

June 2014

BYLAWS
PORSCHE CLUB OF AMERICA
CALIFORNIA INLAND REGION

ARTICLE I

Name

The name of the Club shall be the Porsche Club of America, California Inland Region (hereafter referred to as the Club). The Club's name may be abbreviated as, PCA-CAI or Cal-Inland. Porsche Club of America California Inland Region is a non-profit California corporation.

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 maintenance of the highest standards of: operation, performance, and safety through driver education activities; and the sharing and exchanging of technical and mechanical information of the marque.
- c. The enjoyment and sharing of good will and fellowship engendered by owning a Porsche and engaging in such social or other events as may be agreeable to the membership.
- d. The establishment and maintenance of mutually beneficial relationship 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 relationship with other Sports Car Clubs as may be desirable.

ARTICLE III

Powers, Corporate Seal and Badge

Section 1 — Powers

The Club shall be empowered to do all things and conduct all business, necessary to carry out the general objectives of the Club.

Section 2 — Corporate Seal



Section 3 — Logo:



ARTICLE IV

Membership, Dues and Fees

Section 1 — Membership

- a. Membership requirements for the Club shall be the same as those required for membership in the National Club,
- b. Members must be in good standing with the National Club. A member in good standing will have a status in the National Club roster of "Active," or "Active Renewal."
- c. Porsche Club of America California Inland Region has delegated the acceptance and processing of membership to the National Porsche Club of America's Office.

Section 2 — Classes of Membership

- a. Member: Any owner or co-owner of a Porsche, acceptable to the Executive Board, who is 18 years of age or older, having paid such National and Regional Club dues and fees as required, and may include one other person, 18 years of age or older, named by the Active member at the time of joining or at any renewal of membership, as either a Family Member or an Affiliate Member.
- b. Associate Member: Any active member who ceases to own or co-own a Porsche while in good standing, having paid club dues and fees as required.
- c. Quest Program: Quest members are searching for a Porsche and have a six (6) month, non-renewable membership. They are not full members of the club and have no voting rights and cannot hold office. Also, they are not included for purposes of counting Region membership.

Section 3 — Membership Applications

Applications are to be made on current application blanks to the Regional Club or the National Club and accompanied by the dues as set by the National Club.

Section 4 — Privileges

California Inland Region members in good standing may (except where noted in Section 2 for Quest Program members):

- a. Vote,
- b. Hold office,
- c. Participate in club activities,
- d. Receive one (1) copy of the club newsletter (Members only).

Section 5 — Discipline

The discipline procedure shall be:

- a. Members may petition, in writing, to discipline another member for violating club rules or for actions inconsistent with the spirit of the club.
- b. The Board of Directors will invite the accused member to a hearing, where the Board of Directors will hear from the member and any witnesses.
- c. The Board of Directors will issue its findings which may include:
 1. No discipline warranted;
 2. Discipline warranted. Discipline is at the discretion of the Board of Directors and may range from verbal counseling to expulsion.
- d. The Board of Directors' ruling must be communicated to the membership in the club's newsletter.
- e. If the Board of Directors ruled to discipline the member, the member may accept the decision or appeal to the membership for any discipline that extends past sixty (60) days up to expulsion.
 1. If an appeal is filed, the Board of Directors must provide the following information to the membership:
 - i. The original complaint;
 - ii. The Board of Directors' findings, decision and justification;
 - iii. The disciplined member and the Board of Directors may submit a statement of up to five hundred (500) words explaining their respective positions.
 2. The discipline will only be upheld if both the following conditions apply:
 - i. At least 10-percent of the membership responded to the appeal by casting a vote for or against upholding the Board of Directors' decision to discipline,

- ii. The majority of those casting votes, voted to uphold the discipline.

Section 6 — Termination

- a. Resignation, submitted in writing to the Secretary of the Regional Club shall become effective upon receipt, with forfeit of all dues paid to date and all privileges,
- b. Expulsion for failure to pay annual dues,
- c. Request for transfer to another Region within jurisdiction of the National Club, submitted in writing to the Regional Club, if no longer residing within the California Inland Region.

Section 7 — Liabilities of Membership

No officer or member of this Club shall be personally liable for any of its debts, obligations or acts.

