

Amarillo Area Corvette Club New Member Handbook

Revised September 25, 2020

Welcome!

The Amarillo Area Corvette Club is excited to welcome you as one of its newest members. You'll find that our membership is very diversified: Young and old, working and retired, short and tall, skinny and not so skinny, but we all have one thing in common and that is our enthusiasm for Corvettes - old Corvettes, new Corvettes, or any Corvette in between.

The Amarillo Area Corvette Club offers something for any enthusiast, whether it's for the first-time owner who wants to gather information to purchase their first Corvette, the owner who enjoys cruising and showing their Corvette, or even for the one that doesn't even remember not owning a Corvette.

Although you'll have more fun than you could ever imagine, the Amarillo Area Corvette Club enjoys working very hard to support the following local charities for 2020 and 2021: 100 Club of the Texas Panhandle and Our Children's Blessing. As minor charities, we will support ASE and ROTC - Palo Duro chapter.

We look forward to getting to know you!

Amarillo Area Corvette Club

PROCEDURES AND BY-LAWS

AMARILLO AREA CORVETTE CLUB, INC.

TABLE OF CONTENTS:

Mission Statement, Membership, Dues, General Meetings, Officers and Directors, Description of Elected Positions: President, Vice President, Secretary, Treasurer, Board Members, and Club Property.

These operating Procedures and By-Laws detail the rules governing the operation and management of the Amarillo Area Corvette Club, Inc. These basic operating instructions and rules are approved by the membership of the Club and are the 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.

The main purposes of the Club are charities, education, safety, and social interaction of the members. This is your Club. Your participation in the activities of the Club perpetuates the life of the Club. We need involved members to ensure that all of the activities are properly organized and fun. A few can't do everything. Make the Club more fun for more people. Participate!

MISSION STATEMENT:

Serving the community through Charities, Education, and the Preservation of Corvettes, Past, Present and Future.

MEMBERSHIP

Membership in the Amarillo Area Corvette Club, Inc., takes several forms. There is a type of membership for everyone, from the Corvette fancier who wants to get more information and work with the Club prior to obtaining a Corvette, to the first time Corvette owner and even for the lifetime Corvette enthusiast who can't remember when he didn't have a Corvette.

- The period of membership for all members will run from January through December, which coincides with our business year. Dues must be paid by the end of January of each business year to be a member in good standing. Anyone paying dues at the Polk Street Cruise, or after, will carry over until the end of the next year.
- If you are not a paid member, you have no voting rights.
- The minimum age for membership shall be the legal age a Texas Driver's License may be obtained.
- Family membership is afforded to children of members in good standing that aren't of age to obtain a driver's license. Nametags for children will be at the expense of the adult member.
- Membership begins when the first year's dues and a completed membership form are accepted by an Officer of the Club.

DUES

Dues are membership in the Amarillo Area Corvette Club, Inc. for the various forms of membership are as follows, or as determined by the membership.

- COUPLE/FAMILY* MEMBERSHIP - \$50.00
- SINGLE MEMBERSHIP - \$25.00
- BUSINESS MEMBERSHIP - \$75.00. All membership privileges with advertising access in news media, e.g., newsletters, emails and Facebook, offered by the Club, except for event specific posters, advertising and Club website. *Family is designated as children living in the same household.

WEBSITE ADVERTISING

The Board has authority to approve or disapprove business ads. Member ads are \$30/quarter or \$100/year. Non-member ads are \$50/quarter or \$175/year. Corvettes and/or parts/accessories are no cost to members; \$25 per ad for non-members. Ads run 60 days.

GENERAL

Any and all motions to be made in format changes to either the Constitution or Procedures and By-Laws must be presented in written form to the Board of Directors prior to being presented to the membership.

Any request from within the Club or any request from outside the Club to attend, work, or participate in an outside-the-Club event other than a Club social event, must have membership approval. Individuals may participate on their own with Club approval.

Use of Club name and/or logo for commercial profit or profit outside the Club must have membership approval. Individual members may use the Club name and/or Club logo for private use only.

MEETINGS

The regular Business Meeting of the Amarillo Area Corvette Club, Inc. will be on the third Saturday of each month at a place to be determined by the membership, at 6:00 pm. Exceptions for holidays or other reasons will be published in or on the Club media.

Board of Directors' meetings will be conducted at a location and time agreed among the officers as needed.

Committee meetings will be conducted at a location and time agreed among the committee members.

Robert's Rules of Order will serve as a guideline for conducting business and committee meetings.

The President shall preside at all regular business meetings. In the absence of the President, the following order will prevail: Vice President, Treasurer, and Secretary.

OFFICERS AND DIRECTORS

The Officers and Directors who are directly elected by the membership shall lead the Club.

Nominations from the floor for officers' positions will be opened at the regular September business meeting.

Ballots shall be provided at the next month's business meeting, the membership will appoint two or more tellers who distribute ballots, upon which each member, including the President, writes his/her vote. The tellers will collect and count the votes and report the results to the President.

Each officer of the Club shall be elected for two calendar years by the majority vote of the members present at the October business meeting by a secret ballot. Officers shall be elected in October to be installed in January.

The Board of Directors will consist of the elected officers and the Past President shall serve on the Board of Directors for the first year of the term; however, be available to advise as needed.

PRESIDENT

The President will preside at regular meetings. It is the duty of the President to call the meeting to order at the appointed time (with 10-15 minutes grace, at the most); 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 main 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.

