

THE CORVETTE CLUB OF KANSAS CITY

# Constitution and By-Laws

---



**Table of Contents**

**CONSTITUTION of THE CORVETTE CLUB OF KANSAS CITY,  
INCORPORATED** ..... 4

ARTICLE I - Club Name ..... 4  
ARTICLE II - Organizational Purpose ..... 4  
ARTICLE III - Membership Criteria ..... 4  
ARTICLE IV - Officers ..... 4  
    SECTION A: Titles..... 4  
    SECTION B: Election and Tenure ..... 5  
    SECTION C: Eligibility ..... 5  
    SECTION D: Vacancies of Office ..... 5  
    SECTION E: Duties of Officers ..... 5  
ARTICLE V - Meetings..... 7  
    SECTION A: Time and Place ..... 7  
    SECTION B: Special Meetings ..... 7  
ARTICLE VI - Quorum ..... 7  
    SECTION A: Executive Council ..... 7  
    SECTION B: General Meetings ..... 7  
ARTICLE VII - Incorporation ..... 8  
    SECTION A: Earnings and Assets ..... 8  
ARTICLE VIII - Amendments ..... 8  
    SECTION A: Constitution ..... 8  
    SECTION B: By-Laws ..... 8

**BY-LAWS of THE CORVETTE CLUB OF KANSAS CITY,  
INCORPORATED** ..... 9

ARTICLE I - Qualification of Members ..... 9  
    SECTION A: Membership Criteria ..... 9  
ARTICLE II - Privileges and Responsibilities of Membership ..... 9  
    SECTION A - Benefits ..... 9  
    SECTION B: Spouses or Partners of Members ..... 10  
ARTICLE III - Fees and Dues ..... 10  
    SECTION A: - New Members ..... 10  
    SECTION B: Renewal Members ..... 10  
    SECTION C: Delinquency ..... 10  
ARTICLE IV - Executive Council ..... 10  
    SECTION A: Council Composition ..... 10  
    SECTION B: Meetings ..... 11  
    SECTION C: Duties ..... 11  
ARTICLE V - Appointed Officers ..... 11  
    SECTION A: Social Chairperson ..... 11  
    SECTION B: Webmaster ..... 11

Section C: Corvette Museum Ambassador .....	12
ARTICLE VI - Club Publication .....	12
SECTION A: Purpose .....	12
SECTION B: Distribution.....	12
SECTION C: Advertising Policy .....	12
ARTICLE VII - General Meetings .....	13
SECTION A: Time and Place .....	13
SECTION B: Notification of change or cancellation of time and place .....	13
SECTION C: Order of Business .....	13
SECTION D: Guests .....	13
ARTICLE VIII - Election of Officers .....	14
SECTION A: Time and Place .....	14
SECTION B: Notification and Quorum .....	14
SECTION C: Nomination and Voting .....	14
SECTION D: Counting of Ballots .....	14
ARTICLE IX - Trial and Expulsion of Members .....	14
SECTION A: Cause for Expulsion .....	14
SECTION B: Arraignment and Trial .....	15
ARTICLE X - Impeachment of Officers .....	15
SECTION A: Impeachment Criteria .....	15
SECTION B: Arraignment and Trial .....	16
SECTION C: Appointed Officers .....	16
ARTICLE XI - Resignation .....	16
ARTICLE XII - Appeals .....	16
ARTICLE XIII - Club Events .....	16
SECTION A: Frequency of Events.....	16
SECTION B: Announcement of Events .....	17
SECTION C: Event Coordinator .....	17
SECTION D: Exclusion from Event.....	18
SECTION E: Cancellation of Events .....	18
SECTION F: Participation Requirements .....	18
SECTION G: Entry Fees .....	19
SECTION H: General Instructions .....	19
SECTION I: Drivers' Meeting .....	19
SECTION J: Awards for Individual Events.....	19
ARTICLE XIV - Club Awards .....	19
SECTION A: President's Trophy .....	19
SECTION B: Annual Awards .....	20

# **CONSTITUTION of THE CORVETTE CLUB OF KANSAS CITY, INCORPORATED**

## ***ARTICLE I - Club Name***

The name of this organization shall be the CORVETTE CLUB OF KANSAS CITY, INCORPORATED.

