



CAL-RODS Car Club

Bylaws

Revised: July 5, 2022

Article I – Name

The name of this Association shall be “CAL-RODS Car Club.”

Article II – Purpose

The purpose of this Association is to establish a family-oriented car club that promotes the enjoyment, restoration, and preservation of street rods, classic cars, and social interaction.

Article III – Membership

a. There shall be 2 classes of membership:

1. General Membership:

a. Family Membership: There will be 2 votes per Family Membership

b. Individual Membership: There will be 1 vote per Individual Membership

2. Honorary Membership:

a. Honorary Membership may be granted to any individual nominated by a Board Member as determined by a majority vote of the board. Honorary members shall have demonstrated significant contributions to the automotive culture. Honorary members shall have no voting rights.

b. New members must have the recommendation of two general members.

Article IV – Officers

a. The officers of the Association shall consist of a President, Vice President, Secretary, Treasurer, five (5) elected Board members, and the immediate Past President.

b. These officers and Board members will serve as the Advisory Board for the Association.

c. The immediate past President shall also be a member of the Advisory Board.

Article V – Duties of Officers

Section 1: President

- a. The President shall be the Chief Executive Officer of the Association and preside at all meetings.
- b. The President, subject to Board overview, shall have the governing responsibilities to generally supervise, direct, and control the day-to-day business and activities of the Association.
- c. The President shall see that the Bylaws are adhered to at all times.
- d. The President shall be authorized to approve all vouchers, invoices, and reimbursements of all expenditures exceeding \$500.00.
- e. If the office of the President is vacated (either temporarily or permanently), the Vice President shall become the President for the current unexpired term of the former President, or until a special election is recommended by the Board and approved by a majority of the general membership. Said special election will be held within forty-five (45) days of the vacated position's announcement.
- f. A President resigning or vacating that office cannot return to the Board as Past President at a later date.

Section 2: Vice President

- a. The Vice President shall assist the President in any duties deemed appropriate by the President and shall preside at all meetings in the absence of the President.
- b. The Vice President shall be authorized to approve all vouchers, invoices, and reimbursements exceeding \$500.00.
- c. If the office of the Vice President is vacated (either temporarily or permanently), a member of the board shall be selected to become the Vice President for the current unexpired term of the former Vice President, or until a special election is recommended by the Board and approved by a majority of the general membership. Said special election will be held within forty-five (45) days of the vacated position's announcement.

Section 3: Secretary

- a. The Secretary shall record all proceedings of the Association at Board Meetings, General Membership Meetings, and scheduled Association business meetings. The Secretary shall be empowered to certify jointly with the President as to such proceedings.
- b. If the office of the Secretary is vacated, the President shall appoint a new Secretary, with the approval of the Board, to serve for the remainder of the current unexpired term.

Section 4: Treasurer

- a. The Treasurer shall be the financial officer of this Association and shall be responsible for all monies and financial records.
- b. The Treasurer shall have the authority to disburse all payments up to and including \$500. Amounts exceeding \$500 shall require written approval via email or text from the President or Vice President.
- c. The Treasurer shall not disburse or approve any blank checks, nor shall any checks be presented to any signer for approval and signature until documentation has been completely filled out and approved by the Treasurer.
- d. The Treasurer shall submit a Monthly Financial Report at every Board meeting. After the Board approves the report, a copy shall be made available to the membership at the next General Membership Meeting.
- e. The Treasurer shall submit an Annual Financial Report by the first Board Meeting in January of each year. After the Board approves the Annual Financial Report, a copy shall be made available to the membership at the next General Membership Meeting.
- f. The Treasurer shall submit a Projected Annual Budget to the Board by the first Board Meeting in January of each year. After the Board approves the Projected Annual Budget, a copy shall be made available to the membership at the next General Membership Meeting.
- g. The Treasurer shall file all required Federal and State tax forms and file all required affidavits needed to keep the Club trademark active.
- h. If this position is vacated, the President shall appoint a new Treasurer, with the approval of the Board, for the remainder of the current unexpired term of the former Treasurer, or until a special election is recommended by the Board and approved by a majority of the general membership. Said special election will be held within forty-five (45) days of the vacated position's announcement.
- i. If the Treasurer is unavailable for any reason the President and/or Vice President shall be authorized to fulfill the duties of the Treasurer.
- j. Only the President, Vice President, and Treasurer are authorized to sign checks. The past President may sign checks only in an emergency.

