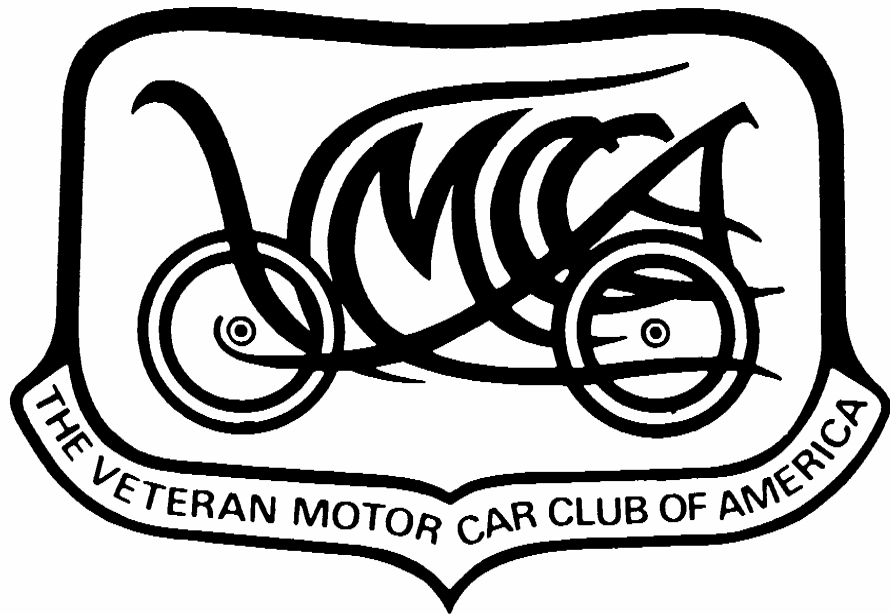


THE VETERAN MOTOR CAR CLUB OF AMERICA  
OFFICER'S HANDBOOK



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OFFICER'S HANDBOOK INDEX**

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## ***PREFACE***

The Veteran Motor Car Club of America (VMCCA) *Officer's Handbook* covers all aspects of the Club's operation; our By-laws, Accounting Systems and Procedures, duties of our Officers (National, Region and Chapter), our tour operations, Golden Award of Excellence judging, National Awards Program, insurance information, *Bulb Horn* Awards, and criteria for *Bulb Horn* articles.

This handbook is in loose leaf style so that it can easily be kept up to date as changes are made by the Board of Governors. These amendments will be sent to each Board of Governors member and other appropriate persons as they are published. Also included will be a summary of past revisions so that new incoming Officers can be sure that his or her *Officers Handbook* is up to date.

The Board of Governors of the Veteran Motor Car Club of America has formulated a set of procedures for each office to assist each VMCCA elected Official in performing his or her duties and fulfilling his or her obligations, to enable him or her to take a hand in the growth and development of the VMCCA, nationally, regionally and locally.

To further assist the Regions in increasing their effectiveness to their respective membership and to the National Club, the Board of Governors has delegated its Executive Vice President to work closely with the Regions and to help them in effective procedural matters when requested to do so.

The VMCCA's policies are established by its Board of Governors, the majority of which is composed of the Region Directors who represent their membership. The VMCCA therefore has a *Grass Roots Board* not enjoyed by any other club.

The Board of Governors welcomes all newly elected officers at the National, Region and Chapter level. You are the principal spokes of the wheel of the VMCCA. Please take the time to familiarize yourself with the contents of this book, particularly those sections dealing directly with your area(s) of responsibility. You will find it a most handy guide in the performance of your duties and that it will serve as an invaluable tool in consistent and cohesive management of our great organization.

# **SECTION I - NATIONAL OFFICES**

## **DUTIES OF THE PRESIDENT**

The President shall preside at all meetings of the members and of the National Board of Governors, and shall perform such other and further duties as may from time to time be required of him or her by the Board of Governors.

He or she shall appoint any and all committees as may be necessary during his or her term. No later than the March-July meeting of the Board of Governors, he or she shall appoint the Chairman of the Nominating Committee. The President is *ex-officio* member of all committees. He or she is Chairman of the Executive Committee of the VMCCA.

The Administrative section of the Accounting Systems and Procedures included in Section IX of this *Officer's Handbook* is an integral part of this section and is incorporated herein by reference.

The President shall endeavor to improve the effectiveness of the Club by his or her leadership in increasing the Club's membership and by its improvement in budgetary matters.

**SECTION I - NATIONAL OFFICES** (continued)

**DUTIES OF THE EXECUTIVE VICE PRESIDENT**

The Executive Vice President of THE VMCCA is a member of the National Board of Governors shall attend all regular and special meetings of the Board. He or she is a member of the Executive Committee of THE VMCCA.

He or she shall act as an assistant to and under the direction of the President and shall be vested with all the powers and be required to perform any of the duties of the President in his or her absence, as in the event of his or her death, resignation or inability to act. He or she shall perform other and further duties as may from time to time be required of him or her by the Board of Governors and/or the President.

He or she shall be in charge of the Regions. In this capacity he or she shall answer all inquiries from Region Directors relative to development of their Region, the formation of new Chapters or general matters not relating to the duties of a specific Vice President. He or she shall assist any Region Director when so requested, or direct the inquiry to the Vice President in charge of the matter involved.

The Administrative section of the Accounting Systems and Procedures included in Section IX of this *Officer's Handbook* is an integral part of this section and is incorporated herein by reference.

## **QUALIFICATIONS FOR SECRETARY**

The Secretary is appointed by the Board of Governors from duly qualified members, by a vote of the majority of Board Members at the January-February Board of Governors meeting. He or she shall take office on April 1 of that same year.

The applicant must have been a member of the VMCCA for several years and be familiar with the way the Club functions. It is preferable that the applicant have served on the Board of Governors for at least two years.

The Secretary is a paid position, with appropriate compensation negotiated between the Secretary and the Board of Governors.

The Secretary's contract is for three years. However, the contract is reviewed annually by the Board of Governors. If there is cause, the President and/or three or more members of the Board of Governors may bring before the Board of Governors reason for the Board to consider the termination of the Secretary. The duties of the Secretary can be terminated by either the Secretary or the Board of Governors by giving thirty (30) days notice.

The normal duties of the Secretary shall include those outlined in the Duties of the Secretary page of this section of the *Officer's Handbook*. Duties may be added or deleted by request of the Board of Governors.

## **DUTIES OF THE SECRETARY**

The Secretary shall attend all meetings of the Board of Governors of the Veteran Motor Car Club of America (VMCCA). Upon request, the Secretary may attend meetings of the committees of the Board. The Secretary is a member of the Executive Committee.

The Secretary shall notify the members of the Board of Governors by letter of all meetings of the Board not less than 21 days before the meetings. If a special meeting is called, notification shall be provided not less than 10 days before the special meeting. Notification shall include the purpose, date, time and place of the meeting and shall also include useful information such as transportation to and hotel reservations for the meetings.

The Secretary, in cooperation with the President, shall prepare an agenda for all meetings of the Board of Governors and send a copy to each member of the Board of Governors. The agenda should preferably be sent with the announcement of the meeting but in no case less than one (1) week before the meeting.

The Secretary, in cooperation with the Publications Vice President, shall notify the membership of the Annual Meeting by placing the information in the Sept/Oct and/or Nov/Dec issue of *The Bulb Horn*. Notification shall include the date, time and place of the meeting and shall also include useful information such as transportation to and hotel reservations for the meeting.

The Secretary shall call roll at all meetings of the Board of Governors and determines that a quorum is present, according to the By-laws, Article VII, Section 5. He or she shall also ask for and record any additions or changes to the agenda.

The Secretary shall record the minutes of that meeting by hand transcript and on an audio recorder to verify any questions as to what transpired, and prepare a hard copy for distribution to the members of the Board. A computer may be used to prepare the hard copy if the Secretary feels it is expedient to use same. A copy of the minutes shall be sent to all members of the Board not more than 30 days after each meeting. A summary of the minutes shall be prepared and sent to the Publications Vice President for publication in *The Bulb Horn*.

The Secretary shall obtain a list of persons interested in being a National Officer from the Nominating Committee Chairperson after nominations for the year are completed. This list shall be forwarded to the next Nominating Committee Chairperson for consideration. After the slate of officers has been presented to the Board of Governors as prescribed in the By-laws, Article IV, Section 2, the Secretary shall assist in preparing a ballot for distribution to the members along with the dues renewal notification. The preferred method for distribution would be by placing the information in the next issue of *The Bulb Horn* following the meeting where the slate was presented.

The Secretary, in cooperation with the Publications Vice President, shall see that the annual membership dues renewal forms are printed and distributed to the membership, preferably with the Sept/Oct issue of *The Bulb Horn*. A delinquent notice to members shall be included with the Jan/Feb issue of *The Bulb Horn*. All members not renewing prior to the mailing of the March/April issue of *The Bulb Horn* shall be removed from the list and shall not receive the March/April issue. A list of non-renewing members in each Region shall be sent concurrently to the respective Region Director and Chapter President or Secretary.

## **SECTION I - NATIONAL OFFICES** (continued)

The Secretary section of the Accounting Systems and Procedures included in Section IX of this *Officer's Handbook* is an integral part of this section and is incorporated herein by reference. The Secretary shall submit an itemized expense report covering expenditures from the petty cash account, if any, and out of pocket expenses at least monthly. Such expense report shall include a description and receipt or voucher for each expense item.

The Secretary shall maintain a master membership list. The membership database shall be backed up at least monthly and more frequently during periods of increased activity. A duplicate diskette shall be sent to the Publication Vice President as needed for distribution of *The Bulb Horn* to the membership and the Membership Vice President or other officers or Region Directors as requested. Each Region Director shall receive a copy of the membership list for his or her Region in February and May.

The Secretary shall assist the Membership Vice President in the Preparation of the membership report to be presented to the Board of Governors.

The Secretary, with assistance from the Treasurer and other officers as required, shall provide information to the Club's insurance carrier, as requested by the carrier or a prospective carrier, to aid the carrier in preparing an insurance quote for the Club. This information may include the number of members, annual dues income, etc. See Section VIII of this handbook for Club Insurance and Certificate of Insurance Request form.

The Secretary shall answer all correspondence that pertains to the Secretary's office and direct other correspondence to the proper member of the Board of Governors.

The Secretary shall assist the officers of the VMCCA in any way they feel necessary in carrying out the duties of their respective offices.

In 2006 and every ten years thereafter, the Secretary shall renew the copyright of the Glidden Tour7. Mr. Dale L. States, Attorney, 6724 North 43<sup>rd</sup> Avenue, Glendale, Arizona 85301 was the attorney that handled the last renewal. Either he or she or another attorney familiar with the process, selected by the Secretary and approved by the Board of Governors, should be contacted to arrange for registration of the name and logo "Glidden Tour7." This service mark is owned solely by the VMCCA and so granted by the United States Patent Office under the Act of 1946 on January 10, 1956. The privilege of using the term "Glidden Tour7" is extended on odd (or alternate) years to the Antique Automobile Club of America. Precedent and agreement on file dated May 20, 1977 set this practice. The use of the name and logo "Glidden Tour7" may not be used by any other clubs or parties without express consent of the Board of Governors of the Veteran Motor Car Club of America. When printing or making reference to the Glidden Tour7 the trademark sign "7" must be used. Renewal certificate #619214, dated January 10, 1996, January 10, 1976 and January 9, 1956 are on file at the office of the Secretary.

The Secretary shall not give out a membership list of the VMCCA or allow it to be used without first obtaining approval from the Board of Governors.

The Secretary shall process all applications for membership except for Life and Honorary Memberships which are acted upon and approved by the Board of Governors.

The Secretary shall send the following to a new member: membership card(s); membership certificate; extra membership application form; THE VMCCA decal; notice of any upcoming national events; a list of the VMCCA Regions and Chapters with their respective officers; and a current list of National Awards.

## **SECTION I - NATIONAL OFFICES** (continued)

Upon receipt of the names and addresses of officers of a newly formed Chapter, the Secretary shall send the following: a charter showing the name and date of formation of the Chapter; a copy of the *Officer's Handbook*; an extra set of By-laws; and a banner. These items may be sent to the Region Director if he or she will be presenting them or they may be sent directly to the new Chapter President. The Secretary shall maintain a file of new Chapters and the date of their formation.

