

Standing Rules of the Cedar Rapids Corvette Club

Rev. "M", revised 07/19/2024

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 Standing rules continue in force until they are changed or rescinded.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.

I. ELECTED OFFICERS

All Club Officers must be CRCC / NCCC members in good standing for term of office.

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 the Club Treasurer to prepare the required annual IRS tax return. 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.

VICE PRESIDENT: Responsible for outside public relations. 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. Authorize Email Messenger to publish via email our club By-Laws and Standing Rules documents to all members at least two weeks prior to the November meeting.

VP shall maintain an inventory list of CRCC equipment and provide an up-to-date copy of the list to the Club Historian. Club equipment not in active daily / monthly use will be stored in the club trailer with the exception of the electronic timing or other equipment which needs to be stored in a climate controlled environment.

The President, Vice President and Governor will hold a key to the Club Trailer and will decide the long term storage location of the trailer.

SECRETARY: Record meeting minutes. Send regular Club meeting minutes and E-board meeting minutes to the President and Vice President for inclusion in the monthly newsletter. (See **Publications / Notifications and Monthly Newsletter Responsibilities**) Provide correspondence such as cards, letters and emails as needed. Maintain a record of any correspondence in either paper or electronic form and submit these materials to the Club Historian. 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 for those who do not have e-mail.

Upon notification of births, deaths, or illnesses of a CRCC member or family member, the Secretary will send the appropriate card to the individual or family member. The Secretary shall send a check upon the death of a CRCC member or their immediate family (parents, spouse or child) or upon the birth of a child to a CRCC member. A \$75.00 check will be sent by the Secretary from the Secretary's checkbook to the member's family to be used as they wish.

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. Retain IRS tax and bank records for a period of 7 tax years. Tax and bank records beyond the last 7 tax years may be destroyed. Work with Club President to develop the yearly proposed annual budget.

Work with Governor to keep current membership list with addresses and phone numbers.

The standard financial software for the Cedar Rapids Corvette Club Treasurer to use shall be Quicken by Intuit. The software and a dedicated computer will be provided by the Cedar Rapids Corvette Club at no cost to the Treasurer.

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.

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 quorum and affirmative vote threshold compliance. 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. Receive the electronic ballot results and count the paper ballot votes for the annual Officers election. 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 information for inclusion on the Club

Website. Submit History information for publication in the Newsletter and to the Secretary for inclusion in the new member packets as needed. Maintain Digital Photo Frame at Club Sponsor show room, and provide periodic photo updates for the display. Retain a list of club inventory items as provided by the Club Vice President. Permanently keep a record of each CRCC Membership list.

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. Communicate with schools to provide contact information, guidelines and liability waiver forms. Will be responsible for checking and collecting waivers of all students and adults participating in Homecoming parades. Homecoming Director will appoint a CRCC member to carry out this duty for each school Homecoming Parade. Retain signed waivers for seven years, and then destroy.

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 President, Vice President and Secretary to help keep the Club membership advised of events, activities, new members and Club concerns.

Officers shall make arrangements for someone to check the CRCC Post Office box at least once per week.

II. APPOINTED POSITIONS

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 duties, 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 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.
 - Upon notification of births, deaths, or illnesses of a CRCC member or family members, the E-Mail Messenger will distribute a club email with family approval.

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 - 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 “Private Group” - *Cedar Rapids Corvette Club* (This means only approved CRCC members can post and view 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 be assisted by volunteers to serve as Co-Administrators.
- 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.

Competition Chair - Duties

- Assist the Governor with competition events.

Selection Process:

- The Club Competition Chair shall be selected from a list of club member candidates expressing interest.
- The term of service shall be for one calendar year and may serve consecutive terms.
- The Competition Chair shall be selected by a majority vote of the Executive Board.

Information Technology Director - Duties

Provide technology based support to the club. A person working in this position should have knowledge of technology platforms and feel at ease in understanding and working with applications. The IT Director shall provide assistance to club members who are using various technologies for CRCC activities. IT Director shall also retain/maintain master copies of any user manuals.

The following is a list of the current applications.

Homecoming Parade signup

The club has an application that manages the community homecoming parades for High Schools and Universities. The application makes it easy for the Homecoming Director to add the parade event to the site and allows members to securely log into the system to register for a parade. The application also provides reporting for the Director and members to review the activities. User manuals have been written to help manage the application. The application uses Secure Php, Php and MySQL technology.

Website

Website currently hosted on GoDaddy. The site uses the GoDaddy website development tool.

On-Line Election Program

“Election Buddy” is the service/program currently used by CRCC. The application is a hosted Internet application for organizations to generate and email ballots to members. The application is fairly easy to use. The system is updated once a year (currently) for the election of CRCC Officers.