The President will appoint members to fill committee positions as needed, such as, but not limited to, Sergeant at Arms, Activities Chairperson and Publicity Chairperson.

The President may write an article for publication in or on Club media.

The President will promote Club participation and harmony.

The Past President will attend all Board of Directors meetings and will serve as the first alternate for the first year of the term.

The President will make decisions for the Club when a vote by the Board or Membership is impossible or impractical.

VICE PRESIDENT

The Vice President will preside at meetings in the absence of the President; will carry out all the President's duties in his/her absence and will co-chair all committees.

The Vice President shall attend all committee meetings and report back to the Board. The Vice President will act as membership chairperson.

The Vice President shall keep and maintain at least annually an inventory of the Club property to account for all items of value over \$10.00 and all items with historical value to the Club. The inventory and control of the Club property shall be the responsibility of the Vice President.

The Vice President, at the time of leaving office, will inventory all Club property and present such inventory to the incoming Vice President.

TREASURER

The Treasurer will maintain one Club bank account and make all deposits in the Club bank account and write all checks from the account for the Club expenditures. All checks in the amount of \$50.00 or more require two approved signatures.

The Treasurer will make available a written Treasurer's report each month to the Board of Directors and a verbal report to the general membership at the monthly meetings and will prepare a final annual accounting report to be available as requested.

The Treasurer will properly report to the Board of Directors all monies received by him/her from all specially appointed treasurers for the Club events, such as the Car Show. This should be done in the form of a special event income statement for that event.

The Treasurer will prepare and file all required federal, state and local tax/license certification forms, as they are required and inform the President and the Board of their filing costs to the Club.

Other than normal Club expenses and normal Club dues to be paid out, the Treasurer will have membership approval on monies withdrawn from the Club account over \$250.00.

The Treasurer will personally approve all Club expenditures.

SECRETARY

The Secretary will accurately record the minutes of all regular monthly meetings, all Board meetings, and maintain a history file containing Board and Club minutes.

The Secretary will provide to any Club member, upon request, copies of past business meeting minutes.

The Secretary will answer all Club correspondence as directed by the President and/or the Board of Directors.

The Secretary will not submit any minutes containing Treasurer's report to any publication, including Club media, which might contain information on the Club's financial condition. This includes financial results from sanctioned events.

The Secretary will maintain a current draft of the Constitution, Procedures and By-Laws, Handbook and make changes as directed by the Club votes, etc., and provide all elected officers with a new copy.

CONSTITUTION

ARTICLE I – NAME

- A. The name of the Club shall be Amarillo Area Corvette Club, Inc.,

ARTICLE II – MISSION STATEMENT

- A. Celebration through Charities, Education, and the Preservation of Corvettes Past, Present, and Future.

ARTICLE III – PURPOSE

- A. The Club is formed as a non-profit organization, incorporated in the State of Texas, for the purpose of:
 - 1. Providing technical and practical information for Corvette owners and enthusiasts.
 - 2. Planning and conducting safe driving activities and demonstrations to display the skill of the members.
 - 3. Planning and conducting competitive sports car events.
 - 4. Providing opportunities for social activities among the members.
 - 5. Raising and donating money to charitable organizations.

ARTICLE IV – MEMBERSHIP

- A. Full membership in the Amarillo Area Corvette Club, Inc., shall be open to all, Corvette owners or not.
- B. Classes of membership shall be determined by the membership.

ARTICLE V – DUES

- A. Dues will be as approved by simple majority of the membership present at the general business meeting.

ARTICLE VI – VOTING

- A. The right to exercise the voting privilege is extended to voting members only on the basis of one vote per member.
- B. A simple majority of voting members at a meeting will carry a vote.
- C. Only members in good standing, as defined by the Procedures and By-Laws can vote.

ARTICLE VII – MEETINGS

- A. The business meeting shall be held at the time and place as approved by the membership and designated in the Procedures and By-Laws.
- B. The Board of Directors meeting shall be at a time and place as agreed upon by a majority of the current Board members and referred to in the Procedures and By-Laws.
- C. Roberts's Rules of Order will serve as a guideline for conducting business and committee meetings.

ARTICLE VIII – OFFICERS AND ELECTIONS

- A. The elected officers of the Club shall be the President, Vice President, Treasurer and Secretary.
- B. Each office of the Club shall be elected for two calendar years by the majority vote of the members at a designated business meeting by a secret ballot. Officers shall be elected in October and installed in January.
- C. The President shall preside at each meeting. In the absence of the President, the Vice President shall preside; in the absence of the Vice President, the Treasurer shall preside; in the absence of the Treasurer, the Secretary shall preside; in the absence of the Secretary, the Past President shall preside.
- D. If the office of the President becomes vacant for any reason during the two-year term, the Vice President will automatically become President. If, for any reason the Vice President refuses the office of President, an election will be held to fill the vacancy.
- E. If the office of Vice President, Treasurer, or Secretary becomes vacant during their elected term, that vacancy will be filled by an election for the unexpired term. F. The Board of Directors:
 - 1. Shall consist of the current elected officers plus the Past President, for one year.
 - 2. Board members will be elected for a two-year term.
 - 3. Any Board action may be overruled by a majority vote of the members at a regular business meeting.
- G. Qualifications for holding all elected Club offices:
 - 1. Only members in good standing, as defined in the Procedures and By-Laws, can hold office.