

JCNA ADMININSTRATIVE POLICIES

Last Updated March 21, 2015
Changes Noted As An Addendum On The Last Page

A0100 Administrative Policy	2
A-0100-101 System for Classifying and Issuing Administrative and Corporate Policies	2
A-0100-102 President's Delegation of Authority to the Vice-President - Removed, Defer to Bylaws	4
A-0100-103 Delegation of Authority to Replace Any JCNA Officer.....	5
A-0100-104 Executive Committee	6
A-0100-105 Procedure for Hearing on Revocation of Membership	7
A-0100-106 Notice of Revocation of Membership	9
A-0100-106a Procedure for Member Group Revocation	11
A-0100-107 Withdrawal from JCNA Group Affiliation	13
A-0100-108 JCNA Officer Voting Clarification	14
Administrative Policy Changes Approved at the AGM.....	15

Note #1:

A-0100-101

II. GENERAL

- A. Corporate Policies are broad overall policies reviewed and approved by the board of directors.
- B. Administrative Policies are policies used in day to day operations and are approved by the President.

C-0100-101

III. RESPONSIBILITY

- C. The President is solely responsible for Administrative Policies that are required or necessary in the accomplishment of his/her responsibilities as an operating executive.

Note #2:

A number of policies have been revised, reviewed and approved by the board and thus given the current JCNA President's signature. They are **not** new policies, just revised.

JCNA ADMININSTRATIVE POLICIES

ADMININSTRATIVE POLICY
CATEGORY: A0100 Administrative Policy
SUBJECT: System for Classifying and
Issuing Administrative and Corporate Policies

NUMBER: A-0100-101
ORIGINAL NUMBER: A101. 1
DATE ISSUED: 10/22/11
SUPERSEDES ISSUANCE DATED: 3/6/93

I. PURPOSE

To define the system for classifying and distribution of JCNA's Administrative and Corporate Policies.

II. GENERAL

- A. Corporate Policies are broad overall policies reviewed and approved by the board of directors.**
- B. Administrative Policies are policies used in day to day operations and are approved by the President.**

III. PROCEDURE

- A. The President is responsible for the issuance and control of the Administrative and Corporate Policies.
- B. Each director, as a representative of the members, may propose policies to the President on those subject matters for which he/she has special knowledge or responsibility.
- C. Upon determination of the need for a new or revised Administrative or Corporate Policy, the President, or his/her designee, prepares an initial draft of the policy.
- D. The initial draft of the Administrative or Corporate Policy is then circulated to the Directors for review and comment.
- E. After receipt of all comments by the President, they are reviewed for possible amendment to the initial draft. Where comments are in conflict with each other or the initial draft, the President, or his/her designee, will attempt to resolve the differences.
- F. After approval of the Administrative or Corporate Policies, the President, or his/her designee, prepares the policy in final form, assigns a number, and makes distribution of the policy to all holders of the Administrative and Corporate Policy Manuals, or distributing them by current day electronic means.

IV. CLASSIFICATION AND NUMBERING SYSTEM

- A. Administrative and Corporate Policies are classified by principal functional areas, each of which has been assigned a series of numbers, as follows:

<p>A-0100 Administrative Policies</p> <p>C-0100 Corporate Policies C-0200 General C-0300-AGM/Meetings C-0400-President C-0500 Board of Directors/Officers C-0600 Administrator C-0700 Financial C-0800-Committees</p>
--

- B. The series of numbers assigned each of the principal functional areas is used to identify major subject matter categories. Each of these functions, in turn, is subdivided into appropriate subject matter areas set forth above.

- C. Each specific policy relating to a subject matter category is given a decimal number to identify the specific issuance in that category. For example, the first policy issued under the subject matter category assigned C-0200-101 would be numbered C-0200-101.1; the second policy issued under the same category would be numbered C-0200-101.2; and so on.

V. ISSUANCE OF CORPORATE AND ADMINISTRATIVE POLICIES

- A. Administrative and Corporate Policies will be filed under the appropriate headings and numbering system in loose leaf binders or distributed by current day electronic means designated for that purpose.
- B. Administrative and Corporate Policies will be furnished to each member of the board of directors, the President, and such other persons designated by the President. Additional distribution may be made by the President to other members affected by the Administrative or Corporate Policies.
- C. A listing of current Administrative or Corporate Policies will be issued periodically by the President.
- D. When revisions to Administrative or Corporate Policies are made, the entire policy statement will be reissued. Pen and ink corrections may be made for minor corrections.
- E. Administrative and Corporate Policies are the exclusive property of Jaguar Clubs of North America, Inc. All Administrative and Corporate Policies will be returned to the President whenever a person ceases to be a director or a member or whenever requested by the President.