The Secretary shall maintain a safe deposit box for the storage of the original papers of incorporation and original letter from the Internal Revenue Service attesting to the VMCCA's nonprofit status. Copies are to be made when required, attested as a true copy, signed, and sealed with the corporate seal. The Secretary shall have one key to the safe deposit box and the President and/or Treasurer shall have a duplicate key.

The Secretary shall maintain a supply of the VMCCA merchandise and fill all orders received. He or she shall reorder as needed and approved by the Board of Governors. A supply of the VMCCA merchandise shall be sent to each Tour Director for sale on tours. If the Secretary is not attending the tour, the Tour Chairperson shall appoint a person to handle the merchandise sales and return all moneys and unsold merchandise to the Secretary, along with an itemized report.

Tour Directors of all VMCCA nationally sanctioned tours must send a list of participants for the tour to the Secretary. The Secretary will then verify that all participants are paid-up members of the VMCCA. (Note: The Glidden Tour<sup>7</sup> is the only exception. AACA members are allowed to participate on the Glidden Tour<sup>7</sup> by previous agreement dated May 20, 1977.)

At the VMCCA Headquarters there is a file of films and videos that are available on loan to member groups. The Secretary shall keep a record showing when and where each film or video is loaned and when it is returned. When a film or video is mailed out on loan, it must be insured. When making a request, a member or group must include a specified deposit and the film or video must be returned in proper condition and insured at the time it is returned. The deposit will be returned upon receipt of the film or video.

The normal duties of the Secretary are listed above. If other specific duties are added or deleted by request of the Board of Governors, the Secretary and the Board of Governors will negotiate appropriate compensation.

The Secretary shall establish an appropriate office for the conduct of the VMCCA business.

## **DUTIES OF THE TREASURER**

The Treasurer of the VMCCA is a voting member of the National Board of Governors and shall attend all regular meetings of the Board. The Treasurer is also a member of the Executive Committee.

The Treasurer is the chief financial officer of the VMCCA. He or she is responsible for all financial records, maintaining Club bank accounts and the preparation of periodic financial statements and reports. He or she shall prepare the budget referred to in the Accounting Systems and Procedures for presentation to the Board of Governors at the January-February meeting of the Board of Governors held after the Annual Meeting at the time and place of the annual Meeting of members.

Guidelines for the performance of the duties of the Treasurer are set forth in the Accounting Systems and Procedures included in Section IX of this *Officer's Handbook* and is an integral part of this section and is incorporated herein by reference. In addition to the duties described in the Accounting Systems and Procedures he or she shall carry out any other matters pertaining to the financial affairs of the Club as directed by the Board of Governors.

## **DUTIES OF THE ACTIVITIES VICE PRESIDENT**

The Activities Vice President of the VMCCA is a voting member of the National Board of Governors, and shall attend all regular meetings of the Board.

The Activities Vice President should contact all Regions and Chapters (getting addresses from the Secretary) in early February to determine who in each Region and Chapter will be planning activities for the year. The Activities Vice President should obtain the name and address of each Region Activities Chairperson.

The principal obligation of this office is to establish National judging meets or tours which must be held the following year. Each such National event shall be held in a different geographical area, arranged for and promoted by a Region or Chapter\*. *The Bulb Horn* will publish the necessary publicity in its first available issue and the National will provide its then current judging awards (at no cost) to the hosts.

A preliminary report shall be made to the Board of Governors at the March-July meeting of the Board of Governors of the year hence, having secured from his or her predecessor the schedule of National Meets/Tours for the then current year. A final report should be made by the Activities Chairperson at the August-November meeting of the Board of Governors. This final report should contain the schedule of National Meets/Tours as arranged for by the then incumbent Activities Vice President for the ensuing year, including all details of these activities, such as time and place, the names of the committee chairpersons, and other pertinent data.

The Activities Vice President must remain in close contact with the respective Regions hosting each National event and assist them in all matters which they may request. He or she shall send each Tour Chairperson a set of guidelines outlining his or her responsibilities.

After compiling all the material on tours and meets, the Activities Vice President shall arrange it in the same order as listed on the formal list of Regions and Chapters. The events should list the day of the week, date, name of event, city and state where the tour or meet is to take place. (See a copy of the current Calendar of Events.) The Activities Vice President sees that there are no conflicting dates on National Events and cooperates with AACA to eliminate conflicts of National Events of each Club. By mid-April, he or she shall send the complete list of events to the Publications Vice President.

The Activities Vice President is responsible for setting up all Board Meetings with Regions or Chapters. He or she reviews the format of prior annual meetings and formulates ideas to improve the meetings to obtain greater participation and attendance. He or she sends guidelines and a copy of the installation ceremony to the Region or Chapter hosting the Annual Meeting.

The VMCCA schedules several annual National Tours or Meets each year. The Activities Vice President is responsible for coordinating the events as to date and location and to assist the Publications Vice President in publicity and entry forms to go out in one mailing sufficiently in advance of the earliest scheduled meet.

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\* See Section VII National Tour and Meets for guidelines pertaining to division of profit between Region and/or Chapter, and National.

**SECTION I - NATIONAL OFFICES** *(continued)*

The Activities Vice President should attend as many of the major tours and meets of the VMCCA as is possible and assist the Chairperson of the tours and meets wherever possible.

The Activities Vice President is also responsible for seeing that tour or meet activities articles are sent to outside publications, in addition to *The Bulb Horn*.

The Activities Vice President should also encourage new kinds of activities, including those which might raise funds for the Club.

The Activities Vice President is the Chairperson of the Activities Committee. Each Region should appoint an Activities Chairperson to serve on this committee. The Activities Vice President will contact the Region Director for the name of this appointee.

The Activities section of the Accounting Systems and Procedures included in Section IX of this Officer's Handbook is an integral part of this section and is incorporated herein by reference.

## **DUTIES OF THE MEMBERSHIP VICE PRESIDENT**

The Membership Vice President of the VMCCA is a voting member of the National Board of Governors, and shall attend all regular meetings of the Board.

The duties of the Membership Vice President shall be: to promote the acquisition of new members in various ways; to promote active membership among both men and women throughout this country and abroad, as the VMCCA is an international club; and to encourage the spouses of members, as well as their sons and daughters of age, to be full active members.

The Membership Vice President shall encourage non-members attending VMCCA events to join the VMCCA and have an application ready for their signature.

The Membership Vice President shall contact members of independent car clubs to explain the advantages of membership in the VMCCA and encourage them as a group or as individuals to join. The Membership Vice President shall also encourage their members to attend VMCCA events and see that they have applications to join as Active Members.

The Membership Vice President shall promote Junior Membership which is available to any child or grandchild or other relative of an Active, Life or Honorary member under 18 years of age. This enhances the friendly feeling at meets and tours. The names of junior members are listed in the Club Roster when published.

The Membership Vice President shall promote Life Membership to men and women over 23 who have been active VMCCA members for at least five years. An application for membership accompanied by a covering check shall be presented to the next Board of Governors meeting for approval.

The Membership Vice President shall promptly reply to all inquiries in relation to membership matters initially directed to the Secretary and forwarded to him or her to handle.

The Membership Vice President prepares an annual reminder collection letter which the National Club will send to each member whose dues are not paid by January 1.

The Membership Vice President prepares detailed membership statistics for presentation at each regular Board meeting to show growth or decline of each Region in each membership category. The report should cover "year to date" for both the current and prior year and include such other information as may be required by the Board.

The Membership Vice President advances promotional ideas to the Board of Governors to increase membership in the VMCCA, and to take action as needed to stimulate membership growth within those Regions where the report so indicates.

The Membership Vice President is the Chairperson of the standing committee of which he or she is Vice President. Each Region should appoint a Membership Chairperson in their Region to serve on this committee. The Vice President should contact each Region for the name of the Region Membership Chairperson.

The Membership Vice President is the Chairperson for the VMCCA Junior Member Scholarship Committee.

The Membership section of the Accounting Systems and Procedures included in Section IX of this Officer's Handbook is an integral part of this section and is incorporated herein by reference.

## **DUTIES OF THE PUBLICATIONS VICE PRESIDENT**

The Publications Vice President of the VMCCA is a voting member of the Board of Governors, and shall attend all regular meetings of the Board.

The Publications Committee shall be responsible for the preparation, printing, and distribution of the club publication, *The Bulb Horn*, and such other media or information as the Board of Governors shall direct.

To carry out this program, the Publications Vice President shall, with the approval of the Board of Governors, secure the appointment of an Editor for *The Bulb Horn*, and with the Editor he or she shall appoint a group of assistants and, with the aid of the Region Directors, appoint *Bulb Horn* correspondents for each of the Regions and their Chapters. The Editor may not be a member of the VMCCA Board of Governors. If a Past VMCCA President becomes Editor, he or she shall relinquish Board privileges as long as he or she is Editor.

The Publications Vice President shall, with the approval of the Board of Governors, appoint a Webmaster for the VMCCA internet web site.

The principal responsibility of the Publications Vice President is the publication of *The Bulb Horn*. The Editor, with the cooperation of the various Region and Chapter Editors, shall compile and edit reports of the various club activities, meets, tours, etc. The Editor shall collect historical material pertaining to the automobile and the pioneers responsible for its development. He or she shall endeavor to verify the facts to make the printed word as accurate as possible.

The Publications Vice President shall have general supervision of the content of *The Bulb Horn* to give a proper balance of the various subjects in accordance with the desires of the Board of Governors and the membership at large. He or she shall supervise the layout and general design of the publication. It will be his or her duty to have the magazine prepared, printed, and distributed in the most efficient and economical manner to keep the cost within the budget prescribed by the Board of Governors.

The Publications Vice President shall supervise the distribution of *The Bulb Horn* including preparation of envelopes or covers, addressing, sorting by zip codes, and mailing, accompanied by a check for periodicals postage. When copies of *The Bulb Horn* are returned because of a change in address, they are re-mailed when a new address is available and the information forwarded to the Secretary for his records.

The Publications section of the Accounting Systems and Procedures included in Section IX of this *Officer's Handbook* is an integral part of this section and is incorporated herein by reference.

The Publications Vice President, with the help of the Board of Governors, shall appoint an Advertising Manager for display advertising and establish rates for same. The Advertising Manager should have an assistant in each Region, appointed by the Region Director. In the absence of an Advertising Manager, the Publications Vice President shall solicit prospective advertisers, acknowledge, and follow up advertising inquiries. He or she shall see that a copy goes to each advertiser and that bills and tear sheets are mailed promptly to each advertiser and to their advertising agencies. Payments for display advertising should be made to the VMCCA and remitted to the Treasurer for deposit.

**SECTION I - NATIONAL OFFICES** (continued)

The Publications Vice President should appoint someone in charge of classified advertising whose duties include acknowledging each advertisement, noting the issue in which it will appear and a request for funds when required.

The Publications Vice President shall publish due dates for Chapter and Region reports and listings of Chapter or Region events and publish such when received on time with appropriate editing.

In addition to *The Bulb Horn*, it is the duty of the Publications Vice President to design and arrange for printed material for the Club, including notices for the Annual Meeting, ballots, dues, renewals, membership cards, the prospectus for National Meets and Tours, membership rosters, application forms, and any other material that the Board of Governors shall direct.

It shall be the duty of the Publications Vice President to see that all communications from the VMCCA shall be designed and prepared to reflect the high standards of the Club.

It shall be the duty of the Publications Vice President to establish and maintain the VMCCA Web site to include material from *The Bulb Horn* and any other material that the Board of Governors shall direct.

The Publications Vice President presents the annual Bulb Horn Awards at the Annual Meeting. *The Bulb Horn* Awards are as deemed appropriate by the Publications Committee.

The Publication Committee shall be composed of the Publications Vice President as the Chairperson and one appointee from each Region to serve on this committee. The Publications Vice President should contact the Region Directors for the names of the appointees.

## **DUTIES OF THE TECHNICAL VICE PRESIDENT**

The Technical Vice President of the VMCCA is a voting member of the National Board of Governors and shall attend all regular meetings of the Board.

The Technical Vice President is responsible for judging for the Gold, Silver and Bronze Award Program and maintains a file of all completed judging forms and a list of all recipients of the Gold, Silver and Bronze Awards. He or she appoints the Chief Judge for all VMCCA sanctioned events where Golden Award judging is held. He or she furnishes the Chief Judge with a set of judging guidelines to provide as consistent results as possible in setting up the judging program. He or she is responsible for stocking and distributing awards for appropriate judging events.

