

# Tacoma Corvette Club



## By-laws

Effective November 14, 2014

### ARTICLE I

#### Affiliations

Section 1: Club Affiliations

The official sponsor of Tacoma Corvette Club (TCC) shall be determined by a two-thirds (2/3) affirmative vote of the members present at a regularly scheduled business meeting. Membership in organizations shall be entered into as long as such affiliations are considered to be in the best interest of TCC.

Section 2: NCCC

TCC shall belong to the National Council of Corvette Clubs (NCCC).

### ARTICLE II

#### Meetings

Section 1: Meetings

- a. Regular Business meeting will be held once a month
- b. Time, date, and place will be announced by the President and distributed through the newsletter and/or email list
- c. There will be no December meeting
- d. Executive Board meetings will be held once a month during the week preceding the Regular Business meeting
- e. Special meetings will be held at the discretion of the Executive Board as needed
- f. The rules contained in the current edition of Roberts Rule of Order shall govern TCC in all parliamentary situations that are not otherwise provided for in the Constitution or By-Laws

Section 2: An Executive Board meeting will be held prior to each month's regular business meeting. Time, date, and place will be announced by the President.

### ARTICLE III

#### Policy Authority

Section 1: A quorum of the Executive Board or any committee shall consist of a majority of its members.

Section 2: A majority vote of the membership present and voting at any regular business meeting shall determine the policies and actions of TCC except as otherwise provided in the TCC Constitution and By-Laws.

## ARTICLE IV

### Membership and Fiscal Year

Section 1: The membership and fiscal year shall be a twelve-month period from January 1 through December 31.

Section 2: Primary Member

Requirements for primary membership shall be:

- a. Must be at least 21 years of age
  - i. A waiver may be approved by a two-thirds (2/3) affirmative vote of the members present at a regular business meeting
- b. Must own a Corvette
- c. Must submit a membership application
- d. Must attend two (2) regular business meetings
- e. Must have a valid motor vehicle operator's license
- f. Must have automobile insurance that satisfies the Washington State Responsibility Insurance Act
- g. Having satisfied the above, nomination and election will be by the membership at a regular business meeting, requiring two-thirds (2/3) affirmative vote of the members present
- h. The vote shall be taken and the nominee(s) shall be notified
- i. The applicant(s) shall be notified of the vote results by the Membership Chairperson
- j. Payment of dues are to be paid to TCC upon being voted into membership
  - (a) The dues paid run from January 1 to December 31 every year. Dues paid after September 1 are good for the balance of the current year and an automatic renewal for the new renewal period that starts October 1.
- k. Past members (having left TCC membership in good standing in excess of one year prior) can be reinstated as a member of TCC upon payment of current dues/fees.

Section 3: Spouse or Companion Member

Requirements for a spouse or companion membership shall be:

- a. The spouse or companion of any primary member and whose mailing address is the same as the primary member at the time of applying for TCC membership shall be noted on the membership application and be part of the nomination and voting process
- b. A change in status of spouse or companion must be reported to the Executive Board for updating of insurance with NCCC
- c. A primary member may only have one Spouse or Companion member at a time.

Section 4: Honorary Member

The intent of this category of membership is to ensure a member in good standing at the time of a permanent disability or passing of a spouse or companion is able to continue their membership and personal relationship with TCC members and friends without interruption.

Requirements for an honorary member shall be:

- a. A member who suffers a major, permanent disability may be allowed to continue membership
  - i. Dues may be waived indefinitely by two-thirds (2/3) affirmative vote of the membership present at a regular business meeting
- b. The surviving spouse or companion's membership in TCC will be continued for two years or until the surviving spouse or companion re-marries or establishes a companion relationship, whichever comes first
  - i. Dues may be waived for this period at the discretion of the Executive Board
  - ii. If the affected member remains single and does not own a Corvette they are eligible to apply for an associate membership providing they satisfy the requirements of Article IV, Section 5, Associate membership

#### Section 5: Associate Member

The intent of this category of membership is to accommodate temporary changes in a primary or Spouse/Companion member's eligibility to retain membership in TCC. Examples include sale of their Corvette, the passing of a spouse or companion, or other life changes deemed appropriate and affirmed by two-thirds (2/3) vote of the membership present at a regular business meeting.

