



Constitutional By-Laws
Effective September 5, 2007

www.corvetteswest.com



N.C.C.C.

Constitutional By-Laws Effective September 5, 2007

www.corvetteswest.com

CORVETTES WEST CONSTITUTIONAL BY-LAWS
REVISED SEPTEMBER 04, 2007
EFFECTIVE SEPTEMBER 05, 2007

1.0 Name and Purpose

1.1 The name of this organization shall be CORVETTES WEST and shall be referred to in this document as the "Club."

2.0 Membership

2.1 Defined - a membership shall be any person who has completed all the requirements listed below.

2.1.1 Currently own or have access to a Corvette

2.1.2 Pay current membership fees/dues to the Club treasurer.

2.2 The assigned spouse or designee of a membership is considered a member. No individual member of the Club shall be considered a designee on another membership.

2.3 Application for membership shall be made on the application forms provided by the Club.

2.4 Expulsion of any member may be affected for the good of the organization by 2/3rds vote of the general membership present at a General Meeting. The unexpired portion of the expelled member's dues shall be refunded, rounding to the nearest whole dollar by the treasurer and the member's name shall be deleted from the membership rolls by the treasurer.

3.0 Fees - Dues - Assessments

3.1 Annual dues shall consist of the Club dues set annually at the July Business Meeting to which shall be added N.C.C.C. dues set by the National Council of Corvette Clubs, unless N.C.C.C. dues are paid through another club.

3.1.1 Dues are payable September 1.

3.1.2 Dues not paid by October 15 shall become delinquent and the renewal membership(s) shall be assessed the full amount of the N.C.C.C. fee, including any late fee, upon reinstatement.

3.2 New memberships shall be assessed a prorated annual dues rate for Corvettes West memberships, calculated at 1/12 times the number of remaining months until September 1, including any portion of a month, plus the full amount of the N.C.C.C. membership rate.

4.0 Meetings

4.1 Regular membership meetings, also known as General Meetings, shall normally be held each month at the time and place designated by the Executive Board.

4.2 Special General Meetings may be called by the Executive Board, provided each Club member is notified. 72 hour notice by regular mail shall constitute adequate notification.

4.3 Business Meetings, also known as Board Meetings, shall normally be held each month at the time and place designated by the president and made known to the general membership. The Business Meeting shall be open to all Club members, who will have equal vote with members of the Executive Board. Decisions made at these meetings shall be binding regardless of the number of members present, except when there is not a quorum.

4.3.1 A quorum of five (5) board members must be present for an official meeting.

4.3.2 In the case that there is not a quorum present at a Business Meeting, the regular scheduled business will be conducted but no action on any vote will be taken until all business conducted has been reviewed by the absent board members and their vote added to the votes already counted. If the absent board members' votes change the original majority vote from the Business Meeting, action will be taken on the newly counted majority vote.

5.0 Election of officers

5.1 The elected Officers of Corvettes West shall consist of President, Vice-President, Secretary, Treasurer, N.C.C.C. Governor, Events Coordinator, Newsletter Editor, and Products Coordinator. These officers constitute the Executive Board.

5.2 Nomination procedures

5.2.1 Nominations may be made from the floor at the General Meetings in October and November. A member must be present when nominated at either meeting, except if the member has filed a written affidavit with the President before the nomination meeting, stating that the member will serve in a specific office if elected.

5.2.2 Nominees shall be members whose dues have been current for one consecutive year prior to the nominations.

5.2.3 Nominees for President must have held a previous elected office.

5.2.4 For any uncontested office to which there is a single qualified nominee, that candidate shall be deemed elected by unanimous acclamation, at the close of nominations. Ballots need only be mailed out to the membership to vote for offices sought by two or more eligible candidates.

5.3 Election Procedures

5.3.1 Election ballots shall be mailed with voting instructions to all Club members by the Election Committee by November 20th. A two envelope return system will be used, consisting of a plain sealable inner envelope in which to place voted ballots, with a place for the voter's signature for return mailing, and an outer addressed envelope for mailing ballots to members. The Election committee shall check voter signatures against an authorized list of eligible voters.

