

RENO CORVETTES, INC. BY-LAWS

RENO, NEVADA

As Amended April 4, 2019

ARTICLE I – Name and Purpose

The name of this organization shall be RENO CORVETTES, INC. Its purpose shall be to encourage planned activities and events for all members with an emphasis on Corvette knowledge, safety and to promote a positive Corvette image.

ARTICLE II – Membership

1. Eligibility and Classifications:

a) Applicants must submit a membership application along with the current year's dues and a one-time initiation fee, be a Corvette owner, possess a current valid driver's license and carry and maintain liability insurance. Thereafter, dues may be renewed by anyone previously qualified as a Corvette owner. A member who relinquishes ownership in his/her Corvette must become a Corvette owner within one (1) year. Members in good standing are eligible to participate in all benefits and activities of the Club.

b) A member is defined as an individual and the member's spouse or significant other. There are no family memberships.

c) Honorary Life Member:

Upon approval by the Executive Board, a person who has made an outstanding contribution to the Club may be granted Honorary Life Membership with approval by a majority of the members present at a General Membership Meeting. An Honorary Life Member shall not be required to pay annual dues and cannot vote on Club matters or hold elective office; provided however, the restrictions pertaining to voting and holding elective office may be waived by the Executive Board on a case by case basis for so long as the Honorary Life Member otherwise qualifies to be a member. Further, any restrictions on voting and holding elective office shall not apply to the spouse or partner of the person granted an Honorary Life Membership.

d) Associate Member:

A current sponsor or their designated employee will be considered an Associate Member with the approval of the Board and as specified by the

Sponsorship Guidelines. An Associate Member cannot vote on Club matters or hold an elective office.

2. Dues:

a) Dues shall be payable on an annual basis. The amount of the annual dues shall be determined by the current Executive Board on or before October 15th of each year. There will be no refunds on membership dues.

b) By order of the Executive Board, the Treasurer will communicate to all club members by November 1st via email (or mail if the member does not have an email address) stating the amount of dues to be paid. Dues shall be due and payable in full at the December General Membership Meeting. Dues not paid by the December General Membership Meeting will be considered in default and an additional late fee equal to one-quarter (1/4) of the annual membership dues will be charged after that date. Memberships not paid by January 1 will be considered resigned and a new membership application, along with current dues and the initiation fee must be submitted.

c) In the event a new member joins the Club after January 1st, the dues shall be prorated on a quarterly basis for that year only. The amount of the dues prorated shall be determined by the Executive Board as specified in Section 2, Paragraph a, above.

d) Members meeting the above requirements shall be considered a “member in good standing”.

3. Procedure:

a) No member shall spend or obligate Club funds without prior approval of the Executive Board. Any member who fails to comply with the above shall assume full responsibility and may be subject to disqualification from the Club membership as stated in Article VI.

b) The maximum honorarium for any member shall not exceed two (2) times the amount of the annual membership dues. The specific amount will be determined by the Executive Board.

4. Resignation:

a) When a member resigned from the Club, he/she will not be entitled to any share of the Club treasury or Club possessions. Any Club property in a member’s possession must be returned immediately to the Club President.

b) Payment of back dues after resignation will not be required for reinstatement; however, initiation fees and dues will be payable as stated in Section 2, Paragraph d, above.

ARTICLE III – Meetings and Activities

1. General Membership Meetings will be held on the first Thursday of each month. The Executive Board may change this date if it conflicts with a holiday or other important function and will make every attempt to determine date changes in time to publish the substitute date in the Club newsletter or by email.

2. Executive Board Meetings. The Executive Board shall meet on a monthly basis preceding the General Membership Meeting at a time selected by the Executive Board. Members may attend and observe the Executive Board meeting, but may not participate. If there are agenda items to be presented by the membership, those agenda items must be presented to the club President at least one (1) week prior to the Executive Board meeting.

3. All meetings shall be conducted according to the current edition of Roberts Rules of Order.

4. Individuals under the age of sixteen (16) will not be allowed at the General Membership meetings or any Club function unless specifically approved by the President.

ARTICLE IV – Election of Officers

1. The Vice President, Secretary Treasurer, Club Photographer, Newsletter Editor, four (4) Events Committee Members and two (2) Hospitality Co-Chairpersons shall be elected for a period of one (1) year. Additional Events Committee Members and/or Hospitality Co-Chairpersons may be elected if the Membership so chooses. The above-named officers, along with the President and the Immediate Past-President (if he/she so desires) shall make up the Executive Board. All members serving on the executive Board shall have equal voting privileges in that body.

