

Corvanatics Policies and Procedures

Contents

I.	General	2
II.	Membership.....	2
III.	Dues	3
IV.	Governance	5
V.	Elections and Appointments.....	5
VI.	Meetings.....	7
VII.	Policies and Procedures	7
VIII.	Bylaws	7
IX.	Phasing in a six Director Governing Body	7
X.	Approval.....	7
XI.	Newsletter	7
XII.	Chapter Merchandise	8
XIII.	Honoring the passing of chapter members.....	9
XIV.	Position Descriptions	9

Corvanatics Policies and Procedures

I. General

- A. Chapter Fee: a fee, as set by the CORSA Board of Directors, which is paid to the CORSA Club Office for being a CORSA chapter. Note: an invoice is sent by CORSA at the first part of the year.
- B. Corvanatics fiscal year is June 1st through May 31st.
- C. Corvanatics aligns with CORSA's regions.

II. Membership

- A. CORSA membership is strongly encouraged.
- B. Membership information is handled by the Secretary.
- C. Membership information is maintained in a usable, reportable format such as a database or spreadsheet. It shall contain at least:

- Member id (unique)
- First name
- Last name
- Region
- Home phone
- Email address
- Address
- Second address
- City
- State/province
- Postal code
- Country
- CORSA id
- Alternate phone
- Join date
- Drop date/information
- Significant other
- Member of other CORSA chapters
- Corvair 95 vehicles
- Comments
- Date dues paid
- Amount paid
- Expiration date (use the first of the month for a data field)

D. New member receives:

- 1. If an email address is supplied with membership, a timely welcome email containing links to the previous two newsletters.
- 2. A membership card with a welcome greeting sent in a timely manner.
- 3. New member gift included with membership card.
 - a) New member gift choice, while supplies last:
 - a. Patch
 - b. Window sticker
 - c. Surface sticker
 - d. Magnet

E. Renewing member receives:

- 1. An updated membership card sent in a timely manner.

Corvanatics Policies and Procedures

- F. Expiring memberships and new member information is passed to the Newsletter Editor for inclusion in the next newsletter.
- G. Membership expulsion or termination:
 - 1. Any member may be expelled for conduct or activities detrimental to the Chapter. Expulsion will be determined by a two-thirds vote of the Board of Directors after review and hearing of circumstances leading to this consideration.
 - 2. A user of our Corvanatics Facebook site, including members, may be suspended, or permanently blocked from the Corvanatics Facebook site due to conduct unbecoming or violation of the posted rules. This does not automatically terminate Corvanatics membership.

III. Dues

- A. Handled by the Secretary.
- B. Amount
 - 1. Emailed newsletter: \$10.00 yearly or \$40 for 5 years.
 - 2. Printed/mailed black and white newsletter: \$15.00 yearly.
 - 3. All monies are passed to the treasurer.
- C. Renewal Date
 - 1. Renewal Date is set to the end of the month following the month joined.
 - 2. The month and year of the member's renewal date can be found on their membership card.
- D. Renewal:
 - 1. Members whose renewal is due within the next four months will be listed in the newsletter for two editions before their dues expire.
 - a) For members receiving an emailed newsletter, the email title will be "Corvanatics Newsletter – Your membership renewal is due by the end of <month of dues due>" and the body of the email will have this statement,

"Your membership will expire at the end of <month dues are due>. If your dues are not paid by the end of that month, your membership will expire and be dropped. You will not be penalized; your due month remains the same.

Dues for an emailed full-color newsletter are \$10 a year and \$15 for a mailed black and white newsletter. Multiple years can be paid at once. Pay your dues either with PayPal by going to the Membership page of the Corvanatics website located at this address, <https://www.corvair.org/chapters/corvanatics/membership.php> or mail them to: Corvanatics, 5425 Morrow Road, Gladwin, MI 48624."