5.3.2 Voting shall be by secret ballot with one vote per each member.

5.3.3 Ballots may be submitted by mail at least one day prior to or, in person at the December General Meeting in order to be counted

5.3.4 Write in ballots will not be counted.

5.3.5 Any and all handwritten notes shall be disregarded by the Elections Committee, the members of which shall be prohibited from revealing or discussing any such handwritten notes.

5.4 Election Committee

5.4.1 The Election Committee shall consist of three (3) non-candidate members appointed by the Executive Board at the September Business Meeting. One of these members shall be appointed the election Chairperson by the President.

5.4.2 The President shall inform Club members of the names of the Election Committee members and the Chairperson at the October General Meeting.

5.4.3 The Election Committee Chairperson shall be in charge of the election ballots.

5.4.4 The Election Committee shall collect the election ballots and tally all the votes.

5.4.5 The Election Committee members shall remain impartial and shall not campaign for or against any candidate while serving on the election committee.

5.4.6 In the event an Election Committee Member accepts nomination for an office that is uncontested by any other candidate, that Member may continue to serve on the Election Committee. If that office is sought by two or more candidates, the Member must step down from further service on the Election Committee. A replacement to the Election Committee may be appointed immediately by a majority of the Executive Board members present at the current General Meeting.

5.5 Office Vacancy Procedures

5.5.1 Upon receiving notice of the resignation of an elected officer with more than six (6) months to serve the President shall:

5.5.1.1. If notice is received at a General Meeting, the President shall inform the members present that nominations for a replacement officer will be accepted at the next General Meeting and shall place an announcement in the bulletin to that effect

5.5.1.2. If notice is received after a General Meeting and before the newsletter is published, the President shall place an announcement in the bulletin that a vacancy exists and that nominations will be accepted at the next General Meeting

5.5.1.3. If notice is received after the newsletter is published, the President shall instruct the various members of the Executive Board to divide the membership roster and to contact all members via telephone or email informing them of the vacancy and the nominations to be held at the next General Meeting.

5.5.1.4. At the meeting to fill the vacancy, the appointed Election Officer shall conduct the nomination proceedings. Upon closure of the nominations should only one candidate have been nominated that candidate shall be declared the winner by unanimous acclamation. Should more than one candidate be named ballots will be prepared and mailed to all members in good standing, as set forth in 5.3.1.

5.5.1.5. Ballots shall be submitted by mail at least one day prior to or, in person at the Business Meeting subsequent to the General Meeting at which nominations were taken.

5.5.1.6. The Election Officer Committee shall tally the ballots in accordance with Paragraphs 5.3.1, 5.3.4 and 5.3.5.

5.5.2 If the balance of the term is six (6) months or less, the vacancy shall be filled by Presidential appointment with the ratification of the Executive Board.

5.5.3 In the case that the office of President should become vacant, the unexpired term shall be filled by the Vice-President for the remaining balance of the term, and the office of Vice-President shall then be considered the vacant office. Procedures set forth above in 5.5.1 shall then apply to filling the office of Vice-President.

5.6 Election of officers shall be held at the General Meeting in December. New officers shall attend the Business Meeting in December, and receive orientation from the outgoing officers. New officers shall take office at the January General Meeting and shall serve for a term of one (1) year.

5.7 All officers shall be eligible for re-election, as long as they meet the requirements of 5.2.2

6.0 Duties of officers

6.1 Duties of the President

6.1.1 Be the principal officer of Corvettes West.

6.1.2 Preside as chairperson at all meetings of Corvettes West and exercise all of the authority and responsibility of the chairperson.

6.1.3 May not vote at meetings except in cases of a tie, and then shall cast the deciding vote. The President shall neither make nor second any motion, nor take part in any debate/discussion which may arise while the President is in the chair, except to explain some particular point or to rule on procedural questions. This provision shall not apply to election of officers.

