

5. Should the membership decide by majority vote to dissolve the Club, all monies and property will be dispersed to other exempt organizations in accordance with Federal Publication 557 for a 501(C)7 organization

### **Article V - Officers**

The officers of the Club are: President, vice-president, secretary, treasurer and three directors. Together this is considered the Board.

- A) Each officer will serve a one-year term and must have been a member for at least one year at the time of nomination.
- B) Each director is elected for a two-year term, and must have been a member for at least one year at the time of nomination.
- C) Elections will be held during each December meeting. In preparations for this elections, a nominating committee will be named by the president, and the slate must be presented to the membership via the newsletter at least one month prior to the December meeting. Additional nominations for each office may be made at the meeting.
- D) No proxy or absentee votes are permitted.
- E) Voting is done by ballot.
- F) A vacancy occurring in any office except the presidency is filled by appointment by the Board and will be effective for the remaining unexpired term.
- G) Any officer or director absent for two meetings per year may be relieved of the responsibilities of that office by a majority vote of the Board of Directors, and a replacement shall be appointed as directed in the above clause.
- H) Upon the vacancy of the office of president, the vice-president assumes the position for the remainder of the unexpired term.
- I) An officer or director may resign from office by submitting a written resignation to the Board.
- J) Minimum duties of each office follow. Additional duties may be assigned.
  - 1. President: Preside at all business meetings, voting only as a tiebreaker. Set committee chairpersons, appoint the nominating committee, and perform all such duties as prescribed by the current Robert's Rules of Order, the parliamentary authority adopted by this Club.

2. Vice-president: Presides at business meetings in the absence of the president. Is in charge of and responsible for the Club's physical assets (except monies), including archives held or acquired during the year. In addition, shall perform all such duties as prescribed by the current Robert's Rules of Order, the parliamentary authority adopted by this Club.

3. Secretary: Shall keep and preserve the minutes of all meetings of the Club, maintain an accurate and complete record of the membership roster, respond to correspondence as directed and notify new members of their acceptance. An attendance record is to be kept for all meetings. In addition, is to perform all such duties as prescribed by the current Robert's Rules of Order, the parliamentary authority adopted by this Club.

4. Treasurer: Is custodian of all monies of the Club, and handles the disbursement of funds with checks to be signed by the treasurer or other authorized board member. A verbal (or written) report is to be presented at each business meeting. An accurate written report of the financial condition of the Club shall be prepared quarterly for the April, July, October and December meetings, in preparation for turning over financial records to the incoming treasurer. In addition, shall perform all such duties as prescribed by the current Robert's Rules of Order, the parliamentary authority adopted by this Club.

5. Directors: Contribute to leadership of the Club and may be requested to fill assorted responsibilities as set forth in Standing Rules, attached to this document.

K) All outgoing Board members are required to relinquish all Club records and property at the end of the term, so that newly-elected officers shall have these items in hand by the first official meeting of the new year. Archival items are to be turned over to the vice-president for recording and storage.

L) An informal audit of finances and inventory shall be performed at or just prior to the first meeting of the new year, and should include members from both incoming and outgoing Board

## **Article VI - Meetings**

Monthly meetings shall be held with the focus of education, demonstrations and socialization with minimum time spent on official club business. Meetings shall be scheduled for the first Wednesday of each month or as close to that day as possible. The date, time and locations of the meetings shall be announced in the newsletter. Meetings shall be conducted in accordance to the current Robert's Rules of Order, the parliamentary authority adopted by this Club.

- A) A quorum equal to 1/10th of the paid membership as of January 31 each year shall be required to conduct official business.
- B) Monthly meetings shall include the reading and approval of minutes from the preceding meeting only if not published in the newsletter beforehand.
- C) Special meetings may be called by the Board when deemed necessary. Members will be notified in the newsletter of the date, time, and place, and the purpose of the meeting a minimum of two weeks in advance of the meeting.
- D) Items to be included on the agenda may be requested of the president prior to the meeting or may be presented at the appropriate stage of the meeting, i.e., old business, new business, etc.

## **Article VII - Committee**

Committees are established on an as-needed basis by the President, as either a Standing committee or an Ad-Hoc committee. Standing committees are established to address long-term or recurring issues or needs and will generally remain in effect for a longer duration than Ad-Hoc committees. Ad-Hoc committees are established to address one-time or short-term issues or needs. All committees shall have a chairperson, appointed by the President. Committees may be dissolved when the issue or need has been resolved.

## **Article VII - Amendments**

This Constitution and these By-Laws may be amended by a 2/3 vote of a quorum of the membership at any meeting.

## **STANDING RULES**

The president shall solicit volunteers to handle such duties as newsletter editor/publisher' education leader, safety officer, pleasure drives coordinator, nominations committee, trailer towing and storage overseer, sunshine correspondent, and historian.

A membership roster is to be prepared and distributed to members as soon after January 31 as possible.

Members may borrow Club-owned reference materials and tapes, but must first sign them out through the vice-president, who is in charge of and responsible for Club assets and supplies.

Members using the Club trailer for show or event appearances and displays and selling items are expected to keep the inventory up-to-date. Store all equipment and supplies neatly before returning the trailer to its designated storage location.

Archives shall be stored in the trailer, except for those items that are heat or cold sensitive, such as video tapes and photographs. The vice-president is in charge of all these items.

All members are given a copy of Club by-laws and a membership roster immediately upon becoming a member or as soon after as is possible. Members who do not have a copy of the by-laws should contact the secretary to receive their copy.

The Club shall acknowledge a member's illness, death or other concern with an appropriate card. Exceptions to this rule shall be voted upon by the general membership or directors as occasions arise.