

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

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 Standing rules continue in force until they are changed or rescinded.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

## **Expenses over \$500**

Unbudgeted expenditures of more than \$500 need to be presented in writing at an official 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**

CRCC membership fees shall consist of an initial \$5.00 fee and annual dues of \$15.00. Membership paid after September 1 will carry over throughout the next calendar year. Members paying their dues after October 31 will be required to pay an additional fee of \$5.00. A \$10.00 charge will be made for the spouse of a full paying member or any dependent over age 18 of that member. 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.

## **CRCC Officer Duties**

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.

VICE PRESIDENT: Responsible for outside public relations. Keep equipment inventory, with assistance of the Competition Director. Sell advertising for Newsletter, and keep Editor informed of changes to the list of advertisers. Meet and help make new members and visitors feel welcome. Liaison with other Clubs in area. Advertise important Club events on the radio, TV, and news ads.

SECRETARY: Record meeting minutes. Send regular Club meeting minutes and E-board meeting minutes to the Editor, by Editor's article deadline, for publication in the next Newsletter. 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.

**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.

**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. After the November meeting, count the election ballot returns, and announce these results at the Christmas Party. 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 Club membership file. Furnish E-Board with an updated membership file as needed, including address, e-mail address and phone numbers.

**EDITOR:** Determine guidelines for Newsletter. Publish meeting minutes, as provided by the Secretary. Keep advertisements up to date, per list of advertisers from the VP. Publish and send out Newsletter at least one week prior to regular meetings. Publish By-Laws and Officer's Duties in the Newsletter prior to the November meeting. Provide Newsletter in electronic form to Webmaster, for inclusion on the Club Website. Be aware of number of Newsletter pages vs. postage rates.

**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.

**COMPETITION DIRECTOR:** Oversee competition chairpersons & competition events. Promote upcoming Competition events in the Newsletter and by Club E-mail. Work with Governor on sanction numbers for events, and to advise sanctioned event results to NCCC. Oversee event results. Work with VP, to maintain up to date equipment inventory 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.

**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 Editor, 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**

(New Standing Rule adopted at 8/19/2010 general meeting)

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.