

Southern California Chapter Bylaws

**Amended and Restated
August 10, 2020**



**SOUTHERN
CALIFORNIA
CHAPTER**

ESTABLISHED 1981



SCC/NCRS

www.sccncrs.ncrs.org

Table of Contents

Article 1. Name	1
Article 2. Purpose, Ownership and Assets	1
Article 3. Boundaries	1
Article 4. Membership.....	2
Article 5. Officers, Board of Directors.....	3
Article 6. Responsibilities and Duties of Officers.....	4
Article 7. Meetings.....	7
Article 8. Elections	8
Article 9. Dissolution.....	9
Article 10. Amendments	9

Southern California Chapter Bylaws Amended and Restated August 10, 2020

Article 1. Name

The organization, an incorporated association in the State of California, shall be known as the "Southern California Chapter, National Corvette Restorers Society, Inc.," ("SCC/NCRS") herein referred to as the "Chapter".

Article 2. Purpose, Ownership and Assets

2.1. The purpose and goals of the Chapter shall parallel those of the National Corvette Restorers Society, Incorporated ("NCRS"). The Chapter shall be fraternal, educational and social so as to serve as a pleasurable medium for the exchange of ideas, information, and automotive parts between members and enthusiasts of the Chevrolet Corvette Automobile; to aid the members' efforts to preserve, restore and drive the vehicles in their original, as-manufactured condition; and to encourage the preservation and study of printed technical and historical material. A Corvette that has originally been manufactured by Chevrolet and customized by the owner shall be judged in the Concourse class as describe in NCRS Judging documents.

2.2. The Chapter will follow the provisions of the Bylaws of NCRS, which take precedence in the event of any conflict, and the Chapter will accept the decisions of the NCRS Board of Directors. The Chapter will adopt the *NCRS Policies, Accounting, and Procedures Manual* and accordingly conduct its financial matters, and follow the NCRS Chapter Guidelines & Operations Manual.

2.3. The assets of the Chapter shall be owned by the chapter and its powers shall be exercised exclusively for educational purposes within the meaning of Internal Revenue Code §501(c)(7).

2.4. The Chapter shall be non-commercial (except that commercial activities are permitted to the extent allowed by law and which are related to the exempt purpose of the Chapter), non-discriminatory, non-sectarian, and non-profit.

Article 3. Boundaries

The geographic boundaries of the Chapter shall encompass the area in Southern California extending west from the northern border of San Bernardino County to north east corner of Kern County with a diagonal line to north west corner of Ventura County then south on the Ventura County western border to the Pacific Ocean to Mexico, then East to the state borders of Nevada and Arizona. The boundaries of the Chapter may



Southern California Chapter Boundaries

Southern California Chapter Bylaws Amended and Restated August 10, 2020

be subject to future revision if additional Chapters affiliated with NCRS, Inc. form in the area.

Article 4. Membership

4.1. Membership is open to all persons who are members in good standing of NCRS.

4.2. Chapter membership is a Family Membership.

- a. A Family Membership ("Family") consists of up to two adults, as listed on the Membership application or renewal form or from NCRS database, and children less than 23 years of age.
- b. Membership entitles the Family to one (1) copy each of the Chapter Newsletter, and of other, and to one (1) vote in accordance with Paragraph 7.4.a
- c. Each of the persons listed in accordance with this Article shall be considered a "Member".
- d. Any Member may participate in Chapter activities and serve the Chapter in any capacity.
- e. Honorary membership in the Chapter may be conferred upon any person who is distinguished in the Corvette community and is a member of NCRS, Inc., by a majority vote of the Chapter (BOD). Honorary members shall pay no dues and shall not vote. Honorary membership will be renewed annually by a majority vote of the BOD. Honorary membership will be rescinded if the person is no longer a member of NCRS, Inc. or by a majority vote of the BOD.
- f. There were 6 Chapter Founding Members and 119 Charter Members who joined the SCC/NCRS on or before January 30, 1982.

