



POLICIES & GUIDELINES

August 2025

Edmonton Antique Car Club

Policies and Guidelines

Advertising in the *Running Board*

1. Advertising space in the *Running Board* will be provided to EACC members in good standing only.
2. 'Service Ads' in the *Running Board* will be limited to 12 months; all other ads limited to 3 months.
3. Commercial advertising space in the *Running Board* will not be considered as it is not cost effective.
4. Only advertisements considered relative to members are to be included in the *Running Board*.
5. Requests for announcements in the *Running Board* for non-member groups (e.g. Ukrainian Village, a Health Care Foundation) will be dealt with on an individual basis, subject to Executive approval.

Eating Events

1. The per person fee for "eating events" such as the pancake breakfast, summer picnic, or corn roast is to be set at an appropriate amount per person by executive.
2. At Garage or Business Tours, the passing of the hat for coffee/donut costs should only be done where that activity would be practical and not of disservice to the host/business.

Executive Dinner

In appreciation of the contribution of Executive members to the club, the EACC will provide an amount equal to the current cost of an annual single membership to each Executive Member attending the end of year Executive Dinner, such event to be held annually in January prior to the Annual General Meeting.

Meetings Presentations

1. Meeting presentations should be kept to less than one hour.

Minutes & Agendas

1. The minutes of the prior General Meeting and agendas will be distributed by email prior to the subsequent meeting.. Errors and omissions will continue to be corrected at the meeting.
2. Upon request, a printed copies will be made available to those members without email.
3. The minutes of the prior Executive Meeting will be distributed by email prior to the subsequent meeting. Errors and omissions will be corrected at the meeting.

Name Tags

1. Name tags are provided for members only.
2. Name tags, at the cost of the EACC, will be ordered for new members in their second membership year.
3. Members who want a replacement name tag will be charged for the cost.

Rosters

1. EACC's annual Roster of members will only be given to members in good standing.
2. To protect members' privacy the Roster must not be shared with non-members including other clubs, museums or agencies.
3. Members are responsible for destroying unwanted Rosters in a manner to ensure the continued protection of members' privacy (that is, shred or burn).

Scholarship

1. In 2018, a new single recipient Scholarship of \$1,000 was set up with Vermillion College (Lloydminster Campus) with a three year commitment for 2019 to 2021.
2. The Scholarship was extended 2022 to 2024 and extended again for 2025 to 2027.

3. Executive is charged with stipulating the purpose and terms of the scholarship with each renewal and determining if a renewal is appropriate.

Seniors Visits

1. This as our way of giving back to the community with no expectation of benefit.
2. Lunches for members are not to be requested nor is expected.
3. Honoraria, coupons, gift certificates or remuneration of any kind for EACC or individual member are not to be requested nor is expected.
4. If the seniors residence wishes to give the Edmonton Antique Car Club an honorarium, it will be graciously accepted and donated in full to a charity as decided upon by the executive.
5. Permission must be obtained to take photographs of individual residents, staff or volunteers.

Social Media

Purpose:

The Edmonton Antique Car Club (EACC) desires the safe exchange of ideas and images on social media platforms and understands how these can be used to further promote the mandate of the organization. This is achieved by having a Social Media presence to:

- a) inform & entertain EACC members;
- b) promote EACC to a local and provincial audience and entertain a worldwide audience.

Currently, EACC has a social media presence only on Facebook.

Policy:

The Digital Director is responsible for all Social Media sites.

In regards to Facebook, there are at least 3 Managers - the Digital Director (the main Manager), the President, and a third chosen by the Digital Director and President and as approved by Executive. Managers will require two factor authentication. The Digital Director has sole authority for adding or deleting Editors. As many Editors can be added as is deemed appropriate.

Managers and Editors are expected to adhere to Guidelines without exception. Contravening Guidelines will result in the immediate removal of their role.

In regards to EACC members on personal Social Media:

EACC members using personal social media and referencing EACC are expected to uphold the values that guide the behaviour of society. As a representative of EACC, members are expected to demonstrate best practices and appropriate etiquette when using social media in accordance with these Guidelines. Contravening these guidelines will result in expulsion of the member and may be subject to legal action.

Guidelines:

- a) Be respectful to all;
- b) Only use club members' or publicly available images and attribute accordingly where possible. Images or articles that are copyrighted, or can be reasonably assumed to be copyrighted, require permission from the copyright holder;
- c) Ads are at the discretion of the Digital Director;
- d) Never resort to hate speech or inappropriate language;
- e) Never, directly or indirectly, reference political viewpoints, make racist comments or sexual references;
- f) Never post memes reflecting political viewpoints, racist comments or sexual references;
- g) Never post anything of an illegal or reckless nature (street racing, drug use).

Social Media (continued)

Procedures:

If an EACC member or an Editor comes across misinformation or questionable content regarding EACC on any social media, they should not respond but bring it to the attention of the Digital Director.

If the media contacts EACC via social media they should be directed to the President or the appropriate executive.

Any breach of the Guidelines should be directed to the President and the Digital Director to determine appropriate action.

Following annual elections, the resigning Digital Director will assign the incoming Digital Director and incoming President the Manager roles. The 3rd Manager is eligible to retain their role or the incoming Digital Director can assign someone else, either as approved by the Executive.

Facebook Role Definitions:

- **Manager:** Is an administrator with full privileges including create, manage or delete posts, stories and more. This person can manage everything including the ability to give and remove access to others.
- **Editor:** As above but with limited privileges as this person does not have the ability to give and remove access to others. Basically, can post and delete posts only.

Facebook Content:

- EACC activity posts
- Flashbacks to previous activities
- Always ensure current activity posts stay on top
- Links to Running Board
- Occasional historical posts complete with a narrative
- Occasional antique vehicle anniversary posts (ex: 1st Model T, 50th anniversary of Dodge)
- Occasional posts of a Digital Diversion type
- Occasional posts promoting kindred clubs
- Occasional posts of For Sale or Wanted ads
- A minimum of 2 posts every week with a maximum of 1/day and 7/week

Youth Membership:**Definition:**

A Youth member is aged from fourteen (14) to twenty-one (21).

A Youth member is sponsored by a current member in good standing.

Membership Privileges:

A Youth member will not be charged dues for membership.

A Youth member will be considered a member in good standing and be entitled to all the privileges of a regular member.

Youth membership and will not be identified as a youth member to the general membership.

Process:

Youth members will be sponsored on their first application and need to state their year & month of birth and their sponsor's name. Application via paper form only.

Youth members under 18 will need parental/guardian permission to publish their name & address.

End of Section