



BYLAWS

July, 2022

Contents

ARTICLE I – AUTHORITY 3

ARTICLE II – NAME AND ADDRESS 3

ARTICLE III – PURPOSE 3

ARTICLE IV – DEFINITIONS 3

ARTICLE V – NATURE OF ORGANIZATION 3

ARTICLE VI – MEMBERSHIP 3

ARTICLE VII – OFFICERS 4

ARTICLE VIII – ELECTIONS 4

ARTICLE IX – FISCAL MATTERS 5

ARTICLE X – CLUB ACTIVITIES 5

ARTICLE XI – THE NATIONAL RALLY 5

ARTICLE XII – LOCAL ACTIVITIES 7

ARTICLE XIII – COMMITTEES 7

ARTICLE XIV – PARLIAMENTARY STANDARDS 7

ARTICLE XV – HONORS AND AWARDS 7

ARTICLE XVI – INSURANCE 7

ARTICLE XVII – RECORDS AND REPORTS 7

ARTICLE XVIII – AMENDMENT OF BYLAWS 8

ARTICLE XIX – REVISION ARTICLES OF INCORPORATION 8

APPENDIX A – ORGANIZATION STRUCTURE (CHART) 8

APPENDIX B – POSITION DESCRIPTION -PRESIDENT 10

APPENDIX C – POSITION DESCRIPTION – VICE PRESIDENT 10

APPENDIX D – POSITION DESCRIPTION - SECRETARY 10

APPENDIX E – POSITION DESCRIPTION – TREASURER 11

APPENDIX F – POSITION DESCRIPTION – DIVISION DIRECTOR 11

APPENDIX G – POSITON DESCRIPTION – NEWSLETTER EDITOR 12

APPENDIX H – THE ERNEST NEWHOUSE AWARD 12

APPENDIX I – POLICIES AND PROCEDURES 12

ARTICLE I – AUTHORITY

Section 1

These Bylaws are in accordance with and are dependent on, the ARTICLES OF INCORPORATION filed with the Secretary of State, State of California, dated October 19, 1967. Identification – California 0534733

Section 2

The Corporation may be terminated only by (A) deliberate action properly initiated and approved by the general membership, or (B) cancellation of authority by the State of California.

ARTICLE II – NAME AND ADDRESS

Section 1

The corporate name is ULTRA VAN MOTOR COACH CLUB, INC. (also known and referred to as UVMCC). UVMCC is a Chapter of the CORVAIR SOCIETY OF AMERICA. (also known and referred to as CORSA).

Section 2

The above designation shall be used in all government or legal official business transactions such as insurance reports, contracts, bank accounts, etc.

Section 3

For internal Club purposes shorter expressions such as ‘The Club,’ ‘Ultra Club,’ ‘Ultra Motor Coach Club,’ ‘The Corporation,’ etc. may be substituted. In all such use, the abbreviation will be interpreted as equivalent to the full title.

Section 4

The Corporate address shall be listed in a club publication. Should a change of address be necessary, a designation acceptable to the State of California must be maintained.

ARTICLE III – PURPOSE

Section 1

Ultra Club was brought into operation and does now exist for:

- (A) The utilization and enjoyment of a unique class “A” motor home of very limited production.
- (B) The fraternal, travel, educational, technical, and social activities made possible by these vehicles.
- (C) The preservation and upgrading of the irreplaceable vehicles.
- (D) To encourage safe, courteous highway travel and to improve conditions through legislation and publicity.

ARTICLE IV – DEFINITIONS

Section 1

An Ultra Coach is considered to be any one of several designs which includes the Ultra Van, Tiara and Travalon Coaches.

ARTICLE V – NATURE OF ORGANIZATION

Section 1

The Ultra Club is a non-profit, not-stock, “membership” organization based in California. Members may reside in any State or Country.

Section 2

Club policies, procedures and programs are controlled by the membership observing the principle of “one vote per member/majority rule.” Control may be direct as in elections and business sessions, or indirect acting through elected officials.

ARTICLE VI – MEMBERSHIP

Section 1 Member

A Member is any person, spouse or domestic partner who agrees with the purpose of The Club, applies for membership, is current on their dues, and adheres to the bylaws of the Club. For voting purposes, a membership fee covers up to two adults living at the same address, so long as the names of both parties are provided to the treasurer. Each of the two is considered a voting member. Each voting member is allowed one vote and is eligible to hold office in the Club.

