

Pomona Valley Corvette Association



Bylaws

Amended: November 10, 2015

Pomona Valley Corvette Association
Bylaws

Adopted November 10th, 2015

Table of Contents

Section	Page
<hr/>	
1. Name	3
2. Purpose	3
3. Members	3
4. Officers and Elected Positions.....	8
5. Executive Board (E-Board)	12
6. Voting and Elections	14
7. Parliamentary Authority	16
8. Amendments.....	16
9. Effective Date	17
Amendment Chronology	17

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

1. Name

- 1.1 The name of this organization shall be the "Pomona Valley Corvette Association" and hereafter shall be referred to as PVCA in these Bylaws.

2. Purpose

- 2.1 The specific and primary purpose of PVCA is:
- to promote interest in the Chevrolet Corvette;
 - to promote friendship among Corvette owners and enthusiasts;
 - to be a source of information about Corvettes;
 - to promote safe driving;
 - and to be an organized framework for Corvette related social events.
- 2.1.1 To fall within the meaning of Section 23701g of the California Revenue and Taxation Code and Section 501(c)(7) of the Internal Revenue Code.
- 2.1.2 PVCA does not contemplate financial gain or profit to its members and is organized for nonprofit purposes.

3. Members

- 3.1 Each member of PVCA shall be a registered owner of a Chevrolet Corvette.
- 3.1.1 Exception to Section 3.1; when registration is in the name of a parent or guardian but prospective member meets all other requirements of Section 3.
- 3.1.2 Exception to Section 3.1; if a current member and/or significant other passes away or becomes disabled, the member or significant other may continue to be a member without the requirement to be a registered owner of a Corvette.
- 3.2 Any member who ceases to be a registered owner of a Corvette, but otherwise meets the requirements in Sec. 3 shall be exempt from Sec 3.1 until the next date that annual dues are payable. Current members that have

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

sold their Corvette and have a new Corvette on order shall be treated as if they are Corvette owners.

- 3.3 Each member shall hold a driver's license valid in the United States.
- 3.4 Each member shall meet financial responsibility requirements (such as insurance) set forth in the Vehicle Code of the member's state of residence whenever operating a motor vehicle in conjunction with, in transit to or in transit from a PVCA function.
- 3.5 In cases of multiple registered owners of a single Corvette, all persons listed as registered owners who are members must meet all requirements in Sec. 3.
- 3.6 In the case of a “significant other” relationship with at least one person meeting Sec. 3.1, but with both persons meeting all other requirements in Sec. 3 other than living together at the same address, the non-registered “significant other” may become a member.
 - 3.6.1 A member may propose a “significant other” relationship once in a twelve month period.
 - 3.6.2 If a “significant other” relationship ends, membership reverts to the person who is the registered owner of a Corvette.
- 3.7 A prospective member may apply, in writing, for membership in PVCA at the first Regular General Membership Meeting that he or she attends. The prospective member shall have attended at least three (3) functions of PVCA prior to his or her application for membership. These functions shall be either Regular General Membership Meetings or PVCA events. At the first Regular General Membership Meeting after the prospective member fulfills this attendance requirement or any Regular General Membership Meeting thereafter; the prospective member may request that the membership of PVCA vote to approve his or her application for membership.
 - 3.7.1 Prospective members shall apply for membership using a form approved by a majority of the Executive Board of PVCA.

