

# Poway Cruisers Club Guidelines

## Revision 5/6/2025

### I. CLUB NAME

The Organization will be known as the **Poway Cruisers Car Club**.

### II. OBJECTIVE

The objective is to promote the automotive hobby and fellowship amongst its members.

### III. CLUB COLORS AND EMBLEM

- A. The colors are black, silver or white, and red.
- B. The emblem consists of a white, silver or red shield border that may include a red coupe (optional) on a section of historic Highway 395, with the silver silhouette of the Twin Peaks in the background.
- C. Club shirts are black, white, or red with the club emblem on the left breast, and optionally on the back. Members may request additional colors subject to club approval.
- D. Club jackets are black, or black and white, with the club emblem on the left breast and the member's first name on the right breast, with the club emblem on the back. No specific jacket design is specified but all jackets are subject to club approval.

### IV. MEMBERSHIP

To become a member, the individual must submit a New Members Application to any member of the Steering Committee or the Membership Chair.

A member is defined as the individual. Each member carries one (1) vote.

Membership will be confirmed annually during the months of May through June through a dues reminder email sent to each member by the club Membership Chair. For members that do not use email, direct postal mail will be used. Confirmation of continued membership is signified by paying the annual dues.

A member may ask to be dropped from membership at any time without prejudice.

### V. MEMBERSHIP DUES & PROCEEDS

Membership dues are as follows:

- 1. An annual fee of \$20.00 per individual, payable between May 1 and July 31.
- 2. For members joining during the year, dues are pro-rated at \$5.00 per quarter:
  - May 1 - July 31 = \$20
  - August 1 - October 31 = \$15
  - November 1 - January 31 = \$10
  - February 1 - April 30 = \$5

# Poway Cruisers Club Guidelines

## Revision 5/6/2025

In addition to membership dues, to further fund club operations, a 50/50 opportunity drawing is conducted at each monthly member meeting. Members attending can participate, at their discretion. Participation is optional.

### VI. OFFICERS

#### **Elected:**

The elected officers are known as the Steering Committee. The officers are President, Vice President, Secretary, Treasurer and seven Directors. All officers must be members.

The Executive Committee is comprised of the President, Vice President, Secretary, and Treasurer. The seven Directors make up the Board of Directors.

#### **Appointed:**

The Steering Committee will appoint an Event Coordinator, Webmaster, Social Media Master, Communications Coordinator, In-N-Out Coordinator, Merchandise Chair, and a Membership Chair from its membership or a member at large. The outgoing President will become a member of the Steering Committee to assist with transition of duties to the newly elected President.

The Steering Committee will appoint an Elections Committee annually in September to include at least one member from the Executive Committee, one member from the Steering Committee and at least one member from the general membership.

### VII. TERMS AND SELECTION OF OFFICERS

- A. Candidates for club officers will be nominated by active members with at least one year of active club membership. Candidates must be active members with at least one year of active membership.
- B. Nominations will be held at the October Members Meeting.
- C. Nominated candidates must accept the nomination in person or by email before being placed on the ballot.
- D. Officer positions on the ballot will read as follows: President, Vice President, Secretary, Treasurer, and Director (as many as are vacant up to seven).
- E. The election will take place at the November Members Meeting.
- F. Voting will be by secret ballot by all members present at the November Members Meeting.
- G. The Election Committee will tabulate the votes and announce the results at the November Members Meeting.
- H. Officers will be installed at the first Steering Committee meeting the following January.
- I. President, Vice-President, Secretary, and Treasurer will serve for one (1) year, Directors for two (2) years. There are no term limits.
- J. If any elected member of the Steering Committee cannot complete their term, the Executive Committee will appoint a member at large to fill the position for the remainder of the calendar year. The appointed member is automatically nominated to fill the open position and will be placed on the Annual Elections of Officers Ballot in November. If elected, the term will be the remaining term of the member replaced.

# Poway Cruisers Club Guidelines

## Revision 5/6/2025

### VIII. GENERAL RESPONSIBILITIES

**President:** Presides over the meetings in accordance with the guidelines and represents the Club at all club related functions. Represents the club at the San Diego Association of Car Clubs (SDAoCC) meetings and reports matters of interest to the club.

**Vice President:** Assumes all presidential responsibilities in the President's absence. Supports the President at meetings and represents the club.

**Secretary:** Records and maintains minutes of all meetings, current guidelines, compiles and distributes meeting agendas, and other duties as determined by the Steering Committee.