2. Officers shall be elected by a majority vote of the members in good standing present at the December General Membership Meeting. Those elected will assume office at the Executive Board Meeting prior to the January General Membership Meeting.

3. A nominating committee will be appointed by the President at the September Membership Meeting. The Committee will consist of the President, Vice President and three (3) members who are not serving on the current Executive Board. Those three (3) members shall be appointed by the President with the approval of the Executive Board, and recorded in the minutes by the Club Secretary. Nominations will be accepted from members in good standing at the November General Membership Meeting. Nominations will be read and re-opened at the December General Membership Meeting. Voting shall be by written ballot at the December General Membership Meeting. Ballots shall be tabulated and verified by three (3) members in good standing who are not serving on the current Executive Board and whose names do not appear on the ballot. Those three (3) members tabulating shall be appointed by the President with the approval of the Executive Board, and recorded in the minutes by the Club Secretary.

4. The Vice President after serving his/her term of office shall automatically assume the office of the President for the consecutive term.

5. Any open vacancy in the elective offices shall be filled by elections at the General Membership Meeting following the existence of the vacancy with the exception of the office of the President. The office of the President shall automatically be filled by the Vice President and a new Vice President shall be elected. Any vacancy to be filled will follow the election procedure outlined in Section 3, above.

6. Any person elected to fill a vacancy shall serve only for the unexpired portion of that term with the exception of the Vice President, who shall serve his/her consecutive term as President.

ARTICLE V – Duties of Officers

1. President:

a) The President shall ensure a meeting site and preside at all General Membership Meetings and Executive Board Meetings.

b) The President may be one of the two (2) co-signers of all checks issued by the Club Treasurer.

c) The President shall be the general coordinator for all Club functions and will be the official Reno Corvettes spokesperson.

d) The President may form special committees(s) for the good of the Club.

e) The President, at his/her option, may remain on the Executive Board with the title Immediate Former President for a period of one (1) year following his/her term of office as an advisor with equal voting privileges.

f) The President will maintain safe deposit box key, club insurance, oversee digital files and electronic portable devices which contain official copies of By Laws and resolutions as provided by the Club Secretary and all other appropriate written Club documents.

2. Vice President (formerly President-Elect):

a) The Vice President shall perform the duties of the President in his/her absence. He/she shall assist the President when necessary. The Vice President automatically assumes the position of the President for the consecutive term of office.

b) The Vice President shall oversee the collection of sponsor's dues and solicit new sponsors for Board approval.

c) The Vice President shall be in charge of the monthly General Membership Meeting's 50/50 raffle.

d) The Vice President shall serve as Chairman of the Audit Committee consisting of him/her and not less than two (2) additional members in good standing. The financial and property audit must be concluded each year on or before the last day of February.

e) The vice President shall serve as liaison with other clubs and selection sponsors.

f) The Vice President may be one of the two (2) co-signers of all checks issued by the club treasury.

g) The Vice President shall perform other duties as delegated by the Executive Board.

3. Secretary:

a) The Secretary shall keep a record of General Membership Meetings and will provide a copy to be published in the Club Newsletter. The Secretary shall also keep records of the Executive Board Meetings, and impeachment and disqualification proceedings.

b) The Secretary is responsible for maintaining a record of current By-Laws. The Secretary is further responsible for maintaining a record of any resolutions adopted by the Executive Board and/or General Membership by attaching a copy of the minutes adopting the resolution to the By-Laws.

4. Treasurer:

a) The Treasurer shall issue annual dues notifications as specified in Article II, Section 2, Paragraph b).

b) The Treasurer shall keep an accurate record of all moneys collected and disbursed by the Club as approved by the Board.

c) The Treasurer shall maintain and coordinate preparation of financial documents as required by state and federal regulations for each fiscal year (January 1-December 31).

d) The Treasurer shall submit a written financial report at the General Membership Meetings and the Executive Board Meetings.

e) The Treasurer shall, with the assistance of the Board Member who submits the fiscal budget, prepare an annual operating budget by the February Board Meeting.

f) The Treasurer shall submit, upon request of the Audit Committee, all records including but not limited to: bank statements, deposit slips and any other paperwork relative to the Club treasury. The Audit Committee shall complete the financial audit on or before the last day of February.

g) The Treasurer shall be responsible for the timely payment of the debts of the Club and timely deposit of all receipts.