ARTICLE V

Board of Directors

Section 1 — Board of Directors

The Board of Directors shall consist of the three statutory required positions of President, Treasurer and Secretary as Well as Vice-President and Past-President. Except for Past-President, all of these positions shall be elected by the membership.

ARTICLE VI

Duties of the Board of Directors

In addition to the duties outlined below, the Board of Directors will also assume duties listed in Article VII, Section 5, when the chairperson position would otherwise be vacant.

Section 1 — Duties of President

- a. To preside at all meetings of the membership and the Board of Directors;
- b. To execute all documents and correspondence in the name of the Club as authorized by the Board of Directors or the membership;
- c. To sign, entrusted to authenticate, all drafts on the accounts of the Club, and any corporate documents which obligate the Club financially;
- d. To inform the membership of the Club's policies and decisions reached by the Board of Directors.

Section 2 — Duties of Vice-president

- a. To preside at meetings in the absence of the President or when ordered to do so by him,
- b. To assist the President and/or the Board of Directors in any manner that he or they direct,
- c. Shall chair the Activities Committee.

Section 3 — Duties of Treasurer

- a. To keep and preserve the records and books of account reflection of the financial condition and operation of the Club.
- b. Entrusted to authenticate all drafts on the accounts of the Club, and any corporate documents that obligate the Club financially.
- c. To receive all monies paid to the Club and deposit same to the account in a bank designated by the Board of Directors.
- d. To furnish all financial reports and/or books and statements for audit on request by the Board of Directors.
- e. Prepare a California Franchise Tax Board Form 199 each tax year.

Section 5 — Duties of Secretary

- a. To cause to be recorded and preserved the minutes of the meetings of the Board of Directors and to present and to read such minutes at the request of the President or his representative,
- b. To cause to be published in the Club's official publication notices of all meetings related to the Club's official matters,
- c. Ensure committee and event reports are maintained in the club's historical files for reference.
- d. Check the club's mail box for correspondence and deliver that correspondence to the appropriate person.
- e. Maintain club's corporate status with the State of California by filling a Statement of Information with the California Secretary of State as well as other forms and fees as needed. Also file a California Franchise Tax Board Form 199 each tax year.
- f. File annual Internal Revenue Service Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required to File Form 990 or 990EZ.

Section 5 — Duties of Past President

- a. To advise the board and provide continuity.
- b. Chair the nomination committee to select candidates for the next board of directors' election. See Article VIII below.

Section 6 — Vacancies

- a. Vacancy shall be deemed to exist in case of death, resignation, removal or disqualification of any member of the Board of Directors;
- b. Absence of any member of the Board of Directors for three (3) successive meetings. When, in the opinion of a majority of the Board of Directors, for circumstances beyond the control of a Board of Directors member, the Board of Directors may waive this restriction if in its majority opinion it would be detrimental to the goals of the Club to vacate said Board of Directors position for infraction of the rule. Invocation of this clause shall be the exception rather than the rule.

- c. In the event the office of President is vacated, the Vice-president will assume the duties and responsibilities of President for the remainder of their term of office.
- d. Other vacancies on the Board of Directors shall be replaced by the Board of Directors which will nominate and vote for a member in good standing to fill the vacancy for the balance of the unexpired term at its next meeting.
- e. In the event of a vacancy after an election, the Board of Directors will nominate and vote for a member in good standing to fill the vacancy for the unexpired term at its next meeting.

ARTICLE VII

Committee

Section 1 – Election of Chairpersons

Committee chairpersons are nominated and confirmed by a simple majority of the Board of Directors.

Section 2 – Committee Reports

A written report by each committee will be submitted to the Club Secretary before or at the monthly meeting of the Board of Directors.

Section 3 – Nomination Committee

The Past President shall be responsible for the nomination and election of the Officers in accordance with Article VIII of these bylaws.

Section 8 – Special Committees

Special Committees may be appointed at any time by the Board of Directors for special purpose, and discharged from further service when their report on the special duty to which assigned is accepted. There is no limitation as to the number of committees or number of members on a committee.

Section 5 – Positions and Responsibilities

The following list of positions will be assigned to members in good standing. If a position is vacant, then the Board Member annotated in the list will assume the duties and responsibilities of the vacancy.

