

# **NCRS**

# **Chapter Guidelines**

# **&**

# **Operations Manual**



Revised November 2018

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## **INTRODUCTION**

The purpose of this document is to provide all NCRS Chapters with a uniform set of guidelines by which they can operate.

The guidelines have been created to provide a reasonable level of operational flexibility for the Chapters.

The guidelines are to be strictly observed in order to preserve the purpose and standards of NCRS Incorporated.

Failure to observe the Chapter guidelines will result in Chapter Charter revocation.

## **I. Purpose of NCRS Chapters**

1. NCRS, Inc. sanctions Chapters to promote NCRS type activities on a regional or local scale.
2. Chapters exist to provide an additional outlet for NCRS activities and to allow the membership a chance to attend meets in their local area.
3. Chapters also provide an outlet for more detailed involvement in NCRS activities on an ongoing basis.
4. Chapters are not perceived as being in competition with national level activities but rather as a medium for a further expression of NCRS restoration and preservation philosophy.

## **II. How to Organize an NCRS Chapter**

### **A. How to Begin**

1. Survey area to be covered by proposed chapter. Make sure that the area of the proposed chapter does not encroach on any other chapter. Choose an area that will provide sufficient support for the chapter and can realistically maintain and service the membership.
2. The minimum number of people required to organize a chapter is 25 local members. You can survey an area in one of the following ways:
  - a. Advertise in the *Driveline* as a proposed chapter, disclosing the area covered.
  - b. Contact the National Membership Manager for a list of National NCRS members in your area you can contact to solicit chapter membership.
  - c. Contact your area Regional Representative listed in the front of *The Corvette Restorer Magazine*.
3. The Regional Representative for your area should serve as a resource and will help you in the chapter process. He/she will have all of the forms necessary and will have all the resources needed to go through the Chapter process.
4. Once you have determined there is enough interest, you are ready to hold your first organizational meeting.

### **B. Organizational Meeting Items to be Discussed:**

- a. Incorporation (**non-profit**) – Contact the National Financial Officer for direction and assistance in this area. You will need to incorporate in the State in which the chapter resides. It is the chapter's responsibility to maintain its **501 (c) (7) non-profit** corporate status on an annual basis.
- b. Create Chapter By-laws (see requirements below). A set of Model Chapter By-laws is available.
- c. Elect Chapter Officers - Each Chapter should have the following officer positions: Chapter Chairman; Vice Chairman; Secretary; Treasurer; Membership Chairman; Judging Chairman; Newsletter Editor
- d. Dues - The chapter should set up a dues structure sufficient to sustain the chapter organization and maintain the chapter in its first year of operation. (It should be noted it is the chapter's responsibility to finance its organizational and set-up expenses.) During the initial formation period a chapter can open up a checking account at a financial institution. This is temporary and can be opened as an unincorporated organization. Do not order a large quantity of checks, unless you will be able to convert the account over following incorporation.
- e. You can hold as many subsequent meetings to form the chapter as necessary.

## **III. Chapter Charter Application Requirements**

1. The Board of Directors of NCRS, Inc. shall have sole discretion in granting Chapter status and issuing charters.
2. A group of 25 or more NCRS Members can apply for recognition and charter as a Chapter of NCRS. At least 25 of these members must reside in the same general geographic area as the proposed new Chapter. Chapter requests shall be made on the Chapter Application Form

obtainable from the Regional Representative. A Chapter will be granted a Chapter Charter only after a one year probationary period and after meeting and demonstrating observance of the Chapter Guidelines & Operations Manual. Chapter Charters are for one year periods and will be renewed on an annual basis providing the Chapter has observed the provisions of the Chapter Guidelines & Operations Manual.