The Technical Vice President is also responsible for the National Annual Awards. He or she maintains records, canvasses the various Region Directors and Chapters Presidents, or any others he or she deems knowledgeable, requesting nominations for the various annual awards. He or she sends out letters and nomination forms and publishes information about nominations in the appropriate issue of *The Bulb Horn*. He or she contacts the sponsors of each of the awards and sees that the awards are available for presentation at the Annual Meeting.

The Golden Award of Excellence winners at National Meets are helpful in the determination of National Award Winners, so the Technical Vice President should write to those winners for photos and a write-up of their cars. This is of particular importance when nominees are not received for some awards.

The Technical Vice President writes articles for the Bulb Horn on technical matters of general interest, and the judging program as necessary. He or she is the final arbiter should judging questions arise and may, from time to time, set standards for judging. He or she also answers any correspondence pertaining to technical matters.

The Technical Vice President is the Chairperson of the Technical Committee, consisting of a member appointed by each Region Director. He or she should contact the various Region Directors for their appointee.

The Technical Vice President submits a report of his or her activities at Board Meetings and may bring up any questions or matters of interest to the Board.

The Technical section of the Accounting Systems and Procedures included in Section IX of this Officer's Handbook is an integral part of this section and is incorporated herein by reference.

## **SECTION II - STANDING COMMITTEES**

The purpose and discussion of each Standing Committee are as follows. Other committees may be appointed by the President with approval of the Board of Governors as provided for in the By-laws Article VIII - Committees of the By-laws of the Veteran Motor Car Club of America.

### **Executive Committee**

The purpose of the Executive Committee is to perform such general housekeeping functions that are routine in nature and do not require action by the full Board of Governors. Such situations might be where an officer of the Club may wish a clarification or to discuss a problem in this area of responsibility. The committee should be the forum for this type of communication. This description is to describe the committee's functions and limitations. The committee shall consist of the President, who is the Chairperson, the Executive Vice President, the Treasurer and the Secretary. The committee will not have regular meetings, but will convene as needed either in person or by phone.

### **Nominating Committee**

The purpose of the Nominating Committee is to make nominations for officers of the Club in accordance with the provisions of the By-laws Article IV, Section 2 and prepare, distribute, collect and count all the ballots in connection with any election provided for in the By-laws. The committee shall consist of a Chairperson appointed by the President with the approval of the Board of Governors and each Region Director or his/her appointee. The Chairperson shall be appointed at the Board of Governors meetings held during the months of March - July. In the event the Chairperson is unable to carry out all the duties of the position, he or she shall appoint a member of the committee to complete the duties of the Chairperson.

The Chairperson shall contact all incumbent officers and determine if they wish to continue in their present office, seek some other office or retire. This information will be passed on to the Region Directors by mail. They will be requested to consider possible candidates for National offices. A reply date shall be stated in this letter. The Region Directors should canvas each Chapter in their Region for persons to be considered who are willing and able to serve. This information, along with any recommendations from the Region Director, shall be relayed to the Chairperson by the reply date. Phone calls may be advisable for discussions with the Region Directors and vice versa.

After all input is received and sorted out, the committee will prepare a report for the Board of Governors. No more than two persons can be recommended for any position. Candidates for all offices should be secured and a letter stating their willingness to serve if elected should be sent to the Chairperson. The Chairperson should also obtain from all nominees submitted to the Board of Governors a photo and resume. The Chair or his or her designee shall deliver the report at the August - November meeting of the Board of Governors.

A ballot shall be prepared by the Secretary and mailed out with the next issue of *The Bulb Horn* following the Board of Governors meeting where the slate of officers was presented. Ballots shall be returned to the Chairperson. At the Annual Meeting the Chairperson shall appoint two or more committee members as tellers to count the ballots. The results of the election shall be announced at the Annual Meeting. Officers shall be installed at the Annual Awards and Installation Banquet.

The Nominating Committee Chair shall forward to the VMCCA Secretary a list of persons interested in being a National Officer after nominations for the year are completed. This list shall be forwarded by the Secretary to the next Nominating Committee Chairperson for consideration.

## **SECTION II - STANDING COMMITTEES** (Continued)

### **Insurance Committee**

The purpose of the Insurance Committee is to review the Club's insurance coverage on an annual basis prior to renewal for the ensuing year and make recommendations on changes in the insurance carrier or coverage, if any, and the premium for the coverage for the ensuing year. The committee shall consist of a Club member who is knowledgeable in insurance, the Treasurer and the Secretary. The member at large shall be appointed by the President. The committee shall not have regular meetings, but will convene either in person or by phone to determine their recommendations for the ensuing year and preferably report same to the Board of Governors at the meeting held in conjunction with the Annual Meeting and as needed at other times during the year.

### **Audit Committee**

The purpose of the Audit Committee is to oversee the Treasurer's function and to audit the Club's books annually. The committee shall consist of a prior Treasurer, one present officer, one Region Director and a member at large appointed by the Club President. The audit shall take place in conjunction with the Annual Meeting, if practical, or at the Board of Governors meeting held during the months of March - July.

### **Membership Committee**

The membership committee shall be charged with the duties of obtaining new members. The committee shall consist of the Membership Vice President and one other member from each Region who shall be appointed by the Region Director and such other members as the Membership Vice President may see fit to appoint.

### **Publications Committee**

The Publications Committee shall be responsible for preparation, publication and distribution of the Club publication, and such other media of information as the Board of Governors shall direct. The committee shall consist of the Publications Vice President, one member from each Region who shall be appointed by the Region Director, the editor of the official publication and such other members as the Publications Vice President may see fit to appoint.

### **Technical Committee**

The Technical Committee shall develop and maintain a system of uniform and suitable awards for presentation at such events as may be ordered by the Board of Governors. This committee shall develop such procedures and events and rules and regulations as will insure interesting and fair competition at meets or exhibitions. Upon request, therefore, the committee shall aid in the inspection of automobiles owned by the members and shall have the authority to exclude from participation in any Club event or activity, any vehicle, the operation of which, in its opinion, is hazardous to the safety of others. The committee shall perform such additional duties and functions from time to time as may be ordered by the Board of Governors. The committee shall consist of the Technical Vice President, one member from each Region who shall be appointed by the Region Director, and such other members as the Technical Vice President may see fit to appoint.

### **Activities Committee**

The Activities Committee shall coordinate all of the activities of the Club and of its various Regions and Club members, shall publish and distribute to the members each year a calendar of events and shall have charge of the arrangements of the Annual Meeting. The committee shall consist of the Activities Vice President, one member from each Region who shall be appointed by the Region Director and any such members as in the opinion of the Activities Vice President are necessary and desirable.

# **SECTION III - REGIONS**

## **DUTIES OF THE REGION DIRECTOR**

The elected Director of each VMCCA Region is automatically a voting member of the National Board of Governors. The Director alternate, therefore, is expected to attend all regular and special meetings of the Board.

The Director is obligated to respond to all matters, directed to the Region by the President or National Secretary, and to notify each Chapter of those directives which relate to them.

The Director or his or her appointee will serve on the Board of Governors Nominating Committee. The Nominating Chairperson will contact the Director or appointee for input as to persons who may be willing and able to serve as National Officers. See *Duties of the Nominating Committee*.

The Director shall appoint a Nominating Committee to nominate the Region officers for election by its members for the ensuing year.

The Director shall call an annual business meeting of the Region, at which time the new officers are elected:

- a. Plans for the year's activities formulated;
- b. The Region Tour plans must be finalized;
- c. The Director reviews events of the past year and suggests improvements of the Region's activities, public acceptance, and concentration of efforts for the new Director.

The Director conducts all Region Business meetings. He or she makes an effort to attend Chapter and Region Meets and Tours.

The Director appoints Chairpersons for the following:

- a. Membership Chairperson for various areas throughout the Region to solicit memberships at local tours and other activities, and to familiarize the public with the advantages of membership in the VMCCA.
- b. A Technical Chairperson to be chief judge at local or Region car shows or tours. The Gold, Silver and Bronze Award Program does not apply (handled by National Technical Vice President.)
- c. A Publicity Chairperson for the Region, whose responsibilities shall include assuring that news items of all Chapter and Region activities are forwarded to *The Bulb Horn* at the proper time. He or she shall obtain the names and addresses of each Chapter's Publicity Chairperson in order to follow up on their respective publicity activities.

The Director or Vice Director shall become an ex-officio member on Committees planning Region or National Tours conducted in his or her Region. He or she must inform the Chapter planning such events of the By-laws and insurance coverage set forth by the National Club.

Regions are permitted to operate in an autonomous manner as long as they comply with the By-laws of The Veteran Motor Car Club of America. The Regions are thereby permitted, should they prefer, to elect Region Officers to fill the positions of appointed chairpersons, as stated above.

From time to time, a copy of Region By-laws may be requested by the Executive Vice President, VMCCA for review.

## **DUTIES OF THE REGION SECRETARY**

The Region Secretary is responsible to the Region Director and carries out those duties assigned to him or her by the Director. He or she also has the following responsibilities.

Minutes - Maintains a minute book to record minutes of all Region meetings and maintains an attendance record of such meetings.

Correspondence - Responds to all letters pertaining to the Region and Chapters and handles such other correspondence as necessary.

Notices - Sends out all required Region notices to the membership relative to regular and special meetings of the Region and other Region matters. He or she also prepares and mails the annual ballot of nominees for Region offices.

Membership - Keeps a comprehensive record of the Region's active and family members' names and addresses.

Upon receiving delinquent dues notices from the National Club, the Region Secretary must either contact the delinquent member directly, or contact the Chapter President to have the delinquent member pay his or her dues and advise when payment is made.

The Region Secretary should promptly record any change of address notices updating membership records received from National. He or she should promptly forward to National any changes in the Region.

The Region Secretary should obtain membership lists from the various Chapters within the Region to check against the National membership records. This is to assure that all Chapter members are also members of the National Club.

## **DUTIES OF THE REGION TREASURER**

The Region Treasurer shall have supervision of all the Region's finances. He or she shall receive, record, and have charge of all moneys, bills, notes, and similar property, or evidence of ownership therein, belonging to the Region.

The Region Treasurer shall pay all proper and acceptable debts of the Region, and shall maintain an accurate record of such income and disbursements.

The Region Treasurer shall maintain a true balance of the Region's bank accounts.

The Region Treasurer shall report the financial status of the Region at all Region meetings and shall perform any further duties required of him or her by the Director or the Board of Governors.

It is suggested that two signatures be authorized for signing of checks to prevent difficulties in event of the inability of the Treasurer to act.

## **DUTIES OF REGION AND CHAPTER MEMBERSHIP**

The Membership Chairperson is probably the most important Chairperson of his Region or Chapter. Some Regions and Chapters consider "Membership" such a significant and important position that it is an elective office under the title of Membership Vice President. But whether the position is termed "Chairperson" or "Vice President," it should be filled by an enthusiastic and competent member.

The duties of Membership at the Region or Chapter level are very similar to those of the VMCCA Membership Vice President. Regions and Chapters constantly require new interested and active members to increase participation in their activities and to supplement the decrease of members due to natural attrition. It therefore becomes the ultimate responsibility of the Membership Chairperson and his committee for continuance of membership and growth within his or her Region.