Section 2 Dues

Dues are on a calendar year basis and any change in annual dues can be recommended by any member of the Board of Directors and will require approval of a majority of the Board members. Dues will be prorated on a half year basis.

Section 3

Membership may be canceled by:

- (A) Resignation
- (B) Failure to submit annual dues after notification
- (C) Unreasonable attitude or activity found harmful to the organization

Note: Cancellation, because of paragraph (C) above requires a majority vote of the Board of Directors.

Section 4

To encourage potential members to join the UVMCC, the Secretary will send an invitation to join to new owners and other interested persons. If the prospective member's email address is known, copies of two recent issues of the club newsletter will be attached. If the email address is not known, the invitation letter will describe how the recipient can obtain sample electronic versions of the newsletter.

ARTICLE VII – OFFICERS**Section 1**

The officers are:

- (A) President
- (B) Vice President
- (C) Secretary
- (D) Treasurer
- (E) Division Directors, three positions; one from west, one from central and one from east (see Article XI, Section 2 for Divisions.) Same job descriptions.
- (F) Newsletter Editor

Section 2

Individual position descriptions are incorporated in these Bylaws as appendices B through H.

Section 3

For most business purposes all the positions A through F above constitute the board and shall convene or consult, when so instructed. Positions (A) through (F) of Section 1 above must be filled by an individual person.

Section 4

Officers, other than the President and Division Directors, are elected for terms of one year. The president is elected for a two-year term and Division Directors are elected for three-year terms. Terms of office begin with the installation of an officer at the National Rally and end with the installation of a replacement officer at a subsequent National Rally. Due to year-to-year variability in the dates selected for the National Rally, the actual duration of a term of office may vary slightly in length from the term specified in the bylaws for that office. This may be particularly true when the rally is held in tandem with the CORSA convention, which is typically held earlier in the summer than UVMCC's traditional time frame for the National Rally.

Section 5

The President shall be elected for a two-year term and may not serve more than two terms in any six-year period.

Section 6

The Corporation is viable only when all positions are effectively filled. Emergency vacancies will be filled by presidential appointment effective until annual elections.

Section 7

A vacancy in the office of President is resolved by observance of a "schedule of succession" as follows:

- (A) Vice President
- (B) Directors, in order of membership seniority.
- (C) Ex-Presidents in reverse order in service in the position.
- (D) Available members, in order of Club seniority

Section 8

Any officer is subject to RECALL if it is determined that the individual is unwilling or unable to perform assigned duties. Incumbents of positions B, C, D, E, and F of Section 1 above may be removed by a two-thirds vote of the total officer complement. When a serious question involves the Presidency, the Vice President will assume chairmanship and call a board meeting. A unanimous vote of the Directors can declare a presidential vacancy and proceed to fill the position in accordance with Section 7 above.

ARTICLE VIII – ELECTIONS**Section 1**

Elections are a specific function of the National Rally. Prime responsibility rests with the President (Reference Appendix B)

Section 2

Nominations for any offices may be discussed and presented at any Divisional Rally. At the National Rally, all qualified nominations will be presented for the vote. Also, additional nominations may be made from the floor at the National Rally. The names of nominated individuals shall be included on the ballot if the nomination is delivered to the secretary in time to: (1) permit verification of eligibility to hold office, and (2) permit publication in the Newsletter published prior to the National Rally.

Section 3

There shall be three Division Directors, with one being elected each year on a rotating basis (one each from East, Central and West), all serving a three-year term. (See Article XI, Section 2 for Divisions) In no case shall more or less than one member be selected to serve as Division Directors from each area.

Section 4

The ballot shall list one or more candidates for President, Vice President, Secretary, Treasurer, Newsletter Editor and Division Directors as required.

Section 5

A ballot shall be delivered (electronically or post) to each Member not less than 30 days prior to the National Rally. Spaces for write-in votes are to be provided. The ballot will normally be delivered via the club Newsletter.

Section 6

Votes cast by regular mail and electronically are to be combined with those cast in person, for final tabulation.

Section 7

A ballot is required, and it is the Secretary’s responsibility to ensure electronic votes are cast from a valid member.

Section 8

During the National Rally membership business meeting newly elected officers will be installed in an official ceremony. On that date and hour, their term begins.

ARTICLE IX – FISCAL MATTERS

Section 1

The principal source of Club funds is the annual membership dues. Other Club activities provide minor input to the treasury. Funds generated within each area from the collection of Divisional Rally fees etc. shall not be accountable by the Club but should be disbursed for the purpose for which they were solicited.