## ***ARTICLE II - Organizational Purpose***

The purpose of this organization shall be:

- A. To unite all mutually interested Corvette automobile owners in the area known as "Greater Kansas City" for the purpose of enjoyment of the automobile and its owners by participating in social, competitive and educational events.
- B. To encourage and support the principles of safe driving and good sportsmanship.
- C. To endeavor to improve the public image of the sports car, the sports car owner and events involving the sports car.

## ***ARTICLE III - Membership Criteria***

Any person who is interested in the objectives of the Corvette Club of Kansas City, Incorporated, may be considered for new membership provided that he or she:

- A. Shall own, or be the principal driver of, or be the spouse or significant other of the owner of, a Corvette automobile.
- B. Meet all the requirements set forth in the Constitution and By-Laws of this Club.

## ***ARTICLE IV - Officers***

### **SECTION A: Titles**

The elected officers of this Club shall be President, Vice-President, Activities Chairperson, Secretary, Treasurer, Editor, Membership Chairperson, and Insurance Coordinator, and shall be known collectively as the Executive Council.

## **SECTION B: Election and Tenure**

The officers shall be elected by the membership attending the November meeting each year and shall have tenure of one year. The officers shall be nominated from the floor during the October and November meetings and elected by secret ballot. A majority vote shall be necessary to elect. When there is only one nominee for an office, he/she may be elected by a voice vote. All officers shall take office as of January 1 of each year.

## **SECTION C: Eligibility**

Any member of the Club shall be eligible for election to any office provided he/she is a member of the Club in good standing under the restrictions set forth in the ByLaws.

## **SECTION D: Vacancies of Office**

If any office shall become vacant, the Executive Council shall appoint a replacement to hold that position until the next regular election. The member thus elected shall immediately assume his/her duties and shall hold office until the next regular election.

## **SECTION E: Duties of Officers**

1. The **President** shall:
  - a. Preside at all meetings of the Club and Executive Council.
  - b. Call special meetings at his/her discretion, subject to prior notice to the members.
  - c. Appoint all appointed officers and committees not otherwise provided for.
  - d. Make provisions for the discharge pro tempore of necessary duties of absent members.
  - e. See that the regulations of the Club are enforced.
  - f. Carry out assignments and instructions given to him/her by vote of the Club.
  - g. Write official correspondence of the Club, answer official letters and inquiries to the Club, not otherwise provided for, and keep a file of correspondence.
  - h. Perform such other duties as customarily pertain to the office of President.
  
2. The **Vice-President** shall:
  - a. In the absence of President, have all powers and prerogatives of President.
  - b. Select and order club apparel and maintain records of all member orders.
  
3. The **Activities Chairperson** shall:
  - a. Coordinate all Club activities.

- b. Recruit event chairpersons and assist where necessary in the organization and conduct of an event, and act as advisor.
  - c. Assist in advertising events and in selecting awards for events.
  - d. Maintain records and names of members and guests attending each event.
4. The **Secretary** shall:
- a. Keep minutes and proceedings of all regular and special meetings.
  - b. Keep all records and reports and documents of the Club except those specifically assigned to the custody of others.
  - c. Read, at each regular meeting, the minutes of the preceding general and Executive Council meeting unless the attending membership votes to accept the minutes of the general meeting as recorded in the Club newsletter.
  - d. Authenticate all records by his or her signature.
5. The **Treasurer** shall:
- a. Accept all fees and dues.
  - b. Render an account each month, or more often if required, of all receipts and expenditures.
  - c. Have the authority to postpone any Club purchase if said purchase is greater than the balance of the treasury.
  - d. Pay all bills of the Club after payment is authorized by Executive Council.
  - e. Be responsible for the annual reports of the Club according to IRS regulations and the laws of the State of Missouri.
  - f. Prepare an annual budget of the club's activities for the current year, to be presented and approved by the members at their regular general meeting held in March.
6. The **Editor** shall:
- a. Keep a record of the names, addresses and email addresses, when available, of all members, guests, and other area clubs.
  - b. Organize and publish Hi Beams monthly in accordance with ARTICLE VI, SECTION A, of the BY-LAWS and distribute all other special notices as authorized by the Executive Council and or membership.
  - c. Distribute Hi Beams monthly via e-mail or U.S. Postal Service, in accordance with ARTICLE VI, SECTION B of the BY-LAWS.
7. The **Membership Chairperson** shall:
- a. Greet guests at all events, answer their questions, make them feel welcome, and make certain their names are placed on the mailing lists for notification of appropriate events.
  - b. Be in charge of soliciting new members.
  - c. Ensure proper procedures are followed in the induction of new members.
  - d. Keep a record of guest participation:

