

---

***CAPE FEAR CORVETTES***

***(CFC)***

***By-Laws***

***Wilmington, North Carolina***

***Revision 4, February 9, 2016***

---

*CAPE FEAR CORVETTES (CFC)*

*By-Laws*

*Rev.4, February 9, 2016*

---

**ARTICLE I - NAME**

1. The name of the club shall be: "Cape Fear Corvettes" hereafter referred to as CFC.
2. CFC shall be a nonprofit organization.

**ARTICLE II - PURPOSE**

1. The purposes of CFC are:
  - a. Charity: Contributing to charitable organizations directly or through fund-raising.
  - b. Education: Educating members about their cars and working on or driving them.
  - c. Fostering competition: Car shows, track events, driver's skills, etc.
2. CFC is formed to develop a sense of camaraderie, enthusiasm and loyalty among Corvette owners through the dissemination of technical and practical information, business meetings, and social activities (whether motoring or otherwise)

**ARTICLE III - LOGO**

1. The CFC logo shall always contain the inscription "Cape Fear Corvettes" in one form or another.
2. The changing of the CFC logo shall be decided upon by CFC members and can only be changed with a majority vote of the voting members present at a business meeting.

**ARTICLE IV - CALENDAR YEAR**

1. The calendar year for CFC will begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of each year.

**ARTICLE V - MEMBERSHIP**

1. FULL MEMBERSHIP in CFC shall be restricted to:
  - a. Any persons having a legal ownership interest in a Corvette.
  - b. Persons eighteen (18) years of age or older.
  - c. A full member may attend all meetings and functions.
  - d. A full member may hold an elected office and may vote.
  - e. A full member of CFC who no longer owns a Corvette may retain his/her membership status indefinitely.
  - f. A full member may sponsor a maximum of 2 individuals for associate membership in CFC, at any given time, as outlined in "Associate Membership".

*CAPE FEAR CORVETTES (CFC)*

*By-Laws*

*Rev.4, February 9, 2016*

---

2. ASSOCIATE MEMBERSHIP shall be restricted to:
  - a. A Full member's immediate family members to include spouses, sons, daughters, fathers, & mothers (legal guardian status assures equal status as an immediate family member). The family member must reside in the Full Member's household.
  - b. Persons eighteen (18) years or older.
  - c. An associate member may attend all meetings and functions.
  - d. An associate member may not hold an elected office.
  - e. An associate member will be able to vote.
  - f. An associate member will not be charged any membership dues.
3. HONORARY MEMBERSHIP shall be:
  - a. The awarding of honorary membership shall be extended by majority vote of the CFC members present at a business meeting.
  - b. An honorary member may attend all meetings and functions.
  - c. An honorary member may not hold an elected office.
  - d. An honorary member may not vote.
4. Persons wishing to join CFC as a Full or Associate member must submit a completed application and a signed disclaimer release with the applicable annual dues to any CFC elected officer.
  - a. Membership will not be determined on the basis of race, color, sex, religious preference or national origin.
5. All membership terms are for a period of one calendar year, January 1<sup>ST</sup> through December 31<sup>ST</sup>.
6. A Membership roster will be updated on a periodic basis and shall include each members name, address, phone number, and email address.
  - a. This information is to be used for the sole purpose of member information and use, and is not to be shared, published or sold to outside persons for any reason without explicit permission from each member on said list.
7. All members will be provided a copy of the bylaws upon request after their initial enrollment.

## **ARTICLE VI - ANNUAL DUES**

1. Dues will be assessed and determined by CFC elected officers.
2. Annual dues are:
  - a. \$30 for Full membership for new members.
  - b. \$15 if joining with less than 6 months left in calendar year.
  - c. \$25 annual renewal if paid between January 1<sup>ST</sup> and March 1<sup>ST</sup>.
  - d. \$30 annual renewal if paid after March 1<sup>ST</sup>.
3. The amount of the dues can only be changed with a majority vote of the voting members present at a business meeting.

*CAPE FEAR CORVETTES (CFC)*

*By-Laws*

*Rev.4, February 9, 2016*

---

4. The annual dues can only be changed on a yearly basis.
5. All membership dues are considered delinquent after March 1<sup>st</sup> of each subsequent year.
6. All membership dues will be collected at the time of membership application or renewal.
7. Annual dues are nonrefundable.
8. Membership and member privileges commence when dues are paid.
9. A delinquent member will lose the right to vote and any other specific duty or privilege including holding office.
10. Entrance fees may be charged for events for the purpose of defraying expenses of awards, insurance, food, etc.

**ARTICLE VII - VOTING**

1. In order for a motion to be carried it must be approved by a majority vote of the members present.
2. A majority vote will be defined as any vote greater than fifty percent (50%) of the members present.
3. The president will not vote unless there are equal votes and is reserved to be able to cast a vote to break a tie.
4. Every full member and associate member is entitled to one vote each.
5. Voting can be done by secret ballot or other means. The type of voting method used shall be determined by CFC elected officers.
6. Unless otherwise stated in these bylaws, a majority vote of those voting members present at a business meeting will carry a vote.

