



Policy and Procedure for Club Charity and other Donations

CLUB POLICY

North County Corvette Club (NCoCC) will contribute to the Club Charity 100 percent of its net raffle proceeds collected from the annual Plastic Fantastic Car Show. In addition, NCoCC will contribute 35 percent of the net Plastic Fantastic Car Show proceeds, or \$500, whichever is greater.

NCoCC may contribute a maximum of \$500 per term year (July through June) to other charities presented by its membership.

PROCEDURE FOR CLUB CHARITY

<i>Responsible Party</i>	<i>Action</i>
President	Form a committee of volunteers charged with investigating charity submissions and selecting a short list for approval by the Board of Directors.
Membership	Provide suggestions for a new club charity.
Charity Committee	Select criteria for a club charity. Investigate each charity submission for legitimacy and ensure it falls within the criteria developed. Choose no more than six (6) charities for presentation to the Board of Directors and prepare a brief summary of each.
Board of Directors	Vote for up to three (3) options to present to the membership.
Charity Committee	Present the charity options to the membership, and provide information to the membership for their review.

Membership	Review charity options submitted for a vote.
Charity Committee	Create a ballot. Email absentee ballot to membership. Conduct a vote at the Monthly Business Meeting. Request that the new club charity make a presentation at the next Monthly Business Meeting.

PROCEDURE OF OTHER DONATIONS

<i>Responsible Party</i>	<i>Action</i>
Membership	Submit request for a donation to a charity to the Board of Directors.
Board of Directors	Approve or disapprove request, and inform membership of decision.
Treasurer	Write a check to charity if approved. Monitor charitable donations for the term year (July through June). Ensure donations do not exceed \$500 for the year.



Policy and Procedure for Death Acknowledgements

CLUB POLICY

North County Corvette Club (NCoCC) will contribute \$75 to a designated charity for deceased (immediate) family members of its membership. NCoCC will purchase a memorial brick from the National Corvette Museum for any deceased member or spouse.

PROCEDURE

Responsible Party

Action

Vice President

Upon notification of a death, inquire as to the charity the family wishes a donation be made to. Purchase a card and request a check from the club Treasurer. Mail accordingly.

Upon notification of member and/or member spouse death, contact the National Corvette Museum regarding the purchase of a brick. Send card and acknowledgement of the donated brick memorial to the family member of the deceased.



Policy and Procedure for Membership Name Tags

CLUB POLICY

North County Corvette Club (NCoCC) will purchase name tags for its membership. Name tags will be color coded according to years of membership:

1-10 years	name tag color white
11-20 years	name tag color blue
21-30 years	name tag color silver
31 year and over	name tag color gold

PROCEDURE

Responsible Party

Action

Vice President

Order name tags as required for new members, new Board members, or for any circumstance that requires a name tag. Ensure that color of name tag reflects the member's years of membership.

Review, periodically, membership status and order new name tags for any member reaching a new level in his/her years of membership. Distribute new badges after collection of dues in October.

Order name tags for members who have lost their name tag.



Policy and Procedure for Approval of New Members

CLUB POLICY

Club Bylaws provide: North County Corvette Club (NCoCC) will accept new members based on the following criteria:

- Eighteen years of age or older
- Submits an application for club membership
- Possesses a valid driver's license
- Own a Chevrolet corvette
- Attend two business meetings and attend one club event
- Accepted for membership by majority vote of the Board of Directors

PROCEDURE

<i>Responsible Party</i>	<i>Action</i>
Member-at-Large	Provide a Membership Application as requested. Submit application to the Treasurer.
Treasurer	Route application as directed on the form, and bring to Board Meeting for approval.
Board of Directors	Approve or disapprove membership.
Treasurer	Upon approval, collect annual dues. If application is not approved and dues have been provided, return dues to applicant. Provide application to Historian.
Historian	Maintain a file of all applications.
Members-at-Large	Provide new member with a New Member Folder consisting of: <ul style="list-style-type: none"> ▪ New Member Welcome Letter ▪ NCoCC Bylaws ▪ NCoCC Policy and Procedures ▪ NCoCC Membership Roster ▪ Planning a Fun Run ▪ Group Driving Rules ▪ Name Tag(s)



Policy and Procedure for Approval of Associate and Honorary Members

CLUB POLICY

Club Bylaws provide:

North County Corvette Club (NCoCC) will accept associate members based on the following criteria:

- Is unable to attend business meetings.
- Requests in writing to be placed on associate status to Board of Directors.
- Pays associate dues per the following:

Club policy is the associate member will have been a previous member of the club, and dues will be \$24 annually.

Associate Members of NCoCC may not hold office or vote, and may be reinstated to active status upon receipt of written request to the Board of Directors and payment of all outstanding debts to the club.

NCoCC will accept honorary members based on the following criteria:

- Elected by majority vote of the membership present.
- Is a corvette enthusiast, but may or may not own a corvette.

Honorary Members of NCoCC may not hold office or vote, but may attend meetings and club activities.