- (1) After a guest has completed the requirements of ARTICLE III of the CONSTITUTION, send a notification in writing of his or her qualification for membership and a notice of dues.
  - (2) Automatically remove guest names from the mailing list after three (3) publications of Hi Beams if guest does not apply for membership.
  - e. Send out annual club renewal notices and collect the club dues for the Treasurer.
8. The **Insurance Coordinator** shall:
- a. Manage club insurance contract and any insurance related issues.

## ***ARTICLE V - Meetings***

### **SECTION A: Time and Place**

At least one general meeting shall be held each month from January to November, inclusive, at a place and hour to be determined by the Club, except in case of emergency.

### **SECTION B: Special Meetings**

Special meetings may be called by the President or a majority of the Executive Council.

## ***ARTICLE VI - Quorum***

### **SECTION A: Executive Council**

A quorum for the Executive Council shall consist of a majority of the elected officers.

### **SECTION B: General Meetings**

A quorum for a general meeting shall consist of the number of members present, providing that all members have been notified at the last meeting of the meeting and any special business to be discussed, or notified in writing no more than forty (40) days nor less than one (1) week prior to the meeting.

## ***ARTICLE VII - Incorporation***

### **SECTION A: Earnings and Assets**

No part of the earnings or assets of this corporation shall inure to the benefit of any individual member thereof, contributor thereof, or for *any* private, personal or selfish purpose. No part of the assets of this corporation or income derived thereof shall be given to or inure to the benefit of any person, corporation or organization not tax exempt under Chapter I of the Internal Revenue Code of the United States of America. In the event of dissolution of this corporation, none of its property shall be distributed to any person, corporation or organization not tax exempt under Chapter I of the Internal Revenue Code of the United States of America, but all of its charter property shall be distributed solely for the purposes set forth in ARTICLE II of this CONSTITUTION.

## ***ARTICLE VIII - Amendments***

### **SECTION A: Constitution**

This CONSTITUTION may be amended at any regular meeting of the Club by a two thirds (2/3) majority vote of those present and voting, providing that written notice of the proposed amendments has been given to all members no more than forty (40) days nor less than one (1) week prior to the meeting.

### **SECTION B: By-Laws**

BY-LAWS of the Club may be adopted or amended at any regular business meeting by a majority vote of those present and voting, provided that written notice of the proposed amendments of the BY-LAWS has been given to all members no more than forty (40) days nor less than one (1) week prior to the meeting.



# **BY-LAWS of THE CORVETTE CLUB OF KANSAS CITY, INCORPORATED**

## ***ARTICLE I - Qualification of Members***

### **SECTION A: Membership Criteria**

Any person who is interested in the objectives of the Corvette Club of Kansas City, Incorporated, may become a member providing he or she:

1. Shall own, or be the principal driver of, or be the spouse or significant other of the owner of, a Corvette automobile at the time of application for membership.
2. Shall pay all prescribed fees within thirty (30) days after notification of acceptance as a member.