**ARTICLE VIII - MEETINGS**

1. CFC will hold a minimum of one event or meeting a month.
2. The meetings will be held at a location, date and time to be agreed upon by a consensus of the officers. The locations will be determined in advance and submitted to members allowing an ample amount of prior notice.
3. The officers' meeting will be held at a time and place to be determined by the President.
4. The President will preside at all meetings. In the absence of the President, the Vice President or other designated officer will preside.
5. The minutes of the prior business meeting will be published on the CFC website, e-mailed to members and/or read at the next business meeting.

*CAPE FEAR CORVETTES (CFC)*

*By-Laws*

*Rev.4, February 9, 2016*

---

6. The published minutes will stand as published unless changes are submitted in writing, to the President, prior to the next business meeting.
7. The minutes of the prior business meeting will be approved by a majority vote of the voting members present at a business meeting.
8. All members present at each business meeting will need to sign into the membership attendance log.

**ARTICLE IX - BOARD OF OFFICERS AND DIRECTORS AND ELECTIONS**

1. The Board of Officers and Directors will consist of four elected officers and two directors:
  - a. Elected officers:
    - President
    - Vice President
    - Secretary
    - Treasurer
  - b. Directors:
    - Communications/Webmaster
    - National Corvette Museum (NCM) Ambassador
2. The term of office for officers will be not more than two full, consecutive terms.
  - a. One term is considered one calendar year, as stated above.
  - b. After two consecutive terms, an elected officer may be nominated and serve a second set of terms. These terms must be held in a different officer position than the one previously held by said individual.
  - c. If a replacement candidate for an office is not available, the term of the current office holder can be extended by a vote of the membership present at the December meeting.
3. Directors will be appointed by the officers and confirmed by vote of the members. Directors will be reconfirmed annually and serve without term limits until a successor is appointed.
4. Officers will be nominated in November, voted on in December, installed in office in January, and will serve for one calendar year.
5. Nominations for office will be made from the floor by the membership at the November business meeting, or in writing to an officer prior to the November business meeting.
6. Each officer will be elected by a majority vote of the voting members by secret ballot. Any office that is not decided by majority vote in a secret ballot will be decided by the majority vote of the voting membership that is present at the December business meeting.

*CAPE FEAR CORVETTES (CFC)*

*By-Laws*

*Rev.4, February 9, 2016*

---

7. If the office of the President becomes vacant for any reason during the calendar year, the Vice President will assume the office of President.
8. If the office of any of the other officers becomes vacant during their elected term, that vacancy will be filled by an election for the remaining term.
9. All major decisions shall be made by the Officers and sent to the floor at the next meeting to be voted on by the membership.
10. Daily operations of CFC will be carried out by the Officers.
11. Quick decisions may be made by a majority of the Officers as long as the scope of the decision is within the scope of CFC and a decision must be made prior to the next meeting and is in the best interest of CFC.
12. The members of CFC, the Board of Officers and Directors, present, past or future shall not make contracts, agreements, partnerships, and or sponsorships without the full agreement of the Board and a majority of the membership.

**ARTICLE X - OFFICER JOB DESCRIPTIONS**

1. The duties of the President will include, but not be limited to:
  - a. Preside over all business and officer's meetings.
  - b. Appoint committees, as necessary, to meet the needs of the CFC.
  - c. Maintain and develop relationships with: Sponsors, General Motors, National Corvette Museum and Other Clubs.
  - d. Provide planning and strategies that support CFC's welfare and future success.
2. The duties of the Vice President will include, but not be limited to:
  - a. Preside at the officer and business meetings in the absence of the President.
  - b. Arrange & schedule monthly business and officer meetings.
  - c. Assist the President, when required.
  - d. Maintain physical asset inventory and control.
  - e. Coordinate charitable activities.
3. The duties Secretary will include, but not be limited to:
  - a. Keep the minutes of the business and officer's meetings and will submit same to the officers.
  - b. Maintain all written communications for CFC.
  - c. Maintain all officers' job descriptions.
  - d. Assume responsibilities of Communications/Webmaster in his/her absence.
  - e. Maintain CFC bylaws.
4. The duties of the Treasurer will include, but not be limited to:
  - a. Maintain an accurate accounting of all financial transactions.
  - b. Provide monthly financial statements.
  - c. Establish procedures for documenting and recording all transactions.

