



**SAN ANTONIO  
CAMARO CLUB**  
www.satxcamaro.com

## **BYLAWS**

### **ARTICLE I – NAME**

The name of the club will be San Antonio Camaro Club (SACC), hereafter referred to as the Club. SACC shall be a nonprofit organization.

### **ARTICLE II – PURPOSE**

The Club is formed to develop a sense of camaraderie, enthusiasm and loyalty among Camaro enthusiasts through the dissemination of technical and practical information, business meetings, social activities, and to support worthy charitable organizations in the San Antonio and surrounding area.

### **ARTICLE III – MEMBERSHIP**

Membership in the Club will be open to anyone 18 years or older and their significant others. Membership is defined as members who have paid individual and annual dues and are in good standing with the Club.

1. A member may attend all meetings and functions.
2. A member may hold an elected office and may vote.
3. A member will receive a Club T-shirt for the first year of membership. Additional Club T-shirts will be made available for a fee.
4. Persons wishing to join the Club will submit a completed application with required dues to the Club Treasurer or any Club officer.
5. An applicant will be subject to approval by the Board of Directors (BoD).

### **ARTICLE IV – DUES**

A. Dues will be \$30.00 for members annually. Members joining between January 1<sup>st</sup> and June 30<sup>th</sup> will pay the full \$30.00. Members joining between July 1<sup>st</sup> and December 31<sup>st</sup> will pay the prorated amount for the balance of the current year, plus the full dues for the following year. Thereafter, annual dues should be renewed no later than January 31<sup>st</sup> of each year.

B. The amount of the dues can be reviewed by the membership and can only be changed with a majority vote of the voting members present at a business meeting.



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C. Membership dues will be collected at the time of application.

D. Annual dues are nonrefundable and should be renewed no later than January 31<sup>st</sup> of each year.

#### **ARTICLE V – VOTING**

A. Every member is entitled to one vote each.

B. Unless otherwise stated in these Bylaws, a simple majority vote of those voting members present at a business meeting will carry a vote.

#### **ARTICLE VI – MEETINGS**

A. The business meeting will be held monthly at a location, date, and time to be agreed upon by a consensus. A consensus is defined as the majority of those voting members present at a business meeting. The locations will be determined in advance and will be posted on the website.

B. An Executive Session of the BoD will meet as needed.

C. The President will preside at all meetings. In the absence of the President, the Vice President or other designated officer will preside.

D. The meeting minutes from the prior month's business meetings will be prepared within 7 calendar days following a business meeting and submitted to the BoD for review. The minutes will be read at each monthly business meeting:

1. The published minutes will stand as published unless changes are submitted in writing to the BoD prior to the next business meeting.
2. The minutes will be approved by a majority vote of the voting members present at a business meeting.
3. A financial statement will be available to all members at each meeting.

#### **ARTICLE VII – OFFICERS AND ELECTIONS**

A. The officers of the club will be the President, Vice President, Treasurer, Secretary, Sergeant at Arms, and five Directors.

Each officer will be elected by a major vote of the voting members by open vote.



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Officers will be nominated in September. Voting will take place at the November monthly meeting with the elected officers assuming their roles immediately and serving in office for a period of one calendar year. Partial terms are not counted as part of a full term.

- B. Nominations for office will be made from the floor by the membership at the September business meeting. In the event that no nominations are received, the BoD can make a determination that the current officer may continue in their held office for an additional calendar year.

If a member is unable to attend the meeting, the member may vote by proxy. The BoD will allow proxy voting upon receiving notification from the absent voting member but not later than the opening of the monthly meeting.

- C. If the office of the President becomes vacant for any reason during the calendar year, the Vice President will assume the office of President.

- D. If the office of any of the BoD members becomes vacant during their elected term, that vacancy will be filled by an appointment by the President for the remaining term. Any appointments to office will be announced in the following meeting and be recorded in the meeting minutes.

