



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

Effective Date

**January 1, 2020**

(Standing Rules, Item 2 revised by membership vote on December 6, 2019)

# COWTOWN VETTES

## Table of Contents

ARTICLE I.....	5
1.0 NAME.....	5
2.0 PURPOSE.....	5
3.0 STRUCTURE.....	5
4.0 EMBLEM .....	5
5.0 COLORS.....	5
ARTICLE II.....	6
1.0 MEMBER.....	6
2.0 MEMBERSHIP.....	6
2.1 Charter Member:.....	6
2.2 Primary Member: .....	6
2.3 Spouse/Companion Member: .....	6
2.4 Dependent Member: .....	6
2.5 Member in Good Standing: .....	6
2.6 Associate/Enthusiast Member:.....	6
2.7 Transfer of Membership:.....	6
3.0 DUES .....	7
4.0 RESIGNATION.....	7
ARTICLE III.....	8
1.0 ANNUAL MEETING.....	8
2.0 MONTHLY MEMBERSHIP MEETING .....	8
3.0 BOARD MEETINGS .....	8
4.0 SPECIAL MEETINGS .....	8
5.0 COMMITTEE MEETINGS.....	8
ARTICLE IV .....	9
1.0 PROCEDURES .....	9
2.0 PROBATION .....	9
3.0 EXPULSION.....	9
3.0 BY-LAW CHANGES.....	9
ARTICLE V .....	10
1.0 ELECTED OFFICERS.....	10

# COWTOWN VETTES

1.2	No member shall hold more than one elected position concurrently. ....	10
2.0	QUALIFICATIONS FOR ELECTED OFFICERS .....	10
2.1	Qualifications for Elected Officers Other Than President, Board and Junior Board Members: .....	10
2.2	Qualifications for President: .....	10
2.3	Qualifications for Board Member: .....	10
2.4	Qualifications for Junior Board Member: .....	10
3.0	TERMS OF ELECTED OFFICERS.....	10
4.0	VOTING .....	11
5.0	NOMINATIONS OF ELECTED OFFICERS.....	11
6.0	ELECTION OF OFFICERS.....	11
7.0	RESIGNATION OF ELECTED OFFICERS .....	12
ARTICLE VI	.....	13
1.0	DUTIES OF THE PRESIDENT .....	13
2.0	DUTIES OF THE VICE PRESIDENT .....	13
3.0	DUTIES OF THE SECRETARY.....	13
4.0	DUTIES OF THE TREASURER .....	13
5.0	DUTIES OF NEWSLETTER EDITOR .....	14
6.0	DUTIES OF THE WEBMASTER .....	14
7.0	DUTIES OF THE NCCC GOVERNOR .....	14
8.0	DUTIES OF THE BOARD MEMBERS.....	14
ARTICLE VII	.....	15
1.0	APPOINTMENT OF COMMITTEES.....	15
2.0	THE STANDING COMMITTEES OF THE CLUB ARE: .....	15
3.0	DUTIES OF COMMITTEES .....	15
3.1	CAR SHOW .....	15
3.2	CHARITIES .....	15
3.3	COWTOWN CRUISER .....	16
3.4	HISTORIAN .....	16
3.5	EQUIPMENT.....	16
3.6	LOGO MERCHANDISE .....	16
3.7	MEMBERSHIP/WELCOME .....	16
3.7	MEMBERSHIP/WELCOME (cont'd).....	17
3.8	MID-AMERICA.....	17
3.9	NATIONAL CORVETTE MUSEUM AMBASSADOR .....	17

## COWTOWN VETTES

3.10	NCCC EVENTS.....	17
3.11	NEWSLETTER DISTRIBUTION.....	17
3.12	OPEN ROAD RACING.....	17
3.13	SOCIAL .....	17
3.14	SPONSOR .....	18
3.15	TEXAS MOTOR SPEEDWAY COORDINATOR .....	18
3.16	AUDIT .....	18
3.17	PARLIAMENTARIAN & BY-LAWS .....	18
3.18	SOCIAL & DIGITAL MEDIA .....	18
3.19	TIMING .....	18
ARTICLE VIII	.....	19
1.0 FISCAL YEAR	.....	19
ARTICLE IX.....		19
1.0 PERSONAL LIABILITY	.....	19
STANDING RULES, POLICIES & PROCEDURES.....		20

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE I**

#### **1.0 NAME**

The name of this Club shall be COWTOWN VETTES, (the Club) located in Fort Worth, Texas. The Club shall be recognized as a 100% club with the National Council of Corvette Clubs (NCCC) 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.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE II**

#### **1.0 MEMBER**

Primary Membership in the Club is restricted to owners or principal operators of Corvettes. Non-owners of Corvettes may be members as Associate/Enthusiast Members as designated in section 2.0 MEMBERSHIP.