6.1.4 Together with the Treasurer, sign all checks for payment of monies from the Club's accounts. The President may also authorize other officers to sign checks if their name is on the signature card at the bank.

6.1.5 Appoint and supervise all committee chairpersons.

6.1.6 Call Special General Meetings when the need arises or when the majority of the Executive Board requests.

- 6.1.7** See that the affairs and business of Corvettes West are being properly conducted in accordance with the Corvettes West constitution in a diplomatic order
- 6.1.8** Try to maintain harmony at all functions in which Corvettes West is involved.
- 6.1.9** Submit an article monthly to the newsletter editor for publication in the newsletter.
- 6.1.10** The prior year President & Events Coordinator will co-chair next years annual awards banquet.

6.2 Duties of the Vice-President

- 6.2.1** Assist the President with the discharge of the Presidential duties
- 6.2.2** Attend all General and Business Meetings and any Special General Meetings of the Club.
- 6.2.3** In the absence of the President at any General, Business or Special General Meeting of the Club perform the functions and duties of the President at such meeting.
- 6.2.4** Coordinate activities at the General Meeting which are beyond the regular order of business. This includes the scheduling and introduction of guest speakers.
- 6.2.5** Introduce any new members or prospective members present at any meeting and answer any questions they may have.
- 6.2.6** Provide prospective members with a copy of the Club newsletter, information regarding the time, and location of general meetings, N.C.C.C. and Club membership application(s), and any other miscellaneous information about the Club.
- 6.2.7** Process new membership applications and fees, forward fees and copies of applications to appropriate Club officers, and provide new members with a copy of the Club constitutional bylaws.
- 6.2.8** Serve as the Chair of the By-laws committee and establish such Committee when needed
- 6.2.9** Submit an article monthly to the newsletter editor for publication in the newsletter.

6.3 Duties of the Secretary

- 6.3.1** Attend and keep correct minutes of each meeting of the Club, at both General and Business Meetings.
- 6.3.2** Answer all correspondence in accordance with instruction given by the President.
- 6.3.3** Submit a copy of the minutes of the Business and General meetings monthly to the Newsletter Editor for publication in the newsletter.
- 6.3.4** In the event that there is not a quorum of officers present at any monthly Business Meeting , notify the absent officers of any business conducted and get their vote on any motions made.

6.4 Duties of the Treasurer

- 6.4.1** Receive all monies collected by the Club and write receipts for all monies received.
- 6.4.2** Keep all checking accounts current and balanced.
- 6.4.3** Attend all General and Business Meetings and give financial reports
- 6.4.4** Keep an accounting of the current memberships.
- 6.4.5** Send out notices for dues renewal, and any late notices to members who have not paid their current membership fees.

6.4.6 Receive all bills and debts incurred on behalf of Corvettes West and write checks with the required signatures from the Club account with prior approval at the Business Meetings.

6.4.7 Conduct an audit of the Treasurer's books on all Corvettes West accounts at the end of the Treasurer's term of office, together with the incoming Treasurer and a third party appointed by the President and agreed upon by the Board.

6.5 Duties of the N.C.C.C. Governor

6.5.1 Represent the Club for all N.C.C.C. business

6.5.2 Attend all General and Business Meetings.

6.5.3 Attend the West Coast Regional N.C.C.C. Meetings and any national meetings with approval from the membership.

6.5.4 Submit a proxy to the responsible person when unable to attend any regional or national N.C.C.C. meeting.

6.5.5 Report to the General and Business Meeting all information pertaining to N.C.C.C..

6.5.6 Process and maintain the Club memberships with N.C.C.C..

6.5.7 Submit an article monthly to the Newsletter Editor for publication in the monthly newsletter.

6.6 Duties of the Events Coordinator

6.6.1 Attend all General and Business Meetings and report on all Corvettes West functions.

6.6.2 Plan or appoint members to plan monthly events.

6.6.3 Seek to get members to help on any scheduled events.

6.6.4 Submit all information on upcoming events of Corvettes West or other Clubs monthly to the newsletter editor for publication in the monthly newsletter.