Section 5: Board of Directors

- a. The Board shall advise and vote on issues that may be brought before them by the Officers of the Association.
- b. If any Board position is vacated, the President shall appoint a new Board member, with the approval of the remaining Board, for the remainder of the current unexpired term, or until a special election is recommended by the Board and approved by a majority of the general membership. Said special election will be held within forty-five (45) days of the vacated position's announcement.

Section 6: Past Presidents

- a. The past President shall recommend and advise on past standards and prior actions of the Association.
- b. The past President or designated representative shall act as Welfare Representative for the Association.
- c. For the purpose of continuity, the immediate past President shall be a voting member of the Advisory Board.

Article VI – Annual Dues

- a. An initiation fee and/or annual dues, in an amount determined by the officers and with the approval of a majority of the general membership shall be due and payable by January 31st of each year.
- b. The membership fee would cover member and spouse/significant other at the same address or a member and dependent under the age of 18.
- c. A grace period will be extended until the close of the February general meeting.
- d. Dues paid after the end of February shall have an additional \$10.00 late fee.

Article VII - Termination of Membership

- a. The membership of any general member shall terminate upon occurrence of any of the following events:
 1. The resignation of the member.
 2. The failure of a member to pay the annual dues.
 3. Any member may be terminated for actions or activities detrimental to the general welfare of the club as determined by the Board of Directors.
- b. Following the determination that a member should be terminated under item a, subparagraph 3, the following procedure shall be implemented:

A notice shall be sent by prepaid first class or certified mail to the most recent address of the member as shown on the Association's Roster, setting forth the termination and the reasons, therefore. Such notice shall be sent at least 15 days before the effective date of the termination.

Article VIII – Guest Policy

- a. Any individual may attend up to three (3) meetings before they are required to join the association or must cease attending meetings.

- b. All guests should be introduced as such by the member that invited the guest, or if attending on their own accord, stand and be recognized.

Article IX – Election of Officers Procedures

Section 1: General Rules

- a. Election of officers will be held on the following timetable: (Odd/Even years being when duties start).
 - 1. Odd years: The offices of President, Secretary and three Board Members shall be elected.
 - 2. Even Years: The offices of Vice President, Treasurer, and two Board Members shall be elected.
- b. Terms of office shall be for 2 years.
- c. Term Limit shall be 2 consecutive terms with a mandatory 1 calendar year break between terms.
- d. Elected officers will take office on January 1st of the following year.
- e. No individual running for office shall be on the Election Committee.

Section 2: August Board Meeting

The Board shall appoint an Election Committee Chairperson, who will then appoint the rest of the committee, consisting of 5 non-board members. The Board shall also appoint 2 Board members to observe ballot counting on election night.

Section 3: September General Meeting

- a. The Election Committee Chair will announce the Election Committee Members
- b. The committee will seek out candidates for the upcoming open offices.
- c. Candidates for the upcoming election will not be able to serve on the Election Committee.
- d. Absentee Ballots will be offered if requested to the Election Committee Chair.

Section 4: October General Meeting

- a. The Election Committee Chair will announce that Nominations are now open.
- b. Nominations will be accepted from the floor at this time only. All nominees must be present to accept their nomination.
- c. Nominated Candidates will have the opportunity to address the membership and answer questions at the end of the nominations process.

- d. Once Nominations are closed at the October General Meeting there will be no more nominations accepted.

Section 5: November General Meeting

The election shall be held in accordance with these rules:

- a. All current general members listed on the Membership Roster at the time of the election will be able to vote.
- b. New members joining on election night will not be eligible to vote.
- c. Those who cannot attend have the right to mail in a ballot when the procedure below is followed.

Section 6: Absentee Ballot Procedure

- a. All requests for absentee ballots must be directed to the Election Committee Chair only.
- b. The Election Committee Chair will keep all absentee ballots unopened and bring them to the General Membership meeting on election night to be counted.
- c. No emailed, faxed, or electronically transmitted ballots will be accepted.

