

# River City Corvettes of Sacramento

## By-Laws

### Article I

#### Section 1 Name

The name of the Club shall be River City Corvettes of Sacramento, also known as River City Corvette Club (RCCC).

#### Section 2 Mission Statement

The general purpose of the Club shall be to encourage planned trips, events, and social activities for members, to provide and regulate events and exhibitions for Corvette owners, and to encourage careful and skillful driving on public highways.

#### Section 3 Non-Profit

The Club will be registered with the State of California and the IRS as a non-profit corporation.

### Article 11

#### Section 1, Members

Membership in the Club shall be restricted to owners of Corvettes and enthusiasts interested in Corvettes and the purpose of the Club. Application for membership shall be given to the New Member Chairperson who will make a motion for the Club to accept the new members(s).

#### Section 2, Class of Membership enthusiasts

- A. Active. Corvette owner(s) and Corvette enthusiasts which consist of a couple who reside at the same address, or a single person, duly accepted as provided in Section I of this Article and having paid such annual dues and fees as required.
- B. Associate. Shall include business membership.

#### Section 3, Club Member Identification

All Club members must have identification on a Club shirt or name tag. All new members must purchase a club shirt and/or name tag at the time they become a member. It is recommended that all members wear a Club shirt and/or name tag to all Club events.

#### Section 4 Dues

Membership dues are determined annually by the Board of Directors and the current Club Officers based on the Club's financial obligations and needs. Dues may be changed by a three-fourths vote of the total number of Board of Directors and current Club Officers.

Prorating is applicable.

#### Section 5, Payment of Dues and Submission of Documents

Members will be notified at the June meeting and the subsequent newsletter that the annual dues are due effective July 1 and must be paid within thirty (30) days of said date. Members must also submit with their dues a copy of their current valid Driver's License and proof of insurance.

- A. Any member who does not pay dues within thirty (30) days of the fiscal date (July 1) will be considered a non-member and will only be reinstated when full payment has been made. There will be a late fee of \$25.

#### Section 6, Privileges

- A. Active members are entitled to all Club privileges.
- B. Associate members are entitled to all Club privileges. They do not have the right to vote or hold office.

#### Section 7, Expulsion/Suspension

Any member may be expelled and or suspended by a majority vote of the Board of Directors. No explanation is to be given to the membership.

#### Section 8 Resignation

Any member may resign by directing a letter of resignation to the Secretary. The Resignation shall be effective upon receipt. Membership dues are not refundable. Resignation of all positions and membership is recognized by non-payment of dues. Board Members who have resigned are not eligible to be reinstated to the Board.

## Article 111

### Section 1, Election Meeting

The Election Meeting shall be held in August at the regular business meeting for the purpose of our annual election of officers. Installation of officers shall be held at the Club's Anniversary Party in August.

### Section 2, Monthly Meetings

Regular monthly meetings shall be held once each month.

### Section 3, Special Meetings

Special Meetings of the members may be called by the President or by the majority of the officers.

### Section 4, Absentee Balloting

Absentee balloting for the election of officers is permitted by written vote mailed to the Club address and must be received by the Club at least two days prior to the election meeting.

## Article IV

(Refer to accompanying guidelines for additional Officer's tasks which are not to be considered as part of these By-Laws.)

### Section 1 Duties of Officers

- A. President. The President shall preside at all meetings of the members and Board of Directors and shall perform the duties pertaining to this office. The President will ensure the Club has Insurance to cover the Club's liabilities. S/he shall be Chief Executive of the Club.
- B. Vice President. In the absence of the President or in the case of his/her resignation, inability to act, or death, the Vice President shall perform the duties usually pertaining to that office. S/he shall also serve as Chairman of the Activities Committee and may appoint two other members to the Committee. S/he shall act as the official Club Parliamentarian by means of Roberts Rules of Order (Abridged version).
- C. Secretary. The Secretary shall attend all meetings of the members and Directors and shall record all minutes and votes in a book kept for this purpose. S/he shall keep an up-to-date roll of all Club members. S/he shall give all notices of meetings to the members required by these By-Laws and

shall perform all duties pertaining to this office required by law or by majority vote of the Board of Directors. S/he shall have custody of the Club's records. In the absence of the Secretary from any of the said meetings, a Secretary pro tempore shall be chosen by the presiding officer.