Position	Board Member who will assume position if otherwise vacant
Activities Coordinator	Vice-President
Zone Coordinator	President
Insurance Coordinator	Vice-President
Safety Chairperson for Moving Car Events	Vice-President
Media and Public Relations Chairperson	President
Concours Chairperson	Vice-President
Rally Chairperson	Vice-President
Autocross Chairperson	Past-President

Position	Board Member who will assume position if otherwise vacant
Social Chairperson	Past-President
Technical Chairperson	Secretary
Driver Education Chairperson	Past-President
Archivist/Historian	Secretary
Data Processing Chairperson	Treasurer
Equipment Chairperson	Secretary
Goodie Store Chairperson	Treasurer
Membership Chairperson	Past-President
Social Media/Website Coordinator	President
Newsletter Editor	President
Newsletter Mailing Chairperson	Treasurer
Advertising Manager	Treasurer

a. Activities Coordinator

1. Coordinate activities schedules with event chairpersons to avoid conflict with the Region and between Regions, Zones, and National events. Post information on Region and pca.org websites.
2. Attend monthly Board meetings to review planned activities.
3. Recommend new events and schedule with Board approval.
4. Work with newsletter editor to:
 - a. Ensure all chairpersons submit articles concerning their event in a timely manner;
 - b. Submit calendar of upcoming events; and
 - c. Assist in establishing type and content of articles on activities.
5. Help the President in selection of chairpersons for specific events as appropriate.
6. Guide and assist chairpersons as required, including preparation of articles for the newsletter, website, preparation of event budget, selection of sites, etc.
7. Attend all events possible, if only as a spectator.

b. Zone Coordinator

1. Coordinate scheduling of the Region's Zone events with the appropriate Region Event Chairpersons, Region Activities Coordinator, and Zone Chairpersons.

2. Attend Zone meetings in conjunction with, or as a representative for the Region President.
3. Coordinate review and inputs for Zone event rules with Region Event Chairpersons and Zone Chairpersons.
4. Insure that Zone calendar is updated and published monthly in the newsletter and on the website.
5. Be available to the general Region membership to answer questions and provide information regarding Zone events, results, and rules.

c. Insurance Coordinator

1. Coordinate insurance needs with the Activities Coordinator, Event Chairpersons, and Board of Directors. See PCA Enrollment Guidelines for Contract Review.
2. In a timely manner, obtain the required insurance coverage from the PCA insurance carrier for required events, including all events in which cars are moving and any other events designated by the Region Board. (See Event Enrollment Insurance Form.) If an insured event, insure Event Chairs complete and submit a Post Event Report.
3. Supply insurance waiver forms to the event chairperson.
4. Receive the signed insurance waiver forms from the event chairperson at the completion of the event and maintain on file for a period of four and half (4 1/2) years.
5. Advise Safety Committee Chairperson in advance of events that will be covered by PCA insurance.
6. Coordinate insurance issues and questions with the Region's Board and the National Insurance/Risk Chair. Be familiar with PCA Insurance and Risk Management Concepts.

d. Safety Chairperson for All Moving Car Events

Responsible for appointing and chairing a Safety Committee to provide the following services, in accordance with appropriate PCA Region Event Guidelines and (PCA Driver's Ed Guidelines, if appropriate). See also, PCA Safety Recommendations.

1. Help in course layout for speed events to ensure safety prior to event, and inspect final course layout the day of the event, prior to any contestant's entry on the course.
2. Provide a monitor for all moving car events to ensure that the event organizers provide for the safety of the various areas in the following priority, as applicable:
 - a. Crowd Control - Releases must be signed by everyone and non-participants must be kept behind control fences.
 - b. Pit Safety - Monitor vehicle speed and fuel storage.
 - c. Course Workers - Supplied with proper instructions and safe locations from which to operate.
 - d. Driver Safety - Tech inspection must be supplied with up to date equipment requirements. The Safety Committee shall supply or cause to be supplied qualified instructors for novice or other drivers needing instruction for high speed events. Explicit

flag and passing instructions shall be provided, as well as normal warnings about no alcohol and/or drug usage, speeding in the pits, etc.

- e. Safety Facilities - An ambulance must be supplied for all high speed events. Safety Committee representatives shall also be responsible to know and implement procedures for contacting emergency assistance if required. Other safety equipment, such as fire extinguishers, walkie-talkies, flags, etc., must be used for all speed events.

