

Governance Policies Adopted by the Board of Directors  
Capital Chapter, Alfa Romeo Owners Club, Inc.  
As of June 1, 2011

Policy 11.01 Sale or Disposal of Technical Manuals. The Chapter Librarian is authorized to sell or otherwise dispose of technical manuals which are available as PDF or other electronic documents from the National. Proceeds of sale, if any, are to be deposited in the Chapter Treasury. Adopted Unanimously- January 22, 2011

Policy 11.02 Non-Discrimination. The Chapter shall not discriminate against any person on the basis of age, sex, race, color, national origin, sexual or affectional preference, disability, or political or religious affiliation in any of its policies, procedures, or practices. Adopted Unanimously – January 22, 2011

Policy 11.03 Meetings of the Board of Directors. Regular Board of Director meetings shall be held each quarter of the year. The first meeting shall occur after the January Chapter meeting and prior to February 1. BOD members shall be given a 14 day notice of the date, time, and location of regular meetings. The President shall establish a written agenda which shall be sent to Members at least 7 days prior to each meeting. A quorum for all meetings is a majority of Board members. Adopted Unanimously – January 22, 2011

Policy 11.04 Special Meetings. The President shall call a special meeting upon the request of 2 Board members. The President shall notify all Board members of the special meeting and its purpose in writing or by electronic mail within 3 days of the request and shall convene the meeting within 21 days. A special meeting cannot substitute for a regular meeting. Adopted Unanimously – January 22, 2011

Policy 11.05 Expectations of Board Members. Board members should attend every meeting of the Board, and are to promptly acknowledge that they have received and read any communication specifically requesting comment or input sent by a member of the Board. A reply shall be made to provide comment or solely for the purpose of acknowledgement. Adopted Unanimously – January 22, 2011

Policy 11.06 Administration & Effect. These provisions shall have no less force and effect than any provision of the Bylaws, but in any case in which a provision is found to be in conflict the Bylaws shall prevail. These shall remain in effect until modified or replaced by vote of the majority of the Board of Directors or superseded by amendments to the Bylaws to identical effect. Adopted Unanimously – January 22, 2011

Policy 11.07 Information to be provided to Board of Director Candidates. The BOD agreed that candidates for the BOD are to be provided copies of applicable Maryland statutes and slides on the duties and responsibilities of a BOD member so they understand the duties and responsibilities of a BOD member. Adopted Unanimously - February 26, 2011

Policy 11.08 Reimbursement of Small Expenditures. Expenses incurred by Chapter members under \$25 may be reimbursed by the Treasurer without the submission of a receipt. Adopted Unanimously - April 21, 2011

Policy 11.09 Communication Policy. Any action conducted by a BOD member at the direction of the BOD or undertaken by the BOD shall be documented in writing and shared with the BOD. Adopted Unanimously – April 21, 2011