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

- 3.7.2 Upon submission of an application for membership, the prospective member will receive an electronic or printed copy of these Bylaws and PVCA's Rules and Regulations and any other relevant club documents or materials.
- 3.7.3 Upon submission of an application for membership, a prospective member agrees to abide by these Bylaws and PVCA's Rules and Regulations.
- 3.7.4 Approval of an application for membership requires a majority vote of the members present at a Regular General Membership Meeting.
- 3.7.5 After approval of membership, payment of dues and initiation fee, each new member shall be notified of a user-id and user password which will provide access to the PVCA member section of the Club Web Site (www.PVCA.org).
- 3.7.6 For prospective members who are reapplying following termination of membership specified in Section 3.14, the requirement to attend three (3) PVCA events may be waived by a majority vote of the members present at a Regular General Membership Meeting or by a majority vote of the E-Board.
- 3.8 All members of PVCA, as part of membership, shall belong to the National Council of Corvette Clubs (N.C.C.C.). An application for membership in the N.C.C.C. shall be submitted on approval of membership in PVCA, unless the member is already a member of the N.C.C.C. as a result of being a life member or a member of another Corvette Club.
- 3.9 Any member of PVCA may be expelled by a two-thirds vote of the membership. Former members forfeit all membership privileges. Former members are not entitled to any refund of fees, dues or assessments paid during their period of membership. Property belonging to PVCA but in the possession of a former member shall immediately be returned to PVCA.
 - 3.9.1 Once a motion to expel a member is pending, all members shall be notified of that motion, via Standard Club Communication, at least ten (10) days prior to the Regular General Membership Meeting at which the vote to expel said member is to be taken.

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

- 3.9.2 A former member who has been expelled may not re-apply for membership for a period of two (2) years after the date of expulsion.
- 3.10 The annual dues of PVCA are set by a majority vote of the Executive Board. The Executive Board shall give notice to the membership any time there is a change in the dues amount for the next term via Standard Club Communication at least ten (10) days prior to the date of the first meeting in October.
- 3.10.1 A portion of the dues is to be used to enroll member(s) into N.C.C.C. (National Council of Corvette Clubs, Inc.)
- 3.10.2 Any individual that would otherwise qualify to be a member of PVCA and has decided not to join PVCA shall be permitted to attend only two (2) events listed on the PVCA calendar in any twelve (12) month period.
- 3.10.3 The annual dues for new members are payable at the first Regular General Membership Meeting after the member(s) has been approved for membership.
- 3.10.4 New members accepted and who have paid all dues and fees as required for membership after August 30th of any year, will be granted membership for the remainder of the current year plus for the following year.
- 3.10.5 Failure of any member to pay dues, fees, and assessments by the due dates specified shall result in immediate termination of membership.
- 3.10.6 The annual dues for all other members, for the following year, shall be payable no later than December 1st. Dues paid after this date will incur a \$20 late fee.
- 3.11 A new member initiation fee set by the Executive Board shall be paid by each new member. The Executive Board shall set the amount of the initiation fee at any time. The initiation fee shall be used for new member materials as set forth by the Executive Board. The initiation fee is payable

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

at the first Regular General Membership Meeting after approval of membership.

- 3.11.1 In the case of a former member or members who are re-applying for membership in PVCA, the initiation fee may be waived by a majority vote of the Executive Board or by a majority vote of the members present at a Regular General Membership Meeting.
- 3.12 An Assessment, not to exceed ten dollars (\$10.00) per calendar year, may be levied upon each member by a majority vote of the membership at any Regular General Membership Meeting and shall be paid by the first Regular General Membership Meeting after the assessment is adopted. The membership shall be notified of such an assessment via Standard Club Communication. All members shall be notified of the proposed assessment, via Standard Club Communication, at least ten (10) days prior to the Regular General Membership Meeting at which the vote is to be taken.
- 3.13 An Assessment, in excess of ten dollars (\$10.00) per calendar year, may be levied upon each member by a two-thirds vote of the membership at any Regular General Membership Meeting and shall be paid by the second Regular General Membership Meeting after the assessment is adopted. The membership shall be notified of such an assessment via Standard Club Communication. All members shall be notified of the proposed assessment, via Standard Club Communication, at least ten (10) days prior to the Regular General Membership Meeting at which the vote is to be taken.
- 3.14 Failure of any member to pay dues, fees or Assessments by the due dates specified in the PVCA Bylaws or PVCA Rules and Regulations shall result in immediate loss of all voting privileges. Failure of any member to pay dues, fees or assessments by December 1st of the year in which those dues, fees or assessments come due will result in immediate termination of membership.
- 3.15 Dues, fees, Assessments and other funds collected by PVCA must be placed in its General Treasury. The funds in the General Treasury shall be used only for expenses approved by a majority vote of the membership

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

present at a Regular General Membership Meeting, except as noted in Section 5.6.