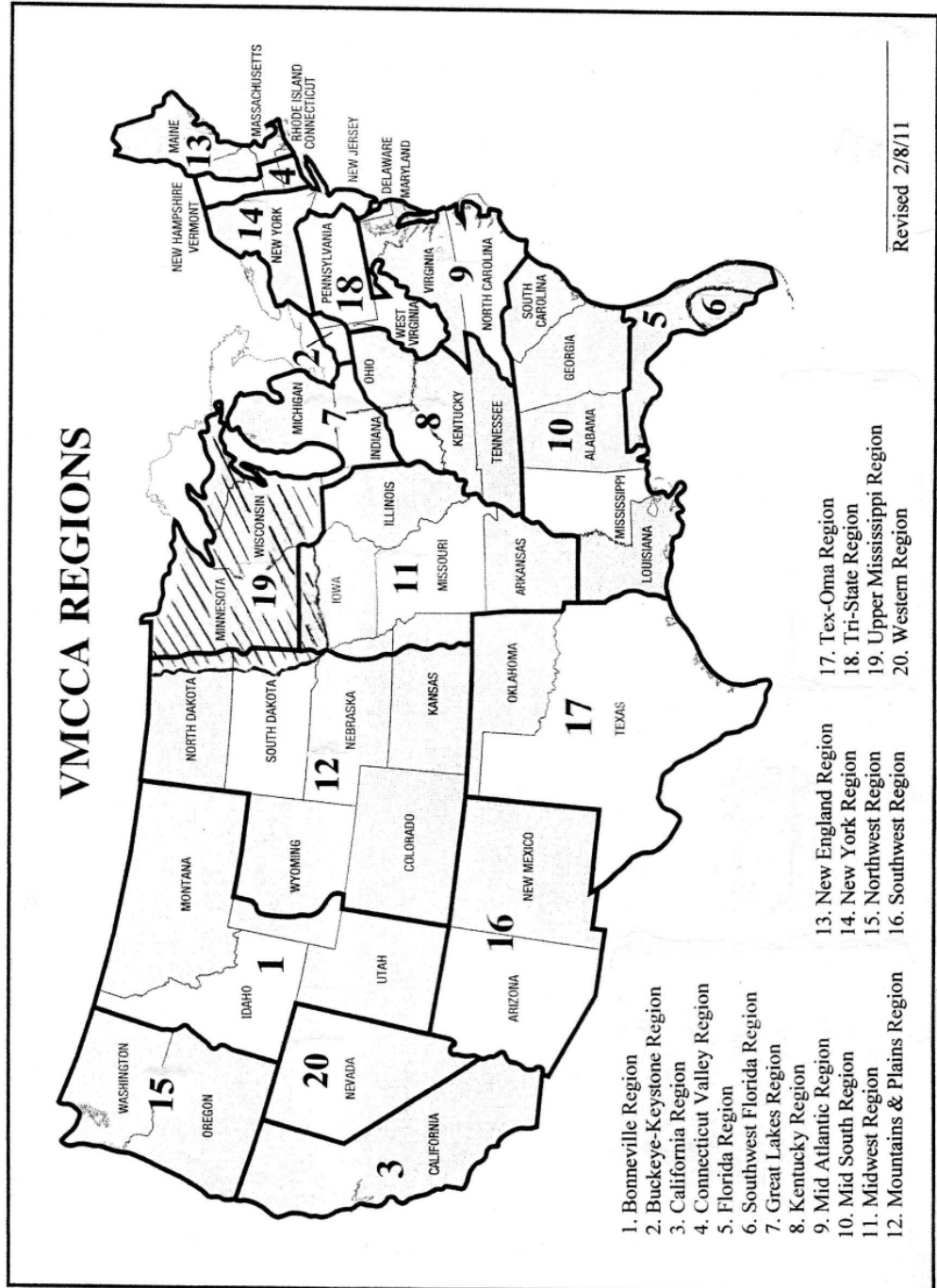
## **VMCCA REGION BOUNDARIES<sup>1</sup>**

1. **BONNEVILLE (BN)** – Includes all of Utah, Montana and Idaho; in Wyoming Zip Codes beginning with: 821, 829, 830 and 831.
2. **BUCKEYE-KEYSTONE (BK)** – in Ohio Zip Codes beginning with 440, 441, 442, 442, 443, 444, 445, 446, 447, 449 and portions of 443 and 448; in Pennsylvania Zip Codes beginning with: 164 and 165 plus portions of 161 and 163.
3. **CALIFORNIA (CA)** – Includes all of California.
4. **CONNECTICUT VALLEY (CV)** – Includes all of Vermont and Connecticut; in Massachusetts Zip Codes beginning with 010, 011, 012 and 013.
5. **FLORIDA (FL)** – Includes all Zip Codes except those beginning with: 338, 339, 341, 342 and 347 plus a portion of 334.
6. **SOUTHWEST FLORIDA (SF)** – Includes only Zip Codes beginning with: 338, 339, 341, 342 and 347 plus a portion of 334.
7. **GREAT LAKES (GL)** – Includes all of Michigan; in Illinois Zip Codes beginning with: 600, 601, 602, 603, 604, 605 and 606; in Ohio Zip Codes beginning with: 434, 435, 436 and 458 plus portions of 433 and 448; in Indiana Zip Codes beginning with 463, 464, 465, 466, 467, 468, 469 and 479.
8. **KENTUCKY (KY)** – Includes all of Kentucky and Tennessee; in Indiana Zip Codes beginning with: 460, 461, 462, 470, 471, 472, 473, 474, 475, 476 and 478; in Ohio Zip Codes beginning with: 430, 431, 432, 437, 438, 450, 451, 452, 453, 454, 455 and 456.
9. **MID ATLANTIC (MA)** – Includes all of Delaware, North Carolina, Virginia and Maryland.
10. **MID SOUTH (MS)** – Includes all of South Carolina, Georgia, Alabama, Mississippi and Louisiana.
11. **MIDWEST (MW)** – Includes all of Missouri and Arkansas; in Illinois all Zip Codes except those beginning with: 600, 601, 602, 603, 604, 605 and 606; in Nebraska Zip Codes beginning with: 680, 681, 683, 684 and 685; in Kansas Zip Codes beginning with: 660, 661, 664, 665, 666, 667, 668 and 673; all of Iowa except Zip Codes beginning with: 504, 505, 506, 507, 510, 512, 520 and 521.
12. **MOUNTAINS & PLAINS (MP)** – Includes all of Colorado; all of North Dakota except Zip Codes beginning with: 581, 582, 583 and 584; all of South Dakota except Zip Codes beginning with: 570, 571, 572, 573 and 574; in Kansas all Zip Codes except those beginning with: 660, 661, 662, 664, 665, 666, 667, 668 and 673; in Wyoming all Zip Codes except those beginning with: 821, 829, 830 and 831; in Nebraska all Zip Codes except those beginning with: 681, 681, 683, 684 and 685.
13. **NEW ENGLAND (NE)** – Includes all of New Hampshire, Maine and Rhode Island; all of Massachusetts except Zip Codes beginning with: 010, 011, 012 and 013.
14. **NEW YORK (NY)** – Includes all of New York and New Jersey.
15. **NORTHWEST (NW)** – Includes all of Washington and Oregon.
16. **SOUTHWEST (SW)** – Includes all of New Mexico and Arizona.
17. **TEXOMA (TO)** – Includes all of Texas and Oklahoma.

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<sup>1</sup> Revised 2/08/11

18. **TRI-STATE (TS)** – Includes all of Pennsylvania except Zip Codes beginning with: 161, 163, 164 and 165; all of West Virginia except Zip Codes beginning with 254; in Ohio only Zip Codes beginning with: 430, 439 and 457.
19. **UPPER MISSISSIPPI (UM)** – Includes all of Wisconsin and Minnesota; in North Dakota Zip Codes beginning with: 581, 582, 583 and 584; in South Dakota Zip Codes beginning with: 570, 571, 572, 573 and 574; in Iowa Zip Codes beginning with: 504, 505, 506, 507, 510, 512, 520 and 521.
20. **WESTERN (WS)** – Includes all of Nevada<sup>2</sup>.



Revised 2/7/03



**THE VETERAN MOTOR CAR CLUB OF AMERICA**

**Region Director's Report to the Board of Governors**

Name of Region: \_\_\_\_\_ Date: \_\_\_\_\_

Major Region Activities Since Last Report: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Future Major Region Tours or Meets Planned: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments, Questions, Concerns, Problems, etc.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

(Use reverse side if additional space is needed.)  
("Xerox" copies of this form may also be used.)

## **GUIDELINES FOR REGION AND CHAPTER NEWSLETTERS**

A newsletter should contain the following:

1. A Calendar of Events for Chapter, Region and National.
2. A report from your President and/or Director
3. Reports and/or a review of the minutes of your Club's Board and Membership Meetings.
4. Reports on recent activities and events.
5. Reports and/or advertisements for National activities.
6. Reports and features contributed by members other than your editor.
7. A listing of your local officer and committee members, along with the address of *your Bulb Horn* correspondent.
8. Feature stories pertaining to your members, automobiles or other items of interest to collectors.
9. Adherence to a regular publishing schedule. Be on time!
10. Make it readable by giving some thought to layout, appearance, photos, and use a good typewriter or word processor, and a well-maintained printing press or copier.

To be eligible for a year-end *Bulb Horn Staff Award for Best Newsletter*, be certain the Publications Office is on your mailing list.

# **SECTION IV - CHAPTERS**

## **DUTIES OF CHAPTER OFFICERS**

The duties of all Chapter officers and rules governing their office are the same as for their respective counterparts in both Region and National areas.

## **CHAPTER RESPONSIBILITIES TO NATIONAL**

Most of the Chapter responsibilities will be to their own chapter or to their Region, however, there are a few things they can do to help National run the Club on a timely basis.

First of all they must notify the National Secretary's office who the Chapter officers are for each year. They should check the printout from the Secretary's office to ascertain that all local members are also National members. When a local member moves or changes addresses the chapter makes sure the member advises National of the change promptly.

*The Bulb Horn* publishes a calendar of events in each issue. It is very helpful to other members if the chapters provide a list of their activities with dates for this calendar. Articles of interest pertaining to restorations, tours, etc. . . are always welcomed by *The Bulb Horn* so the Chapters should encourage their members to submit items for publications.

Since the VMCCA is a touring club and we all enjoy fellowship and camaraderie, Chapters can help National by volunteering to sponsor National meetings or tours. These really are not that difficult to do. Help and advice is always available to Chapters from the National and Region officers. Members of the Chapter can gain valuable insight into the workings of the Club by hosting National meetings. Hosting a National tour can be very rewarding and profitable for the Chapter.

Each year many National awards are presented to deserving people, vehicles and restorations. Chapter members should nominate other club members who have made significant contributions to the club and also for outstanding vehicle restoration projects. A form is available from the Technical Vice President.

Chapter members can also help National by encouraging other people interested in antique automobiles and memorabilia to become members of the Veteran Motor Car Club of America.

## **CHAPTER RESPONSIBILITIES TO THE REGION**

Each region has their own set of By-laws and every Chapter should have a copy of them. Every Chapter should do their part to help their Region be the best it can be. Some of the things a Chapter may be responsible for:

- a. See that the Region Director has a copy of his or her By-laws and that they conform with Region and National By-laws.
- b. Appoint or elect chairpersons to serve on the Region activities, membership, technical and publicity committee, and notify the Region Director of these positions.
- c. Send a list of their members to the Region Director and Region Secretary.
- d. Payment of Region dues based on number of members or as outlined in Region By-laws.
- e. Attend Region meetings.
- f. Send a report of Chapter activities to the Region Director for inclusion in his or her report to National.
- g. Be willing to help his or her Region in any way possible such as volunteering to help with tours, meetings, etc. or when called upon for any help.

## **FORMATION OF NEW CHAPTERS**

The formation of new Chapters is important to the growth and health of the Club and its Regions. Any five or more members of the VMCCA in good standing may petition the Region Board of Directors to form a Chapter. On the petition they should state the Chapter name they wish to use, the names of their officers, and the petition must be signed by the five members. It is a prerequisite that all members of each Chapter become members of the National VMCCA and the Region in which they are located. The petition is enclosed in this section of the handbook and may be copied for use by any group of members wishing to form a new Chapter.

Most new Chapters will be formed to satisfy the needs of members in a local area to plan local activities with their cars. Major metropolitan areas can support several chapters, ie: Detroit area has multiple Chapters, while in other areas a single chapter may serve members in a 2-300 mile radius. Currently, chapter sizes vary from 10 - 15 members to well over 100 members. While most Chapters serve all eligible car owners or interested members, some Chapters are specialized in their purpose. Great Lakes Region has a Brass & Gas Chapter, and its members must own a car of 1912 or earlier. Florida Region has one or two pre-war Chapters which require cars participating in Chapter Events to be 1942 or earlier. In the Western Region there is a Nickel Age Touring Chapter for cars in the 1916-1927 era. This type of specialization is possible within VMCCA and should include a Model A Ford Chapter, a License Plate Collectors Chapter, etc.

Various Regions may have different processes in place for handling the approval of new Chapters so, again, that should be understood by the petitioning group. Although the National By-laws permit the Board of Governors to form Chapters, that probably never would be done without consultation with the Region involved.

## **ORGANIZATION OF CHAPTERS**

### **BY-LAWS**

Shortly after a Chapter has been issued to a petitioning group by the Region, a set of By-laws should be adopted by the Charter Members of the Chapter. These By-laws must conform to both the Region's By-laws and the National By-laws, and they should be approved by the Region Director prior to final adoption by the members of the Chapter.

By-laws form the operating rules of the Chapter, and therefore, should be somewhat specific yet flexible enough to meet the tests of time and changing circumstances, ie: rather than saying annual dues shall be \$10.00, say "annual dues shall be as determined by a vote of the members."