**Treasurer:** Manages all club monies and maintains proper records. The Treasurer and President are authorized to sign checks, with only one signature required.

**Steering Committee:** Provides general guidance and leadership of club operations, functions, and funds management. On a rotational basis, each Steering Committee Member will accompany the club President to the meeting of the SDAoCC and report items of interest to the members. Members of the Steering Committee must be willing and able to actively participate in club activities to include volunteering for assignments such as merchandise chair, In-N-Out Coordinator, etc. Should any committee member become unable or unwilling to perform the tasks the committee can solicit a replacement.

**Events Coordinator:** Maintains the Club Activities Calendar, and provides coordination as required for club sponsored and club participation events. Presents updates to the Activities Calendar at each member's meeting.

**Web Master:** Maintains the Club website ([www.PowayCruisers.com](http://www.PowayCruisers.com)).

**Social Media Master:** Maintains the Club Facebook account ([www.facebook.com/groups/PowayCruisers](http://www.facebook.com/groups/PowayCruisers)), reviewing all posts for appropriate content.

**Communications Coordinator:**  
Coordinates communications between public entities and the Steering Committee.

**In-N-Out Coordinator:** Schedules the club members who will staff the table during the monthly show. Inventories and manages the materials needed for scheduled shows.

**Merchandise Chair:** Maintains inventory and processes special orders of Club approved merchandise, including apparel and special order items.

**Membership Chair:** Processes all membership applications, maintains a master membership roster, and collects membership dues. Distributes a membership dues notice to all members annually by May 31. Provides the membership roster when updated to the Webmaster for posting on the Club website.

# Poway Cruisers Club Guidelines

## Revision 5/6/2025

**Elections Committee:** Processes nominations, prepares ballots, collects ballots, counts ballots, and reports the results to the membership.

### IX. MEETINGS

#### **Steering Committee:**

Meetings will be held on the Tuesday of the week preceding the Members Meeting. The agenda will include but not be limited to: call to order, review of events attended since last meeting, review of status and plan for coming events for the next three months, financial report, ad hoc items, time/location of the next Steering Committee and Members Meetings, adjournment. Club members at large are encouraged to join the Steering Committee Meeting to present ideas such as an event that is not on the calendar.

#### **Members' Meeting:**

Meetings will be held on the third Thursday of each month. The agenda will include but not be limited to: call to order, visitor introduction, review of events attended since last meeting, reminder of coming events for at least the next 3 months, financial report, ad hoc items, time/location of the next meeting, 50/50, adjournment.

### X. DISMISSAL OF A CLUB MEMBER

A member may submit to the Steering Committee a written grievance against a member for conduct unbecoming a member of the club. The grievance will be reviewed by the Steering Committee and if substantiated, the member will be censured but not dismissed. If a second grievance is submitted and substantiated by the Steering Committee, the individual's membership will be terminated.

### XI. CLUB FUNCTIONS

There are three (3) types of club functions (events):

#### **Members Only Events:**

These are events restricted to club members and immediate family, invited guests, and include such events as the Members Picnic and the Holiday Dinner Party.

#### **Club Sponsored Events:**

These are events produced by club members open to the public and members of other automotive clubs. This includes the In-N-Out Car Show, casino crawls and poker runs, Spirit of the Fourth Wheels of Freedom Motor Show, Trunk or Treat and others. All club members are encouraged to provide suggestions about club events outside the standard club activities. These ideas should be presented at a Steering Committee Meeting. If approved by the club, the member who presented the event is expected to develop the plan and provide all the relevant details and manage the event for the club. Specific protocols for recurring Club Sponsored Events are detailed in addendums to the bylaws.

# **Poway Cruisers Club Guidelines**

## **Revision 5/6/2025**

### **Club Participation Events:**

These are events produced by other clubs or entities that the Steering Committee has designated for coordinated club participation. An event Show Lead can be designated. Participants will usually meet at a predetermined place and time, away from the event, so as to arrive at the event together.

### **XII. DISCRETIONARY FUNDS and CLUB EXPENSES:**

All club funds are discretionary and available to the Steering Committee for expenditures for Club business that may arise. Expenses are to be approved by the Steering Committee at its monthly meeting prior to incurring the expense. Recurring expenses include web hosting fees, SDAoCC dues, raffle prizes, etc.

