

Bylaws of the Porsche Club of America, Insert Name Region

## ARTICLE I: NAME

The name of the Club shall be the Porsche Club of America, Insert Name Region (insert Region abbreviation).

## ARTICLE II: GENERAL OBJECTIVES

The general objectives of the Club, to which its members are joined together and mutually pledged, shall be the furtherance and promotion of the following:

- A. The highest standards of courtesy and safety on the roads.
- B. The enjoyment and sharing of goodwill and fellowship engendered by owning a Porsche and engaging in such social or other events as may be agreeable to the membership.
- C. The maintenance of the highest standards of operation and performance of the marque by sharing and exchanging technical and mechanical information.
- D. The establishment and maintenance of mutually beneficial relationships with the Porsche Works, Porsche Dealers, and other service sources to the end that the marque shall prosper and continue to enjoy its unique leadership and position in sports car annals.
- E. The interchange of ideas and suggestions with other Porsche Clubs throughout the world and in such cooperation as may be desirable.
- F. The establishment of such mutually cooperative relationships with other car clubs as may be desirable.
- G. The preservation of the independence of the Porsche Club of America (PCA) and the Insert Name Region, free of control or undue influence by any outside individual, organization, company, or other entity, no matter how closely aligned to the Club in interest or purpose. In furtherance of this goal, the Porsche Club of America, Insert Name Region is and shall remain a totally member -driven and primarily member-financed independent entity allowing neither inappropriate nor undue influence, financial or material, from outside its domain, owing allegiance only to its members.

## ARTICLE III: POWERS, CORPORATE SEAL, AND BADGE

### Section 1 – Powers

The Club shall be empowered to do all things and conduct all business, not for profit, necessary to carry out the general objectives of the Club as set forth in the Certificate of Incorporation,

issued under the statutes of the state or province (choose appropriate one) Insert Region Name, and in these Bylaws.

## Section 2 – Corporate Seal

The corporate seal of the Club shall be Insert description of the Region seal if there is one. Otherwise delete Section 2, being inscribed with the name of the Club and the year and place of its incorporation. Note: if there is no Corporate Seal the Article III title should be changed.

## Section 3 – Badge

The badge of the Club shall be Insert description of the Region Logo. The logo/badge for the Club shall be as shown on exhibit A to these Bylaws. No substantial alteration to the logo/badge may be adopted by the Club unless approved by a 75% majority vote of its active and family active members.

# ARTICLE IV: MEMBERSHIPS, DUES, AND FEES

## Section 1 – Membership

Membership in the Club shall be restricted to owners, lessees, or co-owners of Porsches who are 18 years of age or older, and to such other persons interested in the Club and its objectives as provided in Section 2 (B), (C), and (D) of this Article. A Porsche is defined as an automobile body and suspension which is, basically, as manufactured by or designated as a Porsche automobile by Porsche, Porsche AG or its successor, which is powered by an engine which is, basically, one which was installed in such bodies by the manufacturer of such automobiles, although not necessarily in the body concerned. The word “co-owner”, in addition to its usual meaning, shall include a person who holds a substantial stock ownership in a franchised Porsche dealership or distributorship.

## Section 2 – Classes of Membership

A. ACTIVE – Any owner, lessee or co-owner of a Porsche acceptable to a Regional Club, who is 18 years of age or older, having paid Club dues and fees as required.

B. FAMILY-ACTIVE - An individual requested by an active member as his or her family-active member, restricted to persons 18 years of age or older, whether otherwise qualified for active membership by ownership of a Porsche or not.

C. ASSOCIATE – Any active member who ceases to own, lease or co-own a Porsche while in good standing, or any person, employed by a Porsche-oriented business, interested in the Club and its objectives having paid Club dues and fees as required. A person of the associate member’s family who has been a family-active member as in (B) above, may continue as a family-associate member similarly.

D. HONORARY – Any person who, on the affirmative vote of the Executive Council, is deemed to merit recognition for outstanding interest in or service to the Club. Such membership shall be limited to one year, but may, upon the affirmative vote of the Executive Council be renewed.