Prospective members must be presented for membership at a Club Meeting and be voted in by a majority of the members present. Upon acceptance by a majority of the membership present at the Club Meeting, one must pay dues to the NCCC Governor.

#### **2.0 MEMBERSHIP**

##### **2.1 Charter Member:**

Any member who was a dues paying member on April 6, 1974 will be known as a Charter Member.

##### **2.2 Primary Member:**

To become a Primary Member one must be 18 years of age and own or be the principal operator of a Corvette. 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 Primary Membership. Individuals previously holding a Club membership shall have the Membership Committee confirm prior membership before the individual is presented for current membership.

##### **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 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 ByLaws. If still a non-owner at the end of this time period, the individual's Primary Membership shall cease or he/she may become an Associate Member/Enthusiast Member.

##### **2.6 Associate/Enthusiast Member:**

To become an Associate/Enthusiast Member, one need not comply with the Corvette ownership set forth in Article II, Section 2.0, Subsection 2.2, but must pay Associate/Enthusiast Member dues. An Associate/Enthusiast 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 a Corvette, he/she will become a Primary Member. The Associate/Enthusiast 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 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. NCCC Enthusiast Members can transfer into Cowtown Vettes.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE II (cont'd)**

#### **3.0 DUES**

New member and renewal dues are outlined in the Standing Rules, Policies & Procedures. Renewal dues shall be payable in advance no earlier than the September membership meeting and no later than the November membership meeting. All members who have not paid yearly dues for the succeeding year by the ending date shall pay new member dues. 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.

# **COWTOWN VETTES**

## **BYLAWS**

### **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. or, in the event of the unavailability of a suitable location, at a day and time when suitable facilities can be secured. Notification of such change will be provided to the membership by email and posted on the website immediately after successful rescheduling of the regular meeting. 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.

Emergencies may arise due to issues such as the Club's meeting facility being unavailable, inclement weather, and/or unavailability of a majority of the Elected Officers which make it necessary to cancel or reschedule the regular monthly meeting(s). Members will be notified by email and the change will be posted on the Club's website immediately upon the determination by the President or designee that canceling or rescheduling of the meeting(s) is necessary.

#### **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 require a quorum, being two-thirds (2/3rds) of the Elected Officers. Board meetings are open to all members but only Elected Officers may cast votes. Board meeting date/time changes will follow the same conditions as defined in Article III, Section 2.0.

#### **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 business shall be considered at a special meeting except that stated in the call to the meeting.

When necessary for expediency and to provide for proper documentation, electronic voting via email of the Elected Officers may be utilized by the Board for a special meeting. The business reason for the special meeting of the Board must be clearly stated and a quorum of responses (two-thirds) signifying either "YEA," "NAY" or "ABSTAIN" must be received.

#### **5.0 COMMITTEE MEETINGS**

The committee chairperson will determine the frequency and location of committee meetings.



# **COWTOWN VETTES**

## **BYLAWS**

### **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 in writing and have the opportunity to respond to the Elected Officers regarding the allegations before or at the next scheduled Board Meeting. At this Board Meeting, it will be determined whether to place the offending member on probation. In the event a member is put on probation, written notice will be submitted to the offending member advising him of his/her offence and his/her probation. The probation term is sixty (60) days. During that time, voting privileges will be suspended. 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.

If the member being put on probation is an Elected Officer, their Elected Officer rights will be terminated for the remainder of their term.

#### **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 in writing and have the opportunity to respond to the Elected Officers, before or at the next scheduled Board Meeting, his/her position on any charge of which they are notified.

#### **3.0 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.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE V**

#### **1.0 ELECTED OFFICERS**

- 1.1 The Elected Officers comprise the Board of Directors of Cowtown Vettes and will include President, Vice President, Secretary, Treasurer, Newsletter Editor, Webmaster, NCCC Governor, four (4) Board Members and Junior Board Member.
- 1.2 No member shall hold more than one elected position concurrently.