- f. Review and resolve all safety issues submitted to the Safety Committee.

e. Media and Public Relations Chairperson

1. Responsible for helping the Region with its Media/PR responsibilities by working with the Board, Event Chairs, Advertisers and Dealerships. This position will create and maintain relationships with newspapers, magazines, radio and TV stations on a local level. Point of contact for social networking sites, and blogs approved by Board.
2. Bring public awareness as to the Region's events, the Region itself, PCA, and Porsches in general. Help increase interest in membership, great cars, the great people and the great Porsche roads that we all enjoy so very much.
3. Work with the PCA Executive Director and National Office to highlight all major events such as Parade, Escape, and major Concours events, held in the Region's area.

f. Concours Chairperson

1. Coordinate scheduling of Concours events with Region Activities Coordinator, Zone Concours Chairperson, and Region's Zone Coordinator. Insure events are posted on the Region website.
2. Host an annual Zone Concours event, if possible.
3. Appoint chairpersons for and assist in arrangements for local Region Concours events in accordance with the General Event Guidelines. Submit Post Event Report.
4. Be qualified as a Zone Concours Judge and function in that capacity at events, as required.
5. Be available to the general Region membership to answer questions and provide information regarding Concours events, vehicle preparation, scoring, and judge selection.
6. Provide review and input on any Zone Concours Rules to the Region's Zone Coordinator.

g. Rally Chairperson

1. Coordinate scheduling of Rally events with Region Activities Coordinator and Zone Rally Chairperson. Insure events are posted on the Region website.
2. Ensure that all rally events are conducted in accordance with the PCA General Event Guidelines, and PCA Region Event Guidelines - Rally. Event Chair to submit Post Event Report. Ensure Observer Report - Rally was completed. Ensure Incident Report was prepared, if incident occurred.
3. Host annual Zone Rally event, if possible.

4. Appoint persons to chair local fun rally events, including the layout, checking, and timing of the Rally courses and preparation of general and course instruction sheets.
5. Verify course layout and timing.
6. Review general and course instruction sheets with individual event chairpersons.
7. Be available to the general Region membership to answer questions and provide information regarding Rally events.
8. Cause publication of advance flyers announcing Rally events to be included in the newsletter, on the website, and distributed to other Regions in the Zone as applicable.

h. Autocross Chairperson

1. Coordinate the scheduling of Region Autocross events or series with the Activities Coordinator and Board of Directors. Insure events are posted on the Region's website. Host or appoint chairpersons to host Region Autocross events or series in accordance with the PCA General Events Guidelines. (See above, "Safety Chairperson for All Moving Car Events.") Event Chair to complete and submit Post Event Report. Ensure Observer Report - Autocross was completed. Ensure Incident Report was prepared, if incident occurred.
2. Submit all safety issues to the Region's Safety Committee for resolution and implement the resulting decisions.
3. Ensure that all rules and regulations for the specific Autocross event or series are published in the newsletter and on the Region's website, thirty (30) days prior to the event and are implemented accordingly.
4. Be available to the general Region membership to answer questions and provide information regarding Autocross events.

i. Social Chairperson

1. Responsible for hosting or appointing specific event chairpersons to host all of the social events of the Region including dinners (installation, progressive, etc.) brunches, picnics, and parties.
2. Coordinate scheduling of all social events with the Activities Coordinator and the Board of Directors.
3. Work with Region officers to host New Member Social. Ensure all social events are conducted in accordance with the General Event Guidelines. Work with Region officers to host New Member Social.
4. Select a mix of social events that are responsive to the needs and interests of the Region's membership.
5. Be available to the general Region membership to answer questions and provide information regarding social events, such as cost, location, and annual events.

j. Technical Chairperson

1. Propose subjects for potential technical classes and sessions to the Board of Directors and Activities Coordinator.

2. Coordinate scheduling of technical sessions with Region Activities Coordinator. Insure that event is posted on the website.
3. Contact potential sponsors for presentations and make arrangements for conducting the session. Select person(s) to co-chair or assist in conducting events as necessary.
4. Ensure all technical sessions are conducted in accordance with the General Event Guidelines. Some tech sessions may require prior insurance application, waivers, Post Event Report Form and Observer's Report for Tech Session. Ensure Incident Report is prepared, if incident occurs.
5. Assist person(s) making presentations when required.
6. Arrange for refreshments during the technical session. Established policy is for the Region to furnish refreshments when we have requested the session and for the sponsor to furnish refreshments when they are requesting the event. Any deviation must be approved by the Board.