4.3. Membership dues shall be payable by January 1 of each year and will be considered delinquent by January 31 of each year. No Member may vote, nor receive chapter membership related publications whose dues are not paid for the current year. Membership dues shall be fixed by the BOD. A current schedule of dues shall accompany all Membership application.

4.4. Each new applicant for Membership shall apply on a form approved by the BOD or via the NCRS website and shall agree to abide by all Chapter and NCRS requirements. The new Member must submit payment of dues with the application. The applicant shall become a Member effective upon receipt of the application and dues payment and verification of National NCRS membership. Applications with dues received on or after September 15 are deemed to apply to the next calendar year, with no fees required for the balance of the calendar year during which the dues were received.

4.5. Membership may be terminated in the following manners:

- a. Resignation. Any Member in good standing may resign from the Chapter upon notice to the Chapter Chairman.
- b. Lapse. Membership will be considered as lapsed and automatically terminated if such Member's dues remain unpaid after the delinquency date specified in Paragraph 4.3.

Southern California Chapter Bylaws Amended and Restated August 10, 2020

- c. Expulsion/Termination. Conduct of any Member having the appearance of violation of NCRS or Chapter requirements may be subject to review by the Board of Directors for appropriate action, including probation or expulsion. Prior to any BOD action in this regard, the Member shall have the opportunity to submit, in writing or in person, the Member's position on any charge.
- d. The BOD, by a 2/3 majority of those voting, may suspend any Member whose conduct, in its reasonable judgment, (a) is in conflict with the purpose of the Chapter; (b) may adversely affect the reputation or interests of the Chapter or (c) is contrary to any provisions of these bylaws, NCRS Policies, Accounting and Procedures Manual (NCRS PAP) or the Judging Reference Manual.
- e. Suspension will be effective as of the date of the written communication informing the Member of the suspension. The suspended member will be given the opportunity to personally (not by agent, attorney or other representative) appear for a hearing before the Board of Directors during the first available scheduled Board Meeting after being informed of the suspension, or submit a written statement to the BOD to be read and discussed during the first available BOD meeting. The BOD may, by a 2/3 majority of those voting, reinstate the Member provided the member meets the terms that the Board of Directors deems appropriate, or may vote to continue the suspension. The Member will be notified by mail of the final decision of the BOD.
- f. Any member whose membership is under suspension may not participate in any Chapter event, renew membership, rejoin the Chapter, or vote in any election. Member is not entitled to a refund of dues if suspended or a lapse of membership in NCRS unless approved by the BOD.

Article 5. Officers, Board of Directors

5.1. The minimum Officers of the Chapter shall be seven (7), and consist of the Chairman, Vice-Chairman, Judging Chairman, Secretary, Treasurer, Newsletter Editor, and Membership Chairman. The total number of BOD members include those positions filled by appointment.

5.2. With the approval of the BOD, any Officer position may be a shared position (e.g., Co-Judging Chairmen).

5.3. With the approval of the BOD, a member may hold more than one position.

5.4. If any of the members of the BOD shall resign or be removed before the end of his or her elected term, the BOD shall appoint a member to fill the vacancy of said term.

5.5 The BOD shall consist of the Officers of the Chapter and those appointed to fill necessary operating positions. The BOD may form Committees in order to assist in the operation of the CHAPTER i.e. Nominating Committee, Service Award Committee.

5.6 All masculine designations such as "he", "his", "him", and "chairman" shall also include female equivalents. All singular designations shall include the plural and vice versa.

Southern California Chapter Bylaws Amended and Restated August 10, 2020

5.7 An outgoing Chairman will be designated "Chairman Emeritus" and will serve on the Board for 1 year.

Article 6. Responsibilities and Duties of Officers

6.1. Chairman.

- a. The Chairman shall be the principal Executive Officer of the Chapter. The Chairman shall have the general powers and duties customarily vested in the presiding Officer of the Chapter. These duties shall include: presiding at all meetings of the Membership and of the BOD and at all Chapter-wide functions; representing the Chapter to the National organization; and ensuring the submission of all forms and reports required by the NCRS, the State of California the United States of America, or any other governmental entity.
- b. The Chairman has oversight responsibility for the annual schedule of events with the support and participation of the Vice-Chairman, Judging Chairman and other members and may so delegate individual responsibilities to any active member.
- c. The Chairman shall be responsible for informing the membership of activities, events, and the status of the Chapter through the Newsletter.

