



Constitution and Bylaws

Queen City Corvette
Club, Inc.

Amended November 12, 2016



Constitution and Bylaws

Queen City Corvette Club, Inc.

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November 2016 Amendments
Constitution and Bylaws
Queen City Corvette Club, Inc.

ARTICLE I. NAME AND PURPOSE

Section I. NAME

Queen City Corvette Club shall be the name of the club. It was organized and started meeting in August 1968.

Section II. PURPOSE

- A. Queen City Corvette Club is an organized group of people who meet regularly; being drawn and held together by a common theme, united and joined in their love of America's Sports Car, the Chevrolet Corvette.
- B. To promote the ownership of, and further the interest of Chevrolet Corvette Sports vehicles.
- C. To promote the sport and pastime of safe motoring, and to encourage trips, car events, and social activities for the members of the Club.
- D. To promote, sponsor, organize and supervise motor car outings, meetings, competitions and other Corvette-related functions and events, whether motoring or otherwise, and to offer prizes and awards in respect thereof or make arrangements and commitments as may be necessary for such purpose.

ARTICLE II. MEMBERS

Section I. ACTIVE MEMBERS

- A. Active membership in the club shall be restricted to owners of Corvette car(s) and their spouse or significant other. In addition, to be a member, a person(s) must have reached the age of twenty-one (21) years.
- B. For Active membership, candidates must:
 - 1. Fill out an Application for Membership form,
 - 2. Attend at least three (3) business meetings.
 - 3. After fulfilling the membership requirements listed above, he/she will be voted on if he/she desires. Voting will be by secret ballot, or a show of hands, as determined by the Director of Membership. If a ballot is used, the ballot will be prepared by the Director of Membership. If he/she receives one third (1/3) or more negative votes, he/she may reapply for membership after six (6) months have elapsed.

4. Once the criteria for Active Membership has been met, the prospective member has been voted in by the membership, and the initial fee and current dues have been paid, the spouse / significant other will be considered a member also, and be afforded all the benefits of membership.
- C. Active Members shall be dues paying members in good standing, own a Corvette, and be at least 21 years of age. Active members are eligible to hold office in the organization after six (6) consecutive months of membership in good standing.

Section II. ASSOCIATE MEMBERS

- A. Shall be a person who lives at least 100 miles away from the center of Charlotte, NC.
- B. They must be recommended by two Active members, approved by the Board and approved by a majority vote of the membership in attendance at the monthly meeting.
- C. The requirements for membership as stated in Article II, B, 2 are waived.
- D. Requirements of dues and ownership of a Corvette are the same as an Active Member, but without voting rights. If they choose to become Active Members they must fulfill all of the requirements for Active Members.

Section III. PROVISIONAL MEMBERS

- A. Club Members, who no longer own a Corvette, shall be considered Provisional Members receiving benefits of the membership for a period not to exceed twelve months after their current dues expire.
- B. During the time, he/she must continue payment of dues. Nonpayment of dues will result in the Provisional Member being dropped from club membership.
- C. Provisional members may not be nominated for or elected to any office or club position.
- D. Provisional Members shall retain all voting rights.
- E. An office holder who sells or otherwise disposes of his/her Corvette during his/her term of office shall be allowed to finish his/her term of office provided that term does not exceed six months.

Section IV. PARTICIPANT MEMBERS

- A. Dues paying Members in good standing who have been in Active or Provisional Status for a period not to exceed twelve months after their current dues expire and wish to continue participating in club events shall request to be considered for Participant Member status under the following circumstances:
 1. They no longer own a Corvette due to health reasons, or
 2. They are now a surviving spouse.
- B. Participant Members may not be nominated for or elected to any office or club position. Participant Members shall not retain voting rights. Nonpayment of dues will result in the Participant Member being dropped from club membership. All requests for Participant Member status must be made to the Membership Director for submission to the Board. All requests for Participant Member status must be approved by the Board.

ARTICLE III. ORGANIZATION OF GOVERNMENT

Section I. LAWS

- A. The laws of the organization shall consist of this Constitution and Bylaws and any amendment thereof.
- B. There shall be no proxy votes accepted. Members in good standing may submit a signed, sealed absentee ballot/vote in writing to any club officer twenty-four (24) hours in advance of a club meeting.

