



COWTOWN VETTES, INC.

**BY-LAWS
AND
STANDING RULES,
POLICIES & PROCEDURES**

April 2005

COWTOWN VETTES, INC.
BY-LAWS

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COWTOWN VETTES, INC. BY-LAWS

ARTICLE I

1.0 NAME

The name of this Club shall be COWTOWN VETTES, INC., located in Fort Worth, Texas. Henceforth in this document, Cowtown Vettes, Inc. will be referred to as the Club. The Club shall be affiliated with the National Council of Corvette Clubs and subject to its By-laws.

2.0 PURPOSE

The general purpose of the Club is to encourage planned trips, events, and social activities for the members of the Corvette Club; to act as a source of technical information; to establish rules and regulations covering all activities of the Corvette Club; to provide and regulate events and exhibitions of Corvettes by their owners; to encourage careful and skillful driving on public highways; and to own real and personal property as individuals to the foregoing purposes.

3.0 STRUCTURE

The Club shall be non-share-holding, non-commercial, non-profit, non-partisan, and non-bargaining. The Club is not formed for pecuniary gain or profit and does not contemplate pecuniary gain or profit to members or officers thereof; and no part of the net earnings of the Club shall inure to the benefit of any member or officer thereof, or any private individual.

4.0 EMBLEM

The Club emblem shall be of any satisfactory design, which may be changed from time to time, but shall always contain the inscription COWTOWN VETTES in one form or another. The current emblem shall be red, black, white, and gold. Current emblem illustration:



5.0 COLORS

The official Club colors will be red, black, white, and gold.

ARTICLE II

1.0 MEMBER

Membership in the Club is restricted to owners or principal operators of Corvettes. In case there is doubt of the validity of a vehicle being a legal Corvette, the majority of the membership of the Club in attendance at the meeting must determine if the applicant is eligible for regular membership.

2.0 MEMBERSHIP

2.1 Charter Member:

Anyone who has paid dues on or before April 6, 1974, and each successive year thereafter, will be known as a Charter Member.

2.2 Primary Member:

To become a primary member, one must be 18 years of age, attend three (3) meetings, or attend two (2) meetings and either one (1) monthly Club social or one (1) NCCC sanctioned event, and be voted in by a majority of the members present at the meeting in which the prospective member is presented for membership. All criteria must be met within a period of six (6) months. Upon acceptance by the membership, one must pay dues to the NCCC Governor.

2.3 Spouse/Companion Member:

The spouse/companion of any primary member may become a spouse/companion member upon payment of membership dues. Such member shall be entitled to all privileges of primary membership.

2.4 Dependent Member:

To become a Dependent Member, one must be a child of any Primary or Spouse/Companion member who is between the ages of 16 to 21 years of age, or between the ages of 16 and 25 and also a Full Time Student whose principal place of residence (not school residence) is the same as the Primary or Spouse/Companion. Upon the payment of membership dues, the Dependent Member shall be entitled to all rights and privileges of a Spouse/Companion Member, except the right to hold an Elected Officer position.

2.5 Member in Good Standing:

To maintain membership in good standing, a member must be current with the payment of dues, continue to meet the requirements of Sec. 1.0 of this article and not be on probation. When any member ceases to own a Corvette, that member shall retain the right to maintain full membership until the end of the current fiscal year subject to all other provisions of these By-Laws. If still a non-owner at the end of this time period, the individual's membership shall cease or he/she may become an Associate Member.

2.6 Associate Member:

To become an Associate Member, one must be a current member in good standing of the Club and pay Associate Member dues. An Associate Member shall be entitled to all rights and privileges of a primary member, except the right to hold an elected or appointed position, the right to vote, and the right to compete for NCCC points. Upon purchase of another Corvette, full membership will be restored. Should Associate Membership lapse, it cannot be renewed. The Associate Member is subject to all other provisions of these By-Laws.

2.7 Transfer of Membership:

If a current NCCC member wishes to transfer his/or her membership to the Club, the attendance requirements will be waived. The prospective member may petition for Club membership by personal appearance at a Club meeting or by letter. A majority vote of the members present at the meeting in which the transfer is requested is required to attain Club membership.