**Note: A Region Executive Council does not have the authority to create an Honorary member of PCA but can create this class of membership for the Region only.**

E. LIFE – Any person who, on the affirmative vote of the Board of Directors, is deemed to have performed such extraordinary service to the Club as to warrant this singular honor. Each Region President, upon termination of the President’s elected term, shall automatically be a life member of the Region without such vote, so long as they remain an active member of the National Organization. A life member shall be considered as an active member, may name a family member under (A) above. **Note: A Region Executive Council does not have the authority to create a life member of PCA but can create this class of membership for the Region only. This would allow a Region to defer Region specific dues, should there be any, for life members. This membership within the Region does not translate to life membership in PCA National.**

F. AFFILIATE MEMBER – A person, 18 years of age or older, named by the active member at the time of joining or at any renewal of membership in lieu of a family-active member.

### Section 3 – National and Regional Club Membership

No active, family-active, associate, family-associate, or affiliate member may hold membership in the Insert Name Region without at the same time being a member in good standing of a National Club which are each a separate legal entity.

### Section 4 – Membership Application

Applications for membership may be made either through the National Office or Insert Name Region, either of which may reject it.

### Section 5 – Dues

National annual dues for the various classes of membership shall be determined from time to time by the National Board of Directors. National dues shall be collected by the National Club, which shall refund to Insert Name Region such part thereof as shall have been set by the Board of Directors. National dues shall be due and payable at the end of the month in which the member joined or in which the member last renewed.

**Optional: Region Dues. Annual Regional dues for various classes of membership may be determined from time to time by the Board of Directors. Annual Regional dues shall be due and payable during the first month of the Fiscal year (or by the end of month in which the member joined). Note: If the Region has separate dues the billing/collection of these funds needs to be manageable for the Region and impacts Section 6 below.**

## Section 6 – Membership Year

The membership year for members in Insert Name Region shall be set forth by the National organization who will manage renewal notices. Members who do not renew shall be dropped from membership.

## Section 7 – Privileges

Members, including family members, in good standing shall be entitled to all the privileges of the Club, except that honorary members, associate members and affiliate members shall be entitled neither to vote nor hold elective office, and except further that family-active members, affiliate members, and family associate members shall not be entitled to receive any duplication of any Club mailing to the active member. Ballots will be mailed (or, if electronic means shall have been approved in accordance with these Bylaws, then by mail, by electronic means or any combination thereof), to active members only, with space for the vote of the family-active member. Only active members and family-active members, in good standing, shall be eligible to be nominated for elective Club office. The active and family active member may cast only one vote each in any election or referendum. **Note: Although not allowed by PCA bylaws the Region may allow for Associate, Associate Family and Affiliate members to vote and hold elected office within the Region. This privilege does not extend to PCA membership. This section should be consistent with Article V Section 1.**

## Section 8 – Suspension

Any member may be suspended by a two-thirds vote of the Board of Directors or by a National Club in accordance with its Bylaws for infractions of Regional Club or National rules or regulations or for actions inimical to the general objectives or best interests of Club or PCA.

Upon written notice of such suspension, the suspended member shall be afforded reasonable opportunity to be heard, in person or through a representative, by the PCA National Board of Directors or a committee appointed by the National Executive Council for the purpose, concerning the alleged misconduct. In order to be considered valid, such appeal must be made in writing within 45 days of the written suspension notification. If the suspension was not for a stated length of time and no written appeal is tendered, the member is automatically expelled from PCA at the end of the 45-day appeal window. In the event of an appeal, the Board of Directors may thereafter continue the suspension for a definite time, lift the suspension, or expel the member, and its decision shall be final. Suspensions of active and associate members are also applicable to family-active, family associate and affiliate members.

## Section 9 – Resignations

Any member may resign by addressing a letter of resignation to the Secretary of the Regional Club or to the Executive Director of the National Office. The recipient shall inform the other of

the resignation. The member's resignation shall become effective upon receipt and all Club privileges shall terminate as of that date. Resignation of an active member likewise terminates membership of his/her family or affiliate member. An active member may terminate the membership of an affiliate member named by written notification to the Executive Director of the National Office.

