

# WESTERN STATES CORVETTE COUNCIL

## Constitution and Bylaws 2017 Edition



Founded 1965

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**\* = Not used at this time**

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## PART I CONSTITUTION

### ARTICLE I

#### Section I Name

- A.** This organization shall be known as "**WESTERN STATES CORVETTE COUNCIL, INC.**", (WSSC) herein referred to as the **Council**. The official mailing address shall be that of the Council President, unless otherwise identified. **R**
- B.** The WSSC logo is the property of **Western States Corvette Council, Inc.** The logo design may be used by member clubs for flyers, newsletters and websites. The approved design is available on the WSSC website and must be used on all documents pertaining to WSSC events, activities and publications.  
See **Part III, Section II, A**

### ARTICLE II

#### Section I Purpose

- A.** The purpose of this organization shall be:
1. To assist in organizing Corvette Clubs in the Western States.
  2. To obtain greater communication and cooperation with General Motors Corporation.
  3. To further improve the Corvette image toward the General Public.
  4. To further the development and quality of Corvettes.
  5. To further services available to Corvette owners.
  6. To obtain increased participation among member clubs.
  7. To develop equal representation of all clubs in the Council and its Regions\*, regardless of their geographic location or size.
  8. To improve avenues of communication between all member clubs, Regions\*, and the Council.
  9. To support the National Corvette Museum and encourage membership by Council Members and Council Clubs.

### ARTICLE III

#### Section I Membership

- A.** Individual Membership
1. An "Individual Member" is a person who has satisfied the requirements of membership as stated in **PART I, ARTICLE III, Section I. C.** and who has been notified as "Accepted" by the Vice President through issuance of a membership card. This card is permanent and will establish your initial year of membership. The applicant who provides their full name on the formal membership application is the "Primary" individual member and receives a WSSC number.
- B** Family Membership
1. Family Membership is defined as:
    - a. Primary Member's spouse or significant other, and "Additional Family Members".

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- ~~b. Additional Family Members are defined as young adults 16 to 22 years of age, who are legal dependents of the Primary Member.~~
  - c. Additional Family Members will use the same WSSC number as the Primary Member.

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- C. Requirements for membership:**
1. Ownership of a Corvette is preferred.
  2. Members who drive must have a valid driver's license and proof of insurance.  
Any WSSC Member losing his or her privilege to drive/or insurance coverage  
Must notify the Competition Director immediately and may not participate as a driver in any WSSC moving event.
  3. New members must pay an initiation fee of \$6.00 when initially joining the Council.
  4. Annual membership dues:
    - a. New members must pay annual membership dues, payable in advance, at full membership price, postmarked between January 1 and March 31, or prorated per quarter as follows: between April 1 and June 30; between July 1 and September 30; and between October 1 and December 31.
    - b. Renewing members must pay annual membership dues, payable in advance, from November 1 and December 31 of each year. After December 31 dues are delinquent and such individual(s) will be required to pay delinquency fee of \$6.00 and renewing membership dues before reinstatement.
    - c. Increases to membership dues shall be subject to review and approval of the voting member clubs. Changes proposed at one scheduled meeting will not be voted upon earlier than the next scheduled meeting. Voting authority for passage shall be 51% or greater of the voting membership (delegates) in attendance and membership delegates who have provided proxies for this issue. Dues increases shall become effective January 1 of the following year.
  5. Must submit a formal membership application, fee(s) and dues to the WSSC Vice President when initially joining and for annual renewal to the Council if there are significant changes to member(s) status or contact information.
    - a. Individuals who declare affiliation to a Primary Members Club and pay dues through the member club are acknowledge via letter to the members club from the WSSC Vice President, with a current roster of renewing members.
    - b. Individuals who do not declare affiliation to a Primary Member Club and pay Dues with an application directly to the WSSC Treasurer are acknowledged by letter from the WSSC Vice President
  6. Designation of a "Primary Member Club" affiliation is preferred. Members who do not choose a Primary Member Club affiliation will not have voting power in Council matters as an individual member. If the member is not affiliated with any club or organization the "none" club designation will apply and appear that way in the WSSC official roster.
  7. If associated with more than one voting or non-voting club (See Section II Club Membership) additional WSSC memberships may be applied for if "Dual or Multiple" Membership status is desired.
  8. Members are encouraged to join the National Corvette Museum.
- D. Benefits of membership:**
1. A current membership card.

2. Quarterly Redline newsletter.
3. Discount at WSCC sanctioned events.
4. Eligible for Regional points and year-end awards effective on the date of WSCC membership.

