



Corvette Club of Arizona

Standing Rules & Procedures (SRPs)

As Approved by the Board of Directors
September 20, 2012

Dates of Amendment:

February 19 , 2026 (Secretary/Webmaster duties)

January 15, 2026 (CCA Activities defined)

October 17, 2024, to be effective January 1, 2025

July 21, 2023

July 21, 2022 (dues 8/4/22)

October 21, 2021

May 20, 2021

December 20, 2018

September 19, 2017

August 17, 2017

July 16, 2015

October 17, 2013

March 21, 2013

December 13, 2012

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Section 1 Standing Rules & Procedures

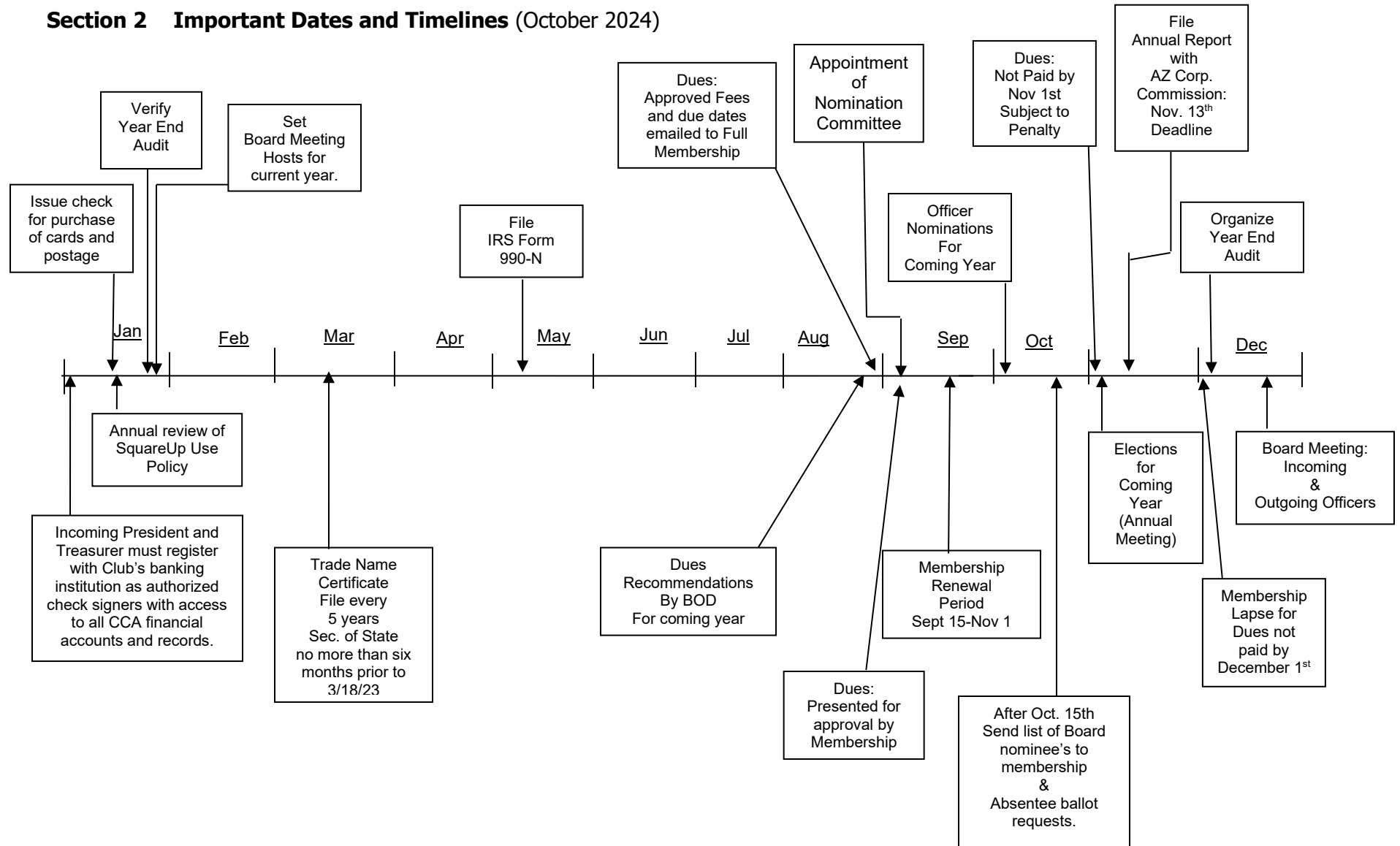
As per Article IX of the Corvette Club of Arizona Bylaws, the Club shall create and maintain written guidelines entitled "Standing Rules & Procedures." SRPs are to include, but are not limited to, general policy statements and procedures for the day-to-day operation of CCA not specifically covered or detailed by the Bylaws. SRPs cannot be in conflict with the Bylaws, which take precedence over the Standing Rules & Procedures. Unlike Bylaws, Standing Rules & Procedures, unless otherwise stated, can be created or amended during a Board Meeting by a simple majority of Board members present.

An official written record of the Standing Rules & Procedures will be maintained by the Secretary and a copy posted on the CCA website. Any and all changes or additions to the SRPs must include the date of approval for individual additions or changes to existing Rules and Procedures. For major revisions to the SRPs, the approval date must appear for the section heading or paragraph impacted (December 20, 2018).

(Approved for addition to the SRPs 3-21-13) The Board shall collect suggested amendments to the SRPs and vote upon the proposed amendments no more frequently than quarterly, unless the Board considers an issue to be critical in nature. (March 21, 2013).

Corvette Club of Arizona Standing Rules & Procedures

Section 2 Important Dates and Timelines (October 2024)



Section 3 Legal Obligations (December 20, 2018)

The **Corvette Club of AZ, Inc.** is an Arizona-based corporation and qualifies as an IRS non-profit tax-exempt Social Club. Furthermore, the Club holds a certificate from the Arizona Secretary of State identifying the Club to be "Doing Business As" (DBA) the **Corvette Club of Arizona**.

Federal Tax Status and Requirements

The Corvette Club of AZ, Inc. is registered with the IRS as a non-profit 501(c)(7) Social Club, with Employer Identification Number, EIN 82-3764986 (also called a Tax ID or TIN).

To remain in compliance with IRS statutes, the **Club Treasurer** is responsible for annually **filing IRS Form 990-N by May 15th** for the previous year. The document can be filed electronically anytime between January 1st and May 15th. Use the link below to obtain further information and for completing and submitting Form 990-N:

<https://www.irs.gov/pub/irs-pdf/p5248.pdf>

Upon filing, Treasurer should print two copies of the filing. One copy for the Treasurer's accounting records (even though no fee is due) and one copy filed with the club Secretary. The Treasurer must notify the Board upon completion of annual filing.

If Form 990-N is not filed for three consecutive years, Corvette Club of AZ, Inc. will automatically lose its tax-exempt status. Re-establishing tax-exempt status will require a new filing and fee.

Additionally, a 501(c)(7) organization can receive no more than 35% of its annual gross income from sources outside of its membership. For CCA, non-member income is usually only generated through CCA car shows. Income from members and non-members will need to be detailed by the Show Chair and submitted to the treasurer for accounting purposes. Annual documentation does not need to be submitted to the IRS, but needs to be available if requested.

Arizona Corporation Commission

Corvette Club of AZ, Inc., must renew its corporate charter with the Arizona Corporation Commission on an annual basis by submitting an **Annual Report**.

Filing of renewal and payment of fees is the responsibility of the **Club Treasurer**.

Renewal must be filed and fees paid before November 13th of each year.

Electronic filing period begins three months prior to the November 13th due date.

The renewal process can be completed on-line by using the link below. When link is open, "search" Corvette Club of AZ, Inc. to access account.

<https://ecorp.azcc.gov/AzAccount?sessionExpired=False>

Section 3 Legal Obligations

Arizona Corporation Commission - Continued

Information needed for renewal filing:

1. Debit or credit card for payment – fee is usually \$10.00
2. Reference copy of previous year's Annual Report which is also posted on Commission site
3. Submission requires listing the names and addresses of Board Members under "Director Information". Information may be submitted after CCA Board elections the first week of November but before the November 13th filing deadline.

