

# **Standing Rules of the Cedar Rapids Corvette Club**

Rev. "K", revised 11/21/2019

**Definition of Cedar Rapids Corvette Club Standing Rules** – Standing rules are the written administrative and operating procedures of the organization, or general policy that are not included in the Cedar Rapids Corvette Club By-Laws. They cannot be in conflict with the By-Laws. Standing rules continue in force until they are changed or rescinded. Unlike By-Laws, standing rules can be changed or amended at any time, by a majority vote of members in attendance at a monthly business meeting.

## **Club Webmaster**

Duties:

- Update the design of the club web page as needed. Add, remove, change sections, etc.
- Add current information to the website as it relates to meetings, upcoming events, and other club activities. Check all information, photos, and posted materials to ensure it is beneficial and appropriate in nature.
- Manage club files within the amount of space provided by the host server. Investigate and activate "club friendly" website links that could be useful to CRCC members. Clean off old and unnecessary files as needed and as necessary.
- Ensure information on the club website is in compliance with all CRCC agreements and contracts and represents CRCC in a positive way in the eastern Iowa community.

Guidelines:

- Maintain the website in a useful, accessible and positive manner that is in the best interest of the club.
- It is expected that time critical information be posted in a timely manner.
- Consult with the executive board members as needed should there be an issue, question, or problem arise requiring assistance or advice.
- Uphold the integrity of the Cedar Rapids Corvette Club, its sponsors and advertisers.

Selection Process:

- The club webmaster shall be selected from a list of club member candidates expressing interest in performance of the duties and within the guidelines established and possessing the skills necessary to successfully execute the position.
- Should the club not be successful in obtaining a qualified person from within the club to perform the webmaster function, the club has the option to hire an outside source to perform the function.
- The club webmaster term of service shall be for one calendar year and may serve consecutive terms. The Executive Board has the authority to remove any person from this appointed position at any time if it is felt by the board that the person is not upholding the intended duties of the position.
- The club webmaster shall be selected by a majority vote of the Executive Board.

## **E-Mail Messenger**

Duties:

Send out to club members, notices of club news, events, reminders of calendar events, directives and announcements of activities, and other items of importance directly related to and of interest to the Cedar Rapids Corvette Club.

- Maintain an email address list of current CRCC members, former members within the past year and other clubs. Add to and delete addresses as deemed necessary.
- Send out items as requested by members that relate directly to the club and its members.
- E-mail announcements of Official CRCC events should receive priority support over other activities occurring at the same time. (In the spirit of goodwill, it is hoped that members will support the main Club event to the extent that they are able).
- CRCC will establish a club exclusive email address to be used by the person holding this email address.

Guidelines:

- Messages sent shall be useful, helpful, and informative in nature. Messages shall be in the best interest of the club and not conflict with any club interest.
- It is expected that time critical information be sent in a timely manner.
- Any and all information and photos shall be beneficial, acceptable and appropriate.
- Messages sent out shall be in compliance with all CRCC agreements and contracts and represent CRCC in a positive way in the eastern Iowa community.
- No advertising or promoting of specific products or services.
- The E-Mail Messenger shall consult with the Executive Board members as needed, should there be an issue, question, or problem arise requiring assistance or advice.
- The E-Mail Messenger shall uphold the integrity of the Cedar Rapids Corvette Club, its sponsors and advertisers.
- The email list of members shall not be distributed to any person or entity without Executive Board approval.
- Master email list shall be reviewed and approved by the Executive Board.

Selection Process:

- The club E-Mail Messenger shall be selected from a list of club member candidates expressing interest in performance of the duties and within the guidelines established and possessing the skills necessary to successfully execute the position. The club E-Mail Messenger term of service shall be for one calendar year and may serve consecutive terms. The Executive Board has the authority to remove any person from this appointed position at any time, if it is felt by the board that the person is not upholding the intended duties of the position.
- The club E-mail Messenger shall be selected by a majority vote of the Executive Board.

**Face Book Page Administrator** - (Adopted on 09/21/17)

Duties:

- Maintain and make available as needed a “Guidelines for Usage” document that outlines rules for who can post and what kinds of materials can be posted on the site.
- Approve access for those submitting joint requests.
- Monitor site content and edit as needed to conform to guidelines document.

Guidelines:

- The CRCC Face Book page will be “Public Group” – *Cedar Rapids Corvette Club* (This means it can be viewed by the general public, but only approved CRCC members can post content).

Selection Process:

- The club Face Book Page Administrator shall be selected from a list of club member candidates expressing interest in performance of the duties and within the guidelines established. They also need to possess the skills necessary to execute the duties.
- The approved Administrator may select another individual to serve as Co-Administrator.
- Should the club not be successful in obtaining a qualified person from within the club for this position, the club has the option to hire an outside source as Face Book Administrator.
- The CRCC Face Book Administrator term of service shall normally be for one calendar year and the Administrator may serve unlimited consecutive terms.
- The Administrator shall be selected by a majority vote of the Executive Board.
- The E-Board by majority vote may remove any Administrator or Co-Administrator from this appointed position at any time if it is felt that the person is not upholding the duties of the position.