h) The Treasurer may be one of the two (2) co-signers of all checks issued by the Club treasury along with the Club's President or Vice President.

i) As approved by the Board, the Treasurer will be allowed One Hundred Dollars (\$100.00) for a petty cash account for incidentals and must balance the account when the petty cash is replenished.

j) The Treasurer shall access the Club Post Office box and distribute mail to appropriate Board members.

k) The Treasurer shall maintain financial documents for the Club's fiscal year of January 1 – December 31 of a given year.

l) The Treasurer shall be responsible for the collection of money for all events, maintaining an accurate record of participants for each event and providing this information to the Chairperson of the Events Committee on a timely basis. After each event, the Treasurer will prepare an income and expense report for presentation to the Board at the meeting following the event.

m) With the concurrence of the Executive Board the Treasurer shall securely dispose of outdated financial records in accordance with the most current regulations and recommendations of the Internal Revenue Service and other applicable guidelines.

5. Events Committee Members (4):

a) The Events Committee Members shall plan and coordinate all Club events and submit monthly calendars to be published in the Club Newsletter. They will provide event sign-in sheets for attendees at the General Membership Meetings. The Events Committee shall meet and elect a chairperson within the first month of their term.

1) The Events Chairperson will be the spokesperson and provide events proposals, budgets and presentations to the Board.

2) The Events Committee shall be responsible for preparing a budget on the Reno Corvettes Events form for each event that has income or disbursements involving the Club's treasury.

b) The Events Committee Members shall provide assistance in coordinating Reno Corvettes' attendance at other car club events.

c) The Events Committee Members shall be responsible for information the membership of events and/or other pertinent information.

d) Any member may stage a Club event as long as: i) the Chairman of the Events Committee has been contacted; ii) the Executive Board has been given timely prior notification of the pertinent details of the proposed event; iii) the event is open to all Club members; and, iv) all Club members have been given prior notice of the proposed event through normal communication channels. Any proposed event that requires Club funding must be given prior approval by the Executive Board.

e) One Event person will be elected by the Events Committee to manage the event e-mail blast and must be within the rules set forth in Article IX.

f) The Events Committee shall list and maintain records of all equipment and supplies.

6. Hospitality Co-Chairpersons (2):

a) The Hospitality Co-Chairpersons shall be responsible for reporting, welcoming and introducing new members and guests at General Membership Meetings and conduct attendance drawing.

b) The Hospitality Co-Chairpersons shall organize and distribute information packets (Welcome Letter, Badges & Roster) to all new members at the meetings or electronically through email.

c) The Hospitality Co-Chairpersons shall assist the President with publicity and public contact.

d) Hospitality shall be responsible for organizing and maintaining a membership roster. Hospitality shall also be responsible for publishing a paper membership roster in February and August.

e) Hospitality shall report to the Board and at General Membership Meetings the total number of members, households and Corvettes

f) Hospitality shall provide drawing cards for the monthly drawing and email to the Board the new members' names and email addresses.

g) Hospitality shall email badge and/or jacket and shirt information to approved vendors and pick up and distribute same to members.

7. Webmaster/Editor

a) The Webmaster/Editor shall be responsible for collecting information, articles/ photos, and data inputs from the Club Officers for distribution to the Club membership. This includes editing and publishing of the material to be distributed, via electronic media, in the form of the Club's newsletter on a monthly basis, and other necessary and timely email communications about events, interests, and information updates (e-blast) as required. While the Webmaster/Editor is responsible for the publication of the newsletter, the Executive Board retains the authority to exercise final editorial control over the content as needed.

b) The Webmaster/Editor shall maintain all the related programs/systems used by the club to allow electronic sign-ups and payment for events by Club members by electronic media. The Webmaster/Editor shall ensure that all such external programs/systems are current, cost effective and secure. The Webmaster/ Editor shall also maintain close and prompt liaison with the Club

Treasurer on dues and event payment matters. The Webmaster/Editor shall further ensure that all related hosting and domain costs are paid in a timely manner.

c) The Webmaster/Editor shall maintain oversight of the Reno Corvettes Facebook site (Members only). He/she should apply judgement to remove material not deemed to be in the best interest of RCC in accordance with Article IX.

d) The Webmaster/Editor controls, updates, edits and maintains the Reno Corvettes website and ensures the content is accurate and up to date.