VI. RESPONSIBILITY

The President is responsible for reviewing and making necessary changes in this policy.

Reviewed by the Board of Directors this 22nd day of October, 2011

Initially Approved by the President this 22nd day of October, 2011



Authenticated by the President

ADMINISTRATIVE POLICY
CATEGORY **A-0100 – Administrative Policy**
SUBJECT: President's Delegation of
Authority to the Vice-President
Removed, Defer to Bylaws

NUMBER A-0100 – 102
ORIGINAL NUMBER: A101.1
DATE ISSUED: 3/6/93
SUPERSEDES ISSUANCE DATED:

I. PURPOSE

To set forth the policy for the temporary transfer of authority from the President in the event any emergency or unforeseen development creates a vacancy in the position of President.

II. POLICY

- A. This policy is established to provide for continuity of management during an interim period when an emergency or unforeseen development may create a vacancy in the position of President, leaving the corporation without anyone in authority to perform the duties of that position.
- B. All authority which has been or shall be delegated by the board of directors to the President, will be automatically transferred to the Vice-President in the event any emergency or unforeseen development creates a vacancy in the position of President.
- C. The responsibility of the President which are delegated to the Vice-President under this policy shall be exercised by the Vice-President until such time as the Board of Directors may designate a temporary or permanent successor to the position of President.
- D. The determination of when a vacancy exists in the position of President under this policy shall be made by a majority of the board of directors of this corporation.

III. RESPONSIBILITY

- A. The President shall be responsible for reviewing and making necessary changes in this policy that are required by changing circumstances.
- B. The President shall be responsible for administration of this policy and issue such procedural regulations as may be required to effectively administer this policy.

/s/ Barbara Grayson, President

ADMINISTRATIVE POLICY
CATEGORY: A-0100 Administrative Policy
SUBJECT: Delegation of Authority to
Replace Any JCNA Officer

NUMBER A-0100 - 103
ORIGINAL NUMBER: A101.1.1
DATE ISSUED: 10/22/2011
SUPERSEDES ISSUANCE DATED:

I. PURPOSE

To set forth the policy for the temporary transfer of authority from any JCNA Officer in the event any emergency or unforeseen development creates a vacancy in the position of JCNA Officer

II. POLICY

A. This policy is established to provide for continuity of management during an interim period when an emergency or unforeseen development may create a vacancy in the position of Any JCNA Officer, leaving the corporation without anyone in authority to perform the duties of that position.

The President may call a special meeting of the Board of Directors to appoint a replacement for club officers until an election held at the next AGM.

B. All authority that has been or shall be delegated by the Board of Directors to Any JCNA Officer's position, will be automatically transferred to the Person appointed by the Board of Directors to fill the vacancy in the event any emergency or unforeseen development created by a vacancy in that position.

C. The responsibility of Any JCNA Officer's position which is delegated under this policy shall be exercised by the Person appointed by the Board of Directors until such time as the Board of Directors may designate a temporary or permanent successor to the position of Any JCNA Officer's Position until the next AGM.

D. The determination of when a vacancy exists in the position of Any JCNA Officer's Position under this policy shall be made by a majority of the Board of Directors of this corporation.

III. RESPONSIBILITY

A. The President shall be responsible for reviewing and making necessary changes in this policy that are required by changing circumstances.

B. The President shall be responsible for administration of this policy and issue such procedural regulations as may be required to effectively administer this policy.

Reviewed by the Board of Directors this 22nd day of October, 2011
Approved by the President this 22nd day of October, 2011



Authenticated by the President

ADMINISTRATIVE POLICY
CATEGORY: A-0100 Administrative Policy
SUBJECT: Executive Committee

NUMBER A-0100-104
ORIGINAL NUMBER: A101.3
DATE ISSUED: Revised 10/22/11
SUPERSEDES ISSUANCE DATED: 1/15/00

I. PURPOSE

To establish the Executive Committee and to set forth its functions.

II. GENERAL

- A. The Executive Committee consists of:
President,
Vice-President,
and one director elected from and by the board of directors
Legal Counsel as a non-voting member
Secretary as a non-voting member
- B. The Executive Committee shall have and may exercise, when the Board is not in session, the powers of the Board in the management of the business affairs of the JCNA as provided in the Bylaws, and shall also act as an advisory group.

