

BY-LAWS  
OF  
PUGET SOUND CHAPTER  
THE PONTIAC OAKLAND CLUB INTERNATIONAL

ARTICLE 1 - NAME AND EMBLEM

- A. The name of this organization shall be Puget Sound Chapter, Pontiac Oakland Club International (PS-POCI) and shall be a non-profit organization.
- B. The local organization emblem shall be the stylized PS-POCI emblem as adopted by the chapter. The emblem may be used for chapter-related activities with Executive Board approval.

ARTICLE II - PURPOSE

- A. The purpose of the local chapter shall be to promote the preservation, enjoyment and restoration of Pontiac and Oakland automobiles, and GMC trucks.
- B. It shall also be the purpose of the chapter through sponsored activities and events, including the use of their cars or trucks and family participation, to help members to become better acquainted, encourage and maintain among the members the spirit of good fellowship, camaraderie and respect for others.
- C. The chapter shall serve as a medium for the exchange of ideas, information and parts for members of the chapter, and to aid them in their efforts to restore and preserve their cars and/or trucks.
- D. The chapter shall educate the public and legislative bodies of their cars' contribution to the greater community of automobile hobby and historical preservation.
- E. The chapter shall promote and encourage safe driving habits.

ARTICLE III – MEMBERS The chapter is composed of active members. An active member is any person who has paid his/her local and national dues for the current year. Spouses of active members are entitled to full membership in the local chapter without additional charge.

- A. Application for Membership - An interest in the objectives of the chapter and a desire to take an active part in chapter activities shall be the primary requirements for membership. The applicant must remit the annual dues with the application. An applicant for membership must also be a member of Pontiac Oakland Club International (POCI) to be a Puget Sound chapter member. Ownership of a Pontiac, Oakland, and/or GMC truck is not required.
- B. Membership Responsibility. Members should be respectful of the chapter's officers and members by adhering to the following expectations:
  - 1. All active members must pay annual dues to the chapter and POCI nationally**

- in a timely manner.
2. All active members shall be encouraged to participate in chapter activities.
  3. All active members shall be responsible for their personal behavior and the behavior of their guests at chapter activities.
  4. All active members shall notify the Secretary of changes to their membership information (i.e. name, address, telephone, email address, and POCI membership number.)
  5. All active members shall maintain liability and damage insurance on vehicles driven to chapter events.
  6. No member shall obtain financial gain from the chapter, nor use the chapter's name to promote for personal gain or to further advance or promote individual, personal ventures.

C. DUES. The dues payable by members shall be in the amounts hereinafter specified:

1. Dues shall be due and payable on the 1st day August each year.
2. New applicants who have been accepted into the chapter after August 1, shall pay a prorated amount.
3. When any member shall be in default in the payment of chapter or POCI national dues, his or her membership shall be terminated.
4. Any change in membership dues shall be approved by membership vote at a chapter meeting.

#### ARTICLE IV - MEETINGS OF MEMBERS

A. MEMBERSHIP MEETINGS. Chapter meetings shall be held in November for the election of new officers, and a January meeting for the approval of calendar events for the next year. The President shall designate the dates for any additional chapter meetings. The President shall designate the time and place for all chapter meetings.

B. NOTICE OF CHAPTER MEETINGS. Members will be notified by newsletter and website or as directed by the President, fifteen days in advance of the called meetings.

C. QUORUM. A quorum of 12 members is necessary to constitute a chapter meeting.

D. ORDER OF BUSINESS. The President of the chapter shall follow the subsequent order of business when conducting a regular meeting of the chapter:

1. Call to Order.
2. Introductions of New Members and Visitors.
3. Reading and Approval of Previous Meeting Minutes, if taken.
4. Treasurer's Report and Bills.
5. Correspondence Read.
6. Committee Reports.

7. Unfinished Business.
8. New Business and Elections.
9. Good of the Order.

Robert's Rules of Order (revised) shall govern in all cases in which they do not conflict with the By-laws of the chapter or the Constitution of the national POCI.

E. COMMITTEE MEETINGS. Committee Meetings shall be called by the Committee Chair.

#### ARTICLE V – OFFICERS

A. All officers must be active members of POCI and the chapter or a spouse of an active member.

B. Officers of the chapter shall be a President, Vice President, Membership Secretary, Recording Secretary and Treasurer who shall act as the Executive Board. The Executive Board has the power to act on emergent matters which occur between chapter meetings.