#### Section 10 – Transfers

Any member may request for transfer out of Insert Name Region to another region within the PCA. This request shall be submitted in writing to the National office.

#### Section 11 – Termination

An Active member or Associate member may terminate or change the Family-Active, Affiliate or Family-Associate membership by written notice to the National office.

### ARTICLE V: ELECTED OFFICERS

#### Section 1 – Elected Officers

The elected officers of the Club shall be a President, Vice President, Secretary, and Treasurer. Their terms of office shall be two years and shall end on December 31. No officer shall serve in the same office more than two consecutive terms. No officer may continue in office if the officer shall move the officer's residence beyond the borders of the Club. **Note: Single year terms are not suggested, as they do not allow for consistency in leadership of the Region. This should be the leadership of the Region. The Region President is a voting member of the National Board of Director and other form(s) of elected officials/Region leadership are not recognized by PCA National (i.e. Board of Trustees)**

#### Section 2 – Eligibility

Only active members and family-active members, in good standing, shall be eligible to be nominated for elective Club office. **Note: Although not allowed by PCA bylaws the Region may allow for Associate, Associate Family and Affiliate members to vote and hold elected office within the Region. This privilege does not extend to PCA membership. This section should be consistent with Article IV Section 7. Will the Club allow for an Active and their Family Active member to both be on the Executive Council? If not, this should be written into the bylaws.**

### ARTICLE VI: EXECUTIVE COUNCIL AND BOARD OF DIRECTORS

#### Section 1 – Executive Council

The President, the Vice President, the last Past President continuing to be an active member of the Club, the Secretary, and the Treasurer shall constitute the Executive Council in which the government of the Club shall be vested. It shall be responsible for the proper conduct of the

administrative affairs of the Club, the proper functioning of the committees, and shall insure compliance with these Bylaws. All decisions of the Executive Council shall be by a majority vote unless otherwise provided in these Bylaws.

## Section 2 – Board of Directors

The elected officers, chairs of the standing committees, last Past President continuing to be an active member of the Club shall constitute the Board of Directors of the Club. It shall be the responsibility of the Board of Directors to determine all matters of Club policy. The Board of Directors shall insure the proper conduct of the administrative affairs of the Club by the Executive Council, the fulfillment of duties by the officers, and compliance with these Bylaws. All decisions of the Board of Directors involving major policy considerations shall be arrived at by mail, telephonic or electronic canvass of the entire Board, to the fullest extent permitted by law. All decisions shall be by majority vote of the Board members voting, to the fullest extent permitted by law. All decisions of the Board of Directors at any called meeting of the Board shall be by a majority of the votes cast by those members present, to the fullest extent permitted by law. At any meeting of the Board of Directors, representation of two thirds of the Chartered Regional Clubs shall constitute a quorum, provided that a majority of those Board members (or their duly authorized representative) present are not members of the Executive Council.

## ARTICLE VII: DUTIES OF OFFICERS

### Section 1 – Duties of President

The President shall preside at all meetings of the Executive Council and the Board of Directors and shall perform the duties usually appertaining to the President's office. The President shall call at least Insert number meetings of the Board of Directors per calendar year. The President may call meetings of the Executive Council as the President may see fit and shall call such a meeting at the request of any 3 members of the Council. The President shall cause to be published in the Club's official publication a semi-annual (insert how often the report should be published) report on the status of the Club, its plans and programs, policy decisions reached by the Board of Directors and other pertinent matters dealing with the affairs of the Club. In the absence of the President, the Vice President shall preside, and act as President. In case of the President's death, resignation or disqualification, the Vice President shall become President.

**Note: A President's letter in each edition of the publication would fulfil the status report above)**

The President is a voting member of the National Board of Directors and participates in all National Board of Directors meetings. **Note: There are at minimum 2 meetings per year and are conducted electronically.**

### Section 2 – Duties of Vice President

The Vice President shall assist the President in the conduct of the administrative affairs of the Club and perform such other duties as may be assigned to the Vice President by the President.