**Expenses over \$500** - (Revised on 08/20/15)

Unbudgeted total expenditures that are expected to exceed \$500 need to be presented in writing at an official club meeting, and held over to the following monthly meeting for a majority vote by secret ballot, by the membership present at that meeting.

**Club Dues** - (Revised on 04/21/2016)

A CRCC annual membership shall run from January 1<sup>st</sup>, until December 31<sup>st</sup>. CRCC membership fees shall consist of an initial \$5.00 fee and annual dues of \$15.00. Annual dues for a spouse or dependent age 18+ of a full paying member shall be \$10.00. Initial and renewal memberships paid after September 1<sup>st</sup> will carry over throughout the next calendar year. Members paying their renewal dues after October 31<sup>st</sup> will be required to pay an additional fee of \$5.00. Previous members of CRCC who left in good standing will not be required to pay the \$5.00 initiation fee or meet the requirements of By-law #2. A National Council of Corvette Club membership will be required of at least one member of each household to maintain the NCCC 51% rule.

The dues for NCCC are set as follows in the below table:

Member Type	Initial Dues	Renewal Dues
Primary Membership	\$35.00 (new)	\$25.00 (renewal)
Spouse/Companion Membership (of Primary Member)	\$10.00 (new and renewal)	
Youth Membership (of Primary Member)	\$10.00	\$10.00 (new and renewal)
Lifetime Membership	\$300.00 – (one-time fee)	

**CRCC Officer Duties** - (Changes to VP duties, delete Editor adopted on 09/21/17)

**PRESIDENT:** Chair monthly club meetings. Oversee Club business as necessary to keep the Club flowing in an organized and progressive manner. Hold Board meetings as needed for Club business or to address issues. Organize "Officer Transition E-Board Meeting" in early January. Will be main contact with CRCC's primary Club sponsor. Work with Club Treasurer to assure that the required annual tax return (IRS form 990) is filed per the IRS deadline, to maintain the Club's 501(c)7 tax exempt status with the IRS. Present a yearly proposed budget, to be approved by the membership early in the calendar year. Utilize Club e-mail as needed, to send out important announcements, reminders, and important notices.

*Send a President's message to Vice President to send via e-mail to club members. Include in it the date and location of the next meeting and a planned agenda.*

VICE PRESIDENT: Responsible for outside public relations. Keep equipment inventory. Meet and help make new members and visitors feel welcome. Serve as Liaison with other Clubs in the area. Advertise important Club events on the radio, TV, and news ads. Publish via email the President's message as provided by the President along with meeting minutes as provided by the Secretary to all members at least one week prior to the next month's meeting. Publish via email our club By-Laws and Standing Rules documents to all members at least one week prior to the November meeting.

SECRETARY: Record meeting minutes. Send regular Club meeting minutes and E-board meeting minutes to the Vice President, by the VP's article deadline date. Do correspondence as needed, and maintain a correspondence file. Make up and keep current membership packets, which include Club By-Laws, Standing Rules, and membership list. Hand out membership packets to new members. Take care of cards and flowers, for Good and Wellness. Make and send out election ballots and official forms.

TREASURER: Handle all finances. Present Treasurer's report and finance comments at membership meetings. Provide information needed for audits. Keep licenses, insurance and registration for trailer up-to-date. File required annual IRS tax return (form 990), by IRS deadline, to maintain Club 501(c)7 tax exempt status with the IRS. Work with Club President to develop the yearly proposed annual budget. *Keep current membership list with addresses and phone numbers.*

SOCIAL DIRECTOR: Plan monthly dinners out, and organize other social events of interest. Plan the annual Christmas Party. Promote upcoming social events in the Newsletter and through Club e-mail. *May direct others to help with planning events.*

TRUSTEES: Audit the books semi-annually. Propose job description changes for all positions. Monitor and recommend changes in the By-laws and Standing Rules throughout the year. Count attendance at all regular meetings, and advise President of count for important votes (50% approval rule). Recommend secret ballot vote, as necessary at regular meetings, for issues that they see as important concerns Advise and enforce By-Laws and Standing Rules. Count the annual officers election ballot votes, and announce their results at the Christmas Party. In the event one of the Trustees is on the ballot, the other two Trustees shall enlist a CRCC member who is not on the ballot or a current officer, to assist in counting the votes. Other projects as recommended by the President.

GOVERNOR: Keep Club updated on NCCC. Attend NCCC Governor's meetings. Help event Chairperson with NCCC paperwork. Offer advice and interpret *NCCC rules*. Obtain sanction number for events. Turn in the results of NCCC sanctioned events to the Regional Competition Director by the required NCCC deadline. Take care of NCCC dues and applications. Maintain *NCCC* membership file. Furnish E-Board with an updated membership file as needed, including address, e-mail address and phone numbers. *Order insurance as needed for club events.*

HISTORIAN: Take pictures and plan a Club group picture. Keep photo albums and other memorabilia including newsletters. Update Club History each December, and have it available at the Christmas Party. Provide photos and History update for inclusion on the Club Website. Submit the History update to the Editor for publication in the Newsletter and to the Secretary for inclusion in the new member packets. Maintain Digital Photo Frame at Club Sponsor show room, and provide periodic photo updates for the display.

