

RTP CORVETTES  
CONSTITUTION AND BY LAWS



Mailing Address:  
RTP CORVETTES  
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## ARTICLE I DESCRIPTION

### **Section 1 – Name:**

- The name of the Club shall be **RTP CORVETTES** (hereinafter referred to as the Club).
- RTP Corvettes is a registered 501(c)(7) non-profit.

### **Section 2 – Purpose:**

The purpose of the Club shall be to:

- Promote social interaction and fellowship among its members.
- Enhance and promote the ownership and further the interests of the Chevrolet Corvette.
- Promote the art and sport of safe motoring through planned events, trips, and social activities, extended to the members of RTP Corvettes.
- Promote, sponsor, organize, and supervise motor car outings, meetings, competitions, and other Corvette related functions and/or events, whether motoring or otherwise.
- Support the National Corvette Museum.
- Support charitable events through the exhibition of club members' vehicles and/or events that are represented by the members' interests and direction.
- Support other clubs' activities, events and expositions that promote the Chevrolet Corvette and encourage careful and skillful driving.

### **Section 3 – Club Communication:**

- The principal means of Club Communication, advertisement, and dissemination of information shall be through the Club website and via individual E-mail addresses. The website address is: [www.rtp-corvettes.com](http://www.rtp-corvettes.com)
- Members can share information and photos on social media, by searching RTP Corvettes on [www.facebook.com](http://www.facebook.com)

## ARTICLE II MEMBERSHIP

### **Section 1 – Members:**

- Membership in the Club shall require ownership of a Corvette.

### **Section 2 – Classes of Membership:**

- Members in good standing:
  - Members who have paid their dues by January 31<sup>st</sup> of each year.
  - Members who have not paid their dues by January 31<sup>st</sup>, are considered inactive members. (See below).
- Active Members:
  - Individual, and not more than one family member/significant other, who have been processed and accepted into the Club, in accordance with the Club by-laws, and have paid the appropriate dues.

- Active members are eligible to hold office in the Club after six (6) months of membership in good standing.
- Honorary Members:
  - Honorary membership, without voting power, may be granted to those persons who have earned the Club's recognition and appreciation.
  - Nominations may be made to the Board of Directors with acceptance by the majority of members present at a formal Club meeting.
- Associate Members:
  - Active members and their family member/significant other, who no longer own a Corvette, shall be considered Associate Members, as long as they are current in their dues. Upon the sale of their Corvette, they will receive Associate Membership status and will relinquish their voting rights in the Club.
  - An Associate Member, who is not current in their dues, will be considered inactive and will be required to meet the criteria specified in Article II Section 1, to be considered for Club membership.
  - An Associate Member may not be nominated or elected to hold any office.
  - An officer, upon becoming an Associate Member, shall immediately resign his/her position as officer.
- Inactive Members:
  - Members who have not paid their dues, will forfeit all Club privileges until reinstated.
  - Inactive Members will be deleted from the Club roster on March 1<sup>st</sup>.
  - Reinstatement of an Inactive Member requires joining the Club as described in Article II Sections 1 & 3.
  - An Inactive Member may be reinstated once dues are received.
  - If an Inactive Member is absent longer than six (6) months, an application and General Release Form needs to be completed.

### **Section 3 – Membership Application Process:**

To qualify for membership, an applicant must:

- Complete and submit the Application for Membership.
- Sign the General Release and Indemnification Form to release RTP Corvettes, its Club members, and officers, from liability.

### **Section 4 – Dues and Fees:**

The fiscal year is defined as January 1<sup>st</sup> through December 31<sup>st</sup>.

- Should the board determine a change in dues or fees is necessary, the treasurer must provide membership with the amount of the proposed change, date of proposed change, and the rationale for change; at least 14 days prior to the next regularly scheduled monthly meeting. Discussion from the floor will take place at the next monthly membership meeting. A motion to change the dues can be made, and the motion to change the dues amount must pass by a majority vote of those attending the meeting.
- The treasurer must notify all members of any change in the dues amount at least 30 days prior to the effective date of the change.
- Dues are payable with submission of membership application.

- Membership and member privileges commence when the dues are paid.
- New Member dues are prorated by the month joined, as follows:
  - January through June \$90. per person.
  - July \$60. per person.
  - August \$50. per person.
  - September \$40. per person.
  - October \$30. per person.
  - November \$20. per person.
  - December \$10. per person.
- Club members participating in Club events may be charged entrance and/or registration fees with the purpose of defraying Club expenses for awards, insurance, food, etc.