3. All Chapter members must be members in good standing of NCRS, Inc. and no other restrictions should be imposed on membership requirements by the Chapter.
4. In the event Chapter membership falls to less than 25 members, a period of six months is allowed to increase membership to 25. In the event Chapter membership of 25 is not obtained within six months, NCRS, Inc. Chapter status shall be revoked.
5. Incorporation as  (Chapter Name)  Chapter, as a non-profit Corporation, and that a certificate in good standing be retained with the Secretary of State for the individual state of registry. A copy of such shall be submitted to the National Financial Officer upon receipt by the Chapter.
6. The NCRS logo must be incorporated into any Chapter logo. Any merchandise sold by a Chapter that includes the NCRS logo by itself must also include the Chapter name and/or the Chapter logo.
7. A Chapter Charter can only be issued to a Chapter twelve months after the first Chapter formation meeting, and no later than three months after the Chapter's first anniversary date.
8. Any group requesting a charter as a Chapter must submit an acceptable set of Chapter By-laws governing its operation, which shall include the following:
  - (a) The Chapter agrees to conform to the provisions of the By-laws of NCRS, which take precedence in the event of any conflict, and that the Chapter will abide by decisions of the NCRS Board and follow the directions of the Chapter Guidelines & Operations Manual.
  - (b) The Chapter has all responsibility, financial and otherwise, for all activities it conducts and NCRS shall not be responsible for any debts or other obligations incurred by the Chapter.
  - (c) Only Active Members of NCRS will be accepted as members of the Chapter and every Active Member shall be entitled to participate in all Chapter events.
  - (d) The Chapter will levy its own dues and have its own publication.
  - (e) The Chapter will keep accurate books and records of accounts on the calendar year (January 1 - December 31) basis.
  - (f) The Chapter will elect its Officers and positions to serve on a calendar year basis for a term not to exceed three years. It is suggested that no Officer serve more than three years in any one office.
  - (g) The Chapter will use ROBERTS RULES OF ORDER as its parliamentary authority, **NOTE:** NCRS Inc reserves the right to establish a uniform set of Chapter By-laws (the "Chapter By-laws"). When the Chapter By-laws have been adopted by NCRS, each Chapter must replace its By-laws with the Chapter By-laws within twelve (12) months. Failure to so adopt the Chapter By-laws shall result in revocation of the Chapter Charter. When Chapter By-laws are adopted, no Chapter may amend the Chapter By-laws without the prior written consent of NCRS.

9. A set of Model Chapter By-laws is available on the NCRS Training website.
10. Each Chapter must notify the Regional Representative of any changes in its By-laws. Each Chapter must submit a complete copy of its By-laws when requested to do so by the Board, which copy shall be permanently on file in the Financial Office.
11. The granting of a Charter to a Chapter does not authorize the Chapter or any Member of the Chapter to act as agent or agents of NCRS or to create any obligations binding upon NCRS or to issue any statements or publication in the name of NCRS or purporting to emanate from NCRS.

#### **IV. Chapter Charter Application**

1. Once you have obtained the necessary membership and accomplished incorporation, you are now ready to make application to National for acceptance as a Chapter. Contact your Regional Representative for the Chapter Application Form. The application should be submitted to the Regional Representative prior to the annual spring Board meeting. In addition to the application you will need to submit your corporate by-laws and proof of incorporation.
2. Upon approval of the Chapter by the National Board of Directors, the Chapter will be on probation for one year.

NOTE: All National Officers and Directors will assist the Chapters and the general membership. Please contact your Regional Representative or any National Officer to assist your Chapter.

#### **V. Chapter Requirements**

1. Each Chapter shall regularly elect its own officers: Chairman, Vice Chairman, Secretary, Treasurer, Membership Chairman, Judging Chairman and Newsletter Editor. Terms of office may range from one to three years. The Chapter may also elect any other officers the Chapter may deem necessary. As noted in section VIII (Membership) below, all Chapter members, including officers, must be members of NCRS. Officers who fail to renew their NCRS memberships put their Chapter at risk of being put on probation and possible loss of their Chapter Charter.
2. Each Chapter shall make reports of chapter meetings and shall file annual reports on a form prescribed by the Board of Directors of NCRS, Inc.
3. Each Chapter President will represent his Chapter within the Region and will report to the Regional Representative.
4. Each Chapter agrees to submit whatever information and (or) records requested by the National Board within the time limit requested by the Board.
5. Chapters must be careful when participating in events with other organizations. The NCRS insurance policy provides no coverage for the actions of non-members. A secondary consideration is that the image of NCRS not be used to promote events of another organization. A joint event with a recognized charity or established organization is fine but

the presence of NCRS should not be exploited. If there are any questions, Chapters should consult their regional representative.

6. A chartered NCRS, Inc. Chapter is free to conduct a strictly NCRS, Inc. activity as long as it is consistent with the purpose of NCRS, Inc. which is the preservation, restoration, and enjoyment of Corvettes. This includes fund raising for the Chapter provided such activity is exclusively operated and controlled by the NCRS, Inc. Chapter.
7. Affiliation or Sponsorship by any organization is permissible so as to further the goals and objectives of the Chapter. Membership in or affiliation with any organization that places the Chapter in a subservient position to the organization is not allowed.
8. Each Chapter must hold at least one judging meet, where cars are judged, each year, in accordance with the NCRS Judging Reference Manual.

## **VI. Chapter Report**

The Chapter Report is an annual report, which updates the Regional Representative with pertinent information regarding Chapter activities. Failure to file the Chapter Report can result in probation or termination as described in Article 16.1 of the NCRS By-laws. Reports are to be filed electronically. In addition, IRS 990 Filings must be completed on an annual basis, and a copy of the IRS acceptance of the filing must be provided to the Financial Officer. Any cost associated with reinstatement of Non-Profit status due to delinquency of filing is the responsibility of the Chapter.