Section 2

The annual dues are “due and payable” by the 1st day of January of each year and the Treasurer is responsible to see that a reminder of this fact is sent out in the last Newsletter of the year.

Section 3

Possession of property and bank accounts are a necessary and approved condition. Such assets must be sufficient to insure the expected needs of the Club.

Section 4

Funds temporarily inactive may be invested in interest producing investments on approval of the Board of Directors. Specific returns on such accounts will be subordinate to availability and security of the investments and no assets may be pledged for more than a six-month term without Board of Directors approval.

Section 5

The Club Treasurer will without consultation or request, make disbursements for recurrent and routine Club expenses, subject to an annual audit. Unusual expenditures will be made only in response to a “DISBURSEMENT INSTRUCTION” issued by the President. There is to be a quarterly itemized report.

ARTICLE X – CLUB ACTIVITIES

Section 1

The fulfillment of Club objectives (Article III) involves a wide range of operations. The principal items are:

- (A) The National Rally, which is the primary forum for exercising corporate management
- (B) A large assortment of local activities at many locations.
- (C) Group caravans generally in connection with Rallies.
- (D) Social activities. All types, non-standardized.
- (E) Publication of pertinent technical and educational material
- (F) News service through Newsletter.
- (G) Technical conferences, schools, seminars.
- (H) A sell/swap/wanted service for critical items of limited availability, including complete coaches. (Ref. App. J)

ARTICLE XI – THE NATIONAL RALLY

Section 1

The National Rally is a highlight of the year, a time when members can share a few days together each year. It establishes a forum to discuss and formulate future policy revisions and formally inducts the officers who will guide the club for the following year(s).

Section 2

To provide the best possible access for the total membership, the National Rally will rotate sequentially among the West, Central, and East geographic regions as defined below.

Eastern Division

Connecticut	New Jersey	New Brunswick
Delaware	New York	Newfoundland

District of Columbia	North Carolina	Nova Scotia
Georgia	Pennsylvania	Quebec
Florida	Rhode Island	Iceland
Maine	South Carolina	Europe
Maryland	Vermont	Africa
Massachusetts	Virginia	Puerto Rico
New Hampshire	West Virginia	Caribbean Islands

Central Division

Alabama	Minnesota	Texas
Arkansas	Mississippi	Wisconsin
Illinois	Missouri	
Indiana	Nebraska	Manitoba
Iowa	North Dakota	Ontario
Kansas	Ohio	Saskatchewan
Kentucky	Oklahoma	Central America
Louisiana	South Dakota	Mexico (except Baja)
Michigan	Tennessee	South America

Western Division

Arizona	Nevada	Alberta
Alaska	New Mexico	British Columbia
California	Oregon	Northwest Territories
Colorado	Utah	Yukon Territory
Hawaii	Washington	Baja California
Idaho	Wyoming	Asia
Montana		Australia

Anyone can host or co-host a Rally in any division even if you do not live in that Division. The National Rally will rotate among divisions and can run consecutively with the CORSA Convention as stated in Section 4 below.

Section 3

The National Rally will be informally known as “Ultra Week” and will occupy approximately that amount of time. Board of Directors, Committee, Divisional and General Membership meetings will occupy as much time as necessary to accomplish all club business. Educational and social functions will occupy the remaining time.

Section 4

The National Rally shall not begin earlier than August 15th or later than October 10th of each year. These dates can be adjusted to run consecutively with the CORSA International Convention and will be either the week preceding or the week following the CORSA Convention and be within a day’s drive of the CORSA Convention.

Section 5

Notification of the dates of this event will be sent to all members at least 9 months in advance, or as early as possible.

Section 6

Details of the National Rally agenda are to be in the Club newsletter and in possession of the members not less than 30 days prior to the event.

Section 7

In addition to meeting the requirements listed above, the assembly is to conduct business only when a quorum is in attendance. A quorum is hereby defined as 5% or more of the Club membership. Total club membership is based on the records of the Club Secretary.

Section 8

Final adjournment is in order only after all business is completed, including the following:

1. All officers are installed.
2. Arrangements are made for the prompt transfer of responsibilities and materials to the new administration.

ARTICLE XII – LOCAL ACTIVITIES**Section 1**

An individual who hosts an event assumes managerial and planning responsibility therefor. A short informal report of “project completed” shall be submitted to the Newsletter Editor.

