

By Laws
Muskego Corvette Club, Inc



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Article I

Section 1 – Name

The name of the club shall be the Muskego Corvette Club, Inc.

Section 2 – Purpose

1. To encourage planned trips, events, and social activities for members of the Corvette Club as defined in Article V, Section 2.
2. To provide and regulate events and exhibitions for Corvette owners.
3. To encourage careful and skillful driving on public highways.
4. To encourage interest in the ownership of Corvette automobiles and stimulate the pride of ownership among Corvette owners.
5. To exchange ideas, general information and technical data relative to Corvettes and Corvette owners.
6. To promote favorable relationships with the general public.

Article II

Section 1- Members

1. Membership in the club shall be open to classes of membership in Section 2.
2. Members are encouraged to attend club activities and, barring bad weather, drive their Corvettes to such activities.

Section 2 – Classes of Memberships

1. Full Member

- a. Owner and spouse, or significant other, of a Corvette.
- b. Are in active status by paying their full-membership dues.
- c. An active status member, without a corvette, but intends to purchase one before the next membership renewal date.
- d. May serve on the Board of Directors, as an Officer or Board Member, if voted in.

2. Honorary Member

- a. Honorary memberships will be awarded by the board.
- b. A former club member.
- c. Will continue their membership on a dues-waived basis.
- d. Honorary members will not be able to vote on club business .

Section 3 – Dues

1. **Annual Dues** – Annual dues will be recommended by the board and voted on by the Club yearly.
2. **Payment of Dues** - Dues are to be paid on an annual basis and due by the end of December for the forth coming calendar year.
3. **Dues for New Members** - Dues for new members must be paid in the club year they are joining. Dues will be prorated based on the month they are joining. Prorating will be determined on 1/12 of the annual dues times the remaining months left in that calendar year.

4. **Dues for Terminated Members** – A member is considered lapsed when dues are not paid by the end of December for the forth coming calendar year AND have been away from the club for more than 12 months. Should they decide to rejoin the club, they will be handled as a new member. See Section 5.1 for additional information on expulsion.
5. **Dues for Lapsed Members** – A member who has noted to the club that they would like to remain a member but have not paid their annual dues by the end of December for the forth coming calendar year, is classified as a Lapsed Member. Dues for a lapsed member will not be prorated. They will be responsible for paying for the entire calendar year.

Section 4 – Privileges

Members are entitled to club privileges outlined in Article II.

Section 5 – Expulsion

1. Membership will automatically terminate for non-payment of dues on March 1 of the new calendar year.
2. Any member may be expelled for infraction of the club rules, or such other causes as may be determined by a vote of six (6) or more of the board members, as being in the best interests of the club. However, before such action is taken, the member shall have opportunity to submit in writing, or in person, their position on any charge of which they have been notified as having been made against them.

Section 6 – Resignation

Any member may resign by directing a letter of resignation to the president.

Article III

Section 1 – Monthly Meetings

Membership meetings will be held on a monthly basis unless voted upon and canceled by the board.

Section 2 – Special Meetings

1. Special meetings of the members and special meetings of the board may be called by the president, or by a majority of the board.
2. Notice of special meetings, as approved by an officer, shall be:
 - a. given to the appointed members
 - b. state the date, time and place of the meetings
 - c. state the purpose of the meetings
 - d. not sent less than five days before such meetings

Section 3 – Quorum

1. At all stated club meetings of the members, one-fifth of the members in attendance shall constitute a quorum.

2. At all stated board meetings, five (5) board members shall constitute a quorum.

Section 4 – Voting

All action shall be determined by the members present, assuming a quorum is present.

Article IV

Section 1 - Board of Directors

1. The Board of Directors is comprised of four officers (President, Vice-President, Secretary and Treasurer) and five board members.
2. New directors will take office on January 1st of the new term, following the election.
3. All board members will serve a two-year term.
4. The Board of Directors will meet monthly, or as needed, to review club activities.
5. In order to make the meeting more productive, club members will be encouraged to bring their concerns or ideas to the directors prior to a meeting so that those ideas can be researched in advance of the meeting.

Section 2 – Elections for the Board of Directors

1. The election process consists of:
 - a. Taking nominations for open positions (September Club Meeting).
 - b. Presenting the candidates (October Club Meeting).
 - c. Voting for the candidates (November Club Meeting).
 - d. Announcing the winners of the election (December Club Meeting).
2. All officer and at-large board member positions shall be elected by a majority vote of the active club members.
3. The President, Secretary and two at-large board members will be elected on even years. The Vice-President, Treasurer and three at-large board members elected on odd years. Electing these positions in alternating years will maintain consistency of club governance.
4. Members in good standing wishing to vote by absentee ballot, shall:
 - a. Request a ballot from the secretary
 - b. Complete the ballot
 - c. Return the ballot to the secretary, prior to the election deadline.
5. Ballots shall be opened and counted by one board member (not up for election) and one club member (at-large).