Frank Hagan along with his home address is listed as Statutory Agent, a role he has fulfilled for a number of years. Club officers leave office on an annual basis while Frank is a long-standing member and prior officer of the club. As such, Frank will remain listed as Statutory Agent until he elects to remove himself from such position or the Board selects another agent.

Upon filing, Treasurer is to print two copies of filing. One copy to be kept in the Treasurer's accounting records and one copy filed with the club Secretary. The Treasurer must notify the Board upon completion of renewal filing.

Arizona Secretary of State

The Trade Name Certificate (DBA) from the Arizona Secretary of State has been issued to the Corvette Club of AZ, Inc. The DBA name is Corvette Club of Arizona.

The certificate was issued on 3/18/23 and is valid for a period of five (5) years ending on 3/18/28.

No more than six months prior to the expiration of the Trade Name Certificate on 3/18/28, CCA must file with the Secretary of State to renew the certificate and repeat the process every 5 years thereafter within six months of the certificate issuance anniversary of 3/18/28 (Five year renewal periods ending: 3/18/33, 3/18/38...).

Certificate renewal is completed on line at:

<https://azsos.gov/business/trade-names-trademarks>

Search: Corvette Club of Arizona

There is a nominal fee for renewing the certificate with the State.

Special Note: The original certificate was applied for by the 2023 President, Tom Palmer, who is listed as the certificate "Owner." Tom is the person of record and the only club member who can reapply for the renewal prior to March 18, 2028. If Tom Palmer (or any other subsequent certificate "owner") is not a member of the Board at the time of certificate lapse (after March 18th) then the current **Club President** shall apply for a "new" certificate and become the certificate "owner". The fee for a new certificate is the same as a renewal.

Section 4 Membership (July 2023)

1. Based on the growing size of CCA membership, CCA members will not recruit but only welcome any Guest who attends our meetings or activities until further notice.
2. The Board of Directors will have the option to curtail membership. This limit will be in effect until membership declines or a larger meeting facility is secured.
3. Membership in CCA for part-time Arizona residents will carry no additional restrictions or requirements as compared to full-time residents.
4. Continuation of Full Membership may be approved by the Board for a current member who has ordered but not yet received a new Corvette, once Chevrolet notifies that the order is received and accepted with an order number.

Membership – New Members (December 20, 2018)

Any person (including spouse or domestic partner) who currently owns or leases a Corvette and is considering membership in CCA and/or is in the process of fulfilling CCA membership requirements as specified in Article III, Section 1 of club Bylaws is considered a **Guest** of CCA. Guests carry no membership status but are invited to attend club functions and activities to fulfill membership requirements based on a space available priority.

Steps to CCA Membership: (Overview)

1. Attend a CCA event
2. Fulfill Membership requirements
3. Submit Membership Application and documents
4. Board of Directors - Actions and responsibilities
5. Notification

Step 1: Attend a CCA Event

The membership process usually begins with a Guest attending a General Membership meeting.

Membership Chair (MC) is responsible for welcoming all meeting Guests:

1. Introduce Guest to membership.
2. If Guest expresses further interest in CCA
 - A. Obtain contact information and "Authorization to Contact".
 - B. Provide Guest Information Packet.
See Section 18, Attachments – "Guest Information Packet"

Step 2: Fulfill Membership Requirements (Jan 2026)

Guest Must:

1. Attend at least two (2) General Membership meetings
2. Participate in three (3) unique CCA events. A CCA event is one that originates from within the club and is hosted by a CCA member.
 - A. CCA Event must be open to all CCA Members.
 - B. CCA Event must be posted on CCA Calendar. While CCA may list non-CCA events, participating in these events does not count towards fulfilling the requirements for a guest completing the membership application. Non-CCA events shall be identified in Red on the CCA calendar.

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- C. CCA members have first priority (seven day advance notice) over guests in attending an event with attendance limitations.
- D. Guest is responsible for any additional costs if attending a subsidized event.
- E. Attending a Chicks, Roosters Lunch or Vette Set Lunch/Dinner counts as one (1) event towards the membership application.
- 3. Meet all membership requirements as specified in Bylaws Article III, Section 1.
- 4. All requirements must be completed within a 12-month period. (This may be extended by the Board).

Step 3: Membership Application and Documents

After completing step 2 above, Guest submits to MC:

- 1. CCA Application
- 2. Current Digital Picture
- 3. Payment of CCA dues

Step 4: Board Actions and Responsibilities

Membership Chair – Part I:

- 1. Is key contact person for any Guest seeking membership
- 2. Records contact information and participation history
- 3. Provides Guests with CCA event flyers or announcements
 - A. Delayed seven days from CCA member receipt for events with attendance restrictions
- 4. Oversees membership process but does not prompt or remind Guests to complete steps
- 5. Provides Board members with copies of completed application paperwork and documents prior to next scheduled Board Meeting
 - A. Based upon date of receipt of Guest materials, distribution to Board can be delayed until following meeting

Board of Directors:

- 1. In advance of Board meeting, review applicant materials
- 2. If unable to attend meeting, provide comments to MC or President
- 3. Review/discuss applicant
 - A. Membership approval requires a "yes" vote by a majority of Board Members present
 - B. MC should make sure all paperwork is complete before presenting to the board.

Membership Chair - Part II (upon Board approval of new member)(July 2022)

- 1. Dues Payments:
 - A. Submit new member's dues payment to CCA Treasurer
- 2. Provide WM with new member contact info to provide login and password for CCA Website
- 3. Update Club Roster and Member Profiles

4. Order:
 - A. Name badge(s) from approved vendors.
5. Make an effort to find a Mentor to touch base at the first several meetings and events to further the inclusion of the new members(s) to the CCA

Step 5: Notifications

Membership Chair Action items – Part III

1. Welcome new member to CCA
2. Distribute or provide electronic communication announcing new member to CCA membership (include photo)
3. Introduce New Members at next possible General Membership meeting
 - A. Present new member welcome bag
See Section 18, Attachments "New Member Welcome Bag"
4. For Applicants receiving a "No" vote of approval
 - A. Tactfully share the bad news with the Applicant
 - B. Return the Applicant's check, applications, etc.

Membership – Former CCA Members (December 20, 2018)

CCA members in good standing may elect not to renew their membership for a variety of reasons but may later seek to rejoin the CCA family.

Steps to Membership – Former CCA Members

If club members have personal knowledge of the former member and are willing to stand on behalf of the former member AND the former member was a CCA non-member for a period of three (3) years or less, the Board may vote to waive the following requirements:

1. Attend two General Membership meetings
2. Participate in three club events or activities

The former member must still meet all other requirements for membership including:

1. Compliance with all CCA Bylaws for club membership.
2. Updated CCA Applications for Membership.
3. Current Digital photograph(s).
4. Payment for club dues.
5. Approval vote by a simple majority of Board Members in attendance during a regularly scheduled Board Meeting.

Membership Application Forms

CCA New member application forms must be accessible for Guests on the club's public section of the website. (December 20, 2018)

See Section 18 – Attachments:

"Corvette Club of Arizona Membership Application"

Section 5 Membership Dues

Purpose of Dues

Annual membership dues are collected to provide monies for club expenses. Such items may include office supplies, postage, website operation, and club subsidies for designated events.(December 20, 2018)

See Section 18 Attachment: Membership Dues 4

To supplement activities of the Club, CCA may conduct various events such as car shows, fund raisers, and assorted other activities approved by the Board. These supplemental activities produce additional club funding for the purpose of underwriting or subsidizing charitable activities and activities benefiting club members as a whole and never an individual member.

Any recommendation for increased dues by the Board should be considered reasonable and adequate for the benefit of club members and the financial management of the club.

It is "suggested" but not mandated the Board distribute to the general membership the Board's recommendations for increasing club dues prior to the general membership vote to approve the recommendation.

Upon approval of club dues, due dates and late fees by the General Membership, but no later than August 30th, the Treasurer will send written notification to all club members via email or other form of written communication, apprising membership of the approved fees and due dates for the upcoming year.

See Section 18 - Attachments: Membership Dues 4

Membership Renewal Period

Members should submit their dues payment for the upcoming year to the club Treasurer or other designated Board Member beginning September 15th and ending no later than November 1st of the current year.