8. Club Photographer:

a) The Club Photographer shall be responsible for taking digital pictures of all sanctioned Club events and editing and submitted them to the Newsletter Editor for publication or special presentation.

b) The Club Photographer coordinates all pictures and publications for annual club calendar and historical club pictures and archives.

c) The Club Photographer distributes pictures to the membership as appropriate.

d) When the Club Photographer is not available for a given sanctioned event he/she will coordinate with another Club member for pictures to be taken.

9. Notwithstanding other provisions contained herein in lieu of any paper documents to be periodically delivered to the general membership may with the consent of the Executive Board, be delivered by such secure manner of electronic transmission as may be approved by the Executive Board.

ARTICLE VI – Disqualification

1. Any member in good standing of this Club could be suspended or expelled for acts of unbecoming sportsmanship, for failure to maintain current dues, for acts determined to be detrimental to the good of the Club, or violation of the Reno Corvettes By-Laws.

2. Authority for action in case of suspension or expulsion.

a) Authority for action in the case of suspension or expulsion shall come from two-thirds (2/3) affirmative vote of all members in good standing present

at the General Membership Meeting. Voting procedures shall be by secret written ballot and shall be tabulated and verified by three members (3) in good standing appointed by the Executive Board.

b) The accused and the President, or in the event the President is the accused, the Vice President, shall be notified of the charges(s) and the date of the scheduled hearing at least two (2) weeks prior to the scheduled hearing by having notices mailed to their last known address.

c) The Executive Board shall establish the hearing date.

ARTICLE VII – Impeachment of Officers

1. Any member in good standing, or group of members in good standing, may file charges of impeachment against any officer.

a) Grounds for impeachment include, but are not limited to, the following:

- 1) Failure to maintain an “in good standing” status.
- 2) Missing more than two (2) consecutive General Membership Meetings or Executive Board Meetings in any club year without notification to the Board of the absence.
- 3) Misrepresentation of office of club.
- 4) Misuse of club funds.
- 5) Inability to perform the duties of office as outlined in Article V.
- 6) Inability to cooperate with fellow officers and members in matters pertaining to Reno Corvettes.
- 7) Conviction of a felony.

b) The accused officer and the President, or in the event the President is the accused, the Vice President, shall be notified of the charge(s) and the date of the scheduled hearing at least two (2) weeks prior to the scheduled hearing by having notices mailed to their last known address. The Executive board shall schedule the hearing for the impeachment proceedings at the next General Membership Meeting consistent with the notice requirements.

c) A two-thirds (2/3) affirmative vote is required for impeachment by all members in good standing present at the General Membership Meeting or Impeachment Meeting.

d) A separate set of minutes of the impeachment proceedings shall be taken and kept with all impeachment notices.

ARTICLE VIII – Nonvoting Board members

1. One Club Historian and one Webmaster will be selected by the current Board each year. Duties to be assigned by the current Board.

ARTICLE IX – Electronic Media

1. Electronic Newsletter, email blasts, social networks and Club website must be held to the guidelines as follows: Must only be Club related and to the benefit or interest of the Club members. Topics that contain sexual, political or religious content are not permitted and will be removed.

ARTICLE X – Waiving and/or Amending Article(s) of the By-Laws

1. Any Article of this organization's By-Laws may be waived and/or amended by a two-thirds (2/3) affirmative vote of the members in good standing present at a General Membership Meeting when the proposed waiver and/or amendment is put to a vote.

2. A notice of all proposed waivers and/or amendments shall be sent electronically to members of the organization at least two (2) weeks prior to voting.

3. A permanent record of all waivers and/or amendments shall be kept by the Secretary attached to a copy of the By-Laws and shall be provided to the Club President to be placed with the official copy of the By-Laws.

ARTICLE XI – Dissolution of Reno Corvettes, Inc.

1. The Board may dissolve the Club upon approval at the General Membership Meeting by simple majority of the members in attendance, two months following announcement by the Board to dissolve Reno Corvettes, Inc.

2. Upon dissolution approval by the membership, the Board will resolve all accounts, any remaining funds, with Board approval; will be donated to charities that support children or Military Veterans within the greater Reno-Sparks area.

By-Laws adopted 05/15/70 (Amended 04/01/71, 08/03/72, 05/02/74, 08/03/78, 08/06/81, 11/06/82, 12/02/82, 01/04/90, 02/06/97, 09/03/98, 10/05/00, 07/11/02, 09/02/04, 09/04/08, 11/21/12, 01/03/13, 3/3/2016, 11/1/2018, 4/4/2019).

