

## HOW TO START AN AUTOMOBILE (Corvette) CLUB

This is a collection of material from leading experts in the field. Starting a local club or chapter is relatively simple. Below highlights the basic requirements and benefits of starting a club:

### Basic Requirements

- Expect to dedicate and commit to dedicate a fair amount of personal time to the club efforts, both on a local and a national level.
- Have an organization meeting with at least 5 other members that have the same level of commitment to the car and the club as you.
- It is not always a requirement to own the club icon vehicle to join a club; a personal commitment can be enough.
- Determine the type of club to be formed; social, competitive, charitable, etc. and the level of activities the club will be participating.

### Optional

- Be actively involved in the online resources that are available to help you get organized.
- Have the ability, or someone in your club, to creating and maintaining a local Club Website. Many Websites are free.
- A local dealer may be able to help with sponsorship and discounts after you are established.

### Basic Benefits of Starting a Local Club (or joining a National Chapter, NCRS, WSCC, NCCC)

- Accesses to the clubs national/international resources. (Chapters)
- Being recognized as a supported club.
- Establishes the direction of clubs involvement/participation and activities tailored to the needs of the organization.
- Basic and event insurance coverage. (Liability Insurance coverage)

### The How To's of Starting a Club:

- The following tax forms to apply for Non-Profit Status are needed:  
Publication "557" tax-exempt Status for Your Organization  
Form "SS4" Application for Federal Tax I.D. number. (Required for a club bank account)  
Form "8718" Determination Letter Request  
Form "1024" Application for Recognition of Exemption  
Form "990" and "990EZ" Return of Organization Exempt From Income Tax
- Information and all of the forms can be obtained from the IRS at [www.irs.gov/](http://www.irs.gov/). This is a lengthy process and is best if handled by an attorney. Staples Office Supply also carries these Forms. Additional information is available from your states' Attorney Generals Office.
- The initial group of elected officials is made up from the original club members.
- Elected Officials are President, Vice President, Secretary and Treasurer. Some clubs have additional board members. Establish job descriptions for each officer.

## The How To's of Starting a Club: (Cont)

- By-laws govern the club and cover all rules, regulations and procedures of the club and its members and future board members. (“Roberts Rules of Order” a good resource)
- Most auto clubs reside by a similar set of by-laws. A set of by-laws may be obtained by contacting another auto club.
- Some clubs maintain certain independent by-laws such as what constitutes the expulsion of a club member, i.e. a member is caught driving recklessly, DUI’s, etc. This establishes the ground rules up front for members.
- The term of elected officials is usually 1 or 2 years; however; this is left to the discretion of the individual club and written into the by-laws.
- By-laws are usually reviewed every two years or as needed, however this is left to the discretion of the individual club and any revisions in the by-laws are made at this time. (Newer clubs tend to revise by-laws every two years or so to fine tune them, whereas, clubs that have been around for 30, 40 or 50 years rarely make revisions and only as needed.)
- Proposals for revisions in the by-laws are usually put together by the board members and put up for approval by a membership vote.
- Original procedures and by-laws are filed with the IRS.
- Clubs distribute newsletters or put on Website to keep the membership informed about club activities and attract new members.
- It is strongly recommended that you ***Incorporate*** the club as soon as practical. This has to do with liability of members and officers. Forms and info packets unavailable at Staples Office Supply. Additional information is also available from your states’ Attorney Generals Office.
- Occasionally Auto Clubs apply for Charitable Foundation status, that way any donations made to the Club, (which the Club in turn donates to a charity), can be written off as a tax deduction.
- The best way to recruit new club members is by word of mouth, attending auto shows, advertising in the classifieds, putting together a pamphlet to be handed out at auto events/functions. Websites are almost free today so the time to put together a club Website is a wise investment. You can link to other club/organizations, promote your events and meet lots of folks to share ideas and become more involved in your sport.
- Most importantly, **HAVE FUN!!!!**

*Club Guidelines compliments of Western States Corvette Council*