Requirements for Associate membership shall be:

- a. Must have been an active member in good standing with TCC for at least two years
- b. Must pay current annual membership dues as an associate member
- c. Must continue their membership and payment of dues uninterrupted to maintain membership
  - i. Once an associate membership is terminated the person(s) must meet the current qualifications for primary and/or spouse or companion and re-apply to re-establish membership
- d. Will not have voting privileges or be eligible for elective office
- e. Participation in TCC activities will continue until the person(s) in this category of membership are eligible to return to their primary or spouse/companion status
- f. Any prior TCC members that meet the above requirements of Section 5 and had to terminate membership in TCC due to sale of their Corvette under prior by-laws may rejoin the club as associate members
  - i. Requires an affirmative vote by two-thirds (2/3) of the membership present at a regular business meeting

#### Section 6: Privileges

Primary members, Spouse or Companion members, and Honorary members shall have equal rights and privileges within the organization. Such rights shall include, but not be limited to:

- a. The right to nominate candidates
- b. The right to vote in elections
- c. The right to hold office
- d. The right to attend and participate in the deliberations and voting at all business meetings

All TCC membership categories shall have equal rights and privileges within the organization to:

- a. Attend and participate in all TCC activities to include, but not limited to; competitive events, parades and shows, social functions, and promotional or fund raising activities

Section 7: Termination of Membership

If a member were to act in a manner detrimental to the good name of TCC, the member could be removed by a two-thirds (2/3) vote of the Executive Board. The board must receive a formal written complaint and hold a hearing with all parties before terminating a member. Upon termination dues that have been pre-paid for any un-used portion of the fiscal year shall be reimbursed to the terminated member. Reimbursement does not include the NCCC portion as that is not refundable from NCCC.

Section 8: Resignation

A member may resign by directing a letter of resignation to the Executive Board.

**ARTICLE V**

Dues

Section 1: Dues shall be the amount per fiscal year as determined by two-thirds (2/3) affirmative vote of the members present at a regular business meeting.

Section 2: Dues are due to the TCC Treasurer by November 15<sup>th</sup>, after which a \$10.00 dollar late fee will be assessed. After January 1<sup>st</sup> the delinquent member(s) name(s) will be removed from the membership roster and mailing lists.

**ARTICLE VI**

Emblem and Jacket

Section 1: The emblem of TCC shall be of any design selected by a two-thirds (2/3) vote of the membership at a regular business meeting. The emblem shall always contain the inscription "Tacoma Corvette Club". It is understood TCC has final authority to define and approve all modifications, applications, and use of the official emblem. The current TCC emblem was designed to include elements from the original emblem;

- a. It was designed to represent the C4 insignia chosen by the founding members of TCC to represent the club's founding in 1985
- b. The design also includes, on a black background, a stylized version of Mt. Rainier and a modernized red Corvette to represent the car we all love

Section 2: The official club jacket shall be of any style as long as it is black, has sleeves (or sleeve-less must be "finished" like a vest), is in good taste, and displays the official club emblem.

**ARTICLE VII**

Duties of Officers

Section 1: The President shall:

- a. Oversee and guide TCC business
- b. Conduct proper meeting procedures
- c. Preside over all regular business and Executive Board meetings and may call special meetings
- d. Vote only in cases where his/her vote would affect the results or where the vote is by ballot
- e. Appoint and/or discharge all committee members with the approval of the Executive Board

Section 2: The Vice President shall:

- a. Assist the President
- b. Act in the absence of the President
- c. Be the Sergeant-at-Arms
- d. Be the club parliamentarian

Section 3: The Secretary shall:

- a. Take minutes at every Regular Business meeting, Executive Board meeting, and Special meetings
- b. Handle any and all correspondence
- c. Maintain a current book of minutes and all official documents of TCC
- d. Have custody of all papers belonging to TCC which are not especially under the charge of any other officer or committee chair
- e. Maintain the membership roster and distribute the roster to the membership at least quarterly during the fiscal year

Section 4: In the absence of the secretary, a secretary pro-tempore shall be chosen by the presiding officer.

Section 5: The Treasurer shall:

- a. Retrieve mail from the official TCC Post office box and distribute as necessary
- b. Collect all money owed TCC
- c. Hold all funds in the appropriate TCC financial/bank accounts and disburse them accordingly
- d. Keep records of all TCC monetary business
- e. Report on the financial status of TCC at each Executive Board and Regular Business meeting
- f. Prepare an annual financial budget for approval at the January regular business meeting
- g. Notify the membership through the club newsletter of the annual dues requirements
- h. Pay the yearly incorporation fee and file the appropriate forms with the State of Washington
- i. All contracts, checks, drafts, or other orders for payment of money shall be signed in the name of TCC by the Treasurer, the President, or the Secretary

Section 6: At-Large Representatives:

There are two (2) at-large positions that serve two-year terms as part of the Executive Board. For continuity the two positions serve alternating terms with one position being elected on even-ending years and the other elected on odd-ending years.