## **VII. Chapter Liability Insurance Coverage**

- A. NCRS Inc. maintains liability insurance for its meets and activities on an annual basis. The policy, administered since 1986 by the Motorsports Division of K&K Insurance Group of Fort Wayne, Indiana, and underwritten by National Casualty Company, provides \$2-million worth of General Liability.
- B. NCRS-approved Chapter activities are automatically covered (at no charge to the Chapter) by a policy rider\*. However, to receive this coverage for your road tour-type events, Chapters must notify the National Financial Officer with details of the event, so he/she can file the appropriate form with the insurance company. Events requiring an insurance certificate should contact the National Financial Officer at least a full month prior to the event. \*This coverage does not apply to Chapter activities conducted by NCRS's International Chapters.
- C. As outlined in the **NCRS Judging Reference Manual**, Chapters must verify personal liability insurance coverage for all cars entered into a judging event (a function of completing the required Judging Summary Sheet). Further, Chapters must verify personal liability insurance coverage of members participating in Chapter road tour events. Also, you should verify proper license plates and registrations for vehicles driven on public streets and highways in connection with any Chapter road tour or Chapter activity that requires the participants to drive to and from events as a group. For Chapter events involving members driving their cars, the "Release and Waiver of Liability" form found on page 18 of this manual should be used.
- D. Meet registration forms containing the usual "hold harmless clause" signed by the event participant

must be retained by the Chapter for a minimum of seven (7) years, longer if required by the state in which the Chapter was incorporated.

- E. Failure of a Chapter to submit event details for proper Chapter event notification will result in no insurance coverage, and the possibility of Chapter probation action being taken by the National Board of Directors. Also, failure to verify personal liability insurance coverage for each vehicle entered in a Chapter judging event or road tour, or getting a signed hold-harmless or release agreement by each participant and properly maintaining those records, can result in Chapter probationary action by the National Board of Directors.

**Note:** All Corvettes being judged must carry adequate levels of general liability coverage. Owners of cars being judged must be prepared to prove they have the subject coverage. Current acceptable limits are \$100,000 per occurrence and \$300,000 aggregate. There is a possibility that these limits may vary from state to state.

### **VIII. Membership**

- A. Chapters shall accept membership for Persons who support the purposes of the Club without discrimination on the basis of race, color, creed, religion, or national origin, nor restricted to owners of Corvette automobiles and who submit a membership application accompanied by dues in U.S. funds (or proper equivalent).
- B. All Chapter members must be members of NCRS. National membership can be verified by checking the membership database. The Website Administrator can provide access. Roster information is to be used only for Chapter business.
- C. Active Members are Persons who have paid current dues. Active Members are entitled to receive (a) all Club publications, (b) notices of Club activities, and (c) shall each have one vote for Chapter Officers.
- D. Associate Members are the spouse and children (under 23 years of age) of an Active Member. Associate Members may participate in Club functions along with Active Members without additional dues, but shall not have voting privileges nor receive additional copies of publications. An Associate Member may become an Active Member by application and paying membership dues.
- E. Honorary Members are persons so designated by the Board who have made significant contribution to the Club in any way, to Corvette history, or to the automotive hobby. Honorary Members are entitled to receive all Club publications and participate in all Club functions, but shall not pay dues.
- F. When membership information is properly entered on an application form and accompanied by payment of one year dues in advance, the Member is admitted and issued a Club number by the Membership Manager. The name, address, date, and number of each Member shall be entered on the records of the Club.

### **Termination of Membership**

- A. When any Member is in default in the payment of dues (“Defaulting Member”), the Defaulting Member’s membership shall be automatically terminated. Membership may be reactivated by

payment of the Defaulting Member's unpaid dues. The Defaulting Member's membership number may be reissued, or a new membership number may be assigned to a member who re-joins the Club after his/her membership was terminated for non-payment of dues. The assignment of the original or new membership number shall be based on the sole discretion of the Club.

- B. Any Member may resign by filing a written resignation with the Secretary who shall make a record of the resignation and notify the Membership Services Manager. Resignation shall not relieve the resigning Member of the obligation to pay assessments or other charges theretofore accrued and unpaid, nor is a resigning Member entitled to a refund of any dues paid by the resigning member.
  