A sample outline is set forth below:

<b>Article I</b>	<b>Name &amp; Purpose</b>
Sec. 1	Name
Sec. 2	Purpose
<b>Article II</b>	<b>Membership</b>
Sec. 1	Membership Eligibility
Sec. 2	Classes of Membership
Sec. 3	Dues
Sec. 4	Privileges of Membership
Sec. 5	Responsibilities of Membership
Sec. 6	Resignations
<b>Article III</b>	<b>Meetings</b>
Sec. 1	Annual Meeting
Sec. 2	Regular Meetings
Sec. 3	Special Meetings
Sec. 4	Manner of Conducting Meetings
Sec. 5	Quorum
Sec. 6	Voting
<b>Article IV</b>	<b>Duties of Officers</b>
Sec. 1	President
Sec. 2	Vice President
Sec. 3	Secretary
Sec. 4	Treasurer
Sec. 5	Other
<b>Article V</b>	<b>Committees</b>
Sec. 1.	Selection of Committees
Sec. 2	Membership Committee
Sec. 3	Publication Committee
Sec. 4	Nomination Committee
Sec. 5	Technical Committee
Sec. 6	Activities Committee

**SECTION IV - CHAPTERS** *(continued)*

<b>Article VI</b>	<b>Finances</b>
Sec. 1	Fiscal Year
Sec. 2	Records

**Article VII**      **Liability**

**Article VIII**    **Amendments of By-Laws**

The above outline is only a suggestion and may be altered to meet each individual Chapter's special requirements.

**INCORPORATION:**

It is recommended, although not necessary, that Chapters become incorporated as a separate entity. This provides some liability protection, makes it easier to obtain bank accounts and provides a degree of formality and longevity to the group. Information and procedures on incorporation may be obtained from your State Corporation Commission.

**FEDERAL ID NUMBER:**

Chapters are not permitted to make use of National or Region Fed. ID #'s. Therefore, an individual number should be obtained for each separate chapter. This is usually required to open a Club Checking Account. To find out the correct procedure for obtaining a Federal ID # contact of the Internal Revenue Service nearest you.

## **SECTION IV - CHAPTERS** (continued)

### **OPERATION OF CHAPTERS**

Every VMCCA Chapter operates differently. It is not the intent of this section to prescribe any operating standard but rather to point out ideas that some chapters have utilized successfully.

#### **OFFICERS:**

Usually there is a President, Vice President, Secretary and Treasurer (sometimes combined) and an officer for Membership (recruiting new members), Publications (put out a Chapter newsletter & contributing to Region Newsletter & *The Bulb Horn*), Nominations (selecting candidates for future office holders), Technical (Awards, Judging - nominating candidates for Region & National Awards) & Activities (planning and recruiting help for the Chapter's activities and events). Sometimes Chapters have a Historian, a Photographer or other special officers.

Some chapters have a Board of Directors or an Executive Committee to handle the major business of the Chapter.

#### **MEETINGS:**

An **Annual Membership Meeting** is usually held once a year to install new officers, present awards, announce the next year's plans and honor outgoing officers.

**Regular Meetings** can be held on any agreed-upon time schedule (monthly, quarterly, etc.). Some Chapters invite speakers on Old Car subjects from restoration to trailering safety or tours a member attended. Meetings can be held in members homes, local museums, restaurants, etc. Refreshments often are provided.

**Special Meetings** may be necessary to work on a major Chapter Event or other reason. All meetings should be short on work and long on fun.

#### **ACTIVITIES:**

Activities are the heart of the Chapter. They are generally why people join. They need to be well planned, announced in advance so members can plan on attending, and be varied to appeal to different interests. Some ideas are:

*Tours:* Usually a one-day drive in the local area to a point of interest. Hosted and planned by one or two members for the enjoyment of all. Good directions are a must.

*Joint Chapter Tours:* Neighboring Chapters may plan a tour together or plan separate routes from their area to a common meeting place like a park.

*Overnighters:* Simply a 2 or 3-day tour with overnight stops. Other Chapters could also participate.

*Dust-off Tour:* The first tour of the season to check out your car and "blow the dust" off. Usually shorter distances.

*Mystery Tour:* Participants don't have a set of routes; they may have to follow arrows or find directions at various stops; can be combined with a scavenger hunt or questions or answers along the route. It's important that everyone have a meeting place at the end so no one is left on the road.

## **SECTION IV - CHAPTERS** (continued)

*Car Show:* A static display of cars, usually with judging or awards and often for compensation or charity. Can be held at parks, downtowns, malls, etc.

*Parades:* A good way to support your community and to publicize your Chapter.

*Pot Luck Dinner:* A club dinner where each member brings a dish to pass.

*Picnic:* As part of a tour or just all meet at the picnic grounds.

*Christmas Party:* Simply an annual dinner around the holidays for the fun of it.

*Swap Meet:* A gathering where people bring parts and automobilia to sell or trade. Spaces are usually rented, admission to the public charged. A great fund raiser and source of new members for any Chapter.

The activities possibilities are dependent only on the creativity of your membership. This is only a sampling.

#### NEWSLETTER:

Most Chapters publish regular newsletters to bind the group together. They report on activities - past & future - feature new members or new cars, disseminate needed information and even poke fun at friends sometimes. National awards are presented for the best newsletters.

#### CALLING COMMITTEES:

Many Chapters have found that it helps to have a few members call all members to remind them of upcoming meeting or events and to take their reservation for it. The event planners can do a better job if they know how many people to plan on.

#### CHAPTER HANDBOOK:

Some Chapters publish, each year, a handbook that has the meeting schedule, activities schedule, list of members, spouses, children, etc. This enables your members to plan to attend functions and to know more about the Chapter.

#### TRADITIONS:

Usually develop in the history of a group. They can be an annual mystery run, a special trophy or award, a party or anything. They become the things members look forward to year after year.

As you can see, these are lots of ways each member can become involved in the success of your Chapter! That's the key to a good Chapter - getting members involved and keeping them involved.

**SECTION IV - CHAPTERS** *(continued)*

We, the undersigned, hereby petition the  
\_\_\_\_\_ Region of  
The Veteran Motor Car Club of America  
To become a chapter in good standing.  
We agree to abide by the By-laws of this organization.

Chapter Name: \_\_\_\_\_

President Name: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Signed by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **SECTION V - NATIONAL MEETINGS**

## **GUIDELINES FOR MEETINGS**

Regular Board of Governors meetings are one day meetings (usually a Saturday) hosted by a Region or Chapter and are held in the spring and fall each year. The Annual Meeting consists of three meetings (Final meeting of the year, Annual Membership and 1<sup>st</sup> meeting of the new year) and is held in the month of January or February; also hosted by a Region or Chapter. Requests and dates are handled by the Activities Vice President.

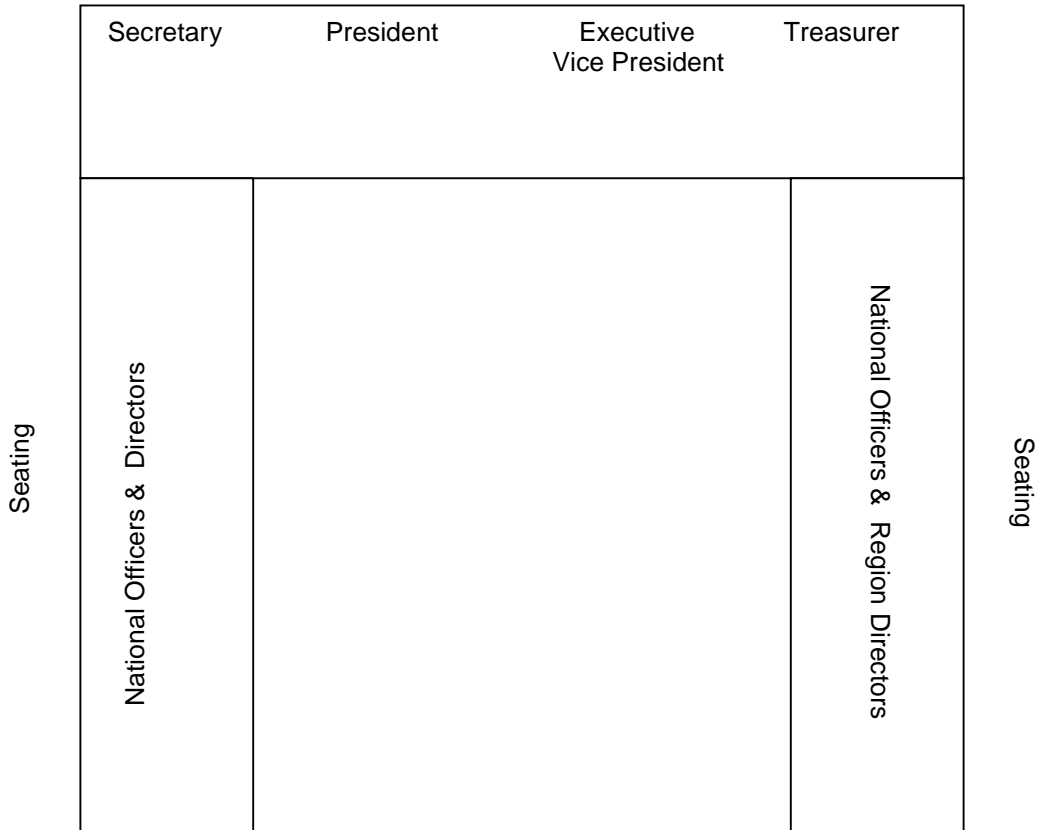
1. Choose date - negotiated with Activities Vice President.
2. Appoint Chairperson and Committee - committees are registration, transportation, hospitality, ladies tours, and for the annual meeting you will also need committees for table decorations, seating, door prizes, etc. . .
3. Select convenient hotel and arrange for a meeting room and block a number of rooms. See attached diagram for set-up of meeting room. There should be an electrical outlet located near head table. Arrangements should be made to have a microphone available for the meeting. Sometimes a TV-VCR is also needed, check with Activities Vice President or Secretary's office. Coffee and soda should be available in the back of room for all attending and water pitchers and glasses on each table.
4. Arranging for local Club members to meet Board members at airport and transporting them to the hotel and back to airport after adjournment is also appreciated.
5. Arrange meals, if restaurants are not available within walking distance of hotel, and transportation if need be.
6. Since many Board members bring their spouses along with them, arrangements should be made to provide something of interest for them during the meeting. Suggestions are visits to places of interest in area, or a shopping trip to a mall or antique shops, etc. Transportation should also be provided for these activities.
7. For the Annual Meeting in January or February, a banquet needs to be arranged with time allotted for National Awards and the Installation of Officers. An agenda for the banquet should be printed and approved in advance by the Activities Vice President.
8. After all arrangements are made and costs established, a registration form (include information on hotel rates and cut off dates) should be sent out to each Board Member, Region Director, Past Presidents and other interested parties. The form should also include a place for flight name, number, and arrival and departure time, and date. Contact Secretary's office to see if they will mail this information out.
9. Any questions that may arise should be handled through the Activities Vice President or the Secretary.
10. After the meeting is over, send financial report to the National Secretary.

