

The Corvette Club of Texas, Inc.

By-Laws

Operation and Management

Revised SEP2021 by Board of Directors

Voted DEC2021 by General Membership

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Corvette Club of Texas, Inc.

By-Laws revised by Board Members 21SEP2021, for review by membership DEC2021

1.0 Introduction

- 1.1** These operating procedures and by-laws detail the rules governing the operation and management of The Corvette Club of Texas, Inc. (aka CCT). These basic operating instructions and rules are approved by the membership of the club and are guidelines for day-to-day operation. They should be referred to if a question arises which deals with policy or procedures. Items that are properly covered in the Constitution are not repeated in this document. If the Constitution requires explanation for clarity or specific details, these explanations are located here.
- 1.2** The main purposes of the club are education, safety, and social interaction of the members. Your participation in the activities of the club perpetuates the life of the club. We need active, involved members to ensure that all activities are properly organized and fun.

2.0 Membership (Regular, Associate, Life, Honorary)

- 2.1** Membership is available to registered Corvette owners and enthusiasts (Associate members see Section 3.0 for more information) and their spouses. Members who join and subsequently dispose of their Corvette may retain full membership provided they keep the club dues current and do not have a lapse of membership. If a break occurs in membership and the former member does not have a Corvette, the re-application rules apply in same manner as a new member.
- 2.2** Each member has one vote that may be cast on any item of club interest brought to a vote and on the candidate of their choice in any club election.
- 2.3** Life membership is a special category that recognizes the long contribution of all members who have participated in club activities and operations for a period of 20 years of continuous service. Life members are recognized with an individual plaque that is retained by the life member. A life member has one vote that may be cast in the same manner as a member. The life members are the heritage of CCT, and as such they are exempt from dues as long as they maintain interest in CCT by attending at least one meeting per year or participating in one event per year. Life members who choose to be NCCC members are still required to pay NCCC dues.
- 2.4** Honorary Membership is available to anyone who has demonstrated an interest in the CCT and who, has through their actions shown support for the goals and purposes of CCT. Honorary membership is by invitation only and is on a year-to-year basis. A *majority* vote of the members present at a normal general membership meeting is required to extend an Honorary Membership. The membership is reviewed each year for continued interest and contributions by the Board of Directors. Honorary Members do not have the privilege of the vote.
- 2.5** The period of membership for all members will run from December through November annually. Full dues are paid for the first year of membership and credit is given on a pro-rata on the second year of membership dues for the months after January when the member joined. Life membership will be determined by 20 years of continuous

participation from the month of first joining the CCT, provided there is no break in membership. Only time as member will count towards Life Membership.

- 2.6** The minimum age for membership will be the legal age for driver license in the State of Texas.
- 2.7** The Corvette Club of Texas is affiliated with the National Council of Corvette Clubs (NCCC) Membership in NCCC is mandatory for the first year and highly recommended for subsequent years. To maintain affiliation with NCCC, CCT is required to sustain a 51% membership. In order to maintain our affiliation, if NCCC falls below the 51% margin, the Chairperson of the Board will contact non-NCCC members and request they join. If there are no volunteers, a random drawing will be held of the non-NCCC members, with the drawn member required to join NCCC or lose their CCT membership, privileges and no refund of paid dues.
- 2.8** Application for membership is made by presenting a completed application for membership, signed by a full or life member, along with dues to CCT and NCCC to the membership director.

3.0 Dues

3.1 Dues for membership in CCT are as follows:

3.1.1 Individual Member	\$20.00 per year	Corvette Owner
Joint Member or Spouse	\$20.00 per year	Corvette Owner
Associate Member	\$20.00 per year	Corvette Enthusiast**
Active Life Member (20+ Years)	No dues	
Honorary Member	No dues	
NCCC new member	\$35.00	*All NCCC dues
NCCC renewal	\$25.00	* subject to change
NCCC Spouse of Member	\$10.00	* per NCCC rules

***Associate members are those with an interest in Corvette cars; this category will be limited to a maximum of 20% of prior year CCT member/owners. As dues paying members they will have the right to vote, but not hold office per Constitution.*

4.0 Meetings

- 4.1** The regular general membership of the CCT will be held once a month at a day and time decided by the membership. The meeting is usually at 11:00AM on the third Saturday of the month, except December. However an alternate site and time may be selected by the membership on a month to month basis. Exceptions for holidays or other reasons will be published in the Corvetter Newsletter and on the club website.
- 4.2** Board of Directors will normally be conducted one half hour before the regular general membership and the same location. The Board may set a new time and location that will be published in newsletter and website prior to such meeting. The Board meetings are open meetings and all members are encouraged to participate. Any member may bring to the attention of the board any matter of concern for the member or general interest of CCT.

