

PITTSBURGH



REVISED AS OF JULY 13, 2021.

**Pittsburgh Tri-State Chapter of NCRS, Inc.
By-Laws**

ARTICLE I

Section 1 – Name

The name of the organization shall be the Pittsburgh Tri-State Chapter of The National Corvette Restorers Society, Inc., a Not-for-Profit (Non Stock) Corporation incorporated in the Commonwealth of Pennsylvania. Herein referred to as the PTSC.

The National Corvette Restorers Society, Inc., herein referred to as the NCRS, Inc.

Section 2 – Purpose

The purpose of the Chapter shall be the enjoyment and preservation of the Chevrolet Corvette as recognized by the NCRS, Inc.

The Purpose and Goals of the PTSC shall compliment those of the NCRS, Inc. The Chapter shall be both fraternal and educational so as to serve as a medium for the exchange of ideas, information, and parts between members and admirers of the Chevrolet Corvette Automobile.

The Chapter shall aid the member's enjoyment of, and efforts to preserve and restore the vehicles in their original, as manufactured condition. This is the Flight judging process.

*The Chapter shall also aid the member's enjoyment of, and efforts to have their vehicles entered in the new NCRS program Concours Judging, if so desired.

The Chapter will encourage the preservation and study of printed technical and historical material.

The Chapter shall operate in a manner consistent with the By-Laws of the NCRS, Inc.

ARTICLE II

Section 1 – Membership

- 1.1** Membership in the PTSC shall be restricted to NCRS, Inc. members in good standing.
- 1.2** Any member in good standing per Section 1.1 if this Article and having paid the annual PTSC dues shall immediately become a member.
- 1.3** Honorary membership in the PTSC may be conferred upon any person who is distinguished in the Corvette community by a majority vote of the Board of Directors. Honorary members shall pay no dues and shall have no voting privileges. An Honorary membership may be rescinded by a majority vote of the Board of Directors.
- 1.4** Associate Member. An associate member must be under the age of 18 and sponsored by a PTSC member in good standing. The PTSC associate member does not pay annual dues and does not have any voting privileges. The Associate Membership Program must conform with the National NCRS Associate Membership Program Guidelines.
- 1.5** The Fees and Dues shall be taken under consideration and set for the following year by the Board of Directors at the Annual Meeting. The Board of Directors, at their discretion, can adjust the annual dues for any member.
- 1.6** The membership year is July 1 to June 30. The annual dues are payable before June 30 of each calendar year. Dues not received by June 30 are delinquent and the membership will be terminated after July 30.
- 1.7** PTSC Members are entitled to all Chapter privileges.
- 1.8** Family membership may include two adults as listed on the membership application and all children under the age of 23. Membership entitles the family to an electronic copy of the Chapter Newsletter, the complete membership roster and other mailings. *There is an

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additional annual fee, as determined by the board, for a mailed hardcopy of the Chapter Newsletter.

- 1.9 DISCIPLINE.** The behavior of any individual member or group of members as seen by the Board not to be in the best interest of the PTSC or the NCRS Inc. may result in possible disciplinary action. However, before any such action would be taken, the member shall have the opportunity to discuss his position on the matter.
- 1.10** Any member may resign by submitting his resignation either verbally or in writing to the Chairman, however the dues will not be refunded. Failure to submit the annual dues before the end of the delinquent period, which is July 30, will be viewed as a RESIGNATION. A resigning member relinquishes all rights and privileges of the Chapter.
- 1.11** Any former PTSC member who has not been expelled or suspended may rejoin at any time.
- 1.12** Suspended members may rejoin after their suspension is completed, with board approval.

ARTICLE III

Section 1 – Membership Meetings

Membership meetings will be held in August and December of each year. The December meeting will be the Annual Banquet.

Section 2 – Annual Banquet

At the Annual Meeting the members shall elect officers as required by the By-Laws and the Chairman will present a brief summary of the state of the Chapter.

