



Vegas Valley Vettes Club

Standing Rules

CODE OF CONDUCT

1. Each member shall extend respect and courtesy to all fellow members and guests.
2. Respect and courtesy is to be extended to all Club Officers.
3. Members who create disruptions during the meetings, events, or activities of the Club, or who engage in unethical or illegal activities during Club functions, may be subject to a hearing by the V-Board, upon receipt of a written and signed complaint. The V-Board shall then review the complaint and determine if the allegations are meritorious and are sufficiently serious to warrant action. The V-Board will then make a decision on what action, if any should be taken on the complaint. These actions may include a letter of reprimand, a letter of apology to the Club President and to the other people involved, or termination of membership.
4. Guests - Any member in attendance at any Club function or activity, who is in attendance with a guest, should encourage and influence their guest to behave in a sensible manner while in attendance. Behavior by a non-member which could/does create a detrimental situation causing discredit to Vegas Valley Vettes' image, name, members, etc, could validate a complaint against the member directly responsible for the non-member's attendance.
5. The Corvette, being the basic symbol and reason for the membership of Vegas Valley Vettes must be considered as follows:
 - a. Corvette must be the priority and be considered as a symbol of Vegas Valley Vettes
 - b. The vehicle (Corvette), if it is to be operated on the public highways of any state, should be maintained in a safe, legal, operable condition as deemed by the state's vehicle codes.
 - c. Members should operate their vehicle in a sensible manner at all times, and should abide by state and local traffic laws, and the VVV Rules of the Road, when applicable.

ELECTION/VOTING PROCEDURES

ELECTION OF OFFICERS

1. The annual election of Officers will be held at the regular Club meeting each November, under the supervision of the Vice President. Officers to be elected are: President, Vice President, Secretary, Treasurer, and two (2) or three (3) Trustees (based on whether or not the previous President serves as one of the Trustees in the following year).
2. The Nominating Committee will consist of Sergeant of Arms, who will be the Chairperson, and three (3) trustees. They will meet in September. They will contact members who agree to have their name put on the ballot for Elected Officers of VVV. The Committee will present the slate at October regular Club meeting.
3. Additional nominations will be accepted from the floor at the October Club meeting.
4. Nominees may address the members at the October Club meeting, if desired.
5. Nominations will be closed at the end of October Club meeting.
6. Voting for each office will be by secret ballot. The Vice President will appoint three (3) Club members, (the Audit Committee) who are not nominated, to tally the ballots following the close of voting. The results of this election will be submitted to the President and Vice President immediately after the tally is completed at the November meeting, and will be announced by the Vice President. The newly elected Officers' terms will begin January 1 of the following year. The actual ballot count will not be revealed by the Audit Committee to any Officer or member. The candidate receiving the majority of the votes cast for each office is the Elected Officer. In the event of a tie, a second vote shall be taken, unless all parties nominated concede except one. In the event of a second tie, that office shall be decided by high card draw of the tied candidates.
7. The Sergeant of Arms will maintain control of the actual ballots until the next Club meeting in January, pending any challenges to the results. If there are challenges, the ballots will be kept until the challenges are resolved. If there are no challenges, the ballots will be destroyed by the Audit Committee at the January Club meeting.
8. There are no absentee ballots. Members must be present at the November Club meeting to vote for officers.

GENERAL VOTING

1. Each V V V member shall be entitled to one vote on each matter being voted on at a general meeting.
2. The President or Presiding Officer is required to ask if members prefer an open vote or secret ballot before a vote is taken. This vote is open and a majority rules.
3. In an open vote the President or Presiding Officer determines whether the matter passes or is defeated. In a secret ballot, the ballots will be counted following the vote. The President will announce the results.

CLUB PROPERTY

The Vice President is in charge of all Club property and will maintain an inventory of the location of all Club property.

DUES/ASSESSMENTS

Vegas Valley Vettes requires the payment of dues and of assessments. Each member must pay an assessment annually to cover the cost of Club liability insurance, website maintenance, business license fees, and any other expenses necessary to the efficient running of the Club. The membership assessments will be collected by the Membership Chairperson no later than December 31st for the following year. Late charge will be assessed if dues not received by December 31st.

RECOGNITIONS AND RESPONSIBILITIES

1. The Membership Chairperson maintains a current, confidential list of members, along with dates for wedding anniversaries and birthdays.
2. The Rainbow Chairperson will be given a current membership list. For birthdays, the member's name is noted at the monthly Club meeting. In addition, for the 75th birthday and every five (5) years after, a card and a cake or other appropriate refreshment will be provided by the Club at the Club meeting.
3. For anniversaries, the members' names are noted at the monthly Club meeting. In addition, for the 25th and 50th wedding anniversaries, a card and a cake or other appropriate refreshment will be provided by the Club at the Club meeting.
4. The Rainbow Chairperson will send an appropriate card from the Club to the member's home in cases of illness or death. No flowers will be sent.
5. The Communication Chairperson and President will also determine from the family if visitations are appropriate and communicate this to the membership via e-mail.