PROCEDURE

<i>Responsible Party</i>	<i>Action</i>
Member	Submit request for associate membership.
Treasurer	Verify individual has been a member of the club.
Board of Directors	Approve or disapprove member.
Treasurer	Upon approval, collect annual dues. If request is not approved and dues have been provided, return dues to applicant. Provide request to Historian.
Historian	Maintain a file of all applications.



Policy and Procedure for Minimum Amount to be Maintained in Club Budget

CLUB POLICY

North County Corvette Club (NCoCC) will maintain a minimum balance of \$3,000 in the club's monthly budget.

PROCEDURE

Responsible Party

Action

Treasurer

Report budget status at monthly Business Meetings.



Policy and Procedure for Maintenance of Club Webpage

CLUB POLICY

North County Corvette Club (NCoCC) will maintain a Club Webpage.

PROCEDURE

<i>Responsible Party</i>	<i>Action</i>
Webmaster	Work with the NCoCC Board Members and update information contained in the Club webpage on a regular basis.
President	Review and coordinate all changes to the Home Page with the Webmaster.
Vice President	Review and coordinate all changes regarding apparel with the Webmaster.
Activities Director	Provide all updates and corrections regarding the Club Calendar to the Webmaster.
Newsletter Editor	Take pictures of new members and obtain their approval for use in the Newsletter and Webpage. If approved, provide picture to the Webmaster.
Club Members	Review and coordinate all updates/changes to the Classifieds, Photo Gallery, and/or Member Gallery with the Webmaster.



Policy and Procedure for Changing Signers at Bank Following Annual Election

CLUB POLICY

North County Corvette Club (NCoCC) will maintain a checking account at Bank of America.

Club Bylaws provide: All contracts, checks or other legally binding papers will be signed by the Treasurer and countersigned by the President.

An annual election for NCoCC's Board of Directors will be held in June of each year. This Board of Directors will take office in July of each year.

Election results will be confirmed, documented, and signed to satisfy bank requirements in regards to changes in Officers and bank signers.

PROCEDURE

<i>Responsible Party</i>	<i>Action</i>
Newly Elected Board of Directors	Confirm election results of the General Membership. Complete and sign a document to reflect election results.
Newly Elected President and Treasurer	Schedule a convenient day and time to visit a Bank of America branch with the either the outgoing President or Treasurer to change the signers on the checking account. Bring a copy of the signed document (mentioned above) with you to the bank.

MINUTES OF ELECTION RESULTS MEETING OF OFFICERS
AND DIRECTORS OF THE NORTH COUNTY CORVETTE CLUB

The officer and directors of the North County Corvette Club held a special meeting at the time, on the day, and at the place set forth as follows:

TIME: _____
 DATE: _____
 PLACE: _____

There were present at the meeting the following officers/directors constituting a quorum of the full board:

ELECTION OF OFFICERS

The meeting proceeded to confirm the election results of the General Membership from the annual June meeting. The following were duly nominated and elected to the office indicated after their names:

	President
	Vice President
	Secretary
	Treasurer
	Sergeant At Arms
	Activities Coordinator
	Newsletter Editor
	Club Historian

Each officer so elected being present accepted his/her office.

CHANGE IN SIGNERS FOR BANK OF AMERICA ACCOUNT

The meeting proceeded to confirm that the new President and the new Treasurer identified above shall be substituted as signers on the Club’s Bank of America account instead and in place of the outgoing President and Treasurer. Said substitution to be effected anytime after June 30th of the current year.

ADJOURNMENT

There being no further business to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned.

Signature	Position	Date
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Signature	Position	Date
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Policy and Procedure for Collection of Membership Dues

CLUB POLICY

North County Corvette Club (NCoCC) will acknowledge and honor those members with over 40 years of consecutive membership by exempting said members from paying dues.

Club Bylaws provide:

Dues will be paid in advance annually by the October Business Meeting, and dues will be established by a majority vote of the club membership.

Non-payment of dues more than 30 days in arrears will result in a letter from the Board of Directors requesting a return letter of intention. Non-payment of dues in excess of 60 days is cause for termination of membership.

PROCEDURE

COLLECTION OF DUES FROM NEW MEMBERS

Responsible Party

Action

Treasurer

Upon approval of membership application, collect annual dues and initiation fee. If application is not approved and dues/fee have been provided, return monies to applicant. Provide membership application to Historian.

Determine, and document, additional dues required, or excess dues collected, from the new member for the next collection period. For example: New member dues collected in August will mean that an additional month of dues will need to be collected in October of the following year. New member dues collected in December will mean that less dues will be collected in October of the following year.

COLLECTION OF DUES FROM MEMBERSHIP

Responsible Party

Action

Treasurer

Maintain records of membership dues activity.

Notify member(s) that dues are owed and the amount owed.

Deposit dues collected and document payment.

MEMBERSHIP DUES EXEMPTION

Responsible Party

Action

Vice President

Maintain records of membership. Notify the Board of Directors when a member obtains 40 years of consecutive membership.

Treasurer

Update records of membership dues activity to reflect dues exemption.

President/Treasurer

Notify member(s) of the dues exemption and acknowledge their years of membership.