### Section 3 – Duties of Secretary

The Secretary shall attend all meetings of the Executive Council and the Board of Directors and shall keep full and complete minutes of the proceedings and of all votes cast thereat. The Secretary shall cause to be published in the Club's official magazine notices of proposed and adopted amendments of these Bylaws and other matters relating to the proper conduct of the Club. The Secretary shall have custody of or cause to be kept by the \_\_insert Historian if pertinent to Region – otherwise delete\_\_ the Club's National Charter and all non-financial records at all times. The Secretary shall perform all duties incident to the Secretary's office required by law.

### Section 4 – Duties of Treasurer

The Treasurer shall have responsibility for all monies, debts, obligations and assets belonging to the Club. The Treasurer shall cause all monies of the Club to be deposited to the Club accounts in a bank or banks insured by the Federal Deposit Insurance Corporation. The Treasurer shall have direct control over, and supervision of, all Club assets and of all payments of Club debts and obligations. The Treasurer shall insure strict compliance with these Bylaws in all matters pertaining to the financial affairs of the Club. The Treasurer shall cause to be published in the Club's official magazine a full and correct report semiannually on the financial status of the Club. The Treasurer shall also give a full and correct report on the financial status of the Club at any meeting of the Board of Directors. The Treasurer shall cause to be maintained double-entry books of account which shall properly reflect the true and correct financial status of all receipts, disbursements, balances, assets and liabilities of the Club. All checks or other orders for the payment of monies in the name of the Club shall be signed by the Treasurer or by such other person(s) as designated by the Executive Council, and who is (are) overseen by the Treasurer. The Treasurer shall submit the Treasurer's books of account and records to a certified public accountant, at Club expense, at the close of the fiscal year as directed by the Board of Directors. The Treasurer shall have custody or cause to be kept by the \_\_Insert name of other position if pertinent for Region – otherwise delete\_\_ the financial records of the Club

### Section 5 – Duties of the Past President

The Past President shall have the responsibility to serve as a member of the Executive Council and Board of Directors to provide continuity. Duties shall be assigned by the Executive Council and Board of Directors as needed for the improvement and advancement of the Club's objectives.

### Section 6 – Vacancies / Interim appointments

In the event of the death, resignation, disability or disqualification of the Vice President, Secretary, or Treasurer, the Executive Council shall make an interim appointment to the office so vacated for the balance of the unexpired term.

In the event of the death, resignation, disability or disqualification of a candidate for the office of Vice President, Secretary, or Treasurer, running unopposed, or elected but not yet seated, the Executive Council shall make an interim appointment to that office for not more than one year, during which time a special election will be held to fill the office for the remainder of the term.

**Note: Optional addition for the Region BOD failure to attend: The Executive Council may declare vacant the seat of any Board of Director member who is absent from three (3) consecutive meetings of the Executive Council or Board of Directors without reasonable cause or report submission.**

#### Section 7- Financial Accounts

The Executive Council will specify a minimum of one additional Elected Officer's name other than the Treasurer as signature authority on the Club's accounts.

### ARTICLE VIII: STANDING COMMITTEES and SPECIAL COMMITTEES

#### Section 1 – Appointment of Standing Committee Chairs

Standing Committee Chairs are appointed by a majority vote of the Executive Council and may, in like manner, be dismissed by the majority vote of same, except that a unanimous vote of the Council shall be required for the appointment of the chair and members of the Nominating Committee and for their dismissal or replacement.

Any **voting** member of the Club may serve as a member or Chair of a Standing Committee.

**Note: If the Club is planning to allow any member of the Region to be a Standing Committee Chair the verbiage needs to be consistent. Allowing Associate/Affiliate members to be Standing Committee chairs would allow them a vote as a member of the BoD but would not extend to voting in elections unless allowed in the bylaws. This would not extend to the National level. Most importantly – If the decision is made that any member in good standing is eligible to chair a Standing committee this CANNOT extend to the Chair of the Nominating Committee. The Nominating Chair must be a voting member of the Club and must NOT be a current member of the Executive Council.**

Standing Committee Chairs shall serve as voting members of the Board of Directors.

