

CAPITAL CITY



C RVETTE CLUB

Established in 1958

CHARTER MEMBER OF THE NATIONAL COUNCIL OF CORVETTE CLUBS

Standing Rules

Effective June 3, 2026

Table of Contents

| | |
|--|--------|
| ARTICLE I: Membership Administration and Dues | Page 1 |
| ARTICLE II: Club Operations and Administration | Page 2 |
| ARTICLE III: Financial Administration and Reimbursement | Page 2 |
| ARTICLE IV: Election Administration | Page 3 |
| ARTICLE V: Officer and Appointed Position Operational Responsibilities | Page 4 |
| ARTICLE VI: Committee Procedures | Page 7 |
| ARTICLE VII: Amendment of Standing Rules | Page 7 |

Purpose

These Standing Rules contain operational, administrative, and procedural provisions adopted pursuant to the Bylaws of the Capital City Corvette Club (CCCC). These Standing Rules supplement and remain subordinate to the Bylaws and applicable parliamentary authority.

ARTICLE I
Membership Administration and Dues

Section 1. Membership Dues.

Membership dues shall be established as follows:

| Membership Type | Club Dues | NCCC Dues | Total Annual Dues |
|---|------------------|------------------|--------------------------|
| Primary Member (New) | \$30 | \$50 | \$80 |
| Primary Member (Renewal) | \$30 | \$40 | \$70 |
| Primary Member – Lifetime NCCC or Other Club NCCC | \$30 | **\$500 | \$30 |
| Primary Member (Social) | \$30 | \$0 | \$30 |
| Spouse/Companion Member (New) | \$10 | \$15 | \$25 |
| Spouse/Companion Member (Renewal) | \$10 | \$15 | \$25 |
| Spouse/Companion – (Social) | \$10 | \$0 | \$10 |
| Youth Member (New) | \$10 | \$15 | \$25 |
| Youth Member (Renewal) | \$10 | \$15 | \$25 |
| Youth Member (Social) | \$10 | \$0 | \$10 |

**One-time fee

Section 2. Annual Review of Dues

Membership dues and membership classifications shall be reviewed annually by the Board of Directors as part of the annual budget process.

Section 3. Proration and Remittance Timing

Membership dues collected after July 31 may be retained by the Club and remitted to NCCC after September 1 for the subsequent membership year in accordance with NCCC procedures.

Section 4. Honorary Membership Administration

Under circumstances determined by the Board of Directors, an Honorary Membership authorized by the Bylaws may be designated as lifetime and shall not require annual reapproval.

Section 5. Youth Membership Administration.

A. Youth Membership Eligibility. A person sponsored by a Primary Member who is between the ages of 16 and 21, or between the ages of 16 and 25 while enrolled as a full-time student and residing at the same mailing address as the sponsoring Primary Member, may become a Youth Member upon approval of the application, payment of required dues, and entry into the membership database. Youth Members shall be entitled to the rights and privileges of Spouse/Companion Membership except the right to vote or hold National or Regional office.

B. Extended Eligibility. The upper age limit for Youth Members may be extended under special circumstances with approval from the appropriate Regional Membership Director and NCCC Vice President of Membership. Approved Youth Members shall pay dues equivalent to Spouse/Companion Membership dues.

Section 6. Membership Lists. Membership directories or contact lists may be distributed to Members at intervals and in formats determined by the Board of Directors, subject to privacy considerations.

ARTICLE II **Club Operations and Administration**

Section 1. Events and Participation. Except for events intended primarily to generate a financial benefit for the Club, sponsors, or charitable organizations, there shall be no restriction on the number of events scheduled during a given period provided the event chairperson demonstrates sufficient interest and probable participation.

Section 2. Social Point Eligibility. The minimum number of Club Members participating in a social event for the event to qualify as a pointed social event shall be ten (10).

Section 3. Social Activities Administration. Social event announcements, Member recognition practices, and related social activities shall be administered in accordance with guidelines approved by the Board of Directors.

Section 4. Competition Administration. Competition event administration, attendance expectations, reporting practices, and publication timing for sanctioned events shall be administered in accordance with guidelines approved by the Board of Directors.

Section 5. Governor Operational Administration. Governor attendance expectations, proxy handling procedures, and reporting practices related to NCCC meetings shall be administered in accordance with guidelines approved by the Board of Directors.

Section 6. Publication and Communications Administration. Newsletter publication frequency, communication methods, content expectations, and distribution practices shall be administered in accordance with guidelines approved by the Board of Directors.

Section 7. Public Relations and Promotional Practices. Promotional displays, advertising solicitation practices, sponsorship activities, and public outreach efforts shall be administered under guidelines approved by the Board of Directors.

Section 8. Points Program Administration. Club points systems, standings, awards selection, and points administration procedures shall be governed by rules approved by the Board of Directors.