- D. Treasurer. The Treasurer shall, subject to such conditions and restrictions as may be made by the Board of Directors, have custody of all monies, debts and obligations belonging to the Club. S/he shall receive all the monies of the Club and deposit same in the Club account. S/he shall make all payments of Club debts upon approval of the President. All contracts, checks, drafts, notes or other orders for payment of money shall be signed in the name of the Club by any two unrelated officers, S/he shall give bond, at the Club's expense, if required by the Board. The Treasurer shall give a report on the financial status of the Club at the Annual Meeting (August Business Meeting) and monthly meetings, and if so directed, at any other meetings of the Boards No obligation, debt or their liability shall be incurred by the Treasurer without the specific approval of the President.

The Treasurer, with the other Officers, shall develop a viable budget for the year, to be presented to the Board of Directors and Officers at their first meeting in September

## Section 2 Board of Directors

The Board of Directors consists of all active past and current Presidents.

The Board's duties are to advise and support the current Club Officers. The Board will meet at least twice per year to address any significant concerns of the membership.

The Board of Directors shall be the nominating committee, meeting no later than May 3 (P of each year for the purpose of recommending the upcoming years slate of officers. Nominations from the floor will also be accepted any time prior to the vote. If all candidates for the Officers' positions are running unopposed the election shall be determined by a non-ballot vote.

## Article V

### Section 1, Fiscal Year

The fiscal year shall be from September 1 to August 31.

## Section 2, Auditing Financial Records

The Board of Directors will approve a responsible, qualified person or firm to audit the financial records of the organization and file any State or Federal statements required. The findings of this audit are to be reported to the general assembly by the Treasurer at the October business meeting.

## Section 3 Assets

Operating revenue shall be in the treasury at the end of the fiscal year to assure financial stability for the upcoming year.

## Section 4, Expenditures

Checks drawn on the Club's bank account require two authorized unrelated signatures; No Club officer is authorized to allocate more than \$600 per event of the Club's money without prior approval by a three-fourths majority vote of the total number of the Board of Directors.

# Article VI

## Section 1. Appointment of Committees

The President shall appoint sub-committees as s/he finds desirable from time to time and shall outline the duties and responsibilities of such committees. All reports or actions taken by the committee must be voted on by a majority of the entire committee. In addition to the authority granted above, certain standing committees, as set forth, shall be appointed annually by the Vice President.

## Section 2, Activities

The activities of the Club shall consist of monthly meetings, planned trips, social gatherings, and events for the members as planned at the Events Planning Meeting and as revised during the year.

# Article VII

## Section 1, Personal Liability

All persons or corporations extending credit to, contracting with<sup>2</sup> or having a claim against the Club, Officers, or the Board of Directors shall look only to the funds and property of the Club for payment of any such contract or claim or for payment of any debt, damage, judgment, or decree, or any other money that may otherwise become due or payable to them, so that neither the members of the Club, the Board of Directors or Officers, present or future, shall be liable personally therefore.

## Article VIII

### Section 1, Amendment to the By-Laws

The Board of Directors of the Club or any ten active members in good standing; by written proposals, may propose an amendment to the By-Laws By-Law changes or proposed amendments are to be submitted only in the month of May, to the Secretary or Board of Directors. The proposed amendment is to be presented to the Club members at the June meeting. At the July meeting the Board of Directors is to submit their recommendation to the membership, at which time the members will vote on the proposed amendment. If two-thirds of the members present and qualified to vote, vote in favor of the proposal(s) at the July meeting, the proposed amendment(s) shall hereby be approved and adopted.

## Article IX

### Section 1, Use of Member Information

Distributing members' personal information for use outside the Club is prohibited.

## Article X

### Section 1. Non-Club Sponsored Events

If a member wishes to advertise a non-Club sponsored event that other members may be interested in, the member may provide flyers at a business meeting but may not promote the event during the meeting.

Outside organizations may not use Club meeting time to promote their events, but may provide a flyer if approved by the President

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# Guidelines

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In addition to the Duties as outlined in the By-Laws, the following is listed as a guide:

## Officers

1. Each officer will have a key to the club P.O. Box.
2. Keys will be transferred to the new officers at the end of the officer's term.
3. New Officer's will sign an acknowledgement that they have read, understood and will follow the By-Laws.