#### Section 2 – Number

There shall be Insert Number standing committees of the Club, as follows:

- 1) Nomination
- 2) Historian
- 3) Membership
- 4) Website
- 5) Official Publication

Note: Above are the minimum Standing Chairs that Region typically needs to function. Other Committees that the Region may choose to create are Tours, Autocross, Driver Education, Concours, Rally Master, Social Media, Charity, Club Racing Event, Social, Insurance. For New Regions each of these positions does not need to be filled immediately, but if they are not addressed in the bylaws the bylaws would need to be changed to add them, which is a much more difficult process. You need to be aware of your state/province requirements for non-profit boards - What are the minimum number of persons? Are there requirements for a minimum number of “directors”/chairs?

### Section 3 – Standing Committee Members

Standing Committee members must be a member in good standing of the Club and may vary in number as required to accomplish the work of each committee. Committee members may be appointed by Standing Committee Chairs. Committee members may be dismissed or replaced by a majority consent of the Executive Council.

### Section 4 – Duties and Responsibilities

Committee Chairs are responsible to the Executive Council and shall submit an annual written budget of all anticipated expenses and income in connection with their function.

### Section 5 – Special Committees

The Executive Council may create such other ad hoc committees from time to time as required to execute the Club’s special activities, events, or objectives.

### Section 6 - Term

Standing Committee Chair and member terms are from January 1 to December 31 of each year. They will automatically renew each year up to a term limit of \_\_\_\_ years, or unless terminated by a majority vote of the Executive Council.

## ARTICLE IX: ELECTION OF OFFICERS

### Section 1 – Nominating Committee

The Executive Council, by unanimous vote, will appoint a Nominating Committee Chairperson from the current Board of Directors who shall serve as a voting member of the Board of Directors. Two other non-officer Active Members selected by the Standing Committee Chairs shall serve as members of the Nominating Committee. The Nominating Committee is

responsible for nominating a slate of officers to serve in the following term. Not later than **September 1** of each election year, the Nominating Committee shall recommend to the Executive Council at least one, preferably two, or more candidates for each elected Officer position.

**Note: Choose a deadline date that the Club can adhere to given the planned date of the election – typically during the November or December meeting.**

## Section 2 – Nominations by the Members

Active and Family Active members in good standing may nominate candidates for each office. Such nominations must be submitted to the Nominating Committee not later than **September 1** of each year.

No member may be nominated or placed on the ballot without their consent.

## Section 3 – Notice of Elections

In the official publication for the Club for **October** of any election year, the Secretary shall cause to be published a notice of election and the names of all nominees for office. **Note: Choose a deadline date that the Club can adhere to given the planned date of the election – typically during the November or December meeting.**

## Section 4 – Ballots

During the first **fifteen days of October** of any election year, the Secretary shall cause to be mailed (or, if electronic means shall have been approved in accordance with these Bylaws, then by mail, by electronic means or any combination thereof), to all current active members a notice of election and a ballot. **Note: Choose a deadline date that the Club can adhere to given the planned date of the election – typically during the November or December meeting.**

Active and Family-Active members are entitled to one (1) vote each on any and each issue arising.

The ballot shall contain:

- Names of the nominees
- Instructions to vote for no more than one candidate for each Officer position.
- Space for voting for the ACTIVE member's vote and the FAMILY ACTIVE member's vote.
- Space provided for write-in votes.
- Space provided for the signature of each voting member, their individual membership number, and their email address (if appropriate).
- A statement noting the calendar date deadline for the receipt of ballots.

The notice of election shall set a return date for the ballot which shall be at least **30 days** before the end of the year. **Note: Choose dates that the Club can adhere to given the planned date of the election and the means for voting – typically during the November or December meeting.**

All ballots must be received by the Secretary no later than **November 1**. Ballots may be mailed or sent electronically. **Note: Choose a deadline date that the Club can adhere to given the planned date of the election – typically during the November or December meeting.**

#### Section 5 – Tellers

On or after **November 1** the Secretary and a member in good standing who is not running for office in the election, shall count and tally all ballots received by the deadline. If the active Secretary is on the ballot, the Past President will substitute.