Section II. OFFICERS and DIRECTORS

- A. The Officers and Directors of the club shall consist of the following:
 - President
 - Vice-President
 - Treasurer
 - Secretary
 - Director of Social Events
 - Director of Automotive Events
 - Director of Membership
 - Member-At-Large Director
- B. The above Officers and Directors will comprise the Board of Directors, with the President acting as Chairman of the Board.
- C. The Board of Directors will determine various awards for the year. These will be published prior to the February business Meeting.
- D. The Board of Directors will administer the Policy and Procedures of the Club, and maintain adequate liability insurance for the Club.
- E. The Board of Directors will approve the establishment and/or termination of Committees and Staff Positions and will approve the appointment of Committee Chairpersons and Staff serving in all these positions. Descriptions of Duties will be developed and maintained for all Staff Positions and Committees, and filed with the corporation Secretary.
- F. The Board of Directors is responsible for securing and interfacing with sponsorship of the Club in accordance with the policies and procedures developed by the Board.
- G. Election – Officers and Directors shall be elected by a plurality vote of the membership present (which shall constitute a quorum) at the November meeting and shall serve for a term of (1) calendar year in this position. Nominations for Officers and Directors will open at the September business meeting and close at the end of the October business meeting.
- H. Voting – Voting for Officers and Directors shall be by secret ballot. If all candidates for office are running unopposed, voting may be conducted by a show of hands of those present. Proxy votes will not be accepted. A member may vote for Officers and Directors by submitting a signed, sealed absentee ballot to any Board member twenty-four (24) hours prior to the November meeting.
- I. Vacancies – If any vacancy shall occur on the Board of Directors of the Club, a successor shall be elected at the first (*but not later than the second*) regularly scheduled meeting. The Board of Directors has the right to vacate a post upon receipt of a written resignation from an Officer or Director. If a vacancy shall occur in the

Office of the President, the Vice-President will assume the duties of the President and a new Vice-President will be elected.

- J. Officers and Directors must be dues-paying Active members of Queen City Corvette Club and of good standing in the organization.
- K. Any Officer or Director resigning his/her office shall not be eligible to hold any office for a period of one (1) year.
- L. Five (5) Directors shall constitute a quorum for the transaction of business at any meeting of the Board. When a quorum is present, a majority of votes cast is sufficient to carry a motion. In case of a tie, the motion is Lost.

Section III. DUTIES OF THE OFFICERS AND DIRECTORS

QCCC is a legal, non-profit corporation. The Board of Directors should be proven leaders who have the responsibility to act with care, loyalty, and professionalism to the corporation. Setting the agenda, formulating and effectively managing the budget, setting up committees, conducting events, recommending the strategic direction of the corporation and effectively communicating to the members are among the Board's key duties. All QCCC Board members must familiarize themselves with the QCCC Constitution and Bylaws, Corporation Insurance Coverage, Parliamentary Procedures, North Carolina State Statutes for Non-Profit Corporations and the North Carolina Guidebook for Nonprofit Boards, prior to taking office.

The duty of loyalty herein requires that officers and directors not engage in transactions involving self-dealing or conflicts of interest with the corporation. To the extent that a transaction involves a potential conflict of interest, the officer or director shall make full disclosure to the Board and shall not engage in such activity or transaction without the express approval of the Board.

A. President

- 1. The President shall be the chief executive of the club. He/she shall preside at all meetings of the general membership, and the Board of Directors, at which he or she is present. The President shall have the general power to see that all orders and resolutions of the Board are carried into effect. The President shall have the general powers of supervision and management usually vested in the office of President of a corporation.
- 2. The President will conduct an annual review of the Club's Liability form(s).
- 3. The President shall have further powers and duties as may be prescribed in the Constitution and Bylaws of this Organization.
- 4. The President, along with the Treasurer, will sign all checks and, along with the entire Board of Directors, will review monthly income and expenditures. In the absence of the President, the Vice-President will sign checks with the Treasurer.
- 5. The President will serve as Past President and attend Board meetings for the first quarter of the next year after his/her term has ended. As past president, he or she will not have a vote on the board matters but will serve in an advisory position.
- 6. The President may organize committees and appoint chairpersons (e.g., Charity Chairperson), with approval of the Board of Directors, other than those listed in Article VIII.