#### **2.0 QUALIFICATIONS FOR ELECTED OFFICERS**

- 2.1 **Qualifications for Elected Officers Other Than President, Board and Junior Board Members:**
  - 0.1 Must have been a member for a minimum of 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 (2) Board meetings in the year of election
- 2.2 **Qualifications for President:**
  - 0.1 Must have been a member of Cowtown for a minimum of (2) years 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 six (6) Board meetings in that time period
- 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 (2) Board meetings in the year of election. One (1) of the four (4) Board Member positions will be assumed by the Immediate Past President (Reference Sec. 3.0 of this article.)
- 2.4 **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 (2) 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.

#### **3.0 TERMS OF ELECTED OFFICERS**

The President, Vice President, Secretary, Treasurer, Newsletter Editor, Webmaster, 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, the candidate receiving the greatest number of votes, after the 2 year term Board Member position(s) are filled, 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.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE V (cont'd)**

#### **4.0 VOTING**

All Members, except Associate/Enthusiast 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.

Proxy voting will not be recognized. Each Officer's vote will be included in the Board Meeting minutes

#### **5.0 NOMINATIONS OF ELECTED OFFICERS**

The Secretary (or a designee appointed by the President) must secure confirmation from any qualified nominee for an Elected Officer position prior to the close of nominations.

Nominations for NCCC Governor will be conducted by open nominations from the floor at the September monthly membership meeting only.

Nominations for Elected Officers, other than NCCC Governor, will be by a nominating ballot cast at the October monthly membership meeting. The Secretary will present the nominating ballot of the qualified candidates to the membership at the November monthly membership meeting, at which time additional nominations will be taken from the floor.

Nominations for the election of an officer to serve an interim term will be by open nominations from the floor at the monthly membership meeting following the month the resignation was announced at a membership meeting.

#### **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 other Elected Officers will be held at the December Annual Membership Meeting. The election of an officer to serve an interim term will take place the membership meeting after the nominations, unless it is uncontested (single nomination).

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 (or a designee appointed by the President) will oversee the mailing of the official election ballots, post-marked no later than two (2) weeks prior to the election, to the current official roll of voting members. The election ballot shall serve as official notice of an election. The Club newsletter and website shall serve as a resource for information concerning the election. The completed election ballot must be mailed to the Club Post Office Box as instructed on the ballot or be submitted in person or by another member residing in the same household, at the next membership meeting, prior to the beginning of the counting of the votes, to be valid. All ballots must be enclosed in a sealed envelope with the name(s) of the voting members(s) written on the outside. Only one complete ballot per member will be accepted. The presiding officer shall appoint at least two (2) members, who are not on the ballot, to count the vote. The nominee attaining a majority will be elected or in the specific case of voting for multiple open Board Members positions the ballot will contain instructions so that the nominees with the most votes will be elected to fill the available positions. When a majority vote is required but not attained or in the case of a tie, a run-off ballot shall be distributed to the membership at that membership meeting. Run-off ballots shall include only the nominees tied with the most votes or they shall include the nominee with the most votes and the nominees(s) with the second most votes. Balloting will continue, using this same procedure, until a majority is attained.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE V (cont'd)**

#### **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 5.0 NOMINATION OF ELECTED OFFICERS and 6.0 ELECTION OF OFFICERS.

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 an election can be held per 5.0 NOMINATION OF ELECTED OFFICERS and 6.0 ELECTION OF OFFICERS. If the Vice President is unable to perform the duties of President, the chain of command will follow the order of leadership as outlined in ARTICLE V.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE VI**

#### **1.0 DUTIES OF THE PRESIDENT**

The President will preside at all meetings of the members and Elected Officers performing 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 the Chairpersons of the committees, except Social and Newsletter. He/she shall also appoint the committee members of the Audit and the Parliamentary & ByLaws committees as described in ARTICLE VII. Appointments are subject to ratification by a majority of the Elected Officers.

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 in the absence of the Treasurer. Bank statements shall be made available to the President for review prior to delivery to 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 Chairperson of the Social Committee.