*CAPE FEAR CORVETTES (CFC)*

*By-Laws*

*Rev.4, February 9, 2016*

---

- d. Reconcile CFC accounts.
  - e. Develop an annual budget.
  - f. Responsible for all payments and deposits of funds.
  - g. Keep said funds on deposit in a financial institution, with access to said account by the President, Vice President, and Treasurer.
  - h. Supervise the purchasing and sale of merchandise.
  - i. Supervise all raffles.
  - j. Process and maintain all applications for membership.
  - k. Keep an updated membership list with all member information and provide same to all members as needed. This information will be used for CFC business only.
5. The duties of Communications/Webmaster will include, but not be limited to:
    - a. Maintain the CFC Web Site.
    - b. Assume responsibilities of the Secretary in his/her absence.
  6. The duties of the NCM Ambassador will include, but not be limited to:
    - a. Maintain membership in and communication with the National Corvette Museum.
    - b. Inform CFC members of NCM activities, events, products, promotions, etc.
    - c. Promote participation, attendance and membership in NCM.
  7. SPECIAL COMMITTEES may be designated to help the elected officers accomplish any of the duties listed above, or helping with any special needs that CFC may require.

**ARTICLE XI - REMOVAL FROM OFFICE OR MEMBERSHIP**

1. A request to remove for conduct unbecoming an officer or member will be presented in writing to the officers of CFC.
2. The officers will appoint a committee within 15 days of receipt to investigate the allegations.
3. Copies of the request and charges must be presented to the accused, via registered mail, within 15 days of receipt.
4. The committee will investigate and report to the officers of CFC within 30 days.
5. The findings and recommendations of the investigating committee must be reported at the first business meeting following the report to the officers.
6. Removal will only be accomplished by a majority vote of the voting members present at the business meeting.
7. At the conclusion of the investigating committee's report, the committee will be dissolved.
8. Any member that has been expelled shall remove themselves from the organization, be denied all organizational privileges, not vote, not attend meetings, not hold office or have any voice whatsoever in the affairs of CFC.

*CAPE FEAR CORVETTES (CFC)*

*By-Laws*

*Rev.4, February 9, 2016*

---

- a. He/she will have no rights to represent the organization in any capacity.
9. Any member that has been expelled may be reinstated by majority vote of the Board of Directors. All suspended members must reapply for membership in accordance with the CFC bylaws. There will be no waivers, and all requirements must be met.

**ARTICLE XII - PROPERTY AND FINANCE**

1. The fiscal year is defined as January 1<sup>st</sup> through December 31<sup>st</sup>.
2. Property and items purchased by CFC will be the sole property of the CFC.
3. If CFC disbands, the property and financial assets of CFC will be disposed of in accordance with the majority vote of the voting members present at a business meeting.
4. CFC assets will be audited annually.

**ARTICLE XIII - EXPENDITURE OF FUNDS**

1. The President and Treasurer together have authority to approve expenditures up to \$250 without other Officer's approval.
2. The Officers together have authority to approve expenditures up to \$500 without CFC membership approval.
3. Expenditures more than \$500 require approval of the majority of voting members present at the CFC meeting when the expenditure is proposed.
4. No part of the net earnings of CFC shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that CFC shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in the bylaws.
5. CFC members may be compensated under certain circumstances for services rendered or expenses incurred, but will not receive regular compensation (ex. a salary).

**ARTICLE XIV - LIABILITY**

1. All persons or corporations extending credit to, contracting with or having any claim against CFC, or its Board of Directors, shall look only to the funds and property of CFC for payment of such contract or claim or for payment of any debt, damage, judgment or decree, or any other money that may otherwise become due or payable to them from CFC.
2. Members of the CFC, the Board of Directors, present or future shall not be held liable personally.



*CAPE FEAR CORVETTES (CFC)*

*By-Laws*

*Rev.4, February 9, 2016*

---

3. All members and prospective members will sign the "Disclaimer release" General Release and Indemnification Form. General Release and Indemnification signature is mandatory to maintain good standing in CFC.
4. Annually, the President will review and implement changes to the "Disclaimer release" indemnification form(s) as needed.

**ARTICLE XV - AMENDMENTS TO THE BYLAWS**

1. Amendments to the bylaws will be by a 2/3 vote of the voting members present at a business meeting.
2. Amendments to the bylaws will not be voted on until the meeting following publication of the proposed amendments.

**ARTICLE XVI - CONDUCT**

1. Participants should remember that the CFC events are events to be conducted in a sporting spirit; that all events are organized and managed by amateurs who cheerfully give their time to do their best.
2. Those participating in CFC events are expected to conduct themselves in a professional manner and abide by all local and state laws.
3. No illegal substances shall be consumed during any CFC event, or while an active member is representing CFC, as CFC encourages family participation in all events.
4. When traveling in a convoy, participants are expected to abide by all local and state laws.
5. Failure to comply with Articles of Conduct may result in disciplinary action, up to and including expulsion from CFC.

**ARTICLE XVII - AFFILIATIONS**

1. CFC will not be solely sponsored by any one vendor, private, public or corporate organization.
2. Liaisons will be created with organizations to promote CFC membership and CFC activities as directed by the Board of Directors.

**ARTICLE XVIII - PARLIAMENTARY AUTHORITY**

1. The current edition of Robert's Rules of Order shall govern CFC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order CFC may adopt.