6.2. Vice-Chairman.

- a. The Vice-Chairman shall attend all meetings of the BOD and advise and consult with the Officers/BOD concerning Chapter business. The Vice-Chairman will preside in case of the Chairman's absence.
- b. The Vice-Chairman shall be responsible for coordinating other sanctioned Chapter events. The Vice-Chairman will also assist the Chairman as needed in the execution of Chapter events.

6.3. Judging Chairman.

- a. The Judging Chairman shall be responsible for planning and executing judging activities at any judged event or judging school, whether it is a Chapter or Regional event. In the event of a hosted National, the Judging Chairman shall give assistance to the National Judging Chairman and Team Leaders. This shall be accomplished in strict compliance with the established rules and standards of the NCRS.
- b. The Judging Chairman shall make appropriate notifications to the National Judging Chairman including forwarding all meet judging results, flight award information, and lists of working judges and tabulators.
- c. The Judging Chairman shall be responsible for maintaining, at appropriate levels, the Chapter's supply of flight award ribbons, judge's certificates, Judging Reference Guides, clipboards, pencils, and any other judging supplies needed to conduct a judging event.
- d. The Judging Chairman shall be responsible for oversight of the tabulation team functions and the maintenance and transportation of all supplies needed by the tabulation team

Southern California Chapter Bylaws Amended and Restated August 10, 2020

6.4. Secretary.

- a. The Secretary shall keep the minutes of all meetings of the BOD and of all Membership meetings.
- b. The Secretary shall be responsible for communications of the Chapter with both outside entities and among the Officers of the Chapter. The Webmaster will implement a website to communicate Chapter information to members and interested individuals.

6.5. Treasurer.

- a. The Treasurer shall be responsible for the general financial management of the Chapter and its funds, receiving and accounting for all monies and other assets belonging to the Chapter.
- b. The Treasurer shall submit financial reports to the Chairman and BOD as required, sign financial records of the Chapter, present financial reports at each Membership/BOD meeting, make all bank deposits, all disbursements as approved by the Chairman and/or the BOD, prepare or cause to have prepared all financial statements, financial reports, tax reports and returns, make financial recommendations to the BOD, make a periodic review of the Chapter's financial statements, and exercise such other duties as from time to time pertain to the office of the Treasurer.
- c. The Treasurer shall reimburse all BOD members for out of pocket expenses as approved by the BOD.

6.6. Newsletter Editor.

- a. The Newsletter Editor shall be responsible for the publication of the Chapter newsletter named "the Bonding Strip" at least quarterly, and other such publications as directed by the BOD.
- b. The publications will be laid out, edited and printed under the direct supervision of the Editor, whose responsibilities include soliciting original material, editing and verifying and seeking of permission when necessary, including his or her own original work. The Editor shall provide the Newsletter in electronic format suitable for printing or electronic distribution.
- c. The Editor should, in all spoken and printed word, reflect the best interest of NCRS and the Chapter, and reflect BOD policy as interpreted or conveyed to him by the Chairman or the BOD.
- d. The Editor may send Chapter information to Chapter members, newsletters, information and notices by email or NCRS Mass Mail. Under no circumstances are mailing lists or email lists to be used for activities other than NCRS based.

6.7. Membership Chairman

- a. The Membership Chairman shall keep an accurate up-to-date list of Members to be used for the purpose of distribution of official Chapter publications and shall publish a Membership Roster at the direction of the BOD.

