

# **Bylaws Of The Pikes Peak Corvair Club**

## **ARTICLE I – ORGANIZATION**

**SECTION 1. Name:** The name of the club is the Pikes Peak Corvair Club, Inc., herein called PPCC.

**SECTION 2. Club Affiliation:** Pikes Peak Corvair Club is a chartered chapter (#809) of the Corvair Society of America (CORSAs) and is registered as a Nonprofit Corporation with the State of Colorado under ID# 19871482509.

**SECTION 3. Emblem:** The club emblem shall be:



**SECTION 4. Website:** <http://www.corvair.org/chapters/chapter809>

**SECTION 5. Newsletter/Communication:** Formal communications with the membership will be by means of the club newsletter entitled The Drip Line. Other forms of communication such as email, Facebook, the PPCC website, Twitter, etc, are available at the member's discretion. "The Drip Line" will be distributed to members by email, USPS mail, and will be made available on the PPCC website.

## **ARTICLE II - PURPOSE**

The purpose of the PPCC is to promote the acquisition, preservation, restoration, exhibition, and enjoyment of Corvairs; encourage the preservation and distribution of technical information pertaining thereto; promote sociability among members of the organization.

## **ARTICLE III - MEMBERSHIP**

**SECTION 1. Classes of Membership:** Any person of good character having an interest in Corvairs is eligible for recommendation for membership. A person need not own a Corvair in order to qualify as a member. Transfer of membership is not approved.

**A. Active Membership:** Members, as the word is used herein, shall be limited to those persons who have paid their dues in accordance with Section 3 below. The Active membership shall include the primary member, his/her spouse/partner and immediate family members of their household less than 18 yrs of age.

**B. Lifetime Membership:** Any person who has commended him/herself to club esteem may be provided a lifetime membership when nominated by a member of the Club and approved by a 2/3 majority of the members present. Lifetime members shall have dues waived, shall receive a subscription to the newsletter, shall have the right to vote, but shall not hold office.

**SECTION 2. Eligibility of Membership:** As a supporting, incorporated chapter of the Corvair Society of America (CORSAs), Pikes Peak Corvair Club (PPCC) members are encouraged to join CORSAs, but are not required to be members of the national organization to be eligible for membership in PPCC.

**SECTION 3. Dues:** The annual dues shall be determined by the Board and reviewed each year. Dues shall be paid by the member and collected by the Treasurer for a period of one year, each January.

If any member does not pay his or her year's dues by the end of February, the club shall remove their name from the official club roster.

To maintain member status, one must pay annual dues in accordance with The Standing Rules and General Policies.

**SECTION 4. Code of Conduct:** Any problem that involves the PPCC should be brought to the attention of the PPCC President.

Misuse of the PPCC Website, Facebook page, email distribution, club emblem, or branding will not be tolerated and may result in termination of membership privileges.

The club Membership Roster will be provided to members, and that information is not to be distributed outside of our membership. Club members may use the club roster for personal and club related uses only.

**SECTION 5. Termination:** The Board of Directors shall have the authority to refuse or revoke membership for just cause.

Any member may be considered for termination by a vote of not less than three-fourths (3/4) of the officers of PPCC, for any action determined not in the best interest of the PPCC.

**SECTION 6. Resignation:** Any member may resign by submitting a notice of resignation to any member of the PPCC Board of Directors (elected officers and board members). His/her resignation is effective upon receipt. Dues and fees are non-refundable.

## **ARTICLE IV - OFFICERS**

**SECTION 1. Officers:** The elected officers of this PPCC shall be: President, Vice President, Secretary, and Treasurer.

**SECTION 2. Elections:** A call for volunteers to serve as officers and board members will be announced at the October meeting. Officers will be elected at the December meeting by majority vote of the members present, and will take office on January 1. In the case of a tie, a run-off vote shall be held.

Only members over 18 years of age shall be entitled to volunteer for a position or submit a nomination. If no nominations are received for an officer or board position, the Board of Directors may select a candidate to fill the position.

No person shall be a candidate for office or Board position unless they have been a PPCC member for at least one year. This requirement may be waived by the Board.

Each officer will serve for one year, or until his/her successor is elected, except for the office of Vice President which will act as President in the event of the incapacitation or resignation of the President.

### **SECTION 3. Duties of the Officers:**

#### **A. President:**

- 1) Shall preside over all meetings of the members and of the Board of Directors, and shall perform the duties usually charged to such office.
- 2) Shall verify all votes, either show of hands or ballot, as correct and accurate and that the votes cast were club members authorized to cast a ballot.
- 3) The President or designated person will be responsible for representing Pikes Peak Corvair Club in any external affair.
- 4) Has the authority to appoint such committees and chairpersons as he/she deems necessary and will outline the specific duties and responsibilities.
- 5) Shall appoint a Membership Chair, Activities Chair, Newsletter Editor, and Webmaster.
- 6) Shall act as equipment custodian for club property (banners, merchandise, etc.).
- 7) Shall not have the privilege of voting on Board matters except to break a tie vote.