3.0 DUES

New member dues shall be \$52.00 for primary members and \$72.00 for primary/spouse/companion members. Renewal dues shall be \$42.00 for primary members and \$62.00 for primary/spouse/companion member. Dependent membership dues shall be \$10.00. Associate Member dues shall be \$42.00 per person. All members who have not paid yearly dues for the succeeding year by October 31 will be assessed a late fee of \$10.00 per member. Individuals who have not paid dues by December 31 will be dropped from the membership roll.

4.0 RESIGNATION

Any member may resign by submitting a letter of resignation to the Secretary. Member's resignation is effective upon receipt. Resignations from the Club will not relieve the member from any indebtedness to the Club. Member will forfeit any dues paid for the current year.

ARTICLE III

1.0 ANNUAL MEETING

The annual meeting of the members is held the first Friday in December of each year for election of officers. Reports of officers and committees and other business may be presented at that meeting.

2.0 MONTHLY MEMBERSHIP MEETING

Regular monthly meetings will be held on the first Friday of each month at 7:30 p.m. In the event of a conflict between the regular monthly meeting and any other event or activity, the date and/or location of the regular monthly meeting may be changed by a majority of the membership present at any other scheduled monthly membership meeting prior to the month of the change, except in the case of an emergency.

3.0 BOARD MEETINGS

Board meetings are scheduled on a monthly basis approximately two (2) weeks before the next monthly membership meeting at a date, time, and location to be determined by the Elected Officers. Board meetings are open to all members but only Elected Officers may cast votes.

4.0 SPECIAL MEETINGS

In addition to any provisions of these By-Laws, special meetings of the members of the Club may be called by the President or by a majority of the Elected Officers. No matter shall be considered at a special meeting except that stated in the call to the meeting.

ARTICLE IV

1.0 PROCEDURES

The latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority of all matters of procedure not specifically covered by the By-Laws of the Club.

2.0 PROBATION

Any member may be put on probation by the Elected Officers for infractions of the Club By-laws detrimental to the Club, or by any actions determined as "not in the best interests of the Club." However, before such action is taken, the member will be notified and have the opportunity to respond to the Elected Officers, by the next scheduled Board Meeting, his/her position on any charge of which he/she is notified. In the event a member is put on probation written notice will be submitted to the offending member advising him of his/her offense and his/her probation. The probation term is sixty (60) days. After the sixty (60) days the Elected Officers will review all information and vote on membership reinstatement,

an additional probation term or expulsion. (See 3.0 EXPULSION.) All action concerning probation will be determined by a majority vote of the Elected Officers.

3.0 EXPULSION

Any member may be expelled for infraction of the Club By-laws or other causes as determined to be "not in the best interests of the Club" by the majority of the Elected Officers of the Club. Any member expelled will forfeit dues paid for the current year. However, before such action is taken, the member will be notified and have the opportunity to respond to the Elected Officers, by the next scheduled Board Meeting, his/her position on any charge of which he/she is notified.

4.0 BY-LAW CHANGES

Any By-Law amendment must be presented to the Elected Officers first and then printed in the newsletter prior to being presented to the general membership. All actions regarding amendments to the By-Laws will be governed by a two-thirds (2/3) vote of the membership present at the meeting.

ARTICLE V

1.0 ELECTED OFFICERS

The Elected Officers of the Club are: President, Vice President, Secretary, Treasurer, Newsletter Editor, NCCC Governor, Junior Board Member, and four (4) Board Members.

2.0 QUALIFICATIONS FOR ELECTED OFFICERS

2.1 Qualifications for Elected Officers Other Than Board and Junior Board Members:

- 0.1 Must be a member for at least nine (9) months prior to the beginning of the term of office
- 0.2 Must be a member in good standing
- 0.3 Should have attended a minimum of two board meetings in the year of election

2.2 Qualifications for Junior Board Member:

- 0.1 Must be a member for at least nine (9) months prior to the beginning of the term of office
- 0.2 Must be a member in good standing
- 0.3 Must be a member who has not served as an Elected Officer of the Club
- 0.4 Should have attended a minimum of two board meetings in the year of election

If this position cannot be filled with a qualified candidate, it may revert to a one-year Board Member term.