7. Appoint persons to serve in volunteer Staff Positions such as Newsletter Editor, Database Coordinator, Communications, Webmaster, Photographers, Historian and others as needed, with approval of the Board of Directors.
8. Provide an article for the monthly newsletter.
9. Appoint someone to take Minutes of Board and Club meetings in the absence of the Secretary.

B. Vice-President

1. To perform the duties of the President in the absence of the President.
2. In the absence of the President, sign checks with the Treasurer when expenses are approved by the Board.
3. To assume other duties in the best interest of the Club.
4. To be responsible for all club equipment and property—its maintenance, storage and disbursement.
5. The outgoing Vice-President shall present to the incoming Vice-President an inventory of all Club Equipment and that inventory shall be printed in the January Newsletter. Any shortages from the previous year shall be accounted for and any additions noted.
6. Establish a system for determining winners of the awards established by the Board.
7. Ensure adequate facilities for Monthly Business Meetings and record the membership attendance at these meetings.

C. Director of Social Events

1. To organize the social events for the Club.
2. To organize the Annual Awards Banquet.
3. To Chair the Social Committee.

D. Treasurer

1. The Treasurer shall have custody of the Club funds and securities. The Treasurer shall keep full and accurate records of receipts and disbursements from all accounts belonging to the Club for the period of time necessary to be in compliance with all State and Federal Laws. The Treasurer shall deposit all monies and other valuable effects in the name of the Club.
2. The Treasurer shall enforce the rules of non-payment of dues. Beginning no later than October of each year, the Board shall initiate reminders to the membership via email and information published in the Club Newsletter. Reminders will specify when dues are due and how they should be paid. The reminders will be published each month through December each year.
3. The Treasurer will chair the Finance Committee and be responsible for presenting the Annual Budget at the February Business Meeting.
4. The Treasurer will provide monthly financial statements for all Club accounts.
5. The Treasurer shall prepare checks for signature on Club accounts to pay all Club liabilities in a timely manner, and will review all income and expenditures with the Board of Directors monthly. All checks will be signed

by the President and the Treasurer. In the absence of the Treasurer, the Vice-President will sign checks with the President.

E. Secretary

1. To record all minutes and votes for both Business and Board Meetings. Minutes will be available to all members via the QCCC website. A link to the Minutes on the website will be published in the monthly newsletter.
2. To provide an agenda for the Board of Directors and General Business meetings which shall include all unresolved topics from all prior business meetings.
3. To be responsible for sending out notices, ballots, etc. to all current members as required by the by-laws of the Club.
4. Maintain all Club records including a current version of the Club Constitution and Bylaws. Also provide updated versions of the club Constitution and Bylaws to all current Members via the Website.
5. To order flowers and/or send cards from the Club Membership.

F. Director of Automotive Events

1. The duties of this office shall be to organize Club automotive activities and promotions.
2. Coordinate member participation in automotive events promoting the Club.
3. To organize Automotive Events.
4. To organize automotive events which benefit the Charity Fund.

G. Director of Membership

1. To promote Club Membership to other Corvette Owners.
2. To receive all returned applications for membership and insure such applications have been properly completed.
3. To acquaint himself/herself with prospective members and recommend these individuals to the Membership.
4. In association with the Treasurer, maintain a current listing of all Club Members and Prospective Members, and disseminate updated email lists to Database Manager, Communications Manager, and others as appropriate.
5. To Chair the Membership Committee

H. Member-At-Large Director

1. Become familiar with the ongoing work of the overall QCCC Board of Directors by attending and being an active, voting participant in monthly Board meetings.
2. In the absence of another Board Member, step in to fulfill his/her role in monthly Board meetings, Club meetings or other QCCC activities where Board Member presence is needed.
3. Other duties as deemed necessary by the QCCC Board.