Southern California Chapter Bylaws Amended and Restated August 10, 2020

- b. The Membership Chairman shall be responsible for the collection of Chapter Membership fees and the forwarding of same to the Treasurer, for the renewal of existing Members, for the surveying of non-renewed Members, for acquiring and maintaining an inventory of NCRS items to promote NCRS, and shall oversee publicity programs that may include brochures, mailers, new Member information, and the placement of advertising designed to promote NCRS, the Chapter and its quest for new Members.
- c. The Membership Chairman may send Chapter information to members by email or NCRS Mass mail. Under no circumstances are mailing lists or email lists to be used for activities other than NCRS based.
- d. The Membership Chairman, or his/her delegated representative, shall be responsible for transporting or providing membership materials to any site at which the Chapter or a Chapter Area will be conducting any informational or membership activities.

6.8. Historian

- a. The Historian shall be appointed by the BOD to maintain and document all scheduled events. The Historian shall photograph and document CHAPTER activities to be saved in scrapbooks or on electronic media i.e. USB Flash drives, DVD's, Hard Drives etc.
- b. The Historian will keep records of charter members, previous board members, board positions and year's served and all chapter awards received by members including Distinguished Service and Support Pin Award.
- c. The Historian shall solicit photographs of members and their Corvette for the CHAPTER archives, or publications.

6.9. Webmaster

- a. The Webmaster shall be appointed by the BOD to promote the use of computer and Internet technologies to further the purposes of the Chapter. The Webmaster shall work with the BOD to recommend and implement policies regarding the Chapter's use of Internet resources as a communication device.
- b. The Webmaster shall maintain the Chapter website which includes developing content, posting content, removing obsolete content, maintaining domain names, and maintaining connection services.

6.10. Technical Advisor.

- a. The Technical Advisor shall be appointed by the BOD to contact and provide speakers and/or technical seminars at CHAPTER functions.
- b. The Technical Advisor shall submit technical articles to the CHAPTER Newsletter Editor for publication in the newsletter.

Southern California Chapter Bylaws Amended and Restated August 10, 2020

- c. The Technical Advisor will answer technical questions from the members or direct them to other members who have technical expertise in this area.
- d. The Technical Advisor shall assist the Judging Chairman as needed.

6.11. Tabulation Leader

- a. The Tabulation Leader shall be appointed by the BOD will support the Judging Chairman by ensuring that there are enough skilled tabulators to support the size of the judged Meet.
- b. The Tabulation Leader will ensure that the necessary tabulation tools are available for judging events.
- c. The Tabulation Leader will provide training for new tabulators and mentor them as necessary.
- d. The Tabulation Leader must provide the names and membership numbers of the tabulators to the Event Judging Chairman for Tabulation point credit.

6.12. Chapter Award Program Administrator (CAP Administrator)

- a. The CAP Administrator shall be appointed by the BOD.
- b. The CAP Administrator is responsible for recording, compiling and submitting reports required for the Chapter to participate in the NCRS Chapter Award Program.
- c. The CAP Administrator is responsible for informing the Chapter membership of the requirements of the NCRS Chapter Award Program and for updating the membership on a periodic basis as to the status of the Chapter in meeting the various requirements for the awards.

6.13. The BOD may from time to time create other appointed positions to assist in the operation of the chapter.

6.14. Any officer of the BOD may be removed from the BOD if he or she fails to attend at least half (1/2) of the scheduled BOD meetings.

- a. This action must be approved by a majority of the remaining BOD.
- b. The BOD should consider if this Officer absence is due to a condition "Not under their Control" before acting.

Article 7. Meetings

7.1. BOD meetings will be held at least quarterly. Members will be advised of said membership meetings in advance, normally through electronic means or the Newsletter. Meetings may be conducted in person or via video conferencing.

7.2. General Meeting. The Annual Meeting shall be the last Chapter meeting of the calendar year. At such Meeting the newly elected BOD members are installed. The BOD shall appoint additional BOD positions necessary to facilitate the next year's

Southern California Chapter Bylaws Amended and Restated August 10, 2020

functions. Chapter business as proposed by the BOD or any Member at the meeting shall be conducted.