Approval of unplanned expenditures can be obtained between Steering Committee meetings through email polling of the Steering Committee. The request for funds must be submitted to the President who will conduct the email poll. To be approved, 100% of the Steering Committee must be contacted. A simple majority of the Steering Committee is required for approval of the expenditure.

### **XIII. CHANGES TO GUIDELINES:**

The Steering Committee will appoint annually a Rules Committee of at least three Steering Committee members to consider changes and additions to the club guidelines. Changes or additions to the Guidelines will be submitted by the Rules Committee for Steering Committee review and acceptance. Once accepted by the Steering Committee the changes will be presented to the membership for approval. Voting will take place at a regularly scheduled members meeting. Approval requires a simple majority of the votes cast at the meeting. Approved changes will be effective when specified by the Steering Committee.

**Submitted for Steering Committee Review: 4/8/2025**

**Accepted for Members Approval: 5/6/2025**

**Members Approval: 6/19/2025**

# **Poway Cruisers Club Guidelines**

## **Revision 5/6/2025**

### **Addendum A**

#### **In-N-Out Car Show**

- Obtain show materials from previous set-up members;
- Inventory show materials as listed under lids of 50/50 bucket and storage bin; replenish or notify Steering Committee of needed supplies;
- The pop-up tent is to be set up under the pergola in the middle of the parking lot between In-N-Out and Kohl's;
- The two parking spaces to the north and south of the pop-up are to be kept empty using the orange cones;
- There will be three tables at the pop-up;
- The table at the left is for member and car registration only;
- The two tables at the front are for the 50/50 opportunity items;
- All items for sale at the pop-up are restricted to club merchandise;
- The pop-up is to be staffed by the event set-up members, with a maximum of three club members at any one time;
- At 11:00a, count cars and begin judging;
- Raffles are pulled at 12:00p, 12:30p and 1:00p;
- Complete the Show Stats card with total number of cars at the show, total number of cars registered, number of Club member register, other car clubs in attendance, show winner, 50/50 prize amount.
- At the end of the show the cash proceeds from the 50/50 are to be delivered to the Treasurer if present. If the Treasurer is not in attendance, the cash is to be delivered to the senior club officer in attendance.
- Show materials should be transferred to the next show set-up members or arrangements made for pick-up prior to the start of the next show.

# Poway Cruisers Club Guidelines

## Revision 5/6/2025

### Addendum B

#### Spirit of the Fourth Wheels of Freedom Motor Show

#### Poway Cruisers Production Committee

The **Wheels of Freedom Motor Show (WOFMS)** takes place annually on Independence Day in the parking lot of the RB Professional Building, 16776 Bernardo Center Dr, San Diego, CA 92018, adjacent to Rancho Bernardo Webb Park. The show is a component of the *Rancho Bernardo Spirit of the Fourth (SOTF) Independence Day Celebration* and supports the fundraising efforts to cover the cost of producing the annual Rancho Bernardo 4<sup>th</sup> of July celebration and fireworks display. The motor show has always been considered a huge success by the SOTF Committee and the car culture of San Diego County in general.

Due to the size of the RB Professional Building parking lot, participation is limited to 130-140 vehicles. Pre-registration of 140-145 cars has been the practice as there are usually 15-20 “no-shows”. To date we have not had to turn anyone away.

The SOTF Committee views this event to be part of the overall Fourth of July Celebration, so has funded all expenses to produce the event, with a few minor exceptions. The Poway Cruisers Car Club has not funded any event costs to date but has provided the volunteer support. To help offset the financial costs of the event, t-shirt and event plaques are made available to participants for a \$35.00 fee for the 2025 show. The revenue collected for the t-shirt and plaque donations and a 50/50 opportunity drawing has been able to cover most of the financial costs of the show.

The time has come to make improvements to the way the event is produced. Having the production of the show all on one person has the inherent risk of failure if that person becomes unavailable or indisposed. To mitigate this risk, a committee of four members is proposed.

