



PS-VCCA BY-LAWS



Revised 11/2009

PUGET SOUND REGION
VINTAGE CHEVROLET CLUB OF AMERICA, INC.

BY-LAWS

ARTICLE I - NAME AND PURPOSE

- Section 1. This Region shall be known as the Puget Sound Region of the Vintage Chevrolet Club of America, Inc.
- Section 2. The purpose of this Region shall be to encourage, through fellowship and sharing, the preservation, restoration, use, and enjoyment of Chevrolet vehicles of age designated by the National Club. (Note: Ownership of a Chevrolet is not a requirement for membership in the club.)

ARTICLE II - EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of all elected Officers of the Region, elected club Support Positions and the immediate past Director.
- Section 2. The Region Director shall schedule the Executive Board Meetings. At least 3 meetings per year are recommended. One meeting of the year shall include a review of the By-Laws, including Officers' job descriptions, consideration of any changes, and establishing a proposed budget for the following year.
- Board meetings shall be open to all interested members. All members in attendance at a Board meeting shall have the right to vote on issues presented.
- Section 3. The Executive Board shall have the power to make decisions, in accordance with the National and Regional By-Laws, which in their judgment serve the interests of the Region. The decision of a majority of the Executive Board on any question shall be binding until the next regular or special meeting of the Region when a majority of those in attendance may approve, nullify or amend such a decision. Major, irreversible decisions should be made in advance of referral to the membership only in emergency cases.

ARTICLE III – OFFICERS

- Section 1. The elected Officers of the Region shall be:
- A. Regional Director
 - B. Assistant Director
 - C. Secretary - recording, corresponding
 - D. Treasurer
- Other elected Support Positions shall be:
- E. Membership Secretary
 - F. Activities Coordinator
 - G. Newsletter Editor
 - H. Historian
 - I. Club Store & Property Manager
 - J. Webmaster
 - K. Refreshment Facilitator

These positions members will hold office for one year from date of installation. In the event that an office is vacated, the Executive Board shall appoint a successor. The term of Director shall be limited to two successive years.

Section 2. Officers and Support Positions shall be elected by the following procedure:

By September 1, the Director shall appoint a nominating Committee of at least three members including a past Director as Chairman.

The nominating Committee may ask for suggestions for nominations in advance of the election, particularly at the September general membership meeting. The nominating Committee shall consider these suggestions and make their own recommendations to establish a slate of proposed candidates. Each candidate shall be contacted to insure their willingness to serve in the specified office. Job descriptions shall be available to all candidates.

At the October general membership meeting the nominating Committee shall present its slate of candidates and accept additional nominations from the floor. This slate of candidates shall be printed in the November Tappet Clatter. Nominations shall be closed and vote taken at the November general membership meeting.

ARTICLE IV - DUTIES OF OFFICERS AND SUPPORT POSITIONS

Section 1. DIRECTOR. The Regional Director shall oversee affairs of the Region and perform duties incident to the office. He/she shall:

- A. Preside at each Region meeting and serve as Chairman of the business meeting.
- B. Schedule Board meetings and serve as Chairman of these meetings.
- C. Report monthly to the Newsletter Editor the "State of the Club" and other pertinent information for publication to establish communication with Region members.
- D. Evaluate all incoming mail relative to Region and take appropriate action.
Pertinent information shall be reported to the membership and the Newsletter Editor.
- E. Set up a calendar for the regular meetings for the year and arrange for meeting sites and see that the rooms are properly arranged.
- F. Appoint chairmen of Committees of Region functions such as:
Swap Meets, Nominating Committee, Northwest Meet, and other such Committees as necessary for the business of the Region.
- G. Coordinate with Area Three Board Member on matters related to National.
- H. Decide all questions when there is an equal vote.
- I. Twice annually (April and November) the Director or designee shall meet with the Treasurer to inspect current financial reports with corresponding bank statements.

Section 2. ASSISTANT DIRECTOR. The Assistant Director shall assume the responsibilities of the Director in the absence of the Director, or as delegated by the Director. The Assistant Director will serve as coordinator for scheduling the programs for the monthly meetings.

Section 3. SECRETARY. The Recording/Correspondence Secretary shall keep accurate records of proceedings of all meetings of members and of the Executive Board. Such minutes shall be sent to Editor of the Tappet Clatter and to the Director. Original shall be filed in Secretary's record.

The Recording /Corresponding Secretary shall handle official correspondence of the Region in cooperation with the Director, including notes of appreciation to speakers and hosts, business responses, etc. Records of correspondence shall also be filed in Secretary's notebook.

Section 4. TREASURER. The Treasurer shall be responsible for the receipt, deposit, and disbursement of the funds of the Region as prescribed by the Board. The Treasurer shall maintain an accurate record of all financial transactions and shall see that each Chairman of a major event submits a complete financial report. Each month Treasurer shall report to club:

- A. Prior month's balance
- B. Total receipts for prior month. [Specify amounts for major receipts
- C. Total expenditures for month. [Specify amounts for major expenditures]
- D. Current balance.
- E. Twice annually (April and November) the Treasurer shall meet with the Director or designee to share current financial reports and corresponding bank statements.

The Treasurer shall be responsible for completing and forwarding the Annual Report and Charter Fee to National before deadline. (Jan. 30)

Section 5. MEMBERSHIP SECRETARY. The Membership Secretary shall maintain membership records of the Region. He/she shall distribute club information: to potential members whose names have been submitted, to guests at monthly meetings, and through displays at special events.