- C. A quorum of the Board by a two-thirds (2/3) majority of those voting may suspend any Member whose conduct, in the Board's reasonable judgment, is (a) in conflict with the purpose of the Club, (b) may adversely affect the reputation or interests of the Club, (c) acts or fails to act in a manner contrary to any provision of these Bylaws, the NCRS Policy and Accounting Procedures or the provisions contained within the Club's current and future editions of the Judging Reference Manual, (d) a member's unauthorized use of the Club's intellectual property including all tradenames or trademarks including the initials "NCRS" or phrase "NCRS Judge", used in the member's direct or indirect commercial or for-profit purposes, or (e) fails to carry out with reasonable diligence the authorized directives of the Board, or any officer, employee or authorized agent of the NCRS.

If the Board duly determines that a member shall be suspended ("Suspended Member"), the Board shall notify the Suspended Member in writing of the factual basis for the suspension, and the duration and commencement date of such suspension. The Board's decision shall be mailed by United States mail, postage prepaid to the Suspended Member's last known mailing address ("Notice of Suspension"). Suspension will be effective as of the date the written Notice of Suspension is duly placed in the United States mail. The written Notice of Suspension shall advise the Suspended Member of his or her right to personally appear (not by agent, attorney or other representative) for a hearing before the Board of Directors during the first available regularly scheduled Board Meeting after the Notice of Suspension has been mailed to the Suspended Member. The Suspended Member shall be given no less than thirty (30) days advance written notice prior to the hearing date before the Board. The Suspended Member shall have the right to present whatever reliable statements, evidence, affidavits, or other information tending to support the Suspended Member's defense to the Board's decision to suspend the Suspended Member. In lieu of appearing in person before the Board, the Suspended Member may submit a written statement to the Board to be read and discussed during the first available regularly scheduled Board meeting. Such statement may include additional reliable statements, evidence, affidavits, or other information tending to support the Suspended Member's defense to the Board's decision to suspend the Suspended Member. A quorum of the Board may, by a two-thirds (2/3) majority of those voting, reverse or amend the Suspended Member's suspension provided the Suspended Member meets the terms that the Board deems appropriate for such reinstatement or amended suspension. The Suspended Member will be notified by mail of the final decision of the Board.

Subject to the Board's discretion as to which of the following privileges are suspended, any member whose membership is under suspension may not (a) be entitled to receive the Club's publications or chapter newsletters, (b) be permitted to utilize the Club's electronic discussion board or archival services, (c) be permitted to participate in any national, regional or chapter event, (d) be entitled to

register a car for any NCRS judging event, (e) renew the Suspended Member's membership, (f) rejoin the Club, (g) vote in any Club election, or (h) enjoy the use or benefit of any other Club privilege. A suspended Member is not entitled to a refund of dues unless the Board elects to do so.

- D. A quorum of the Board, by a two thirds (2/3) majority of those voting, may permanently expel any Member ("Expelled Member") for any of the following reasons that are found to be injurious to the Club: (a) the member's indictment for a felony (b) the member's inability (with or without reasonable accommodation) or failure to carry out, or neglect or misconduct in the performance of, the member's duties imposed by these Bylaws, the NCRS Policy and Accounting Procedures or the provisions contained within the Club's current and future editions of the Club's Corvette Judging Reference Manual, or fails to carry out with reasonable diligence the authorized directives of the Board, or any officer, employee or authorized agent of the NCRS; (c) the member's moral turpitude including any act of dishonesty, fraud, deceit, misrepresentation, or deliberate violence, acts concerning matters of personal morality, anything done knowingly contrary to justice, honesty, principle, or good morals; an act of baseness, vileness, or depravity in the private and social duties which a member owes to others or society in general; (d) failure to comply with applicable laws with respect to the conduct of the Club's purposes; (e) theft, fraud or embezzlement; (f) addiction to an illegal drug or controlled substance; (g) conduct or involvement in a commercial or social situation that brings, or may bring, the member into public disrespect, tends to offend the community or any group thereof, or embarrasses or reflects unfavorably on the Club's reputation; (h) a member's unauthorized use of the Club's intellectual property including all tradenames or trademarks including the initials "NCRS" or phrase "NCRS Judge", used in the member's direct or indirect commercial or for-profit purposes, (i) or any other egregious act that the Board deems to be significantly detrimental to the Corvette hobby or NCRS judging of Corvettes.

If the Board duly determines that a member shall be expelled, the Board shall notify the Expelled Member in writing of the factual basis for the expulsion. The Board's decision shall be mailed by United States mail, postage prepaid to the Expelled Member's last known mailing address ("Notice of Expulsion"). Expulsion will be effective as of the date the written Notice of Expulsion is duly placed in the United States mail. The written Notice of Expulsion shall advise the Expelled Member of his or her right to personally appear (not by agent, attorney or other representative) for a hearing before the Board during the first available regularly scheduled Board Meeting after the Notice of Expulsion has been mailed to the Expelled Member. The Expelled Member shall be given no less than thirty (30) days advance written notice prior to the hearing date before the Board. The Expelled Member shall have the right to present whatever reliable statements, evidence, affidavits, or other information tending to support the Expelled Member's defense to the Board's decision to expel the Expelled Member. In lieu of appearing in person before the Board, the Expelled Member may submit a written statement to the Board to be read and discussed during the first available regularly scheduled Board meeting. Such statement may include additional reliable statements, evidence, affidavits, or other information tending to support the Expelled Member's defense to the Board's decision to expel the Expelled Member. A quorum of the Board may, by a two-thirds (2/3) majority of those voting, reverse the Expelled Member's expulsion or elect to convert the expulsion to a suspension.

