

# **HURON VALLEY CORVETTE CLUB**

## **BY-LAWS**

### I. MEETINGS

- A. A general membership meeting will be held each month at a time and place designated by the President.
- B. The Board of Directors will hold regular business meetings once each month at a time and place to be selected by them. The Board of Directors may, at their discretion, hold a special meeting to accomplish any needed business. "Roberts Rules of Order, Revised" will govern the conduct of business meetings and committee meetings of THE CLUB.
- C. Annual Meeting: The annual meeting of the members will be held in January of each year for reports of officers and committees and other such business as lawfully may come before the meeting.
- D. Special Meetings: In addition to regular meetings, special meetings of the members may be called by the President or by majority of the officers.
- E. All action shall be by majority of these present vote unless stated otherwise in the Constitution or By-Laws.

### II. MEMBERSHIP

- A. New members: A person may become a Master or Individual Associate member upon payment of the requisite initiation fee and first's dues.
- B. Associate members: The spouse or significant other of any Master or Honorary member may become an Associate member by paying the requisite membership fee.
- C. Honorary members: Any Corvette enthusiast who demonstrates the requisite initiative may become an honorary by paying the appropriate fee.
- D. Life members: Nominated by the Board of Directors and approved by 2/3 majority of members present at a regularly scheduled general membership meeting.
- E. All members must make written application to THE CLUB and be approved by a

majority of 2/3 of the Board of Directors present at any Directors meeting.

### III. DUES

- A. Initiation Fee: A non-refundable initiation fee determined by the Board Of Directors will be assessed all new Master and Individual Associate and all former Master, Individual Associate, and Honorary members delinquent in the renewal of membership.
- B. Dues for membership for Master, Associate, Individual Associate, and Honorary members for each year will be determined by the Board of Directors.
- C. Life member: Complimentary.
- D. Exception to the above: Any new member paying dues during the last quarter of any year shall be considered to have paid dues in full for the succeeding year.
- E. Dues for Master members of HVCC shall also include membership in the National Council of Corvette Clubs, Inc. (NCCC).

Dues for the following year must be paid before the closing of nominations of office during the November general business meeting or membership will lapse. The Initiation Fee will be required of all applicants whose membership has lapsed.

### IV. SUSPENSION OF MEMBERSHIP

Membership may be suspended for conduct or action of a kind which is determined to be such as to bring discredit to THE CLUB or the membership. Conduct or action tending to bring discredit upon THE CLUB or members will include action by any member at a club event or meeting which is illegal within that area. Specific attention of the membership is called to the laws governing drinking by under-age guests.

The Board of Directors shall investigate any charges brought against the member. A member charged with suspension shall not take part in the investigation, however, the member shall be able to respond to charges set forth to the Board of Directors and the members.

### V. NOMINATIONS

Nominations for the elected officers will be open at the October meeting by a nominating committee of three appointed by the President. The nominating committee will accept nominations for offices endorsed by two members in good standing by the November meeting. Nominations will be closed at the end of the November meeting.

## VI. ELECTIONS

Elections will be held during the last week in November of each calendar year for the eligible elected offices. The election will be conducted by secret ballot returned by mail five (5) days prior to the December meeting and the results will be announced at the December meeting.

## VII. APPOINTED OFFICES

The appointed officers will be announced to the general membership at the Annual Meeting. The President may, at his discretion appoint two members to any appointed office. The President's appointments are subject to the approval of a majority of the Board of Directors at the December Directors meeting, or at a special meeting called for this purpose.

## VIII. DUTIES OF CLUB OFFICES--ELECTED AND APPOINTED

### A. The duties of the President shall be:

1. Preside over all regular and special meetings of THE CLUB at which he is in attendance.
2. Conduct all meetings in accordance with the Constitution and By-Laws.
3. Vote in the case of a tie vote.
4. Serve on the Board of Directors.
5. Sign all orders or acts necessary to carry out the will of THE CLUB.
6. Act as a representative of THE CLUB to outside persons or other clubs when necessary.
7. Establish any temporary committee(s) as needed.
8. Appoint the chairpersons of all committees.

### B. The duties of the Vice-President shall be:

1. Assume the duties of the President in his absence.
2. Serve as Chairperson of the Board of Directors.
3. Act as representative to the Michigan Region Competition committee.
4. To ensure all competition events follow NCCC, Michigan Region, or DCSCC rules.
5. Establish a competition calendar, appoint chairpersons for the competition events and announce and publish the competition calendar.
6. Conduct the annual Driving School classroom and driving sessions.

### C. The duties of the Secretary shall be:

1. To keep authentic records of the meetings of THE CLUB.
2. Manage all official correspondence of THE CLUB.
3. Serve on the Board of Directors as Secretary.
4. Call meetings to order in the absence of the presiding officers.
5. Provide for the typing and duplicating of records of committees.
6. Keep and Compile yearly a list of motions made and their status.

D. The duties of the Treasurer shall be:

1. Act as official custodian of all funds.
2. Keep the funds of THE CLUB in a bank.
3. Keep an accurate record of the source of all monies paid out and received and vouchers to cover each expenditure.
4. Pay all bills authorized by THE CLUB--any expenses incurred or submitted to THE CLUB over \$75.00 must be approved by THE CLUB or Board of Directors.
5. Submit a summary of the finances of THE CLUB at each regular business meeting.
6. Serve on the Board of Directors.
7. File Annual Report to the Internal Revenue Service for Tax Exemption at the end of the fiscal year; and file any and all other financial forms required by the U.S. Government and/or the State of Michigan applicable to the year in office.

E. The duties of the Officer at Large shall be:

1. Fill vacancy of any absent officer at a general meeting or Directors meeting or another officer's duties at scheduled meetings, subject to any provisions stated in the By-Laws or constitution.
2. Maintain order under the direction of the President among all persons attending meetings.
3. Serve on the Board of Directors.

F. The duties of the Governor shall be:

1. Act as THE CLUB's representative to all NCCC meetings and report to THE CLUB.
2. Serve on the Board of Directors.

G. The Duties of the Publications Chairperson shall be:

1. Assemble, edit, publish, and distribute the Glass Caravan, the official club newsletter, to the membership and other clubs.
2. Publish and distribute any communications as directed by the Board of Directors.
3. Serve on the Board of Directors.

H. The duties of the Points Chairperson shall be:

1. Update and recommend procedures for the Awards for members of THE CLUB.
2. Keep record of points earned and turned in by members for social and competition events.
3. Publish points results quarterly in the Glass Caravan.
4. Serve on the Board of Directors.

I. The duties of the Social Chairperson shall be:

1. Establish the social calendar and appoint chairperson for social events.
2. Chairperson of Annual Awards Banquet.
3. Serve on the Board of Directors.

J. The duties of the Membership Chairperson shall be:

1. Keep records of membership, publishing membership lists, introducing and meeting new guests and members.
2. Hand out membership card and club material to all new members.
3. Serve on the Board of Directors

K. The duties of the Awards Chairperson shall be:

1. Present awards to members at regular meetings
2. Acquire and distribute awards from other clubs for all events.
3. Hold and handle the sales of badges, emblems and such items as may be purchased from THE CLUB.
4. Serve on the Board of Directors.

L. The duties of the Parliamentarian shall be:

1. Act in an advisory capacity to the President regarding the conduct of any meeting.
2. Chairperson of the By-Laws committee
3. Serve on the Board of Directors.

IX. EMBLEM

THE CLUB emblem shall be a circle containing the name "Huron Valley Corvette Club", with a rear view of a Sting Ray coupe under cross flags and HVCC on the license plate. The color may be blue background with white lettering or white background with blue lettering.

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