k. Driver's Education Chairperson

1. Coordinate scheduling of Driver's Education events with Region Activities Coordinator, Zone Driver's Education Chairperson, and Region Zone Coordinator. Ensure events are posted on the Region website. Review Drivers Education Minimum Standards, located at pca.org, under "Activities," then "Drivers Education," then "Minimum Standards."
2. Host annual Zone Driver's Education event, if possible.
3. Appoint chairpersons for and assist in arrangements for local Region Driver's Education events in accordance with the General Events Guidelines, and "Drivers Education Minimum Standards," above. See Minimum Standard DE Tech Inspection Form.
4. Submit all safety issues to the Region's Safety Committee for resolution; implement decisions. Event Chair to complete and submit Post Event Report. Ensure Observer Report - Drivers Ed is completed. Ensure Incident Report is prepared, if incident occurs.
5. Ensure that all rules and regulations for the specific Driver's Education event are distributed to entrants prior to the event and implemented accordingly.
6. Provide review and input on Zone Driver's Education rules to the Region Zone Coordinator.
7. Be available to Region membership to answer questions about Driver's Education events.

l. Archivist

1. Maintain historical records and provide adequate archival storage for the Region's management, financial, and activities files and data for access by current Board members. These files and data shall include, but not be limited to, the following:
 - Incorporation documents
 - State annual corporate information returns
 - Application to Canadian or US IRS for "Not For Profit" status
 - US or Canadian IRS acceptance of "Not for Profit" status; prior copies of US IRS form 990 filings.
 - State Tax Department's acceptance of "Not for Profit" status

- Annual Federal Tax returns (if needed and filed)
- Annual State Tax returns (if needed and filed)
- Treasurers' Reports
- Newsletters
- Past Presidents' files
- Membership Data
- Equipment Inventory Records
- Insurance Waivers for past events (Retain at least for four and half (4½) years)
- Charter documents
- Board minutes
- National-Region correspondence
- Region memorabilia & artifacts
- Trophies, memorabilia, etc. of anniversaries/significant events.

2. Maintain a record of any person drawing data out of the files to ensure return in a timely manner.

m. Data Processing Chairperson and Newsletter Mailing

1. Receive inputs and update database monthly with the following information:
 - a. Adds, changes, and drops for members from Membership Chairperson.
 - b. Adds, changes, and drops for non-Region members such as National Officers, advertisers, newsletter editors, etc., from Newsletter Mailing Chairperson.
2. Provide for sort capability to select mailing lists based on members' interest profile data.
3. Print mailing labels from the profile sorts as required for activity bulletins, advertising specials, and general interest events.
4. Print mailing labels for newsletter and roster as required. Newsletter mailing labels must be printed and delivered to the Newsletter Mailing Chairperson by the selected day of each month.
5. Prepare and print alphabetical listing of members for annual roster updates.
6. Responsible for developing and maintaining the Region's data processing capability to provide membership data, mailing labels, and profile sorts.

n. Equipment Chairperson

1. Store, maintain, and make available the Region's physical assets and equipment for events.
2. Inventory amount and location of equipment and make annual physical and financial report to Board of Directors.
3. Secure appropriate storage sites for equipment and make available keys and equipment as required for events.
4. Present to the Board repair or replace recommendations in a timely manner.
5. Coordinate transportation with event chairpersons.
6. Insure and license equipment as required and arrange for storage.
7. Recruit persons to assist as necessary in the above functions.