Late Renewals & Penalties

Renewal dues received after November 1st by the Treasurer are subject to assessment of a late fee.

The date of December 1st is the date CCA established as the membership lapse date for CCA members who have not paid their dues for the upcoming year by December 1st as defined by Article III, Section 4 of the Bylaws.

Clarification: Membership does not lapse for current year but for the coming year if a CCA member's renewal dues are not received by December 1st.

New Member Dues

Dues are pro rated starting the 1st of the month following Board approval of membership. See Section 18, Attachments – Membership Dues 4

Dues & Renewal Schedule

For current dues and payment dates, see:

Section 18, Attachments – Membership Dues 4

Section 6 Club Finances

Cash on Hand

CCA will endeavor to maintain a cash-on-hand balance of six thousand dollars (\$6,000.00) to begin each calendar year. Amount is subject to adjustment by the Board to ensure sufficient funds are available to cover operating expenses for club-sanctioned events and to preclude CCA's inability to satisfy obligations.

Spending CCA Funds (May 2021)

CCA funds cannot be used by or for the private benefit of individual club members. CCA funds can only be used for activities and expenses that are applicable to and available to the general membership.

CCA asset acquisitions over \$100 must be approved by the Board, with full accountability to the membership.

Banking

Banking is conducted through a Bank branch location convenient to the club Treasurer. Banking services can be provided by any banking chain upon approval by the Board of Directors.

Check writing privileges (May 2021)

The club Treasurer and President are designated officers in the club with check writing privileges. They must have their individual privileges recorded with the club's banking institution no later than January 15th of each year.

The President and Treasurer are designated check writers, and will both have electronic access to the bank account with separate passwords and pin numbers. Bank policy requires a copy of club Meeting Minutes (election results) identifying the new President and Treasurer (and possibly Secretary and VP) as Club officers. Previous check signers shall be removed at this time, and confirmed with the bank 30 days later.

Designated check writers have the authority to write individual checks for payment of valid CCA expenses and obligations not exceeding \$1,000. Exception to this limit applies to payments of club obligations associated with a contract or other written agreement signed by an authorized member of CCA and approved by the Board.

Checks exceeding the \$1,000 limit require a second level of authorization or counter approval. Historically, the authorization was obtained by having a designated Board Member, usually the President or VP countersign the check. However, for convenience, a counter approval can be obtained through email or other written electronic confirmation initiated by the check writer and acknowledged by another Board Member, usually the President or VP. Checks written by the President that exceed the \$1,000

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limit must also be counter approved by either the Treasurer or VP. In all cases, a hard copy of all electronic counter approvals must be maintained by the Treasurer.

Debit Card

The Treasurer is approved to hold a business debit card on behalf of the club with use of the card limited to conduction of approved CCA business activities. The names appearing on the debit card includes the Corvette Club of Arizona and the Treasurer. The Treasurer is not required to personally apply for the card using his or her personal history since the card is the property of the Corvette Club of Arizona with the Treasurer being the authorized user.

At the end of the Treasurer's term, the card must be surrendered to the out-going President prior to or at the December Board Meeting. The out-going President will destroy the card and notify the Board of such. When registering as an authorized check signer, the incoming Treasurer will apply for a new debit card in the name of CCA and the incoming Treasurer.

Payment of CCA expenses or obligations using the Club debit card are subject to the same limitations as addressed under "Check Writing Privileges" of these SRPs and must be fully documentable.

Square (July 2023)

A SquareUp account has been established in the name of the Corvette Club of Arizona. The SquareUp account is linked to the club's checking account so all monies deposited into the SquareUp account can be transferred electronically to the club's bank account. Access information to the SquareUp account is maintained by the Treasurer and disclosed to the President.

A CCA email address must be maintained and is required to be on file with SquareUp to facilitate communication. The club's designated email address is

corvetteclubofarizona@yahoo.com and is maintained by the club Treasurer.

SquareUp sends notifications to the email account alerting CCA of posted transactions or of other forms of account communication. There is no requirement to use Yahoo as our email provider, other than it is available without charge.

General maintenance and monitoring of the email account falls under the jurisdiction of the Treasurer.

When the SquareUp payment option has been activated on our website for car shows, the club representative tracking event registration must access the email account in order to capture registration information collected by SquareUp. Access to the email account does not provide access to the club's SquareUp account.

For further details, see Section 18, Attachments: "SquareUp Use Policy" **5**

Contracts (May 2021)

All contracts, notes or other obligations for payment exceeding \$1,000 shall be approved by the Board and signed by the President or a designated club member, such as the MMT or Large Subsidized Events.

In the case of MMT where disclosure of contract information or other payment fulfillment may disclose the location of the trip, the MMT Host has the authority to sign the contract after review and approval by the President, but must inform the Board of the contracted obligation (submission of proposed event budget) with full disclosure after the completion of the trip.

Section 7 Meetings

General Membership Meetings (May 2021)

Meetings are normally held monthly on the first Thursday of each month (second Thursday in the event the first Thursday is a holiday) and begin at 7:00 p.m. Meetings are held at a Board approved location. Meeting times and locations can vary based on special events, restaurant (or other venue) selection or needs of the club and/or membership.

Future increase in our club membership may necessitate the need for the club to seek potential new meeting locations and dining options on an on-going basis.

All meeting times and locations must be published on the CCA website and in the club calendar of events. Changes in normal times or locations must also be communicated to the general membership through email or other electronic method at least 14 days prior to the meeting.

General Member meetings usually include an opportunity to socialize before or after the meeting. Location selection is open to suggestion from members with arrangements usually set up and managed by the Activity Team.

Meeting Raffles/Drawings

Raffles/drawings are optional and can be held as part of the General Membership meeting and conducted by the club Vice President. The Treasurer is responsible for working with the Board to secure prizes. Reimbursement for any prize approved by the Board is payable to the purchasing party by the Treasurer. Raffle tickets are sold to meeting attendees (membership not required) at a rate determined by the board. The following drawings have been traditionally held each meeting:

50/50 Drawing (May 2021)

The first ticket drawn receives 50% of all monies collected for the meeting's raffle. The remaining 50% goes to the club's general budget and less the amount put into the Name Badge Drawing (usually \$5).

Prize Drawing

If additional prizes are available for the meeting, the remaining tickets from the 50/50 Drawing are left in the container and any raffle prizes available for the meeting are distributed as tickets are drawn, one prize at a time. Appropriate prizes from any sources are welcome.

Drive your Corvette Drawing

A ticket separate (usually a different color) from the 50/50 prize drawing is distributed to each member who "drove" a Corvette to the General Membership meeting. The winner of the drawing is awarded a prize selected by the Board or VP.

Name Badge Drawing (October 2024)

A container maintained by the Treasurer contains tabs with the name of each club member appearing on one tab. One tab is drawn from the container each business meeting and the member's name who appears on the drawn tab wins the "pot", but only if they are present and must be wearing their official club name badge. If the name of the person drawn is not in attendance or is not wearing their club name badge, then the pot is rolled over to the following month.

The pot is funded each meeting from the club's portion of the 50/50 drawing. The money is deposited into the pot prior to the Name Badge drawing. The amount deposited to the pot (currently \$5) is established by the Board.

Board of Director Meetings (July 2022)

Meetings are normally held monthly at 9:30 or 10:00 a.m. on the third Thursday of each month, as agreed to by the new Board at the beginning of the year, unless conflicted by holiday or other event. Meetings are usually held at Board Member homes on a rotating basis. Meeting time may be changed to 7:00-7:30 p.m. if a Board member or general member requesting attendance cannot accommodate the morning meeting.

The Activity Director will host the January Board Meeting. At the meeting, the Activity Team will allow Board Members to select a month during the year they wish to host the Board Meeting. The President will host the December Board Meeting for the outgoing and incoming Board Members. If the number of Board Meetings during the year exceeds the number of Board positions, Board Members will be asked to volunteer to host an additional meeting(s). Board Members will be able to exchange hosting dates with other Board Members if the need arises.