The rest of the email will contain any other messages and the link to the newsletter.
 - b) For members receiving a printed/mailed newsletter, the mailing label always has the renewal date printed after the member's name.

Corvanatics Policies and Procedures

- a. The dues due date is highlighted in red when the due date is within the next two months.
 - c) For months outside the newsletter cycle, those with an email address, an email is sent the month before the expiration with this content. “Your membership will expire at the end of <expiration month> and if your dues are not paid by then, your membership will be dropped. Be proactive and pay now. You will not be penalized; your due month remains the same. Dues for an emailed full-color newsletter are \$10 a year and \$15 for a mailed black and white newsletter. Multiple years can be paid at once. Pay your dues either with a credit card or PayPal by going to the Membership page of the Corvanatics website located at this address, <https://www.corvair.org/chapters/corvanatics/membership.php> or mail them to: Corvanatics, 5425 Morrow Road, Gladwin, MI 48624.”
2. If dues are not paid before the middle of the expiration month, the member will receive a final written postcard notice to be mailed out mid expiration month.
- a) This is the postcard content.

Final Notice

Your Corvanatics Dues are expiring this month



Use return address on front to mail your dues to

Your Corvanatics dues will expire at the end of this month. They must be renewed **immediately** to continue as an active member, receive newsletters plus be eligible for the Clark's gift certificate drawing.

Dues are \$10 for an emailed newsletter and \$15 for one mailed. You can pay them either through the website, <http://www.corvair.org/chapters/corvanatics/membership.php> with PayPal or by mailing them to the address above.

Thanks, *Molly Bacon*- Secretary/Treasurer

3. Members who fail to renew by the end of their renewal month will be dropped.
- a) Renewal within 90 days will re-establish the member's past membership and renewal month.
 - b) Membership lapsed more than 90 days will be considered a rejoin and will have their Corvanatics “Join Date” and renewal month changed accordingly to their new join date. The member will receive a new membership card but will not receive a “new member” welcome greeting or gift.
4. Payments Received.
- a) PayPal payments will be entered in the ledger with the date, the debit amount, PayPal as type of payment, and “Dues - <member name> under Comments, and then calculate the balance. Since PayPal charges a fee, a second line item should be entered with the

Corvanatics Policies and Procedures

- date, fee amount in the Credit column, PayPal as type of Payment and Fee in Comment column and then recalculate the balance.
- b) Checks will be entered in the ledger with the date, debit amount, check as type of payment, "Dues - <member name> under Comments, and recalculate the balance.
- c) Cash will be entered in the ledger with the date, debit amount, Cash as a type of payment, then enter "Dues - <member name> under Comments and recalculate the balance.

IV. Governance

- A. According to the CORSA Chapter Plan, a majority of the Corvanatics officers must be members in good standing with CORSA. It is encouraged that all Corvanatics Directors and officers be members of CORSA.
- B. The newly elected Board will select a President and Vice President from the Directors.
- C. The Secretary keeps records of Board meetings including:
 - 1. Voted items and results,
 - 2. Major discussion items and conclusion,
 - 3. Identify tabled items,
- D. The Secretary will distribute the Board meeting records to Board members.
- E. The Treasurer is responsible to:
 - 1. Provide a brief financial update at regular Board Meetings.
 - 2. Make disbursements pertaining to Chapter operations including:
 - a) Routine disbursements for newsletter, postage, office supplies and other daily chapter expenses.
 - b) Disbursements including donations and other non-routine items up to an amount not exceeding \$500 with Presidents approval.
 - c) Disbursements exceeding \$500, but less than 1/2 bank balance, with the approval of the Board.
 - d) Disbursements exceeding 1/2 bank balance with approval of Board and approved by membership ballot.
 - 3. Accept dues payments from the secretary.
 - 4. Accept payment for Chapter items for sale.
 - 5. Manage postage for business operations.
 - 6. Receive payment for advertising.
 - 7. Prepare an annual budget with the assistance of the President.
- F. Officers stepping down should coordinate with incoming Officer for transfer of records, contacts, and other relevant information.