No expelled member shall be entitled to receive the Club's publications, chapter newsletters, be permitted to utilize the Club's electronic discussion board or archival services, and shall not be

permitted to participate in any national, regional or chapter event, participate in or enjoy the use of any other Club activity or privilege, renew the Expelled Member's membership, rejoin the Club, or vote in any Club election. An Expelled Member is not entitled to a refund of dues unless the Board elects to do so.

Except under extraordinary circumstances, an expelled member is not entitled to request a hearing for re-admission to the Club on any future date.

#### **IX. All Meetings - General Information and Rules**

- A. ROBERTS RULES OF ORDER shall be the parliamentary authority regarding all Board and Membership meetings.
- B. During all meetings, Board or Membership, a majority vote of those present (including proxy votes during Board meetings) shall prevail unless otherwise provided.

#### **X. Chapter Activities/Meets**

- A. NCRS Chapters shall meet a minimum of four times per year.
- B. Activities scheduled by the Chapters shall be consistent with the goals and principles of NCRS, Inc.
- C. At no time shall there be Chapter activities scheduled concurrently with NCRS Regional or National events. Each Chapter will cooperate with its Regional Representative in scheduling meets/events so as to avoid conflicting dates with other Chapters in the Region or with Regional or National Events.
- D. Additionally, no chapter Meeting is to be held which excludes active national NCRS members.
- E. Chapter Activities shall fall into the following categories:
  - 1. Judging Meet - meet where judging of 1953-2002 (or later approved classes) Corvettes is conducted and Corvettes are displayed as Sportsman Display. When conducting a Chapter Judging Meet, the **NCRS Judging Reference Manual** must be followed to the letter. Chapters are to make certain that only complete and current **NCRS Technical Information Manual and Judging Guidelines** are used at each meet and the latest score sheets are obtained from the National Judging Chairman.
  - 2. Judging School - event where judges are trained as per NCRS judging school guidelines (see judging school guidelines in the **NCRS Judging Reference Manual**).
  - 3. Road Tours - event where Corvette automobiles are driven as a group for enjoyment. All years of Corvettes may be included in the Road Tours. Road Tours are cautioned to observe the rules of the road and all local laws and the alcohol policy to preserve the image of NCRS, Inc. See Section XIX.
  - 4. Technical Seminars - event where NCRS type restoration and preservation techniques are discussed. These events can take the form of how-to sessions, panel discussions, question and answer sessions, etc.

5. Swap Meets - event where Corvette parts are bought, sold, or traded.
  6. Social Events - event where NCRS members can gather to discuss mutual areas of NCRS interest and enjoy the camaraderie of NCRS membership.
  7. Chapter Board Meeting – at least one Board Meeting is to be held each year where all members of the Chapter are invited.
- F. Single day or weekend type meet/events can encompass any combination of or all of the above suggested activities.
- G. Chapter membership must be notified of upcoming events at least 6-8 weeks in advance.
- H. Meet or event advertising can be placed in the **Driveline**, in the online calendar available on the NCRS website, and/or any other suitable publication or media. The use of any media is permissible to promote Chapter activities. Any advertising must specifically state that NCRS, Inc. judging will be for 1953-2002 or later approved Corvettes.
- I. At no time shall an NCRS Chapter schedule a Chapter Judging Meet within two weeks on either side of a National Convention.
- J. Each Chapter must hold at least one judging meet, where cars are judged, each year, in accordance with the **NCRS Judging Reference Manual**.
- K. Chapter meets shall follow the National registration guidelines:
  1. Awards are to be presented as per **NCRS Judging Reference Manual**.
  2. The registration fee and judging fee charged by the Chapter for judged events shall be the same for all NCRS members even if they are not Chapter members.
- L. Funds raised at Chapter events, or Chapter participation in outside events, must flow to either the Chapter or NCRS.