o. Goodie Store Chairperson

1. Maintain the Goodie Store to sell Porsche-related items to PCA members as a low cost service to those members and to raise money for the Region's General Fund.
2. Submit quarterly report to Board detailing:
 - a. Purchases
 - b. Sales
 - c. Inventory on hand
 - d. Cost of each item in inventory including In & Out Shipping, etc.
3. Establish pricing to reflect a targeted mark up of 10-percent over actual cost, including all shipping.
4. Maintain a separate business checking account and financial records including accounts receivable and payable on a current basis.
5. Attend major events and display items for sale. Respond to mail orders in a timely manner.
6. Evaluate the needs of the members to provide an expanded selection of items as appropriate.
7. Contact PCA National Office to obtain 25-percent discount pricing for items ordered and prepaid by Region, for sale to Region members. (See pcawebstore.com)

p. Membership Chairperson

1. Process new membership applications, including the mailing of application forms to prospective new members, signing official applications received and forwarding to the National PCA Office, and sending a copy of Region bylaws and Region logo to all new members.
2. Process membership information and data on new members, dropped members and transfers as follows:
 - a. Additions, changes and drops sent to the Region data processing chairperson by the selected day of the month.
 - b. Additions and deletions are sent to the newsletter editor or distribution manager by the selected day of each month.
 - c. All changes recorded on the Membership Chairperson and President's card files.
3. Insure all Region members are enrolled in "eMailer" program.
4. Record members' renewal dates and drop members who have not renewed after a two-month grace period. Coordinate notices to renewing members with eMailer program.
5. Prepare a monthly report on monies due from National for new members and member renewals. Send a copy to the Region President.

6. Maintain a running account of membership gains and losses and report monthly at the Region Board meeting.
 7. Maintain file copies of all membership data and reports.
 8. On a monthly basis, service PCA Information Boards located at various shops in the area, replenishing membership forms and posting the calendar of events.
- q. Region Social Media/Website Coordinator
1. Designs and frequently updates the Region Website to make it attractive to visitors and members, including officer's names and contact addresses. Coordinates other Region social media and content with the Board, Membership Chairman, Activities Chair and others, as needed.
 2. Includes upcoming events, results of recent events and where possible, a For Sale/Wanted section.
 3. Acts as a point of contact for other Region web masters and Social Media/Website development.
 4. Coordinates the Region's entry in the National Website Contest.
- r. Newsletter Editor
1. Prepare, edit and cause to be published a monthly newsletter for the purpose of communicating to the Region membership information pertinent to the activities and operation of the Region.
 2. Prepare and submit for Board approval annual operating plan and monthly budget for the newsletter, in coordination with the Advertising Manager.
 3. Appoint co-editors to provide for continuity during vacations, illness, emergencies, etc. Co-editors shall assist and become thoroughly familiar with all aspects of the publication process. Co-editor's appointment is to be submitted for Board approval at the beginning of each year.
 4. Submit a monthly report to the Board of Directors on expenses and newsletter status. Expenses exceeding the monthly planned budget by more than 10-percent must be reviewed and approved by the Board.
 5. The newsletter shall include, but not be limited to, the following:

<ul style="list-style-type: none"> • Calendar Upcoming Events, including Board Meetings, Region & Zone Events. • Articles concerning upcoming events. • Articles on local competitive events. • Results of local competitive events. • Board of Directors meeting minutes. • New membership data, including names, vehicle(s). 	<ul style="list-style-type: none"> • Goodie Store advertisement • List Board Members, Committee Chairpersons, and their contact numbers and/or email addresses. • Required publication information, such as deadlines and reprint guidelines. • Technical articles and reports. • Region President's message. • Optional articles of general PCA interest.
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- Newsletter credits, including printer's name and address.
6. The newsletter shall be printed and available for the Mailing Chairperson no later than the set day of each month selected by the Editor.
 7. Coordinate editorial and advertising inputs with the appropriate chairperson.
 8. Appoint other persons to assist in publication of the newsletter, as necessary.
 9. Coordinates the Region's entry in the National Newsletter Contest. See pca.org, "National Awards."
- s. Newsletter Mailing Chairperson
1. Coordinate newsletter mailing schedule with the Newsletter Editor each month; interface with Postal Service; stay current on USPS or Canada Post mailing procedures and fees, as due.
 2. Advise Data Processing Chairperson of address changes for non-Region members such as national officers, advertisers, other newsletter editors, etc., by the selected day of the month. (Note: Changes affecting members are handled by the Membership Chairperson.)
 3. Receive labels from data processing and hand prepares labels for changes that took place after the designated date.
 4. Check for new or dropped advertisers.
- t. Advertising Manager
1. Solicit and obtain advertising for the newsletter.
 2. Obtain "camera ready" or digital copy from corporate advertisers and submit to Newsletter Editor by the selected day of the month.
 3. Submit invoice to advertisers for advertising, prior to the expiration of the period. Maintain financial records for accounts receivable and payable on a current basis.
 4. Deposit all monies in Region's checking account within 10 days of receipt.
 5. Report monthly receipts, deposits, and account status in writing to the Region Treasurer.
 6. Maintain an advertising rate schedule; propose rate changes to the Board of Directors, if needed.
 7. Report all past due accounts to the Board of Directors, along with recommendations for collection procedures and appropriate course of action.
 8. Coordinate editorial and advertising inputs with the appropriate Chairperson.