V. Elections and Appointments

- A. Directors
 - 1. Director nominations will be collected until November 30th.
 - a) Nominations can be for the members themselves or another member with their permission.
 - b) Nominations should include a short biographical article and photo.
 - 2. Qualified nominees will be placed on a ballot to be included in the January/February Newsletter.

Corvanatics Policies and Procedures

- a) The biographical articles/photos will be included in the same newsletter.
 - b) The ballot shall also allow write-ins.
 - 3. Voting will take place until 11:59 PM eastern time on April 1st.
 - 4. Results will be tabulated by the Secretary and passed to the current Board plus those on the ballot by April 10th.
 - 5. The newly elected Board will pass the election results including all President and Vice President selection and all appointed Officers and other positions to the Newsletter Editor to be published in the next newsletter.
 - 6. Of the 6 Director positions, 2 will be up for election each year to create a 3-year term. Director positions are assigned a number (1, 2, 3, 4, 5, 6). First year of the 3-year election cycle, positions 1 and 2, second year positions 3 and 4, third year positions 5 and 6 are up for election.
 - 7. If a position becomes vacant, the president may appoint a suitable individual to fill the vacant position until the next election cycle. This position will be available to the slate of candidates eligible for election. However, the candidate so elected will only fill out the remainder of the term.
- B. Other positions are appointed by the President:
- 1. These appointments will be without term limits:
 - a) Historian
 - a. Research and write about the history of the Corvair 95 and Corvanatics.
 - b. Coordinate with the Board, and the membership to gather, preserve, organize, and store all records and archives pertaining to the historical data of Corvanatics from its beginning to the present time.
 - c. Editing material only in such cases where it is critical to eliminate extraneous matter in order to facilitate storage.
 - d. Working to provide historical documents upon formal request by the Board of Directors or the Webmaster.
 - e. Providing to the Newsletter Editor, in a format suitable for publication, articles describing interesting events and stories from both Corvanatics and CORSA's history. The frequency of such articles should be at least yearly. In accordance with editorial guidelines, controversial subjects shall be cleared through the President prior to publication.
 - b) Publicist
 - a. Generates publicity for the organization through the use of techniques in advertising, marketing, and public relations.
 - b. Responsible for promoting the chapter with appropriate media.
 - c) Technical Coordinator

Corvanatics Policies and Procedures

- a. A central clearing house for technical ideas and developments coming from, or directed to, the membership. Research and experimentation may also be involved.
- b. All material of a technical nature shall be forwarded to the Technical Coordinator.
- c. Review submitted technical articles in conjunction with the newsletter editor.
- d. Assist in answering member's technical questions.
- e. Create articles of a technical nature for inclusion in the newsletter.

VI. Meetings

- A. The Secretary shall arrange the Board Zoom Meeting and forward the agenda provided by the President to Board members and approved invitees.
- B. The Secretary will assist committee chairpersons by setting up the meeting, agenda distribution, and inviting attendees.
- C. Board meeting voting:
 1. An affirmative action vote requires at least 3 affirmative votes and at least 50% affirmative vote of attending Board members.
 2. Proxy voting will not be utilized.

VII. Policies and Procedures

-NONE-

VIII. Bylaws

-NONE-

IX. Phasing in a six Director Governing Body

- A. Completed.
 1. NOTE: Election process and assignment of Director positions has been completed.
 2. Position 1 & 2 expires in 2024, positions 3 & 4 expire in 2025, positions 5 & 6 expire in 2026. All Director positions renew on a three-year cycle.

X. Approval

-NONE-

XI. Newsletter

- A. A newsletter shall be produced bi-monthly for distribution either by email or print media per paid membership type.