## **XI. Chapter Publications**

- A. All Chapters must produce a newsletter at least four (4) times per year. It should serve as communication between the Chapter and its members for the announcement of meets, events, chapter news, etc. Upon admission and so long as dues are paid currently and a Member has not been suspended or expelled, each Member is entitled to any and all services, publications, and benefits provided by the Chapter.
- B. The costs of printing and maintaining a newsletter should be incorporated into the dues structure of the Chapter.
- C. Newsletters should be mailed or emailed to the following:
  1. Chapter Members
  2. NCRS National Publications Editor
  3. NCRS National Membership Office

4. All NCRS Chapter Newsletter Editors
5. All National Officers & Directors

D. Chapter Newsletter editors should be made aware of Copyright Laws. Anything that is printed in another publication is considered Copyrighted. The reprinting of articles from other Chapter Newsletters is not permitted without prior written approval by the author of the original article. An email from the original author approving reprinting is sufficient.

## **XII. Rules Governing Chapter Advertising**

- A. Chapters wishing to advertise judging meets, road tours, calendar of events, judging schools & technical seminars, etc., in the **Driveline** newsletter, may do so at no cost.
- B. All Chapter advertising for publication must be submitted in camera-ready artwork form. Only original artwork (or a clear photocopy) is acceptable.
- C. Chapter ads are not acceptable by FAX transmission.
- D. The NCRS Publications office cannot prepare Chapter advertising artwork. Chapters must realize the publication scheduling of the **Driveline** and plan far enough in advance of an event to provide adequate promotion and announcement. **Driveline** advertising deadlines are listed on page 3 of the **Driveline**.
- E. Ads received after the deadlines will be held for the next available issue of the **Driveline**. Chapter ads submitted for publication in an issue which is scheduled to be mailed AFTER the Chapter event has already taken place will not appear.
- F. **Driveline** space available for Chapter advertising will be based upon type of event, lead-time of event, timeliness of event and artwork receipt and quality. Generally, space available is as follows:
- G. Chapter Membership Drives; Calendar of Events; Social Events - Limited to one-sixth page, two per year.
- H. Chapter Judging Events - Limited to one-half page, no more than two consecutive issues.
- I. Regional Meets - Limited to one full page, no more than three consecutive issues.
- J. Chapters desiring more space or frequency may purchase additional space at the normal display advertising rates. Advertising information is also contained on page 3 of each **Driveline** edition.

## **XIII. Chapter Dues**

- A. It is understood that all Chapters will need a sound financial base on which to operate. Membership dues should be structured to defray the costs of newsletter printing, mailings, and those expenses encountered in the annual operation of the chapter. The Chapter Board may, from time to time, (a) determine or adjust the amount of annual dues which will cover a twelve-month period beginning with receipt of dues, or (b) establish dues for more than a twelve-month period.

- B. A reasonable Chapter membership dues fee ranges from \$15-\$30 annually.
- C. At no time should a Chapter attempt to collect national membership dues. It is incumbent upon the individual National member to maintain membership at the National level.

#### **XIV. Database Access and Information Available**

- A. Chapters through the Chapter Membership Chairman shall maintain a current listing of Chapter Members in the database through the web interface. Review the listing from time to time to insure that Chapter Members are also NCRS National Members in good standing.
- B. Chapters through the Chapter Membership Chairman shall maintain an up-to-date Officer List and contact information for Chapter Officers through the Manage Chapters page.
- C. Chapter Mail merge may be used by the Newsletter Editor to email Chapter members newsletters, information and notices.
- D. Under no circumstances are mailing lists or email lists to be used for activities other than NCRS-based functions.
- E. Chapter Judging Chairmen will maintain all judging and car award information in the database through the necessary pages in the web interface.
- F. Chapter Judging Chairmen will setup and administer all Chapter Judging Events (Judging Event or Judging School) or assign an Event Delegate to administer the event.

#### **XV. Chapter//Regions/National Relationship**

- A. **Regions** – Each Region will have an elected Representative on the NCRS National Board of Directors.
- B. Geographical area covered by a Chapter shall not be limited with regard to NCRS, Inc. member affiliation. NCRS, Inc. Board of Directors may, if necessary, keep Chapters separated by at least a 100-mile radius, or some other recognized boundary.
- C. A Chapter shall serve a specific Geographic Area, such as a portion of a state, whole state, or several states, with only one Chapter per specific Geographic Area. A Chapter may not have a Geographic Area larger than the area it can realistically be expected to serve. Each Chapter is part of a designated Region.
- D. Each Chapter will be linked to a Region with a Regional Representative who will be a chapter advocate to the National Board of Directors.
- E. In order to encourage more meaningful events with larger attendance resulting in more Corvettes being shown, the Club shall be apportioned into nine geographic Regions, as follows:
  - 1. Region I – Connecticut, Maine, Vermont, New Hampshire, New York, Massachusetts, Rhode Island, New Brunswick.
  - 2. Region II – Ohio, Michigan, Ontario, Quebec.
  - 3. Region III – Pennsylvania, Virginia, West Virginia, Maryland & D.C., New Jersey, Delaware.
  - 4. Region IV – South Carolina, Florida, Georgia, Alabama, Mississippi, Tennessee,