He/she shall receive new and renewal membership forms and dues, which dues shall be forwarded to Treasurer; shall develop and distribute annual Region Roster; and record attendance at monthly meetings. Roster updates shall be coordinated with Editor.

Membership Secretary shall act as a "sunshine person", sending cards and other appropriate tokens to club members who have experienced a significant change in their lives. The parameters shall be set by the Executive Board.

Section 6. ACTIVITIES COORDINATOR. The Activities Coordinator shall coordinate all activities and events organized for members' participation. Activities Coordinator shall prepare an annual activities calendar showing meeting dates, swap meet dates and annual events such as the Annual Banquet, Holiday Potluck, etc. The Activities Coordinator works with membership to plan and carry out events such as monthly tours, socials, shows and special activities as needed. Members share in the responsibility for leadership and execution of such activities.

Section 7. NEWSLETTER EDITOR. The Newsletter Editor shall oversee the production and distribution of the Region newsletter, the Tappet Clatter. The Editor shall receive material from Officers and Committee Chairs as well as general membership by the prescribed monthly deadline.

Section 8. HISTORIAN. The Historian shall maintain the Region scrapbooks containing pictures, programs, news articles, mementoes, etc. of Region activities. The Historian collects pictures and the above items for mounting in the scrapbook, ensures that all events are covered by a photographer, and makes scrapbooks available at monthly meetings.

Section 9. CLUB STORE & PROPERTY MANAGER. The Club Store & Property Manager shall maintain an inventory list of Region properties and a supply of Region-related merchandise. Region properties may be in custody of appropriate members. Current member in custody of such properties shall be recorded on the inventory list. Region-related merchandise (logos, decals, etc) shall be available for purchase at all Region meetings. Stock expansion/replacement is subject to approval of the Executive Board or membership. Proceeds are to be forwarded to the Treasurer.

Section 10. WEBMASTER. The Webmaster shall maintain the club website, posting to it the Newsletter, as well as other timely items, including meeting & program information, and photographs.

Section 11. REFRESHMENT FACILITATOR. The Refreshment Facilitator shall provide coffee and other beverages for general membership meetings.

Section 12. Officers are expected to be present at all Region meetings and meetings of the Executive Board. In event of an absent it is the responsibility of absenting Officer to ensure appropriate reports are forwarded to the meeting and that duties of said absenting Officers are filled by a substitute with the concurrence of the Director.

ARTICLE V - MEMBERS

Section 1. All Regional members must be members in good standing with the National VCCA. Good standing means the holder of a valid current National Vintage Chevrolet Club of America membership card. A membership in the Region is considered a family membership.

Section 2. The amount of Regional dues payable to the Membership Secretary shall be fixed by the Executive Board at its discretion with the membership approval.

Section 3. Any member whose Regional dues are more than 60 days in arrears shall be dropped from the Region roll, subsequent to advising the member of the intent. Reinstatement may be made by paying full annual rate.

Section 4. Members have the right to bring any issue relating to the Region before general membership or Executive Board.

ARTICLE VI - MEETING OF THE MEMBERS

Section 1. The Region shall hold regularly scheduled meetings and at least one meeting annually for the election of Officers.

Section 2. In compliance with Washington State Open Meetings Law, all Region meetings shall be open to guests.

ARTICLE VII - REGIONAL RESPONSIBILITIES

Section 1. Members of this Region shall not use the name of VCCA for profit or personal gain. Region events and activities shall be in compliance with National By-Laws and regional guidelines.

Section 2. The names and addresses of all Regional Officers and members must be sent to National VCCA with National numbers along with Charter Renewal Fee.

Section 3. The Region shall publish a newsletter "The Tappet Clatter", which will contain regional notices and information, and which will be sent to all members and the Area Three Board Member. Additional subscriptions will be available at a yearly fee set by the Executive Board.

The Newsletter constitutes the major communication link with membership and as such shall contain pertinent information on current and future activities and summary of past events, with technical material and general hobby information as space allows.

Major changes in format, printing, distribution, etc. shall be subject to approval of the Executive Board.

Section 4. The Vintage Chevrolet Club of America is a non-profit organization; the members thereof shall not be entitled to any individual or collective interest, participation, share, right and/or property right in and to the assets of the Club or Region; but, such assets shall be the individual property of the Club thereof; no dividends, pecuniary profits, stock dividends or payments of like manner shall ever be declared or paid to the members of this Club or Regions thereof.

Section 5. Upon disbandment of this Region, immediate notification should be given to the National VCCA Area Three Board Member. All assets then become the property of the National VCCA.

ARTICLE VIII - AMENDMENTS OR ADDITIONS TO BY-LAWS

Section 1. These By-Laws and Amendments shall be consistent with the National Constitution and By-Laws.

Section 2. Amendments to these By-Laws may be made by the following procedure:

A proposed amendment shall be presented to the club Director.

The Director shall consult with the Executive Board who will consider the merits of the proposal.

If the Executive Board approves, the proposal shall be printed in the Tappet Clatter, and the date of the club meeting at which the vote will be taken shall be stated.

The proposal shall become a part of the By-Laws by receiving a majority vote of the regional members in attendance at the announced meeting.