Section 2

There shall be no division rallies within 30 days of the National Rally.

Section 3

Formal business meetings and the recording of “Minutes” are not a requirement or a function of local, area, or division rallies. However, discussion of any phase of Club operation or management is most appropriate. If possible, the Directors from the appropriate Division should be present and conduct said meeting. Any Club business shall be transmitted to the President for possible action.

Section 4

Local rallies shall be financially self-supporting.

ARTICLE XIII – COMMITTEES**Section 1**

There are no “standing” committees. They will be appointed as required and deactivated when assignments are completed.

Section 2

The President appoints committees, sets general ground rules and specific time schedules. Completed projects are generally returned to the appointing authority but the President, may instruct the committee to report directly to the National Rally.

ARTICLE XIV – PARLIAMENTARY STANDARDS**Section 1**

The basic provisions of “*Robert's Rules of Order Newly Revised*” are applicable and are hereby prescribed. The complete observance of “*Roberts*” is unnecessary.

ARTICLE XV – HONORS AND AWARDS**Section 1**

The Ernest Newhouse Award is established as the highest individual award granted by the Club. (Ref App. J)

Section 2

The President may issue citation(s) for an individual's particularly valuable contributions.

ARTICLE XVI – INSURANCE**Section 1**

The Club, as a Chapter of CORSA, is entitled to liability insurance for protection against actions which may be filed naming the Corporate Entity. It is the responsibility of the Rally Host or the host's designee to ensure this insurance coverage is in place for any Club event. This coverage does not replace or otherwise affect individual insurance held by Members.

ARTICLE XVII – RECORDS AND REPORTS**Section 1**

The President is to ensure a current copy of the bylaws will be posted on the club's website.

Section 2

Reference copies of Bylaws and Articles of Incorporation shall be made available by the Secretary to Members at each National Rally.

Section 3

Other than Rallies, the principal method of Club communications is the Whales on Wheels Newsletter. The Editor will publish the Whales on Wheels Newsletter not less than four times a year. Input will be processed if received by the 15th of the month preceding publication and at least 45 days prior to the start of “Ultra Week” for the pre-national Rally issue. The deadline for input to the next newsletter will always appear in the current issue. Changes to the frequency need approval by the Board of Directors.

Section 4

Whales on Wheels Newsletters cover a wide range of subject areas, official and informal. Other official items are obvious, based on source and signature. Informal matter may include just about anything of significance or interest to members.

Section 5

Input for the Whales on Wheels Newsletter must be suitable for reproduction, as received. Basic readability is the only standard.

Section 6

The Secretary shall prepare, and forward reports required by State, Federal, and other agencies.

ARTICLE XVIII – AMENDMENT OF BYLAWS

Section 1

The proposed changes must be presented in writing to the UVMCC Board of Directors. The proposed changes must be signed by at least 3 members. An electronic signature will be accepted, subject to verification.

Section 2

Each proposal submitted to the Board of Directors will be assigned an agenda action number based on date of receipt.

Section 3

A motion to accept the proposed changes must be passed by two-thirds of those members present at any general membership meeting, or two-thirds of members voting by ballot or both providing written notification of proposed amendments has been published in the Ultra Van Whales on Wheels newsletter and on the Club website at least thirty days before the ballot or the general membership meeting.

Section 4

Proposed amendments will be circulated to the total membership. If more than 20% of the total document is considered for revision the full text will be furnished. Revisions involving less than 20% will be condensed to summarize essential items in not more than two pages. Exceptions can be made if deemed necessary.

ARTICLE XIX – REVISION ARTICLES OF INCORPORATION

Section 1

Dissolution will initially require a two-thirds “YES” vote, of all officers and directors.