C. The administration and management of the Puget Sound Chapter of POCI is vested in the current officers.

D. ELECTION OF OFFICERS. Rules for the election of chapter officers are as follows:

1. Nominations and Elections for elected officers will be conducted at the November meeting. Elections are by a showing of hands or by secret ballot, if requested, by those present. A plurality of votes cast will determine those elected.
2. Officers shall be elected to two year terms and shall assume their office immediately after the vote tally.
3. No officer shall serve more than two terms, or portions thereof, consecutively in their elected office. Trustees are not term limited.
4. In case of a vacancy of the office of President during a term, the Vice President shall succeed the president immediately. Vacancies occurring in the other elective offices shall be appointed by the President.
5. The President, Vice President, Membership Secretary, Treasurer and Recording Secretary shall be elected in odd numbered years.
6. Officers shall not receive any salary for their services.

E. RECALL OF OFFICERS. Rules for the recall of officers are as follows:

1. All officers shall be subject to recall due to failure to perform the duties of their office.
2. Recall charges shall be listed in a petition and signed by thirty percent of the chapter members.
3. Charges will be read and openly discussed at the next general meeting after the President receives the petition and then will be voted upon at the next general meeting. Charged

- officers shall be given a chance to be heard at both meetings.
4. Recall shall require a vote of a majority of all members present.

ARTICLE VI - DUTIES OF OFFICERS The duties of officers are listed as follows;

A. PRESIDENT. The President shall perform the following duties:

1. The President shall preside at all meetings of the chapter and shall call regular meetings of the chapter in accordance with the Bylaws.
2. The President will appoint all committees and their chairs.
3. The President may assign additional duties to officers and members as required.
4. Between April 1<sup>st</sup> and April 30<sup>th</sup> of each year, the President will submit a list of all members and their POCI numbers, and a financial statement as of March 1<sup>st</sup> to the Vice President of POCI.
5. The President shall file the club Non-Profit form with the IRS when due, with the assistance of the Treasurer.

B. VICE PRESIDENT. The Vice President shall assume the duties of the President during the President's absence or when such office is made vacant.

C. RECORDING SECRETARY. The Recording Secretary shall perform the following duties:

1. Take minutes of all meetings.
2. Maintain minutes of past meetings and present a reading of the minutes of the last meeting to the membership.

D. MEMBERSHIP SECRETARY. The Secretary shall perform the following duties:

1. The Membership Secretary shall notify the members at least 15 days in advance of any special chapter meetings called by the President.
2. The Membership Secretary shall be responsible for maintaining a legal postal address, receiving correspondence of the chapter and distributing mail to the appropriate officer or trustee.
3. The Membership Secretary shall prepare a roster of name, address, e-mail, phone number and POCI number.
4. The Membership Secretary shall provide chapter members a copy of the roster by October 31 of each year, and provide mid-year additions or deletions as deemed necessary.
5. The Membership Secretary shall notify all members of proposed changes in the Bylaws.
6. The Membership Secretary shall collect and tabulate all officer and trustee election ballots.

7. The Membership Secretary will send dues reminders to the membership in August.

E. TREASURER. The Treasurer shall perform the following duties:

1. The Treasurer shall receive the dues and other funds of the chapter, maintain accountability of the chapter's funds and keep accurate fiscal records for the use of the chapter. The fiscal year shall be from April 1 to March 31.
2. The Treasurer shall make a detailed report of all expenditures and receipts to each Regular Meeting of the chapter. The report shall be approved by the chapter membership.
3. The Treasurer shall maintain a checking and/or savings account at a Puget Sound-wide banking institution for all monies received and disbursed.
4. The Treasurer shall meet, as requested, with the officers to review the financial records of the chapter.

#### ARTICLE VII STANDING COMMITTEE

A. TRUSTEES. Trustees shall consist of at least 3 three active members and shall consist of all past presidents active in the club. In addition, the membership may elect a member to the board of trustees if the numbers falls below three. Trustees shall be responsible for the following duties:

1. The Trustees shall choose a Lead Trustee from amongst themselves prior to the first of the year after their election. The Lead Trustee shall convene and chair the various meetings of the Trustees.
2. The Trustees shall review the financial records of the chapter on an annual basis and report to the chapter their findings and recommendations. The Lead Trustee shall convene the Trustees and the Treasurer for an annual meeting for this review.
3. The Trustees shall act as the Bylaws Committee for the chapter. They shall review the Bylaws and recommend changes for membership approval.
4. The Trustees shall meet in October and act as the Nominating committee for the slate of officers for the election in November.
5. The Trustees shall act as the Chapter Advisory Committee. This committee shall oversee the application of rules, policies, and procedures of the chapter and the national POCI by the officers of the chapter.

B. EDITOR. The editor shall perform the following duties:

1. The Editor shall be responsible for the preparation and mailing of the chapter's newsletter to the members.
2. The Editor shall be responsible to submit the proposed dates of activities or chapter news articles they wish publicized by the Editor of the POCI newsletter.

C. WEB MASTER. The web master shall perform the following duties:

1. The web master shall edit and maintain the Club website.

President \_\_\_\_\_

Treasurer \_\_\_\_\_

Witness \_\_\_\_\_

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