



By-Laws

(Established, September 30, 2015)

ARTICLE I: NAME OF THE ORGANIZATION

1. The name of the organization shall be the "California Cushman Club". The California Cushman Club will also be known as the "CCC" in the club's policies.

ARTICLE II: OBJECT AND PURPOSE

1. The purpose of this organization is to promote communication and technical knowledge among vintage Cushman motor scooter enthusiasts for the restoration and preservation of the vehicles which may benefit its members as well as passing on knowledge to future generations for the enjoyment of these historic vehicles.

ARTICLE III: MEMBERSHIP

1. The members of this organization shall consist of persons who are interested in the purposes of the organization and shall be members in good standing, as determined by the Board of Directors.

ARTICLE IV: BOARD OF DIRECTORS:

1. **ELECTED OFFICERS:** The Officers shall be elected for a three year term by the membership and shall consist of: **PRESIDENT, 1ST VICE-PRESIDENT, 2ND VICE PRESIDENT, SECRETARY, TREASURER, NEWSLETTER EDITOR/INTERNET COORDINATOR** and six (6) Chairmen shall constitute the twelve (12) members of the Board of Directors of the organization.
2. **APPOINTED DIRECTORS/CHAIRMEN:** Directors/Chairmen shall be appointed by the Board of Directors for the following committees: **STATE MEET COORDINATOR, SAFETY ADVISOR, MEMBERSHIP RETENTION ADVISOR** and **AREA REPRESENTATIVES/TECH ADVISORS** for the North, Central and Southern California districts. **Ride Hosts** shall be considered temporary Directors/Chairmen of the Ride Committee only during the days of their scheduled rides. A member responsible for liaison with other Organizations or Societies may also be appointed by the Board of Directors.
3. **TERMS OF OFFICE:** The term of office for officers and chairmen shall be three consecutive years.
4. **ELECTION OF OFFICERS:** The President will call for nominations from the floor at the Annual State Meeting for new officers and other board members, subject to the prior consent from the nominee(s).
5. **VACANCIES:** Vacancies may be filled by the action of the remaining Board of Directors.

6. **DUTIES OF THE OFFICERS:** The duties of the elected officers are as follows:

PRESIDENT: Conducts the regular meetings; chairs the Board of Directors meetings; and maintains order at all times. The President oversees the Board of Directors, Ride Host Directors and shall be the Security and Safety Manager at rides conducted throughout the year, emphasizing the mandatory safety rules such as “the use of alcohol or drugs during or prior to Sanctioned or State Meet rides is strictly prohibited”, among others, in accordance to the club policies.

He/she will oversee the grounds at the State Meet; be in charge of daily unlocking and locking the halls and fairgrounds gates; conduct the rider’s safety and club policy meeting prior to all rides; make sure all chase trucks are fueled up; and that corner guards are assigned on each ride. The President will oversee that the judging of the scooters and games is performed to club policy.

He /she shall appoint a State Meet Committee to coordinate and oversee the Scooter Judging contest and the Scooter Games and any other duties needed for the success of the State Meet. These duties will be assigned in advance of the State Meet giving time for preparation of the tasks and may change year to year. The President will resolve any problems that arise within the club in accordance to the club policies.

1st VICE PRESIDENT: The 1st Vice President shall coordinate and oversee any duties assigned by the President for the success of the State Meet and be prepared to carry out the duties of the President in his/her absence and assist whenever possible.

2nd VICE PRESIDENT: The 2nd Vice President shall coordinate and oversee any duties assigned by the President for the success of the State Meet; conduct the Awards Ceremony at the State Meet Banquet Dinner; He/she shall be prepared to carry out the duties of the 1st Vice President in his/her absence and assist whenever possible.

SECRETARY: The Secretary shall keep the minutes at regular and board meetings; handle correspondence as necessary; maintains legal and tax forms; membership roster; Shasta County Fair contracts; and insurance documents; communicate with President and Newsletter Editor/Website Coordinator about changes to ride schedules and membership roster for newsletter mailings and web site postings.

TREASURER: The Treasurer shall manage the club’s bank accounts; distribute money for State Meet and Local Ride expenses; maintains D&O Liability and **General Liability** insurance policies; collect and deposit membership dues; and pay all operating expenses, while maintaining receipts for all expenses to comply with audit documentation purposes. He/she shall report income and expenses to the State of California and IRS on appropriate forms to remain in compliance with their regulations as a non-profit organization and file State sales taxes to the California Department of Tax and Fee Administration (previously known as the State Board of Equalization) to meet required deadlines. The Treasurer will work with the Event Coordinator to make sure necessary supplies are available to assure a successful event. The Treasurer will also provide a quarterly Treasurer’s Report on a Year-to-Date basis to the Newsletter Editor for posting to the members.

NEWSLETTER EDITOR/WEBSITE COORDINATOR: Designs, produces and mails a quarterly newsletter to all members in good standing in hard copy or email format. Updates the website to reflect current information about the club, classifieds, and scheduled rides. Assures that the website is updated

regularly so pertinent information about the CCC is available to all. Extra copies of each newsletter are to be mailed to all Board Members and Area Reps to hand out to potential new members.