The spouse or guest of a Board Member is welcome to attend the meeting for the social aspect or to sit in on the meeting. Snacks, refreshments, and/or lunch are normally provided (but not required) after the meeting by the host Board Member. Based on the host's preference, a meeting may be held at a local restaurant or meeting facility. The host is responsible for arranging the meeting location and providing notification to the Activity Director and other Board Members. The host of the Board meeting must be published in the club calendar of events.

Board meetings are always open for any club member to attend. If a non-board member wishes to attend a meeting, please notify the host at least one week in advance of the meeting.

As an alternative, Board Meetings may be held remotely using electronic media. Any changes in meeting format, location or medium must be disclosed to the general membership in advance of the meeting. Costs for such meetings must be taken into

consideration and approved by the Board at least two weeks in advance of the scheduled meeting.

A Board Member who is legitimately unable to attend a Board Meeting may, if available, attend remotely. However, the preferred method of conducting Board Meetings is through personal attendance by all Board Members.

Board Members elected for the upcoming year are strongly encouraged to attend the final Board Meeting of the year conducted by the outgoing Board. This transition allows the incoming members to observe a board meeting, receive a general briefing from the outgoing board and take possession of any CCA materials not already transferred to the new board member from the departing member.

Club members holding Appointed/Volunteer positions within the club are welcome to attend all Board Meetings or on an "as needed" basis. If attending, they should notify the meeting host in advance of the meeting.

Section 8 Logo & Creative Content

Logo Protection (May 2021)

The club and its members will make every effort to remain in compliance with the design of the club logo defined by Article I, Section 4 of our Bylaws. The logo will be used on all official CCA correspondence, trophies, plaques, etc., whenever possible.

GM Corporate has approved this logo, and any changes within the perimeter of it would require their re-approval, a very arduous process. Any additions/changes/banners for special occasions should be made outside the perimeter of the logo, and approved by the Board in advance of its use.

New Logo

The selection of a new logo must be under the direction of a committee expressly appointed for this purpose. Considerations by the committee should include but are not limited to reasons for change, longevity of new logo, printing and reproduction considerations, costs, impact on the club's current identity, etc. Any changes to the club's current logo must be approved by a two-thirds vote of the general membership.

Any modification, for special circumstances, to the official logo specified in Article I, Section 4 of the CCA Bylaws must be approved by the Board in advance of the printing or reproduction of the logo.

Creative Content (July 2022)

Any creative content or photos provided to the club become club property, unless the original content submitter requests otherwise when the content is provided. The car show spreadsheets provided by Garry Mion are to be used by CCA only.

Section 9 Activities (August 17, 2017)

Club activities include a multitude of activities and events, some informal and others highly organized. The majority of events are hosted or chaired by club members.

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Events may also be organized by other clubs, merchants or vendors to which CCA members have been invited to participate.

1. The popularity of CCA activities and events or location logistics may, at times, necessitate limits on the number of participants.
2. Event hosts may place limits on the number of club members who may participate in a specific event based on predetermined space available restrictions.
3. A priority notification of a club event or activity with attendance limits will be distributed via email to members during evening hours preferably between 6:00 and 8:00 PM.
4. Guests will be invited to attend a club function or event no sooner than seven (7) calendar days following priority notification being made available to our Full or Reciprocal Members.

Examples of club activities may include but are not limited to: (October 2021)

Annual Events:

- Founder's Day Celebration
- Spring and Fall Car Shows
- Magical Mystery Tour
- Progressive Dinner
- Christmas Party/Recognition Dinner

Other popular Events:

- Day and overnight Drivers
- Vette Set Dining

Parties

- Charitable events and activities
- Game Nights
- Special Events

Event Host, Chair or Coordinator

Any member interested in hosting or chairing a club event or activity will need to coordinate the event and date with the Activity Director. The event Host/Chair will keep the Activity Director informed of any significant progress with the event.

It is common for events to have a co-host or co-chair to share the responsibilities of the event and reduce work load on individual members.

For directions and guidelines in setting up a club event, see
Section 18, Attachments:

"Guidelines for Conducting a Club Event or Activity" 6

"Guidelines for Planning Drivers"	7
"Rules of the Road During Driver"	8

Activity/Event Fees (October 2021)

If a fee is required, hosts should relay the cost as part of the event registration. All club related events, with the exception of those pre-approved for club subsidy, are intended to be self-supporting.

No subsidies are paid for non members; subsidies are only paid for members.

For special and/or large events requiring a budget, activity fees recommended by the event host must be approved by the Board of Directors.

Activity Fee Collection (July 2022)

For nominally priced events where the club will not be cutting checks for event expenses, the host may elect to receive event or registration fees directly from club members and guests. Events where the club will be issuing checks or subsidizing payment of any expenses will require all fees collected for the event to be turned over to the CCA Treasurer for accounting and tracking purposes. The Treasurer will in turn issue checks to appropriate parties for event expenses or refunds submitted on the Expense Report Form.

Host's Activity Fee (October 2021)

A member couple hosting MMT will attend the event free of charge. The expenses for the host couple will be added into the total cost of the event and divided evenly among all event attendees. If two couples host the event, each couple will receive one-half the amount credited to the single host.

Refunds

An event or activity deposit or payment will be refunded less any expenses incurred by either the club or the event host should a cancellation by the member or guest occur.

In the event excess funds are collected for a subsidized event, the Board will determine if the amount exceeding final expenses justifies a refund to club participants or if the excess is a nominal amount per participant and should be retained by the club treasury.

Club Subsidies/Underwrites for Activities/Events (October 2021)

Founder's Day, MMT, Hosts Thank You Party, and and the Christmas Party/Recognition Dinner are events approved for club subsidies or underwrites. The amount of subsidy is dependent on event history, financial condition of the club as well as all other expenses anticipated by the club. All subsidy requests must be submitted by the club host(s) at least 60 days prior to the event for approval by the Board.

Activity/Event Budget

The Host/Chair for a subsidised club event is required to submit a budget to the Board for approval whenever fees are being collected in the name of CCA or whenever CCA is subsidizing the event or participating in the payment process for expenses associated with the event.

For all other events, the host/chair is strongly encouraged to submit an event budget to the assigned Activity Director for review. The submission and review of a budget can serve to protect the host as well as the club from experiencing unanticipated cost overruns or planning oversights. Events falling under the scope of this paragraph become the responsibility of the host relative to cost overruns or losses. Any losses or unexpected expenses associated with the event should be reported to the Activity Director by the host(s) immediately upon recognition of the problem. The Activity Director will provide the Board with all pertinent information in order for the Board to take the issue under its consideration, but is not obligated to reimburse the host(s) for any loss associated with the event.

See Section 18, Attachments - CCA "Budget Worksheet"

Section 10 Election of Board Members

Elections

As specified in the Bylaws, nominating candidates for Board Member positions occurs during the October General Membership meeting. Nominees must hold Full Membership in the club and are strongly encouraged to accept the nomination by their fellow club member. Club members are also encouraged to self-nominate if they have interest in a Board position. To encourage a full slate of candidates for each Board position, the President has the option to appoint a three (3) member committee, no later than September 1st, to ensure at least one or two candidate(s) receive nomination for each Board position. (December 20, 2018).

A list of nominees by Board position is to be distributed by the Secretary to all members at least two weeks prior to the November General Membership meeting (Annual Business Meeting) elections.

The club Secretary is responsible for providing ballot sheets (one for each Board position) to each Full Member present to cast their votes. A list of nominees is to be posted during the election portion of the General Membership meeting. The Secretary and a volunteer member are also responsible for providing, collecting and reporting absentee ballots cast by Full Members unable to attend the November meeting. Absentee ballots must be cast via email or other written form with the Secretary and a volunteer member, bringing hard copies to the meeting for vote counting and validation.

Board positions are voted upon one office at a time. Results are tabulated by three club members with the results announced immediately. Before the voting takes place for the next Board position, nominations will be reopened to consider members who were nominated but not elected to a position already voted upon. The voting process will continue in this fashion until all positions are filled. If only one candidate is nominated for a position, a simple voice vote is an acceptable method.

For any Board position going unfilled based on lack of interest, the current Board will be responsible for recruiting a candidate(s) to be voted on during the next General Membership meeting. If no nominee is secured, then the position will go unfilled until the next year or roles may be combined.