#### **ARTICLE VIII – CONDUCT COMPLAINT AGAINST AN OFFICER OR MEMBER**

- A. A formal complaint for conduct unbecoming of an officer or member must be presented in writing to the BoD of the Club and voted on by the BoD. For example, reckless driving at a Club-sanctioned event that puts the member and/or others at risk of bodily injury or death. Members must handle themselves in a professional manner during any club sponsored activity.
- B. The BoD will appoint a committee within 15 days upon receipt of the complaint to investigate the allegations.
- C. Copies of the request and allegations must be presented to the accused within 15 days of receipt.
- D. The committee will investigate and report to the BoD members of the Club within 30 days.
- E. The findings and recommendations of the investigating committee must be reported at the first business meeting following the report to the BoD. Removal will only be



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accomplished by a majority vote of the BoD members present at the Executive Session of the BoD. If found guilty, this infraction will put a member on probation for a month and be kept on record for one year by the Secretary.

F. At the conclusion of the investigating committee's report, the committee will be dissolved.

#### **ARTICLE IX – PROPERTY AND FINANCE**

- A. The members of the SACC are relieved of any personal liability to include debts, liabilities, or obligations of the SACC.
- B. Property and items purchased by the Club will be the sole property of the Club.
- C. If the Club disbands, the property of the Club will be disposed of in accordance with the majority vote of the BoD members present at an Executive Session of the BoD.
- D. Checks and other orders for payment of monies in the name of the Club will be signed by the Treasurer or President.
- E. Financial policies may be changed by a majority vote of the BoD members present at an Executive Session of the BoD and announced at the next monthly meeting. Any changes will be recorded in the monthly meeting minutes.
- F. The BoD will audit the Club's assets annually.

#### **ARTICLE X – AMENDMENTS TO THE BYLAWS**

- A. Amendments to the Bylaws will be by a simple majority of the vote of the BoD present at an Executive Session of the BoD.
- B. Amendments to the Bylaws will not be voted on until the meeting following publication of the proposed amendments.

#### **ARTICLE XI – OFFICER JOB DESCRIPTIONS**

- A. There will be a separate comprehensive written job description for BoD positions.
- B. The duties of the **President** will include, but not be limited to:
  - 1. Preside over all Business Meetings and Executive Sessions of the BoD.



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2. Appoint committees, as necessary, to meet the needs of the Club.
3. Maintain and develop relationships with: General Motors, our sponsors, and other Clubs.
4. Provide planning and strategies that support the Club's welfare and future success.

C. The duties of the **Vice President** will include, but not limited to:

1. Preside over all Business Meetings and Executive Sessions of the BoD in the absence of the President.
2. Arrange and schedule monthly Business and Executive Sessions of the BoD.
3. Assist the President when required.
4. Maintain physical asset inventory and control.
5. Coordinate charitable activities.

D. The duties of the **Treasurer** will include, but not be limited to:

1. Make all Club payments and deposits of funds.
2. Keep said funds on deposit in a financial institution.
3. Supervise the purchasing and sale of merchandise.
4. Supervise all fundraising programs.
5. Provide a financial statement to Club membership at meetings.
6. Make financial records available to the BoD for the annual audit.

E. The duties of the **Secretary** will include, but not be limited to:

1. Keep the minutes of the Business Meeting and the Executive Sessions of the BoD and submit them to the officers.
2. Maintain all written communications for the Club.



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3. Maintain all officers' job descriptions.
4. Maintain the Club's Bylaws.
5. Maintain a Corporate Book.
6. Maintain historical information to include events, meets, charities supported, etc.
7. Complete all required nonprofit organization requirements with the State of Texas.
8. Prepare and distribute meeting minutes to the BoD within 7 calendar days following a business meeting.

F. The duties of the **Sergeant at Arms** will include, but not be limited to:

Maintain order and discipline during Club meetings.

H. Committees will be organized to manage several functions of the SACC, to include but not limited to:

1. Apparel and Marketing
2. Charities
3. Membership
4. Member Wellness
5. Mod Days
6. Racing
7. Road Trips
8. Club History

## **ARTICLE XII – RULES OF ORDER**

The current edition of Robert's Rules of Order will be the final source of authority in all questions of parliamentary procedures provided they are consistent with the Bylaws of the Club.