- Kentucky, North Carolina.
5. Region V – North Dakota, South Dakota, Minnesota, Iowa, Wisconsin, Illinois, Indiana and Manitoba
  6. Region VI – Utah, Wyoming, Colorado, New Mexico and Nebraska
  7. Region VII – Kansas, Oklahoma, Texas, Missouri, Arkansas and Louisiana
  8. Region VIII – Washington, Oregon, Idaho, Montana, Alaska, British Columbia, Alberta and Saskatchewan
  9. Region IX – California, Hawaii, Arizona and Nevada
  10. All areas outside the Fifty (50) United States and Canada shall be represented by the Vice-President of NCRS.

F. These regional boundaries are based upon geographical areas (see map on p. 19). If at any future date the Board feels it appropriate, these boundaries may be altered.

#### **XVI. Regional Representative Election Process**

Each Region shall elect one person who will serve as Regional Representative and member of the National Board. Each Regional Representative shall be an Active Member, a resident within the Region he/she serves, and must be willing to accept the responsibilities and duties of the position, if elected.

- a) A notice of election and a request that nominations be forwarded to the National Secretary for open positions shall be published in the **Driveline**
- b) Term of office shall be three years coinciding with the calendar year. Each year three of the nine Regional Representatives shall be subject to reelection.
- c) There are no term limits for Regional Representatives.
- d) Nominations may be made by any Active Member in good standing within the Region (must live within the Region) of the nominee.
- e) Each nominee must have the signatures of ten (10) active members that shall be submitted with his/her application for nomination. Signatures must be obtained from NCRS members that live within the same Region as the nominee.
- f) Each nomination shall also be accompanied by a signed statement indicating that the nominee is willing and has the time to serve the Region and Club if elected.

#### **XVII. Chapters - Probation and Termination**

- A. The Board of Directors of NCRS, Inc. reserves the right to revoke the Chapter status for any conduct or activity not in keeping with the ideals and goals on which NCRS, Inc. was formed.
- B. Any Chapter may be placed on probation status or have its Charter revoked by a 2/3 vote of the National Board of Directors for (a) failure to conform to the purpose for which NCRS was organized (b) for conduct which may adversely affect the reputation or interests of NCRS (c) failure to follow the Chapter Guidelines & Operations Manual, or (d) failure to submit information and/or records requested by the Board within the time limit set by the Board (e.g., Chapter Annual & Financial Reports).
- C. Chapter revocation can be taken only after the Chapter has been informed of the charges and been given an opportunity to personally appear at a hearing or submit a written statement before a meeting of the Board.
- D. Upon the Secretary's receipt of the written request of a Chapter under probation, or termination, the

Board may, by a 2/3 vote, reinstate such Chapter subject to compliance with such terms as the Board deems appropriate.

- E. Any Chapter may dissolve and disband by a 2/3 majority vote of all its Active Members. Notice of a Chapter dissolution and disbandment must be given in writing to the Regional Representative no less than 30 days prior to the dissolution.
- F. Revocation, forfeiture, dissolution or disbandment of a Chapter shall not affect any Member's rights as a member of NCRS.

## **XVIII. NCRS GENERAL INFORMATION**

### **A. National Convention Proposal**

The National Convention shall be held at a site chosen by the National Board of Directors. A National Convention Team is being formed to organize and run Conventions beginning with the 2020 Convention. However, NCRS members local to the chosen site will be counted on to provide input on local attractions the Team should consider for outside activities, and will continue to be needed to help with various tasks (e.g., trailer parking) during the Convention.

Chapters are welcome to propose potential venues to the National Convention Team for consideration, but should do so at least three years in advance of the Convention date. Proposals should identify the suggested site, and explain the facilities available.

### **B. Regional Proposal**

The Board encourages a Chapter or group of Chapters to hold Regional Events at locations within the six general geographic areas of the United States. These general areas are: Northeastern, Southeastern, North Central, South Central, Northwest and Southwest United States (see map on page 19).

Any Chapter or group of Chapters desiring to conduct a Regional Event shall present its plans, dates and details to the National Activities Chairman prior to the Annual Board Meeting two years in advance, and in cases of conflict, the Board's decision shall prevail. The Board shall have the right to exercise guidance and, if necessary, control measures to assure that such Regional Events are conducted in strict compliance with the National Regional Guidelines prevailing rules, and standards pertaining to judging and general Board policy.

The Board shall in no way participate in either the profit or the loss from any Regional Event, but has the right to exercise guidance in overseeing the planning for each Regional Event so as to anticipate financial success.