Corvette Club or Arizona Standing Rules & Procedures

Voting for officers takes place in the following order:

- President
- Vice President
- Secretary
- Treasurer
- Activity Director
- Membership Chair
- Officer-at-Large

Section 11 Appointment of Volunteer Positions (December 20, 2018)

Club members are encouraged to notify the President if they are interested in one or more of the volunteer positions. If multiple members have expressed interest in filling a specific position, the President will make a final selection among existing candidates.

Volunteer positions run concurrently with the term of office for Board Members. Any vacancies occurring during the year will be filled as soon as conveniently possible by the Board.

Volunteer positions are not required to attend Board Meetings but are invited to attend on an as-needed basis.

Volunteer Positions (October 2024)

Defined within Bylaws: Webmaster
Crosstalk Editor
Activity Coordinators
Immediate Past President

Defined within SRPs: Tech Support Member (10/21)
(but not limited to) Public Relations/Advertising Director (7/23)

Section 12 Board Member & Volunteer Responsibilities by Position

Board of Directors (July 2024)

The Board of Directors is comprised of seven members who are elected to govern the club.

A Special Vote may be called of the membership for a major and/or sensitive issue affecting the entire membership, as decided by the Board. The special vote shall be held at a regularly scheduled Membership Meeting, generally using the notifications and procedures used for election of officers. This is intended to be in lieu of a Board vote.

President (October 2021)

Fulfill all duties of the President as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board.

Corvette Club or Arizona Standing Rules & Procedures

The President or President's designee shall review, authorize, and sign all legal contracts that obligate the CCA for payment of products and/or services.

Provide an agenda to the Board, for all meetings at least 3 days prior to meeting.

Must authorize any Board of Directors email votes.

Oversee compliance with all "Important Dates & Timelines". (See Section 2)

Government Compliance Requirements: (October 2024)

File Trade Name Certification with State of Arizona, Secretary of State every fifth year. Initial certification filed 3/18/23. Next due dates: 3/18/28, 3/18/33, 3/18/38, etc.

Initiate Board review of quarterly report from Treasurer detailing 65%/35% split of member/non-member gross income.

Ensure annual year-end review of club financial records and transactions:

As a checks and balance procedure, a club member appointed by the President and approved by the Board will audit the treasure's books and report results to the board.

Promote the club's nomination and election process to ensure the club has Board Member candidates available for the November elections and for filling Volunteer/Appointed positions deemed appropriate by the Board.

Presents name badges to new Board members and new Volunteer Position members.

Vice President

Fulfill all duties of the Vice President as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board.

Inventory and act as custodian of CCA physical property. Maintain perpetual record of members in possession of keys to any CCA storage facility.

Serve as ex-officio member of all committees on an as-needed basis

Conduct monthly drawings and raffles during General Membership meetings

Secretary (February 2026)

Fulfill all duties of the Secretary as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board

Record in the Member Meeting minutes the number of people in attendance.

Maintain club records and legal documents as per the CCA File Retention Policy as defined in Section 17 of this document.

Provide electronic copy of Board and General Membership meeting minutes to President for review and comment within one week following the meeting. After the President reviews the minutes, get email corrections/additions from the Board; then get approval of the final version from the Board. Have the approved minutes distributed to the members at least 3 days prior to the next Membership Meeting.

Corvette Club or Arizona Standing Rules & Procedures

Provide Webmaster and Activity Director with approved copies of General Membership and Board meeting minutes for posting. (October 2024)

Treasurer

Fulfill all duties of the Treasurer as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board.

Government Compliance Requirements:

File annual Non-Profit report on IRS Form 990-N by May 15, for the previous year.

Annually renew Corporate Charter with the Arizona Corporation Commission before November 13th of each year.

Provide quarterly report to the Board detailing 65%/35% split of member/non-member gross income.

Storage and maintenance of current and historical financial documents.

Square system maintenance, management and monitoring of mail box:
corvetteclubofarizona@yahoo.com

Comply with the Club File Retention Policy as defined in Section 17 of this document.

Provide Board with financial projections and updates.

Support event hosts and chairs with financial issues associated with events.

Activity Director (October 2024)

Fulfill all duties of the Activity Director as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board.

Encourage club members to sponsor events and support their efforts through emails, phone calls and face-to-face interaction and networking.

Provide event hosts and prospective hosts with resources such as "Guidelines for Planning Drivers" and "Guidelines for Conducting a Club Event or Activity."

See Section 18, Attachments. 6, 7

Be available to answer questions and provide resources to the host.

Review budgets for subsidized events prior to submitting to Board for approval. Event hosts should present subsidized event budgets to the Board for discussion and approval.

Membership Meetings

Present membership with updates and information on events and activities and allow event Hosts to provide a brief report on their planned event.

Schedule restaurants and/or meeting locations for the General Membership meeting.

Corvette Club or Arizona Standing Rules & Procedures

Publish meeting location, time and any notices.

Event Flyers

All event flyers or announcements must be reviewed by the Activity Director prior to distribution to the membership. **6** Provide host(s) and/or flyer creator with feedback relative to completeness.

Event flyer or announcements should be e-mailed to the full membership by the Activity Director. Members should coordinate with hosts directly for participation. Hosts shall follow-up directly with those members or guests who confirm their interest in attending the event.

Club Calendar (May 2021)

Has overall responsibility for the club "Calendar of Events". Provide CCA webmaster a copy for posting on the website.

CCA Storage Facility

Activity Director is responsible for maintaining a key and access code to the CCA storage locker.

Membership Chair (October 2024)

Fulfill all duties of the Membership Chair as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board.

Represent the face of CCA to Guests.

Maintain inventory of club decals, patches or other items deemed appropriate by the Board.

Purchases all name badges for CCA. Name badges: magnet back; members, white with red lettering; Board, red with white lettering; club logo on the left; name (and position) on the right; "Corvette Club of Arizona" across the bottom. Former & current Presidents and Outstanding Members of the Year have small logos of gavels and trophies below the name for each one.

Officer-at-Large

Position is intended as a one year development position for members who have no previous CCA Board experience. (October 2024)

Develop knowledge of the Club operation, management, leadership and basic expectations of elected and volunteer positions within the club.

Fulfill all duties of the Officer-at-Large as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board.

Support other members of the Board, club events and fill-in for absent Board Members for meetings and designated activities.

Volunteer Responsibilities by Position

Webmaster (February 2026)

Fulfill all duties of the Webmaster as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board.

Website Management & Planning

Operation and maintenance of website requires prior experience in website management. The creation and/or maintenance of the site is subject to the talents and skills of the club WM.

Recommend operational or provider changes the club should consider for improving the quality and operation of the website including recommendation to outsource certain aspects of website development or management, as needed.

Website content is subject to discretion based on privacy concerns for members and the general public. Operation of the site shall comply with any CCA privacy statement or policy approved by the Board.

See Section 18, Attachments: CCA Privacy Policy 10

The cost of website operation and any related fees must be presented to the Board for approval prior to any financial commitments or payments

Consider data storage options for the club while remaining within the scope of club Bylaws

Provide secure access to "Members Only" section of the website

Make known a schedule of dates and timelines for the Board or membership to submit information for website posting or storage

Website changes to content or appearance are under the direction of the WM with concurrence of the Board

System Access & Postings

Website content postings and scheduling are determined by the Webmaster and the Board based on the needs of the club

Viewable access to CCA and NCCC membership applications in public section of website

Create website based email addresses as needed for club officers or event chairs

Square access on website for payment of car show registration fees

Maintenance

Maintain the club's URL address: corvetteclubofarizona.com

Perform regular back-up of website programs, files and data

Corvette Club or Arizona Standing Rules & Procedures

Monitor club website email suggestion boxes for incoming communications and redirect as needed

Posting of Member Profiles and Club Roster (July 2022)

Maintain documents containing:

- Membership Date of Birth by day and month
- Member ID and Password

Provide new members with website ID and Passwords.

Maintain a perpetual list of past CCA Presidents and Outstanding Member of the Year recipients and provide a copy to the Secretary for archive filing.

Crosstalk Editor

Fulfill all duties of the Crosstalk Editor as listed in the Bylaws, these SRPs or that may be identified and assigned by the Board.