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 complete his/her duties relating to ARTICLE V, 5.0 NOMINATIONS OF ELECTED OFFICERS and 6.0 ELECTION OF OFFICERS. The Secretary will submit a slate for the Election of Officers to the Club newsletter and website. The Secretary will be responsible for extending appropriate sentiments on behalf of the Club as outlined in the Standing Rules, Policies and Procedures. 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, non-monetary compensation and credits, 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 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.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE VI (cont'd)**

#### **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 will benefit or be of interest to the Club. The Newsletter Editor, working with the Treasurer, will coordinate all Ads and Ad renewals placed in the newsletter.

The Newsletter Editor will serve as Chairperson of the Newsletter Committee. The Newsletter Editor should submit newsletters for inclusion in the NCCC Newsletter Contest.

#### **6.0 DUTIES OF THE WEBMASTER**

The Webmaster shall be responsible for maintaining the Club website and Social Media as required. These should be attractive and informative on Club, Regional and National news and activities. The maintenance of the Club website and Social Media shall be performed to maintain it as current and up-to-date as possible. The Webmaster should submit the website for the annual NCCC Club Website Contest. The Webmaster will serve as Chairperson for the Social Media Committee and shall seek volunteers to serve on the committee. This committee will assist the Webmaster in maintaining the numerous email distribution lists, tracking website sponsors, assist in proofing the website and in providing social media updates for events and club activities.

#### **7.0 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 Club NCCC Travel Award and will be responsible for the procurement of same. The NCCC Governor will also be responsible for keeping track of the points for NCCC Top Competitor and all NCCC competition awards and will present these awards, as directed by the Board, at a Club Awards Ceremony.

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

#### **8.0 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.

# COWTOWN VETTES

## BYLAWS

### 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:

Car Show	NCCC Events
Charities	Newsletter Distribution
Equipment	Open Road Racing
Cowtown Cruiser Program	Social
Historian	Sponsor
Logo Merchandise	Texas Motor Speedway Coordinator
Membership/Welcome	Audit
Mid-America	Parliamentarian & By-Laws
National Corvette	Museum Ambassador
Timing	Social & Digital Media

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 Chairperson of these committees shall be responsible for appointment of their committee members and the scheduling of meetings per ARTICLE III, 5.0 COMMITTEE MEETINGS. The Chairperson 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 CAR SHOW

This committee, in coordination with the Vice President, shall perform the duties to plan and coordinate all aspects of the Club's Annual Car Show. This includes, but is not limited to, preparing an accurate budget in a timely manner for consideration by the Elected Officers and approval of the membership. Committee responsibilities shall include providing displays at car shows that relate current Club information for prospective new members and the coordination of exhibitions that the Club sponsor asks the Club to participate in.

This committee shall track the annual Club car show points, as well as acquire and present the annual Car Show awards as outlined in the Standing Rules, Policies & Procedures. This committee shall provide updates for the newsletter and Club website.

##### 3.2 CHARITIES

This committee shall be responsible for coordinating all charity activities, including the 50/50 Raffles, within the Club. The chairman of this committee is the Charities Coordinator. At the beginning of each calendar year, the committee will consolidate charity suggestions from the membership, present the listing and arrive at a proposed list for that calendar year. Once the list has been developed, the list and a proposed budget will be presented to the Elected Officers for discussion and approval prior to presentation to the membership for their approval of the annual charity program.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE VII (cont'd)**

#### **3.3 COWTOWN CRUISER**

This committee, also known as CCP, was designed to promote cruising in Corvettes with Club members. This is a non-NCCC function. It does have a points system detailed in the Standing Rules, Policies and Procedures. The Chairperson is responsible for the tracking of the annual cruiser points along with acquisition and presentation of annual awards, as directed by the Board, at a Club Awards Ceremony.

#### **3.4 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.

#### **3.5 EQUIPMENT**

This committee shall be responsible for the club's trailer and equipment used for club events. Management of the equipment and supplies, proper organization and safe storage within the trailer, and an inventory are essential. Maintenance and repairs needed on the trailer, state required licensing, and transportation costs to and from events should be requested in a timely manner for Board approval of payment. Storage between events of the club's trailer is also the responsibility of this committee.