## ***ARTICLE II - Privileges and Responsibilities of Membership***

### **SECTION A - Benefits**

As benefits of membership, each member shall:

1. Receive, at the Club's expense, club name tag, and upon original entry into the Club, one decal of the Club emblem and a copy of the CONSTITUTION, BY-LAWS and amendments.
2. Be eligible for all sponsor-offered benefits.
3. Be permitted to purchase and/or wear the Club authorized apparel.
4. Be permitted to purchase and/or display all Club emblems.
5. Be eligible to hold elected or appointed office.
6. Be permitted one (1) vote at all general or special meetings.
7. Be granted the right of appeal as provided in ARTICLE XII .
8. Receive any and all Hi Beams and notices distributed by the Club.
9. Be permitted to represent the Club in any local, regional, or national events.
10. Be permitted to compete in any Club event
11. Be eligible for any member trophies or awards.

**SECTION B: Spouses or Partners of Members**

1. Non-member spouses or partners of members, upon qualification, shall have the same privileges and responsibilities as those of the member described in paragraphs 2, 3 and 4 of Section A of this ARTICLE.
2. The spouse or partner of a member is eligible for reduced membership dues.

***ARTICLE III - Fees and Dues***

**SECTION A: - New Members**

Any individual being offered membership shall pay the club's membership fee for the year January 1 through December 31, pro-rated quarterly.

**SECTION B: Renewal Members**

1. All members shall pay an annual renewal fee as specified by the Executive Council and approved by the membership.
2. All members renewing membership must own or be the principal driver of, or be the spouse or significant other of the owner of, a Corvette automobile. If during the renewal period a member is transitioning from a sold vehicle to an active search for a replacement, the club will grant the member a one renewal grace period.

**SECTION C: Delinquency**

All fees are due on or before November meeting for the succeeding year.

1. All fees are due on or before January 1 of each year. If renewal fees are not paid by January 31, a club penalty of \$5 shall be added.

## ***ARTICLE IV - Executive Council***

### **SECTION A: Council Composition**

The Executive Council is composed of all elected officers. Each officer is encouraged to maintain a good to excellent attendance record at all Club events during the year in which he or she holds office.

### **SECTION B: Meetings**

1. A majority of the Executive Council must be present to constitute a quorum for Executive Council meeting.
2. The Executive Council shall meet at the discretion of the President or a majority of the Council.
3. The Council shall meet no less than quarterly.
4. The Council shall meet upon the request of any five (5) members.
5. The Council shall give notice of a meeting to all elected officers no less than 48 hours prior to such a meeting.

### **SECTION C: Duties**

The duties of the Executive Council shall be:

1. Make suggestions concerning any activity of the Club.
2. Make motions to the general membership for changes in the CONSTITUTION and BY-LAWS.
3. Act as a tribunal in case of official protests.
4. Act as a tribunal in the case of appeal and trial.
5. Carry out any and all duties imposed upon them by a majority vote of the general membership.
6. Act on any item of importance to the Club, subject to a majority approval of the general membership.
7. Oversee the enforcements of any and all regulations of the Club.

## ***ARTICLE V - Appointed Officers***

The Executive Council is empowered to appoint a Social Chairperson, Webmaster, Corvette Museum Ambassador, and any other appointed officer or committee as may be appropriate.

### **SECTION A: Social Chairperson**

1. To have responsibility for making all necessary arrangements for the Club's annual banquet.

### **SECTION B: Webmaster**

The duties of the Webmaster shall be:

1. To update and maintain the C.C.K.C. website as appropriate.
2. To post the monthly newsletter.
3. To update and post website photos for club activities, as photos are provided by Club members.

### **Section C: Corvette Museum Ambassador**

The duties of the Museum Ambassador shall be:

1. To update members monthly on information relative to the National Corvette Museum as appropriate.

## ***ARTICLE VI - Club Publication***

The Club shall publish a monthly newsletter which shall be known as Hi Beams. It shall be the duty of the Editor to formulate Hi Beams and see to its completion. The design and content of Hi Beams is left entirely to the discretion of the Editor providing that at all times Hi Beams fulfills the primary purpose of that publication.