Outline of what is involved in producing the event:

- **Marketing / Advertising**, which would include:
  - Design, printing, and distribution of event 1000-1200 flyers;
  - Distributing printed flyers at various other car shows around San Diego County, usually 3-4 events a month starting in March.
  - Obtaining and filling participant “goody bags”;
  - Mass emailing personalized invitations to previous participants (Microsoft Mail Merge with an Access DB has been the method used).
- **Fund Raising**: including:
  - T-Shirt design, ordering, sales, and distribution;
  - Raffle / gift bags?;
  - Event plaques, design, ordering, sales, distribution.
  - Could also include running a 50/50 OD. All funds raised goes to the SOTF Committee.
- **Participant Registration**:
  - Receiving and logging pre-registration (has been done using MS Access DB) and email,
  - Send out registration confirmation when registration is received,

# Poway Cruisers Club Guidelines

## Revision 5/6/2025

- Send out reminder 7-10 days before event (mass email).
- Design and print window placards;
- Handle on-site registration and participant sign in.
- **Parking Management:**
  - Participant screening at the gate,
  - Directions to park,
  - Enforce one parking space per vehicle.
- **Awards:**
  - Design and order awards;
  - Design, print and distribute ballots;
  - Tally voting, determine winners,
  - Present awards.
- **Day of event tasks:** Need 22-25 volunteers. Includes posting signage, setup for registration, entry gate, PA System, awards display, ballot counting, club popup / seating area, trash collection.
- **Overall planning and coordination (Committee Chair):** Keeps everyone on task, represents Poway Cruisers committee to the SOTF Committee (Monthly meeting in RB), coordinates with other SOFT Committee functions (like food vender parking, community fair participant, etc).

A committee of four members would be ideal:

- Fund Raising and Awards could be handled by one member;
- Parking Management and Participant Registration by one member;
- Marketing / Advertising by one member;
- 4th designated member to represent the club on the SOFT Committee and oversee the Day of Event logistics (call for club member volunteers).

# Poway Cruisers Club Guidelines

## Revision 5/6/2025

### Addendum C

### Trunk or Treat

The annual Trunk or Treat show is typically held on the Thursday or Friday before Halloween in the southwest corner of the Lowe's Poway parking lot. Note that Lowe's is NOT a sponsor of this event – they only provide the location for the event to take place – and this is not an officially sanctioned event by Lowe's corporate.

- The Steering Committee selects a date for the show
- The Communication or Event Coordinator will confirm the date with the current Operations Manager of Lowe's Poway
- Once the date is confirmed with Lowe's, the Steering Committee is notified
- A copy of the Poway Cruisers show insurance is then provided to the Lowe's Poway customer service desk in an envelope addressed to the operations manager
- Flyers are created for distribution at the In-N-Out show the month or two prior to the date of the show
- A pdf of the flyer is provided to the Event Coordinator for posting on the Poway Cruisers webpage
- The Communication Coordinator will contact the Poway Chieftain for advertisement of the show
- Obtain stations from George Cowman
- Day of the show:
  1. Arrive approx. 1 ½ hours prior to start of event
  2. Using stations and caution tape, block off entire southwest corner of the parking lot; ask any cars that are parked there to move
  3. Set up trash bins, if available
  4. Take down stations and clean up any trash/wrappers from area at end of event
- Following the show, the Communication or Event Coordinator will drop off a thank you note to the customer service desk addressed to the operations manager

Current contact:

Cole Dryer (or current) Operations Manager

Lowe's Poway

13750 Poway Road, Poway CA 92064

858-391-2630

# Poway Cruisers Club Guidelines

## Revision 5/6/2025

### Addendum D

### Poway Fall Festival

Date: 1st Sunday in October, annually

Location: Parking lot behind Cal Coast Credit Union at Midland and Poway Road

Venue details: Limited space, accommodates ~25 cars

Show hours: 9:00a-2:00p

Prior to show:

- Print Poway Cruisers window placards (no In-n-Out logo)
- Print out ballots
- Need computer to tally votes
- 

Day of the Show:

- Arrive at site by 7:00a to tape off parking lot to restrict public parking
- Set up pop-up/tent in SW corner of parking lot
- Put out Poway Cruisers flags and banner
- Need 2-3 Club Members to set up and support table:
  1. Small table with tablecloth
  2. Separate small table for computer and vote tallying
  3. Window placards
  4. Sign-up sheet, etc. (standard show clipboards)
  5. Poway Cruisers trifolds on table
  6. Ballot box
  7. Golf pencils for spectators to fill out ballots
- Tally votes - start early, it is time consuming
- 1:30p: coordinate with Mike to access stage microphone to announce winners

Contact:

Mike Leland, Poway Chamber of Commerce, 858-967-4364

Sponsor:

Manny Sarangi, Poway Transmissions/Robby's Auto Repair, 858-748-6672

Trophies:

Sam Murao 619-892-0224 / Gary Neuman 858-277-0049