



ROUTE 66 CAR CLUB OF FLAGSTAFF BYLAWS

Established December 1985
Updated January 5, 2018

ARTICLE I NAME AND PURPOSE

SECTION 1. NAME: This organization shall be known as the **ROUTE 66 CAR CLUB OF FLAGSTAFF**, an individual club, fully independent from any national organization.

SECTION 2. TERRITORIAL LIMITS: There are no territorial limits of this organization as members are welcome from any location.

SECTION 3. PURPOSE: The general purpose of this organization shall be to encourage members in the acquisition, preservation, restoration, exhibition and touring of older vehicles while promoting good fellowship and cooperation among members. The club goals are 1) to have fun by participating in various social events with our club friends, 2) to promote interest in automobiles, 3) to support our community through active participation in local events and 4) to participate and contribute to charitable events/causes.

ARTICLE II MEMBERSHIP

SECTION 1. MEMBERSHIP: Anyone with an interest in cars may join the Route 66 Car Club of Flagstaff.

SECTION 2. DUES: The amount of dues payable to the organization's Treasurer shall be fixed by the membership from time to time at its discretion. Dues shall be delinquent after February 15 of each year and membership privileges shall be suspended after that date.

SECTION 3. TERMINATION OF MEMBERSHIP: Suspension or expulsion of a member for any cause other than nonpayment of dues shall be by a two-thirds majority vote of the Executive Board. The member in question must be given a hearing if he/she so requests. In the event of the death, resignation, suspension, expulsion or termination of membership of a member, all rights and privileges as a member of this organization, and in, and to, the property of the organization shall cease.

ARTICLE III OFFICERS AND ELECTIONS

SECTION 1. OFFICERS: The **Executive Board** of this organization shall consist of the Officers (**President, Vice President, Treasurer, Secretary, Membership Chairperson, Newsletter Editor, Cruise Director, Historian, Webmaster, and immediate Past President**) and the Board of Directors; all with full voice and vote. All officers shall hold office for a minimum of one full year from the date of installation or until their successors are duly elected and qualified. The immediate Past President shall serve on the Executive Board as an honorary member with full voice and vote for a period of one year immediately following his/her year of elected service as President. Officers may serve only two successive terms in the same office unless approved by a majority of membership votes at the nomination meeting.

SECTION 2. PROVISIONS FOR VACANCY OF ANY OFFICER: Due to voluntary resignation, illness, or personal reasons, an officer who resigns is requested to notify the organization as soon as possible of the effective date of resignation. An alternate officer shall be appointed by the Executive Board until the next regular election.

SECTION 3. ELECTIONS: The nomination and election of officers shall be held annually on dates prescribed by the Executive Board. All members in good standing shall be eligible to be nominated for any office. Nominations shall be made openly from the floor at the October general meeting, with elections held at the November general meeting. Each person at the general meeting (excluding guests) shall be entitled to one vote.

ARTICLE IV DUTIES OF ELECTED OFFICERS

SECTION 1. PRESIDENT: The President of this organization shall preside at all meetings and shall perform such other and further duties as may from time to time be required of him/her. He/She shall appoint any committees as may be necessary during his/her term. The President is ex-officio member of all committees. The President shall endeavor to improve the effectiveness of all committees. The President shall endeavor to improve the effectiveness of the organization by his/her leadership by increasing membership and by improvement in budgetary matters.

SECTION 2. VICE PRESIDENT: The Vice President of this organization shall act as an assistant to and under the direction of the President, and shall be vested with all the power and be required to perform any of the duties of the President in his/her absence for whatever reason. The Vice President shall perform such other and further duties as may from time to time be required of him/her. He/She shall be directly responsible to the President and to the rest of the Executive Board for these activities.

SECTION 3. TREASURER: The Treasurer shall receive, record, and have charge of all monies, bills, notes, and similar property. He/She shall maintain a true balance of all bank accounts. Two signatures (President and Treasurer) shall be required on bank records, with only one signature (Treasurer) required for the signing of checks. The Treasurer shall provide a monthly financial update to the members at the monthly membership meeting. The Treasurer of this organization shall provide a financial report to the Newsletter Editor for insertion in the monthly newsletter. The Treasurer shall also prepare and submit all appropriate documentation for annual taxes.

SECTION 4. SECRETARY: The Secretary of this organization shall attend all meetings and record all minutes and votes in a ledger kept for that purpose. The Secretary shall handle all correspondence

and shall send notice to the Newsletter Editor of any meetings, events, or other matters of interest. The Secretary shall provide the Newsletter Editor the minutes for insertion in the monthly newsletter. The Secretary shall also be responsible for coordinating gestures of sympathy and condolences (flowers, donation to specific causes, etc.) from the club.

SECTION 5. MEMBERSHIP CHAIRPERSON: The Membership Chairperson of this organization shall promote the acquisition of new members, and shall take action as needed to stimulate membership growth. The Membership Chairperson shall keep a current register of all members and their addresses and other pertinent information. As new members join, the Membership Chairperson shall send a Welcome Letter to each new member.

SECTION 6. NEWSLETTER EDITOR: The Newsletter editor of this organization shall publish a monthly newsletter to the general membership to keep them informed of club activities. These should include but are not limited to 1) Monthly minutes, 2) Treasurer's report, 3) Schedule of future club activities/cruise/events, 4) Reports on past club events/cruises/shows, and 5) any information that might be of interest to members. The Newsletter Editor should strive to provide timely information on club activities while promoting cooperation and togetherness of the general membership.