**Section 5 – Behavior of Members:**

- Each member is expected to work toward the betterment of the club. All members are expected to conduct themselves in a respectable and orderly fashion at RTP events, or at events when representing RTP Corvettes Club.

**Section 6 – Privacy:**

- All membership information obtained by the Club (i.e.: name, address, email, phone number, etc.) will remain private and confidential; this includes information on the Club roster. Unless approved by a majority of the members, per event, this information will not be sold, released, or provided to any outside individual or company for use not specified by the member.

**Section 7 – Exempt Organization:**

- Officers and/or Directors shall not receive any compensation for their services.
- No director, officer, or member of the Club shall receive any of the income from the operation of the Club, provided this shall not prevent the payment to any such person of such reasonable reimbursement for expenses incurred for services rendered to or for the Club and affecting its purposes as shall be fixed by the Board of Directors.
- Notwithstanding any other provisions of these by-laws, the Club shall not carry on any other activities not permitted by a corporation exempt from federal income tax, under Section 501 (c)(7) of the Internal Revenue code.

**Section 8 – Reimbursement of Expenses:**

- Expenses that support the operating cost of the organization, or that are incurred to support Club sanctioned events, and that will provide all members the opportunity to participate, are permitted to be reimbursed.
- Expenses will be reimbursed to a member only with written approval (a verbal approval followed by a written approval) is received from the President within a spending limit specified in Article IV Section 1.
- The President may seek approval for expenses outside the spending limits by obtaining a majority vote of the membership present at a monthly membership meeting, prior to the expense being incurred.

- Requests for reimbursement must be accompanied by an original receipt(s) and submitted to the Treasurer.
- Approved reimbursements will be made within 20 business days.
- Requests for reimbursements without prior approval will not be honored.

### **ARTICLE III MEETINGS**

#### **Section 1 – Board of Directors Meetings:**

- Board of Directors shall meet a minimum of four (4) times per year, scheduled at the direction of the board.
- Board meetings will be announced via email or at the General Membership Meeting at least one week prior to the scheduled date.
- Active members in good standing may attend by notifying a Board member of their intent to attend.
- Board Members can attend up to two board meetings per year via telephone or video conferencing.
- The Board, at its discretion, can choose to have up to two (2) board meetings or special meetings by telephone or video conferencing.
- Telephone or video conferencing participation in meetings is considered attendance at the meeting.
- If a member misses two meetings, either in person or via telephone or video conferencing, he/she may be asked to resign from the Board.

#### **Section 2 – Monthly Membership Meetings:**

- Under normal circumstances, monthly membership meetings will be held on the 3<sup>rd</sup> Sunday of each month.
- The location and date of the next meeting will be determined prior to the end of the current meeting.
- Monthly membership meetings may be in the form of social events or activities of the Club.

#### **Section 3 – Special Membership Meetings:**

- In addition to any provisions of the by-laws, special meetings of the members may be called by the President, or by a majority of the voting board members.
- The Board of Directors may call a special membership meeting if any officer receives a written petition of more than 20% of the members, provided such petition states the purpose for which the meeting is to be called.

#### **Section 4 – Notice of Special Membership Meetings:**

- Notice will be sent via email to all members at least 7 days prior to the special membership meeting.
- The notice will include the location (with directions), the date, time, and purpose of the meeting.

### **Section 5 – Membership Meeting Location:**

- The location of the meetings is left to the discretion of the Board. There shall be no prohibition to renting a meeting place.

## **ARTICLE IV**

### **OFFICERS / BOARD OF DIRECTORS**

***Board Members are expected to attend the regular monthly meetings and perform the duties assigned to their position. Officers have the authority to solicit and appoint members to committees to carry out the duties of their office.***

### **Section 1 – Committees:**

- A committee is a body of one or more persons appointed by the Board/President to accomplish a specific need, such as: a car show, social event, or election.
- The committee is part of the RTP Corvettes, and, as such, shall report to the Board.
- The Board of Directors shall present the need for a committee to the Club and ask for volunteers.
- The President shall have the option to ask members to be part of a committee or be the chairperson if there are no volunteers.