5. Council Clubs will receive a CD of the Constitution, By-laws and Competition Code Book and will make copies for new members desiring a book. Council Clubs will be responsible for providing changes to their members. The Constitution, By-laws and Competition Code Book are available on the WSSC Website.
6. New members will receive one WSSC lapel pin and one WSSC decal each.
7. Shall be eligible for liability and Directors and Officers (if subscribed) insurance coverage under the WSSC Basic Liability Insurance Policies. **R**

## Section II Club Membership

- A. Membership qualification shall be as follows:
  1. Must be a Corvette Club with a minimum of eight (8) individual registered Corvette owners of or show proof of incorporation with a minimum of five individual registered owners of a Corvette. (Corvette Clubs that allow other car models within their own membership must maintain a Corvette owners ratio of not less than 80% of total club Membership). **R**
  2. Must submit to the Council Vice President a current annual membership roster, club mailing address, officers and WSSC representative prior to December 31. If received after January 1, there may be a 20 day waiting period in which no sanctioning request will be processed. A six dollar per member penalty fee will be assessed.
  3. A minimum of 51% of a club's membership must be individual members of the Council, for the club to be eligible for a vote in the Council and be eligible for use of competition insurance.
  4. Attendance at Business meetings by delegate or proxy is mandatory. Non-attendance at two successive Council or two successive Regional Business Meetings, either in person or by proxy, may result in said club losing its voting privileges for the remainder of the calendar year. **R**
  5. Clubs are encouraged to join the National Corvette Museum.
- B. Benefits of WSSC Voting Club Membership:
  1. Shall be eligible for use of competition insurance per **PART III, ARTICLE I, Section I-D**, of the Competition Code and its Guidelines.
  2. Voting privileges at all Council and Regional meetings per **PART II, ARTICLE V, Sections I and II**.
  3. Eligible for Year-End awards.
- C. Non-Voting Club Membership qualification shall be as follows;
  1. Must have at least one WSSC Member in good standing
  2. The club, an association of common interest with regularly scheduled meetings, Must be primarily a Corvette oriented organization with Corvette being the dominant vehicle owned by the membership.
  3. Attendance at Business meetings is not mandatory, but strongly encouraged. **R**
  4. WSSC Members are eligible for year-end awards and discounts at events.
  5. WSSC Members are covered under basic liability insurance. The club is not covered.
  6. Clubs are encouraged to become voting council members. See **Section II, A. Club Membership**, above

## ARTICLE IV

### **Section I Regional Structure\* (Not used at this time)**

- A. The Council territory (all states west of the Mississippi River) shall be comprised of and divided into eight basic Regions (but not limited to) as follows:

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1. Northwestern Region - Alaska, Idaho, Montana, Oregon (except Medford and Klamath Falls), Washington and Wyoming.
  2. Central Region – Arizona and New Mexico.
  3. North central Region - Utah and Colorado
  4. Northeastern Region - Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota and South Dakota.
  5. Southeastern Region - Arkansas, Louisiana, Oklahoma and Texas (east of Ft. Stockton).
  6. Southwestern Region - California (south of Fresno) and Las Vegas, Nevada.
  7. North pacific Region - California (north of Fresno, Medford and Klamath Falls, Oregon and Nevada (except Las Vegas).
  8. Pacific Region - Hawaii.
- B.** All Regions shall be as established by the Council and provide their own representation and their competitive point system shall be based on the current Council Competition Code and its Guidelines.
- C.** Each member club shall be represented at each Regional Business Meeting per **PART II, ARTICLE V, Section I and II.**
- D.** Regional Supplemental Regulations.
1. The regional supplemental regulations shall only be used at Regional events, and only within the Region that created them. At no time shall Regional Supplemental Regulations be used at any WSSC convention or national event. Supplemental Regulations shall not be used to change any provision of **ARTICLE I** of **PART III** "Competition Code Guidelines," the sanctioning requirements for any event nor shall they be used to change any safety requirement or equipment.
  2. Regional Supplemental Regulations shall not be used to change any provision of the Constitution or By-Laws of the Western States Corvette Council.
  3. Each Region shall establish a Regional Competition Code committee.
    - a. Membership
      - 1) The Regional Competition Code Committee shall consist of one member from each Member Club within the Region.
    - b. Chairperson
      - 1) The Regional Competition Code Committee shall be chaired by the Regional Events Chairperson. If this office is vacant, the members of the Regional Competition Code Committee shall elect the chairperson from within their membership.
    - c.
      - 1) Voting shall be limited to voting clubs as defined in **ARTICLE V, Section I** of WSSC By-Laws.
      - 2) No club shall have more than one vote on the Regional Competition Code Committee.
    - d. Meetings
      - 1) The Regional Competition Code Committee shall meet when deemed necessary by the Regional Competition Code Committee Chairperson, or when review of a proposal is requested by a Council Member. These meetings shall be based on the calendar year. **R**

- 2) Any member within the Region shall have the right to submit a proposal to the Regional Competition Code Committee.