ARTICLE IV. FINANCIAL

Section I. FINANCES

- A. Queen City Corvette Club is a non-profit 501c (7) corporation, registered/filed with the State of North Carolina and governed by North Carolina non-profit corporation statutes.
- B. The fiscal year of the club shall be the calendar year.
- C. The President and Treasurer shall sign all checks, drafts, or demands for money and notes of the Club and review those monthly with other members of the Board. The Vice-President shall also have the authority to sign checks, for expenses approved by the Board, in the absence of the President.
- D. The Board of Directors has the authority to disburse the funds authorized by the annual budget submitted to and approved by the membership at the February meeting.
- E. The President shall sign all contracts approved by the Board, and in his/her absence, the Vice-President.
- F. All Contracts to be signed or entered into on behalf of the club must be approved in advance by the Board of Directors.

Section II. INITIATION

Upon acceptance into the Club, new members will pay the current initiation fee plus the balance of the current calendar annual dues.

Section III. DUES

- A. Dues are determined by the Board of Directors. Six month's dues must be paid in advance by cash or check. The Treasurer or President must receive payment of dues by January 15th and/or July 15th for a member's dues status to be considered as current.
- B. Dues increases:
 - 1. Should the Board determine a dues increase is necessary, the Treasurer must provide the membership with the amount of the proposed increase, date of proposed increase, and rationale for the increase at least 14 days prior to the next regularly scheduled monthly meeting.
 - 2. Discussion from the floor will take place at that next monthly membership meeting.
 - 3. A vote will be taken by secret ballot and the motion to change the dues amount must pass by 2/3 vote of those attending the meeting.
 - 4. The Treasurer must notify all members of any change in the dues amount at least 30 days prior to the effective date of the change.

Section IV. INSURANCE

The corporation (QCCC) will purchase and maintain General Liability Insurance as well as Directors and Officers (D&O) Insurance for protection of the corporation and the Board of Directors. The Corporation will purchase and maintain D&O insurance on behalf of any person who is, or was, an Officer or Director of the Corporation against corporation-specific liability asserted against the person in any such capacity or arising out of his or her status as such.

ARTICLE V. EMBLEM

The official emblem of the organization shall be **two crossed flags** with a large **Q** around them, with a **gold crown** resting on top. The letters and words **Queen City Corvette Club** will be to the right of the flags and **Q. Charlotte, NC** will be underneath the flags, with *'Crusin the Carolinas since 1968'* in Italics underneath Charlotte, NC.

ARTICLE VI. MEETINGS

Section I. MONTHLY BUSINESS MEETINGS

- A. Regular meetings shall be held the second Saturday of each month at 6:00 PM unless the Board advises the Membership of a different date or time at least seven days prior to the business meeting.
- B. The location of the meetings is left to the discretion of the Board.
- C. There shall be no prohibition to renting a meeting space.
- D. The Newsletter Editor will include the place, directions, date and time of the business meeting in the Monthly Newsletter.

Section II. SPECIAL MEMBERSHIP MEETINGS

- A. Special meetings of the general membership may be called at any time by the Board of Directors, and must be called by the Board upon receipt of a written petition of twenty percent (20%) or more of the members, provided such petition shall state the purpose for which the meeting is to be called.
- B. Notice must be sent to all members at least fourteen days prior to the special meeting. The notice must include the place, directions, date, time and purpose of the special meeting.

Section III. BOARD OF DIRECTORS MEETINGS

- A. Meetings of the Board of Directors will be held regularly at the time and place determined by the President. The President may call Special Board Meetings to address special or critical topics at times other than those regularly scheduled.
- B. The Board of Directors as a whole shall determine what persons will be invited or permitted to attend any meeting of the Board. Any person who wishes to attend a club Board meeting should request an invitation by contacting a member of the Board at least fourteen (14) days prior to the scheduled Board meeting. That Board member will solicit approval of the Board as a whole and if approved, will send an invitation to the requestor to attend.