- 4.2.1 The Board of Directors can call “Executive Sessions”, which will be a closed meeting. These irregular meetings will be to review sensitive club information, revisions to by-laws and dues structure and other personnel concerns. However, per club constitution and by-laws this action must be presented to the general membership for implementation. There is no unilateral control by the board that effects the general membership.
- 4.3 Committee meetings will be conducted at a location and time agreed among committee members.
- 4.4 Roberts Rules of Orders will govern the conduct and actions of all formal meetings of CCT general membership and board of directors.
- 4.5 The President will preside at all regular meetings. In the absence of the President the following order will prevail; Vice President, Treasurer, Secretary
- 4.6 The monthly business meeting will follow this format in order to cover the required business and expedite the process. Membership participation is encouraged during business meetings.

4.6.1

<u>Item Description</u>	<u>Officer</u>
1. Call to Order	President
2. Treasurers report	Treasurer
3. Approval of Secretary Minutes	President
4. NCCC Governors Report	Governor
5. Old Business	President
6. New Business	President
7. Any Special Presentation	*****
8. Adjourn Meeting	President

- 4.7 The Board of Directors meetings will follow the same format. The board meetings will be conducted by the Chairperson of the Board as selected by the board members at first meeting of new year.
- 4.7.1 Provisions are made for two alternates for absent Directors. The President will be the first alternate, and Vice President the second and Treasurer the third option if the first two are unavailable. The alternates will have the vote of the absent board members. Board meetings may be virtual or live as needs allow.
- 4.8 The President, Vice President and Treasurer are required to attend Board of Directors meetings.
- 4.9 The Membership has the right to overturn or rescind any decision of the Board of Directors by a vote at any general membership meeting.

5.0 Officers and Directors

- 5.1 The club shall be led by the Officers and Directors who are directly elected by the membership. Officer term of service is two years, January through December. Officers

my succeed themselves in office for not more than one term (4 year consecutive), unless approved by general membership.

5.2 The Board of Directors terms will be two years, and cannot succeed themselves unless approved by general membership. There will be five active directors at all times. Directors two year terms will be staggered for continuity, the schedule will be to replace two directors in one year, then three directors the following year. If a director needs to be replaced prior to end of term, the replacement member can run for the seat at the end of term to earn their own two year term. Board Member names and term of office will be in The Corveter Newsletter and on CCT website.

5.3 Nominations for regular scheduled elections will take place in October, with final selections made in November and general elections in December. Any vacancy nomination and election can occur in same meeting to expedite club business.

5.4 The NCCC Governor nomination is made at the October meeting with election in December at general membership meeting. The NCCC Governor can succeed in office.

6.0 Description of Elected Positions

6.1 President

6.1.1 The President will preside at regular general membership meetings. It is the duty of the President to call the meeting to order at the appointed time; to announce the business before the assembly in its proper order; to preserve order; *to state and put all questions properly brought before the assembly*, to be informed on communications, to decide all questions of order, to entertain only one motion at a time and state all motions properly, to permit no one to debate motions before they are ascended and stated, to decide a tie vote or not vote at all, to be absolutely fair and impartial.

6.1.2 The President will organize various committees that might be necessary during the year and to designate the chair of the committee.

6.1.3 The President will appoint members to fill staff positions such as, but not limited to; Newsletter Editor, Membership Director, Historian, Points Chair, Quartermaster, Public Relations Director, Activities Director, Etc.

6.1.4 The President will write a monthly article for the newsletter.

6.1.5 The President will promote club participation and harmony.

6.1.6 The President will attend all board of directors' meeting and will serve as first alternate.

6.1.7 The President will give his signature when necessary.

6.1.8 The President will make decisions for the club when a vote by the board or general membership is impractical or impossible.

6.1.9 The President has the authority to approve expenditures up to \$500 for club activities.

6.2 Vice President

- 6.2.1** The Vice President (VP) will preside at meetings in the absence of the President. They will carry out all of the duties of President in his absence.
- 6.2.2** The Vice President will co-chair all committees.
- 6.2.3** The Vice President will be required to attend all Board of Directors meetings and act as an alternate in lieu of board member absence.
- 6.2.4** The Vice President, or elected officer or designated CCT member will be responsible for collection and proper distribution of the CCT mail from the club's post office box.