## MEETING ROOM SET-UP

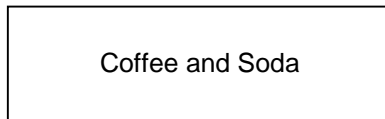
Nearby electrical outlet or extension cord for Secretary

A sound system with multiple mikes or 1 mike with a long cord is helpful

Seating



Seating for Members and Guests



**SECTION V - NATIONAL MEETINGS** (continued)

**SUGGESTED PROGRAM FOR ANNUAL AWARDS AND INSTALLATION BANQUET**

Social/Cocktail Hour  
Master of Ceremonies . . . . . (Insert Name)  
Invocation . . . . . (Insert Name)  
Dinner  
    (can list menu if desired)  
Introduction and Comments. . . . . (Insert Name) Current National President  
Installation of National Officers. . . (Insert Name) Past National President  
Membership Awards and  
    Chapter Charter Presentations . . . (Insert Name) National Secretary  
Bulb Horn Awards . . . . . (Insert Name) Publications Vice President  
National Technical Awards. . . . . (Insert Name) Technical Vice President  
Comments . . . . . (Insert Name) Newly Elected President  
Distribution of Door Prizes (If Applicable)  
Closing. . . . . (Insert Name)

**INCOMING NATIONAL OFFICERS**

President. . . . . (Insert Name)  
Executive Vice President . . . . . (Insert Name)  
Secretary. . . . . (Insert Name)  
Treasurer. . . . . (Insert Name)  
Membership Vice President. . . . . (Insert Name)  
Technical Vice President . . . . . (Insert Name)  
Publications Vice President. . . . . (Insert Name)  
Activities Vice President. . . . . (Insert Name)

**OUTGOING NATIONAL OFFICERS**

President. . . . . (Insert Name)  
Executive Vice President . . . . . (Insert Name)  
Secretary. . . . . (Insert Name)  
Treasurer. . . . . (Insert Name)  
Membership Vice President. . . . . (Insert Name)  
Technical Vice President . . . . . (Insert Name)  
Publications Vice President. . . . . (Insert Name)  
Activities Vice President. . . . . (Insert Name)

**HOST REGION OFFICERS**

Director . . . . . (Insert Name)  
Vice Director. . . . . (Insert Name)  
Secretary. . . . . (Insert Name)  
Treasurer. . . . . (Insert Name)

**HOST CHAPTER OFFICERS**

President. . . . . (Insert Name)  
Vice President . . . . . (Insert Name)  
Secretary. . . . . (Insert Name)  
Treasurer. . . . . (Insert Name)

## **INSTALLATION CEREMONY OF NATIONAL OFFICERS**

*When President is retiring start with this paragraph*

(Name of officer who is retiring) officers-elect, members and friends; this is a very important ceremony in which this Club is about to take part; it is the changing of the guard. It is the time when (he or she) who has carried the responsibility of leadership for the past term is returned to the ranks. (He or She) will always have a special place in the hearts of the members and in the record of this Club, for (his or her) fine contribution to our progress. (His or Her) devotion, many times beyond the call of duty and (his or her) untiring efforts, will always be remembered as a grateful membership continues to perpetuate (his or her) good works. At the same time, we are about to induct into office those whom the members have elected. They were chosen for their ability, their willingness to serve and their interest in the future of the Club. As these members assume their respective offices, it is the duty of each member here to pledge renewed faith in the Veteran Motor Car Club of America and promise to share the responsibilities in the success of the coming years.

*Start here when President remains the same for another term*

Officers elect, members and friends, this is a very important ceremony in which this Club is about to take part; we are about to induct into office those whom the members have elected. They were chosen for their ability, their willingness to serve and their interest in the future of the Club. As these members assume their respective offices, it is the duty of each member here to pledge renewed faith in the Veteran Motor Car Club of America and promise to share the responsibilities in the success of the coming years.

Will the Publications Vice President-elect please come forward?

As the officer of this committee, you are responsible for the preparation, publication and distribution of *The Bulb Horn*. Your committee consists of one member from each Region, the editor and others as you see fit to appoint. Keep up your excellent work on this fine magazine. I install you as Publications Vice President and present to the membership: (Name of Publications VP)

Will the Technical Vice President-elect please come forward?

As the officer of this committee, it is your duty to develop and maintain a system of uniform and suitable awards for presentation at such events as ordered by the Board of Governors. You shall develop such procedures and events, rules and regulations as will insure interesting and fair competition at meets. Your committee consists of one member from each Region, appointed by the Region Directors and others as you see fit. I install you as Technical Vice President and present to the membership: (Name of Technical VP)

Will the Membership Vice President-elect please come forward?

As the officer of this committee, it is your duty to obtain new members and encourage growth in this organization. You shall communicate with the membership through articles and letters. Encourage our youth membership and always remember, the future of the VMCCA is in our growth. Your committee consists of one member from each Region appointed by the Region Director. I now install you as Membership Vice President and present to the Club: (Name of Membership VP)

Will the Activities Vice President-elect please come forward?

As the officer of this committee, it is your responsibility to coordinate all of the activities of the Club and its Regions. These activities make the lasting friendships that insure the success of an organization. I now install you as Activities Vice President and present: (Name of Activities VP)

**SECTION V - NATIONAL MEETINGS** (continued)

Will the Treasurer-elect please come forward?

The office of Treasurer is a very important one, requiring a special skill and knowledge of bookkeeping. The By-laws specify the duties which include custody of funds. Accuracy in keeping accounts and reporting to your Club, will help to assure financial stability. I now install you as Treasurer and present to the membership: (Name of Treasurer)

Will the Secretary please come forward?

As Secretary your duties shall be to attend all meetings of the members and the Board of Governors and shall record all minutes and votes. You shall maintain an up-to-date member roster and any other duties as required by the Board of Governors. I now install you as Secretary and present: (Name of Secretary)

Will the Executive Vice President-elect please come forward:

The Executive Vice President is the strong right arm of the President. You will accept and perform to your best capabilities the duties assigned to you by virtue of the By-laws or by the President. That you will be loyal to your administration and help to make it a success is your first obligation. You will be prepared to preside or perform other duties of the President, should his or her absence become necessary. Being Executive Vice President is at once a challenge and an education for future leadership. I now install you as Executive Vice President and present to the membership: (Name of Executive VP)

*Use next statements when the President is retiring*

Will the retiring President please stand?

Before we install the new President, I wish to tell you how much your leadership has meant to the Veteran Motor Car Club of America. To be President is a distinct honor and a real challenge. You have met this challenge well. To be former President is also a challenge and sometimes a difficult role to play. The gavel will no longer be in your hands. Your experience as President makes your advice invaluable. Yet, advice can only be successfully given when it is sought. Silence may sometimes be difficult, but is the price you pay for the title you wear. Thank you, (Name of officer who is retiring), for your untiring efforts in the continuing success of this Club.

*(Presentation of Past President's award by the incoming President and remarks by the retiring President.)*

Thank you so much for your leadership and love for the VMCCA. For the first time, I present you as retiring President.

*Have retiring President present gavel to newly elected President and say, (Name of new President), (Name of retiring President) now hands you the gavel which is the symbol of your authority as President. Use it wisely and impartially.*

*Continue with the balance of statement under President's installation.*

*Use this when President remains same:*

The office of President is the highest honor this Club can bestow on one of its members. With that honor comes responsibility to be accepted graciously and wholeheartedly. Enjoy your presidency and the membership will enjoy it with you. A sense of humor is a President's greatest asset. Hold fast to our important traditions, but do not be afraid to try new things if in your heart you feel it will add to the interest and progress of the VMCCA. As you give, so will you receive the immeasurable pleasure of lasting friendships and inner satisfaction of worthwhile work well done. I now install you as President of The Veteran Motor Car Club of America and wish you well for every hour of your administration. Will the membership please rise to greet your new President: (Name of President).



# SECTION VI - ANNUAL NATIONAL AWARDS

## The Veteran Motor Car Club of America

1. HURON VALLEY AWARD

For the member (excluding members of the Board of Governors) doing the most for the Club.

Sponsor: Huron Valley Chapter, Great Lakes Region

2. STADLE FELLOWSHIP AWARD

For the person or couple who best symbolize(s) the spirit of the VMCCA.

Sponsor: Virginia Stadle Florez

3. PRESIDENT'S CUP

For outstanding contributions to the VMCCA as selected by the President.

Sponsor: The Magee Collection, Ltd.

4. PAST PRESIDENT'S MEMORIAL AWARD

For the person or couple who best symbolize(s) the spirit of the VMCCA on a National tour.

Sponsor: Mike and Jody Tomforde

5. OUTSTANDING REGION DIRECTOR AWARD

For the Region Director who did the most for the VMCCA and his or her Region during the year.

Sponsor: Keith and Barbara Robbins

6. FRANK SAYLOR PIONEER TOURING AWARD

For the person or couple with the best tour spirit at the One & Two Cylinder Tour, chosen by the One & Two Cylinder Tour Director.

Sponsor: John Caperton II

7. YOUNG ENTHUSIAST AWARD

For the youngest owner/driver to participate in a VMCCA region or national tour.

Sponsor: Bexar Touring Club, TexOma Region

8. GEORGE L. WEISS MEMORIAL TROPHY

For the best restored pre-WWII Packard at a national tour.

Sponsor: Roger White

9. ALEC ULMANN AWARD

For the best owner restored car through 1912.

Sponsor: Walter and Elaine Haessner

10. VALLEY ROADRUNNERS CHAPTER AWARD

For the best owner restored car 1937 through 1959.

Sponsor: Valley Roadrunners Chapter, Southwest Region

11. PIKES PEAK CHAPTER MEMORIAL AWARD

For the best restored foreign car, 25 years old or older.

Sponsor: Pikes Peak Chapter, Mountains and Plains Region

12. MODEL T FORD AWARD

For the Model T Ford owner who best represents enthusiasm and helpfulness.

Sponsor: Bexar Touring Club, TexOma Region

13. RALPH BUCKLEY AWARD

For the best professionally restored car through 1913.

Sponsor: New York Region

14. FOUNDERS TROPHY

For the best pre-1914 car driven the longest distance to a national tour.

Sponsor: Tom Smith

15. JIM SPENCER MEMORIAL TROPHY

For the best antique car, 1960 through 25 years old.

Sponsor: Permian Basin Oil Burners, TexOma Region

16. SOUTHWEST REGION AWARD

For the best VMCCA recognized car driven on a regular basis.

Sponsor: Southwest Region

17. LARRY AMES MEMORIAL AWARD

For the best owner restored car 1913 through 1937.

Sponsor: Ed and Elna Curry

18. BEST OWNER RESTORED PICKUP, TRUCK OR COMMERCIAL VEHICLE AWARD

Sponsor: Jack Dunigan

19. BEST HISTORIC RACE CAR AWARD

Sponsor: Baja Arizona Chapter, NARHS Region

20. BEST RESTORED ORPHAN MAKE AWARD

For products of parent corporations no longer in the automobile business produced from 1934 to 1964. The car must have been on a national tour in the previous two years and be restored.

Sponsor: Fredericksburg Chapter, TexOma Region

21. BEST OWNER RESTORED MODEL A FORD AWARD

Car must have completed a VMCCA National Tour during the year.

Sponsor: Dick and Jane Rigby

# Annual National Awards Nomination Form

## The Veteran Motor Car Club of America

NOMINATIONS MUST BE RECEIVED BY NOVEMBER 30

Nomination for the \_\_\_\_\_ (Name of Award)

Submitted by: Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

### Awards for Individuals

Complete the following section. This form must be accompanied by a letter describing why the nominee has earned the award. Winning individuals must provide a photograph for publication in The Bulb Horn.

Name(s) of the Individual(s) Nominated: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

### Awards for Vehicles

Complete the following section. Since the Awards Committee cannot inspect each vehicle, photographs must be included with this form. A minimum of four photographs must be submitted showing a front or front quarter view, side view, rear view, and engine compartment view. Additional information or photographs may be included. Photographs will not be returned unless a stamped, self-addressed mailing envelope or box is included. Photographs and documentation of winning entries will be kept in the VMCCA's archives.

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_

Body Style: \_\_\_\_\_ Number of Cylinders: \_\_\_\_\_

Owner's(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

Professionally Restored? No: \_\_\_\_\_ Yes: \_\_\_\_\_ Company Name: \_\_\_\_\_

Owner Restored? No: \_\_\_\_\_ Yes: \_\_\_\_\_ Percent of Work Done Personally by Owner: \_\_\_\_\_ %

When Was Restoration Begun? \_\_\_\_\_ When Was Restoration Completed? \_\_\_\_\_

Vehicle Has Been Shown at: \_\_\_\_\_

Trophies or Awards Won: \_\_\_\_\_

A member may submit a nomination for himself or herself or his or her vehicle or for any other member(s) or their vehicle(s). A member may submit more than one nomination. Call (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ with any questions. Mail completed forms, photographs, letters and additional supporting information to The VMCCATechnical Vice President.

## ELIGIBILITY REQUIREMENTS FOR VMCCA GOLDEN AWARD OF EXCELLENCE JUDGING

To be eligible for the VMCCA Golden Award of Excellence Judging, a vehicle must belong to a member of VMCCA national in good standing. A request for the vehicle to be judged must be made in connection with the registration for the tour or meet.

One day of touring consisting of at least 50 miles of driving is required for a vehicle to be eligible to receive an award under the Gold Award of Excellence Judging.

## PARTICIPANT INFORMATION FOR THE VMCCA GOLDEN AWARD OF EXCELLENCE JUDGING

If the Gold Award of Excellence program is offered at a VMCCA national tour or meet, the following information must be given at check-in, to every registered tour/meet participant requesting the Gold Award of Excellence judging.