ARTICLE III **Financial Administration and Reimbursement**

Section 1. Reimbursement Standards. Officers or Members may be reimbursed for reasonable expenses incurred while conducting authorized Club business, subject to approval by the Board of Directors.

Reasonable expenses may be guided by NCCC negotiated room rates and IRS-recognized mileage or per diem rates. Receipts or supporting documentation may be required as determined by the Board of Directors.

Section 2. Unbudgeted Expenditures. Any purchase or expenditure not included within the approved Club budget and exceeding \$100.00 shall require prior approval by the Board of Directors unless otherwise authorized by the Bylaws, approved budget, or Membership.

Section 3. Governor Reimbursement. The Governor may be reimbursed for reasonable expenses incurred while attending NCCC Governors Meetings provided such expenses are included within or authorized by the approved Club budget.

Section 4. Annual Budget Procedures

A. Budget Preparation. The Treasurer and Board of Directors should coordinate preparation of the proposed annual operating budget.

B. Budget Content. The proposed budget should include anticipated revenues and expenditures for Club operations, activities, fundraising, donations, and Club property.

C. Budget Presentation. The proposed annual operating budget should be presented to the Membership no later than the second General Membership Meeting of the calendar year unless otherwise authorized by the Membership.

D. Budget Revisions. Budget revisions or amendments may be presented to the Membership during the fiscal year as necessary.

ARTICLE IV **Election Administration**

Section 1. Candidate Notice Procedures. Candidate information may be distributed to the Membership through newsletters, electronic communications, the Club website, or other approved communication methods.

Section 2. Election Procedures.

A. Additional Procedures. The Board of Directors may establish additional election procedures and timelines consistent with the Bylaws.

B. Ballot Preparation. Ballots may include all eligible nominees who accepted nomination prior to the close of nominations.

C. Election Administration. Election administration procedures may be established to ensure orderly voting and ballot counting.

Section 3. Absentee Ballot Procedures

A. Submission Procedures. Absentee ballots shall be submitted in a manner approved by the Board of Directors or Election Committee.

B. Ballot Confidentiality. Procedures should preserve ballot confidentiality while allowing verification of voter eligibility.

C. Ballot Deadline. Absentee ballots must be received prior to the close of voting at the November General Membership Meeting unless otherwise authorized by the Board of Directors.

D. Ballot Verification. The Election Committee shall be responsible for verifying and counting absentee ballots.

E. Proxy Voting. Proxy voting shall not be permitted.

ARTICLE V
Officer and Appointed Position Operational Responsibilities

Section 1. Competition Director Responsibilities

The Competition Director should:

1. Coordinate Club competition events and activities;
2. Serve as liaison with the Michigan Region and NCCC regarding competition matters;
3. Attend Michigan Region and NCCC meetings whenever practical and report relevant information to the Membership;
4. Ensure sanctioned event information is communicated to the Membership in a timely manner;
5. Coordinate submission of participation and event results required for sanctioned events; and
6. Perform additional competition-related administrative duties assigned by the Board of Directors.

Section 2. Governor/Vice President Responsibilities

The Governor/Vice President should:

1. Serve as liaison between the Club, Michigan Region, and NCCC;
2. Attend Michigan Region and NCCC meetings whenever practical;
3. Ensure voting proxies are submitted when required;
4. Communicate relevant NCCC and Michigan Region information to the Membership and Board of Directors;
5. Coordinate distribution of information relating to competition, membership, publications, and social activities; and
6. Perform additional duties assigned by the Board of Directors.

Section 3. Secretary Responsibilities

The Secretary should:

1. Prepare and maintain meeting minutes;
2. Maintain Club records and governing documents;
3. Distribute notices, agendas, and correspondence as directed;
4. Maintain attendance and voting records when appropriate; and
5. Perform additional administrative duties assigned by the President or Board of Directors.

Section 4. Treasurer Responsibilities

The Treasurer should:

1. Maintain accurate financial records;
2. Prepare financial reports;
3. Coordinate preparation of the annual operating budget;
4. Track income and expenses for Club operations and fundraising activities;
5. Maintain records suitable for tax reporting and financial review;
6. Coordinate authorized signatories for financial accounts; and
7. Perform additional financial and administrative duties assigned by the Board of Directors.

Section 5. Membership Director Responsibilities

The Membership Director should:

1. Encourage recruitment and retention of Members;
2. Maintain membership records and contact information;
3. Coordinate Club and NCCC membership renewals;
4. Distribute promotional or welcome materials as appropriate; and
5. Perform additional membership-related duties assigned by the Board of Directors.

Section 6. Social Director Responsibilities

The Social Director should:

1. Coordinate and promote Club social activities and events;
2. Communicate event information to the Membership;
3. Assist with planning and organization of Club gatherings;
4. Recognize Member milestones and special occasions as appropriate; and
5. Perform additional social or event-related duties assigned by the Board of Directors.