#### **B. Vice President (VP):**

- 1) Shall act for President in his/her absence.
- 2) Shall coordinate with the Activities Chair to ensure that the proper "Request for Certificate of Insurance" has been made to CORSA, within the stated time frames, and that scheduling is arranged for each applicable event.
- 3) Shall have responsibility for quality control and accuracy of the PPCC web site.
- 4) Shall proofread the final draft Drip Line newsletter, prior to publication by the Newsletter Editor.

#### **C. Secretary:**

- 1) Shall keep the minutes of the membership and board meetings.
- 2) Shall provide the minutes of meetings to the President and VP for review and concurrence.
- 3) Shall submit reviewed minutes to the Newsletter Editor for publication in the next newsletter.
- 4) Shall conduct the official correspondence of the Club and be responsible for checking the club's P.O. Box before each regular meeting.

#### **D. Treasurer:**

- 1) Responsible for conducting all financial affairs of the club.
- 2) Provide a report at all membership meetings on the financial condition of the club.
- 3) Shall be authorized to write checks on the club checking account and be authorized to use the club credit/debit card.
- 4) Shall collect and account for all moneys paid to the club, whether for membership dues, advertising, or otherwise.

- 5) Shall file with the Executive Secretary of CORSA, by March 1<sup>st</sup> of each calendar year, a Chapter membership roster, a list of Chapter officers, name and address of the primary PPCC CORSA contact person, a current website address, and time and location of meetings.
- 6) Shall pay the annual CORSA Chapter Administrative Fee, as determined by the CORSA Board.
- 7) Shall file the Periodic Report for the PPCC with the Colorado Secretary of State, prior to January 31st of each year. This will be accomplished on-line through the Secretary of State's website.

## **ARTICLE V - APPOINTED CHAIRPERSONS**

### **SECTION 1. Duties of the Chairpersons:**

#### **A. Membership Chair:**

- 1) Shall be responsible for the sponsorship of prospective members, and that all prospective members have full knowledge of membership requirements and responsibilities.
- 2) Shall ensure that the prospective members are made aware of upcoming events and activities.
- 3) Shall be responsible for ordering name badges for all new members and replacement badges for all current members, as needed.
- 4) Shall serve as Administrator and Moderator of the CORSA supported email distribution list, "PPCC List".
- 5) Shall distribute a copy of the official Membership Roster to members during the March business meeting.
- 6) Shall maintain an up-to-date roster of all club members, based on current dues paid. This roster will also serve as the club's official Membership Roster, and will include a minimum of:
  - a. The member's name.
  - b. The spouse's name (if applicable).
  - c. The member's mailing address.
  - d. The member's contact number (cell or home).
  - e. The member's email address (if available).
- 7) Shall ensure all information is used solely for PPCC activities and is protected from disclosure outside the club membership.

#### **B. Activities Chair:**

- 1) Shall be responsible for planning, scheduling, and coordinating and communicating club sponsored activities of the PPCC.
- 2) Shall coordinate with CORSA and VP to ensure that the proper liability insurance verifications have been made for each applicable event (Request for Certificate of Insurance).
- 3) Shall coordinate with the President to ensure meeting agenda provides time to accommodate activities or entertainment planned for the club's general membership meetings.
- 4) Shall be responsible for updating the digital Activities Calendar which displays on the Event Calendar tab of the club's website.
- 5) Shall provide to the Newsletter Editor, on a monthly basis, updates to the yearly Activities Calendar published in the newsletter.

- C. Newsletter Editor:** Shall be responsible for the monthly publication and distribution of the "The Drip Line", both electronic and USPS. Official distribution of "The Drip Line" will be limited to current members in good standing and the

Secretary of CORSA (per CORSA Chapter Plan guidelines). The Editor does not have to be a member of the Club. "The Drip Line" shall minimally provide the following information:

- 1) Minutes of recent meeting activity and discussion, as provided by the Secretary.
- 2) A calendar of coming events, with details as necessary for planning purposes.
- 3) A roster of the Officers, Board of Directors, and appointed Chairpersons.

## **ARTICLE VI - MEETINGS**

**SECTION 1. Regular Meetings:** The business of this club shall be conducted at regular monthly meetings of the membership.

Regular meetings of Pikes Peak Corvair Club will be held the third Sunday of each month at a location determined by the Board of Directors.