Ballots received after the deadline shall not be counted unless there is a tie for any of the positions. If a tie remains after all the late ballots are tallied, the Secretary (or Past President) shall flip a coin in the presence of the candidates or members present to determine a winner.

Written protests shall be directed to the Executive Council within 15 days of the results being announced. The Executive Council has 15 days to hear the objection and determine a resolution. The Executive Council's decision will be final.

#### Section 6 – Notice of Election Results

The Secretary shall cause to be published within 30 days the results of the election in the Club's official magazine and/or on the Club's website.

#### Section 7 –Duties of Newly Elected Officials

Upon tabulation of the votes the Secretary shall immediately notify the persons elected of their election. The President-Elect shall, as soon as feasible, call a meeting of the newly constituted Executive Council for the purpose of appointment of committee members whose terms are to start at the first of the next year, as well as other appointments which may be required. At the discretion of the President-Elect, the meeting described above may be by telephone or mail, or electronic means.

### ARTICLE X: FISCAL YEAR

The fiscal year of the Club shall be the calendar year.

### ARTICLE XI: OBLIGATIONS AND INDEBTEDNESS

#### Section 1 – Authority to Incur Obligations or Indebtedness

Only persons authorized by the Executive Council to act on behalf of the Club shall incur any obligation or indebtedness in the name of the Club. All obligations or indebtedness incurred in accordance with the provisions of these Bylaws shall be incurred as corporate obligations. No personal liability whatever shall attach to or be incurred by any member or officer of the Club by reason of any such corporate obligation or liability.

No elected officer or any other person authorized to act on behalf of the Club shall incur any obligations or indebtedness in the name of the Club in excess of the sum of Insert Sum without prior approval of a majority of the Executive Council, except for the following purposes:

- Printing, mailing, postage and stenographic expenses of the Club's official publication.
- Stationary and postage for ordinary administrative use.

Note: The excess sum can be 0.00. Be cautious in making this value too high, as it would require a bylaw change to amend. What is the amount of money that is reasonable to allow a member (or all of the members) of the EC to incur that is financially supportable? Examples of potential expenses that would could be considered in line with the Clubs objectives would be – expenses to the Zone President(s) meeting, expenses incurred for travel to the National BoD meetings (Winter / Parade meetings), expense related to other administrative duties (printer cartridges, paper, printing costs)...

## Section 2 – Unauthorized Obligations

No elected Officer or any other person authorized to act in behalf of the Club shall incur any obligation or indebtedness in the name of the Club which is not for the general benefit of the entire membership of the Club nor shall the Executive Council or the Board of Directors approve the incurring of any such obligation or indebtedness.

## Section 3 – Personal Liability for Unauthorized Obligation

The incurring of any obligation or indebtedness in the name of the Club by any elected Officer or member in contravention of these Bylaws shall be an ultra vires act. The person or persons responsible for such act or acts shall be personally liable, individually and collectively, to the Club in an amount equal to the obligations or indebtedness which the Club may be required to pay.

## Section 4 – Conflict of Interest

No Director shall engage in any transaction that could create a conflict of interest with the Club. Directors shall disclose to the Executive Council any potential conflicts between their personal interests and the Club's. No Director shall vote on any matter in which they have a material financial interest or conflict of interest.

## Section 5- Financial Oversight

All Committee Chairs, Special Appointees and individual members of the Executive Council shall prepare and submit annual budgets to the Treasurer for collective review and approval by the Executive Council.

The Treasurer shall submit and the Executive Council shall internally review and audit quarterly reports on the Club's finances.

The Treasurer shall give a full and correct report on the financial status of the Club at any meeting of the Board of Directors.

The Treasurer shall cause to be published in the Club's official magazine a full and correct report semi-annually on the financial status of the Club.