HOMECOMING DIRECTOR: Will be main contact for schools and will be responsible for getting cars and drivers organized to be at homecoming parades at proper times. Utilize Club E-mail as needed, to advise updates, and driver changes. Responsible for CRCC door signs. Work with Club Treasurer, to be sure that school donation checks are received in a timely manner from the schools.

*Send out Homecoming Packets containing contact information, guidelines and insurance forms.*

Officer Notes: As much as possible, the officers should strive to provide information to the Club Webmaster, to help keep the Website content fresh. The Officers should also strive to provide Newsletter information to the VP to help keep the Club membership advised of events, activities, new members and Club concerns.

### **Definition of a Quorum**

- Quorum for a by-law change is defined as a 2/3 majority of members at the November business meeting.
- Quorum for other votes is defined as a majority of those in attendance at the monthly business meeting.

### **Definition - "Spoiled Ballot"- for Election of Officers - (Adopted on 8/19/2010)**

A ballot will be considered "spoiled" if the ballot instructions are not followed correctly. The current Trustees will count the ballots at the counting session. They will determine if a ballot is "spoiled", using the "Ballot Instructions" listed below as their guide. Any spoiled ballot will not be counted; it will be clearly marked as "spoiled". It will be held with the other ballots until such time the ballots are destroyed.

Ballot Instructions (unless otherwise specified at the nomination meeting, these instructions are to be shown on the ballot):

1. Vote for only one member per office. You are not required to vote for every office, and if you choose not to, your ballot is not considered spoiled.
2. Any write-in for an office must be a CRCC member. Appropriately, that member should know of and accept your write-in vote.
3. No stray marks are acceptable on the ballot.
4. You must use the "official" ballot provided, it may not be a photocopy of the official ballot.
5. Return the ballot in the envelope provided. The envelope must be postmarked by the date specified on the ballot.
6. Failure to follow these instructions will cause the ballot to be a "spoiled ballot", and the ballot will not be counted.

### **Insurance Requirement - (Adopted on 7/17/2014)**

A CRCC member running for, holding an elected club office or appointed by the Executive board to an office, must be a current NCCC member to be in compliance with NCCC insurance carrier's requirements.

### **Youth Members - (Adopted on 08/20/15)**

(1) A person that is sponsored by a Primary member and who is between the ages of 16 and 21 years of age, or between the ages of 16 and 25 and also a Full Time Student and whose mailing address will be the same as the Primary, upon approval of the application, payment of required dues, and the information entered into the data base the applicant shall become a Youth member. They shall be entitled to all rights and privileges of Spouse/companion membership, except the right to hold Local, National or Regional office.

(2) The upper age limit for Youth member may be extended for special circumstances. Application for this extension must be made to and approved by the region RMD and the VP of Membership. If approved they shall become a Youth member upon payment of membership dues equal to those of Spouse/companion membership. They shall be entitled to all rights and privileges of Spouse/companion membership, except the right to hold Local, National or Regional office.

(3) Youth members (16 and 17 Years Old) will not have CRCC's approval to DRIVE in any club sponsored events such as parades or homecomings.

(4) Youth members do not need to be voted in to CRCC.

#### **Definition of Voter Eligibility - (Adopted on 04/21/2016)**

1. Monthly meeting membership voting: New CRCC members will not become official members of the club until being voted in at the monthly meeting and also have paid their annual dues. However, they do not become voting members until the first day of the following month. This is defined by the voting quorum calculation defined in By-Laws para.1.5.

2. Annual election voting: *To be eligible to vote for the annual officer election, the member must be a paid member for the next year as of the conclusion of the November regular club meeting*

#### **Election Ballot Accountability Process: - (Adopted on 04/21/2016)**

1. Treasurer determines the number of eligible voting members. (All members as of December 01).
2. Treasurer records the quantity of ballots printed and submitted to the Secretary.
3. Secretary records the quantity of ballots received from the Treasurer and the quantity mailed.
4. Secretary delivers any unused ballots to the Trustees.
5. At the January club meeting a motion will be made to destroy all used and un-used ballots. Ballots will not be destroyed if someone request a review of the ballots.

#### **CRCC Governor Travel Reimbursement Policy - (Adopted on 04/21/2016)**

CRCC will pay mileage at the current IRS rate. It will be figured one way from the Governor's residence to the meeting place. Lodging will be reimbursed under the host hotel and /or reasonable rates. Lodging and meals will be reimbursed by turning in receipts to the Treasurer.

#### **Contract Signature Authority - (Adopted on 04/21/2016)**

The signature of two officers is required to sign a contract for the CRCC. A contract shall be signed by the President or Vice President and one Trustee.