At-Large Representatives shall:

- a. Be available to members as a conduit to the Board
- b. Act as Liaison of communication between the membership and Board
- c. Have a feel and/or gauge of the pulse of the club and represent that at Board meetings
- d. Fill duties which do not fall under the scope of the elective officers

Section 7: NCCC Representative(s)

NCCC Representatives shall consist of one primary and one alternate that serve two-year terms. For continuity the two positions serve alternating terms with one position being elected on even-ending years and the other elected on odd-ending years.

At least one NCCC Representative shall:

- a. Attend monthly Board meetings
- b. Be responsible to monitor and ensure TCC complies with all NCCC membership and activity postings for insurance compliance
- c. Inform the Board and membership of announcements from NCCC

## **ARTICLE VIII**

### Duties of the Executive Board

The Executive Board shall:

- a. Conduct, manage, and control the affairs and business of TCC
- b. Submit a budget for approval at the January regular business meeting
- c. Implement motions and resolutions approved by the membership and may devise and put into operations other measures consistent with the Constitution and By-Laws
- d. Have the authority to approve expenditures up to five hundred dollars (\$500.00)
  - i. Expenditures over five hundred dollars (\$500) requires a two-thirds (2/3) vote of the members present at a regular business meeting
- e. Approve the creation of all special committees, the appointment and discharge of committee members, and review the activities of all committees

## **ARTICLE IX**

### Committees

Section 1: Standing Committees, as authorized by the By-Laws, and Special Committees, as established by the Executive Board, shall be appointed by the President with the approval of the elected Executive Board members.

- a. Standing Committees shall serve from January 1 through December 31 of the year for which they are appointed or until discharged by the president with the approval of the Executive Board
- b. Special committee members shall serve until the Executive Board either dissolves the committee or until discharged by the President with the consent of the Executive Board

Section 2: All committees shall report to the membership as directed by the President.

Section 3: Membership:

- a. Inform all prospective members of the constitutional requirements to be nominated for membership in TCC through the official information sheet and TCC membership application
- b. Keep accurate attendance records of prospective members to meet the constitutional requirements to join TCC
- c. Check and verify through the official information sheet and club membership application that each prospective member meets all constitutional requirements before he/she is nominated for membership in TCC
- d. Notify the President whenever a prospective member is eligible to be nominated for membership in TCC
- e. Forward names and addresses of guests or prospective members to the Newsletter committee on a monthly schedule and notify said committee when a prospective member is voted into TCC

- f. Forward completed applications (after voting) to the Secretary for inclusion in the permanent record book

Section 4:      Newsletter:

- a. News and information is provided to TCC membership through a combination of email and postings to the Tacoma Corvette Club web-site: [www.tacomacorvette.com](http://www.tacomacorvette.com)
- b. The editor of the TCC newsletter, with the approval of the Executive Board, may change the name of the newsletter as long as the name is in good taste
- c. The newsletter must have the words; A Publication of the Tacoma Corvette Club on it
- d. The TCC post office box shall be the official mailing address
- e. The newsletter, delivered via email and TCC Web-site will be the monthly notification of the regular business or any other meetings and shall contain all notices of club events, NCCC functions, or any other information or articles the committee receives
- f. The chairperson or appointed committee member shall be responsible for maintaining a current mailing list as furnished by the Secretary

Section 5:      Events and Activities

- a. This committee will be responsible for the planning, suggesting, and coordination of TCC events and functions, excluding the Shadow of the Mountain event
- b. The chairperson shall not be one of the four (4) elective officers
- c. The chairperson shall be responsible for furnishing notices or information of any club events to the Newsletter Committee and/or the members at a regular business meeting

Section 6:      Shadow of the Mountain

- a. The chairperson shall be responsible for coordinating the activities and managing the budget of the Shadow event
- b. The chairperson shall be responsible for furnishing the Newsletter Committee with the appropriate articles or notices

**ARTICLE X**

Nomination and Election of Officers, At-Large Representatives, and NCCC Representatives

Section 1:      Elected Officers:

- a. Nominations will be made at the September and October regular business meetings
- b. No husband and wife or companion may hold elected office at the same time
- c. Voting will take place at the November regular business meeting
- d. If two or more members are running for a position, the Secretary shall prepare a ballot that will be completed and counted at the November business meeting
- e. The President shall appoint two or more ballot counters to receive and tally the votes
  - a. A person running for office may not receive or be involved in tallying the votes
- f. New officers may be announced at the November regular business meeting and shall be installed at the January regular business meeting

**ARTICLE XI**

Dissolution

In the event of dissolution of TCC, as per the Articles of Incorporation, all money or property shall be donated to Mary Bridge Children's Hospital, Tacoma WA.

## **ARTICLE XII**

### Amending the By-Laws

Amendments to the By-Laws must be submitted in writing to the Executive Board, presented to the membership at a regular business meeting, voted at a second regular business meeting, and must pass by a two-thirds (2/3) vote of the members present.