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- 3) Unless a proposal requires immediate attention, all proposed changes must be submitted to the Regional Competition Code Committee no later June 30. **R**  
The Regional Competition Code Committee shall meet and review all submissions prior to August 31. The Regional Events Chairperson notify each voting/member club in writing no less than 30 days prior to any meeting. **R**
  - 4) The Regional Competition Committee shall vote on all proposed changes and submit accepted revisions to the Regional Clubs no later than September 30.
  - 5) All proposed changes shall be voted on by the Voting Clubs within the Region during the month of December and be effective on January 1 of the following year. **R**
- e. Publication
- 1) The Regional Competition Code Committee shall offer a written copy of all Regional Supplemental Regulations to all members of the respective Region and shall provide a copy to the Council Events Director.
  - 2) All costs associated with the publication shall be submitted to the regional Events Director for approval.
  - 3) The Regional Chairperson shall submit all costs to the WSSC Treasurer for payment from the Regional account.
  - 4) The Regional Supplemental Regulations shall be made available to all members of WSSC at a cost of \$5.00. All monies collected from the sale of Regional Supplemental Regulations shall be forwarded to the WSSC Treasurer for deposit in the Regional account.
  - 5) Any member of any Region shall be able to obtain a copy of another Region's Supplemental Regulations at the established cost by contacting the Regional Events Director or the WSSC Events Director.

## ARTICLE V

### Section I Officers

- A.** The officers of this organization shall be President, Vice President, Treasurer, Executive Secretary, Director of Publications, Director of Events, Director of Public/Sponsor Relations, and the appointed positions of Convention Coordinator, WSSC National Corvette Museum Representative (if not retained by the President), and Web Master who collectively shall otherwise be referred to as the Executive Board. The Convention Coordinator, the National Corvette Museum Representative and Web Master positions do not possess voting rights. **R**

The Executive Board may appoint a WSSC Council Historian whose responsibility will be to Maintain the historical records of the Council and maintain a repository of Council memorabilia. This person will also collect and retain current items of significance pertaining to the Council and preserve them for future benefit. This position shall not possess voting rights on Council business matters that come before the Executive Board. **N**

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The Executive Board further has the responsibility for maintain and funding a local (near the Presidents city of residence) safe and secure storage facility (such as a “Self-Storage” facility) for the storage of Council historical records, memorabilia and other property of the Council. Copies of historical records, memorabilia may be made available to the Library and Archives of the National Corvette Museum **N**

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**Section II Regional Officers. (Not in use at this time)**

- A. The administration of a Region shall consist of a Regional Governor, Secretary and Events Chairperson.

**ARTICLE VI**

**Section I Suspension and Expulsion**

- A. Any member of the Council may be suspended or expelled for acts unbecoming sportsmen, for failure of their Council duties, or acts detrimental to the good name of the Council.
  
- B. Authority for action in the case of **PART I, ARTICLE VI, Section I-A**, shall come from two-thirds affirmative vote of all delegates present at a regular general business meeting provided the accused and the President or governing board of the club concerned shall have at least two weeks prior notice of charges and hearing by having notices mailed to the last known address via certified mail.

**ARTICLE VII**

**Section I Resignation**

- A. Any member club may resign from membership by submitting said resignation in writing via certified mail to the Vice President and relinquishing all Council properties. (Initiation and membership dues are not refundable).

**ARTICLE VIII**

**Section I Fiscal Year**

- A. The fiscal year shall run from January 1 through December 31 of each year. **R**

**ARTICLE IX**

**Section I Salary**

- A. No officer or delegate shall receive any salary for his/her services as officer or delegate from the Council.

**ARTICLE X**

**Section I Liability**

- A. All persons or corporations, or partnerships, groups or associations extending credit to, contracting with, or having claim against the Council or the officers thereof shall look only

to the funds and property of the Council for payment of any such judgment, contract, claim, debt, damage, or decree or any other monies that otherwise become due or payable to them from the Council or its officers, so that neither the Council nor the officers present or future shall in any manner be personally liable therefore.

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- B.** Under no circumstances shall the Council, its property, officers, delegates or members be responsible for any debts, damages, or liabilities of any kind or nature incurred or sustained by any recognized, sanctioned or otherwise approved local organization, club or association or any person acting in its name, unless said local group has obtained prior approval in writing from the Executive Board.

