

TOP FLIGHT CORVETTE CLUB

CONSTITUTION AND BYLAWS



**September 18, 2021**

**tOP fLIGHT cORVETTE cLUB pOST oFFICE bOX 1653 uPPER mARLBORO mARYLAND 20773**



Table of Contents

[ARTICLE I 2](#_Toc69153667)

[ARTICLE II 2](#_Toc69153668)

[ARTICLE III 2](#_Toc69153669)

[ARTICLE IV 3](#_Toc69153670)

[ARTICLE V 4](#_Toc69153671)

[ARTICLE VI 4](#_Toc69153672)

[ARTICLE VII 5](#_Toc69153673)

[ARTICLE VIII 5](#_Toc69153674)

[ARTICLE IX 6](#_Toc69153675)

[ARTICLE X 6](#_Toc69153676)

[ARTICLE XI 7](#_Toc69153677)

**The Top Flight Corvette Club Bylaws will be in continuous review, by the Executive Board, to ensure that it meets the current needs of the club.**

**A grand review will take place every two years during the election of officers or in emergency, as deemed necessary by the Executive Board.**

**If there is a major overhaul of the bylaws, which occurs when there are too many changes to be made through the amending process, a committee will be formed and Chaired by the Vice President to revise the bylaws. The Vice President will be empowered to form sub-committees as needed, and necessary, in accomplishing this task.**

**The Bylaws will be consistent with the Top Flight Corvette Club Charter.**

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| Change Document | | | |
| Author | Date | Subject | Causation |
| Mike Nelson | June 9, 2021 | Add wording III/Sec 2 & VI/Sec 2 | Correct the record |
| Antoine Jones | September 18, 2021 | Add Rules of Behavior Language | Administrative Control |
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# ARTICLE I

NAME AND INSIGNIA

Section 1 This organization shall be known as the Top Flight Corvette Club of DC, MD, and VA (TFCC – DMV).

Section 2 This organization shall have such official insignia as the membership determines.

Section 3 The mailing address of the organization is:

Top Flight Corvette Club

Post Office Box 1653

Upper Marlboro, Maryland 20773

# ARTICLE II

OBJECTIVES

Section 1 The objectives of this organization is to socially gather to promote interest in various types of automotive activities, safe driving and encourage ownership in the Corvette automobile. An additional objective of this organization is to support organizations, schools, and charities in the communities where our members live and work.

# ARTICLE III

MEMBERSHIP

Section 1 Membership in TFCC shall be limited to those persons that own an operable Corvette and must participate with said corvette at club activities that are a minimum of 21 years of age, and possess a valid operator’s license. Spouses or significant others can apply for membership.

Section 2 The Membership Process:

The status of membership shall be Interested Candidate; Candidate; and Member.

2.1 An Interested Candidate is an individual that has willingly submitted his or her application to the Executive Board requesting to be a member of the Top Flight Corvette Club. The Top Flight Corvette club recognizes Interested Candidates that have a Sponsor and Interested Candidates without a Sponsor.

2.1.1 Interested Candidates with a Sponsor will submit their application to the Executive Board. The Sponsor must be in good standing with The Top Flight Corvette Club. Good Standing denote a member that has met all of his or her obligations to the TFCC. The Sponsor and the Interested Candidate will vouch for his or her suitability to be a member before the Executive Board. The Executive Board will then vote upon the suitability of the Interested Candidate to be a member of the Top Flight Corvette Club. The Interested Candidate must receive a unanimous vote to move into the next phase of the process. After the Executive Board votes upon the Interested Candidate’s suitability, the Interested Candidate now is granted full Candidate status. The Sponsor and the Candidate will then present before the full membership to be voted upon. The Candidate must receive a majority of the vote to become a member of the Top Flight Corvette Club.

2.1.2 Interested Candidates without a Sponsor will submit their application to the Executive Board. The Interested Candidate will testify upon their own behalf regarding their suitability to be a member before the Executive Board. The Executive Board will then vote upon the suitability of the Interested Candidate to be a member of the Top Flight Corvette Club. The Interested Candidate must receive a unanimous vote to move into the next phase of the process. After the Executive Board votes upon the Interested Candidate’s suitability, the Interested Candidate is now granted full Candidate status. The Candidate will then present before the full membership to be voted upon. The Candidate must receive a majority of the vote to become a member of the Top Flight Corvette Club.