### **SECTION A: Purpose**

The primary purpose of Hi Beams is to:

1. Include information on past events and upcoming events as announced by the Activities Chairperson.
2. Incorporate any event flyers prepared by event coordinators.
3. Announce the time and place of the next general meeting.
4. Announce any item of special interest to the Club, including any proposed CONSTITUTION or BY-LAWS changes to be discussed, when appropriate.

### **SECTION B: Distribution**

1. Hi Beams shall be distributed by e-mail or U.S. Postal Service.
2. Hi Beams shall be distributed by the end of each month following that month's general meeting.

3. Hi Beams shall be distributed to all paid members.
4. Guests may receive Hi Beams with the following provisions:
  - a. Any individual placed on the mailing list by request shall receive Hi Beams for the next three (3) months.
  - b. Any individual placed on the mailing list for any three (3) month period is subject to removal from the mailing list should he or she not attend any events or request to remain on the list during that three (3) month period.

### **SECTION C: Advertising Policy**

The advertising policy of the Club will be determined by the Executive Council.

## ***ARTICLE VII - General Meetings***

### **SECTION A: Time and Place**

At least one general meeting per month shall be held from January to November inclusive, at a place and hour to be determined by the Club.

### **SECTION B: Notification of change or cancellation of time and place**

All members shall be notified in writing of any changes in the time and place of a general meeting no more than forty (40) days nor less than one (1) week prior to such a meeting, except in case of emergency.

### **SECTION C: Order of Business**

The suggested following order of business shall be observed except when waived by the approval of a majority of those present:

1. Call to order.
2. Membership report, including welcome of guests.
3. Secretary Report – previous month’s meeting minute approval, and, as appropriate, reading of Executive Council meeting minutes.
4. Treasure report and member approval.
5. National Corvette Museum Ambassador report
6. Activities Chairperson report
7. Any special reports.
8. Unfinished business.
9. New business.
10. Special Programs.
11. Adjournment.

## **SECTION D: Guests**

Guests may be permitted at any meeting except when, in the opinion of the Executive Council, the nature of business to be discussed is such that it is inadvisable to permit guests: It shall be the duty of the Secretary to place a notice in Hi Beams informing guests that the meeting is a closed meeting. It shall be the duty of a member of the Executive Council to inform any guests arriving at a closed meeting that the meeting is such that they may not attend and to inform them of the next event that they will be permitted to attend.

## ***ARTICLE VIII - Election of Officers***

### **SECTION A: Time and Place**

There shall be an election of officers at the regular general meeting in the month of November for the purpose of electing for the following year.

### **SECTION B: Notification and Quorum**

All members shall be notified of the election of officers in writing no more than forty (40) days nor less than one (1) week prior to the election. Once all members have been notified, the total number present shall constitute a quorum.

### **SECTION C: Nomination and Voting**

1. All nominations shall be from the floor during the October and November general meetings, and elected by secret ballot. A majority vote shall be necessary to elect. When there is only one nominee for an office, he/she may be elected by voice vote.
2. In the event of a tie, another ballot shall be taken to determine the winner. Only the candidates involved in the tie shall be eligible for this ballot.
3. All members present at the meeting are permitted one vote.
4. There will be no proxy or absentee voting.
5. A member may run for only one elected office each year.
6. A member who is an officer of another Corvette club in the Greater Kansas City area may not hold office in the Corvette Club of Kansas City

### **SECTION D: Counting of Ballots**

Ballots will be counted by any two members of the Executive Council with an observer present selected from the general membershi

## ***ARTICLE IX - Trial and Expulsion of Members***

### **SECTION A: Cause for Expulsion**

Any member of the Club may be deprived of membership if he/she is found guilty of any misconduct that, in the judgment of the Club, is a detriment or discredit to the Club, its objectives, or its members.