7.3. Emergency BOD meetings or votes on an item requiring quick resolution may be conducted via the internet or telephone but must be reported in the next issue of the Newsletter.

7.4. Authority. Roberts Rules of Order shall be the parliamentary authority regarding all BOD and Membership meetings.

a. Voting at Membership Meetings. Each Family Membership, as defined in Paragraph 4.2., in good standing and whose dues are paid for the current year, shall be entitled to one (1) vote at any Membership meeting of the Chapter at which the Member is present.

b. This one vote rule does not apply to members of the BOD when voting as an officer of the BOD.

7.5. Quorum.

a. One-half (1/2) of the BOD as defined in Article 5.1 at the meeting BOD and the proxies of absent members shall constitute a quorum at the meetings

b. Members of the BOD are limited to two (2) proxies.

c. Proxies provided by an absent Board member to their designated Board member must be delivered in writing or email and presented to the Secretary prior to the meeting.

d. Any number of Members present at a Membership meeting constitutes a quorum for the transaction of business at that meeting.

7.6. Manner of Acting. The act of the majority of the Officers present at a meeting at which a quorum is present or voting via the internet in the case of an emergency meeting, shall be the act of the BOD.

Article 8. Elections

8.1. Nominations.

a. A request for nominations should be sent to the membership before October 1 and returned prior to November 1.

b. The ballots should be submitted to the membership in time to be returned to the Secretary prior to the Annual Chapter Membership meeting.

8.2. Election of Officers.

a. Voting by members shall be either by mail or email and should be returned to the Secretary and received prior to the end of the year Membership meeting.

b. Secretary or a member designated by the BOD will solicit and receive votes by the members. Voting will be compiled and presented to the Chapter Chairman for announcement at the end of the year Membership meeting.

c. Individual ballots shall be retained for three (3) months after this announcement.

Southern California Chapter Bylaws Amended and Restated August 10, 2020

8.3. Terms of Officers

- a. Newly elected or appointed Officers will take office after the announcement of the voting results at the end of the year membership meeting and shall hold office for one calendar year or until a qualified successor has been elected.
- b. If no Member is elected or the office becomes vacant during the year the BOD shall have the authority to appoint a Member to an open office. That Member shall hold that office until the next scheduled election.

Article 9. Dissolution

In the event of the dissolution of the Chapter, any assets of the Chapter shall be liquidated by assignment to another organization holding tax-exempt status as defined under Internal Revenue Code §501 (c)(7) and as approved by the then current BOD.

Article 10. Amendments

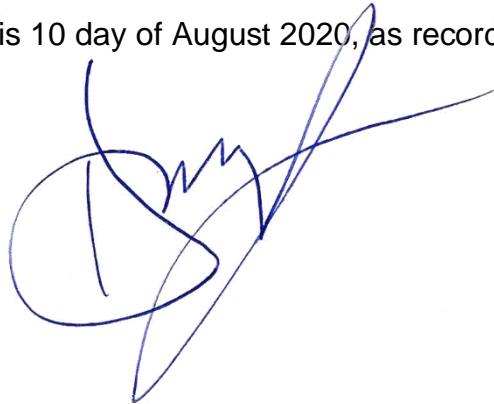
10.1. Amendments to these Bylaws may be proposed by the BOD or by written petition addressed to the Secretary, signed by any Member in good standing.

10.2. Amendments proposed by such petition shall be promptly considered by the BOD and must be submitted to the Members, with recommendations by the BOD. At the next Chapter meeting, Amendments will be approved or denied after consideration of the views of the members, if approved by the BOD they are effective immediately, subject to further approval by NCRS.

10.3 Restatements of the Bylaws may be required to conform to NCRS requirements, remove obsolete procedures, and implement technology changes to improve Chapter operational efficiency. Restatement require a 2/3 affirmative vote of the Board of Directors.

ADOPTED this 10 day of August 2020, as recorded in Chapter minutes.

Confirmed:

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Chairman, SCC\NCRS