## ARTICLE XI

### Section I Indemnification

- A.** The Executive Board shall indemnify and reimburse from the funds of the Council each delegate or office of the Council and his/her heirs, executors or administrators, for any judgment against him/her and for expenses necessarily incurred by him/her in conjunction with the defense or reasonable settlement of any action, suit or proceeding to which he/she is made a member by reason of his/her being a delegate or office of the Council or by reason of his/her conduct as such.

## ARTICLE XII

### Section I Amendments

- A.** Unless otherwise specifically approved by a vote of Council Clubs Constitutional amendments proposed at one scheduled meeting will not be voted upon earlier than the next scheduled meeting. **R**
- B.** Voting authority for passage of amendments to this Constitution shall be two-thirds majority of the voting membership (delegates) in attendance.
- C.** Constitution shall be reviewed every two years (odd numbered years) by the Constitution and By-Laws Committee (except when emergency warrants).
- D.** Approved Constitutional amendments will become effective January 1 of the following year, unless otherwise specified within the request for the proposed amendment.

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## **PART II BY-LAWS**

### **ARTICLE I**

#### **Section I Meetings**

- A. Regular General Business Meetings of the Council shall be held not less than three times per year, time and location to be determined by the President and approved by the Executive Board. **R**
- B. Special Business Meetings of the Council shall be called by the President or the Executive Board.
- C. All Council member clubs will be notified of Council General Business Meetings and Special Business Meetings not less than 30 days prior to the meeting date. **R**
- D. All Council meetings will use the parliamentary procedure established in Robert's Rules of Order.
- E. Special Business and General Business Meetings will be composed of delegates of member clubs with voting privileges in the Council.
- F. Executive Board and Special Executive Board Meetings shall be composed of all Council Officers and are open to all Council members and guests but may be a closed meeting if deemed necessary by a consensus of one-third of the Officers in attendance.

#### **Section II Regional Meetings\* (Not in use at this time)**

- A. Meetings shall be rotated within the Region.
- B. A Regional Meeting shall be held within 30 days after a Council General Business Meeting.
- C. All Regional Meetings are to be open to any Council member or guest.
- D. Special Regional Meetings may be called as emergency warrants by the Regional Governor and/or the Council Executive Board.
- E. Each Council member club may be represented in its Region by one delegate or proxy vote.
- F. All Regional Meetings shall follow parliamentary procedure.
- G. All member clubs will be notified of Regional and Special Meetings no later than 15 days prior to the meeting date.

### **ARTICLE II**

#### **Section I Council Officers**

- A. Qualifications
  1. Ownership of a Corvette is preferred. **R**
  2. Individual must be a **current** member of the Council and must be an active member of a Council member club and said club having been a Council member at least one year prior to elections.
- B. Nomination/Election
  1. Nominations shall open the second general Business Meeting **and remain open approximately 60 days** every two years (even numbered years).
  2. All nominations will be sent to the Executive Secretary.
  3. Only ballots counted will be those received from voting clubs by the Executive Secretary on his/her official ballot signed by the President of the club or another officer delegated by the club.

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4. Sealed ballots will be opened and counted by two Executive Board Officers and two Council members at the third General Business Meeting.
  5. Results will be announced at the Convention General Business Meeting.
  6. Term of office shall be for two years commencing January 1 of odd numbered years. Elections shall be conducted in the fall of even numbered years and new officers announced at the Fall General Business Meeting. **R**
  7. List of Officers elected shall be published in the next issue of the WSSC Newsletter.
  8. All Officers shall be elected by a simple voting majority of the Council membership. Regional Officers\* shall be elected by their respective Region. **(Not in use at this time)**
- C. Resignation**
1. Any Officer may resign by submitting said resignation to the Executive Board in writing via certified mail.
  2. The remaining Executive Board shall have the power to appoint qualified applicants to fill vacancies within the Executive Board until regularly scheduled elections are held.
  3. In the event of a Regional Officer's position being vacant, an election shall be held at the next regularly scheduled Regional Business Meeting. **(Not in use at this time)**
- D. Impeachment**
1. Any Officer of the Council may be removed from office and/or suffer loss of all membership privileges for just causes as determined by a two-thirds majority vote of all Council delegates and Officers.
  2. Failure to attend two successive Business Meetings constitutes may grounds for impeachment proceedings. **R**
  3. Authority for action to impeach shall consist of two-thirds affirmative vote of all delegates and Officers in attendance at a regular General Business Meeting provided the accused shall have at least 45 days prior notice of charges via certified mail by the Executive Board. Member clubs shall have written notice 45 days prior to meeting date.
  4. Order of procedure shall be that after two-thirds affirmative vote is obtained at a regularly scheduled General Business Meeting, charges will be sent within the specified period of time of the accused in accordance with **PART II, ARTICLE II, Section I-D.3**. At the next meeting the accused may be removed from office and/or lose all membership privileges by a two-thirds affirmative vote under **PART II, ARTICLE II, Section I-D.1**.