2.3 Qualifications for Board Member:

- 0.1 Must be a member who has served as an Elected Officer of the Club
- 0.2 Must be a member in good standing
- 0.3 Should have attended a minimum of two board meetings in the year of election

One (1) of the four (4) Board Member positions will be assumed by the Immediate Past President (Ref. Sec. 3 of this article.)

3.0 TERMS OF ELECTED OFFICERS

The President, Vice President, Secretary, Treasurer, Newsletter Editor, NCCC Governor, Junior Board Member and Immediate Past President Board member will serve one (1) year terms. All other Board Members will serve two (2) year terms on alternating years to maintain experience on the board for consultation. On those occasions when the Immediate Past President is not available to fill a Board Member position, and three (3) Board Member positions are open, the candidate receiving the 3rd greatest number of votes will serve a one (1) year term. The term year is hereby defined as being the normal calendar year of January 1 through December 31, and successive terms may be served.

4.0 VOTING

All Members, except Associate Members, will have the privilege to cast a separate single vote on any question or motion brought to the membership. Voting will be by either voice, roll call, secret ballot or any type at the discretion of the presiding officer except the election of officers. See 6.0 ELECTION OF OFFICERS for procedure to elect officers. With the exception of amendments to the By-Laws, all votes will be governed by a majority vote. All actions regarding amendments to the By-Laws will be governed by a two-thirds (2/3) vote of the membership present at the meeting.

5.0 NOMINATIONS OF ELECTED OFFICERS

Nominations for NCCC Governor will be conducted by open nominations from the floor at the September monthly membership meeting only. Nominations for all other Elected Officers will be by written nomination at the October monthly membership meeting. The Secretary will canvass the nominees and will present a proposed ballot of the qualified candidates to the membership at the November monthly membership meeting, where any additional nominations will be accepted from the floor.

6.0 ELECTION OF OFFICERS

- 6.1 The Secretary will present a ballot of qualified candidates to the membership. The election of NCCC Governor will be held at the October monthly membership meeting. The election of all other Elected Officers will be held at the December Annual Membership Meeting.
- 6.2 If only one candidate has been nominated for an office, the President will declare the nominee elected.
- 6.3 When conducting elections of officers, the Secretary will present a ballot of qualified candidates for distribution to all Club members in *The Cowtown Low-Down* the month prior to election of officers. The completed ballot must be returned to the Secretary (or a designee as instructed in the ballot) either by mail, electronic mail or in person at the next membership meeting. Only one completed ballot per member will be accepted. The ballot must be received by the Secretary prior to the counting of the votes at the next membership meeting. When a majority vote is not obtained or in case of a tie, a secondary or run-off ballot will be distributed to the members present at the membership meeting at which the votes have been counted. All votes from the membership will be counted by at least two (2) Club members. The nominee attaining a majority will be the winner.

7.0 RESIGNATION OF ELECTED OFFICERS

In the event any Elected Officer, except the President, should resign or become unable to perform the functions of that office, the President will appoint a member to perform the duties of that office until a special election can be held per 6.0 ELECTION OF OFFICERS. The nominee with a majority vote will then complete the term of office left open by the resignation.

In the absence, death, resignation, or inability of the President to perform his/her duties, the duties usually pertaining to the office will be performed by the Vice President until such time as a new President is elected.

ARTICLE VI

1.0 DUTIES OF THE PRESIDENT

The President will preside at all meetings of the members and perform the duties pertaining to this office. He/she will act as Chief Executive of the Club and may call special meetings of the members under the provisions of ARTICLE III, Section 4. he/she shall appoint all committees and the Chairpersons of all the committees described in ARTICLE VII, subject to ratification by a majority of the Elected Officers. The President shall annually appoint a committee of at least two (2) Club members to audit all income and expenses of the Club and provide a report to the Elected Officers. All financial statements shall be mailed directly to the President for review prior to delivery to the Treasurer.

The President's signature shall also be included on the Club's bank signature card in order that he/she may sign contracts, checks, drafts, notes, or other orders of payment of money in the absence of the Treasurer. In the temporary absence of the Vice President, Secretary, Treasurer, Newsletter Editor or NCCC Governor, the President will assume or delegate the responsibility of that office.