ARTICLE VII. DISCIPLINE OF THE MEMBERSHIP

Section I. TERMINATION

The general membership shall have the right to terminate or suspend the membership of any member by a two thirds (2/3) vote by secret ballot of the members present at any business meeting for infraction(s) of the club's Constitution and Bylaws. A member terminated or

suspended shall have the right to appeal such suspension to the general membership in person or in writing.

Section II. REMOVAL OF OFFICER OR DIRECTOR

Any Officer or Director may be removed from his/her Office by a majority vote of the members present at a business meeting, provided that 75% of the membership is present. If 75% of the membership is not present, then the vote will be postponed until the next meeting at which time a simple majority vote of the members' present shall prevail.

Section III. PENALTIES

Penalties for the violation of the laws of the organization by a member shall be reprimand, suspension, or expulsion.

Section IV. GENERAL OFFENSES

Any member of the organization who violates any of the provisions of the Constitution, or who is found guilty of poor conduct, or who is found guilty of poor sportsmanship/attitude unbecoming a member shall be guilty of an offense against the organization and shall be subject to either a reprimand, suspension, or expulsion.

Section V. SUMMONS

When charges are preferred against a member, he/she shall be served with a written notice by the President or the Secretary of the Club directing him/her to appear before the Board of Directors for the purpose of evaluating the seriousness and justification of the complaint against him/her.

Section VI. EXPULSION

Any member who has been expelled shall no longer be carried on the official roll of the organization. He/she shall relinquish all financial claims against the organization and shall be prohibited from attending any function, social, or otherwise of the organization.

Section VII. SUSPENSION

A suspended member shall be penalized as follows:

1. He/She shall remove himself/herself from the organization.
2. He/She shall be denied all organization privileges by the organization.
3. He/She shall not vote, attend meetings, hold an office, or have any voice whatsoever in affairs of the organization.
4. He/She shall not represent the organization in any capacity.

Section VIII. REINSTATEMENT AFTER SUSPENSION

When a member is suspended for a definite length of time, he/she will be automatically reinstated when such time has elapsed, providing that he/she has paid all bills that he/she owes to the organization.

Section IX. DUES AND OTHER CHARGES DURING SUSPENSION

Suspended members shall be required to pay a reinstatement fee of ten dollars (\$10.00).

Section X. RESIGNATION

Any member may resign by direction of written notice of such intent to the Secretary or President of the Club and termination of membership shall be effective upon the receipt thereof.

Section XI. REINSTATEMENT AFTER RESIGNATION

Any member whose resignation has been accepted by the Board must reapply for membership following the rules of new membership, or may be reinstated at the discretion of the Board.

Section XII. REINSTATEMENT AFTER EXPULSION

Any member, who is expelled from the Club, must wait for a period of twelve months before reapplying for membership following the rules of new membership.

Section XIII. SUSPENSION FOR NON-PAYMENT OF DUES

Any member who is delinquent in Club dues for thirty (30) days shall be suspended from the Club. In the event of unusual circumstances, the Board has the authority to review the situation and take appropriate action. Reinstatement shall be automatic upon payment of a \$10.00 penalty, all past dues and current semi-annual dues. The member shall be notified by the Treasurer when he/she is past due thirty (30) days. The member may then either:

1. Bring the Dues current, no later than the next meeting.
2. Be suspended. If suspended, the member may request a hearing before the Board of Directors and explain the reason for delinquent dues.

Anyone suspended for nonpayment of dues will have a period of thirty (30) days to settle their account including bringing all dues up to date with the Club. At the end of this period, if dues are not brought current, they would be completely expelled. To be allowed back in the Club, the expelled member must apply as a new member.

ARTICLE VIII. COMMITTEES AND APPOINTMENTS

Section I. COMMITTEES

- A. At the discretion of the Director of the Committee, and the function and concurrence of the Board, the following shall be committees of the organization.
 1. Social
 2. Membership
 3. Charity
 4. Finance
- B. Each Board member has the authority to form committees to assist them in performing their duties as needed.

Section II. DUTIES OF THE COMMITTEES

- A. Social Committee
 1. Assist Social Director in planning and hosting monthly meetings.
 2. Set up sub-committees for hosting all club functions.