## **ARTICLE III**

### **Section I Duties of Officers and Staff**

- A. All Officers Responsibilities**
1. Shall remain instructed by the Council to adhere to and enforce to the best of their ability the Constitution, By-Laws, Competition Code and its Guidelines.
  2. Shall assist in the transaction of the business of this Council.
  3. Shall, at the end of their respective terms, upon removal or resignation, surrender all papers, documents and other Council properties to the successor.

4. May represent their own club at Council and Regional Meetings.
5. As the WSSC Convention is the Councils most prestigious event, each Executive Board Member will make every effort to contribute and attend each Convention. **N**

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**B. President**

1. Shall preside at all General Business, Special Business, and Executive Board Meetings of the council and perform duties common to the office of the President. Shall be Chairperson of all standing Committees of the Council ex officio. After the election of Officers, the President shall have the authority to obtain volunteers or appoint members as Committee members as he deems necessary (all Committees and Chairpersons shall be subject to approval of the Executive Board). Shall have the authority to proclaim Executive Board Meetings as deemed necessary and also specify Executive Board Meetings over issues that are pertinent to attain development and management of the Council. May serve in the position of WSSC National Corvette Museum Representative or appoint said Representative as an Executive Board Member (with the approval of the executive Board). **R**

**C. Vice-President**

1. Shall assume the duties of the President in his/her absence and/or when called upon to do so by the President or the Executive Board. Shall be in charge of attendance and roll call voting at the General and Special Business Meetings. Shall administrate membership renewals and new member procurement. In addition, shall retain member club rosters and proxy assignments on file. Shall have in his/her possession the official Council roster and mailing list. Shall act as the official Council Parliamentarian by means of Robert's Rules of Order.

**D. Treasurer**

1. Shall collect all dues, other monies and pay all accounts payable as authorized by the Executive Board or Regional administration, in a timely manner after receiving the invoice, accompanied by receipts or written documentation. Shall maintain a bank account in the name of the "Western States Corvette Council, Inc." from which checks may be issued. Shall furnish a quarterly financial statement to the voting member clubs and a monthly statement to all Regional and Council Officers. All Council property, fees and said property shall be collected by the Treasurer. All Regional finances shall be controlled by the Treasurer. Shall prepare and file necessary taxes and forms yearly. **R**

**E. Executive Secretary**

1. Shall record and keep an accurate record of all proceedings of all Council meetings. Shall transcribe, type and mail by postal or electronic media the minutes of General Business Meetings to the Executive Board and designated Club Representatives of member clubs, and the minutes of Special and Executive Board Meetings to the Executive Board within 21 days after such meetings. Shall assist any officer desiring assistance with correspondence. Shall prepare and distribute notices and agendas for all Council Meetings and send copies to the Executive Board and Webmaster for posting. The Executive Secretary Shall be in charge of the Constitution and By-Laws of the council and shall preside as chairperson of the Constitution and By-Laws committee. **R**

**F. Director of Publications**

1. Shall publish a regular Quarterly newsletter bearing the name of "Western States Corvette Council, Inc." Shall publish a calendar of all sanctioned events and activities

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of the Council (and any other advertiser's information). Shall conduct an annual Newsletter contest consisting of entries from Council member clubs. (Per **PART III, ARTICLE I, Section IX**). Shall advise the Executive Board regarding cost of adverting. Shall also be responsible for obtaining advertising for the Newsletter **R**