- 3.16 Moneys collected or to be paid as part of any PVCA activities or events aimed to raise funds or expenses to be paid for the charity event will be placed in a separate Charity Treasury.
- 3.17 The funds of the General Treasury and the Charity Treasury shall not be co-mingled. Funds from the General Treasury which are to be transferred to the Charity Treasury or given to a charity must be approved by a majority vote of the Executive Board and by a majority vote of the membership present at a Regular General Membership Meeting.

4. Officers and Elected Positions

- 4.1 The officers of PVCA shall be: President, Vice President, Secretary, Treasurer, Director of Membership, Director of Activities and N.C.C.C. Governor. These officers shall perform the duties prescribed by these Bylaws or by the parliamentary authority adopted by PVCA.
 - 4.1.1 The President shall open Regular General Membership Meetings at the scheduled time, lead or have a member lead the Pledge of Allegiance, announce business, recognize members requesting or entitled to the floor, state, discuss and put motions to vote, and assist in expediting business in every possible way. The President shall be the PVCA representative and primary contact person when the club is represented at outside functions and/or responsible to designate an appropriate representative when necessary. The President shall be responsible to authenticate with signature, written communications of the club. The President shall appoint all Committee Chairs subject to the confirmation of the membership. The President shall chair the meetings of the Executive Board.
 - 4.1.2 The Vice President shall perform appropriate duties in the absence of the President. If the office of the President is vacated, those duties become that of the Vice President. The Vice President is responsible for operating the 50/50 fund raiser at each monthly meeting. The Vice President is responsible for the management of all property

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

belonging to PVCA; this shall include a written accounting of the current location of all property.

- 4.1.3 The Secretary shall keep the club records and the minutes of all PVCA Regular General Membership and Executive Board Meetings. The Secretary shall provide all meeting minutes to the E-Board for review and approval. Approved meetings minutes will be posted to the PVCA Web Site. It is the duty of the Secretary to send out proper notices and to conduct the correspondence of the club. Prior to each meeting the Secretary should provide the order of business and noting business to be continued from previous meetings. The Secretary shall endorse the reports of the committees, date their reception and further action necessary, and preserve them in the club records.
- 4.1.4 The Treasurer shall act as financial officer, holding the funds deposited and paying them out on the order of the club signed by the designated officer(s). The Treasurer shall keep a financial record of the General Treasury. The Treasurer shall give a monthly financial report and be responsible for a complete annual (year-end) written report. The Treasurer is responsible for collecting appropriate membership dues. The Treasurer shall deposit all monies collected for any PVCA transactions except for the cash given to the winner of any 50/50 drawings. All expenses shall be paid by checks signed by the approved officer(s) and within the limit of the pre-approved budgeted limits as determined by the E-Board and approved by the membership. The Treasurer shall keep a separate financial record of the funds of the Charity Treasury and shall give a monthly report of said funds and be responsible for a complete annual (year-end) written report. The Treasurer shall assist the Executive Board and committees in the preparation of budgets as may be needed. The Treasurer shall ensure that the budgets are presented and approved by the general membership as may be required. The Treasurer shall prepare an estimated expense budget to assist the Executive Board in the determination of the dues amount for the following term. Using the expected number of members in the club and the clubs estimated expenses the Executive Board can recommend an appropriate dues amount for the following term. The Treasurer shall provide to the Election Committee a current roster of members of the club who

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

have paid their dues for the following term prior to the start of the Annual Election Meeting and who are eligible to vote for the officers and other elected positions of PVCA.