6.3 Secretary

- 6.3.1** The Secretary will accurately record the minutes of all regular monthly meetings and of all board meetings, and maintain a history file containing club minutes, financial reports and board meeting notes.
- 6.3.2** The Secretary will provide a written report of the minutes of the regular meetings to the newsletter editor for publication. And to read the minutes from the board of directors meeting at the following monthly meeting.
- 6.3.3** The Secretary will answer all club correspondence as directed by the President and Chairperson of the Board.
- 6.3.4** The Secretary will not submit any minutes which might contain information of the club's financial condition. This includes financial results from any large or sanctioned events.
- 6.3.5** The Secretary will maintain a draft of the constitution, by-laws, handbook and make changes as directed by club votes, etc., and provide all elected officers and board members with a revised copy, or provide updated copies via electronic files.

6.4 Treasurer

- 6.4.1** The Treasurer will make all deposits in the club bank account and will write all checks from that account for club expenditures.
- 6.4.2** The Treasurer will make a written report each month to the board of directors, and a verbal report to the general membership at the monthly meeting.
- 6.4.3** The Treasurer will properly report to the board all monies received for club events. The treasurer will approve club expenditures for flowers.
- 6.4.4** The Treasurer will prepare and file all required state and local tax, license and certification forms as required. And will report to the Board and President the filing and cost to the club.
- 6.4.5** The Treasurer will attend all regular board meetings in order to serve as an alternate board member if needed, as prescribed in constitution and by-laws.
- 6.4.6** The Treasurer has the authority to approve expenditures up to \$500 for club activities.

6.5 Governor

- 6.5.1** The Governor will see that all sectional bids, sanction requests, event flyers, and all event result forms are properly filled out and mailed to the proper parties, as prescribed by the NCCC handbook and the RCD.
- 6.5.2** The Governor will supply the club activities director and newsletter editor with all the necessary information, as it is received about upcoming NCCC Southwest region sanctioned events; sufficiently far enough in advance to be published in the newsletter and website.
- 6.5.3** The Governor will write a monthly report for the newsletter, and provide a verbal report at monthly general membership meetings.
- 6.5.4** The Governor will furnish a copy of all NCCC Southwest regional event results forms as received to the person recording club points.
- 6.5.5** The Governor will uphold the responsibility to attend all NCCC Southwest regional meetings. If the Governor is unable to make a particular meeting, they will advise the club President, and make sure a designated representative attends and provide a written report to the club.
- 6.5.6** The Governor will see that all sanctioned events are chaired by a responsible club member; in the event that an event officer is unable to perform their duties it will be the responsibility of the board of directors to appoint a replacement or put on the event themselves.
- 6.5.7** The Governor will bring to the attention of the club all items that the club has the right to cast a vote on; such as NCCC convention location, section bids, NCCC national officers elections, rule changes, so the Governor may vote per club direction.

6.6 Board Member

- 6.6.1** Board members will be elected for a period of two calendar years.
- 6.6.2** All board members will be a voting member in good standing.
- 6.6.3** Members will be present at all board meetings, or inform board chairperson that they will be absent.
- 6.6.4** Board Members will keep abreast of current events relative to the club, and will their best possible to find an equitable solution for areas that are currently in contention.
- 6.6.5** Board Members will provide best guidance of the club and keep the best interest of the club.

7.0 Club Property and Finance

- 7.1** An inventory of club property shall be maintained to account for all items of value over \$25.00, and all items with historical value to the club. The inventory and control of club property shall be the responsibility of an appointed member.
- 7.2** The Treasurer shall make available the club bank statements for quarterly review and Board of Director meetings, and upon request of any member at a regular membership meeting in the following month.
- 7.3** Club sponsored event expenses, if any, will be determined and approved by the Board of Directors and the event chairperson.

8.0 Expenditure of Club Funds

- 8.1** The President and Treasurer each have the authority to approve expenditures up to \$500 without Board of Directors approval.
- 8.2** The Board of Directors is authorized to approve expenditures up to \$1000 without club membership approval.
- 8.3** Expenditures over \$1000 require approval of the majority of voting club members present at the general membership meeting when the expenditure is proposed.

9.0 Awards Program

- 9.1** The club awards program will recognize outstanding contribution to the club through the award of trophies and other items at the annual Christmas Party. Awards for the recognition of achievements will be presented to members as selected by the Board and President.