The President will prepare and submit an article for the monthly newsletter.

2.0 DUTIES OF THE VICE PRESIDENT

In the absence, death, resignation, or inability of the President to perform his/her duties, the duties usually pertaining to the office will be performed by the Vice President until such time as a new President is elected. The Vice President will serve as Chairman of the Social Committee. The Vice President is responsible for the balloting and purchasing of awards for Outstanding Male and Female member of the Club for that year. The Immediate Past President or member designated by the President shall accept and count all Outstanding Male and Female member ballots.

The Vice President will prepare and submit an article for the monthly newsletter.

3.0 DUTIES OF THE SECRETARY

The Secretary will attend all meetings of the members and the Elected Officers, record all minutes and notes in a book kept for this purpose, and prepare the minutes to be published in the newsletter. The Secretary shall retain tapes from all Club meetings for a minimum of two (2) years. The Secretary will give all notices of meetings of the members and will provide ballots for all officer elections. Per 6.3 of ELECTION OF OFFICERS, at the October membership meeting, the Secretary will provide a preliminary ballot to be used by the members to nominate Elected Officers for the following year. Upon the return of the preliminary ballots, the Secretary will canvass the nominees for acceptance prior to presenting the ballot to the members at the November membership meeting. After additional nominations have been taken from the floor at the November membership meeting, Secretary will prepare the Official Ballot for distribution in *The Cowtown Low-Down*. The Secretary will be responsible for ordering flowers in the case of illness or death. The Secretary will perform all other duties pertaining to this office.

In the absence of the Secretary, the presiding officer will appoint a Secretary Pro Tempore to record the minutes of the meeting.

4.0 DUTIES OF THE TREASURER

The Treasurer, subject to conditions and restrictions made by the Elected Officers, will have custody of all money, debts, and obligations belonging to the Club. He/she will receive all Club money and deposit same in the Club bank account and will make all payments of Club debts. All contracts, checks, drafts, notes, or other orders of payment of money will be signed in the name of the Club by the Treasurer, or the President.

The Treasurer will report the financial status of the Club at the Annual Meeting and monthly membership meetings and, if so requested, at any other meetings of the Elected Officers. No obligation, debt, or other liabilities up to and including \$1,000.00 will be paid by the Treasurer without the prior approval of the Elected Officers. No obligation, debt, or other liabilities exceeding \$1,000.00 will be paid by the Treasurer without the prior approval of the membership.

The Treasurer will prepare and submit a financial report for the monthly newsletter.

5.0 DUTIES OF NEWSLETTER EDITOR

The Newsletter Editor will prepare, on a monthly basis, an attractive, informative newsletter for the Club, with articles on activities and meetings pertaining to the Club and NCCC, as well as any other subject that the Newsletter Editor feels would benefit or be of interest to the Club.

The Newsletter Editor will serve as chairman of the Newsletter Committee if that committee is deemed necessary for the preparation and distribution of the Club's monthly newsletter. The Newsletter Editor shall submit newsletters to the NCCC Newsletter Committee for inclusion in the National Newsletter Contest.

6.0 DUTIES OF THE NCCC GOVERNOR

The NCCC Governor shall be the Club's representative in all NCCC matters and perform all duties pertaining to this office. The NCCC Governor shall keep the Club informed on all NCCC rules, rule changes, sanction requests, NCCC reports, NCCC points, and other information of general interest.

The NCCC Governor will process all NCCC new member and renewal forms as per the guidelines of the Regional Membership Director.

The NCCC Governor will assure all award purchases for Club competition events as approved by the Elected Officers. The NCCC Governor will be responsible for keeping track of Club members who earn a Travel Patch and will be responsible for the procurement of same. The NCCC Governor will also be responsible for keeping track of the points for Top Competitor and all competition awards and will present these awards at the Annual Awards Banquet.

The Governor will prepare and submit an article for the monthly newsletter.

7.0 DUTIES OF THE BOARD MEMBERS

The Board Members and Junior Board Member will function in an advisory capacity to assist the other Elected Officers in performing their duties. Board Members' past experience as Elected Officers will be drawn upon to provide direction to the Club.