The Editor's goal should be to capture a reflection of the Corvette Club of Arizona in every issue by featuring club events, activities and our members. Features can also include activities and interests from our members outside of club-related activities or links to available articles, activities or videos of possible interest to members.

Previous issues of Crosstalk can be used as a reference but there are no specific content requirements. The design, layout and length of each Crosstalk publication is open to the editor's judgement, abilities and creativity.

Encourage membership to provide articles and subject content for the publication. Editor is not expected to write numerous articles but offer assistance and direction to contributors.

Publication content is subject to discretion based on privacy concerns for members and the general public. The publication will comply with any CCA privacy statement or policy approved by the Board. All content is under the direction of the Crosstalk Editor and the Board of Directors.

Crosstalk is published bimonthly on or about the 1st of the following month for each issue (January-February, March-April, May-June, July-August, September-October and November-December).

Send each issue of Crosstalk to the Activity Director for distribution to members via Mail Chimp. Editor to also provide Webmaster with a copy for posting on the club website. (October 2024)

Activity Coordinators (October 2024)

As defined in Bylaws.

Tech Support Member (October 2024)

Maintain club owned audio/visual equipment, and retain such at home or in the club storage locker. Set up and take down any such equipment needed at Membership Meetings. Board to approve costs to maintain or buy/sell equipment.

Public Relations/Advertising Director (July 2023)

The Public Relations/Advertising Director is an Appointed/Volunteer position. Act as the club's key contact with club sponsors and advertisers. Promote CCA car shows on local media and national car show websites. Market and secure advertisers for newsletter and vendor space at car shows. Contact local and national media of CCA's charitable activities for possible article publication.

Section 13 Club Insurance (October 2024)

Waiver/Release Forms

A "Release and Waiver" sheet must be completed for all persons (members & non-members) participating in a club sponsored "competitive" event (car show, driver, etc). All CCA drivers and passengers and non-CCA passengers riding in a CCA member's car as part of a parade are required to sign a waiver. Waivers are available on the CCA Website.

Spectators attending a car show are not required to sign a waiver.

Waiver sheets should be provided by the CCA member hosting the driver. Upon completion of the event, the host completes & signs the waiver sheet, and sends the sheet(s) to the Secretary for record keeping. See Section 18 Attachments: "Guidelines for Planning Drivers" 7

Section 14 Donations & Acknowledgements

Hospitalization and Bereavement Acknowledgement (May 2021)

Requests for flowers and cards are currently processed by a volunteer approved by the President. By January 31st of each year, an annual petty cash payment of \$100.00 (or other amount approved) will be paid by the Treasurer to the volunteer or the designated replacement for the purchase of cards and postage. No accounting or receipts need be submitted for individual card purchases.

In the event of club member death, a \$50 donation may be made by the club to a charity in the name of the deceased member as per family instructions. Requests should be processed through the volunteer and donations are processed by the club Treasurer. (October 2024)

A card will be sent on behalf of the club in cases of member illness, injury, outpatient procedures or hospitalizations. Individual club members are encouraged to continue sending their personal well wishes and/or cards to our members confronted with illness or injury. In the case of bereavement, cards or notes of sympathy have always provided an added degree of support for a surviving club member or spouse.

Charitable Donations

Charitable donations to IRS-recognized charitable organizations can be made on behalf of the club with prior approval by the General Membership.

The amount or percentage of a charitable donation coming from solicitation of funds from a car show or other CCA sponsored event MUST be clearly disclosed to the entrant or payer of the money. All cash donations must be recorded and accounted for by the club Treasurer.

No financial contribution can be made by the club to any individual or organization not recognized as a charitable organization by the IRS.

Charitable donations can be made on behalf of a club member as specified under Hospitalization/Bereavement Acknowledgements of these SRPs.

Non-Cash Charitable Contributions can be made by the club in the form of time volunteered by club members.

Section 15 Committees (December 20, 2018)

Committees should be used as a resource to support and supplement the President, Board and membership in addressing items of significant importance to the club.

The President has responsibility for approving the formation of a committee with input from the Board and/or membership, setting of committee goals/objectives, appointing a committee chair and approving the number and choice of committee members.

It is not a requirement for the club president to be a member of the committee. However, the Vice President serves as ex-officio member of the committees as needed.

The content of committee discussions, interactions and potential recommendations, if released prematurely to club membership can potentially lead to confusion and/or misunderstandings. As such, committees are "not required" to hold open meetings if agreed to by the President. Any committee meeting closed to the general membership is required to record meeting minutes and submit a copy to the club President after each meeting. The minutes must also be provided to the club Secretary for recording and maintenance upon completion of the committee assignment or dissolution of the committee. Minutes are intended to provide membership with an overview of the process and actions of the committee that lead up to their final recommendation(s).

A final recommendation or assessment from any and all committees is to be presented to the Board and if deemed relevant, to the general membership.

Section 16 Awards

Outstanding Member of the Year Award (October 2024)

The Corvette Club of Arizona "Outstanding Member of the Year" Award is presented at the Christmas Party to the club member who has most positively distinguished themselves during the year in support of the club, not only in helping with club events, but behind the scenes as well. The recipient of this award is not eligible again for two years.

Corvette Club or Arizona Standing Rules & Procedures

A secret ballot is conducted to select the Outstanding Member as part of our annual club elections in November. The result of the ballot remains confidential until announced during the Christmas Party.

The previous year's winner of the award is responsible for collecting and determining the winner by votes counted, using a voting form. Nominations are not solicited for the Outstanding Member of the Year Award but, left to each member to cast a vote for the member they feel is most deserving of the award. During the October General Membership Meeting when Board nominations are made for the upcoming year, the President should remind members to begin thinking about the member who they feel best represents the Outstanding Member. At the November meeting, the previous OMY should explain to membership the meaning of this award.

The Outstanding Member Award recipient is presented a plaque or other form of acknowledgement commemorating the award. The presentation is made by the previous year's award winner unless they are unable to attend the banquet. The award is purchased (\$50 to \$60 price range) by the previous year's winner with the cost being reimbursed by the club.

Section 17 File Retention Policy

Guidelines (October 2024)

File retention of club documents should adhere to the following guidelines:

Retain permanently: Bylaws, financial audits, minutes of meetings, directories, financial records, SRPs.

Retain 7 years: Bank statements.

Retain 3 years: Event-planning files, receipts, bills, quarterly budget reports.

Section 18 Attachments

Attachments

Document No.	Document
1	Guest Information Packet
2	New Member Welcome Bag
3	CCA Membership Application
4	Membership Dues
5	SquareUp Use Policy
6	Guidelines for Conducting a Club Event or Activity
7	Guidelines for Planning Drivers
8	Rules of the Road During Drivers
9	Budget Worksheet
10	CCA Privacy Policy

Corvette Club of Arizona

Guest Information Packet

1. Current CCA Calendar
2. Membership Chair contact information
3. Copy of CCA Privacy Policy (copy offered but no one has taken one this year)
4. CCA Website URL

Corvette Club of Arizona

New Member Welcome Bag
(October 2024)

Contents:

1. CCA Name Badge(s)
2. CCA logo sticker for new member's Corvette
3. CCA Iron On Patch
4. Current CCA Roster
5. Current CCA Calendar

Corvette Club of Arizona



Membership Application

Application Date

Membership Type

 *
Applicant InformationName: * * DOB: *Street Address: *City: * State: AZ * Zip: *Home Phone: * Cell Phone: *Email: * NCCC#: Occupation: * Originally Hail from: *
(If retired, list previous occupation)Emergency Contact: * Emergency Contact Phone: *Veteran: ☐ Branch of Service : Yrs Served:
(from yr to yr)Hobbies: ***Co-Applicant Information**
☐ Yes, Co-Applicant Applying
 ☐ No Co-Applicant
Name: * * DOB: *Home Phone: * Cell Phone: *Email: * NCCC#: Occupation: * Originally Hail from: *
(If retired, list previous occupation)Veteran: ☐ Branch of Service : Yrs Served:
(from yr to yr)Emergency Contact: * Emergency Contact Phone: *Hobbies: *

Corvette Club of Arizona Standing Rules & Procedures

(July 2023)

3b

Your Current Corvette:

Year of Corvette: * Style: * Color: *

Other Corvettes you currently own:

Lic Plate No: *

Year of Corvette: Style: Color:

Year of Corvette: Style: Color:

Previous Corvettes you owned by year:

How did you hear about us: *

CCA Activities Attended:

General Membership Meetings (2 required)

* *
Meeting #1 Meeting #2

Events (3 required)

- | | | |
|-----|------------------------|------------------------|
| 1.) | <input type="text"/> * | <input type="text"/> * |
| 2.) | <input type="text"/> * | <input type="text"/> * |
| 3.) | <input type="text"/> * | <input type="text"/> * |

Initials:

- * I (we) am/are 21 years of age and hereby apply for membership in the Corvette Club of Arizona.
- * I (we) have read, understand and will comply with the Standing Rules & Procedures and Bylaws of the Club.
- * I (we) agree as a member(s) of CCA and within 1 year of joining, that I (we) will take an active role in either chairing, assisting, hosting or co-hosting club activities and events.