Section 3 – Board Meetings

Monthly Board meetings will be held on a pre-published regular schedule.

Section 4 – Special Meetings

Special meetings of the general membership may be called by a majority of the Board of Directors. Notice of these Special meetings, stating the location, date and time shall be sent by the Secretary not less than two weeks prior to the meeting to each member.

Section 5 – Conduct of Meetings

Roberts Rules of Order shall be the parliamentary authority regarding all Board and Membership meetings. Each family membership in good standing shall be entitled to one vote at any Membership meeting of the Chapter. Any number of Members present at a Membership meeting constitutes a quorum for the transaction of business at that meeting. A simple majority of the number of Directors present at a Board Meeting constitutes a quorum for the transaction of business at that meeting.

ARTICLE IV

Section 1 – Board of Directors

The Board is defined as the Chairman, the Elected Officers, the Appointed Chairmen, and the Board members at Large.

- 1.1** *Elected Officers:* Vice-Chairman, Secretary, and Treasurer. The Chairman will need to be elected if the Vice-Chairman decides not to succeed the Chairman. A member may hold only one elected office.
- 1.2** *Appointed Chairmen:* Membership, Newsletter Editor, Inside Coordinator, Outside Coordinator, Judging Chairman, Youth Program Coordinator, Historian, and the Webmaster. The Chairman will appoint the Appointed Chairmen with the approval of the Board of Directors.
- 1.3** *Board Members at Large:* The past four Chairman.

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Section 2 – Vacancy

In the event that any of the Board Members shall resign or become unable to hold office before the end of their term, the Board shall appoint a member to fill the vacancy of said term.

Section 3 – Term of Office

Each Board Member shall serve a two-year term. No more than one consecutive term in any one office may be served.

If no member runs or volunteers for an office, that office shall remain open. At any time, the Board shall have the authority to appoint a Member to an open office. That member shall hold that office until the next scheduled election.

Section 4 – Prerequisite of the Office of Chairman

Only an active member of the Board of Directors can be elected to the Chairman position.

Section 5 – Office of the Chairman

The Vice-Chairman has the option to succeed the Chairman if he/she so desires upon the completion of the current Chairman's term.

Section 6 – Election of Officers

The Chairman will appoint a Nominating Committee consisting of a past Chairman and two volunteer members. The Nominating Committee will call for volunteers and nominees in the Summer Newsletter and also at the August membership meeting. The Board will review all applicants. Only those members volunteering will be considered. A slate of Nominees will be published in the Fall Newsletter. At the Annual meeting, the members present shall constitute a quorum. Each paid membership in good standing is allowed to one vote. Elections will be conducted by a written ballot. The affirmative vote of a majority of the members at the Annual meeting shall be the act of the members. The Chairman will announce the voting results and the new board members will begin their term of office on January 1 of the succeeding year.

Section 7 – Removal of Officers

Any officer may be removed from office at any time for specific cause on the affirmative vote of the majority of the Board of Directors whenever, in its judgment, the best interest of the PTSC will be served. Removal shall be without prejudice to any contractual rights of the person so removed. Election of the officer shall not of itself create any contractual rights.

Article V

Responsibilities and Duties of the Board of Directors

Section 1 – Chairman

The Chairman shall be the principal Executive Officer of the Chapter. The Chairman shall have the general powers and duties customarily vested in the presiding President of a Corporation. These duties shall include presiding at all meetings of the general membership, the Board meetings, special meetings, and all other Chapter functions to include representing the Chapter at NCRS, Inc. meetings. He will appoint a representative to attend any function if he is unable to attend.

The Chairman will ensure that all forms and reports required by the NCRS, Inc., the Commonwealth of Pennsylvania, and the Federal Government are submitted.

The Chairman has oversight responsibility for the yearly schedule of events to include the Judging events. He will obtain the support and participation of the other Board Members and the general membership.