There shall be no events scheduled at any Regional Event that exclude any Members present.

See the **NCRS Regional Event Guidelines** when considering hosting a Regional Event.

## **XIX. NCRS Policy on Alcohol and Driving**

The use of alcohol by anyone attending an NCRS event including NCRS members, family members, guests, and vendors ("The Participant") is prohibited as outlined below:

- While on the judging field between the hours of 7:00 a.m. and 4:00 p.m. or until all judging has been completed for the day, whichever is later.
- While participating in any NCRS driving event, such as, but not limited to, Performance Verification driving tests and/or NCRS Road Tours.
- While attending Regional or National events that are open to all “Participants” including the annual NCRS Membership Meeting, Judging Schools, Technical Sessions, Judging Seminars, etc. with the exception of Welcome Receptions, Banquets and evening Social Events.

This policy prohibits the possession, consumption, distribution and/or sale of illegal drugs.

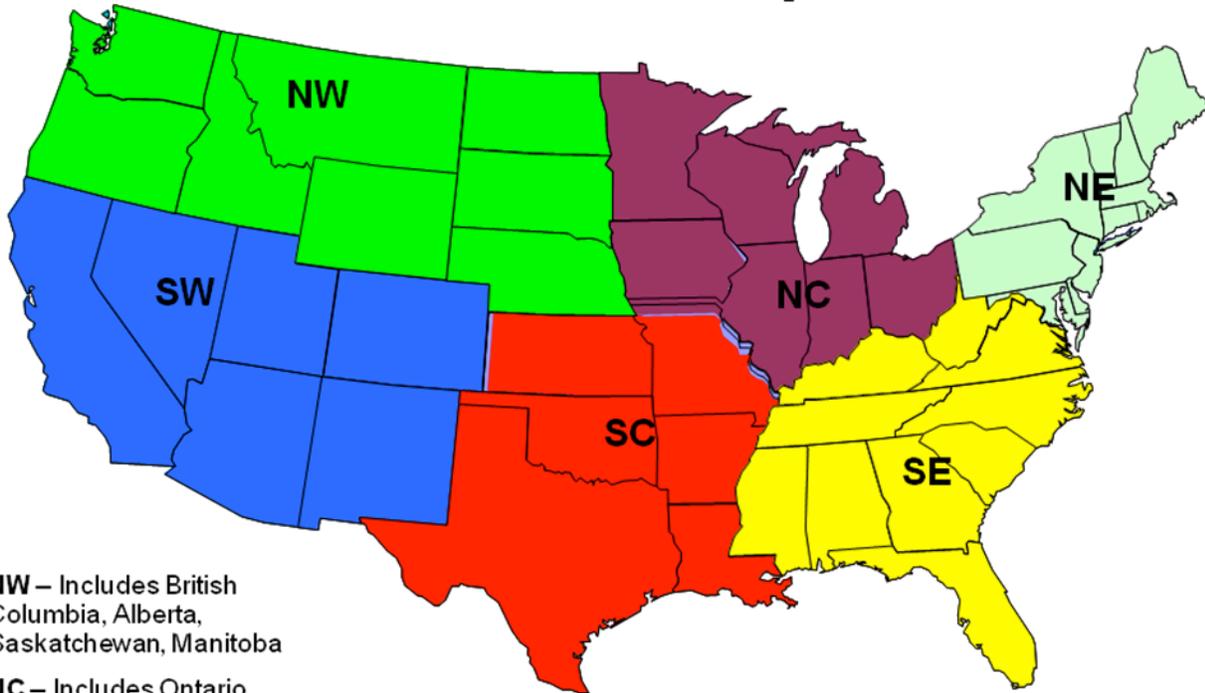
Violation of this Policy by any “Participant” attending NCRS Chapter, Regional or National events will result in appropriate disciplinary action.

## **XX. Litigation**

Any member initiating litigation toward the organization shall automatically be expelled from NCRS membership except in such instances where a member suffers injury as a result of an intentional or negligent act and there have been legitimate injuries and there is a legitimate claim for compensation. This expulsion shall include the primary member, the spouse, and their heirs. If the litigation is pursued the expulsion shall be permanent with no rights to reinstatement. There will be no hearing before the Board in these cases. If the litigation is dropped, the individual may request in writing an appearance before the Board of Directors regarding reinstatement in the organization. In such cases the member will be expected to make financial restitution to the organization in the amount equivalent to the expenses the organization incurred in preparing the defense against the litigation.



# NCRS Regional Meet Selection Map



**NW** – Includes British Columbia, Alberta, Saskatchewan, Manitoba  
**NC** – Includes Ontario  
**NE** – Includes Quebec