- 4.1.5 The Director of Membership shall supervise the organization and administration of all PVCA activities relating to prospective members or new members. The Director of Membership shall maintain a current membership roster. The Director of Membership shall be responsible for keeping records as to the attendance at the meeting of members, all General Membership meetings and official PVCA events. The Director of Membership shall greet and introduce new members and guests, and may provide an article for the PVCA Web Site about new members, and direct and support PVCA membership programs. The Director of Membership shall provide new members with applications and other club related materials as required or as determined by the E-Board. The Director of Membership will recommend to the E-Board items to be included in new member packages and the associated costs so as to determine the initiation fee. The Director of Membership will create procedures and policy related to prospective and new members for communicating club news and information.
- 4.1.6 The Director of Activities shall serve as the key person of support in developing the many activities of the club. The Director of Activities shall be the communicator to the Executive Board as to the details of each event and the maintenance of PVCA Activities Calendar to minimize a conflict with club events/activities. The Director of Activities shall assist the event sponsor in planning the PVCA event and remind the sponsor to review the caravan guidelines during the drivers meeting as may be needed.
- 4.1.7 The N.C.C.C. Governor shall attend or appoint a representative to attend as many regional/national N.C.C.C. meetings as possible and present a summary of these meetings at PVCA club meetings. The N.C.C.C. Governor shall keep the club advised of all N.C.C.C. regional and national events and coordinate PVCA club competition events with the Regional Competition Director. The N.C.C.C. Governor will make changes, corrections and add new members to the NCCC Database as required by the N.C.C.C. Regional

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

Membership Director and to advise the Regional Membership Director of all PVCA membership changes. The N.C.C.C. Governor shall be responsible for providing the PVCA activities calendar to N.C.C.C. Regional Director by the 20th of each month for the following month's activities by email and a hard copy sent via regular mail. Changes to the calendar shall be communicated to the N.C.C.C. Regional Director as changes might occur to the PVCA Activity Calendar. The N.C.C.C. Governor will also be responsible for club membership renewals, punctual payment of all Regional/National dues and processing of proxy forms for the National Governors Meetings. The N.C.C.C. Governor must be familiar with N.C.C.C. rules, regulations and procedures.

- 4.1.8 The Parliamentarian shall not be considered an officer of PVCA. The Parliamentarian shall have extensive knowledge of the parliamentary authority adopted by PVCA. That person shall advise the Executive Board on maintaining procedures that are consistent with PVCA Bylaws, Rules and Regulations and the adopted parliamentary authority.
- 4.1.9 The Historian or Web Site Master (Administrator) shall not be considered an officer of PVCA. The Historian shall be the curator of all historical documents, images and other memorabilia belonging to PVCA. The Historian shall maintain a collection of past issues of PVCA's official publication. The Historian shall be responsible for creating and maintaining a collection of images documenting PVCA's activities during each year.
- 4.2 An election of officers and directors shall be held annually at the Annual Election Meeting. The Annual Election Meeting shall be the last meeting in November and may be part of a Regular General Meeting. The membership shall be informed via Standard Club Communication of the date of the Annual Election Meeting at least ten (10) days prior to the meeting.
- 4.3 A group of registered owners of a single Corvette, or both members of a family or a "significant other" relationship having two or more memberships in PVCA shall each be able to be an elected officer in the same year or term. The exception to this rule is for the offices of President

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

and Treasurer. The group of registered owners of a single Corvette, two members of a family or “significant other” relationship shall NOT be eligible to hold the offices or be elected to the positions of President and/ or Treasurer in the same year or term.

- 4.4 The term of office shall be the calendar year. New officers shall take office at the first Regular General Membership Meeting of the new term and shall serve for one year or until their successors are elected.
- 4.5 If the office of President becomes vacant, the Vice President succeeds to the office of President.
- 4.6 Vacancies, other than the office of President, shall be filled by a special election held at a Regular General Membership Meeting.
 - 4.6.1 The term of Officers or Directors elected by a special election begins immediately after the results of the special election have been announced.
- 4.7 If all offices become vacant simultaneously, at the first Regular General Membership Meeting after the vacancies occur, the members, by a majority vote, shall select a president pro tem to serve as the presiding officer of PVCA.
 - 4.7.1 A president pro tem shall serve only until a new President is elected at a special election held at a Regular General Membership Meeting.
- 4.8 Notice of any special election to fill any open or vacant offices must be given to all members, via Standard Club Communication, at least ten (10) days prior to the date of the special election.
- 4.9 Any officer or director may be removed from office by a two-thirds vote of the members present at any Regular General Membership Meeting.
 - 4.9.1 Once a motion to remove an officer or director is pending, all members shall be notified of that motion via email, at least ten (10) days prior to the Regular General Membership Meeting at which the vote to remove said officer or director is to be taken.