#### **3.6 LOGO MERCHANDISE**

This committee, subject to conditions and restrictions made by the Elected Officers, shall maintain and market merchandise to the membership. The Board will provide purchasing and pricing guidelines for Logo Merchandise sales to club members. A Board specified petty cash fund used to transact sales will be held by the Chairperson. The Chairperson shall maintain accurate records of all transactions, including but not limited to sales, the inventory, purchase order receipts, logo related communications and personalized orders. The Chairperson shall submit a report to the Treasurer of all expenses and income on a monthly basis and follow financial procedures as directed by the Board and these By-Laws. Upon request, the Logo Merchandise Chairperson will provide records to the Elected Officers.

#### **3.7 MEMBERSHIP/WELCOME**

This committee shall be responsible for maintaining records of attendance, applications, individual member information, the Official Membership Roster and new member eligibility criteria. This committee shall oversee the production of the Club Directory and its supplements, visitor information, new member packets, membership name badges, the Cowtown brochure and assist the Club Historian and Webmaster with visitor and new member pictures.

A monthly report of visitor, new member and individual member information appropriate for publication, including birthdays and anniversaries, shall be submitted to the Newsletter Editor. It shall be the duty of this committee to advise the Elected Officers and other committees of changes in the membership roster along with visitor information.

Committee members shall greet visitors, provide them with visitor information and introduce them to the Club. The committee shall present prospective members, who have met the appropriate eligibility criteria, for membership acceptance at a monthly club meeting. Upon acceptance by the membership, the committee shall provide new members with a membership packet.



# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE VII (cont'd)**

#### **3.7 MEMBERSHIP/WELCOME (cont'd)**

This committee shall be responsible for promotion, notification of eligibility, accurate record keeping and the purchasing and presentation of awards for the Membership Involvement Award and the Rookie of the Year Award, as outlined in the Standing Rules, Policies & Procedures). 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 new members' birthdays and anniversaries, as well as the names of visitors attending the monthly membership meetings.

#### **3.8 MID-AMERICA**

This Chairperson shall be the contact between Mid-America, a Corvette parts and accessories supplier, and the Club. He/she shall collect and organize orders and money from members to place one large order that meets the criteria outlined by Mid-America. After receiving the shipment, he/she shall coordinate the distribution of the products and follow up with any returns the members should have. Mid-America is responsible for all products, shipping and warranties and the Club assumes no financial responsibility involved in any such transaction.

#### **3.9 NATIONAL CORVETTE MUSEUM AMBASSADOR**

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

#### **3.10 NCCC EVENTS**

This committee, in cooperation with the NCCC Governor, shall perform the duties to plan and coordinate all aspects of the Club's NCCC Events. This includes, but is not limited to, preparing an accurate budget in a timely manner for consideration by the Elected Officers and approval of the membership. If additional practice autocrosses or other events to prepare for the Club's events are needed, they will be planned and coordinated by this committee.

#### **3.11 NEWSLETTER DISTRIBUTION**

This committee shall be responsible for the electronic mailing and manual distribution of the club newsletter, the Cowtown Low-Down. Current email and mailing lists shall be secured from the Membership Committee. Supplies and postage shall be procured, with Board approval, as needed. Securing copies, preparing and attaching labels, including special inserts, distribution of the newsletters at meetings and specific preparations for mailings, as required, are monthly duties of this committee.

#### **3.12 OPEN ROAD RACING**

This committee, also known as ORR, was designed to promote Open Road Racing in Corvettes with Club members. The Chairperson is responsible for the tracking of the annual ORR points along with acquisition and presentation of annual awards.

#### **3.13 SOCIAL**

This committee shall be responsible for coordinating at least, but not limited to, one (1) social event per month from February thru November. Additionally, this committee shall coordinate the Annual Awards Ceremony event(s) and other special social events. The chairperson of this committee is the Vice President as described in ARTICLE VI, Section 2.0 DUTIES OF THE VICE PRESIDENT.

# **COWTOWN VETTES**

## **BYLAWS**

### **ARTICLE VII (cont'd)**

#### **3.14 SPONSOR**

This committee is responsible for securing Sponsors and management of the Sponsorship Program as approved by the Board. This Chairperson shall maintain accurate records, promote and report program progress to the Board and the membership, secure Board approval of designated Sponsors, submit a report to the Board of new and prospective Sponsors on a monthly basis and follow financial procedures as directed by the Board and these By-Laws. This committee shall oversee compliance to the Board approved Sponsorship Program Guidelines, assisting and guiding the various other Chairpersons and Elected Officers as needed.