#### **Committee Responsibilities:**

- *Members will work together to accomplish specific tasks for the enhancement of the Club.*
- *Provide detailed information of actions and outcomes, as requested by a member of the Board of Directors.*
- *Circulate the agenda at least 72 hours in advance.*
- *Take detailed notes at the committee meeting.*
- *Schedule important items early in the meeting to ensure sufficient time for discussion.*
- *During the meeting, the chairperson will be responsible for encouraging participation from all committee members, keeping the discussion connected to the agenda item, and keeping the discussion within the meeting time.*
- *The chairperson will summarize “to do” action items prior to ending the meeting.*

### **Section 2 – President**

- The President shall preside at all meetings of the members and Board of Directors.
- He/she shall be the principal officer of the Club.
- He/she shall provide an agenda for all monthly membership meetings and Board of Director meetings.
- He/she shall establish committees as necessary and shall outline the duties and responsibilities of such committees.
- The President has the authority to approve expenditures up to \$150.00 with a maximum \$500.00 per year. He/she shall report to the Club members at the next scheduled meeting the purpose for the expenditure and final cost.

### **Section 3 – Vice President**

- In the absence of the President, the Vice President shall perform the duties usually appertaining to that office.
- The Vice President is also responsible for events that support the Club's non-profit, charitable organizations. The Vice President shall chair the Social Committee.

### **Section 4 – Secretary**

- The Secretary will record all membership meeting minutes and email the minutes to membership for their review prior to the next membership meeting.
- He/she will maintain a history file containing Board and Club Minutes, Club Inventory provided by the Treasurer, General Release and Indemnification Forms, and other fiduciary records.
- He/she will maintain a current version of the Constitution and By-Laws.
- He/she shall have custody of the Club's records.

### **Section 5 – Treasurer**

- The Treasurer shall, subject to such conditions and restrictions as made by the Board of Directors, have custody of all monies, debts, and financial obligations belonging to the Club.
- He/she shall be responsible for filing all appropriate documents including the Club's Federal Tax Return.
- He/she shall make all payments of the Club's debts upon approval of the Board of Directors.
- The contracts, checks, drafts, notes, or other orders of payment of money, shall be signed in the name of the Club by the Treasurer or the President.
- In addition to the monthly Treasurer's Reports, an annual audit of the Club's finances shall be conducted by a committee consisting of the current Treasurer, incoming Treasurer (if applicable), one Board member and one member of General Membership.
- He/she will work with the Board to develop an Annual Budget.
- He/she shall give an annual report on the financial status of the Club at the January membership meeting.
- He/she will maintain an inventory of Club property of individual items over \$100.
- He/she will oversee the 50/50 Raffle.

### **Section 6 – Director of Automotive Events:**

- The Director of Automotive Events shall be the liaison between other automotive club(s) and/or Club sponsors and the Club.
- He/she shall be responsible for advertising on behalf of RTP Corvettes regarding all Club activities outside of the General Membership.
- He/she shall distribute emails to the General Membership, in a timely manner, for all upcoming events, and coordinate with the Webmaster to ensure information is updated on the website.

### **Section 7 – Director of Membership:**

- The Director of Membership shall acquaint him/herself with all prospective members, promote Club membership to all Corvette owners, receive all applications, General Release, and Indemnification Forms; and verify that all applications have been properly completed.
- He/she, in association with the Treasurer, will maintain a current list of all paid members, and provide the list to Committee Chairpersons as requested.
- He/she shall enforce and encourage all members regarding the payment of dues.
- He/she shall provide an updated list to the Board of Directors and General Membership when updates have been performed.
- He/she shall provide a Welcome Packet to each new member consisting of the following:
  - A copy of the Constitution and By-Laws
  - A Welcome Letter from the President
  - RTP Name Badge
  - Current Membership Roster
  - A Club Brochure
  - RTP Corvettes Logo decal
- He/she shall update email accounts for the General Membership and the Board Members, as needed.

### **Section 8 – Webmaster:**

- The Webmaster shall manage the design and development of the RTP website with approval of the Board and Club membership.
- He/she shall act as the first point of contact to solve website related problems and troubleshoot the issues.
- He/she shall coordinate with the hosting service to ensure all the web servers, hardware, and software are working properly and determine if upgrades are needed.
- He/she shall market the RTP website by linking to other Corvette community sites and web pages.
- He/she shall maintain Club event registration pages, activities, picture galleries, and calendar postings.
- He/she shall add, edit, or delete information in a timely manner.
- He/she shall also maintain RTP Corvettes related social media sites.
- He/she will also provide administrative rights to members, as needed.

### **Section 9 – Immediate Past President (Ex Officio):**

- The immediate Past President shall serve in an advisory capacity for a period of one-year following expiration of his/her term.
- He/she will be a non-voting Member of the Board of Directors.