5. Executive Board (E-Board)

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

- 5.1 The Officers of PVCA, President, Vice President, Secretary, and Treasurer, the Director of Membership, the Director of Activities, and the N.C.C.C. Governor shall constitute the Executive Board (E-Board) of PVCA and receive no compensation for their service.
- 5.2 The Executive Board shall have general supervision of the affairs of PVCA to include Regular General Membership Meetings, making recommendations to the membership and shall perform other duties specified in these Bylaws. The Executive Board shall be subject to the orders of the members of PVCA and none of its acts shall conflict with action taken by the members of PVCA.
- 5.3 No member of the Executive Board shall serve as an officer, director or in any equivalent position in any Corvette organization having any purpose similar to those of PVCA, without approval of the residing Executive Board.
- 5.4 Executive Board Meetings shall be held a minimum of once in each quarter of the calendar year at a time and place fixed by the President. Notice of E-Board meetings will be announced via Standard Club Communication at least five (5) days prior to the date of the meeting.
 - 5.4.1 Special Meetings of the Executive Board may be called by the President or at the written request by three members of the Executive Board. Notice of Special E-Board Meetings will be announced via Standard Club Communication at least five (5) days prior to the date of the meeting.
 - 5.4.2 Regular and Special Executive Board Meetings shall be open to the general membership of PVCA for presentation and discussion of the member(s) ideas and to address any concerns or issues as may be called upon by the President or the E-Board members.
- 5.5 At any meeting of the Executive Board, for any vote; a quorum is defined as four members of the Executive Board.
- 5.6 The Executive Board is authorized to approve extraordinary expenditures of the club up to the limits approved by the membership as part of the

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

Annual Operating Budget. The Annual Operating Budget is to be presented to the membership at the first Regular General Membership Meeting of each new term. The annual Operating Budget must be approved by a majority of the members present at the first Regular General Membership Meeting. The Executive Board is also authorized to pay for expenses which have been budgeted and approved by the membership as part of the annual operating budget.

5.6.1 The Executive Board from time to time may recommend adjustments, changes, additions to the approved annual operating budget as may be required during the course of the year. Changes to the approved annual operating budget must be approved by a majority of the members present at a Regular General Meeting when such changes are presented.

6. Voting and Elections

6.1 The President will appoint an Election Committee in September to consist of three (3) members: a Chairperson selected from the Executive Board and two members not on the Executive Board selected by the Election Committee Chairperson or the President. It is the duty of the Election Committee to collect nominations for officer candidates and other elected positions until the close of the last Regular General Membership Meeting in October. Those running for an elected office cannot be a member of the election committee.

6.1.1 The Election Committee or the President shall inform the membership via Standard Club Communication that the nominations for officers and other elected positions are open and nominations should be sent to any of the Election Committee members.

6.1.2 If none of the members of the current E-Board wish to serve as Chairperson of the Election Committee, or if they have expressed interest in running for office or elected position in the following term, then the Election Committee Chairperson may be any member of PVCA appointed by the President (including the President) not running for office or elected position.

6.2 Any candidate for the office of President shall have been a member of PVCA for a minimum of one (1) year prior to the date on which

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

nominations for office are closed. Any member of PVCA regardless of the length or term of membership, may hold any of the other elected offices of the club. No member may be a candidate for more than one (1) elected position. No person may be nominated who is not a member in good standing and has not been nominated in accordance with these Bylaws.