The Chairman is responsible for informing the general membership of all activities, events, and the status of the Chapter.

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The Chairman (as approved by the Board) shall appoint such committees as he finds necessary from time to time and shall outline the duties and responsibilities of such committees. An annual Audit Committee and if needed a Nominating Committee will be appointed.

1.A – Individual Event Chairman (moved here from Section 11.)

The Chairman (as approved by the Board) will appoint interested members to oversee and implement individual events. These individuals will work to ascertain that all pertinent information is gathered and disseminated to the members. This information will include the date, departure time, departure location, destination, the route, all necessary accommodations, reservations, costs, and all other necessary data. This individual will maintain adequate sign-in sheets and rosters, for future use by the Inside Coordinator.

The Individual Events Chairman will attend the scheduled event and function as the Board Member in charge of the event. He will be the official liaison between the Chapter and the destination host site. If the Individual Events Chairman is unable to attend the event, he shall delegate the responsibility to another Board Member. A comprehensive summary will be prepared and submitted to the board for chapter records.

Section 2 – Vice Chairman

The Vice-Chairman has the option to succeed the Chairman at the end of the present Chairman's term. The Vice-Chairman will attend all meetings of the Board and the General Membership. The Vice-Chairman will preside at all meetings and Chapter events in the absence of the Chairman. *The Vice-Chairman will advise and consult with each of the individual Board members on an as needed basis.

Section 3 – Secretary

The Secretary must attend all Board Meetings and General Membership Meetings. The Secretary will record all of the minutes and other actions that take place at these meetings. The Secretary will prepare written minutes and distribute a copy of these minutes to the Board and the Newsletter Editor either electronically or hard copy in a timely fashion. The Secretary will give notices of all meetings to the members as required by law and shall perform all duties required by law or by majority vote of the Board of Directors. In the absence of the Secretary, the Chairman shall choose a Secretary pro-tempore.

Section 4 – Treasurer

The Treasurer shall be responsible for the overall financial management of the Chapter to include receiving, disbursing, and accounting for all funds and all assets. The Treasurer shall submit financial reports to the Chairman and/or Board as required, sign financial records of the Chapter, present financial reports at each Board meeting and at each membership meeting, make all bank deposits and all disbursements as approved by the Chairman and/or the Board, prepare or cause to have prepared all financial statements, financial reports, tax reports and returns, make financial recommendations to the Board, make periodic reviews of the Chapters financial statements, and exercise such other duties as from time to time pertain to the office of the Treasurer. All contracts, checks, drafts, notes or other orders for payment of money shall be signed in the name of the Chapter by the Treasurer and countersigned by the Chairman or the Vice-Chairman. The Treasurer, without the specific approval of the Board of Directors, shall incur no obligation, debt, or other liability.

Section 5 – Judging Chairman

The Judging Chairman shall be responsible for planning and executing judging activities at any judged event or judging school; whether it is a Chapter or Regional event. In the event of a hosted National, the Judging Chairman shall give assistance to the National Judging Chairman and all Team Leaders. This shall be accomplished in strict compliance with the established rules and standards of the NCRS, Inc.

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The Judging Chairman shall be responsible for maintaining the Chapter's supply of flight award ribbons, Judge's Certificates, Judge's Identification Ribbons, clipboards, pencils, and any other supplies needed to conduct a judging event.

The Judging Chairman shall be responsible for maintenance of all supplies needed by the tabulation team, and for oversight of the tabulation team.

Section 6 – Newsletter Editor

The Newsletter Editor shall be responsible for the quarterly publication (Spring, Summer, Fall, Winter) of the Chapter Newsletter and other such publications as directed by the Board. The publication will be laid out, edited and printed under the direct supervision of the Editor, whose responsibilities include soliciting original material, editing and verifying, assembling suitable material, and seeking necessary approvals when appropriate. The Editor must manage publication costs and mailing expenses, including delivery to the Post Office on a timely basis.