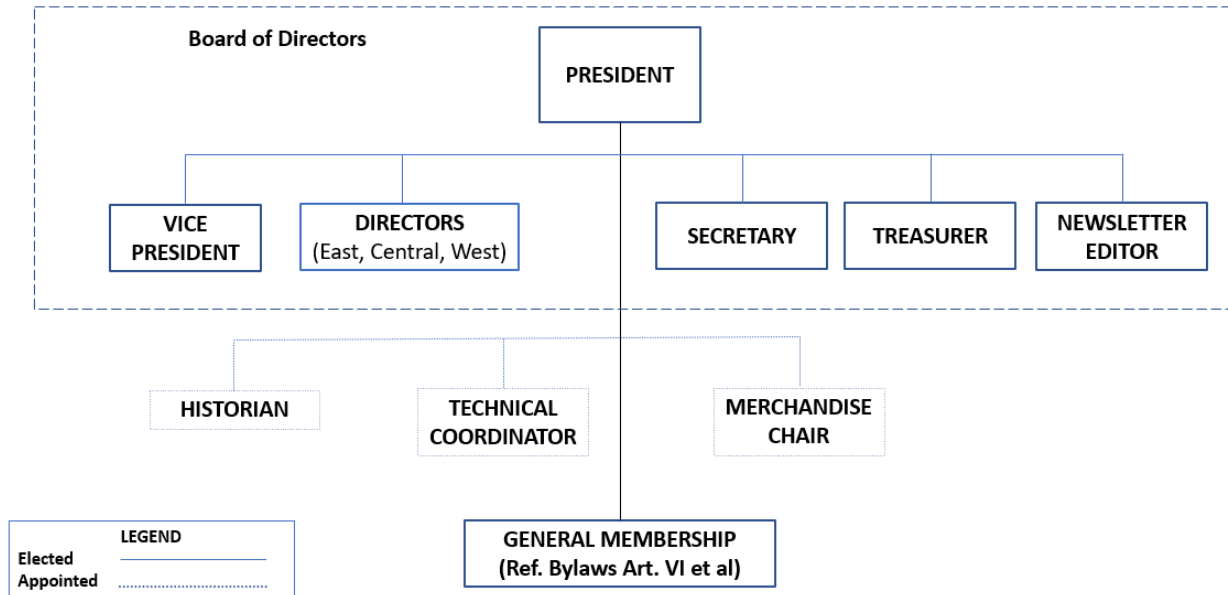
Section 2

The ULTRA VAN MOTOR COACH CLUB, INC. may be dissolved by a majority of the votes cast by members. Ballots must be postmarked no later than 30 days after the date listed on the ballot to be considered an official vote. In the event of dissolution, any assets remaining after payment of debts, and the fulfillment of legal requirements, will be distributed according to the provisions of the Articles of Incorporation at time of dissolution. Such distribution will be to non-profit organizations, foundations or corporations which are organized and operated exclusively for charitable purposes as stated in the Articles of Incorporation.

APPENDIX A – ORGANIZATION STRUCTURE (CHART)

Appendix "A"

ULTRA VAN CLUB ORGANIZATION CHART



APPENDIX B – POSITION DESCRIPTION -PRESIDENT

Paragraph 1 Nature of position

- A. The President is Chairperson of all business meetings and conferences; the Chief Executive for program administration and Chairperson of the Board in all matters except two occasions (rare) described in Paragraph 4 herein.
- B. The President (as are all members) is subject to the Bylaws of the Corporation but is expected to apply the regulations in a moderate and flexible manner. Benefit to the Club (not administrative rigidity) is the aim.
- C. In major operations the Chief Executive has support from the Board (Appendix B and Article XIII). Many duties can be delegated; final responsibility remains with the incumbent.

Paragraph 2 Term of Office/Reelection

- A. The President is elected for a two-year term.
- B. A President may serve not more than two terms in any six-year period. No other conditions apply.

Paragraph 3 Rules and Responsibilities

- A. The President initiates or approves business transactions involving outside organizations, and acts on incoming and issues financial disbursement instructions to the Treasurer as required.
- B. This Office is responsible for all phases of the National Rally. The approval of conference agenda and supervision of elections are particularly significant.
- C. The President is responsible for the appointment of committees, study groups, project officers etc., and processing of materials produced.
- D. The President will maintain effective contact with other Club officers.
- E. The President promptly fills any vacancy, in other officer positions. In critical situations the incumbent may personally assume an office until a qualified replacement is available.
- F. The President appoints a Board of Directors committee, who secures candidates for the office of President, Vice-President, Secretary, Treasurer, Division Directors, and Newsletter Editor as required.
- G. The President may appoint a parliamentary assistant, who reports only to the Presiding Officer, not to the assembly.
- H. With a two-thirds concurrence by all other Officers may make proposed changes to the investment of Club "reserve" assets. Membership is to be advised.
- I. The incumbent will notify the Vice President if a "period of unavailability" of ten days or more is probable. If the Vice President cannot be reached, the Secretary or any two Directors will be informed. (During a critical management operation any expected absence must be reported).
- J. The outgoing President transmits to a "successor in office: any incomplete or "under consideration" projects but exercises no other influence (except as Board Member) on such items.
- K. The President shall become an Honorary, Non-Voting Director for two years following completion of his elected two-year term as President.