1. If you have requested that your vehicle be judged for the Gold Award of Excellence Program: The tour or meet director has provided your name and vehicle information to the VMCCA Technical Vice President or Head Judge as appointed by the VMCCA Technical Vice President and he/she will fill out the Gold Award of Excellence Program judging form.
2. It is necessary for the vehicle owner to participate in at least one day of touring consisting of at least 50 miles.
3. It is necessary for the vehicle owner to stay close to the vehicle during the judging process to answer any questions, start the vehicle or perhaps open the trunk or hood.
4. The vehicle owner should be close to the vehicle, but must stay back out of earshot of the judges. What the judges say is not secretive, but if one only hears part of the conversation, one might draw incorrect conclusions about what is being said.
5. The judging sheets are to be looked at only by judges during the judging process. The member whose vehicle is being judged should not attempt to view the judging forms during the judging process. The member having a car judged may request a copy of the completed judging form from the VMCCA Technical Vice President after the tour or meet has concluded.
6. There should not be anything in the vehicle being judged except original equipment. The judges might construe that items in the vehicle are to cover a defect. Judges will not touch the vehicle any more that is absolutely necessary.
7. Although a clean vehicle will present better, the judges will not count off for normal road dirt. They realize that vehicles participating in VMCCA tours or meets have been driven to and during the tour or meet.
8. Convertible tops must be up during the judging. A top that is down will lead the judges to believe that the owner wants it down because it is defective.
9. Please have the hood and trunk open unless wind prohibits it.
10. Results will be announced at the Awards Banquet. Good luck!

## EVENT SPONSOR RESPONSIBILITIES FOR THE VMCCA GOLD AWARD OF EXCELLENCE JUDGING

The VMCCA Gold Award of Excellence program may only be held in connection with a VMCCA national tour or meet. If the tour director wants to offer the VMCCA Gold Award of Excellence Judging Program at a VMCCA national tour or meet, the following conditions must be fulfilled:

- The VMCCA national tour or meet application must include the following:
  1. Is the vehicle to be judged for the Gold Award of Excellence program? Yes \_\_\_\_\_ No \_\_\_\_\_
  2. Are you willing to help judge the Gold Award of Excellence Program? Yes \_\_\_\_\_ No \_\_\_\_\_

- Within two weeks after the tour or meet application deadline, the tour director must notify the VMCCA Technical Vice President as to how many vehicles have requested judging so arrangements can be made in advance for judges and enough awards can be taken or sent to the tour director.
- Within two weeks after the tour or meet application deadline, the tour or meet director must send a list of the vehicles to be judged, including vehicle make, model, body style and ID numbers to the VMCCA Technical Vice President.
- The tour director must schedule a time and place during the tour or meet when the vehicles can be assembled for judging. It is most desirable to have the judging take place on grass and under trees. Judging should take place on the third or fourth day of touring or on the first or second day of a meet.
- The host tour will provide breakfast for the Gold Award of Excellence judges the day of judging. This is only for the judges and the Chief Judge, typically ten people. A private room should be provided so the Chief Judge can go over the judging form and other instructions with the judges.
- Gold Award of Excellence Program awards must be presented at the tour or meet awards banquet or awards ceremony.

## THE VMCCA JUDGING GUIDELINES FOR THE CHIEF JUDGE

In order to make your job as easy as possible and to provide as consistent results as possible for our Golden Award Judging we are making several suggestions as to how to set up your judging program for consistency.

1. The VMCCA Golden Award judging is for *VMCCA members only*. Some National events are joint meets with other clubs and their members are only eligible if they are also VMCCA members. The Tour Director or Registrar should forward all Golden Award Applications in advance of the meet to the Chief Judge, if at all possible.
2. The VMCCA Technical Vice President appoints the Chief Judge. The Chief Judge secures forms and awards from the Technical Vice President.
3. The Chief Judge selects the other judges and oversees the judging program. We recommend that he/she select members who will be on tour who are competent judges.
4. Three teams of 3 judges each are necessary for larger meets. One team should judge *all cars* on categories: (from back of Golden Award form)
  - A. Body and Sheet Metal
  - D. Plating and Brightwork
  - E. Interior, Fabrics and Glass

The second team should judge *all cars* on categories:

- B. Chassis
- C. Engine Compartment

The third team should judge *all cars* on categories:

- F. Engine and Exhaust System (Performance)
- G. Drive Train
- H. Electrical and Accessories

The performance category is a good area to list grease and oil or gas leaks. If only a few cars are to be judged, say 6 or 7, then one team can handle all cars for all categories. Other methods have been tried unsuccessfully.

5. The Chief Judge should provide each judge with a Golden Award of Excellence form prior to the meet. The judges should review the criteria for the categories he/she is to judge. Any questions at this time are directed to the Chief Judge or the Technical Vice President.
6. During the judging, the Chief Judge should visit each team and answer any questions they may have. Owners should be present if at all possible. Our intent is to have a smoothly run program

7. At the end of the judging period all forms should be turned over to the Chief Judge. He/she should check to see if all are signed by the judges and Team Captains. Up to this point there should be no addition of the points of the various sections, just individual section scores.
8. The Chief Judge adds up the subtotals and the final total. If there is a question in the Chief Judge's mind that a car may have been overly penalized (or insufficiently) in a particular category then he/she and the appropriate Team Captain should review the car. We have had cases where a car earned 94.5 points that could have earned 95.0 points. We want to be fair.
9. If the Technical Vice President is attending the tour, he or she will present the Golden, Silver and Bronze awards to the winners at the Banquet. If he or she is not present, then the Chief Judge will present the awards to the winners.
10. At the conclusion of the tour/meet *all* judging forms should immediately be sent or turned over to the Technical Vice President. Some participants request copies of the Judging Forms and the Technical Vice President will send a copy upon request. A delay here is not very helpful.

This concludes the duties of the Chief Judge. If the above guidelines are followed it should lead to a smooth and successful judging program.

#### VMCCA TECHNICAL COMMITTEE

### GOLD AWARD OF EXCELLENCE

The Gold Award of Excellence is the premier award in VMCCA judging. It is a gold-plated plaque which **MUST BE PERMANENTLY AFFIXED TO THE WINNING VEHICLE, AND REMAIN WITH THE VEHICLE.** The owner of the winning vehicle will receive a Certificate attesting to his or her receipt of this award. Judging is based on appearance, performance and preservation, with emphasis on authenticity. To receive a Golden Award a vehicle must score 95 - 100 points.

Vehicles receiving 90 - 94.5 points will receive a Silver Award and those receiving 85 - 89.5 points a Bronze Award. The Silver and Bronze Awards of Merit are in the form of etched metal plaques mounted on a wood base for display. These plaques are not attached to the winning vehicle and may remain in possession of the winning owner if the vehicle changes ownership. Vehicles receiving a Silver or Bronze Award may be judged again at other VMCCA sanctioned meets or tours; however, the Golden Award will be presented to a vehicle only once. A question of re-restoration of a previous Golden Award winner will be resolved by the National Board of Governors.

Any member of the VMCCA may request their vehicle be judged for the Golden Award of Excellence at any sanctioned VMCCA National meet or tour. Golden Award judging forms are available from the Technical Vice President or the National Secretary's office. To be eligible for these Awards, the person must be a member of National VMCCA and the vehicle to be judged must fall within the current "National VMCCA Classification of Cars."

### CLASSIFICATION OF CARS

AS OF JUNE 16, 2001

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CLASS	TYPE	GROUP
1.	Buckboards, 3-Wheelers & Cycle Cars	Through 1915
2.	High Wheel Buggy Type Cars	Through 1915
3.	Electric Cars	Through 1942
4.	Steam Cars	Through 1927
5.	1, 2, 3 Cylinder Cars	Through 1927
6.	Model "T" Fords - Brass Radiator	1909-1912
7.	Model "T" Fords - Brass Radiator	1913-1916
8.	Model "T" Fords - Black Radiator	1916-1927
9.	Gasoline Cars - 4 cylinders	Through 1912
10.	Gasoline Cars - More than 4 cylinders	Through 1912
11.	Gasoline Cars - 4 cylinders	1913 through 2 wheel brake era
12.	Gasoline Cars - More than 4 cylinders	1913 through 2 wheel brake era
13.	Gasoline Cars - 4 cylinders	4 wheel brake through 1942

- |      |                                                                                         |                                                        |
|------|-----------------------------------------------------------------------------------------|--------------------------------------------------------|
| 14.  | Gasoline Cars - More than 4 cylinders                                                   | 4 wheel brake through 1942                             |
| 15.  | Ford Model "A"                                                                          | 1928 through 1931                                      |
| 16.  | Classic Cars - per CCCA Classification                                                  | 1925 through 1948                                      |
| 17.  | Commercial Vehicles and Fire Engines                                                    | Through 25 years of age                                |
| 18.  | Motorcycles                                                                             | Through 25 years of age                                |
| 19.  | Milestone Cars                                                                          | Per Milestone Car Society List through 25 years of age |
| 20A. | Race Cars - non-highway equipped                                                        | Through 25 years of age                                |
| 20B. | Race Cars - sports type w/highway equipment                                             | Through 25 years of age                                |
| 20C. | Race Cars                                                                               | Per NARHS, VMCCA National Auto Racing                  |
| 21.  | Unclassified Cars other than Milestone, built<br>In 1946 or later, but 25+ years of age |                                                        |

**INSERT GOLD, SILVER AND BRONZE AWARDS PROGRAM  
APPLICATION AND JUDGING FORM HERE**

## SECTION VII - GUIDELINES FOR OPERATING A VETERAN MOTOR CAR CLUB OF AMERICA NATIONAL TOUR, MEETING OR MEET

The Veteran Motor Car Club of America's slogan is "The Touring Club". The Club's Board of Governors encourages the sponsoring of tours and meets planned and executed by the VMCCA members of local chapters or regions on a local or National level. This section of the Officers' Handbook/brochure is intended to help VMCCA members select a tour, meeting or meet and carry it through to a successful conclusion. The Club has a variety of tours and meets each year for the enjoyment of the VMCCA membership. National meetings of the membership and Board of Governors may also be sponsored in connection with a tour or as a separate event.

A tour is defined as driving a registered vehicle along a predetermined route and may include other activities such as judging.

A meet is defined as a static display of registered vehicles and may also include other activities such as short tours, a swap meet and judging. Meets which do not include a day of touring are not eligible for VMCCA Golden Award of Excellence Judging since the driving requirement will not be met.

The Club's National tours, meetings and meets are listed and described under Description of VMCCA National Tours, Meetings and Meets in this section. These events require approval of the Board of Governors. The approval procedure is covered under Requesting Permission to Host a National Tour, Meeting or Meet on page 4.

### DESCRIPTION OF VMCCA NATIONAL TOURS, MEETINGS AND MEETS

**Annual Membership Meeting preceded and followed by Fourth Quarter and First Quarter Board of Governors Meetings:** Usually held on consecutive days and must be scheduled in January or February as prescribed in the VMCCA Bylaws.

**Chrome Glidden Tour:** Usually held in June or July. Open to all VMCCA members driving cars built in 1935 through 25 years old. The Chrome Glidden Tour allows owners of newer cars to enjoy the traditions and excitement of the Glidden Tour<sup>7</sup> on which it is modeled. A Chrome Glidden Tour usually includes four to six days of scheduled activities beginning on a Sunday and ending on the following Friday.

**One and Two Cylinder Tour:** Usually held June through August. Open to all VMCCA members driving one and two cylinder cars, steam cars, and electric cars built in or before 1915, and 4 cylinder cars of 10 hp or less built in or before 1904.

**Eastern Nickel Tour:** (Sometimes combined with the Western Nickel Tour). Usually held May, June or early September. Open to all VMCCA members driving cars built in or before 1934. The tour is held in the eastern states. Eastern Nickel Tours usually include four to six days of scheduled events.

**Western Nickel Tour:** (Sometimes combined with the Eastern Nickel Tour). Usually held May, June, or early September. Open to all VMCCA members driving cars built in or before 1934. The tour is held in the western states. Western Nickel Tours usually include four to six days of scheduled events.

### SECTION VII - VMCCA NATIONAL TOURS AND MEETS (continued)

**Heritage Tour:** Usually held May – August. Open to all VMCCA members driving cars built in or before 1942. Usually a "progressive" tour of four to six days staying at different overnight stops and following a historic theme.

**Western National Tour:** Usually held May – September. Open to all VMCCA members driving cars that are at least 25 years old. The tour is held in the Western United States in years when the Glidden Tour is not held

in the West. A Western National Tour usually includes four to six days of scheduled activities beginning on a Sunday and ending on the following Friday.

**Second Quarter Board of Governors Meeting:** March – August. Held in conjunction with one of the late Spring – early Summer National Tours.