III. PROCEDURE

- A. The Executive Committee will meet at such times and locations as they may determine by vote or at the call of the President.
- B. The President, or his/her designee, is responsible for:
 - 1. Advising of scheduled Executive Committee Meetings.
 - 2. Distributing agendas and reference materials.
- C. The Secretary shall be responsible for:
Documenting all meetings dealing with actions taken under the authorities specified in the Bylaws and distribution to the appropriate parties.
- D. Executive Committee members may propose agenda items to the President. Such requests should include necessary reference materials, drafts, or other appropriate documents.

IV. RESPONSIBILITY

- A. The President is responsible for reviewing and making necessary changes in this policy.
- B. The President or his/her designee is responsible for advising committee members of meetings, distributing agenda and preparing minutes, if necessary.

Reviewed by the Board of Directors this 22nd day of October, 2011
Approved by the President this 22nd day of October, 2011



Authenticated by the President

ADMINISTRATIVE POLICY
CATEGORY: A-0100 Administrative Policy
SUBJECT: Procedure for Hearing on
Revocation of Membership

NUMBER A-0100-105
ORIGINAL NUMBER: A201.6.1
DATE ISSUED: 10/22/11
SUPERSEDES ISSUANCE DATED: 4/21/15

I. **PURPOSE**

To provide a procedure for a hearing or other method of determining whether grounds exist that warrant revocation of membership.

II. **APPLICABLE**

The provisions of this policy apply to all members of JCNA who may be subject to possible revocation of membership.

III. **PROCEDURE**

1. Any member of JCNA may submit a complaint to the President of JCNA in writing setting forth grounds upon which that person believes that the membership of another person may be subject to revocation.
2. Upon receipt, the President shall ~~review such complaint with Legal Counsel and refer such complaint to JCNA Legal Counsel, who shall,~~ if needed, request additional supporting evidence to support the allegations made in the complaint.
3. After review by ~~the President and~~ Legal Counsel, and after obtaining such additional evidence as may be required from the complainant, the matter shall be submitted to the entire Executive Committee to determine whether further action is required.
4. If the Executive Committee determines by majority vote that the complaint and supporting evidence does not, on its face, present a basis to consider revocation of membership, the complainant shall be so advised and the matter shall be considered closed.
5. If the Executive Committee determines by a majority vote that the complaint and supporting evidence presents a prima facie basis to consider revocation of membership, then the charged member shall be notified by the ~~President or his/her designee~~ legal counsel in writing that such a complaint has been made against him/her. The member shall be advised of the basic allegations and shall be given 30 days to respond to the complaint, in writing sent to the President or his/her designee, with any supporting evidence that the member believes may refute the charges against them. The member shall also be advised that they may request an in-person hearing before a Complaint Hearing Board within that 30 day period, which request shall be considered by the Executive Committee and granted only if it appears that an in-person hearing will resolve issues of disputed fact that cannot be resolved based upon the written submission of the parties. The member is solely responsible for his/her transportation and associated costs.
6. If the charged member fails to respond to the notice of complaint within 30 days, then the matter shall be submitted to the Executive Committee for review and recommendation based upon the evidence submitted by the complainant.
7. If the charged member responds to the notice of complaint within 30 days, in writing, with supporting evidence, then the matter shall be submitted to the

Executive Committee for review and recommendation. If the charged member has also requested an in-person hearing, the Executive Committee will determine whether such hearing is necessary.

8. If the Executive Committee determines that a hearing is required, the President shall appoint a three-member Complaint Hearing Board consisting of three regional directors from regions other than the region in which the charged member resides. JCNA Legal Counsel shall present the evidence in the Club's possession, and the charged member shall have the opportunity to argue and defend his/her membership. The member shall be notified of the time, date and place of such hearing at least 15 days in advance of the scheduled hearing. The member is solely responsible for his/her transportation and associated costs.
9. The Complaint Hearing Board shall prepare written findings and recommendations.
10. The findings and recommendation of the Executive Committee, or if a hearing was held, the findings and recommendations of the Complaint Hearing Board, shall be submitted to the full Board of Directors. A member's membership shall only be revoked by a vote of two-thirds (2/3) of the Board of Directors present at any regular or special meeting. The member shall be notified of the outcome of the Board's vote.
11. To the extent possible, all proceedings and evidence submitted by both the complaining member and the charged member shall be kept confidential by the Board of Directors. The complaining member shall only be advised whether the Board has voted to revoke the charged member's membership or not, and shall not be advised of the basis of such action.
12. Any meetings or hearings required under this policy may be held in person or via electronic meeting as permitted by JCNA By-laws and corporate policy. All decisions and determinations made under this policy are within the sole and exclusive discretion of the President, the Executive Committee, the Complaint Hearing Board and the Board of Directors, as the case may be, and shall not be subject to review, reconsideration or interpretation by anyone within or outside of JCNA.