Section 7: Absentee Ballot Instructions

- a. Fill out the ballot.
- b. Fold and seal the ballot for mailing per the instructions printed on the ballot.
- c. Mail the ballot in time to be received by the Election Chair no later than 3 days before election day. It will be the voter's responsibility to make sure the absentee ballot is actually received by the Election Chair by the announced deadline. Ballots received after that date will not be counted.
- d. Any questions should be directed to the Election Chairperson.

Section 8: Preparing the Ballots

- a. The ballots will be prepared after the October meeting.
- b. The ballots will be printed on colored paper, with one color for walk in votes, and a different color for absentee ballots.
- c. All ballots will indicate VOTE FOR ONE, or VOTE FOR up to TWO, or VOTE FOR up to THREE, etc. as applicable.
- d. Write in Candidates:
 - 1. Will have no opportunity to address the membership during meeting times.

2. Will have no standing in any official CAL-RODS correspondence.

Section 9: Campaigning

- a. Campaigning will not be allowed inside the meeting location.
- b. Candidates will have the opportunity to address the membership during the nominating meeting in October.

Section 10: Procedures at the Polls

- a. Sufficient copies of the roster will be available prior to the start of the election.
- b. Unopened absentee ballots will be opened and marked off the Official Voting Register by the Election Committee Chair and then counted by the Election Committee.
- c. Voting will be completed, and polls closed at the beginning of the meeting.

Section 11: Counting the Ballots

- a. Two rooms separate from the meeting room will be used to count the votes.
- b. Tables will be set up no later than 6:00 pm.
- c. Each room will consist of 3 Election Committee Members and 1 Board Member acting as observer.
- d. Absentee Ballots will be counted prior to General Membership Ballots.
- e. Ballots will be divided between the Groups to be counted separately.
- f. One committee member in each Group will read the votes aloud, with each of the two remaining members taking a tally.
- g. When the counts are completed, the tallies will be compared to ensure accuracy.
- h. Once both Groups have validated their tallies they will be added up and the winners determined.
- i. Should a final vote count affecting an election result be within 3 votes, an automatic recount will be done at this time for that race only. The ballots will be separated according to the candidates receiving the votes, then counted. One Group shall do the actual count, with a Board Member observing each count.
- j. After the count, the Ballots and Tally Sheets shall be given to the Club Secretary for permanent retention in the club archives.
- k. By direction of the President, the Election Committee Chair will announce the winners at the end of the General Meeting on election night. The Election Committee Chair will also announce that the vote totals will be made available after the meeting.

- I. Should the voting margin be 3 votes or less, the Election Committee Chair will announce that an automatic recount has been completed per the rules, the vote tally confirmed, and the result is final.
- m. The winners will also be announced in the next Newsletter and by email to the General Membership. Vote tallies will not be published. Any club member, by request to the Secretary, may be allowed to see the vote tally sheets. The intent here is to not embarrass the unsuccessful candidates, and not to discourage their future participation.
- n. In the event of a tie affecting the outcome of an election, a runoff election will be scheduled for the next General Meeting. New ballots will be prepared for that race only, and the runoff election will be conducted according to the rules set forth above.

Article X – Meetings

- a. Meetings of the General Membership will be held monthly on the 1st Tuesday of each month or as directed by the Board.
- b. Meetings of the Board will be held on the last Tuesday of each month, or as directed by the Board, as the needs of the Association dictate.
- c. Board Members are expected to attend all Board Meetings. If a Board Member misses three (3) Board Meetings within a twelve-month period, without an acceptable excuse, he/she will be asked to resign their Board position.

Article XI – Amendments to the Bylaws

- a. Any amendment to these Bylaws shall be proposed in written form and presented to the Board for consideration at any Board Meeting.
- b. Upon recommendation of the Board, changes to the Bylaws shall be presented to the General Membership in writing one month prior to voting at the next scheduled General Membership Meeting.
- c. All amendments shall require a majority of the votes cast by the members present at the vote in order to be adopted.

Article XII – Rules

General rules to facilitate the operation of the Association may be adopted by the Board, with the approval of the membership, as the needs of the Association may dictate.

Article XIII – Motions and Voting

All motions and requests for vote shall be directed to the President of the Association and shall be conducted by Parliamentary Procedure as prescribed in Roberts Rules of Order.