Corvanatics Policies and Procedures

- a. Bi-monthly will be January, March, May, July, September, and November.
- b. The newsletter will be ready for publication no later than 15 days after the first of the bi-monthly month listed above.
- c. The newsletter will cover a wide range of subject areas: official and informal. Official items are obvious, based on source and signature. Informal matters may include just about anything of significance or interest to members. Send an electronic copy of the newsletter to the CORSA newsletter editor (required as part of CORSA Chapter Plan)
- d. Send printed color copies to Old Cars Weekly and Old Cars Newsletter judge for qualifying for the Golden Quill Award.

Old Cars Editors
PO Box 658
Neenah, WI 54957

Dr. Gerald Perschbacher
8868 Rock Forest Drive
St. Louis, MO 63123

B. Printed Newsletter

1. Printed in Black and White.
2. The Newsletter Editor will receive a mailed/printed copy for quality assurance.

C. Advertising

1. Solicited advertising to be passed to the Newsletter Editor with payment forwarded to the Treasurer.
2. Members receive free business card advertising in each edition of the newsletter.

D. Members who have provided an email address shall receive an email with a link to the latest edition of the newsletter when it becomes available.

E. The Corvanatics website shall archive all editions of the newsletter. To maintain access control, posting of newsletter on the website will be two editions behind the most recent.

F. Election topic format:

1. Limit front page focus.
2. Nomination requests: September and November editions (President's column at the President's option)
3. Candidate statements and ballot: January edition
 - a) A separate ballot will be included with printed newsletters to maintain the integrity of the newsletter.
4. Election results: May edition.

G. The Historian should provide, at least annually, an article describing interesting events or stories from Corvanatics or CORSA history.

XII. Chapter Merchandise

- A. The Secretary maintains the stock merchandise and is responsible for shipping purchased merchandise.

Corvanatics Policies and Procedures

- B. The Treasurer will receive merchandise orders and handle order payment and pass documentation to the Secretary.

XIII. Honoring the passing of chapter members.

- A. If Corvanatics is notified in a timely manner:
 - 1. The secretary will send a sympathy card to the family.
 - 2. Publish notification in Corvan – Antics.
- B. Flowers and/or donations from the Chapter are only by Board approval.

XIV. Position Descriptions

- A. Director
 - 1. JOB DESCRIPTION
 - a) Position Requirements
 - a. Member of Corvanatics in good standing for at least 12 months prior to nomination.
 - b. Elected by Corvanatics membership at large.
 - c. 3-year term. No term limits. Staggered so that two director positions are up for election annually.
 - d. List contact information in newsletter.
 - b) Responsibilities
 - a. Support the chapter, it's purpose, and uphold the bylaws of Corvanatics.
 - b. Provide liaison between members and the Board of Directors.
 - c. Member of the Board and have voting privileges. Note: Only 1 vote regardless of position held.
 - d. Seek ways to build membership, contribute new ideas for promoting and maintaining interest in Corvair 95's and the Corvanatics Chapter.
 - e. As part of the Board, elect the President and Vice President, and work with the President to appoint the other officers (on or before April 25th.)
 - f. All Directors are candidates for President and Vice President. Note: President and Vice President must be a member of CORSA in good standing.
 - g. Write a column for Corvan - Antics when requested. The article focus should be on organizational business or topics of interest to a majority of the membership.
 - h. Attend the CORSA convention when possible.
 - i. Develop action plans for Board consideration. Poll members for opinions and formulate and submit motions as appropriate. Vote on all motions.
 - j. Read and understand the current Corvanatics bylaws, Policies and Procedures, and job descriptions.

Corvanatics Policies and Procedures

- k. Participate in committee activities through voluntary service.
- l. Respond promptly to correspondence.
- m. Participate in scheduled and emergency Board Meetings.