* *
Applicant

* *
Co-Applicant Date

Note: Entering your initials and name(s) above constitutes an electronic signature and affirms the information provided above is correct and truthful.

* Required fields

Membership Dues

Approved at 9/12/24 Member Meeting

Renewal Dues, paid by 11/1

Single \$80

Couple \$130

Renewal Dues, paid after 11/1

Add late fee \$20

Dues – New Members

Single, add nametag fee \$10

Couple, add nametags fee \$20

CCA DUES SCHEDULE CHART				
NEW MEMBERS PRORATE FROM 1ST OF THE MONTH FOLLOWING BOARD APPROVAL				
	SINGLE	+ NAME TAG	COUPLE	+ NAME TAG
JAN	74.00	12.00	120.00	24.00
FEB	67.00	12.00	108.00	24.00
MAR	60.00	12.00	98.00	24.00
APR	54.00	12.00	87.00	24.00
MAY	47.00	12.00	76.00	24.00
JUN	40.00	12.00	65.00	24.00
JUL	34.00	12.00	54.00	24.00
AUG	27.00	12.00	43.00	24.00
SEP	20.00	12.00	33.00	24.00
OCT	14.00	12.00	22.00	24.00
NOV	86.00	12.00	141.00	24.00
DEC	80.00	12.00	130.00	24.00
FULL DUES	80.00	12.00	130.00	24.00
NOV/DEC WILL INCLUDE NEXT YEARS DUES				

(October 2024)

Corvette Club of Arizona SquareUp Use Policy

This SquareUp Use Policy is hereby approved by the Board of Directors on July 21, 2023:

- All payment options involving the Corvette Club of Arizona and SquareUp electronic payment options must be approved by the Board of Directors.
- It will be the responsibility of the CCA Treasurer to monitor and reconcile all accounting and deposits received through the SquareUp payment system.
- All monies collected by SquareUp on behalf of the Corvette Club of Arizona must be direct deposited into the Corvette Club of Arizona checking account.
- All monies collected by SquareUp on behalf of the Corvette Club of Arizona will be completed on-line or through the Square Reader (purchased from Square) and linked directly to the CCA's Square Account and not the CCA or on any other CCA affiliated internet site.
- CCA use of the SquareUp payment option includes:
 1. Payment of CCA car show registration fees posted on the CCA website or on CCA approved electronic flyers and/or postings
 2. Payment of CCA Membership Dues, an additional fee will apply.
 3. Payments for large subsidized event deposits or any other club approved functions are not approved under the SquareUp use policy unless granted prior approval by the Board of Directors on a case-by-case basis.
- The use of the SquareUp payment option and the SquareUp Use Policy will be reviewed on an annual basis or more frequently if deemed by the Board of Directors.

Guidelines for Conducting a Club Event or Activity
(October 2024)

6

1. Decide on an activity that you would like to sponsor - A scenic driver over beautiful open Arizona highways. Or visit a park, museum, restaurant, fair, historical spot, car show, town, theater, sport event or even a pool or BBQ party at a member's home. And don't forget about hosting one of the annual CCA events.
2. Check with the Activity Director to ensure that your event and date can be accommodated.
3. If a subsidy is requested, host will submit a proposed budget to the Board for approval prior to obligating funds collected in the name of CCA or whenever CCA is subsidizing the event or participating in the payment process for expenses associated with the event. All receipts for monies spent is required.
4. Upon approval of the date, prepare a flyer and submit it to the Activity Director. The Activity Director will ensure all needed information is present (see point 5) and approve for group e-mail distribution to club members and for posting on the Club website. Also, bring copies of the flyer to General Membership meetings to inform the membership and guests about your event. The Activity Director will have the host give a short presentation of the event at the member meeting.
5. Your flyer should include CCA logo, destination address (except MMT), date, times, starting point (if a driver), cost to attend, names of hosts, and RSVP information, and any other info that is pertinent to the event. If it is not a subsidized event, checks can be made payable to you so that you can be reimbursed directly for your costs. If your event is will be subsidized in part by CCA, all checks from members must be made payable to CCA but given to the hosts for tracking purposes. Hosts give the checks to the Treasurer to be deposited in the club account and you will be reimbursed for your costs (if any) from the Treasurer.
6. If the event is a driver, hosts should review the Guidelines for Planning Drivers in Addendum section of the SRPs. [7](#)
7. Submit a short article with a few key pictures to the Crosstalk Editor while the event is still fresh in your mind. Ask event attendees to take pictures as well since many times the host can be busy with other items during the event.
8. When your subsidized event is over, submit the Budget Worksheet to the Board again with the 'Actual' column completed for expenses, income and any notes you wish to include. All receipts should be submitted at this time, using the Expense Report Form on website.
9. Check with the Activity Director for current requirements for complying with CCA Waiver completion and submission. Waiver copies are available on the CCA website. All signed and completed waivers are to be submitted to the Secretary.



Guidelines for Planning Drivers

(October 2024)

FIRST THINGS FIRST

- Pick a destination. (The Activities Director has lots of suggestions!)
- Verify that the date is available by checking with the Activities Director.
- If you are including a meal during your driver, the restaurant has to be willing to provide checks by couple, or if it will be a catered meal, calculate the per person cost and collect the amount prior to the event.
- If there is a cost involved with the destination, include this cost in the amount owed by each participant (entry fees, parking fees, etc.). If to be paid in cash, keep a list of who has paid for the event.
- Upon approval of the event, create a flyer (limit background color to mostly white to save on ink). The flyer should have the most pertinent information on it such as CCA logo, date, destination, time, attendance limit, starting point address, cost, who to make checks payable to, address to mail them to, and your RSVP information.
- RSVP information should be your email address. That way there is a written record of a member's response.
- Email the flyer in PDF form to the Activities Director. They will forward to the webmaster for posting and send out in email to membership. You can also bring copies to the membership meetings to hand out.

PLANNING RUN(S) MAKE OR BREAK A DRIVER

- Look for points of interest or scenic routes to get to your destination.
- Plan on making a couple of runs, once for planning purposes, and one a few days before to make sure road conditions are still ideal for Corvettes. Try to do these planning runs on the same day and time as the driver will be held.
- During the planning process, map out your route and jot down the mileage and time to each stop and how long it takes to get to your final destination. You don't want to be late! Also, consider the length of any stops, so everyone has time to get snacks and have a bathroom break.
- If you plan on having a rally quiz, it's never too early to begin looking for reference points or subject matter.
- Look for stopping points that have adequate restrooms for the size of your group. Snacks and drinks at the stop is a plus.
- Stops that are on the right side of the road are best. This eliminates crossing lanes of traffic when exiting and more importantly it makes it easier and safer to merge back into traffic.
- Ideally, stopping points will have a traffic light.
- If you do the above in a sedan or SUV (enables co-hosts to ride together), make sure you bring your Corvette eyes! Long drives on dirt or gravel roads, excessive potholes or large speed bumps and steep driveway approaches don't work well for Corvettes and those in Z06 or ZR1's will refuse to follow!