Section 7. Editor Responsibilities

The Editor should:

1. Gather and publish information of interest to the Membership;
2. Coordinate publication of reports, announcements, and event information;
3. Distribute Club communications through approved methods; and
4. Perform additional publication or communication duties assigned by the Board of Directors.

Section 8. Public Relations Director Responsibilities

The Public Relations Director should:

1. Promote Club activities, events, and community involvement;
2. Coordinate promotional materials and public displays when appropriate;
3. Assist with advertising, sponsorships, and community outreach; and
4. Perform additional public relations duties assigned by the Board of Directors.

Section 9. Points Director Responsibilities

The Points Director should:

1. Maintain and track Club points standings;
2. Provide periodic points updates to the Membership;
3. Coordinate year-end points awards within approved budgets; and
4. Perform additional points-related duties assigned by the Board of Directors.

Section 10. Hearts and Flowers Coordinator Responsibilities

The Hearts and Flowers Coordinator should:

1. Coordinate messages, cards, flowers, or other expressions of support or recognition on behalf of the Club;
2. Operate within approved budgets;
3. Submit reimbursement requests in accordance with Club procedures; and
4. Perform additional duties assigned by the Board of Directors.

Section 11. Historian Responsibilities

The Historian should:

1. Maintain and organize Club historical records and artifacts;
2. Preserve records of significant Club activities and events;
3. Coordinate storage or display of historical materials as appropriate; and
4. Perform additional historical duties assigned by the Board of Directors.

Section 12. National Corvette Museum Ambassador Responsibilities

The National Corvette Museum Ambassador should:

1. Maintain communication between the Club and the National Corvette Museum;
2. Comply with applicable NCM Ambassador program requirements;
3. Share relevant NCM information with the Membership; and
4. Perform additional ambassador-related duties assigned by the Board of Directors.

Section 13. Webmaster Responsibilities

The Webmaster should:

1. Maintain and update the Club website and related electronic communication platforms;
2. Coordinate posting of authorized Club information;
3. Assist in maintaining the security and integrity of electronic Club information; and
4. Perform additional technology-related duties assigned by the Board of Directors.

Section 14. Sergeant-at-Arms Responsibilities

The Sergeant-at-Arms should:

1. Assist the presiding officer in maintaining order during meetings and Club functions;
2. Assist with meeting logistics as requested; and
3. Perform additional duties assigned by the Board of Directors.

Section 15. Quartermaster Responsibilities

The Quartermaster should:

1. Maintain inventories of Club property, equipment, and supplies;
2. Assist with storage, maintenance, transport, and distribution of Club property; and
3. Perform additional property management duties assigned by the Board of Directors.

Section 16. Photographer Responsibilities

The Photographer should:

1. Document Club meetings, events, and activities through photographs and related media;
2. Coordinate sharing of photographs and media with authorized Club representatives; and
3. Perform additional photography or media-related duties assigned by the Board of Directors.

Section 17. Past President Responsibilities

The Past President should:

1. Provide historical and procedural guidance to Club leadership;
2. Assist with leadership transition and continuity efforts; and
3. Perform additional advisory duties assigned by the Board of Directors.

Section 18. Chaplain Responsibilities

The Chaplain should:

1. Provide spiritual support or encouragement to Members when appropriate;
2. Participate in ceremonial or memorial activities of the Club;
3. Assist with prayers or blessings at Club events when requested; and
4. Perform additional ceremonial or support duties assigned by the Board of Directors.

Section 19. Social Media Moderator Responsibilities

The Social Media Moderator should:

1. Assist in monitoring and maintaining the Club's social media platforms;
2. Coordinate posting of approved Club information;
3. Assist with maintaining administrative access to Club social media accounts; and
4. Perform additional social media-related duties assigned by the Board of Directors.

Section 20. Technology Coordinator Responsibilities

The Technology Coordinator should:

1. Assist with setup and operation of virtual or hybrid Club meetings;
2. Coordinate technical support for electronic communications and meetings;
3. Assist with maintaining administrative access information for Club technology platforms; and
4. Perform additional technology-related duties assigned by the Board of Directors.

ARTICLE VI
Committee Procedures

Section 1. Committee Administration

Committee chairs should provide reports to the Board of Directors or Membership as appropriate and maintain records of committee activities when requested by the Board of Directors.

ARTICLE VII
Amendment of Standing Rules

These Standing Rules may be adopted, amended, suspended, or rescinded by a majority vote of the Membership or by majority vote of the Board of Directors, provided such actions do not conflict with the Bylaws or applicable law.

Amendment History

Date

June 3, 2026

Section(s) Amended

Original Standing Rules