

**CLASSICAL GLASS CORVETTE CLUB  
POLICIES AND PROCEDURES MANUAL  
MAY 2015**

**POLICIES AND PROCEDURES  
AND STANDING RULES**

**OFFICIAL CLUB ADDRESS AND POST OFFICE BOX KEY POLICY:**

The purpose of this policy is to (1) identify the official address for Classical Glass Corvette Club, (2) determine who holds the Post Office Box key(s), and (3) when there will be use of personal addresses by CGCC members for Club business.

The official address for Classical Glass Corvette Club is 124 East 8<sup>th</sup> Avenue, P.O. Box 2901, Airport Station, Cheyenne, WY 82003.

The Post Office Box is the official corporate address for the Club. The Post Office Box is also used for the receipt of general mail sent to the Club.

The Post Office Box key(s) will be the responsibility of the Club's Board of Directors, or the Club Treasurer, or their designee(s).

The Treasurer shall maintain the Post Office Box and shall pick up the mail at least twice a month for review. The Treasurer shall make the payment for the Box no later than February of each year.

Individual members of the Club may use their personal addresses when expedient to conduct the business for the Club.

All Corvette information, including car shows, NCM information, etc., must be mailed to the P.O. Box and NOT the President's home address.

**Glass Facts Distribution Policy:**

The majority of the membership will receive the Club Newsletter, Glass Facts, via email. Glass Facts will be mailed to those individuals who are unable to download a PDF document or who don't have access to a computer. It is very costly to mail out the newsletter each month and, if possible, the Secretary shall hand it out to members at various events during

the year prior to mailing it. A copy of the Club Newsletter shall be mailed to each of our sponsors.

### **CLASSICAL GLASS WEBSITE POLICY:**

Any CGCC member wishing to add a link or put any content on the CGCC Website or change any banner appearing on the CGCC Website, must first forward the request to the Club's President for approval. The President will inform the Web Master of links and they will either approve the request or forward it to board members for approval via email or officer meeting. Any items related to the CGCC calendar will not be affected by this policy and will remain the discretion of the Web Manager.

The CGCC Website is [www.classicalglass.org](http://www.classicalglass.org) which will include the Club Calendar, our Policy and Procedures and By-Laws.

### **Board Business**

Board business will be discussed at either Board or Officer's meetings and brought to the attention of the membership as deemed important by the Officers.

### **Nomination Meeting**

The meeting of the members held on the 2<sup>nd</sup> (second) Thursday of October of each year is designated for the purpose of nominating new officer candidates.

### **Election Meeting**

Election for the new Officers will be held the 2<sup>nd</sup> (second) Thursday of November of each year. All offices will be elected: President, Vice-President, Treasurer and Secretary. You need to be a (paid) member in good standing prior to holding any office.

### **Election of Board of Directors**

Under this policy, the Past-President shall become a member for one year or until the newly elected President is replaced. There shall be a one-year term elected each year; a two-year term elected; and a three-year term elected or if there is a vacancy.

### **Monthly Meeting**

Regular monthly business meetings will be held on the 2<sup>nd</sup> (second) Thursday of each month. In the past, Club members usually meet at a designated place to have dinner prior to Club meetings. Our Club meetings will be held at our sponsor, Uncle Charlie's, at no cost to us. It

will be held at 7:30 PM to give members a chance to travel from out of town to attend our meetings. Dinners will be held at various restaurants and will be placed on the Club calendar.

### **Board Meetings**

Board meetings will be held as deemed necessary by the President or a Board Member's request to the President.

### **Conduct of Club Members**

Club members participating in all Club meetings, activities and events will conduct themselves in a socially acceptable manner. Anyone causing embarrassment to the Club or Club Sponsors will be subject to expulsion.

### **Procedure for Activities Available to all CGCC Members**

PURPOSE: The purpose of this policy is to centralize event notifications for activities available to all CGCC members.

The following policy will be followed for any member who organizes an event which is open to all members of the Association:

The member who organizes a proposed event will provide information at the next Business Meeting where it will be voted on by Club members and put in the newsletter.

### **Bereavement Procedures**

Upon the death of a CGCC member, or their immediate family member, the CGCC Secretary will send flowers to the location of the funeral service or to the CGCC Club Member unless the family requests otherwise. The flower cost will be up to \$75.00 plus add-ons (delivery, etc.) A donation of \$75.00 will be made to a designated organization in lieu of flowers, if requested. The Treasurer will be responsible for the payment of these bills.

*Contacts will be made regarding deaths in the member's immediate family. Immediate family is defined as member, spouse, children and parents of the member. Family members will be contacted by the Club President and/or a Board Member.*

The CGCC Secretary will also send get well cards to members as information becomes available.

Any reasonable costs incurred by the Secretary shall be reimbursed by the Club Treasurer.

### **Quick Notices**

The CGCC Secretary will contact members, via email, regarding club events that come up or change without time to be published in the Club's newsletter.

### **Ballot Mailings**

Balloting for any type of election, including election for Officers/Board of Directors, shall be emailed to those requesting that format. Hard copies will be available at the Business Meeting.