



## Operating Guide

# Blackjack Corvette Club

*"We Deal In Fast Fun"*

The BCC Operating guide is to help with the long term operation of the club and provide a common document for all of the members/leaders to refer to when questions arise.

It is for current (and future) leaders as it gives them the ability to maintain uniform communications with incoming and outgoing officers as well as training for any potential leaders.

One aspect of a guidance document is to enhance and manage the club at the board level and not to continually change the By-Laws.

Any changes to this document will require board approval and is to be available to the general membership at the next monthly meeting.

## Table of Contents

### By-Laws and the BCC Ops Guide

- I. Guest
- II. Members
- III. Dues
- IV. Meetings
- V. Budget
- VI. Annual Donations
- VII. Board Position Descriptions
- VIII. Code of Conduct
- IX. Caravan Rules
- X. Change Log

- **By-Laws**

The BCC By-Laws are used to help the elected leaders and ultimately the members by instituting a uniform set of requirements to follow. By-Laws amendments are outlined in the BCC By-Laws. The By-Laws are to be submitted to the State of Nevada and the IRS and is a separate club document.

This BCC Operating Guide is a living document and as such can be maintained and corrections made as situations demand and not impact the By-Laws.

One aspect of a guidance document is to enhance and manage club at the board level and not to continually change the By-Laws and reissue to the state.

Any Operating Guide (OG) changes will require the board approval and general membership approval (vote) at the next meeting.

- **Guest**

We welcome guests to join us at our meetings and/or events for them to see if Blackjack is the right club for them. A primary member should be asked to mentor the potential affiliate and should encourage the guest attend multiple meetings/events. Guest are not permitted to purchase BCC raffle tickets. (For members only)

- **Membership Types**

***Affiliate Member***

Affiliate members are just what it says. All new members are “affiliated” with a Primary Member to have a point of contact. This affiliation is how the new member gets their membership card ID number. Mentoring is the best way to make friends and keep potential members interested.

***Primary Members***

Members who own a Corvette and have met the minimum 6 months of affiliated membership and have been approved by the Board of Directors and the Primary Membership as a Primary Member.

- **Membership Dues and Assessments**

- **Membership** – Dues can be set by the Board. All membership dues shall be \$21.00 per person and no more than \$42.00 per couple, annually paid by December 31<sup>st</sup>.
- **Late Fees** - A \$15.00 late fee per member to be assessed after January 1<sup>st</sup>.
- **ID cards** - Membership numbers and ID cards will be issued at the next meeting after the membership meeting approval vote.

- **Meetings**

- **Monthly Meetings** - General Club meetings are to be held every **FIRST** Tuesday of the month at 7:00 p.m. at Deans Place in Las Vegas. In case of a holiday being on that date, the meeting will then be held on the following Tuesday of the month. Members will be notified by e-mail.
- **Annual Meeting** - The Annual Meeting of the members and the Board of Directors/Officers shall be held in January on a Friday of each year.

- **Budget**

The incoming treasure will have the responsibility to outline the annual BCC budget and should start as soon as the previous treasurer turns over records from the previous year's accounting, no later than January 15. The Board is to approve the budget by the April Board meeting. The BCC Budget will be available to the members at the April general membership meeting

- **Annual Donation**

The club is organized to not accumulate funds on an annual basis, therefore, any excess funds not required for annual overhead, are to be donated. The membership is responsible to identify a local Nevada charity that will benefit from the donation. The club is asked to identify a charity in June and if multiple charities are listed then the club votes in July to determine the recipient of the funds. The funds are to be distributed at the first GM meeting in February.

- **Board Position Descriptions**

- **Duties of the President** - The President shall preside over all the meetings of the members and shall perform the duties pertaining to this office. He/she may call special meetings of the members under the provisions of Article III of the By-Laws. He/she will set goals, with the approval of the majority of the members at each meeting. He/she must have held another Board position prior to running for President.
- **Duties of the Vice-President** - The Vice-President shall conduct all raffles, sell raffle tickets at all general membership meetings for the 50/50 raffle, or any other Club related

raffles. The Vice-President is responsible to maintain a supply of raffle tickets, as well as any containers (raffle bucket) to count the raffle in an organized manner. All proceeds from any raffle shall be turned over to the Club Treasurer as soon as possible, but never to exceed 60 days, or change of officer position. Vice-President shall maintain the Club's website, with assistance (pictures, event updates, videos, stories, etc.) from other members or officers. Any cost incurred by the Vice-President for website maintenance or upkeep, as well as the purchase of any raffle supplies or raffle prizes, shall be reimbursed within 60 days by the Treasurer upon presentation of a valid receipt.