IV. **RESPONSIBILITY**

The President shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances, as determined in his/her sole and exclusive discretion.

Reviewed by the Board of Directors this 21st day of March, 2015

Approved by the President this 21st day of March, 2015

Authenticated by the President

ADMINISTRATIVE POLICY
CATEGORY: A-0100 Administrative Policy
SUBJECT: Notice of Revocation of
Membership

NUMBER A-0100-106
ORIGINAL NUMBER: A201.3.1
DATE ISSUED: 10/22/11
SUPERSEDES ISSUANCE DATED: 10/18/09

I. **PURPOSE**

To manage and control the privilege of membership in JCNA.

II. **APPLICABLE**

The provisions of this policy apply to all members of JCNA.

III. **POLICY**

A JCNA member must be given a 45 day advance written notice stating the reason for their revocation. The board of directors must vote on the revocation at any regular or special meeting called or noticed for that purpose. The vote must be 2/3 in favor of the revocation before a member can be revoked. Member must be notified of the board of director's decision.

A JCNA member may be removed from membership for any reason deemed just and proper by the Board of Directors, and in the best interest of JCNA and its members. Grounds for revocation of membership shall include, but are not limited to, actions of the member that:

- (1) Cause or potentially cause undo embarrassment or ill-repute to JCNA, its officers, directors, members or affiliate clubs;
- (2) Cause or potentially cause JCNA liability or subject JCNA to suit in any court or tribunal;
- (3) Utilize the name, logo or other identification of JCNA or any of its affiliate clubs for personal or commercial gain or profit, other than a general representation of affiliation with JCNA or its affiliate clubs and designation of position(s) held, that expressly or impliedly creates an impression of an endorsement of any goods or services by JCNA or its affiliate club(s), without the prior, written approval of the Board of Directors; or
- (4) Such other or further conduct as the Board of Directors may find to jeopardize the reputation or standing of JCNA or its affiliate clubs in the community at large, or is otherwise injurious to the Club, its reputation or its interests.

IV. **PROCEDURE**

The Board of Directors will give notice to the member in question at least 45 days prior to revocation.

The Board of Directors votes on revocation of membership at regular or special meeting. The President or his/her designee notifies the member in question of the outcome of the vote

IV. **RESPONSIBILITY**

- A. The President shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.

Reviewed by the Board of Directors this 22nd day of October, 2011

Initially Approved by the President this 22nd day of October, 2011



Dick Maury

ADMINISTRATIVE POLICY
CATEGORY: A-0100 Administrative Policy
SUBJECT: Procedure for Member Group
Revocation

NUMBER A-0100-106a
DATE ISSUED: 4/21/15
SUPERSEDES ISSUANCE DATED:

I. PURPOSE

To provide a policy and procedure for Member Group revocation in accordance with JCNA Bylaws. Article III, Section 4 provides, “A JCNA group agreement may be revoked, on one month’s written notice at the request of that region’s two regional directors, subject to a majority vote of the entire board of directors, when the JCNA group fails to meet the minimum standards of performance or by any actions deemed to bring the name of JCNA into disrepute.”

II. APPLICABLE

The provisions of this policy apply to all JCNA Member Groups and affected members of the Member Group.

III. PROCEDURE

1. The two regional directors of the member group’s region submit a written request to revoke JCNA’s group agreement with the member group to the JCNA President. If the JCNA President is one of the two directors making the request, the President shall sign the written request and notify the Board of Directors as provided below. The request will identify the member group and the grounds for revocation.
2. The JCNA President shall notify the Board of Directors in writing that a request to revoke has been made. The President shall set a date for the Board to convene for a vote to be taken. The date shall allow for one month’s notice to be given to the member group. The President shall also instruct JCNA Legal to prepare correspondence, as described below.
3. JCNA Legal shall prepare a letter addressed to the member group’s President and copied to all members of the member group, to provide one month’s notice to the member group of the directors’ request to revoke, the date and time the Board will convene, and meeting details. Legal’s letter shall instruct that written responses shall be addressed to JCNA Legal and that responses must be made within ten (10) days. Legal’s letter shall advise that, pursuant to JCNA Bylaws, JCNA’s group agreement is subject to revocation by a majority vote of the Board of Directors. The member group shall also be advised that the right to address is limited to two delegates from the member group, unless leave to address the Board is requested and granted in advance of the Board of Directors meeting. Letters requesting leave to address shall be made within ten (10) days of receipt. Legal’s letter shall advise that if the Board votes to revoke, the member group shall cease to have JCNA affiliation, sanction, rights, license, and other privileges of a JCNA member group. The letter shall advise that members of the member group, who are otherwise members of JCNA in good standing, will be designated as members-in-large of JCNA. JCNA Legal shall mail this letter by certified mail and include a copy of the regional directors’ written request to revoke. JCNA Legal shall prepare responses for presentation to the Board, and advise the Board of any requests by members of the member group to address the

Board. The Board shall promptly grant or deny leave to address, and Legal shall notify such members at least ten days prior to the date the Board convenes. Grant or denial of leave to address is in the absolute discretion of the Board.