10.0 Description of Appointed Positions

10.1 Membership Director

- 10.1.1** The Membership Director will maintain the CCT membership records and continuously report membership status to the club at general membership meetings, newsletter and website.
- 10.1.2** The Director will attend all general membership meetings, and make a verbal report as needed.
- 10.1.3** The membership director will greet and introduce new members.
- 10.1.4** The membership records will be used to update the newsletter mailing list.
- 10.1.5** The membership director will collect club dues, NCCC dues and pass funds to the Treasurer for deposit and disbursement.

10.2 Raffle Coordinator

- 10.2.1** The coordinator will research and coordinate raffle options throughout the year; at each club meeting, Christmas party and other club activities.
- 10.2.2** Raffle items are typically donated and all monies gained from the raffle will be turned over to the treasurer for deposit to general fund.

10.3 Newsletter Editor (inactive 2021)

- 10.3.1** Editor will compile articles for monthly publication and an electronic version for CCT website.
- 10.3.2** Editor will notify members via email that current edition is available on the website. Also will make provisions for members without electronic access.
- 10.3.3** Editor will archive past issues on CCT website.
- 10.3.4** Editor will keep track of paid advertisements, and present invoices and receipts to the treasurer on a timely basis.
- 10.3.5** Editor will solicit articles from officers and others to include in newsletter, including; President, Secretary, Treasurer, Governor and articles of general interest.

10.4 Activities Director (inactive 2021)

- 10.4.1** Report all conflicts of schedule to the board
- 10.4.2** Keep track of all NCCC and non-NCCC activities for participation, via newsletter, website and general meetings.
- 10.4.3** Ensure social events are held with enough regularity to keep CCT socially united
- 10.4.4** Consider all suggestions made by members for activity and regards to majority interest and ability
- 10.4.5** Assign activities and ask for volunteers for preparation to make events enjoyable
- 10.4.6** *Keep CCT club calendar*

10.5 Points Director (inactive as of 2019)

- 10.5.1** Keep track of member points in NCCC events and provide report upon request
- 10.5.2** Tabulate points in line with CCT year (DEC-NOV)
- 10.5.3** Order year end trophies with President approval

10.6 Photographer (inactive 2021)

10.6.1 Photographer will take pictures at club events and meetings for inclusion in newsletter, website and historical archives.

10.6.2 The Treasurer will reimburse photo expenses incurred on club activity.

10.7 Charity Director (inactive 2021)

10.7.1 The director will evaluate local charitable organizations and present recommendations to the board of directors for club participation.

10.7.2 The director will identify membership involvement and frequency of charitable level.

10.7.3 The director will participate as the communications interface with charity, CCT Board and CCT Membership.

10.8 Historian (inactive as of 2019)

10.8.1 The historian will collect and maintain photographic, written, and video of CCT events and activities.

10.8.2 The historian will connect with photographer and activity director and event coordinators to inclusion of as much information as possible to preserve and protect CCT storyline.

10.8.3 The historian will be reimbursed for expenses for display of items and articles.

10.9 Webmaster (inactive 2021)

10.9.1 The webmaster will maintain the CCT website including by not limited to; Board and Officer listings, Club Meeting dates and location, copies of newsletter and photos of club events

10.9.2 The webmaster will maintain active status with web site provider and regulatory organizations, and provide financial statements for board approval to the Treasurer.

11.0 Trophy Case (currently in Friendly Chevrolet, Dallas TX AUG2021)

11.1 Members will volunteer to maintain the club trophy case, and contents in a clean and orderly appearance.

11.2 Responsibility for maintaining the trophy case will be for a 3 month period. Each assigned member can include personal items in good taste that relate to Corvettes during their period.

11.3 The assigned member should check case monthly for cleanliness of interior and exterior glass. The assigned member is to keep the key to the case and then passing the key to the next assigned member.

12.0 Newsletter Advertising (inactive as of 2020)

12.1 Business rates for one year (12 issues)

Business card	\$25
1/4 Page	\$50
1/2 Page	\$100
Full Page	\$150

Rates are for ready to use artwork for copy

12.2 All proceeds to be passed to Treasurer for deposit to club account.

12.3 Club Members may advertise 'classified ads' for free, for personal ads, no business connection

12.4 The club will promote rewards to members for sale of ads

12.5 The Editor and Treasurer will manage ads, invoices and deposits.