- **Duties of the Secretary** - The Secretary shall attend all meetings of the members and shall record all minutes and votes in a file kept for this purpose. He/she shall keep an up-to-date roll of all Club members. He/she shall have custody of the Club records. In the absence of the Secretary from any of the said meetings, the Secretary's role will be done by one of the other Directors, as chosen by the presiding officer.
- **Duties of the Treasurer** - The Treasurer shall, subject to such conditions and restrictions as may be made by the Board of Directors, have custody of all monies, debt, and obligations belonging to the Club. He/she shall receive monies of the Club and deposit it in the Club account. He/she shall make all payments of Club debts upon approval of the Club. The Treasurer shall prepare all checks, drafts, notes or other orders of payments of money in the name of the Club. He/she shall give a report on the financial status of the Club at the monthly meetings and if so requested, at any other meeting. The Treasurer without the specific approval of the Club shall incur no obligation, debt or other liability. The Treasurer will be required to file an annual 501(c)7 filing as required by the IRS on behalf of the Club.
- **Duties of the Events Director** - The Events Director will accomplish Club goals and directives. He/she will coordinate Club sanctioned activities, as well as promote participation/leadership of events, and maintain a calendar of events to be updated on a monthly basis. The calendar of events is to be published for monthly meetings and put on the Club Website. He/she shall give notice of all meetings of the members required by the By-Laws and shall perform all duties of this office.
- **Duties of the Merchandise Director** - The purpose of the Merchandise Director is to promote the Club and to represent the Club at events and Corvette gatherings. Store merchandise should include items showing the Blackjack Corvette Club logo and inventory shall include T-Shirts, Hats, License Plate Frames, Window Decals as well as what the Merchandise Director deems appropriate to represent the Club. A running inventory of the store shall be kept at all times, and shall be presented on request by the

President, Treasurer or another Club officer. The Merchandise Director may purchase items to stock the store in the amount of \$100.00 or less without prior approval of the BOD. Purchases of merchandise greater than \$100.00 shall require approval by a quorum of the BOD. Reimbursement will be given by the Treasurer within 60 days of purchase. The Merchandise Director shall issue receipts for all sales, and shall remit all sale proceeds to the Treasurer as soon as possible, within 60 days of the sale.

Upon resignation, replacement or change of the Merchandise Director, all store assets, inventory and property, shall be remitted to the new Merchandise Director or the President or Vice-President within 14 days. c All assets, inventory and property shall be considered to an asset of the Club, not the Merchandise Director or any individual BOD member.

The Merchandise Director may sell Club merchandise to members, affiliate members, prospective members and the general public. There are no restrictions to sell Club related items only to members. Any costs incurred for purchase of inventory items, special order items, displays or other costs associated with running the Club store shall be reimbursed within 60 days by the Treasurer upon presentation of a valid receipt. The Merchandise Director at his/her discretion shall offer "special order" items for sale in the store. Examples are customized golf shirts, or other items or apparel that is either cost prohibitive to maintain inventory, or a "one off" item. All "special orders" of this type must be prepaid by the member before an order will be placed.

- **Duties of the Membership Director** - The Membership Director shall be in charge of administering the Club membership, including but not limited to, recruitment of new members, maintaining current membership, and welcoming new and potential members. He/she shall keep an up-to-date roster of all club members. An electronic database will be a formatted spreadsheet that will be archived monthly (email) sent to the BOD before each board meeting.

# **Code Of Conduct**

## **Blackjack Corvette Club Members Promise To:**

- Treat all members with respect and dignity.
- Ensure that all members are encouraged, but not obligated, to participate in any or all events that are of interest to them.
- Continually strive, with ongoing input and assistance by members, to make Blackjack Corvette Club the best it can be.
- Assist Blackjack Corvette Club in making new members feel welcome and assist them by providing information on various activities, events, etc.
- Keep in mind that Blackjack Corvette Club is a nonprofit community-oriented organization that gives back to local Las Vegas Charities.

## **Blackjack Corvette Club Expects Members to:**

- Make new friends, have fun and enjoy their Corvette(s).
- Maintain a positive attitude toward all others when attending club activities or gatherings, and to conduct themselves accordingly when participating in events conducted by other clubs.
- Keep Blackjack Corvette Club up to date regarding changes in status such as a newly acquired Corvette, change of address, phone and/ or email address, in order to allow the BOD or other members to communicate pertinent information to members in a timely manner.
- Be responsible for the behavior of their guests at any function of the Blackjack Corvette Club by encouraging and influencing the guests to conduct themselves in a sensible and positive manner while in attendance.