Section 3 – Board of Director Resignation

In the event that an Officer, or Board Member is no longer able to hold their office, and it is prior to the end of their elected term, the president shall appoint an acting officer, or board member, to fill the vacancy for the remainder of that term.

Section 4 – Duties of the President

1. The president shall preside at all meetings of the members and officers and shall perform the duties pertaining to the office.

2. The president shall have authority to sign all documents on behalf of the club in the course of its regular business.
3. The president shall be the chief executive of the club.
4. Attend and run a majority of all monthly Board meetings.
5. Attend and run a majority of all monthly Membership meetings.
6. Maintain and update monthly meeting agendas for board and membership meetings
7. Produce the president's report for the monthly newsletter
8. Act as liaison between the membership of club and our sponsors.
9. Help set and change policies and rules of the club as needed.
10. Make announcements at club outings as needed to inform members needed information
11. Act as Master of Ceremony at the annual car show
12. Act as Master of Ceremony at annual Christmas Party in December
13. Assign new board members to finish vacated board positions mid-term
14. Answer and address membership questions as they arise.
15. Ensure car show coordinator appointed every year and provide guidance in organizing the event.
16. Ensure meeting agendas are sent out in advance.
17. Project a positive up-beat attitude and strive to ensure all members enjoy the club.
18. Encourage club growth and welcome new members.
19. An Officer or Board member has the privilege and duty to vote on club activities, budgets, expenses, etc. that the general membership does not have.

Section 5 – Duties of the Vice-President

1. The vice-president will officiate at meetings or events in the event of absence or resignation of the president.
2. Attend a majority of all monthly Board meetings.
3. Attend a majority of all monthly Membership meetings.
4. Fulfill the presidential duties for the President in his/her absence.
5. Help set and change policies and rules of the club as needed.
6. Answer and address membership questions as they arise.
7. Project a positive up-beat attitude and strive to ensure all members enjoy the club.
8. Encourage club growth and welcome new members.
9. An Officer or Board member has the privilege and duty to vote on club activities, budgets, expenses, etc. that the general membership does not have

Section 6 – Duties of the Secretary

1. The secretary shall perform all duties to this office, required by law or by the majority vote of the club.
2. The secretary shall have custody of the club's records.
3. The secretary shall take minutes of the general meetings and shall report same in the monthly newsletter or at the next meeting.
4. The secretary will see that all notices are given to members and to members of the board as required by these bylaws or at the direction of the board.

5. Attend a majority of board meetings (one per month) and membership meetings (one per month)
6. Document important information that is said at all membership meeting. Such as dates of new activities that come up during the meeting, items discussed by the board members and the general membership, names of new members that are introduced to the membership, amounts collected from charity and 50/50 raffle, Etc.
7. Document what is said and discussed at all Board meetings. Such as new activities, dates of activities, times when activities are planned for and where. Document the cost of activities for future reference.
8. Engage in constructive conversation regarding past and new club activities.
9. Bring ideas to meetings for future activities and meeting ideas.
10. Send out yearly election ballots.
11. Send out MCC meeting agendas
12. Talk to the general membership to see what needs to be done better or differently and bring those ideas to the board meetings for discussion.
13. Email board meeting and membership meeting minutes to all board members monthly.
14. Encourage club growth and welcome new members.
15. An Officer or Board member has the privilege and duty to vote on club activities, budgets, expenses, etc. that the general membership does not have.

Section 7 – Duties of the Treasurer

1. The treasurer shall keep an up-to-date roll of all club members.
2. The treasurer shall perform all duties incident to this office, required by law or by majority vote of the club.
3. The treasurer shall have custody of all monies of the club and deposit same in the club account. The treasurer shall make payments of club debts upon approval of the majority of the members.
4. All contracts, checks, drafts, notes or other orders for payment of money shall be signed in the name of the club by the treasurer.
5. The treasurer shall give a report on the financial status of the club at the monthly meetings, and, if so required, at any other meeting of the officers.
6. No obligations, debt or liability shall be incurred by the treasurer without the specific approval of the club.
7. Attend a majority of board meetings (one per month) and membership meetings (one per month)
8. Maintain club's checking and savings accounts.
9. Reconcile bank statements monthly.
10. Create a Treasures report and report at club meetings.
11. Pay all club invoices and expenses.
12. Collect annual membership dues. Keep track of who is delinquent.
13. Maintain the club membership list and update with changes as needed.
14. Keep track of all member's activity payments.
15. Write checks as needed at club activities; example drive and dines, bands, etc.
16. Check PO box every other week. More often during car show and election time.
17. Respond to club emails and CC the Board if necessary.

18. Forward emails to the membership from board members.
19. Encourage club growth and welcome new members.
20. An Officer or Board member has the privilege and duty to vote on club activities, budgets, expenses, etc. that the general membership does not have.