7. **DUTIES OF THE DIRECTORS/CHAIRMEN:** Duties of the appointed Directors/Committee Chairmen shall be determined by the Officers of the Board of Directors and are as follows:

STATE MEET COORDINATOR: The State Meet Coordinator assists in the facilitation of procuring a location for the State Meet; oversees the food vendors and caterers; organizes the hall set up for the banquet dinner; mans the registration desk at the State Meet; processes the registration packets; answers any inquiries regarding registration procedures at the State Meet; organizes and oversees the Poker Run; makes deposits to the bank account for all monies received for registration, membership renewals, raffles and fundraising that occur during the State Meet; communicates with the Treasurer with proceeds information.

SAFETY ADVISOR: The Safety Advisor oversees the State Meet safety issues for the members and assists with the Safety and Policy Meeting prior to the rides at the State Meet and other events he attends.

AREA REPRESENTATIVES/TECHNICAL ADVISORS: The Area Representatives/Technical Advisors assist all Ride Hosts with the organization of rides in their districts and makes sure that the roads proposed are appropriate for the speed and safety of the scooter and riders. They will assist the Ride Hosts in the assignment of chase trucks and corner guards for their rides. As Technical Advisors, they will respond to technical inquiries from members in their district as an assist to them in the restoration process of their scooters. The California Cushman Club will not be responsible for technical information proposed to members by the Technical Advisors.

MEMBERSHIP RENTENTION ADVISOR: This position will help maintain our current members status, as well as promote new members to the club. The position helps remind members if their Dues have not been paid, to ensure them that they will not be cut from the roster. Helps promote the CCC.

RIDE HOSTS: Ride hosts will communicate with their Area Representative in the organization of a local ride. They will make sure water and refreshments are provided on each ride and that mandatory helmets and appropriate safety apparatus/riding attire are in use by each rider. They will assist the President in explaining club policies as respects the "no alcohol nor drug use during a ride" mandatory rules as well as traffic safety rules including the proper use of the chase trucks as respects quick repairs versus towing disabled scooters during a ride and safely loading of the disabled scooters into the assigned chase truck's trailers.

ARTICLE V: MEETINGS

1. The annual meeting of the membership and Board of Directors shall be determined by the Board of Directors. The President, with the approval of the Board of Directors, may call for a temporary change in the meeting time. The regular meeting in September shall be held at the Annual State Meet. Additional meetings may be requested by the President or any board member. Two-thirds (6 members) of the Board of Directors shall constitute a quorum.

ARTICLE VI: MANAGEMENT

1. The management of the California Cushman Club shall be in the hands of the Board of Directors.
2. Any expense above \$500.00 with the exception of the normal operating expenses and State Meet expenses must be approved by a two-third's vote of the Board of Directors.

ARTICLE VII: VOTING

1. Each regular member in good standing shall have one (1) vote if the vote is taken by mail/email. Members and their spouses/partners may vote at the Annual State Meet in which they are in attendance.

ARTICLE VIII: DUES, FEES AND FUNDS

1. Annual dues shall be an amount determined by the Board of Directors, which will be reviewed annually at the State Meeting. The full amount of yearly dues will be paid by new members joining between January and August. Dues from new members joining between September and December will be applied to the next full year of membership.
2. All funds received shall be in the name of the organization and not in the name of an individual.

ARTICLE IX: AUDITS

1. The President will appoint a committee of two (2) from the membership to audit the books of the outgoing Treasurer before they are presented to the incoming Treasurer at the Annual State Meeting.

ARTICLE X: AMENDMENTS OF THE BY-LAWS

1. The By-Laws may be changed or amended by a two-thirds vote of approval by the General Membership at the annual meeting or by special vote by mail, phone or email.

ARTICLE XI: CLUB POLICIES

1. The Policies of the California Cushman Club will be reviewed annually at the State Meet. Any changes or additions to the Policies shall be provided to the members at the State Meet and distributed to the general membership by mail or email, following the meeting. New members will receive a copy of the By-Laws and Club Policies with their new membership packet, including the most current newsletter when their dues for the year are paid.
2. Club Policies will be posted under separate cover.
3. Policy changes made by the general membership should be sent to the Secretary to present to the President to have the Board review and vote at the next Board meeting.

ARTICLE XII: DISSOLUTION OF THE CLUB

1. Dissolution of the California Cushman Club requires a two-thirds vote of the general membership present for such vote. The proposal for dissolution shall be delivered to every member no less than 30 days before a vote is taken. If the membership decides to dissolve the California Cushman Club, disbursement of all assets of the club shall be determined immediately after the vote.

2. Assets may only be given to recognized non-profit organizations in the State of California or the Cushman Club of America. The intended beneficiary of the disbursement of the California Cushman Club's assets will be part of the dissolution proposal given to members no less than 30 days before the vote is taken.

Updated 1/31/2020