**SECTION 2. Voting:** Each membership shall have one vote on any question, including election of officers or the amendment of these bylaws.

All actions will be "show of hand" vote, unless a roll call or secret ballot is requested. General business of the club shall be decided by majority vote of the membership present.

A vote by proxy or absentee ballot will be allowed if delivered to an officer, by a member, prior to the meeting. An abstention shall be counted as a member not present.

## **ARTICLE VII – BOARD OF DIRECTORS**

**SECTION 1. Board Composition:** Board of Directors shall consist of the elected officers, the immediate past President, and one member-at-large from the general membership. The member-at-large shall be elected in accordance with Article IV, Section 2.

The Board of Directors of the club shall have general management and control of the affairs of the club, and shall faithfully perform the duties of their office.

**SECTION 2. Board Meetings:** The Meetings of the Board of Directors may be called by the President or any two other members of the Board, after giving reasonable prior notice to all Board members. A quorum for the meetings of the Board of Directors will be three and majority vote will prevail. In the event of a tie vote, the President's vote, or the Vice-President's vote in absence of the President, shall be the deciding vote.

**SECTION 3. Duties of the Board of Directors:**

**A. Board Members:**

- 1) Shall attend Board Meetings.
- 2) Shall maintain the PPCC bylaws.
- 3) Shall collect recommendations from club members regarding "PPCC Standing Rules and General Policies" for discussion at Board Meetings.
- 4) Shall approve or reject PPCC club major expenditures. \*Major expenditure dollar amount to be determined by the Board.
- 5) Shall review and approve or reject issues requiring a vote of the members.

## **ARTICLE VIII - PERSONAL LIABILITY**

**SECTION 1. Policy:** The name of Pikes Peak Corvair Club or any sub-division thereof shall not be associated with any commercial enterprise for business and no member will

participate in the promotion of any commercial enterprise in a manner implying sponsorship of or by Pikes Peak Corvair Club.

## **ARTICLE IX - DISSOLUTION**

**SECTION 1. Dissolution:** If for any reason this Corporation is disbanded or dissolved, any property held in the corporate name shall be liquidated and turned into cash in accordance with the decision made by the then members. After all Corporation liabilities have been paid, the remaining cash shall be divided among the paid members. Dissolution of the Corporation shall be made in accordance with all applicable Federal and State of Colorado laws.

## **ARTICLE X - AMENDMENTS TO THE BYLAWS**

**SECTION 1. Amendments:** Any member in good standing may propose an amendment to the bylaws by submitting it in writing to at least one member of the Board of Directors. Such proposals will be included in the notice of the next meeting of the board.

Changes or amendments to these bylaws may be made by the Board of Directors of the PPCC, with approval of the membership. Normally this shall be done by two readings or distribution of the bylaws to the membership (email or USPS), and a vote then taken at a general membership meeting.

All actions regarding amendments to the bylaws will be governed by a two-thirds (2/3) majority of the membership present.

It is the intent of the PPCC to review and update these bylaws every three (3) years.

**These bylaws were approved by the general membership on: October 21, 2018.**

## PPCC STANDING RULES AND GENERAL POLICIES

Standing rules can be changed by a majority vote IAW Article VI, Section 2.

### FINANCIAL POLICY

**A. Dues:** Dues shall be assessed as follows:

- 1) **PPCC Membership:** \$25.00 per year, payable each year during the month of January for the current year. New members joining after July 1 will pay one-half (1/2) the annual dues for that year.
- 2) **CORSA Chapter Administrative Fee:** Under the CORSA Chapter plan (approved: 3/25/16); A Chapter administrative fee shall be imposed annually upon all CORSA Chapters. The amount of the administrative fee will be set by a majority vote of the CORSA Board of Directors. This fee will be paid, by the PPCC, to the CORSA Treasurer, by the end of January, each year.
- 3) **Collector Car Council of Colorado (CCCC) Dues:** PPCC membership in the CCCC shall be reviewed annually, during the December meeting, and voted upon IAW Article VI, Section 2. If approved, the PPCC Treasurer will pay annual dues to the CCCC Treasurer, by the end of March, each year.

**B. Fees:** Fees shall be assessed as follows:

- 1) **Name badges:** \$0 will be assessed for each new member name badge. A \$5 fee will be charged for each replacement badge.
- 2) **Newsletter subscription:** Those members receiving hard copies of the newsletter via USPS (having no email address) shall be free of any additional fees. Printing and postage costs resulting from these mailings will be paid from the club's treasury.
- 3) **Special Events:** Entrance and/or participation fees will vary based on vendor and location.
- 4) **Advertising:** See "Advertising" section below.