ARTICLE VIII

Election of Board of Directors

Section 1 – Selection of Nominees

- a. The Board of Directors is the nominating committee.
- b. The committee shall nominate no more than two (2) members willing to serve in the designated office.
- c. Members can self-nominate and be included on the ballot.

Section 2 – Election

- a. The Past-President supervises the election.
- b. Election timeline:
 1. September 1st thru the 3rd Wednesday of September – Nomination Committee convenes and selects nominees,
 2. Monday after the Nomination Committee selects the nominees – distribute ballots indicating the candidates and their offices to each active member in good standing,
 3. Third Wednesday of October – Election ends and ballots are counted.
- c. Ballots shall have spaces for the member and associate member to indicate their vote for nominated candidates as well as write-in candidates.
- d. Members eligible to vote shall be determined from the membership roster obtained from PCA. Only those members in good standing as of September 1st of the current year shall be eligible to cast ballots in the annual election.
- e. Three members in good standing not running for elected office designated by the President, shall serve as tellers and shall tabulate the votes. The candidates receiving the greatest number of votes shall be declared elected.
- f. The Secretary shall publish the results of the election in the Club’s official minutes and results will be distributed to the members.

ARTICLE IX

Meetings

Section 1 – Monthly Board Meeting

A meeting of the Club Board of Directors shall be held each month at such time and place as the Board of Directors may determine after due consideration of the convenience of the members.

Section 2 – Special Meeting

Special meetings of the members may be called by the President or by a majority of the Board of Directors.

Section 3 – Quorum

All decisions of the Board of Directors shall be by a majority vote, with a quorum being three (3) members of the Board of Directors voting. At any monthly meeting or special meeting of the membership, 10-percent of the members in good standing shall constitute a quorum. All decisions of the membership shall be by a majority vote of the required quorum unless otherwise provided by these By-laws. Board of Directors members each possess three (3) votes each, Standing Committee Co-Chairpersons possess two (2) votes each, and members in good standing poses one (1) vote each.

Section 4 – Notice of Meeting

A notice, stating the time, date, place, and purpose of any meeting of the membership, shall be distributed to the membership by the Secretary not less than eight (8) days prior to such meeting.

ARTICLE X Obligations and Indebtedness

Section 1 – Obligations and Indebtedness

Only the Board of Directors by a majority vote, with at least three (3) Board members present and voting, shall incur any obligations or indebtedness in the name of the Club.

Section 2 – Unauthorized Obligations

No elected officer or any person authorized to act on 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 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 By-laws 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 obligation or indebtedness which the Club may be required to pay.

Section 4 – Disbursement of Monies

Three (3) elected officers will be designated to sign checks for obligation of the Club. The primary two (2) officers will be the President and the Treasurer. The third officer may be either of the other two (2) elected officers, at the discretion of the Board of Directors.

ARTICLE XI Amendments to By-laws

Section 1 – Annual Review

The By-laws of the Club shall be reviewed annually at the February meeting of the Board of Directors. This review is intended to ensure the By-laws are maintained to reflect changes in the Club.

Section 2 – Amendments

a. The By-laws of the Club may be amended at any time in the following manner:

- b. Upon recommendation by not less than three (3) Board Members or by a written petition signed by at least 10-percent of the members in good standing, the Board of Directors shall prepare the suggested amendment in such manner that it may be legally incorporated in these By-laws.

Section 3 – Notice of Proposed Amendment

A properly prepared amendment shall be made available on the region's website, and a notice will be distributed to each member in good standing in the form of a ballot. Thirty (30) days from mailing date, three (3) members in good standing designated by the President shall count the valid returned ballots, and if a majority of said ballots are in favor, the amendment shall be deemed adopted.

Section 4 – Notice of Results

The Secretary shall notify the membership of the results.