#### **3.15 TEXAS MOTOR SPEEDWAY COORDINATOR**

This committee 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. This includes the promotion of club members to work the TMS races, verification of the TMS track credit statement held by the Treasurer, as well as scheduling the Club's event.

#### **3.16 AUDIT**

This committee, comprised of at least two (2) Club members, will audit all income and expenses of the Club including LOGO Merchandise income and expenses and provide an annual report to the Elected Officers.

#### **3.17 PARLIAMENTARIAN & BY-LAWS**

In addition to acting in an advisory capacity to the President regarding the proper conduct of any meeting, the Parliamentarian will be the Chairperson of the By-Laws Committee. This committee, comprised of a minimum of three (3) Club members and not more than five (5), will meet, as necessary, review and submit By-Laws changes as outlined in ARTICLE IV, Section 4.0 BY-LAW CHANGES.

#### **3.18 SOCIAL & DIGITAL MEDIA**

The Webmaster can serve as Chairperson for the Social Media Committee and shall seek volunteers to serve on the committee. This committee will assist the Chairperson in maintaining the numerous email distribution lists, tracking website sponsors, assist in proofing the website and in providing social media updates for events and club activities.

#### **3.19 TIMING**

This committee shall be responsible for the timing equipment, supplies and accurate timing results of racers and their vehicles registered in our club auto cross events. All equipment requires proper storage, maintenance and testing. Knowledgeable volunteers shall be recruited to perform various duties of data entry, record keeping, the set up and storage of equipment and any other duties necessary to ensure the timing segment of the event is efficiently completed. All results are turned over to the NCCC Governor.

# **COWTOWN VETTES**

## **BYLAWS**

### **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, judgment 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 therefore.

# COWTOWN VETTES

## STANDING RULES, POLICIES & PROCEDURES

### STANDING RULES, POLICIES & PROCEDURES

1. New member dues shall be \$52.00 for primary members and \$72.00 for primary and spouse/companion members. Renewal dues shall be \$42.00 for primary members and \$62.00 for primary and spouse/companion members. Dependent membership dues shall be \$10.00. Associate member dues shall be \$42.00 per person.
2. **Travel on Club Business** – to minimize use of club resources (cash) for travel the following guidelines must be followed:
  - All travel including expected not to exceed (NTE) costs require pre-approval by the Board.
  - Travel to the quarterly NCCC business meetings will customarily be limited to the February and September meetings each year. Reasons for exceptions to this must be justified to the Board.
  - Normally, regional meetings are held in close proximity to the DFW area and do not require any costs other than auto mileage reimbursement.
  - If the traveling club member desires reimbursement for a **portion** or all travel costs, maximum costs to be reimbursed will be determined as follows:

**Airfare** –non-refundable, economy class tickets. Air travel should be booked 30 days in advance when travel dates are known.

**Hotel** – room charge plus taxes at the event hotel location if such is designated. Otherwise, hotel reimbursement will be made at actual incurred cost up to 120% of the amount allowed for federal employees traveling to the same location. See “Lodging Rates” at [Government Per Diem Rates](#)

**Meals** – the club does not customarily reimburse for meals but rather considers that meals are the responsibility of the traveling club member.

**Mileage** – Following NCCC mileage reimbursement policy for officers travel, if the club member opts to drive rather than fly, cost will be reimbursed for one-way trip miles at the rate allowed by the IRS for calculating mileage deduction. **Since driving versus flying is at the option of the traveler, total reimbursed cost for driving (mileage, extra hotel nights, etc.) will be limited to the cost of non-refundable, economy class airfare.**

# COWTOWN VETTES

## STANDING RULES, POLICIES & PROCEDURES

3. **Membership Involvement Award** – Points will be awarded for membership involvement in club events and activities as follows:

Awards will be presented as follows:

**Award Levels:**

- Silver – 150 points
- Gold – 250 Points

Activity	Points per person
Attending a CTV sponsored event (Monthly meeting, social, charity event, cruise, etc.) There can be more than 1 event per month.	10
CTV revenue generating event (autocross, car show, spring scramble): Entering event	15 per day
Volunteering at Event	10 per day
Attending Event	5 per day
Volunteering at TMS for National Races	10 per day
Other NCCC event: Entering other NCCC event	10 per day
Volunteering at other NCCC event	5 per day
CTV Committee Chair, co-chair or committee member	15
Attending National Convention	25