A Users Manual has been written to help manage the application options and to explain how to generate an election ballot and manage the results. It is advised to have the Secretary or another officer work with the Tech. Director through the election process in order to develop process knowledge redundancy.

Car Show registration and voting

Application to handle car show registration and voting. The application is in Microsoft Access. A Users Manual has been written to help manage the application and to explain how to use the system.

Autocross and Funkhana

The club has an application (Axware) for timed racing activities. The software was developed for clubs hosting racing events. The NCCC organization uses Axware reporting for national racing competition results.

There is a User Manual on how to set up and use the application for racing events.

Guidelines for the retention of documents, records and other types of correspondence materials

All materials such as stories, pictures, letters, publications, etc. that could be historically significant for the CRCC should be made available to the Club Historian for safe keeping. If unsure, ask the Historian.

For all other materials:

Unless otherwise defined within the Standing Rules, the guidelines for the retention of documents, records and other types of correspondence would be to retain them for a minimum of three years from the date they were published or received. After three years the materials may be destroyed. This would apply to paper and electronic medium. The Officer or Admin/Director who received, created and/or published the materials, may pass them to the Historian at any time or they may keep them until the end of their elected or appointed position.

Expenses over \$750.

Unbudgeted expenditure proposals that are expected to exceed \$750, need to be presented at an official club meeting. Proposal shall be held over until the following monthly meeting for a majority vote by show of hands or secret ballot by the membership present at that meeting. If the proposal is time sensitive and cannot wait until the next monthly meeting, the vote may occur at the original meeting, or the proposal may be approved by majority vote of elected officers.

General Reimbursement Policy

For reimbursement of expenditures by club members in performance of club activities:

Submit receipts of expenditures equal to or greater than \$20 to President and/or Vice President for review/approval. Upon approval, request shall be forwarded to Treasurer for payment.

CRCC Governor Travel Reimbursement Policy

CRCC will pay mileage at the current IRS rate. It will be figured both ways 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.

Club Dues

A CRCC annual membership shall run from January 1st , until December 31st . 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 1st will carry over throughout the next calendar year. Members paying their renewal dues after October 31st 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)

Voting Rules

- **Definition of a Quorum - See By-Laws Article 4**
- Affirmative vote for By-Law or Articles of Incorporation changes is defined as a 2/3 majority (rounded down to the nearest whole number) of members at the November business meeting.

- With the exception of votes described in the previous bullet, or votes regarding large expenses, an affirmative vote for all other proposals is defined as a majority of those in attendance at the monthly business meeting.

Definition - "Spoiled Ballot"- for Election of Officers (Paper Ballots)

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 / NCCC 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

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

- (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

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

1. Treasurer determines the number of eligible voting members. (See Def. of Voter Eligibility para. 2).
2. Treasurer records the quantity of (paper) ballots printed and submitted to the Secretary.
3. Secretary records the quantity of (paper) ballots received from the Treasurer and the quantity mailed.
4. Secretary delivers any unused (paper) 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 requests a review of the ballots.

Contract Signature Authority

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. The President shall hold any signed contract or copy for as long as the contract is in force.

Publications / Notifications and Monthly Newsletter Responsibilities

Publications / Notifications

The President, Vice President and/or Secretary, either individually or collectively, shall be responsible for creating and approving CRCC business related Publications or Notices that are to be distributed to club membership.

This requirement would include, but not be limited to, notification of meeting times and content as defined in By-Laws Article 3, and also publication of the CRCC monthly newsletter.

This requirement would not apply to announcements for club social or community events such as cruises, the Car Show, Camp Courageous, Homecoming Parades, NCCC, NCM, etc.

CRCC Monthly Newsletter

Each month a newsletter document shall be created and distributed to club membership via email a minimum of ten days prior to the next month's regular membership meeting.

The newsletter **may** include any information that could be of interest or useful for club members.

The newsletter **shall** include a list of upcoming club related events and activities, an agenda for the next month's membership meeting, minutes from the previous club meeting (as provided by the club Secretary) and should also acknowledge our club and car show sponsors.

An example framework list for the newsletter might look like the following:

1. Use first page header (Beyond the Glass, club motto and CRCC emblem).
2. President's Message.
3. Birthdays / Anniversaries.
4. Upcoming events & other announcements.
5. Next month's meeting agenda
6. Previous meetings minutes.
7. Historian Report.
8. Acknowledgement of sponsors.

Newsletter could also include articles of interest such as:

1. "Get to know a member" bio.
2. A member's Corvette road trip adventure story.
3. A "Shifting Gears" article describing a club member's automotive project.