Section 8 – Duties of the At-large Members

1. Attend all board meetings (one per month) and membership meetings (one per month)
2. Bring ideas to the board meetings for club activities and outings
3. Engage in constructive conversation on all aspects of the club activities at meetings.
4. Help set policy and new rules as needed.
5. Help out organizing club activities as needed.
6. Sunshine Fund activity.
7. Name Tag and MCC embroidered shirt ordering for new members.
8. Volunteer for special projects as needed. Example – getting new member name tags etc.
9. Encourage club growth and welcome new members.
10. Project a positive up-beat attitude and strive to ensure all members enjoy the club.
11. An Officer or Board member has the privilege and duty to vote on club activities, budgets, expenses, etc. that the general membership does not have.

Article V

Section 1 – Appointment of Committees

1. The president shall name a committee as he/she deems needed.
2. A committee chairperson will be appointed.
3. Duties and responsibilities will be determined
4. All reports, or actions taken by a committee, must be voted on by the majority of the committee.
5. The chairperson is responsible for reporting back to the president with all activity.

Section 2 - Committees to be appointed are:

1. **Activity Advisors**
 - a. Assist members to organize events and drives using templates as a guide.
 - b. Encourage other members to organize drives and events
 - c. Names will be listed in the Newsletter as resources
2. **Independent Auditor**
 - a) This person will audit the financial books every two months.
 - b) The audit report will be provided directly to the board of directors.
3. **Hospitality/Welcome**
 - a) Attend a majority of board meetings (one per month) to enhance clear communication
 - b) Prepare and distribute Welcome packet to new members

- c) To include welcome letter, 2 window clings, 2 Kozies and MCC license plate holder
- d) Provide information about logo embroidery that is provided by the club for black shirt polo worn for club events
- e) Introduce new members to other club members and explain club functions, events and outings.
- f) Encourage participation in events and also encourage planning future events that they think are appropriate for the club. Introduce to club members that have planned events to learn what is involved in club outings.
- g) Volunteer for standing committees and scheduled activities as needed including annual car show.

4. Newsletter Editor

- a) Attend a majority of board meetings (one per month) to enhance clear communication.
- b) Editor has freedom to make any additions or delete changes that they feel the Newsletter may need.
- c) The Newsletter has a deadline of the 25th of the month for any submissions from club members.
- d) Assemble monthly Newsletter that includes the minutes, club president letter, editor's notes, community bulletin board, and upcoming club events.
- e) The Editor is the club archive historian
- f) Other duties as assigned

5. Webmaster

- a) Attend a majority of board meetings (one per month) to enhance communication
- b) Ensure MCC website is secure, easy-to-use, and appealing to members/users.
- c) Make updates to improve performance and minimize downtime.
- d) Update content to keep pages fresh and intriguing and fix broken links/images.
- e) Create backups.
- f) Collaborate with MCC Board Members and Event Managers to capture needed information to post at website.
- g) Upload monthly reports to members website - board meeting notes/minutes, general meeting agendas/minutes, forms, images.
- h) Create and maintain a website style guide for cohesive design elements across all pages.
- i) Tests websites using different devices, browsers, and operating systems, if possible.
- j) Communicates with MCC Board with ways we can improve usability and visibility.
- k) Manage member usernames, passwords, activation, and access rights.
- l) Respond to user comments and questions by the club.
- m) Manage and maintain web site structure, files, and content.
- n) Create new forms and landing pages for events.

Section 3 – Activities

1. The activities of the club shall consist of planned trips, social gatherings, and event for club members.
2. Each activity must be organized by at least one club member.
3. All activities must be approved by the board of directors to be deemed a club event.

Article VI

Section 1 – Amendment to the By-Laws

1. The following groups may propose an amendment to the by-laws:
 - a. The Board of Directors
 - b. Any ten active members in good standing
 - c. An appointed committee
2. All proposals must be in writing and submitted to the Board of Directors.
3. The Board of Directors will introduce the proposal at the next club meeting.
4. Approval will be determined by majority vote. If two-thirds of the attending active club members vote in favor of the proposal at the meeting, the proposed amendment shall thereby be approved and adopted.

Article VII

Section 1 – Budget Approval Process

1. In the first quarter of each year, at a scheduled board meeting, the Board of Directors will review how the club money will be spent.
2. Various programs will be introduced, discussed, and voted on
3. If a program is accepted, a percentage of the total funds will be allocated.
4. The Board of Directors will present the approved budget to the club members at a club meeting.
5. Should the need for a program come up after the initial approval process:
 - a. Revisions can be made to the initial budget.
 - b. Any active club member can request this revision.
 - c. The revision must be approved by the Board of Directors.

Section 2 - Sunshine Fund

1. The Sunshine Fund budget is determined by the Board of Directors at the beginning of each year and reviewed annually.
2. The purpose of the fund is to send a club member a card and/or flowers for a specific designated occasion, such as a wedding, sickness or death.
3. Should the point-of-contact for the club member request money be sent in lieu of flowers, a set denomination will be determined.