* 1. The President of the Top Flight Corvette Club can waive any of the above requirements upon need due to exigent circumstances.

Section 3 Any member may be expelled from the club upon the determination that the TFCC bylaws, state or federal law has been violated. Members may be reprimanded or expelled for a single act and/or an escalation of violations, including but not limited to the following:

1. Physical Altercations
2. Disrepute to TFCC
3. Insubordination (i.e., failure to comply with leadership instructions and/or inappropriate language towards leadership)
4. Engaging in disruptive behavior within TFCC

* Members will be subjected to expulsion for infraction (1)
* Members will be given a warning (verbally and/or in writing) for infraction (2 – 4)
* Members will be subjected to expulsion for infractions (2 – 4) for the second violation

In order to expel a member an Executive Board meeting must be held and the board will deliberate the decision to expel.

Section 4 Any member may withdraw his/her membership at any time. No membership dues refund will be tendered. Reinstatement may be requested, subject to the 80% approval of the members present and voting at a regular meeting.

Section 5 The Top Flight Corvette Club recognizes that there are similar and renowned Corvette automobile clubs in the Mid-Atlantic region. We have and will continue to celebrate and promote the friendship and camaraderie that is generated by these close associations.  However, to avoid a conflict of interest, or an inadvertent disclosure of proprietary information, and to protect sensitive information that will only be shared between Top Flight Club members we prohibit our members from entering into a dual membership with other Corvette automobile clubs headquartered or residing within a three-hundred-mile radius of the Top Flight Corvette Club.

# ARTICLE IV

MEETINGS

Section 1 General membership meetings will be held on the third Saturday of each month or as often as determined by the majority of the members present at any such meeting. Special meetings may be held at the call of the President.

Section 2 Club meetings are open to current members only. In the event of extenuating circumstances, the Executive Board should be advised prior to the meeting day. The Executive Board will make approval for a waiver on a case-by-case basis.

Section 3 Meetings of the Executive Board will be held on dates selected by that Board or at the call of the President.

# ARTICLE V

DUES

Section 1 Membership fees and dues are $100.00. In the case of members who wish to include their spouses, the additional fee will be $50.00. Dues are payable by February 28 and are non-refundable.

Section 2 Dues will be considered delinquent thirty days after the due date. When dues become delinquent, the Executive Board may revoke membership. Individual will be removed from the active membership list.

Section 3 When a new (first-time) member joins, dues will be paid on a pro-rated basis: January- June = $100.00; July-September = $50.00; October-December = $25.00.

# ARTICLE VI

GOVERNANCE

Section 1 The governance of this organization shall be vested in an Executive Board consisting of the elected club officers. These officers are the President, Vice President, Secretary, Treasurer, Financial Secretary, Parliamentarian, and Sergeant-At-Arms. The Immediate Past President will be a special consultant to the current Executive Board.

Section 2 The Executive Board will have management of the TFCC subject to the will of the membership. Funds of the TFCC may be withdrawn from the bank in which they are deposited by the combined signature of the President and Treasurer. Checks written must have prior approval by the President and have the signatures of the two authorized signatories. The President is authorized to spend up to an amount not to exceed two-hundred dollars without the TFCC majority vote. Operational expenses identified and approved during the budget formulation process, requires Executive Board approval only for expenses greater than two hundred dollars.

Section 3 Vacancies in the Executive Board may be filled by vote of the Executive Board. Such appointees will serve the duration of the term of the individual being replaced.

# ARTICLE VII

ELECTION

Section 1 The officers of this organization shall be elected by secret ballot determined by a quorum of the membership. Those officers will serve one term (2 years). If an officer is re-elected, he/she may not serve more than two consecutive terms, unless unanimously voted upon by the TFCC. The nominee for President or Vice President must be a tenured (member for at least two years). Prior membership time may be counted.

Section 2 Elections will be held alternating years in November. Officers are elected by the majority of members present and voted.