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- G. Director of Events**
1. Shall coordinate all events and activities for the Council and member clubs. Shall preside as Chairperson of the Competition Code Committee. Will be designated as being in charge of event's sanctions of member clubs in all Regions within the Council. Upon written approval or denial of sanction, the Events Director shall also enclose new sanctioning forms to the said member club.
- H. Director of Public/Sponsor Relations**
1. Shall furnish publicity and news coverage for the betterment of the Council, sanctioned and/or endorsed events and furthering of the Corvette image. Shall coordinate and promote sponsors and advertisers of the Council.
- I. Convention Coordinator (A non-voting Appointed Position)**
1. Shall be appointed by and be directly responsible to the Executive Board. (Should be a past Convention Chairperson or Coordinator). Shall assist the Convention Chairperson with the coordination and administrative portions of the current WSSC Convention and solicit bids for future conventions. (Should not be a member of the hosting club).
- J. Director (Advisor to the President; A non-voting Appointed Position)**
1. Shall act in the capacity of advisor. Shall be held only by the outgoing President of the immediately preceding term and only if the incoming President has not held a position on the Executive Board in the immediately preceding term or the past President is elected to another Executive Board position. Shall serve for a maximum of one year and shall not carry a vote on the Executive Board.
- K. WSSC National Corvette Museum Representative (A non-voting Appointed Position)**
1. Shall coordinate all activities and events for the council and member clubs related to the National Corvette Museum (NCM). Maintain a strong working relationship with the Museum Executive Management, report to the Council on NCM activities and work with individual WSSC clubs to establish ambassadors. Coordinate NCM anniversary plans with the Council. (Inc.7/1999)
- L. WSSC Web Master (A non-voting Appointed Position)**
1. The WSSC Web Master will plan, manage, control, revise, update the WSSC Web Site to communicate the activities and the mission of WSSC to the council clubs and other interested parties and post business meeting agendas and minutes. Establish links to other sites of mutual interest and promote sponsor advertising. Assist the WSSC Board in developing cost data for advertising on the site. Maintain the events calendar and Council activities, post Council Clubs flyers and promotional materials. Advise the Executive Board of needed changes to the Web Site. Incorporate appropriate enhancements to promote the organization.
- M. WSSC Council Historian (A non-voting Appointed Position)**
- Shall maintain a historical repository containing Council documents, photos, Event Programs and records of honors and awards bestowed upon the Council in the past. Shall serve as a consultant on issues of past policies and procedures. This position dose not have voting rights in the Executive Board decision process. **N**

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**Section II Regional Officers (Not in use at this time)****A. Regional Governor**

1. Shall preside over all Regional Meetings. Shall convey all Regional information from the Council at all Regional Meetings, shall also convey Regional information to the Council at each scheduled General Business Meeting of the Council. shall carry a vote at Council Executive Board Meetings and shall be a member of that board.

**B. Regional Secretary**

1. Shall take all Regional Meeting minutes and provide copies of the minutes to the Council Executive Board, the Regional Officers and the member clubs of the Region within 15 days of said meeting. Shall maintain a file of minutes and correspondence for the term of office. Shall be directly responsible to the Regional Governor. Shall assist in gathering and compiling information of interest relative to the Region and forwarding that information to the WSSC Webmaster for web site posting and the Council Newsletter. Shall be required to forward copies of all correspondence to the Regional Governor, President and those officers concerned with that particular correspondence.

**C. Regional Events Chairperson**

1. Shall ensure that the Council's Competition Codes are adhered to at all Council sanctioned events within the Region. All sanctioned events shall first be coordinated with the council Events Director. Shall have sanctioning authority for Regional event (non-interregional points events). Shall compile event's results for posting of year-end points. Shall submit a written evaluation to the Regional Governor prior to the regularly scheduled Regional Business Meetings detailing all Regional events. Shall maintain a file of all regionally sanctioned event's results, performance bonds and certification of insurance.

**Section III Standing Committees****A. Constitution and By-Laws Committee**

1. Purpose shall be that of reviewing the current Constitution and By-Laws and making written proposals as to updates and/or clarify wherever deemed necessary. Proposals shall be documented and reviewed by the Executive Board at the third General Business Meeting before being presented to the general membership for approval or denial. The Constitution and By-Laws Committee shall consist of a minimum of five council members and two Council Officers, one which will be the Executive Secretary. A quorum of one Council Officer and three Council members will be needed to transact business. All committee members shall carry a vote. A 51% (percent) majority vote is needed for the Committee's approval of proposals. Meeting dates shall be not later than March 31st. All Committee members shall be sent one copy of all results of the Committee meetings. **R**

**B. Competition Code Committee**

1. Purpose shall be that of reviewing current Competition Code and making written proposals as to update an/or clarify wherever deemed necessary. Proposals shall be documented and reviewed by the Executive Board at the third General Business

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Meeting before being presented to the general membership for approval or denial.  
The Competition Code committee shall consist of a minimum of five Council  
members and two Council Officers, one of which will be the Events Director. **R**

**R** = Revised this edition

A quorum of one council Officer and three Council members will be needed to transact business. All Committee members shall carry a vote. A 51% (percent) majority vote is needed for the Committee's approval of proposals. The Competition Code Committee shall meet annually between October 1<sup>st</sup> and January 31<sup>st</sup> to review proposed changes.

All Committee members shall be sent one copy of all results of the Committee meetings.

**C. Budget Committee R**

1. Purpose shall be to establish a sound, feasible budget for the ensuing year on which the Council will operate. The Budget Committee shall consist of all incoming and outgoing Council Board officers and two other Council members. Five Board and one Council member will constitute a quorum for the transaction of business.