### **SECTION B: Arraignment and Trial**

1. Any member who, in the judgment of the Executive Council, is guilty of serious misconduct or other reprehensible behavior will be given a written notice of the charges against him/her, and shall be required to stand trial before either the Executive Council or the general membership, the accused member having the option of choosing which shall be his/her tribunal, and upon his/her choice shall not be permitted to switch to the other body.
2. The defendant shall be allowed to choose counsel from the Club. Club members may be examined as witnesses. The order of procedure shall be as follows:
  - a. The President reads the charges and calls upon the defendant to reply.
  - b. The defendant, personally or through counsel, enters a plea. If he/she pleads "guilty," the tribunal, by a two-thirds (2/3) vote, will decide upon a sentence at once. If the plea is "not guilty," the following procedure is followed:
    - 1) Witnesses are called and examined.
    - 2) The defendant, either personally or through counsel, makes defense and retires from the room.
    - 3) The tribunal deliberates upon the evidence.
    - 4) The President sums up the evidence and the arguments given.
    - 5) The tribunal, voting by secret ballot, decides by a two-thirds (2/3) vote the guilt or innocence of the defendant, and if the defendant is convicted, fixes a penalty. A person thus expelled shall never be eligible for reinstatement.

## ***ARTICLE X - Impeachment of Officers***

### **SECTION A: Impeachment Criteria**

Any elected officer is subject to impeachment, when, in the opinion of a majority of the rest of the Executive Council and or/no less than five (5) members, excluding the Executive Council, feel that the officer has committed any of the following offenses:

1. Non-performance of duty in office.
2. Frivolous parliamentary tactics.
3. Abuse of the privileges of office.

### **SECTION B: Arraignment and Trial**

Any officer who is thus charged with serious misconduct shall, upon authorization of the Executive Council, be given written notice of the charges, and shall immediately upon receipt of such a notice be temporarily suspended from office. Any officer thus charged shall stand trial before the general membership, under the procedures outlined in ARTICLE IX, SECTION B of these BY-LAWS. The officer has no choice of tribunal; his/her case must be brought before the general membership. Any officer impeached from office but not expelled from the Club shall retain all rights of membership except that he/she shall be removed from office and may not hold any office until the next general election.

### **SECTION C: Appointed Officers**

An appointed officer cannot be impeached as such, but may be removed from office by a majority vote of the Executive Council.

## ***ARTICLE XI - Resignation***

Any member has the right to resign from an office or from the Club at any time. In the case of any officer resigning his/her post, but retaining membership in the Club, the Executive Council shall appoint a member to fill the vacant post until the next election. In the case of a member resigning from the Club as a whole, resignation results in the loss of all rights and privileges and the forfeiture of all dues and fees. Any member resigning from the Club and later wishing reinstatement must meet all the requirements for new members.



## ***ARTICLE XII - Appeals***

Any member suspended for non-payment of dues or fees may file a written appeal to the Club at any time within six (6) months after the suspension of his/her membership, providing that the appeal is signed by two members in good standing. If the causes for suspension have been removed, the member may be reinstated by a vote of the Executive Council.

## ***ARTICLE XIII - Club Events***

### **SECTION A: Frequency of Events**

The Club shall endeavor to sponsor at least one event once every month.

### **SECTION B: Announcement of Events**

1. General Membership Announcement.

Each event shall be announced to all members at the meeting prior to the event when possible and, when possible, through written notification in Hi Beams and/or email prior to the event.

2. Special Announcements.

Emailing or mailing of announcements to selected individuals and publications of announcements in local newspapers is optional. If emailing's or mailings are used, they must be in addition to the general announcement.

### **SECTION C: Event Coordinator**

An event coordinator shall be recruited for each event and shall be approved by the Activities Chairperson. The duties of the event coordinator shall be:

1. To organize and conduct his/her event at his/her discretion.
2. To arrange for any necessary special equipment and workers needed for his/her event.
3. To notify the Editor, Activities Chairperson and members as to the details of his/her event; in accordance with SECTION C of this ARTICLE. Details of the event which must be included in all announcements are:
  - a. Date, time and location of the event.
  - b. Fees and classes.
  - c. General nature of the event.
  - d. Special equipment that may be necessary.