4. When the Board convenes, the regional directors requesting revocation shall address the Board and explain the grounds and all relevant facts that form the basis for the request for revocation. The member group's two delegates, and other members of the member group who have been approved to address the Board, shall be provided a reasonable opportunity to respond, which shall be determined by the Board in its sound discretion.
5. After hearing from the regional directors and the member group, the Board shall vote for or against revocation. JCNA Legal shall immediately notify the member group and its members of the Board's decision, by certified mail.
6. If the Board votes to revoke, the JCNA Administrator shall re-classify the member group's members as members-at-large.

IV. RESPONSIBILITY.

The President shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances, as determined in his/her sole and exclusive discretion.

Reviewed by the Board of Directors this 20th day of March, 2015.

Approved by the President this 20th day of March, 2015.



Authenticated by the President

ADMINISTRATIVE POLICY
CATEGORY: A-0100 Administrative Policy
SUBJECT: Withdrawal from JCNA Group
Affiliation

NUMBER A-0100-107
ORIGINAL NUMBER: A201.4
DATE ISSUED: 10/22/11
SUPERSEDES ISSUANCE DATED: 3/6/93

I. **PURPOSE**

To set forth a procedure to allow for JCNA affiliate clubs to withdraw as members.

II. **APPLICABLE**

The provisions of this policy apply to all JCNA group affiliations.

III. **POLICY**

JCNA affiliate clubs may withdraw from JCNA membership after the JCNA President is notified one month prior to withdrawal. Also, the entire JCNA affiliate club's membership needs to be polled in writing of the withdrawal and a majority of the membership must approve of the withdrawal.

Written proof of the vote must accompany the notice given to the JCNA President. No other procedures will be accepted for withdrawal.

IV. **PROCEDURE**

1. Poll membership in writing.
2. Receive approval from majority of membership.

Furnish written proof with withdrawal notification to President

Notify President one month prior to withdrawal.

Dues will not be refunded.

V. **RESPONSIBILITY**

- A. The President shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.

Reviewed by the Board of Directors this 22nd day of October, 2011
Initially Approved by the President this 22nd day of October, 2011



Authenticated by the President

ADMINISTRATIVE POLICY
CATEGORY: A-0100 – Administrative Policy
SUBJECT: JCNA Officer Voting
Clarification

NUMBER: A-0100-108
ORIGINAL NUMBER: A202.1
DATE ISSUED: 03/25/2011
SUPERSEDES ISSUANCE DATED:

I. PURPOSE

To clarify the votes available to each JCNA Director and Officer.

II. APPLICABLE

The provisions of this policy apply to JCNA Directors and Officers

III. POLICY

As set forth in and consistent with the By-laws, the following members have votes as follows:

Board of Directors Meetings and Annual General Meeting:

12 regional directors	=	1 vote each
Jaguar Cars Designated Director	=	1 vote
JCNA Treasurer	=	1 vote (When not otherwise a director*)
JCNA Legal Counsel	=	1 (When not otherwise a director*)
JCNA Secretary	=	1 (When not otherwise a director*)

* The legal counsel and secretary only receive a maximum of 1 vote, whether appointed and already a director or not.

The president does not get an additional vote for being president

The vice president does not get an additional vote for being vice president

Executive Committee Meetings:

JCNA President	=	1 vote
JCNA Vice President	=	1 vote
One member selected from the sitting regional directors	=	1 vote

JCNA Legal Counsel	=	0
(Unless also holding the position of president, vice president or selected member, then a total of 1 vote)		

JCNA Secretary	=	0
(Unless also holding the position of president, vice president or selected member, then a total of 1 vote)		

Initially Approved by the President on the 25th day of March, 2011

Dick Maury, President

Reviewed and approved by the Board of Directors on the 25th day of March, 2011



Authenticated by the President

Administrative Policy Changes Approved at the AGM

AGM	Description
2015	A-0100-105 Procedure for Hearing on Revocation of Membership A-0100-106a Procedure for Member Group Revocation
2014	No Changes

Note: table of contents headings are hidden by putting them in white type.