The editor shall apply the highest standards of journalism in verifying all material to be published.

The Editor should always reflect the best interest of PTSC in all spoken and printed word. The editor should also accurately reflect Board Policy as interpreted or conveyed to him by the Chairman of the Board. All content must be approved by the Chairman before printing and distribution.

Section 7 – Membership Chairman

The Membership Chairman shall be responsible for the collection of all membership fees and forwarding the fees to the Treasurer in a timely basis. In addition, he must maintain an inventory of NCRS items used to promote NCRS and shall oversee publicity programs designed to find new members.

The Membership Chairman shall be responsible for transporting or providing membership materials to any site at which the Chapter will be conducting possible membership activities.

Section 8 – Inside Coordinator

The Inside Coordinator has specific responsibility for the NCRS, Inc. Chapter Award program. He must be aware of all Required activities and the Variable Activities. He must advise the Board on each of these activities and he must gather all necessary documentation such as sign-in sheets and forward to the National. The Inside Coordinator must verify that all activities are conducted according to NCRS, Inc. Chapter Guidelines.

Section 9 – Outside Coordinator

The Outside Coordinator prepares a comprehensive list of Corvette activities scheduled in the Tri-State area and distributes the list to PTSC Chapter members, to all other NCRS Chapters, and to all of the local Corvette Clubs in the area.

The Outside Coordinator is responsible for the sale of all clothing and other items at all Chapter activities. This includes maintaining adequate inventory, keeping accurate records, and reporting all transactions to include revenue and expenses to the Treasurer.

Section 10 – Youth Program Coordinator

The Youth Program Coordinator has the overall responsibility to ascertain that the Chapter's program is in compliance with the NCRS, Inc. guidelines. He shall attempt to recruit new members under the age of 18. He shall work with the membership in an effort to create meaningful hands-on projects for the youth. He shall give a monthly report at all Board meetings outlining the status of any Youth Project and the current number of Youth members.

Section 11 – Historian and By-Laws

The Historian shall maintain accurate records of all Chapter activities from the inception of the Chapter to the present. He shall have in his possession the initial Articles of Incorporation, all supporting documentation from Commonwealth of Pennsylvania, Department of State, Bureau of

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Corporations, all minutes from all Board Meetings from 1990 to present, scrapbooks containing photos and prints of all PTSC and NCRS, Inc. activities, copies of all quarterly Newsletters and any other materials that adequately reflect the history of the organization.

Section 13 – Webmaster

The webmaster will be responsible to create and maintain the chapter website. The website will include information about the chapter and officers, an event schedule, and event registration forms for downloads. The chapter newsletters and meeting minutes shall be posted in a timely fashion on the chapter website. The website will contain a link to the national NCRS website and the national website will have a link to the chapter website.

ARTICLE VI
Personal Liability

Section 1 – Personal Liability

All persons or corporations extending credit to, contracting with, or having any claim against the PTSC, or the Board of Directors, shall look only to the funds and property of the Chapter for payment of any such contract or claim or for payment of any debt, damage, judgment, or decree, or any other money that may otherwise become due or payable to them.

Neither the individual members of PTSC or the Board of Directors shall be personally liable for any action taken by any individual or group against the PTSC.

This section will always be subordinate to Pennsylvania statutes as they apply to Pennsylvania Corporations.

ARTICLE VII
Amendment to the By-Laws

Section 1 – Amendment to the By-Laws

The Board of Directors may propose an amendment(s) to the By-Laws by notification to the general membership and asking for their individual vote. This notification will be done via email and hardcopy for those without email. A majority vote will approve the proposed amendments.

ARTICLE VIII
Dissolution

Section 1 – Dissolution

Upon dissolution of the PTSC, all assets will be liquidated, all outstanding bills will be paid and any remaining money will be donated to the Corvette Museum at Bowling Green, Kentucky.