6.6.5 The prior year President & Events Coordinator will co-chair next years annual awards banquet.

6.6.6 The Events Coordinator or designee shall pick up the Club mail from the post office and distribute it to the appropriate Club officers or members.

6.7 Duties of the Newsletter Editor

6.7.1 Gather articles for the newsletter from each officer monthly.

6.7.2 Attend all General and Business Meetings of the Club.

6.7.3 Print an article from the past month's events in the monthly newsletter.

6.7.4 Assemble the newsletter ready for printing.

6.7.5 Maintain a current membership list and mail a monthly newsletter to all current members, current advertisers, the Club sponsor, and affiliate Clubs.

6.7.6 Secure advertisers for the newsletter and collect advertising fees in amounts approved by the Club officers.

6.8 Duties of the Products Coordinator

6.8.1 Obtain and procure prices on products used by the Club.

6.8.2 Attend all General and Business Meetings of the Club.

6.8.3 Order, maintain and handle the sale of the products used by the Club.

6.8.4 Remit all monies from the sale of any product to the Treasurer.

6.9 All officers of Corvettes West are required to attend all scheduled meetings (General and Business). Any officer unable to attend a meeting shall notify the President of such absence and send a report with any officer or member.

6.10 Any officer in violation of 6.9 for two (2) consecutive unreported or unexcused absences shall be considered delinquent of the assigned duties as a Club officer and therefore the office shall be considered as vacant. The President shall notify said officer of this action.

6.11 The Club members shall have the power to impeach any officer not performing the assigned duties. This action can be accomplished by an affirmative vote of 2/3rds of the members present at a General Meeting.

6.12 The presiding officer at any meeting shall not vote except in the case of a tie-vote.

7.0 Parliamentary Procedure

7.1 The presiding officer shall at all times endeavor to conduct all meetings in the most informal manner appropriate to the nature of the business transacted.

7.2 Robert's Rules of Order Revised shall be the final authority for parliamentary procedure. The President of the Club shall bring a copy to all meetings.

8.0 Constitution

8.1 These constitutional by-laws shall also be known as the Club Constitution. This Constitution may be revised by a 2/3rds majority vote of the general membership present at a General Meeting. Such revision must be proposed at least one (1) month prior to voting.

8.2 The Executive Board as defined in 5.1 shall make all determinations as to the interpretation, meaning and/or intent of any provision of this constitution.

8.3 These constitutional/by-laws of Corvettes West shall not be in conflict with N.C.C.C. by-laws. In the event of a conflict with any section of any article, N.C.C.C. by-laws will prevail.

9.0 Sponsorship

9.1 The sponsor as designated by the Executive Board shall contribute to the financial support of the Club and shall be entitled to the privileges of a Club member, excluding voting rights.

10.0 Advertising

10.1 A non-member advertiser is entitled to an advertising space in the Club newsletter and shall not be entitled to privileges afforded as a Club member.

10.2 The purchase of a newsletter ad is for advertising purposes only and is limited to one business per advertising space.

11.0 Charter Members

11.1 The Charter Members of Corvettes West are listed below:

Ron Best, Georgina Best, Stan Bishop, Alan Camblin, George Nix, Carole Nix, Jack Starn, Linda Starn, Don Rood, Jennifer Rood, Georgia Vavray.

12.0 Club logo

12.1 There are two (2) official Club logos:

12.1.1 the sunset with the mountains

12.1.2 California outline

12.1.3 Both logos are with "Corvettes West" in Universe bold lettering.

12.2 The Executive Board has the exclusive right to say on what type of products these logos shall appear and what the nature/description of these products will be. No Club member shall have the right to reproduce either of these logos without the approval of the Executive Board.