4. To make arrangements for all advertising of his/her event, and to encourage guest participation at all events permitting guests.
5. When applicable, to make available at the start of the event the method of scoring to be used, and make the scores available at the finish of the event.
6. To provide accurate and complete general instructions in accordance with SECTION I of this ARTICLE.
7. To inform the Activities Chairperson of all those who participated in the event, and of the complete results of the event no later than fifteen (15) days after the completion of the event. When an insurance carrier so requires, the information will conform to the insurance carrier's reporting requirements.
8. If Club reimbursement is approved, to keep and submit to the Treasurer, within fifteen (15) days, a detailed accounting of all receipts and expenditures incurred with the event.
9. To make available upon request of any entrant or officer of the Club any papers, score sheets or documents used in the scoring of an event for at least one month.
10. To select any and all trophies, dash plaques and awards subject to the approval of the Treasurer as to the cost of such awards. The total cost of the awards for an event must not exceed 50% of the projected receipts of the event without the approval of the Executive Council.

#### **SECTION D: Exclusion from Event**

Any participant in an event may be excluded or removed from any event for any of the following reasons:

1. Ungentlemanly or unsportsmanlike conduct or other reprehensible behavior.
2. Unsafe driving.
3. An in-motion traffic violation noted by a police summons or citation.
4. Being at fault in an accident.

#### **SECTION E: Cancellation of Events**

1. Any event may be cancelled if:
  - a. In the opinion of the event coordinator it is inadvisable to hold the event at that specific time.
  - b. In the opinion of a majority of the Executive Council, after examination of an event, the event is inappropriate or not feasible or includes dangerous or hazardous road conditions.

- c. Six or fewer cars register for an event; then the event will be run only at the event coordinator's discretion, taking into account the wishes of the entrants.

## **SECTION F: Participation Requirements**

1. Sign-in Sheet

At each event, the Activities Chairperson event coordinator will make available a sign-in sheet if required by the Club's insurance carrier, which every entrant, guest and worker must sign. The sign-in sheet must include the name and signature of each participant.

2. Substitution of Cars

A different car from the one originally entered may be substituted in case of emergency, upon notice to the event coordinator before the close of registration. No substitution of a car after the event starts will be permitted.

3. Liability Releases

All entrants, event coordinators and workers in an event must sign a waiver, in such form as may be prescribed by the Executive Council, releasing all parties designated in the waiver from any and all liability of any nature whatsoever in connection with the event.

## **SECTION G: Entry Fees**

1. The entry fee for any event shall be set by the event coordinator subject to the approval of the Executive Council.

## **SECTION H: General Instructions**

1. Content of the General Instructions

The general instructions for any competitive event shall contain all rules and regulations governing the event together with detailed data concerning scoring procedures, awards, and all other information essential to the contestants' complete understanding of the event. When appropriate the instructions shall contain a full glossary listing and define all terms (including abbreviations and symbols) used in the route instruction, giving particular attention to local usage and colloquialisms.

2. Issuance of General Instructions

When appropriate, general instructions (including any special regulations applying to the event) shall be in writing and shall be given to the entrants upon registration or no less than 15 minutes before the start of an event.

### **SECTION I: Drivers' Meeting**

When appropriate, the event chairperson may elect to hold a verbal drivers' meeting immediately before the start of an event. The drivers meeting should be held after the issuance of the general instructions to clarify any points in the general instructions.

### **SECTION J: Awards for Individual Events**

The Club shall endeavor to provide appropriate trophies, dash plaques and awards whenever possible.

## ***ARTICLE XIV - Club Awards***

### **SECTION A: President's Trophy**

There shall be a roving President's trophy to remain in the custody of the President for the duration of his/her term in office. Each succeeding President shall have his/her name and date suitably engraved upon the trophy at the Club's expense.

### **SECTION B: Annual Awards**

#### 1. Eligibility

Only C.C.K.C. members in good standing shall be eligible for awards.

#### 2. Presentation of Awards

The Executive Council shall be responsible for obtaining the necessary awards, and shall present them to all eligible members at the annual banquet in December or at such other time as is deemed appropriate.

#### 3. The Executive Council will have the option of recognizing members for awards, at their discretion. If the Executive Council opts for any competitive awards, qualifying criteria for earning those awards must be announced in the January Hi Beams and at the January meeting.

++ END ++