ARTICLE VII

1.0 APPOINTMENT OF COMMITTEES

The President has the authority to appoint such committees as he/she finds necessary and will outline the duties and responsibilities of these committees.

2.0 THE STANDING COMMITTEES OF THE CLUB ARE:

Charities	Parliamentarian
Historian	Social
Logo Merchandise	Special Events
Membership/Welcome	Texas Motor Speedway Coordinator
National Corvette Museum Ambassador	
Newsletter	Webmaster

There may be such other committees as designated by the President and the Elected Officers. All committees shall serve for the current year or for a specific term as may be designated by the President and the Elected Officers.

3.0 DUTIES OF COMMITTEES

The Chairman of each committee shall present a report whenever requested by the President. All reports on actions taken by a committee must be approved by a majority of the entire committee.

3.1 CHARITIES

This committee shall be responsible for coordinating all charity activities within the Club. This committee shall also be responsible for determining the recipient of the Charity Award presented at the Annual Awards Banquet. The chairman of this committee is the Charities Coordinator.

3.2 HISTORIAN

The Historian shall be responsible for obtaining pictures and articles pertaining to Club activities and shall complete a Club Scrapbook that can be displayed at Club events. The Historian shall also be responsible for obtaining extra copies of the Club Newsletter to be kept on file.

3.3 LOGO MERCHANDISE

This committee shall be responsible for obtaining and marketing Club merchandise for the members.

3.4 MEMBERSHIP/WELCOME

This committee shall provide Club information to prospective members and welcome them as guests to the Club at monthly membership meetings. This committee shall maintain membership name badges, receive all applications for membership in the Club, and be responsible for furnishing new members with Club By-Laws, Club history, and member packet. This committee shall keep an accurate record of each member's attendance at monthly membership meetings and social events. It shall be the duty of this committee to advise the Elected Officers and other committees of changes in the membership roster. This committee is responsible for determining eligibility (as referred to in Standing Rules, Policies & Procedures, Number 6) and purchasing 100%er and Rookie of the Year awards to be given at the Annual Awards Banquet. A list of members eligible for the Rookie of the Year Award will be printed in the December Newsletter.

This committee will prepare and submit an article for the monthly newsletter that includes members' birthdays and anniversaries as well as the names of visitors attending the monthly membership meetings.

3.5 NATIONAL CORVETTE MUSEUM AMBASSADOR

The NCM Ambassador shall be responsible for providing the Club with information about the National Corvette Museum.

3.6 NEWSLETTER

This committee shall be responsible for the preparation and distribution of a monthly newsletter for the membership. The chairman of this committee is the Newsletter Editor as described in ARTICLE VI, Section 5.

3.7 PARLIAMENTARIAN

The Parliamentarian shall act in advisory capacity to the President regarding the proper conduct of any meeting and shall be Chairman of the By-Laws Committee.

3.8 SOCIAL

This committee shall be responsible for coordinating at least one social event per month. Additionally, this committee shall coordinate the Annual Awards Banquet in December. The chairman of this committee is the Vice President as described in ARTICLE VI, Section 2.0.

3.9 SPECIAL EVENTS

This committee was designed to assist Club members in organizing non-NCCC car show activities. This committee should coordinate all activities with the Vice President. This committee is also responsible for coordinating displays at indoor shows and any special activities the Club sponsor asks the Club to participate in. This committee will ensure current Club information is available for prospective new members at the events.

3.10 TEXAS MOTOR SPEEDWAY COORDINATOR

The TMS Coordinator shall be the Club's liaison with the Texas Motor Speedway and will assist in coordinating Club activities at and for the Texas Motor Speedway.

3.11 WEBMASTER

The Webmaster shall be responsible for creating and maintaining the website of the Club.

ARTICLE VIII

1.0 FISCAL YEAR

The Fiscal Year of the Club, for all accounting purposes, shall be from January 1 through December 31.

ARTICLE IX

1.0 PERSONAL LIABILITY

All persons or corporations extending credit to, contracting with, or having claim against the Club or the Elected Officers will look only to the funds and property of the Club for payment of any such contractor claim or for payment of any debt, damage, judgement or decree or any other money that may otherwise become due or payable to them from the Club or the Elected Officers; so that neither the members of the Club nor the Elected Officers, present or future, will be liable personally therefor.

