or conducting a minimum of one TEAE event per year
2. Providing names of prospective members to the Membership Chairperson
3. Contacting prospective or new members, by phone, if possible, when the Membership Chairperson provides information
4. Contacting expired members by phone, if possible, to find out if they intend to renew or why they have decided not to renew.
5. Notifying the TEAE President, Newsletter Editor and Webmaster prior to conducting an event. Notice should be in adequate time for publication in the Newsletter.
6. Submitting to the Newsletter Editor and Webmaster regional reports, and details of events held including pictures with captions if possible.
7. Submitting a budget for the upcoming fiscal year to the Treasurer for incorporation in the Organization's annual budget.
8. Financial responsibility for TEAE sponsored regional events including:
  - a) prior approval for spending club money and

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- b) Providing an accounting following the event
- 9. Guidelines for regional representatives are provided online at <https://www.board.teae.org/2023/07/teae-regional-rep-guidelines/>

## III. Election of Officers and Board Members

- A. Short bio (approximately 25 words each) and picture should be provided to the newsletter chair for inclusion in the November *RootesReview*
- B. All balloting shall be through access-controlled member's only website, by U.S. mail or electronic mail, and shall include the member's name and membership number and indicating the member's choice of candidates.
- C. The Membership Chair shall notify the Club Leadership of the results and the Newsletter Editor shall cause the results of the election to be published in the *RootesReview*
- D. The Board position(s) having expiring terms will be filled by the candidate(s) receiving the highest number of votes.

## IV. Meetings of the Board

- A. In addition to the annual board meeting a special meeting may be called by the president or by petition.
- B. Reasonable notice shall be given to appropriate members.

## V. Succession Planning

- A. All members of the organization leadership should participate in grooming successors for their positions.
- B. These procedures should be sufficiently detailed to enable an incoming office holder to come up to speed quickly.

## VI. Annual Membership Meeting

- A. The annual meeting is to be held during the TEAE United.
- B. The date, hour and place of the meeting will be included in the event program. The proposed topics of discussion will be announced at or before the meeting.
- C. There should be no conflicting events scheduled at the time for the annual meeting.
- D. Any member may speak at the meeting and raise business upon recognition.
- E. If an Officer cannot be present at an official membership meeting, he/she is responsible for providing any pertinent information by representative, mail or telephone.
- F. Usual topics to be addressed at the general membership meeting include:
  - 1. Treasurer's report

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2. Membership Report
3. Website Update
4. Any Club news or pending business
5. Nominations for Officer and Board positions expiring at the end of the year

## VII. Membership

- A. Membership in TEAE includes the right to vote in elections, vote in referenda for bylaw revisions, and to stand for election to office

## VIII. Membership Dues

- A. A notice that membership is about to expire will be sent at least one (1) month prior to a member's renewal date.
- B. Notices will be sent by email unless a member does not have email access.
- C. Notices will be by postcard for members without an email address.
- D. If dues are not received in full by the member's annual renewal date, then the member shall be dropped from the TEAE ranks.
- E. A new renewal date shall be established for that member for one year from the last day of the month that the member's dues are received in full.
- F. The membership Chairman will send followup reminders one month after expiration to remind members who may still want to renew to do so.
- G. Regional Representatives will be encouraged to contact members in their regions who have let their dues expire.
- H. Other TEAE information and publications will not be provided for the period of inactivity without additional charge. Costs for reprinted newsletters are posted on the website at <https://www.teae.org/purchase-rootsreviews/> This cost is updated periodically to reflect costs for printing and postage.
- I. There is no additional charge for a joint membership. Only one copy of TEAE publications is provided to joint members.

## IX. Removal of Member

- A. The Board of Directors may suspend or expel any member whose conduct is, in their judgment, in conflict with the purpose of the Organization. [\[provide guidance on what such conduct might entail?\]](#)
- B. Such action shall be taken only after the member has been informed of the charges (in person, via telephone, email, or by certified mail) and has had an opportunity to be heard.
- C. At the discretion of the Board of Directors, such a hearing may be a personal hearing or a hearing by written correspondence.

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## X. Removal of Board Member

- A. A majority of the Board of Directors may remove any Officer or Director for cause. [provide guidance on what might be cause?]
- B. Such action shall be taken only after the Officer has been informed of the charges (in person, via telephone, email, or by certified mail) and has had an opportunity to be heard.
- C. At the discretion of the Board of Directors, such hearing may be a personal hearing or a hearing by written correspondence.

## XI. Financial Policies

- A. The treasure shall prepare an annual budget with input from the various members of the Leadership.
- B. Budgets should be established in time so that the Treasurer can provide a forecast to the Board at the first board meeting of the year.
- C. Budget expense categories should be established for:
  - 1. Newsletter
  - 2. Website
  - 3. Membership
  - 4. Regions
  - 5. Club Events
  - 6. Insurance
  - 7. Donations
  - 8. Contingency
- D. Budget income categories should be included for:
  - 1. Dues
  - 2. Regalia
  - 3. Event Income
- E. The club endeavors to make an annual contribution to the Rootes Archive Center, although this is not always possible.
- F. Contingency funds should be allocated for unplanned, but necessary expenses, e.g. postage increases, printing cost increases, special communications to the membership. United attendance shortfall. etc. A 5% figure should be adequate to start and can be adjusted if circumstances warrant.

## XII. Club Events

- A. Regional Events
  - a) Guidelines for conducting a BASH are listed here: <https://www.board.teae.org/2024/02/putting-on-a-bash/>
- B. (Describe policies, budgets, guidance, use of banners, handouts, etc.)

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## XIII. United

- A. The TEAE United is the premier annual event for Rootes vehicles in North America. It is the club's policy that the United be located in various areas of the country to enable the widely dispersed membership to attend a nearby United from time to time.
- B. While the United should feature the traditional elements enumerated below, some local flavor is encouraged.
- C. (Describe basic policies, essential components, etc.)
- D. A manual for organizing a United is online at [https://www.teae.org/united\\_organizers/](https://www.teae.org/united_organizers/). The password is sunbeamalpine.
- E. [expand with discussion of development of registration, when it should be published, coordination between webmaster and United Chairman, development of nametags, schedules, car tags, etc.]

## XIII. SUNI

- A. TEAE has supported the SUNI event which brings together a number of Sunbeam and Rootes clubs on a five-year cycle. In these years a United is not held.
- B. [expand?]

## XIV. TEAE Logos, Stationary, Banners

- A. [add guidance for use, who keeps each, etc.]
- B. [this might be a good place to discuss modifications to the logos for embroidery]
- C.