B. Membership Committee

1. Set up table for prospective members to sign in.
2. Send meeting notices to prospective members.
3. Develop and maintain a handout for prospective members.
4. Develop and maintain a Club handbook for all new members.
5. Offer a mentor for new members for four (4) months.

C. Charity Committee

1. Supervise all charity activities and donations.
2. Follow the current Charity policies approved by the Board of Directors.
3. Form a committee to:
 - a. Research charities that would qualify to be sponsored by the Club.
 - b. Review all requests involving charity donations or events received from the members or from outside the club before they are reviewed with the Board or presented to membership for approval.
 - c. Provide a description of each Charity recommended to the club membership for approval. Club vote will approve which Charities will be sponsored and the amount of any financial donations.

D. Finance Committee

1. The Treasurer will work with the entire Board of Directors to develop an annual budget for the Club which will be voted on by the membership.
2. Produce an annual review of all club accounts.
3. Other activities to support the financial health of the Club.

Section III. APPOINTMENTS

The President, with the approval of the Board of Directors, shall appoint certain active members to serve in the following volunteer positions:

- A. Communications Coordinator
- B. Database and Directories Manager
- C. Historian
- D. National Corvette Museum Ambassador
- E. Newsletter Editor
- F. Photographers
- G. Webmaster
- H. Other positions as necessary and approved by the Board of Directors.

ARTICLE IX. LIABILITY

All individuals or persons of corporations, partnerships, groups, or associations extending credit to, contracting with, or having any claims against the Club or its Board of Directors shall look only to the funds of the Club for payment of any such judgment, contract, claim, debt, damage, or decree, or any other monies that otherwise become due or payable them from the

Club. Any member of the QCCC Board of Directors, past, present or future shall not in any manner be personally liable for obligations of the Club. All liability due by this organization shall be subject to the conditions of our corporation, Book #00700136, dated February 18, 1976, 9:34 AM.

ARTICLE X. AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by a two thirds (2/3) vote of the members present, which shall constitute a quorum, at any regular meeting of the Club, provided such amendment has been proposed in writing to the Secretary, who shall have included it in a notice of the meeting to the members at least seven (7) days before the date of the scheduled meeting.

ARTICLE XI. CONFLICTS

Section I. BYLAWS

All existing Constitutions and Bylaws or part thereof in conflict with this Constitution and Bylaws are hereby annulled and repealed.

Section II. CONFLICT OF INTEREST

A conflict of interest occurs when a person under a duty to promote the interests of the non-profit corporation (“a fiduciary”) is in a position to promote a competing interest instead, or in a position to affect persons or firms with whom the corporation or members may purchase goods or services. Fiduciaries include all QCCC Officers, Directors, Volunteer Staff Members and Committee Members. Undisclosed or unresolved conflicts of interest are a breach of the duty to act in the best interests of the corporation and work to the detriment of the corporation. Conflicts of Interest are likely to arise whenever a fiduciary has a personal interest in a vendor of goods or services to the Corporation. All Conflicts of Interest must be disclosed to the Board of Directors for appropriate action.

ARTICLE XII. QUICK DECISIONS

Any subject of matter not stipulated in the Bylaws shall be subject to the opinion of the Board of Directors. The decision of the Board of Directors shall be subject to approval by the general membership.

ARTICLE XIII. VOTING

- A. In order for a motion to be voted on, it must be approved by two thirds (2/3) vote of the members present.
- B. In order for a motion to be carried, it must be approved by two thirds (2/3) vote of the members present.

November 12, 2016

- C. MAJORITY is defined as more than fifty percent (50%) of the votes cast.
- D. Officers and Directors shall be elected by a plurality vote of the membership present (which shall constitute a quorum) at the November meeting.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT’S RULES of ORDER, Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not in conflict with or inconsistent with these Bylaws and special rules of order the Club may adopt.

Document Signed by the QCCC Secretary on behalf of the QCCC Board of Directors:

Carolyn T. Zimmer
(SEAL / SIGNATURE)

Carolyn T. Zimmer, QCCC Secretary
(NAME)

November 12, 2016
(DATE)