Paragraph 4 Limitation of Authority

- A. The Board of Directors can, by unanimous vote, rescind a Presidential policy or decision determined to be harmful to the Organization during or beyond the current term of office.
- B. Also, by unanimous vote, the Board of Directors may recall an incumbent determined to be unable or unwilling to fulfill the requirements of the office.
- C. The President participates in actions A or B above as a respondent only.

APPENDIX C – POSITION DESCRIPTION – VICE PRESIDENT

Paragraph 1 – Nature of position

- A. This office is to insure prompt emergency transition to the top management level.
- B. The Vice President is a fully effective member of the Board of Directors. Often heads committees, study groups etc.

Paragraph 2 – Term of Office/Reelection

- A. Election is for one year.
- B. No limitations, consecutive, total, or otherwise, are established – the annual decision of the voters will prevail.

Paragraph 3 – Duties and Responsibilities

- A. In most instances the Vice President functions as a Director.
- B. Upon notification or observation that the Club President is unavailable for an essential duty, the Vice President will temporarily assume the top position. A written notice will be issued to the membership in the next Newsletter.

Paragraph 4 – Limitation of Authority

- A. Subject to recall. Article VII, Section 9)

APPENDIX D – POSITION DESCRIPTION - SECRETARY

Paragraph 1 - Nature of position

- A. The Secretary is the official custodian of documents and records, except those specifically delegated to another office.
- B. The Secretary initiates and/or processes internal Club communications and participates in external transactions.

Paragraph 2 – Term of Office/ Reelection

- A. The term is one year. No restrictions on reelection.

Paragraph 3 – Duties and Responsibilities

- A. The Secretary maintains the official reference copies of the Articles of Incorporation and Corporate Bylaws. Record additions, deletions and amendments, indication in each item the authority for the revision.
- B. The Secretary compiles and publishes the Club Membership Directory, certifies accuracy as required, especially on publication date and at opening of the National Rally.
- C. The Secretary handles the official Business report of the National Rally, which is prepared for the President's approval and is transmitted to total membership in the next Newsletter.

Paragraph 4 – Limitation of Authority

- A. Subject to recall. (Article VII, Section 9)

APPENDIX E – POSITION DESCRIPTION – TREASURER**Paragraph 1 Nature of Position**

- A. This position covers the custody, accountability, intake, and disbursement of Club funds.

Paragraph 2 Term of Office/ Reelection

- A. The term of office is one year. No restriction on reelection.

Paragraph 3 Duties and Responsibilities

- A. The Treasurer receives and deposits payments received from members and general funds derived from Club activities.
- B. The Treasurer maintains continuous attention to the overall financial status of the Organization. Confers with other officers on fiscal matters or problems. May recommend change in policy or procedure.
- C. The Treasurer handles disbursement to meet established and recurrent Club expenses.
- D. The Treasurer must receive approval from the President for special or unprecedented expenditures over seventy-five dollars.
- E. The incumbent promptly reports to the President, Secretary, and Historian each new/renewal membership fee received.
- F. A quarterly profit and loss statement is prepared and reported in the Club newsletter.
- G. Records are to be in form suitable for audit and transfer to a successor in office.
- H. A report to be made at the National Rally when requested.
- I. Financial forms detailed in the Policies and Procedures will be completed each year at the specified times.

Paragraph 4 – Limitation of Authority

- A. Subject to recall. Article VII, Section 9.

Paragraph 5 – Special

- A. The Club does not request or desire this position be covered by a "Surety" or performance bond of any kind.

APPENDIX F – POSITION DESCRIPTION – DIVISION DIRECTOR**Paragraph 1 Nature of Position**

- A. A Division Director occupies one of three identical positions providing general staff assistance to the President. This title distinguishes the function from other staff positions of specialized nature.

Paragraph 2 Term of Office/ Reelection

- A. The term is three years.
- B. Three-year interval required before reelection.