Corvanatics Policies and Procedures

B. President

1. JOB DESCRIPTION

a) Position Requirements

- a. Member in good standing of Corvanatics for at least 12 months.
- b. 1 year experience on Corvanatics Board.
- c. Select from currently elected Directors.
- d. 1 year term. Limited to six consecutive years.

b) Responsibilities

- a. Prepare agenda for board meeting. Forward to Secretary for distribution.
- b. Coordinate convention meeting planning.
- c. Attend, where possible, the Corvanatics Annual Meeting.
- d. Preside over convention meeting.
- e. Call for a meeting of the Board as needed.
- f. Act as an ambassador of Corvanatics.
- g. Appoint Officer positions with concurrence of 3 Directors.
- h. Appoint non-officer positions.
- i. Approve Policies and Procedure revisions after approval of Board. President and Secretary sign.
- j. May designate signature authority for the Corvanatics bank account.
- k. Appoint/designate any member of Corvanatics to represent Corvanatics when unable to attend.
- l. Ambassador at functions or activities held by Corvanatics or another club event attended.
- m. Seek ways to build membership and create and promote and maintain interest for and by Chapter members.
- n. Authorize disbursements, including donations exceeding \$500.
- o. Select "President's Choice" vehicle award from FC's present at CORSA convention and present award at Corvanatics Annual Meeting.
- p. Assist with the preparation of an annual budget.
- q. Write "President's Column" article for each Corvanatics newsletter.
- r. Provide contact information for inclusion in the newsletter.

Corvanatics Policies and Procedures

C. Vice President

1. JOB DESCRIPTION

a) Position Requirements

- a. Member in good standing of Corvanatics for at least 12 months.
- b. Selected from currently elected Directors.
- c. 1 year term. No term limits.

b) Duties

- a. Presides over meetings if the President is unable to participate.
- b. Upon the resignation of the President, fill the vacancy of the Office of President.
- c. Serve as an ex officio member on all committees and report to the President as needed.
- d. Act as ambassador at functions or activities held by the Chapter where the President cannot attend.
- e. Provide contact information for inclusion in the newsletter.

Corvanatics Policies and Procedures

D. Secretary

1. JOB DESCRIPTION

a) Position Requirements

- a. Member in good standing of Corvanatics.
- b. Successor after Vice President to fill President position.
- c. Member of Board with voting privileges.
- d. 3-year term, no term limits.

b) Duties

- a. Manage membership.
- b. Coordinate distribution of newsletter.
 - i. Provide Newsletter Editor with current membership email information.
 - ii. Provide mailing labels for newsletter distribution.
- c. Arrange for Board meetings:
 - i. Distribute agenda.
 - ii. Set-up meeting support (zoom, audiovisual, etc.).
- d. Receive and tally election results.
- e. Manage record keeping of Board meetings and the annual meeting.
 - i. Include voted items and results.
 - ii. Major discussion items and conclusions.
 - iii. Identify tabled items.
 - iv. Distribute to Board members.
- f. Provide membership roster to CORSA according to CORSA Chapter requirements.
- g. Manage Zoom account.
- h. Forward, upon request, Corvanatics bylaws, Policies and Procedures to members.
- i. Archive bylaws and Policies and Procedures with Historian.
- j. Maintain stock of Chapter merchandise.
 - i. Arrange for shipment per Treasurer direction.

Corvanatics Policies and Procedures

E. Treasurer

1. JOB DESCRIPTION

a) Position Requirements

- a. Member in good standing of Corvanatics.
- b. Successor of President after Vice President and Secretary.
- c. 3-year term without limits.

b) Responsibilities

- a. Maintain financial account in the name of Corvanatics.
- b. Provide an annual financial summary to the Board.
- c. Provide brief financial update at regular Board meetings.
- d. Provide audit materials as requested by the President.
- e. Prepare an annual budget.
- f. Manage PayPal and/or other payment methods.
- g. Coordinate with Secretary the membership dues for deposit.
- h. Authorized to make disbursements pertaining to Chapter operations including:
 - i. Routine disbursements for newsletter, postage, office supplies and other daily chapter expenses.
 - ii. Disbursements including donations and other non-routine items up to an amount not exceeding \$500 with President approval.
 - iii. Disbursements exceeding \$500, but less than 1/2 bank balance, with approval of Board.
 - iv. Disbursements exceeding 1/2 bank balance with approval of Board and approved by membership ballot.
- i. Accept payment of Chapter owned items for sale.
- j. Manage postage for Chapter operations.
 - i. Newsletter
 - ii. Packages
 - iii. Secretary activities
- k. Receive payment for newsletter advertising.