### ADVERTISING

Requests to advertise in the club's newsletter or on the club's website, shall be approved by a majority vote of the Board of Directors.

**A. Business Advertising:** Advertising business services of non-members will be; Business card sized ads = \$2.50 per month, 1/4 page = \$5.00, 1/2 page = \$7.50, Full page = \$10.00. To simplify accounting, business advertisers will be asked to pay in advance for either six or twelve months advertising. Electronic copies of ads may be sent directly to the club President via email. All checks for advertisements should be made out to "PPCC" and mailed to PPCC, ATTN: Treasurer, P.O. Box 15034, Colorado Springs, CO 80935.

**B. Classified Ads:** Simple classified ads for Cars or Parts For Sale, or Wanted, are free to PPCC members, limited to 25 words, and may include a photo. Non-members will be charged \$5.00 per month. For larger ads, please see "Business Advertising"

above for appropriate pricing. Electronic copies of ads may be sent directly to the club President via email. All checks for advertisements should be made out to "PPCC" and mailed to PPCC, ATTN: Treasurer, P.O. Box 15034, Colorado Springs, CO 80935.

## **EXPENDITURES**

- A.** The Secretary shall be allocated up to \$75 for purchasing a card and/or gift for current club members who have had a serious hospital stay or a death in their immediate family (i.e., mother, father, sibling, spouse or child). Receipts for all purchases shall be submitted to the Treasurer.
- B.** The Secretary shall be allocated up to \$10.00 to purchase and send a card to a significant past/present club member who has had a serious illness. Receipts for all purchases shall be submitted to the Treasurer.
- C.** The [Treasurer](#) shall be allocated to reimburse \$0.50 per mile for transporting the Cutaway Car (aka Seemore) roundtrip for the purpose of displaying at car shows and other public educational events. Requests for reimbursement must be made in advance and approved by the Board when the round trip mileage exceeds 200 miles. Reimbursement for expenses other than mileage may be submitted to the Board for consideration. [Reimbursement for all expenses under this paragraph will be dispersed from the SeeMore Fund.](#)
- D.** [Major expenditures are defined as any single expenditure not to exceed 5 percent \(5%\) of the current balance in the General Fund at the time of the expenditure. Any single expenditure exceeding 5% of the general fund requires approval in accordance with Article VI, Section 2. Voting.](#)

## **PUBLICATIONS AND BRANDING POLICY**

- A. Newsletter Publication:** Composition, structure, and content of the newsletter are the responsibility of the Editor. Articles to be published in the newsletter must be submitted to the Newsletter Editor no later than the 1<sup>st</sup> of the month in which it should be published.
- B. Newsletter Distribution:** Receipt of the monthly newsletter is a privilege of membership, and will be distributed in accordance with Article V, Section 1.C. of the bylaws. Distribution of the newsletter, both electronically and in hard copy, is the responsibility of the Newsletter Editor. The newsletter will be emailed to all members providing a valid email address and mailed via USPS to all members without a valid email address. Receipts for all printing and postage costs shall be submitted to the Treasurer.
- C. Minimum Content:** The newsletter will include the following information:
  - 1) Minutes of recent meeting activity and discussion, as provided by the Secretary.
  - 2) A calendar of coming events, with details as necessary for planning purposes, including notification of meetings (date, time, and place).
  - 3) A roster of the Officers, Board of Directors, and appointed Chairpersons.
  - 4) List of new members, with picture if possible.
  - 5) Member and business advertisements.
  - 6) Additional content as directed by the President or VP.



**D. Use of the PPCC Club Emblem:** Any use of the club's emblem without prior, formal approval by the Board is not authorized. Violators of this policy will be subject to the provisions of Article III, Section 4, Code of Conduct. Use of the club's emblem or PPCC branding is currently authorized for the following purposes:

- 1) **Merchandise** - The highest quality resolution color image should be used for any merchandise (banners, shirts, cups, badges, etc.).
- 2) **Social Media** (Facebook, Pinterest, etc.) - At a minimum, the club emblem, in full color will be displayed on the main landing page.
- 3) **Website** - At a minimum, the club emblem, in full color, will be displayed on each web page/tab.
- 4) **Newsletter** - At a minimum, the club emblem, in full color, will be displayed on the front cover of the newsletter.
- 5) **Business Cards** - There will be only one, Board approved, business card used to represent the club. The current business card in use by the club is:



(Front)



(Back)

The minimum content on the card will be:

- a. The club's mailing address (front)
- b. The club emblem, in full color (front)
- c. The club's website address (front)
- d. Quick Response (QR) code directing the user to the club's website (rear)

**These Standing Rules were approved by the general membership on:  
October 20 2019.**