# **Blackjack Corvette Club Caravan Rules**

**Caravanning is NOT a sporting event. It is a fun experience requiring teamwork, skill and above all, SAFETY FIRST!**

**Each caravan will have a lead car (front-door or caravan leader) and a last car (back-door). During the drivers meeting the caravan organizer will identify who will be in these positions, so make sure you know who is assigned to the front and back-door. The back-door has numerous tasks: watching for slow cars, mechanical failures, cars trapped at traffic signals, and traffic approaching from the rear of the caravan. The back-door also coordinates all lane changes with the caravan leader. If you are driving a car other than a Corvette, you will likely be asked to be at the rear of the caravan, just in front of the back-door. The caravan leader is responsible for the caravan and its safety. Any questions or other communications regarding the caravan should be directed to the caravan leader. Caravans should be sized to accommodate safe travel and ease of maneuvering. A reasonable size is about 15 to 20 cars. The caravan leader should determine the break and ask for assistance in reducing the caravan size. Always think Safety First! Two caravans are as good as one. Ideally, each car should have an FM Radio. (Family Radio Service, or FRS type, which usually has an approximate two-mile range) The caravan leader will announce at the driver's meeting as to which channel to monitor. Channel 3 is used by BCC unless otherwise indicated. Radios should only be used to communicate information that is relevant to safe caravanning. "I need to stop for a break. How far to the next gas station? What time will we arrive? We will be turning right at the third light" as examples. Radios are NOT to be used to control traffic, tell other caravan drivers when to pass another vehicle, or to make any otherwise potentially dangerous maneuvering request! Please be on time, have your gas tank full and all repairs completed before departure. At the drivers meeting let the caravan leader know if your car is limited on cruising speed or fuel range. If you have medical or mechanical limitations, please let the caravan leader know. You may be asked to provide your cell phone number to the caravan leader, if you want to be a point of contact in case of an emergency. The caravan should run with headlights on low beam, to inform other motorists that we are traveling in a group (day and night). While caravanning at night, please do not flash your lights at oncoming traffic with their bright lights on. This is the responsibility of the caravan leader. Flashing lights means "BCC Member's car in trouble and must pull off of the road". The next two**



vehicles will follow any person having to pull out of the caravan, unless that person is pulling out of the caravan for something other than an emergency. The car leaving will signal by waving the cars behind him on ahead or communicate by radio. Try to maintain a consistent interval between you and the BCC Member's car ahead of you. A safe distance is the three second rule. Use a larger interval at night or in wet conditions. Do not leave too much of a gap, as this tends to frustrate the people behind you, and causes the group to gradually split up, or start braking and accelerating, which produces an accordion affect in the caravan. Stay with the flow of traffic if at all possible. Do Not pass a fellow caravan member. Passing the caravan leader is not allowed. Consumption of alcoholic beverages and other vices while on the road is forbidden. It is important that the caravan moves at approximately the same speed as other traffic. In the event the caravan passes any other vehicle on a two-lane road with oncoming traffic, a substantial amount of space is required for all to maneuver back into position after passing. The caravan leader, and each passing car in succession, should leave plenty of room for the next car to come around and get back into the right lane. Once the first BCC Member's car passes, all subsequent BCC Member's car in line shall wait until the previous BCC Member's car is back in the right lane, and that the next BCC Member's car has a clear sightline to pass, as well as room to safely make the pass, and get in behind the previous BCC Member's car. No more than one BCC Member's car shall pass another vehicle at a time! When caravanning, we do not "seize" a lane in order to keep all BCC Member's cars in formation. On a divided highway such as an Interstate, the Caravan should maintain the right lane, except to pass another vehicle that is not in the caravan. Once around the non-caravan vehicle, move back to the right lane. It is the responsibility of the back-door driver to notify all members of the caravan of faster traffic approaching from the rear, and all members of the caravan should move right to allow the faster traffic to pass safely. Safety is more important that keeping the caravan "All BCC Member's cars". If for some reason you must leave the caravan, do not try and take your previous position in the caravan. The back door will let you in just in front of him/her. Use your turn indicators when making any turns, lane changes, passing, entering or exiting a freeway, otherwise required to let all drivers know where the caravan is going. In the event of an accident, only essential aid providers and family members need remain, the balance of the caravan should proceed to the destination to reduce any addition risk. If performed correctly, a caravan can provide each participant with a unique sensation of teamwork and pride. When a caravan of shiny BCC Member's cars are traveling along in an uninterrupted procession in fluid-like motion, evenly

**spaced, it is a sight and sensation to which you can be very proud. Being a part of a caravan, large or small, can be a very enjoyable experience, but only if it is well organized and executed the same way by all who participate. Remember, we are representing The Blackjack Corvette Club while caravanning, and the general public should be left with an impression that we are safe, courteous and professional drivers! Happy Caravanning!**

# Change Log

Issued 04-05-2022