The Treasurer shall submit the Club's financial records to an independent certified public accountant, at the Club's expense and at the close of the fiscal year, for audit as directed by the Executive Council.

## ARTICLE XII: ARTICLE XI – MEETINGS

### Section 1 – Executive Council Meetings

Meetings of the Executive Council may be called at any time, but at least Insert the minimum frequency, by the President or by a majority of the Executive Council members. Each Executive Council member shall be notified of such meeting at least seven (7) days prior to the time set for the meeting. A simple majority of the Executive Council is required to pass a voting issue, with a minimum of 4 Officers in attendance **Note: make sure that this is in compliance with your state/province non-profit requirements.**

Meeting attendance may be in person or electronically.

### Section 2 – Board of Directors Meetings

Meetings of the Board of Directors may be called at any time, but at least Insert the minimum frequency, by the President or by a majority of the Board of Directors. Each Director shall be notified of such meeting at least seven (7) days prior to the time set for the meeting. A simple majority of Directors is required to pass an issue being voted on, with a majority of Directors in attendance.

Meeting attendance may be in person or electronically.

### Section 3 – Club General Membership Meetings

Meetings of the members shall be at such time and place as designated by the Executive Council. Due notice of any Club Member Meetings shall be given by publishing in the official

publication, on the club's website or via other electronic notice that reaches the entire membership.

Special meetings of the members may be called by the President, by a majority of the Executive Council, or by a petition signed by five (5) percent of the members. Due notice shall be given stating the date, time, place, and purpose of any such meeting at least ten days before such meeting.

A quorum at any special meeting of the members shall consist of ten (10) percent of the members in good standing, or ten (10) members in good standing, whichever is larger.

Voting – At all meetings of the members, each Active or Active Family member in good standing shall be entitled to one vote on any matter which may be properly brought before the membership. Such vote may be via voice or by written ballot.

Conduct of Meetings – The President, or in his/her absence the Vice President, shall preside at all meetings and will manage the agenda, discussion and voting.

Guests - Guests shall be permitted at all meetings unless a closed meeting is declared by a majority vote.

### ARTICLE XIII – OFFICIAL PUBLICATION

The Club will publish an official publication to announce upcoming events, official notifications, stories about activities, etc.

### ARTICLE XIV: AMENDMENT OF BYLAWS

#### Section 1 – Review

Bylaws will be reviewed annually by the Board of Directors in January. **\*Note: annual review is important for the newly elected BoD so that they are aware of how the Club is to function.**

#### Section 2 – Amendment of Bylaws

Proposed amendments to these Bylaws may be considered upon either recommendation by a majority of the Board of Directors or by written petition signed by at least ten (10) Active or Family Active members in good standing. The Secretary shall prepare the suggested amendment(s) in such a manner as appropriate for incorporation in these Bylaws.

#### Section 3 – Approval of Proposed Amendments

The proposed amendment(s) shall be printed in the official publication of the Club or on the Club's website within sixty (60) days thereafter, together with an explanation of the proposed

Amendment(s), together with the date of the meeting at which any proposed amendment(s) will be voted upon.

#### Section 4 – Ballots

Voting upon amendment(s) to the Bylaws shall be by ballot. Ballots will include space for providing the signature of each Active and Family active voting member, their membership number, and their email address. Ballots cast in accordance with procedures adopted under this Article XV shall be valid, and all other ballots shall be invalid.

Amendment(s) to these Bylaws shall be approved by a majority of the votes cast by the membership. A 10-percent quorum of the total membership in ballots must be received if the amendment is to be passed. Members, if they so choose, can vote by mail or electronically, subject to submission deadlines and directions communicated in the official publication of the Club or on the Club's website at the time of publication of the proposed amendment(s).

#### Section 5 – Tellers

The Secretary and two Active or Family Active member appointed by the President shall open, count and tally all ballots, and certify the results.

#### Section 6 – Notice of Vote or Referendum Results

The results shall be read into the minutes of the meeting and published in the next issue of the official publication of the Club or published on the Club's website within seven (7) days.