- 6.3 The Election Committee will inquire if nominated members wish to accept or decline the nomination. The Election Committee will prepare a ballot consisting of all members who have accepted nominations for each of the elected offices and other elected positions of PVCA. The ballot will also allow for members to record their vote for Member of the Year. The Election Committee will then publish the ballot at least ten (10) days prior to the date of the Annual Election Meeting.
- 6.4 The election of the Officers (President, Vice President, Secretary and Treasurer) along with the positions of Director of Membership, Director of Activities and the N.C.C.C Governor shall be at the Annual Meeting. All Members in good standing as determined by the Treasurer (having paid dues for the next term prior to the start of the meeting) may vote.
- 6.5 Any member may vote by absentee ballot if they wish. All absentee ballots must be returned to the Election Committee prior to the start of the Annual Meeting when elections are conducted. The absentee ballot must be delivered via email or mail or delivered to any member of the election committee. Absentee ballots which are sent via email should be addressed to the election committee chairperson. Absentee ballots delivered to the Election Committee via email must include an image (scan or picture) of the ballot with the member's signature. Absentee ballots delivered to the Election Committee or mailed in must be in a sealed envelope with the member's signature on the outside of the envelope for verification of the member's membership status by the Election Committee.
- 6.6 The Election Committee will collect, tabulate and certify the results of the ballots. The nominated candidate for each elected office receiving the greatest number of votes shall be declared elected. The results of the election as determined by the Election Committee shall be considered final. The results of the election will be announced at the first Regular General Membership Meeting in December.

Pomona Valley Corvette Association

Bylaws

Adopted November 10th, 2015

- 6.7 Each member as defined in Section “3. Members” is entitled to only one vote on any club business.
- 6.8 At the Annual Election Meeting and all Regular General Membership Meetings, for any vote by the membership; a quorum shall be one third of the members of PVCA counted immediately after the call to order or anytime thereafter before the meeting is adjourned.
- 6.9 At the Annual Election Meeting, at Regular General Membership Meeting, or at any Regular or Special Meeting of the Executive Board, in which a vote is required, other than elections of officers and proposals to amend these Bylaws; the President or presiding officer of PVCA shall vote only when his or her vote will affect the result of the voting.
- 6.10 During any PVCA election of officers, or any other PVCA business that requires a ballot; the President or presiding officer may vote and shall do so before the results of the election are announced. If any office remains unfilled after the first ballot, the balloting shall be repeated for that office as many times as necessary to obtain a majority vote for a single candidate.

7. Parliamentary Authority

- 7.1 The rules contained in Robert's Rules of Order Current Edition shall govern PVCA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order PVCA may adopt.

8. Amendments

- 8.1 Prior to the introduction of a set of amendments to these Bylaws and/or the Rules and Regulations, a copy of the proposed Bylaws and or Rules and Regulations or said amendment(s) shall be distributed to all members via Standard Club Communication ten (10) days prior to the Regular General Membership Meeting at, which the amendments are to be discussed and voted on.
- 8.2 These Bylaws and/or the Rules and Regulations may be amended by a two-thirds vote of the membership at a Regular General Membership Meeting.

Pomona Valley Corvette Association Bylaws

Adopted November 10th, 2015

9. Effective Date

9.1 When adopted, these Bylaws become effective immediately.

Amendment Chronology

Approved by the Constitution and Bylaws Committee of 1993: 18 October 1993

Adopted by the membership: 9 November, 1993, effective: 1 January 1994

Amended by the membership: 7 November 1995

Amended by the membership: 13 February 1996

Amendments approved by the Bylaws Committee of 1996, 25 May 1996 and
amended by the membership: 25 June 1996

Amended by the membership: 11 August 1998

Amended by membership and re-numbering: 9 October 2001

Amended by membership: 09 October 2003

Amended by membership: 22 August 2006

Amended by membership: 27 October 2009

Amended by membership: 14 February 2012

Amended by membership: 14 October 2014

Amended by membership: 10 November 2015, allowing two members from a group of registered owners, family or significant other to be an officer in the same year or term, except for the offices of President and Treasurer. Also to allow any member to run for any office no matter length of membership, except President for which a member must be in the club for one (1) year or more.