

**OLDSMOBILE CLUB OF ARIZONA, INC.  
Chapter of the Oldsmobile Club of America**

**BYLAWS**

**ARTICLE I – NAME**

The name of this organization shall be the Oldsmobile Club of Arizona (hereinafter referred to as OCAZ) a Chapter of the Oldsmobile Club of America (OCA).

**ARTICLE II – OBJECT**

The object of this Chapter is to further create interest in all types of Oldsmobiles through promotional events and Chapter Functions.

**ARTICLE III – MEMBERSHIP AND DUES**

There are two classifications of membership: Single and Dual.

**Section 1 – Single Membership**

- a. Is an active member of this Chapter who is a current paid member in the same class of the OCA and has the right to vote.

**Section 2 – Dual Membership**

- a. Is two members over the age of 21 years residing at the same address. One of who is a paid member of the OCA. Both members will have the right to vote but will not receive separate correspondence or publications.

**Section 3 – Dues**

- a. Annual dues cover the period January 1 through December 31.
- b. The Board of Directors shall establish the membership dues annually and any changes will be brought before the membership for approval at the annual meeting.

**Section 4 – Suspension**

The Board of Directors may, by unanimous vote, suspend a member's membership, for a specified period of time, whose conduct is determined to be in conflict with the reputable standards set by the OCA or OCAZ.

**ARTICLE IV – OFFICERS/DUTIES**

The elected officers shall be a President, Vice President, Secretary and Treasurer.

**Section 1 – President shall**

- a. Preside at meetings of the Chapter and the Executive Board.
- b. Sign, as required, checks drawn on the Chapter's bank account.

- c. Be an ex-officio member of all committees, except the nominating committee. Following through with each committee ensuring the timely performance of each committee's responsibilities.
- d. Appoint an Auditor, Committee Chairmen, and committee members as needed, with the approval of the Board of Directors.

**Section 2 – Vice President shall**

- a. Assist the President when requested.
- b. Be responsible for ordering club merchandise and bringing items to Chapter functions. Merchandise orders must be approved by the board.
- c. Perform the duties of the office of the President in the absence or inability of the President to serve.

**Section 3 – Secretary shall**

- a. Record the action taken at all meetings of the Chapter and the Executive Board.
- b. Provide monthly Minutes to the Newsletter Editor for publication in the newsletter.
- c. Give notice of meetings to the membership by e-mail or telephone.
- d. Keep a permanent record of Board and Chapter Minutes.
- e. Act as club historian and keep copies of newsletters, event pictures and publications chronologically bound.
- ~~f. Keep track of all paper products needed for club events.~~

**Section 4 – Treasurer shall**

- a. Be custodian of all funds and keep an itemized account of receipts and disbursements.
- b. Sign checks drawn on the Chapter's bank account. Amounts over \$100.00 need to be approved by the Board of Directors.
- c. Make a financial report to the Chapter at regular meetings.
- d. Prepare an income/expense report for each club event.
- e. Submit the books for audit within ten (10) days after January 1.
- f. Auditor shall prepare a detailed report of the Treasurer's records to be completed by February 1.
- g. Make sure liability insurance is current.
- h. Be responsible for sending out get-well cards, sympathy cards and plants when appropriate to members and their immediate families per the Standing Rules.
- i. File annual corporation commission report.
- j. File appropriate tax filings (Form 990), by April 30<sup>th</sup> each year.

**Section 5 – Vacancy**

- a. In the event of a vacancy in the office of President, the Vice President shall succeed to the office for the unexpired term. The Board of Directors shall fill the vacancy thus created in the office of Vice President or any other vacancy.

### **Section 6 – Retiring officer**

Within ten (10) days, each retiring officer shall deliver to his/her successor all materials and records pertaining to that office.

## **ARTICLE V - MEETINGS**

### **Section 1 – Regular meetings**

Shall be held the fourth Saturday of the month unless otherwise ordered by the Board of Directors. Time and place to be announced at the previous month's meeting and reminder notices sent by e-mail, regular mail or telephone at least ~~ten~~ **five (5)** days prior to the meeting.

### **Section 2 - Annual meeting**

Shall be the regular meeting held in October for the purpose of electing new officers addressing Bylaw changes and any other business to come before the meeting.

### **Section 3 – Special meetings**

May be called by the President or shall be called upon written request of three Active members, each member of the Chapter to be notified of the date and time of such meeting and the purpose for which it is called.

### **Section 4 – Quorum**

A quorum for any meeting shall be nine members, one of which shall be an elected officer.

## **ARTICLE VI – BOARD OF DIRECTORS**

Shall consist of the four elected Officers, Membership Chairman, ~~Newsletter Chairman/Editor, Activities Chairman~~, the Chapter Representative, and the Immediate Past President. Each Board Member shall at all times uphold the interest and good will of the membership.

- a. Meetings shall be held monthly at the call of the President with no less than four Directors present; one of who shall be the President or Vice President.
- b. Shall be the managing authority of this Chapter to act in all matters subject to OCA Bylaws and common law.

