



## **THE BYLAWS OF THE CORVETTE OWNERS CLUB OF HOUSTON**

### **ARTICLE 1 – NAME**

The name of the club will be: Corvette Owners Club of Houston, hereafter referred to as the Club, and shall be a nonprofit organization.

### **ARTICLE II – PURPOSE**

The club is formed to develop a sense of camaraderie, enthusiasm and loyalty among Corvette enthusiasts through the dissemination of technical and practical information, business meetings, social activities, and to support worthy charitable organizations in the Houston area.

### **ARTICLE III – MEMBERSHIP**

- A. Full Membership in the Club will be open to Corvette owners and their significant others.
  - 1. A full member may attend all meetings and functions.
  - 2. A full member may hold an elected office and may vote.
- B. A Junior membership is part of the full (family) membership and is available to any family member up to the age of 18, at no additional charge. Some events may be “Adults Only”.
- C. Persons wishing to join the Club will submit a completed application with the applicable annual dues to the Membership Director.
  - 1. An applicant will be subject to approval by the Board.

## **ARTICLE IV – DUES**

- A. New Member Dues will be \$100 and Annual Dues Renewal will also be \$100.
- B. The amount of the dues can be reviewed by the membership and can only be changed with a majority vote of the voting members present at a business meeting.
- C. The individual membership dues will be collected at the time of application.
- D. Annual dues are nonrefundable and are due annually on the member's anniversary date.
- E. Junior Membership is at no cost.

## **ARTICLE V – VOTING**

- A. Every full member is entitled to one vote each.
- B. Unless otherwise stated in these Bylaws, a simple majority vote of those voting members present at a business meeting will carry a vote.

## **ARTICLE VI – MEETINGS**

- A. The business meeting will be held monthly at a location, date and time to be agreed upon by a consensus of the Board and Directors. The locations will be determined in advance and will be posted on the website.
- B. An Executive Session of the Board and Directors will meet as needed.
- C. The President will preside at all meetings. In the absence of the President, the Vice President or other designated officer will preside.
- D. The minutes of the prior month's business meetings will be reviewed at the monthly business meeting.
  - 1. The published minutes will stand as published unless changes are submitted in writing, to the Board and Directors, prior to the next business meeting.
  - 2. The minutes will be approved by a motion to accept and a second of the members present at a business meeting.

## **ARTICLE VII – OFFICERS AND ELECTIONS**

- A. The officers of the club will be the President, Vice President, Treasurer, Secretary, Sergeant at Arms, Activities Coordinator, and five Directors.
  - 1. Each officer will be elected by a majority vote of the voting members by open vote. Officers will be nominated in September. Voting will take place at the November Monthly Meeting with elected officers assuming their roles immediately. They will serve for two calendar years. Partial terms are not counted as part of a full term.
- B. To be nominated for office, a candidate must be a full member for six months prior to the nomination month.
- C. Nominations for office will be made from the floor by the membership at the September business meeting. If a member is unable to attend the meeting the member may vote by proxy.
- D. If the office of the President becomes vacant for any reason during the calendar year, the Vice president will assume the office of President.
- E. If the office of any of the Board and Directors members becomes vacant during their elected term, that vacancy will be filled by an appointment by the Board and Directors for the remaining term.

## **ARTICLE VIII – CONDUCT COMPLAINT AGAINST AN OFFICER OR MEMBER**

- A. A formal complaint for conduct unbecoming an officer or member must be presented in writing to the Board and Directors of the Club and voted on by the Board and Directors. Members must handle themselves in a professional manner during any activity in which COCH participates.
- B. The Board and Directors members will appoint a committee within 15 days upon receipt of the complaint to investigate the allegations.
- C. Copies of the request and charges must be presented to the accused within 15 days of receipt.
- D. The committee will investigate and report to the Board and Directors of the club within 30 days.
- E. The Findings and recommendations of the investigating committee must be reported at the first business meeting following the report to the Board and Directors members. Removal will only be accomplished by a majority vote of the Board and Directors members present at the Executive Session of the Board and Directors. If found guilty

this infraction will put a member on probation for a month and be kept on record for one year.

- F. At the conclusion of the investigating committee's report, the committee will be dissolved.

## **ARTICLE IX – PROPERTY AND FINANCE**

- A. The members of the Corvette Owners Club of Houston will not be personally liable for the debts, liabilities, or obligations of the Corvette Owners Club of Houston.
- B. Property and items purchased by the Club will be the sole property of the Club.
- C. If the Club disbands, the property of the Club will be disposed of in accordance with the majority vote of the Board and Directors members present at an Executive Session of the Board and Directors.
- D. Checks and other orders for payment of monies in the name of the Club will be signed by one of the following: President, Vice President, Treasurer, or Activities Coordinator.
- E. Financial policies may be changed by a majority vote of the Board and Directors members present at an Executive Session of the Board and Directors.
- F. An accountant designated by the Board and Directors will audit the Club's assets annually.

## **ARTICLE X – AMENDMENTS TO THE BYLAWS**

- A. Amendments to the Bylaws will be by a 2/3 vote of the voting members present at an Executive Session of the Board and Directors.
- B. Amendments to the Bylaws will not be voted on until the meeting following publication of the proposed amendments.

## **ARTICLE XI – OFFICER JOB DESCRIPTIONS**

- A. There will be a separate comprehensive written job description for the Board and Director positions.
- B. The duties of the President will include, but not be limited to:

1. Preside over all Business Meetings and Executive Sessions of the Board and Directors.
  2. Appoint committees, as necessary, to meet the needs of the Club.
  3. Maintain and develop relationships with: Our Sponsor, General Motors, and other Clubs.
  4. Provide planning and strategies that support the Club's welfare and future success.
- C. The duties of the Vice President will include, but not limited to:
1. Preside over all Business Meetings and Executive Sessions of the Board and Directors in the absence of the President.
  2. Arrange and schedule monthly Business and Executive Sessions of the Board and Directors.
  3. Assist the President when required.
  4. Maintain physical asset inventory and control.
  5. Coordinate charitable activities.
- D. The duties of the Treasurer will include, but not be limited to:
1. Have access and review all documents regarding club payments and deposits.
  2. Prepare a Monthly Financial Statement to be announced and reviewed at the Monthly Membership Meeting.
  3. Participate in the preparation and filing of annual tax return.
- E. The duties of the Secretary will include, but not be limited to:
1. Keep the minutes of the Business Meeting and the Executive Sessions of the Board and Directors and will submit them to the officers.
  2. Maintain all written communications for the Club.
  3. Maintain all officers' job descriptions.
  4. Maintain the Club's Bylaws.
- F. The duties of the Sergeant at Arms will include, but not be limited to:
1. Maintain control of the Meetings.
- G. The duties of the Activities Coordinator will include, but not be limited to:
1. Coordinate Social Activities for the Corvette Owners Club of Houston.

- H. The duties of the Directors will include, but not be limited to:
1. Apparel
  2. Charities
  3. Membership
  4. Member Wellness
  5. Racing
  6. Road Trips

## **ARTICLE XII – RULES OF ORDER**

The current edition of Robert’s Rules of Order will be the final source of authority in all questions of parliamentary procedures provided they are consistent with the Bylaws of the Club.

MEMBER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_