WEBSITE

1. The Webmaster is responsible for maintaining the Club website at "www.vegasvalleyvettes.net".
2. The website will include a calendar and list of upcoming Club events and other Corvette-related events in the region, based upon input from Club members. It will also include announcements related to the Club, sponsor pages, and a copy of the By-Laws and Standing Rules.
3. The website will include pictures provided by Club members taken at Club events or other Corvette-related events attended by Club members. These should be provided electronically to the Webmaster. Not all pictures will be posted due to website performance issues.
4. The Webmaster will also post ads provided by Club members of Corvettes or Corvette-related items currently for sale. This information will be provided by the Club member requesting the ad. Members submitting ads must provide an "expiration date" (no more than 90 days) so that ads may be taken off the website in a timely manner. Members should also notify the Webmaster if a car or item is sold or is no longer available for sale during the ad period.

5. The Webmaster shall create and maintain a manual so that the website can be operated and maintained in the future.

NEW MEMBER PACKAGE

New members pay \$25 upon acceptance of their application for membership. This payment includes the insurance/website/business license escrow assessment. Each new member receives a "New Member Package", coordinated by the Membership Chairperson, containing the following:

- Club T-shirt
- Name tag
- Copies of V V V Bylaws and Standing Rules

New members applying for membership during the last quarter of each year (October - December) will be considered members from time of approval/payment until December of the following year.

EVENT PROCEDURES

ALL EVENTS:

1. Event Leader shall be responsible for determining the nature of the event and all details so that the event runs smoothly and safely.
2. Event Leader shall contact the Events Coordinator to determine if the event is appropriate for the Club, and to make sure the date and time do not conflict with another event. In case of questions, the Events Coordinator will present the issue to the V-Board for a decision.
3. Events Coordinator shall provide assistance to the Event Leader on the planning of the event; however, the Events Coordinator is **NOT** responsible for the actual event planning and execution.
4. Make sure that the event is publicized to the membership. This publicity should include:
 - a. When possible, a flyer should be available to hand out at Club meetings. This flyer should be personally given or electronically sent to the Webmaster for posting on the website. The flyer should include all details on the event, including a description of the event, time, date, whether a caravan is involved, cost, if any overnight is involved, and a contact name, number, and e-mail.
 - b. A draft e-mail to be given to the Communications Chairperson for e-mailing to all Club members. If the original e-mail is sufficiently prior to the event, the event leader should consider requesting a second e-mail be sent out to Club members.
 - c. An announcement by the Event Leader during each Club meeting prior to the event, giving the details of the event and welcoming all members to participate.
5. The Event Leader should speak at the Club meeting following the event, letting all members know how the event went, and give a financial report if appropriate.

6. The Event Leader is responsible to make sure any fees needed to be paid in advance are appropriately paid and receipts obtained. If there is any money that needs to be advanced by the Club for the event, the event leader is responsible for coordinating this with the Events Coordinator, the V-Board, and the Treasurer, making sure to document the transaction.

The V-Board may approve a total expenditure of up to \$100 per event. Higher amounts must be approved by a majority of the members attending a Club meeting.

7. Any money earned by the event will be given by the Event Leader to the Events Coordinator and the Treasurer, with appropriate receipts and signed documentation.
8. In case of an overnight event, the event leader should take into consideration the following:
 - a. Lodging and food.
 - b. Contact with any local Corvette Clubs for a meeting/joint event.
 - c. Any other special events that may be happening in the area.

CARAVAN EVENTS:

Event Leader shall:

1. Plan and travel the route prior to the event and check for any new construction, detours, etc., that may affect passage of our vehicles or time delays.
2. Identify and schedule adequate "pit stops" -- every 1-2 hours suggested.
3. Allow extra drive time due to the "caravan effect."
4. Identify a Starting Point consistent with route of travel providing adequate parking, food, fuel and restrooms nearby.
5. Prepare "route of travel handouts" (if necessary) for all participants.
6. Set "Driver Meeting" and "Departure" times.
7. Have a plan for inclement weather or cancellations, if necessary.
8. The event leader should arrive at the Starting Point at least 30 minutes early.
9. Sign in all participants using the Club liability waiver form.
10. Identify participants with two-way radios, set frequencies, and conduct a radio check. Make sure at a minimum that the lead car (the "Engine") and the last car (the "Caboose") have two-way radios.
11. Conduct a drivers' meeting to review the route of travel, "pit stops", destination, etc. This meeting should also cover the V V V Caravan Rules of the Road and any additional information necessary for a fun and safe event.

12. Line up cars for departure.
13. Display VVV signs (if applicable).
14. Consider driving location and conditions. This is a group experience--the more you can adjust and keep the group together, the more fun for everyone.
15. Engine will radio lane change.

NON-DRIVING EVENTS:

1. The event leader should make sure that all participants are aware of the location of the event, and whether or not a caravan will travel to the event location.
2. The event leader will insure that all participants have signed the liability waiver, and should give the liability waiver to the Events Coordinator following the event.