## **ARTICLE VII – NOMINATIONS AND ELECTIONS**

### **Section 1 – Nominations and Election**

- a. A Committee of at least three members shall be elected at the regular meeting in June.
- b. At the meeting prior to the Annual Meeting the committee shall submit to the members a slate of one or more candidates for each office.

- c. Nominations may also be made from the floor prior to election.
- d. Officers shall be elected by ballot at the Annual Meeting, except that if there is but one candidate for each office, the officers may be elected viva voce.

**Section 2 – Qualifications**

- a. A candidate for office shall have been a member of the OCAZ Chapter **preferably** for ~~at least~~ six (6) months prior to the time of nomination.
- b. A candidate for the office of President shall have preferably served as an officer of this Chapter prior to nomination.

**Section 3 – Term of Office**

- a. The term of office for the President, Vice President and Secretary shall be for one year; and shall begin on January 1 and continue through December 31.
- b. The term of office for the Treasurer shall, preferably, be for two years or until a successor is elected and shall begin on January 1 and continue through December 31.

**ARTICLE VIII – COMMITTEES**

**Section 1 – Membership**

The Membership Chairman will be responsible for

- a. Sending new members a Welcome Package.
- b. Keeping Chapter roster up to date including member’s address, phone, e-mail, OCA number and family information.
- c. Keeping birthday information current to be published monthly in the newsletter (month & day only).
- d. Forward OCA membership applications and dues to the National Club when received.
- e. Having Chapter and OCA membership applications and information available at all functions.
- f. Having the renewal form published in the October through January newsletters and following through with collecting the dues.
- g. Sending to OCA in ~~October~~ **January** a complete list of members with their OCA number.
- h. Soliciting new members listed in JWO from OCA.
- i. Ordering name badges for new members.

**Section 2 – Activities**

- a. The Activities Committee shall consist of an appointed Chairman, the Board of Directors and as many other Chapter members as necessary to successfully plan and promote such activities.
- b. **Keep track of all paper products needed for club events.**

### Section 3 – Newsletter

- a. The Chairman/Editor shall be responsible for collecting articles to be published in a monthly Chapter newsletter at least ~~eight~~ **four** times during the year.
- b. The Editor and President will finalize the newsletter before distributing to the membership.

### Section 4 – Chapter Representative to the Pacific Southwest Zone

- a. Shall be responsible for communication between OCAZ and the Pacific Southwest Zone Director of OCA.

### Section 5 – Special Committees

Special committees may be appointed when deemed necessary by the Board of Directors.

### Section 6 – Responsibility

All committees shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

### Section 7 – Transfer of files

Within ten (10) days after the conclusion of their appointment, all committee chairmen shall transfer the committee files to their successor or as directed by the Board of Directors.

## ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (RONR), current edition, shall govern the proceedings of OCAZ in all cases which they are applicable and in which they are not inconsistent with these Bylaws and any special rules or order that the OCA or OCAZ may adopt.

## ARTICLE X – AMENDMENTS

These Bylaws may be amended by ~~a two-thirds vote of the membership~~ **two-thirds of the voting membership** at any regular meeting of the Chapter. All proposed amendment(s) must be mailed or e-mailed to each voting member at least ~~ten (10)~~ **five (5)** days prior to the meeting at which the amendment(s) are to be voted upon.

## ARTICLE XI – DISSOLUTION

In the event of the dissolution of the OCAZ Chapter, any properties remaining shall be presented to a non-profit organization by a ~~unanimous majority~~ **unanimous majority** vote of the Board of Directors.

Approved – August 20, 1987

Complete revision – October 23, 2004

Revised – ~~October 25, 2008~~ **January 13, 2013**

## STANDING RULES

1. **DUES**
  - a. Annual dues for a Single **or Dual** Membership shall be **\$24.00**
  - b. New member dues shall be pro-rated monthly – except if they join during November/December, full year dues will cover through the following December.
  
2. **JUNIOR AFFILIATES**
  - a. Children under the age of 21 residing at the same address as the member(s).
  - b. Shall not have voting rights nor receive monthly publications or correspondence.
  
3. **WELCOME PACKAGE**
  - a. Shall include a letter of Welcome from OCAZ, a copy of the Bylaws and Standing Rules, current Roster, and current newsletter.
  
4. **CONDOLENCE POLICY**
  - a. A get-well card will be sent to a member or their child upon hearing of a hospitalized illness or surgery.
  - b. A plant or flowers **or donation in lieu**, and sympathy card will be sent to a member **or significant other** upon the loss of their spouse, significant other or child at a cost of no more than \$100.00.
  - c. A sympathy card will be sent to a member on the loss of their parent or sibling.
  
4. **NAME BADGES**
  - a. Each new member will receive a magnetic name badge. Additional name badges may be purchased at the current pricing.

Established – October 23, 2004  
Revised – January 13, 2013