## **ARTICLE V LIABILITY**

### **Section 1 – Personal Liability**

- All persons or corporations extending credit to, contracting with, or having any claim against the Club, or its Board of Directors, shall look only to the funds and property of the Club for payment of such contract or 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 corporation. Members of the Club, the Board of Directors, present or future, shall not be held liable personally thereafter.
- All major decisions shall be made by the Board of Directors, sent to the floor at the next membership meeting to be voted on by the members.
- Daily operations of the Club shall be carried out by the Board of Directors.
- Quick decisions may be made by a majority vote of the Board of Directors as long as long as the decision is within the scope of RTP Corvettes, and a decision must be made prior to the next membership meeting and is in the best interest of RTP Corvettes.
- The members of the Club, the Board of Directors, past, present, or future shall not make contracts, agreements, partnerships, and/or sponsorships without the full agreement of the Board and the membership. A proposal shall be made to the membership and a copy shall, therefore, be included in a notice at the next meeting of the members. A two-thirds vote of the members present is required to accept the proposal.
- All members and prospective members will sign the General Release and Indemnification Form. A signature is required to maintain good standing in the Club.
- The Board of Directors shall review and implement changes to the General Release and Indemnification Form on an annual basis, as needed. If the form is revised, all members will be required to sign the new form.

## **ARTICLE 6 AMENDMENTS TO THE BY-LAWS**

- The Board of Directors of the Club, or any ten (10) active members in good standing, by written proposal submitted to the Secretary may propose an amendment to the By-Laws.
- These By-Laws may be amended by two-thirds (2/3) vote of the members present, which shall constitute a quorum, at any regular meeting of the Club, provided such an amendment has been proposed in writing to the Secretary, who shall have included it in a notice of the meeting to the members at least seven (7) days before the date of the scheduled meeting.
- The most current, revised, and approved Constitution and By-Laws shall supersede all previous versions of the same.

## **ARTICLE 7**

### **VOTING / ELECTION OF OFFICERS**

#### **Section 1 – Officers / Board of Directors:**

- The elected Officers shall be the Board of Directors and these terms may be used interchangeably - Officers / Board of Directors.
- Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Webmaster, Director of Automotive Events, Director of Membership, and the immediate Past President to serve as an advisor.
- Board Members who have completed a two (2) year term, and desire to continue in their role, will have the option to run for a second two (2) year term.
- Following the second term, any Officer whose position is uncontested, may continue in their role for another term.

#### **Section 2 – Nominations:**

- Prior to the September meeting, nominations may be sent to the Nominating Committee Chairperson.
- Nominations shall be presented at the regular September meeting.
- The ballot will be distributed to membership after the September meeting.
- The Board will not inhibit in any fashion the nomination of any member in good standing.
- No negative comments will be accepted or published regarding the person(s) currently assigned to that position, or a person seeking that position.
- If a position is not contested, a ballot for that position is not necessary. The single applicant will be approved by a vote of acclamation at the October meeting.
- The results of the ballot count will be tabulated 7 days prior to the November meeting, and the elected officer's term shall begin January 1<sup>st</sup> of the following year.
- The outgoing officers will turn over all materials and mentor the incoming officer regarding all responsibilities for that position.

#### **Section 3 – Motions and Voting During the Monthly Meeting:**

- For a motion to be carried, it must be approved by a majority vote of the members present. A majority vote is any vote greater than 50% of the members present. The President will cast a vote only to break a tie.
- Motions and voting will follow procedures found in *Robert's Rules of Order* (revised).

#### **Section 4 – Voting of Board Members / Officers:**

- In the case of the resignation of the President, the Vice President will assume the office of President and elections will be held at the next regularly scheduled membership meeting for the Vice President position. The newly elected Vice President will serve the remainder of the current term.
- If any officer, other than the President, resigns, the President will notify the members of the resignation and solicit nominations to fill the vacancy by the end of two weeks from the date the email notice was sent.

- At a special meeting of the Board of Directors, prior to the next monthly meeting, the Board will nominate and appoint an officer to fill that position for the remainder of that position's term. If for any reason the President and Vice President positions are both vacant, those officers' positions will be filled at the earliest possible time, following the process set forth in **Article VII Section 2 – Nominations**.

**ARTICLE VIII  
CLUB AFFILIATION**

- RTP Corvettes will not be solely sponsored by any one vendor, private, public, or corporate organization. Liaisons will be created with Chevrolet Corvette dealerships and other designated corporate relationships to promote membership and Club activities as directed by the Board of Directors.

**ARTICLE IX  
DISOLUTION**

- If, for any reason, the Club is disbanded or dissolved, any property held in the Club's name, shall be liquidated, and turned into cash. After all Club liabilities have been paid, the remaining cash shall be donated to a non-profit charitable organization chosen by the membership.
-