**D. Convention Committee**

1. Purpose shall be to solicit and review submitted proposals for the annual Convention and make recommendations to the WSSC Executive Board and the Council clubs on Convention location, events, and related costs. The committee will establish a budget estimate for the following years' convention and make recommendations for event host clubs. The Convention Committee shall consist of the Vice President (Chairperson), the Events Director, and the Treasurer and a representative from each WSSC voting club. A quorum of voting clubs must be present to conduct a committee business meeting. The committee chairperson will send a meeting notification to all voting clubs 30 days prior to the meeting. (Inc. 2006)
2. The Committee will meet prior to the annual convention to review proposals and finalize plans for the following years' convention. Meeting dates shall allow sufficient time to develop initial proposal convention plans for presentation at the third General Business meeting. The Committee will announce the winning Club and location, dates and host club(s) at the Convention Awards Banquet.

## **ARTICLE IV**

### **Section I Executive Board and Powers**

- A.** The affairs, business and property of the Council shall be the responsibility of the Executive Board, except for, but not limited to, those duties conferred on the Officers by the Council By-Laws.
- B.** Make decisions on Council matters where expediency is deemed necessary.
- C.** The Executive Board may employ any other organized syndicated trust firm or any individual or any group or combination thereof, to serve, assist, or advise, and may confer thereon such powers and authority as it may deem advisable, and make or contract to make payments, fees and/or other remuneration for services rendered as it may deem desirable.
- D.** Approve Chairperson of Council Committees.
- E.** Approve payment of all outstanding Council debts upon submittal of a valid receipt.

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## ARTICLE V

### Section I Club Representatives

- A. Club Representatives shall consist of one representative from each member club. A Club Representative must be a Council Member. The Club Representative shall have the authority to act as his or her Club's Representative on all matters before the Council. **R**

### Section II Voting

- A. Voting rights are limited to one vote per voting club in attendance.
- B. Each Council voting club has one vote at its Regional\* Meeting or at the Council General Business Meeting.
- C. An individual club can cast a vote in one of three ways:
1. Being present to cast their vote in person, if the attending representative is either the Club President or designated Club Representative. **R**
  2. By submitting a Proxy to another Council Member Club as long as the representative from that assigned club is on the WSSC Roster.
  3. By submitting a Proxy directly to an Executive Officer originating from the Club President or Club Representative. **R**
- D. All proxy votes should be submitted on WSSC Form No. 5. This form is available on the WSSC website. The club giving the proxy vote must notify the Council Executive Secretary and the Regional Governor (not used at this time) that a Proxy will be submitted at least five days prior to the Council General Business Meeting and submit a copy of the proxy via email, fax, regular U.S mail, or hand carried to the Council General Business Meeting. Proxies not received in time for the meeting will not be recognized. **R**
- E. The Regional Governor (or his/her appointed delegate) shall carry the votes of the member clubs in said Region to the Council General Business Meeting on issues voted upon at the previous Regional Meeting. A roll call vote is required. Issues discussed at the Council General Business Meeting will be discussed and voted on at the next Regional Business Meeting and the votes carried by the Regional Governor to the next General Business Meeting.
- F. Representatives of Member Clubs may attend, but do not have a vote at all Business meetings.

## ARTICLE VI

### Section I Council Quorum

- A. A minimum of eight delegates, including at least four Officers, present at any Council Meeting constitutes a quorum for the transaction of business. Outside of meetings, if the majority, 51% (percent) or greater of the delegates shall generally or collectively consent in writing to any action by the Council, including amendments to these By-Laws, such action shall be said Council action as though it has been authorized at a meeting of the Council.

### Section II Regional Quorum\* (Not in use at this time)



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A. Shall consist of a minimum of at least 25% (percent) of voting Regional clubs or two delegates, whichever is a greater and at least 51% (percent) of the Regional Officers.

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## ARTICLE VII

### Section I Budgets

#### A. Operating Budget

1. A proposed operating budget for the Council shall be submitted at least 30 days in Advance of the first regularly scheduled General Business Meeting of the fiscal year by the Executive Board to the voting membership for review prior to voting.
2. An operating budget for the Region\* shall be maintained and a copy forwarded to the Treasurer.
3. The proposed budget shall include, but is not limited to, all sources of revenue and expenses.
4. A simple majority of the attending delegates is required for approval.
5. Any approved budget can be amended at any scheduled General or Special Business Meeting by a two-thirds majority of the delegates in attendance.
6. Of the revenues generated from each Region\* as membership dues (excluding initiation fees), 10% (percent) would be retained in the Regional fund and 50% (percent) of the revenue generated from events within the Region (to include forfeited performance bond, protest bonds, etc. Exception: Annual dues) would also be retained in the Regional fund. In addition, 50% (percent) of the revenues generated by the Region for advertisement in the Council newsletter shall be retained in the Regional fund.
7. Each Item in the proposed budget will be identified separately by a unique number Designations and will require supporting or substantiating documentation.