COWTOWN VETTES, INC.

STANDING RULES, POLICIES, & PROCEDURES

1. A 100%er AWARD is given to each couple or single who attends at least 11 of 12 monthly membership meetings and a Club event at least 9 of 10 months, February through November. The Club event to be considered for this award each month will be announced and designated each month in the Club Newsletter. Attendance at a concurrent NCCC event or other Club event pre-designated by the Elected Officers will be accepted in lieu of this requirement. In all cases, the eligible Club event(s) will be designated in the newsletter with an asterisk (*). For couples, this can be a joint venture and credit is given if just one attends the meeting or event. This award is presented at the Annual Awards Banquet.
2. A TRAVEL PATCH is awarded to each member who attends eight (8) non-CTV NCCC weekends or 65% of the total number of non-CTV NCCC weekends that occur. A Weekend counts as one (1) event for each club hosting the weekend, regardless of the number of events. Participation is not required. NCCC Convention is counted as two (2) events for the purposes of this award. The award is given to an individual member and is presented at the Annual Awards Banquet. The car depicted on the Travel Patch honors the high points member for that event year.
3. The TOP COMPETITOR AWARD is given to the member with the highest number of NCCC points. The award is a travelling award passed on to each recipient, and is presented at the Annual Awards Banquet. A permanent Award is presented to the previous years' winner.
4. A COMPETITION AWARD in the categories of CONCOURS, RALLYE, DRAGS, and SPEED EVENTS is awarded to the male and female in the Club who have accrued the highest number of NCCC points in each category. All types of Drag events, including Matching-Time Drags, are counted in the DRAGS category. All Other Speed Events are counted in the SPEED EVENTS category. These awards are presented at the Annual Awards Banquet.
5. AN OUTSTANDING MALE/OUTSTANDING FEMALE Member award is given each year to the male and female that are considered to have helped the Club and been very active during that year. It is not a popularity contest. Balloting for this award is done three times a year: at the April, August, and December monthly membership meetings. Votes are taken by secret ballot. The awards are presented at the Annual Awards Banquet. These members will be refunded their Primary Club membership dues for the following year.
6. ROOKIE OF THE YEAR AWARD will be given to the Rookie member who accumulates the highest number of points according to the schedule below. A Rookie is defined as a new member to the Club who has not previously been a member of the Club. Rookies accumulate points the calendar year following the year that they joined the Club. All records are maintained and the determination of the Rookie of the Year is made by the Membership Committee who will select and present the award at the Annual Awards Banquet.

Participation - Points will be accumulated January 1 through the December monthly membership meeting.

Point System -

- | | |
|------------|--|
| 30 points: | <ol style="list-style-type: none">1. NCCC Weekend Coordinator or Co-Coordinator.2. Committee Chairperson3. Club Office |
| 25 points: | <ol style="list-style-type: none">1. Chairperson of a social event (e.g. car show, cruise, theme party, etc.) |

- 20 points:
1. Competition event Chairperson or Co-Chairperson for an NCCC-sanctioned or non-sanctioned event
 2. NCCC convention attendance - for those held outside the Southwest Region
- 10 points:
1. Sponsor a new member
 2. Worker at CTV event or any other club regional event
 3. Member of a Committee
- 5 points:
1. Attendance at monthly membership meetings
 2. Attendance at monthly social (per Club By-Laws, only one will count)
 3. Attendance at any competitive event
 - Not in a worker or entrant capacity
 - Maximum 5 points per day

All NCCC points earned at NCCC-sanctioned events.

7. The CHARITY AWARD is presented by the Charities Coordinator to the member determined to have made a significant contribution to the charity efforts of the Club during the year. The Charities Coordinator is responsible for the purchase and presentation of the award at the Annual Awards banquet.
8. The NCCC Governor shall, at his/her discretion, present a Governor's Award at the Annual Awards Banquet.
9. In the event of hospitalization for surgery or illness, flowers will be sent only to the Club member, Spouse/Companion, or child of the member. In case of a death of a Club member, Spouse/Companion, child, or Club member's parents, flowers will be sent. A memorial donation may be substituted for flowers.