- Top 10 members recognized
  - Rookie of Year – Most points for a Rookie
4. A Club NCCC TRAVEL AWARD\*\* is presented annually as directed by the Board 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 and recognition will be given at a Club Ceremony. The car depicted on the Club NCCC Travel Award honors the Top NCCC Competitor for that event year.
5. The TOP NCCC COMPETITOR AWARD is presented annually as directed by the Board to the member with the highest number of NCCC points. The award is a traveling award passed on to each recipient, and is presented at an Awards Ceremony. A permanent Award\*\* is presented to the previous years' winner.
6. NCCC COMPETITION AWARDS\*\* in the categories of CONCOURS, FUNKHANA, RALLYE, DRAGS, and SPEED EVENTS is presented annually as directed by the Board to the male and female in the Club who have accrued

# COWTOWN VETTES

## STANDING RULES, POLICIES & PROCEDURES

the highest number of NCCC points in each category. All types of Drag events, including MatchingTime Drags, are counted in the DRAGS category. All Other Speed Events as noted in the NCCC Competition Rulebook are counted in the SPEED EVENTS category. These awards are presented at an Awards Ceremony.

7. The NCCC Governor may, at his/her discretion, present a Governor's Award\*\* at an Awards Ceremony.
8. The President may, at his/her discretion, present a President's Award\*\* at an Awards Ceremony.
9. Car Show awards\*\* - Awards are presented annually as directed by the Board at an Awards Ceremony for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place Car Show signifying that they are the top three (3) competitors for that given award year.  
1<sup>st</sup> Place = Member with the highest number of validated points  
2<sup>nd</sup> Place = Member with the second highest number of validated points  
3<sup>rd</sup> Place = Member with the third highest number of validated points
10. Open Road Racing awards\*\* - Awards are presented annually as directed by the Board at an Awards Ceremony for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place Open Road Racer signifying that they are the top three (3) competitors for that given award year.  
1<sup>st</sup> Place = Member with the highest number of validated points  
2<sup>nd</sup> Place = Member with the second highest number of validated points  
3<sup>rd</sup> Place = Member with the third highest number of validated points
11. Cowtown Cruiser Awards \*\* - There are two types of awards presented annually as directed by the Board for the Cruiser Program. A 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place Cruiser award is presented at an Awards Ceremony to the top three (3) competitors. Additionally, all members who reach one of the three (3) levels of Cruiser Participation will receive an award. Award levels are:  
1<sup>st</sup> Place = Member(s) with the highest number of validated points  
2<sup>nd</sup> Place = Member(s) with the second highest number of validated points  
3<sup>rd</sup> Place = Member(s) with the third highest number of validated points  
Participant Awards will be presented in three increments; Gold, Silver & Bronze levels. The chairperson and/or Cruiser Committee will establish the point structure at the end of each calendar year.  
The "What I Saw Along the Way" photo contest allows members to submit up to three (3) photographs of their Corvette for display at the November Club Meeting. The club members will vote for a winning entry and recognition will be given at an Awards Ceremony.
12. A 50/50 Raffle shall be conducted during monthly membership meetings and at any other club function as deemed appropriate by the Charities Committee and approved by the Elected Officers. The 50/50 Raffle will be coordinated by the Charities Committee. Proceeds from each 50/50 Raffle will be distributed as follows: 50% will be given to the winner; 50% will be placed in the Club's general fund, will be held separate from any other Club funds and will be designated solely for Club Charities. Charity money shall not be utilized for any other Club activities unless voted on by the Club Membership. Monies generated by the Charities Committee shall not be limited to 50/50 raffles.
13. Sentiments will be sent by the Club Secretary to a Club member, in the form of flowers or an appropriate personalized item, in the event of surgery or hospitalization for illness of a Club member, or his/her Spouse/Companion, or dependent child. In case of death of a Club member, his/ her Spouse/Companion, dependent child or parent, flowers or a memorial donation will be sent.

\*\* A budget of all proposed awards shall be presented on or before the November Board meeting for approval prior to the purchase of any awards.