Paragraph 3 Duties and Responsibilities

- A. A Division Director participates in policy and program development at the highest organization level. (Reference Appendix A.)
- B. A Division Director assists in the development and implementation of all Club activities set forth in the Bylaws.
- C. A Division Director assists any Member who is unsure of procedure for submitting a motion or resolution.
- D. Division Directors are expected to attend the National Rally if possible.
- E. Division Directors will promptly notify other officers when a corporate error or omission is observed or reported.
- F. Any emergency vacancy in the organization shall receive prompt and full staff assistance.
- G. When a critical vacancy cannot be filled by normal procedures, each Division Director is eligible for emergency appointment to the vacant position.
- H. A Division Director must participate in the investigation of the performance of an officer or member whose actions are in question. Voting is mandatory. Exception: An officer does not vote when his (her) actions are the subject of the investigation.

Paragraph 4 Limitation of Authority

- A. In regular business proceedings the Division Directors serve as a planning and advisory group, under the direction of the President. Division Directors do not issue instructions or policy decisions to other staff members or to the general membership.
- B. When acting independently of the Presidency (Article VII, Section 9) the Board of Directors represents the supreme authority of the Corporation. Decisions are final, subject only to ratification of the Membership at the next National Rally.

APPENDIX G – POSITON DESCRIPTION – NEWSLETTER EDITOR

Paragraph 1 – Nature of position

- A. It is Club policy that Members and Officers assist in all possible ways the position of this office.
- B. The Editor must schedule, compile, and print essential Club materials on a timely basis. Critical or controversial items are only to be referred to the President.

Paragraph 2 – Term of Office/Reelection

- A. The term is 1 year. No restrictions on reelections.
- A. The Newsletter Editor is Editor in Chief of the Club Newsletter.
- B. The Newsletter Editor maintains reference copies of the newsletters.
- C. The Newsletter Editor compiles and publishes the Club Newsletter on a timely basis not less than four times a year.
- D. The Newsletter Editor receives, utilizes, and accounts for any funds needed for the continuous function of the office.
- E. During peak load periods of the “Ultra Year,” the Editor supervises the work of volunteer assistants.
- F. The Newsletter Editor ensures the Official Business report to the National Rally is published in the next newsletter after the National Rally.

Paragraph 3 – Limitation of authority

- A. The Incumbent does not possess censorship authority. While controlling publication format and size, executive alteration of basic content and meaning is not a function of this office.

APPENDIX H – THE ERNEST NEWHOUSE AWARD

Paragraph 1 Background

- A. This award was established in 1982 as a permanent tribute to the Mr. and Mrs. Ernest Newhouse, whose many contributions cover the total existence of the Organization.

Paragraph 2 Procedures

- A. The award recognizes an Ultra Member who has contributed in an outstanding manner to the progress, enjoyment and general success of the Club and its activities and meets the qualification as stated in “B” below.
- B. Basis for selection will be the individual performance during the entire period of membership. Not limited the previous year or any other shorter time period. To qualify for nomination of this award, the individual must have done four of the following six items:
 1. Host at least one National Rally.
 2. Hold a chair position of a committee.
 3. Hold at least one term as a club officer, Tech., or other Club position.
 4. Be a member of the Club for a minimum of two years.
 5. Host at least two division Rallies, or a second National Rally.
 6. Accomplish outstanding or superior services to the Club.

A written, qualifying report will be sent to the President for each nominee for verification. The President will forward each qualified report to the editor for inclusion on the Ballot.

- C. Members vote by ballot, preceding or during the National Rally. Nominations will be as specified in paragraph 2B. above.
- D. Presentation of the award occurs at the National Rally. A tie vote selects the individual of longest Club membership. An individual may receive the award one time.
- E. The “Ernie Award” is the highest individual recognition that the Club offers. The Medallion will be worn at all Ultra assemblies.
- F. All current Members are eligible.
- G. The vote count for the Ernie Award shall no longer be reported. The Election Committee shall simply report the winner to the President.
- H. The winner of the Ernie Award must have a minimum of 40% of the votes cast.
- I. The President, at his discretion, may form a Selection Committee to assist him in carrying out the requirements of his award.

APPENDIX I – POLICIES AND PROCEDURES

Paragraph 1 Purpose

A separate Policies and Procedures document shall be maintained and is designed to influence and determine all major

decisions, actions and all activities take place within the boundaries set by them. Procedures are the specific methods employed to express policies in action day-by-day operations of the organization.

Paragraph 2 Procedure

Operating policies and procedures will be approved by the Board of Directors and will become operative upon signature of the President and Secretary/Treasurer. A current reproducible copy of all policies and procedures will be kept on file with the Secretary/Treasurer for distribution upon request. A copy will also be posted on the website.