Corvanatics Policies and Procedures

F. Newsletter Editor

1. JOB DESCRIPTION

a) Position Requirements

- a. Member in good standing of Corvanatics.
- b. Selected by President with Board concurrence.
- c. No term limits.
- d. Member of Board with voting privileges.

b) Responsibilities

- a. Prepare and publish the Corvan - Antics newsletter.
- b. Forward to Technical Consultant prospective technical articles for review and editing when appropriate.
- c. Coordinate with Secretary the current newsletter distribution information.
- d. Forward published newsletter to Webmaster.
- e. Arrange for newsletter door prizes, if being awarded.
- f. Coordinate newsletter advertising, where appropriate and forward any monies to the Treasurer.

Corvanatics Policies and Procedures

G. Webmaster

1. JOB DESCRIPTION

a) Position Requirements

- a. Member in good standing of Corvanatics.
- b. Selected by the President with Board concurrence. No term limits.
- c. Member of the Board of Directors with voting privileges.
NOTE: Limited to one vote regardless of positions held.

b) Responsibilities

- a. Maintain the Corvanatics website.
- b. Make available the Corvan - Antics newsletter in the publication archives (two issues delayed from publication date.)
- c. Work with CORSA representatives on utilization of their media sharing resources.
- d. Manage program as cost neutral as possible.

Corvanatics Policies and Procedures

H. Historian

1. JOB DESCRIPTION

a) Position Requirements

- a. Member in good standing of Corvanatics.
- b. Appointed by the President. No term limits.
- c. Does not have voting privileges at Board meetings.

b) Responsibilities

- a. Research and write about the history of the Corvair 95 and Corvanatics.
- b. Coordinate with the Board and membership to gather, preserve, organize, and store all records and archives pertaining to the historical data of Corvanatics from its beginning to present time.
- c. Edit materials only in such cases where it is critical to eliminate extraneous matter in order to facilitate storage.
- d. Work to provide historical documents upon request of the Board or Webmaster.
- e. At least annually, provide the Newsletter Editor, in a format suitable for publication, articles describing interesting event and stories from Corvanatics history.
- f. Maintain historical data about members, including officers, and Directors.

Corvanatics Policies and Procedures

I. Technical Consultant

1. JOB DESCRIPTION

a) Position Requirements

- a. Member of Corvanatics in good standing.
- b. Appointed by President, no term limits.
- c. Does not have voting privileges at Board meetings.

b) Responsibilities

- a. Be a clearing house for technical ideas and developments coming from, or directed to, the membership. Research and experimentation may be involved.
- b. Prospective technical articles for Corvan - Antics shall be reviewed for accuracy and completeness and supplemented where appropriate.
- c. Prospective Corvan - Antics articles shall be forwarded to the Newsletter Editor.
- d. Assist in answering members technical questions.
- e. Create articles of technical nature for inclusion in the newsletter.

Corvanatics Policies and Procedures

J. Publicist

1. JOB DESCRIPTION

a) Position Requirements

- a. Member in good standing of Corvanatics.
- b. Selected by the President, no term limits.
- c. Does not have voting privileges at Board meeting.

b) Responsibilities

- a. Generates publicity for Chapter through the use of techniques in advertising, marketing, and public relations.
- b. Promote the Chapter with appropriate media.
- c. Coordinate oversight of Facebook or other Corvanatics specific on-line media to be assisted by any person approved by the President.
- d. Maintain registers of any Corvanatics media property not otherwise overseen by CORSA.