## President

1. File with the State of California (in Nov/Dec of term) for renewal of nonprofit status.
2. Chair the August installation of officers and Club's Anniversary Party with new President. Make all reservations, plan menu and purchase items needed for recognition.
3. Ensure the financial stability of the Club by participating in activity planning meetings for events or Club expenditure which involves \$600 or more of the Club's money.
4. Review historical records with incoming President to ensure timely and complete transition prior to the September meeting.
5. The President shall provide the Newsletter Editor the "President's Message" within seven days of the monthly meeting.
6. For any requests for expenditures over \$600 (per event), the President will contact the Board of Directors for approval. A simple majority of the Board of Directors (50%+1) shall constitute approval.

## Vice President

1. Prepare a tentative calendar of events to present to the membership for review at the November meeting.
2. Ensure the Planned Activities Chairperson has a co-chairperson for all major events. The Vice President will assume chairmanship of the event if the chairperson is not available for duty.
3. Keep historical records of all major events, including cost and income results, type and quantity of goods purchased, identify residuals or shortages. Record to provide insight for future Events Chairperson.
4. The Vice President shall provide the Newsletter Editor the "Vice President's Message" within seven days of the monthly meeting.

## Secretary

1. Transcribe all minutes from monthly meeting and provide to Newsletter Editor within seven days after meeting.
2. Review historical records with incoming Secretary to ensure timely and complete transition prior to September meeting.
3. Maintain a listing of members in good standing (paid members) and provide a copy of the membership-at-large at least twice per year.

## Treasurer

1. Provide President with financial status prior to each monthly Club meeting.
2. Inform the President and Vice President anytime the checking account balance falls below six times the monthly operating expense.
3. Ensure that a timely and complete transition of all treasury records are reviewed with the incoming Treasurer prior to September meeting.
4. Check the Club P.O. Box at least once a month or designate another officer to check the P.O. Box.

## New Member Chairperson

1. Act as the liaison between River City Corvettes of Sacramento and the guests and prospective members of the Club.
2. Introduce prospective members to Club Officers for membership approval prior to the meeting in which the vote is taken to admit them as Club members.
3. Presiding over the introductions of new members and the vote to admit said new members to the Club.
4. Collect the membership dues to include Name Tags for new members only which will be turned over to the treasurer.
5. Send appropriate documents to the Secretary, Newsletter Editor and the Phone Tree Manager. (Now called Club Messengers)
6. Be responsible for contacting the new members until they are turned over to the phone tree for further contact.
7. Keep a notebook or file that contains new member applications.

## Webmaster

1. The Club's web page will contain a greeting which states the Club's meeting date (e.g. first Thursday of every month), place and time, as well as the Club's purpose (mission statement).
2. The web page will contain links to:
  - An updated list of Club events for the current calendar year

- A feature car of the month
  - Pictorial of at least six past feature cars of the month
  - An electronic downloadable Club membership application
3. The Webmaster will obtain updated events/runs information and the monthly newsletter and ensure that the latest information is depicted on the web page and update the site with this information by the third Thursday of each month.
  4. The Webmaster will ensure the Club's information is listed with as many WWW club listing services as possible.
  5. All non-Club contacts received because of the web page will be referred to the Club's officers for resolution.
  6. The Webmaster will not place unofficial events on the Club's event calendar without the approval of the President and will not place items/articles of personal interest on the Club's web page.

### Newsletter Editor

1. The Newsletter will be published once a month by the third Thursday of the month.
2. As soon as available for print, the Newsletter Editor will forward a copy to the Webmaster for publication on the Club's web site.
3. The mailing distribution for the newsletter will consist of members who request a copy.
4. The newsletter will contain the President and Vice President's message, and the Secretary's minutes of that month's meeting. It will also contain information about Club runs and other Club worthy news.

### Events

The Club Christmas Party and Club Birthday Party, events which **IF** (changed from “are” at the Jan 20, 2025, Board Meeting) funded by the Club, shall be so noted on the Club Calendar of Events set in November.

1. A fully funded event (i.e. Birthday Party) shall cover the cost of 2 members or member plus guest.
2. A single member attending a Club paid event (2 for 1) shall go for free.
3. Whenever a member commits to attending a club event and is unable to be there, the member must reimburse the Club for incurred expenses on their behalf. If the member calls the event sponsor or Club Officer far enough in advance of the event to eliminate the cost for the Club, the reimbursement will not apply.

### Event Participation

Expenses incurred for runs and other events shall be absorbed by the participants.

## Contributions/Donations

1. The designated charities for the Club are Shriners and Toys for Tots.

## Pro-rating of Dues

The dues for new members shall be pro-rated on a monthly basis. For each month that passes, the dues shall be reduced by  $1/12$  of the dues amount.