SECTION 7. CRUISE DIRECTOR: The Cruise Director of this organization shall be responsible for providing the membership with timely information regarding upcoming car shows and similar events. The Cruise Director shall plan and coordinate cruise and events which are focused toward having fun with fellow club members. The Cruise Director shall provide an update at each general meeting and submit information regarding future events to the Newsletter Editor for newsletter publication.

SECTION 8. HISTORIAN: The Historian of this organization shall be responsible for recording club activities to preserve a history of the Route 66 Car Club. A history book should be compiled each year reflecting club activities pictorially and in written form (newsletters, commendations, thank you letters from organizations and any printed news articles regarding the Route 66 Car Club). This book shall be shared with members at club events and displayed at selected club public events.

SECTION 9. WEBMASTER: The Webmaster is responsible for developing and updating information on all pages of the club website (<http://www.route66carclub.com>). This includes, but is not limited to, 1) developing new pages in response to membership interests or a) requests or possibly outside suggestions with input from members; 2) updating all pages as needed; 3) keeping the web version of the club calendar as up to date as possible; 4) highlighting any special programs, events or news of interest to the membership as well as any changes to calendar events; and 5) coordinating with the Cruise Director and the Newsletter Editor. The Webmaster is also responsible for keeping up to date with web-authoring utilities.

SECTION 10. BOARD OF DIRECTORS: The Board of Directors of this organization shall consist of four elected members serving a term of one year like club officers. The Board of Directors, combined with the elected officers, shall constitute the Executive Board.

SECTION 11. EXECUTIVE BOARD: The Executive Board of this organization shall consist of the President, Vice President, Treasurer, Secretary, Membership Chairperson, Newsletter Editor, Cruise Director, Historian, Webmaster, immediate Past President and the Board of Directors. The Executive Board shall act as a planning group, and shall have power to proceed in any manner, which in their judgment, serves the interests of the organization as approved by the membership. As a planning group, the Executive Board will make recommendations to the organization for the annual calendar of

events. After modification and/or approval of such calendar by the membership, the Executive Board shall have the power to execute the plan. The decisions of a majority of the members of the Executive Board on any question shall be binding until the next regular meeting of the organization, at which time a majority of the members present may approve, amend, or nullify such decision. The President may call a special meeting of the Executive Board as he/she deems such action necessary.

ARTICLE V ORGANIZATION

SECTION 1. ORGANIZATION: The Route 66 Car Club of Flagstaff is a non-profit organization. The Members, thereof, shall not be entitled to any individual or collective interest, participation share, right and/or property right in the assets of the organization; but such assets shall be the indivisible property of the organization. No dividends, pecuniary profits, stock dividends or payments of like manner shall ever be declared or paid to the members of this organization.

ARTICLE VI MEETINGS

SECTION 1. MEETINGS: An annual meeting for the installation of newly elected officers shall be held in December at a time, date, and place to be determined annually.

SECTION 2. EXECUTIVE BOARD MEETING: The Executive Board meeting shall be held at a time, date and place to be determined as needed by the President.

SECTION 3. GENERAL MEETING: The General meeting shall be held monthly at a time, date and place to be determined as needed by the general membership.

SECTION 4. SPECIAL MEETING: A special meeting may be called by the President or by a majority of the membership petitioning the Secretary in writing.

SECTION 5. ORDER OF BUSINESS: The order of business at meetings shall be conducted by the President and have content similar to the following:

- A. Welcome members, new members and introduction of guests (if any)
- B. Presentation of Membership report
- C. Review Treasurer's report
- D. Presentation of Newsletter report
- E. Presentation of Website report
- F. Date/Time/Place for next Ladies' Luncheon
- G. Cruise Director's update of recently past and pending shows/club events/cruises
- H. Committee Reports (if any)
- I. Old business (if any)
- J. New business (if any)
- K. Route 66 Minute (Historian)
- L. Meeting opened for general comments
- M. Adjournment

SECTION 6. QUORUM: A quorum shall consist of those paid members (self and/or spouse/partner/significant-other) in good standing who are present and voting at a duly notified meeting (Board, General or Special meeting). **A simple majority of paid members (self and/or spouse/partner/significant-other) is required to pass any motion** offered to the membership in attendance.

SECTION 7. COMMITTEES: The President may appoint such committees as deemed necessary and shall outline the duties and responsibilities thereof.

ARTICLE VII AUDIT

SECTION 1. AUDIT: The Executive Board may provide for an annual audit of the books of the organization. The books shall be closed as of December 15 of each year, and shall be audited by the Executive Board or by any qualified person(s) appointed by the Executive Board.

ARTICLE VIII LIABILITY AND PRIVILEGES

SECTION 1. PERSONAL LIABILITY: All persons or corporations extending credit to, contracting with, or having any claims against this organization, its Executive Board, or its officers, shall look only to the funds and property of the organization for payment of any contract or claim, or for the payment of any debt or any money that may otherwise become due or payable to them from the organization, or the Executive Board, or the officers; so that neither the members of the organization, the Executive Board, nor officers, present or future, shall be personally liable.

SECTION 2. FORFEITURE OF PROPERTY INTEREST: Any person whose membership in this organization has been terminated for any reason shall forfeit all rights and privileges as a member and shall forfeit all interest in any funds or property belonging to the organization.

ARTICLE IX AMENDMENTS

SECTION 1. AMENDMENTS: Amendments to these by-laws may be made as needed by a majority vote of those paid members (self and/or spouse/partner/significant-other) of the organization in good standing. Proposed amendments must be presented in writing to the membership thirty days in advance of any action taken thereon. Voting may be in person or by a signed absentee ballot.