Section 3 New officers will take office on January 1st (after the transition period) following their election. Absentee Ballots on forms approved by the Executive Board will be acceptable for the election of officers.

# ARTICLE VIII

DUTIES OF OFFICERS

Section 1 The President shall be the chief executive of the Club and shall preside over all meetings. The President shall have the power to convene special meetings when deemed necessary, or when one is requested by the majority of the Club membership. He or she may sign and make contracts and agreements in the name of the Club. The President shall see that the books, reports, and any Club business records are meticulously kept. The President (or his delegate) shall represent the Club in all civic duties. He or she shall ensure that the officers of the Club discharge their duties faithfully, impartially, and promptly and shall enforce strict compliance with the laws and policies of the Club. He or she shall rule on points of order. The president shall have the power to appoint any committees not provided for by these Bylaws. A newly appointed officer’s term of office shall not exceed that of the President. The President shall not be entitled to vote on issues within the Club except in the event of a tie.

Section 2 The Vice President shall assist the President in the performance of his/her duties. During the Presidents absence the Vice President shall act as the President and have all the powers and responsibilities given to or imposed upon the President.

Section 3 The Secretary shall keep accurate records and complete minutes of all regular and special meetings of the Club. He/she shall be the custodian of all records and correspondences of the Club. He/she shall give and serve all notices of the Club. The Secretary shall present to the Club at all meetings all communications addressed to him/her by the President or

Vice President.

Section 4 It shall be the duty of the Treasurer to receive a record of all monies deposited by the Financial Secretary and make all disbursements after receiving a voucher as required. He/she shall keep correct accounting of all receipts and expenditures.  He/she shall pay all bills as directed by the Club.  He/she shall submit a written monthly financial report regarding the status of the Club.  He/she shall submit an annual financial report.  He/she shall submit a line item financial report for each club, committee, fundraising activities, etc., on a quarterly basis (September, December, March & June).  He/she shall serve as the chair for the Budget & Finance committee.

Section 5 It shall be the duty of the Financial Secretary to receive and deposit all monies of the club and maintain records of all monies received. He/she shall provide the Treasurer a record of all deposits made to the Club account. He/she shall submit to the Club a monthly report of monies received, their source, and the reason for payment. He/she shall maintain a list of all financial members and make said report available to the Club in November of each year and as changes occur.  He/she shall submit an annual report at the end of the fiscal year.  All records must be kept for audit.

Section 6 The Parliamentarian advises the President on interpretation of the TFCC Constitution and Bylaws; other laws of the TFCC, and Roberts Rules of Order; Chairs the Constitution and Bylaws Committee.

Section 7 The Historian is appointed by the President and is charged with the preparation/publication of annual report of significant club events; preparation of club exhibit of significant events; document all club activities; custodian for all club paraphernalia.

Section 8 The Sergeant-at-Arms will enforce the Top Flight Corvette Club’s Bylaws and Robert’s Rules of Order at all Club assemblies. The Sergeant-at-Arms can remove any disruptive member by order of the President.

Section 9 The Chaplain is appointed by the President and is the spiritual leader of the TFCC. As such he conducts the prayer, consoles members and their families.

Section 10 The Immediate Past President is a consultant to the TFCC. (Not an elected position)

Section 11 Road Captains – Are appointed by the President and are responsible for enunciating the rules of the road and giving the safety briefing before each organized cruise.

# ARTICLE IX

COMMITTEES

Section 1 The President will appoint all committee chairpersons and vice-chairpersons. Such appointments are subject to the approval of the Executive Board.

# ARTICLE X

LIABILITY OF OFFICERS

Section 1 During the term of office and thereafter, no officer of the Club will be liable to the TFCC or its membership by reason of any action taken or omitted by him in good faith in his capacity as an officer.

# ARTICLE XI

AMENDMENTS

Section 1 This Constitution may be amended by a quorum of the members present and voting at any general membership or special meeting provided notice of the proposed action has been given to each TFCC member at least five days in advance.

Antoine Jones Date 9/18/21 Michael Nelson Date 9/18/21

President Parliamentarian

Top Flight Corvette Club Constitution and Bylaws Committee