### Section II Expenditures

#### A. Council

1. All Council Expenditures will conform to the operating budget.

#### B. Officers

1. Officers shall be reimbursed for the following personal expenses incurred in connection with official business :
  - a. Postage.
  - b. Telephone (not to exceed amount approved for yearly budget).
  - c. Travel to and from meetings of the Executive Board (including Regional Governors) not to exceed the amount approved by the yearly budget.
2. All expenditures must be accompanied by receipts.
3. An individual record of each Officers' expenditures in B.1. above shall be maintained by the Treasurer.
4. Council Officers shall be reimbursed from the general fund with the exception of the Convention Coordinator's travel expense to the Convention site for preliminary negotiations and site approval. His/her telephone expense for convention business shall be paid in full from the convention fund.
5. Regional Officers\* shall be reimbursed from the Regional fund.

### Section III Examinations

- A. The Council books shall be subject to an annual examination at the end of each Council fiscal year. A Certified Public Accountant (CPA) or an Audit Committee consisting of the WSCC Treasurer of record for the audit period and a minimum of three (3) other current Board Members and three (3) Council Members will conduct this examination. The Committee will elect a Chairperson to oversee this audit. The review will cover all General Journal, Cash Receipts and Cash Disbursements records of the Council for the fiscal year.

- B. An opinion as to the fairness of the Council records will be received from the CPA or the Audit Committee Chairperson and a copy will be made available to all voting delegates prior to the end of the current calendar year.

## **ARTICLE VIII**

### **Section I Amendments**

- A. Unless circumstances dictate otherwise, By-Laws amendments proposed at one scheduled meeting will not be voted upon earlier than the next scheduled meeting. **R**
- B. Voting authority for passage of amendments to these By-Laws shall be two-thirds majority of the voting membership (Club Representatives) in attendance.
- C. By-Laws shall be reviewed every two years (odd numbered years) by the Constitution and By-Laws Committee (except when emergency warrants).
- D. Approved By-Laws amendments will become effective January 1 of the following year, unless otherwise specified within the request for the proposed amendment.

**R** = Revised this edition

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## APPENDIX

**WSSC FORMS** (January 2014)**WSSC Number**

Letter from Events Chairman Regarding Sanctions (Word Doc) (2008)	#1
WSSC Sanction Request Form (PP Form ) (2013)	#2
Competition Protest and Appeal Form (PP Form) (2002)	#3
Concours d'Elegance Sweepstakes Score Sheet (PP Form) (2002)	#4
Concours Sweepstakes Judging Ticket (2002)	#4A
Proxy Vote Form (PDF Form) (2013)	#5
Concours d'Elegance Score Sheet (PP Form) (2014)	#6
Concours d'Elegance Operability Check (PP Form) (2002)	#6A
Concours Judging Ticket (PP Form) (2002)	#6B
Newsletter Contest Judging Sheet (PP Form) (2004)	#7
Autocross Information and Scoring Sheet (PDF Form) (2014)	#9
WSSC Technical Inspection Check List (PP Form) (2002)	#9A
Car Show Judging Sheet (PDF Form) (2014)	#10
Car/Park Show Exterior Judging Ticket (PP Form) (2014)	#10A
Car/Park Show Interior Judging Ticket (PP Form) (2014)	#10B
Car/Park Show Tires/Wheels Judging Ticket (PP Form) (2014)	#10C
Car Show Under the Hood Judging Ticket (PDF Form) (2014)	#10D
Park and Show Judging Sheet (PP Form) (2014)	#11
Membership Application (PDF) (2012)	#12
Humanitarian Award Nomination Sheet (PP Form) (2004)	#13
Humanitarian Award Nomination Sheet Instructions (PP Form) (2004)	#13A
Lifetime Achievement Award Nomination Sheet (PP Form) (2008)	#14
Lifetime Achievement Award Nomination Instructions (PP Form) (2008)	#14A
Invoice Form (PP) (2005)	#15

Note: The Judging Tickets for both Car Show and Park and Show are the same for Exterior, Interior and Wheels and Tires. See Forms 10A, 10B and 10C. Judging Ticket Form 10D, Under the Hood, is for Car Show only.

## WSSC POLICIES

**WSSC POLICY**

WSSC Privacy Policy

January 2008 Revision

WSSC List Server Policy

March 2010 Revision

WSSC Sponsorship and Advertising Policy

October 4, 2011