HAVE A DRIVER'S MEETING

- Route instructions should be handed out at the driver's meeting. Include approximate travel times along with written directions and include maps. Your pre-planned rest, gathering and catch-up spots should be indicated in the handout with addresses.
- Be sure to print the CCA waiver from the CCA website and have every participant print and sign their name. Complete & sign the waiver, then it goes to our Secretary.
- Drivers with more than twelve cars should be broken into two or more groups. A co-leader should be designated for the second group as well as a chase car for each group. Those four cars shall remain in position for the entire trip to keep track of stragglers.
- Include in the driver's packet a list of all participants with their cell phone numbers, car color and plate number. Remind drivers not to leave these in plain sight when you stop. This information is confidential!



RULES OF THE ROAD DURING DRIVERS

(July 2023)

We have only 2 major rules:

- 1. Everyone should come home safely.**
- 2. Everyone should have a good time.**

SAFETY REMINDERS

- Radio channel: CCA uses private band radios, with a bank of frequencies owned by CCA in the Phoenix Metro area. Radio frequencies and options can be programmed by select club members. The frequencies used are as follows:

0	CCA-01	469.50000
1	CCA-02	469.55000
2	CCA-03	464.55000
3	CCA-04	151.70000

Use your cell phone if too far for CB.
- Try to maintain the normal “one car length for every 10 mph” distance between our cars.
- DON'T LAG BACK in traffic, because ‘tin’ cars will jump into our line. In heavy traffic, we may need to stay closer.
- Don't tailgate, you need enough room to see and dodge those big tire treads laying on the road.
If it gets uncomfortable, just relax and drive safely, we'll re-join when the traffic thins out.
Sometimes we'll slow down, or pull over and wait on the shoulder (only in a low-speed area) for the rest of the group.
- If someone has car trouble, someone in the caravan will stop and help them. Someone stays with them until they get going again, or until they get the car and themselves somewhere safe.
- Don't surprise people with your maneuvers. Signal your lane changes, be smooth with speed changes.
- Be alert for people who surprise *you*, there are lots of morons out there.
- Our group of cars can become a ‘rolling road block’ to others who *really* want a speeding ticket. They don't own the road, but we will try to let them through. If you're in the back of our group and see a ‘tin’ car trying to get through, especially if he's acting stupid, use the radio to advise the rest of the group.

Corvette Club or Arizona Standing Rules & Procedures

- When approaching a stale green or red traffic signal with a large group, “fan out” into all possible lanes. This helps ensure that all cars can get through the traffic signal in one cycle. Once clear of the intersection alternate back into a single file line. This should be applied to double left or double right hand turn lanes as well. Protected turn signals are much shorter in duration than normal thru lanes!
- Corvettes are powerful cars, power brings responsibility. *Don't do nuthin' dumb.* Our tires are designed for high performance on *dry* roads, slow down when it rains. Slow waaay down for corners when it rains.
- Be careful with alcohol consumption if you will be driving, like back to your hotel. Police usually are not out to get us for minor infractions; but they are brutal with anyone caught DUI, if you are still alive...

ENJOYMENT REMINDERS

- We are traveling together, but this isn't the Army. If you want to do something different from the group along the way or at the destination, fine. BUT, we need to know about it – don't have 20 people standing around waiting for you when you're off doing something else, or overslept. That's why God invented cell phones.
- Be flexible in your plans. In an operation of this size, something always goes goofy – weather, car trouble, event planning, motel rooms, poor service, etc. We'll help each other out and have a good time.
- Heat can be brutal. If the temperatures are hot, plan your days to do the outside stuff early in the morning or in the evening. Plan to be in air-conditioning during the hot part of the day: in your Corvette with the top up, or in a building. Bring lots of water and be sure to drink it. Fashion hint: wear a hat, not a visor.
- When you go topless (take the top off your Corvette), it becomes 'SPF 0'. The cooling breeze will prevent you from feeling sunburn until it's waaay to late. Put on the sunscreen while still in your motel room and keep extra in the car in case you forget.

BE SAFE! HAVE FUN!

BUDGET WORKSHEET

Event: _____ Date: _____

Place _____ Event
Held: _____ Coordinators: _____

Expenses	Proposed	Actual	Notes
Activity/Entertainment			
Beverages/Ice			
Cups/Napkins/Utensils			
Decorations			
Food/Snacks			
Hotel			
Meals			
Miscellaneous			
Miscellaneous			
Shirts			
Trophies/Awards			
Total Expenses			

Income	Proposed	Actual	Notes
Number of Participants:			
Charge Per Participant:			
Total Income:			

CCA Subsidy Req.	Proposed	Actual	Difference Between Expenses
Total \$ Amount:			

A proposed budget should be presented at a Board Meeting 1-2 months prior to the event. Events of major planning (MMT, Founder's Day, etc.) should be presented to the Board 3-4 months ahead of time.

Once the event has taken place, please submit another copy of this form along with any receipts or income to the Treasurer and he/she will forward a copy to the Activities Chair.

Corvette Club of Arizona Privacy Policy (September 2017)

1.0 Introduction

This document describes and defines the privacy policies of the Corvette Club of Arizona (CCA).

2.0 Definition of Terms

"We", "us" and "our" refers to Corvette Club of Arizona ("CCA"). "Site", "Community", or "Service" refers to the Corvette Club of Arizona web site, but not to the web sites or services of related Regional Clubs or the National Council of Corvette Clubs (NCCC). "Personal information" means information about you or your computer that we collect in connection with your application for membership, your communications with us, your participation in our activities, your use of our website, or any other nonpublic means by which we come about information about you. Personal information does not include information that is available from public sources, such as telephone directories or government records.

3.0 Collection of your Personal Information:

CCA collects no personal information on our web site, but uses the personal information you furnished on your CCA application form (and subsequent updates) for CCA administrative purposes and to provide a record of web site access credentials.

The CCA web hosting company GoDaddy keeps a detailed log of all web site access activity including the pages our members visit within the CCA website. All accesses to our site are logged, including both member and non-member accesses. Although not presently used by CCA, this log data may be employed in the future to deliver customized content or for other purposes.

Our hosting company also collects information about your computer hardware and software. This information can include: your operating system (OS), IP address, browser type, domain names, access times and referring Web site addresses. This information may be used by CCA for the operation of the web site service, to maintain quality of the service, and to provide statistics regarding use of the CCA website. While this information does not personally identify you, the IP address yields an approximate location for you. CCA uses the services of a bulk email distribution company, MailChimp. MailChimp maintains a list of CCA member names and email addresses.

CCA will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on CCA or the site; (b) protect and defend the rights or property of CCA; and, (c) act under exigent circumstances to protect the personal safety of users of the CCA website, or the public.

Corvette Club of Arizona Privacy Policy

4.0 Confidentiality, Use, and Security of your Personal Information:

CCA does not sell, rent or lease its member lists or member information to third parties. Your personal information is not made available to NCCC or to the NCCC Roadrunner Region. CCA may use your personally identifiable information to inform you of services or events available from us. We may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

Our members' personal information is used within CCA only on a need to know basis. We restrict access to personal information about members to other current members of CCA and to our officers and committee members who need to know that information to serve in their roles with us. We maintain reasonable safeguards to guard your personal information. Club members are not permitted to download, use or distribute in any fashion other members' personal information for any commercial use.

CCA does not collect, use, or disclose sensitive personal information, such as race, religion, or political affiliations.

5.0 Acceptable Usage — CCA Community:

Members shall not upload any photos that are copyrighted, inappropriate, violent, include suggestive behavior, or contain images of minors. For any autocross events, no images of license plates of any car in competition shall be displayed. Violation of these terms may result in the photo being deleted, access to the CCA web site deactivated, or complete removal of your CCA membership.

6.0 Use of Cookies:

The CCA website does not presently use "cookies". A cookie is a text file that is placed on your computer by a web site. CCA has no plans to implement the use of cookies.

7.0 Copyright:

The CCA web site is maintained by CCA. All information and content on this site is Copyrighted. All text, picture, audio and video files and any other information published here, with the exception of specifically identified content are subject to the copyright of CCA. CCA web site content may not be reproduced or copied in whole or part without the written permission of CCA.

8.0 Changes to Privacy Policy:

CCA may occasionally update this document without notice, to reflect changing needs. CCA encourages you to periodically review this document.