CARAVAN RULES OF THE ROAD

1. Each Vegas Valley Vettes Caravan shall be led by a Corvette, when possible, which is the symbol of our Club, followed by participants driving Corvettes. All other vehicles shall follow behind the Corvette Caravan. No member without a Corvette shall ride between the caravans of Corvettes. Members driving a non-Corvette are still members of our Club Caravan and will be treated as such.
2. The Caravan lead car shall be referred to as the "Engine" and the last car in the Caravan shall be referred to as the "Caboose." Normally the event leader should be the Engine.
3. The lead driver is responsible for driving in the lane most conducive to keeping the caravan together with the least impact on non-caravan traffic.
4. The Caboose should assist the Engine with setting the appropriate pace and advise when it may be necessary to stop and regroup.
5. The Caboose should stop with and/or assist any member pulling over unless you have been told or otherwise signaled (waved by) that all is OK.
6. At a minimum, the Engine and the Caboose should each have two-way radios in order to communicate during the caravan.
7. Use common sense, be courteous -- obey all traffic laws.
8. Use your headlights on low beam while driving in the caravan.
9. Signal all turns/lane changes well in advance.
10. Stay in the caravan line.

11. Keep the driver in front of you and the driver behind you in sight. Do not allow large gaps in the caravan. Leaving large gaps will allow other cars to "bust" the caravan, cause confusion for the drivers in front and rear, and fail to protect someone who might have a mechanical or other problem.
12. If you become separated by a traffic signal, obey the signal and keep the caravan in sight, if possible. Use your two-way radio to alert the leader if necessary.
13. The leader may stop to allow re-grouping if the caravan is broken unless other plans are announced beforehand - for example, at the drivers' meeting prior to the caravan, the leader may say that if the caravan is broken he or she will wait at a particular location, not before.
14. Do not pass. Maintain your position in the caravan. Changing position may cause confusion for the other drivers.
15. If a stop is necessary, radio the leader or turn on your 4-way flashers to signal your intentions. Pull completely off the road at a location where all can stop, if possible.
16. In case of an emergency vehicle on the side of the road, the entire caravan should move into the next lane to the left, if at all possible. The Engine should notify the caravan of this move.
17. Drivers and participants should insure that they:
 - a. Are on time at the Starting Point
 - b. Have a full tank of gas
 - c. Take care of creature comforts before departure - food, drink restroom, etc.
 - d. Bring radios if you have them
 - e. Review the V V V Caravan Rules of the Road

MEETINGS

1. The regular monthly meeting of the Club will be held the third Tuesday of each month beginning at 6:30 pm. There is a Social/Dining time beginning at 5:00 pm. No food ordering once the meeting has started. The meeting place can be found on the website: www.vegasvalleyvettes.net
2. The regular monthly meeting of the V-Board will be held at Ed Bozarth Chevrolet, 5501 Drexel Road, Las Vegas, NV 89130 (702-948-8484). The V-Board meeting is held the second Wednesday of each month beginning at 5:00 pm. All members are welcome to attend the V-Board meeting and bring up any items of concern.
3. Special meetings of the Club or the V-Board may be held as necessary, at the discretion of the President, the V-Board, or a majority of Club members present at a regular monthly Club meeting.

COMMUNICATIONS/E-MAIL

1. The Communication Chairperson is responsible for all communications by the Club. The communications generally sent to all Club members after approved by President include:
 - a. Event notifications
 - b. Club meeting notices/V-Board meeting notices to V-Board members
 - c. Monthly meeting Minutes and Treasurer Report
 - d. Notification of illness or death of Club member, when appropriate
 - e. Other necessary communications to Club members
2. ***At no time shall any member have the right to use the V V V email or email list for non-Club purposes.***
3. The e-mail list should be maintained to insure that all current members can be contacted.
4. The Membership Committee Chairperson may delegate responsibility for communications or the e-mail list to the Communications Chairperson, who shall be appointed by the V-Board, and will work under the direction of the Membership Committee Chairperson.
5. **The e-mail list is to be kept strictly private, with access only to those Club members who require the list in order to complete Club responsibilities.**
6. The Member Roster is confidential and will be updated and maintained by Membership Chairperson. Membership Chairperson will distribute to the President and Rainbow Chairperson the information to be used for Club purposes.
7. E-mails distributed by the Club are a reflection of the Club. Therefore, all e-mails should be edited for correct grammar and punctuation, and should be reviewed and approved by the President before being sent out. This approval may be verbal.

INSURANCE/OTHER EXPENSES

1. V V V has liability insurance from The Association of Classic Enthusiasts, insured by Zurich, and sponsored by Eckler's.
2. The Club requires payment of \$5 per member to cover insurance costs, website maintenance, and other expenses necessary to the efficient running of the Club, payable upon renewal of Club membership. This is normally done during the last quarter of each calendar year.

REIMBURSEMENTS

1. All expenditures must be pre-approved by the V-Board or by vote of the Club membership at a regular Club meeting.
2. All reimbursements must have appropriate documentation--a receipt, cash register tape, invoice, cancelled check, or credit card transaction.
3. The Treasurer will pay individual expenditures upon receipt of appropriate documentation, and maintain a paper trail of all expenditures reimbursed.