**Glidden Tour7:** Mid-September – October. Open to both VMCCA and AACA members. The VMCCA hosts the Glidden Tour7 in even numbered years and participants may drive automobiles built in or before 1942. The AACA hosts the Glidden Tour7 through an agreement with the VMCCA in odd numbered years and participants may drive automobiles built in or before 1935. Glidden Tours7 usually include six days of scheduled activities beginning on a Sunday and ending on the following Friday.

**Third Quarter Board of Governors Meeting:** September or October. Usually held in conjunction with the VMCCA Glidden Tour7 or a September Western National Tour. This meeting can be held no later than October due to Officer nomination/ballot distribution considerations.

**The Winter National Meet:** January in the East and January – May in the West. Open to all VMCCA members showing cars listed on the approved VMCCA Classification of Cars list (or as determined by the VMCCA Winter National Meet director with VMCCA Board of Governors approval). The VMCCA Winter National Meet is traditionally held in the east on even numbered years and in the west on odd numbered years. It includes at least one full day of static display, one day of touring and may include swap meet activities.

Vehicle Eligibility for the above listed VMCCA national tours and meets are based on the year of manufacture. Cutoff years for eligible cars for a given tour or meet must be the same as listed under VMCCA National Tours and Meets unless otherwise approved by VMCCA Board of Governors. All VMCCA national tours and meets are also open to antique motorcycles that fall within the date of manufacture cutoff guidelines.

## SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)

### CONSIDERATIONS ON WHEN AND WHERE TO HOST A VMCCA NATIONAL TOUR, MEETING OR MEET

When you decide which event you want to host, your next decision will be where and when. Most events are held in the local area of members sponsoring the event, but this is not a requirement. The event can be held in any local area where hotel and other accommodations, such as banquet facilities, are available. In picking a host hotel/motel, take into account the following:

- A. Reasonable room rates – sometimes breakfast is included.
- B. Hospitality room (maybe with a piano) at no charge.
- C. Complimentary room for tour director and National Club President depending on rooms sold. (The most common comp. room ratio is one free room for each 50 rooms booked but negotiate for the most free rooms that you can.)
- D. No Attrition Clause in the hotel/motel contract. Make every attempt to avoid signing an Attrition Clause contract. This type of contract obligates full or partial payment for rooms in your original block whether or not it is picked up and occupied by a tour participant.
- E. Banquet rooms and catering for banquets.
- F. Parking for trailers and tow vehicles
- G. Motor home parking or proximity to campgrounds.

The determination of the event dates should, in addition to the time periods noted for each event in the Description listing, take into consideration anticipated weather conditions where the tour is to be held and any activities or events in the area which may want to be included or avoided in the event's activities. Noted time periods are not cast in stone and may be modified by Board of Governors approval. The type and condition of the roads to be traveled by the tour participants as well as the local traffic density should be factors when determining VMCCA National tour locations. VMCCA national tours should be planned with the safety of the tour participants and vehicles in mind. The tour director shall establish the number of vehicles that can be accommodated in the proposed area of the projected tour.

Also, to insure the best possible participation by VMCCA members, the event should be planned so it does not conflict with other National tours or events being planned by VMCCA or, when possible, with other major antique car clubs. Contact the VMCCA Activities Vice President for assistance when planning the event dates. The Bulb Horn or the [www.vmcca.org](http://www.vmcca.org) web site are also sources for checking to determine previously planned events before you decide on a possible date for a future event.

## **SECTION VII - VMCCA NATIONAL TOURS AND MEETS (continued)**

### **REQUESTING PERMISSION TO HOST A VMCCA TOUR, MEETING OR MEET**

To receive permission to host a VMCCA national tour, meeting or meet, the sponsoring chapter or region members must submit the following list of required items to the Activities Vice President preferably at least one calendar year prior to the date of the tour or meet. The Activities Vice President will then present the information to the VMCCA Board of Governors. Proposals will generally not be considered less than six months before the date of the tour, meeting or meet. VMCCA members considering hosting a national tour or meet should allow several years of planning time if possible.

### **INFORMATION REQUIRED BY THE VMCCA BOARD OF GOVERNORS BEFORE NATIONAL STATUS WILL BE GRANTED**

If the request is made one year or less from the date of the tour, meeting or meet, all of the items listed below must accompany the request. If the initial request is made several years prior to the date of the tour, the initial required items listed below must be presented to the VMCCA Board of Governors at that time with the other required items being presented within one year prior to the date of the tour, meeting or meet.

Initial required items:

- A written request to the VMCCA Board of Governors naming the sponsoring chapter or region asking for permission to hold a national VMCCA tour, meeting or meet. Send the written request to the VMCCA Activities Vice President.
- The name or names of the tour, meeting or meet director including address, phone, fax, and email information.
- The dates and location of the event.

Other required items:

- The director of any proposed VMCCA national tour, meeting or meet is required to provide the national VMCCA Board of Governors with a proposed operating budget. Any significant change in the budget after approval, especially registration fees, must be approved by the VMCCA Board of Governors. A percentage of any profit realized by the host club must be given to the VMCCA national treasury to defray the cost of insurance, publicizing the tour, meeting or meet and administering the Golden Award of Excellence Program. Profits from any national VMCCA tour, meeting or meet shall be distributed with 75% of the net proceeds going to the sponsoring chapter or region and 25% going to VMCCA national excepting the Glidden Tour7. Glidden Tour7 profits shall be distributed with 20% of the net proceeds going to the sponsoring chapter or region and 80% going to VMCCA national.
- If there is a request for Golden Award of Excellence judging, the Technical Vice President must be contacted by letter requesting judging at the VMCCA national tour or meet.
- The proposed schedule of activities.
- The proposed design of any participation plaques and logos. The tour logo shall contain the VMCCA logo.
- The proposed design and ad copy for the Editor for publication in The Bulb Horn.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

Once the Activities Vice President receives your request, he or she will make a proposal to the Board of Governors. You will be contacted with any questions the Board might have and, when approval is given, you may proceed.

### **AWARDS AT A NATIONAL TOUR OR MEET**

Two types of awards may be presented at a VMCCA national tour or meet when approved by the VMCCA Board of Governors.

#### **CLASS AWARDS**

These awards are to be presented by the local sponsors of the tour or meet using their own classifications, judging format and trophies. You are free to establish the criteria for the awards. Some tours offer awards according to the classification table established by the club (a list is included in this manual). Others offer awards based on different criteria. Some typical awards are:

- Best Vehicle by Manufacturer (i.e. Ford, GM, Chrysler, etc.)
- Best Open Car
- Best Foreign Car
- Best Original Car
- Best of Show
- Men's Choice
- Ladies' Choice
- Young People's Choice
- Best Orphan Car (manufactured by a company no longer in business)
- Hard Luck Award
- Youngest Driver Award
- Oldest Driver Award
- Longest Distance Driven Award

Prior year's tour books are a good source for awards for the particular tour being sponsored. You may bestow these awards among the registered vehicles on your tour by whatever means you would like. Some tours give a ballot to each registered participant and let them select the "best of" awards. Others use a team of judges to make the selections.

#### **GOLD AWARD OF EXCELLENCE PROGRAM**

These awards may be made available at any VMCCA national tour or meet upon approval of the VMCCA Board of Governors. Judging will be administered under the direction of the VMCCA Technical Vice President according to the rules outlined in the official Gold Award of Excellence Program judging form. Only those vehicles qualifying in a VMCCA approved classification and owned by members of the VMCCA are eligible to compete for these awards.

If the Gold Award of Excellence Program is offered at a VMCCA national meet, one or more days of tour type activities as designated by the chief judge will be required as a reliability test for the Gold Award of Excellence Program participants. This requirement may be waived at the VMCCA Technical Vice President's discretion. (See Awards Section of the VMCCA Officers Handbook for eligibility requirements and event sponsors' and participants' responsibilities for VMCCA Gold Award of Excellence judging.)

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

### **WHO BEARS THE COST OF THE GOLD AWARD OF EXCELLENCE PROGRAMS?**

The VMCCA Gold Award of Excellence Program is provided by the VMCCA national organization without cost to a VMCCA region or chapter sponsoring a VMCCA national tour or meet. A portion of any profit made by all VMCCA national tours or meets will be used to administer the VMCCA Gold Award of Excellence Program.

All other awards and related expenses must be included in the budget of the VMCCA national tour or meet and paid for by the sponsoring chapter or region.

### **PARTICIPANT ELIGIBILITY**

Participation in all VMCCA national tours, meetings and meets except the Glidden Tour<sup>7</sup> is limited to members of good standing of the Veteran Motor Club of America. Participation in the Glidden Tour<sup>7</sup> is open to all members in good standing of the VMCCA and the Antique Automobile Club of America who have registered and are accepted for the tour, meeting or meet.

### **COMMERCIAL SIGNS OR ADVERTISING POLICY**

In keeping with VMCCA's long-standing policy, no cars, trucks or other vehicles may participate in any national tour or meet if they bear any commercial signs or advertising of a current nature. (Exception: Tour banners or vehicles may carry the current logo for the AAA, American Automobile Association, during a Glidden Tour<sup>7</sup>.)

### **PUBLICIZING A VMCCA NATIONAL TOUR OR MEET**

It is the responsibility of the tour, meeting or meet director and committee to make all arrangements for advance publicity of an approved VMCCA national tour or meet.

The tour, meeting or meet committee must produce and distribute advance publicity flyers for the tour or meet.

The tour, meeting or meet committee should produce and distribute advance publicity in national hobby publications aimed at furthering interest in the tour or meet and the Veteran Motor Car Club of America.

The tour, meeting or meet committee may also produce a web site for promotion and information purposes. The tour, meeting or meet committee shall secure their own web server space on which to post the activity's web site. After posting this site, the VMCCA webmaster should be provided the web address (URL) for the page so that a link may be placed on the VMCCA national web page.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

### **ADVERTISEMENT REQUIREMENTS**

The tour, meeting or meet advertisement, whether in The Bulb Horn or other antique car publications, must include the following. The ad should be attractive, easy to read and reproduce clearly.

- The official logo of the Veteran Motor Car Club of America. You may contact your chapter president or region director for camera-ready clip art of the club's national logo that is found in the officer's handbook. You may also request a free copy of the club's national logo from the Publication Vice President in either camera-ready or digital form.
- The words "The Veteran Motor Car Club of America."
- The official name of the VMCCA national tour, meeting or meet.
- The logo or artwork designed to represent the tour, meeting or meet which shall include the VMCCA logo.
- The date(s) of the tour, meeting or meet.
- The city and state or area in which the tour, meeting or meet will be held.
- A description of the tour or meet.
- The region, chapter or members hosting the tour or meet.
- The name and address of the person to whom requests for an application should be directed.
- The classification of vehicles eligible (latest and earliest year of manufacture of vehicle or any applicable criteria under which the vehicle will be accepted)
- The number of vehicles which a tour or meet can accommodate

### **ADVERTISING YOUR TOUR OR MEET IN THE BULB HORN**

Once the tour, meeting or meet receives national sanction, one full page of ad space in The Bulb Horn will be allotted for a tour or meet advertisement. The ad space may be used as a one-time full page ad, a two-time half-page ad or any other combination of ad size and frequency that equals one full page. The tour, meeting or meet advertisement should appear in The Bulb Horn six months to one year prior to the event.

### **AD COPY FOR THE BULB HORN**

The approved tour, meeting or meet application form may be printed on The Bulb Horn rear off cover as space allows at the discretion of the VMCCA Publications Vice President. The tour, meeting or meet director or committee is encouraged to provide a short written description of the event to be published as an article in The Bulb Horn to publicize the event. It will be the responsibility of the director of the tour, meeting or meet to contact the Publications Vice President to arrange for insertion of the tour or meet advertisement in the appropriate issue of The Bulb Horn. When submitting material for announcement of the national tour, meeting or meet in The Bulb Horn, camera ready or original materials or electronic files must be supplied by the tour, meeting or meet committee. It will be the responsibility of the director of the tour, meeting or meet to contact the Publications Vice President prior to submission to make sure the material is in a usable form.

## SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)

### FOLLOW-UP TOUR ARTICLE WITH PHOTOGRAPHS

The director of any VMCCA national tour, meeting or meet must appoint a member or members of the tour, meeting or meet committee to take photographs during the event and to write an article to be sent to The Bulb Horn Editor no more than 30 days following the last full day of the tour or meet. At the Publications Vice President's discretion, the article may also be sent to other commercial antique automobile publications. A copy of the tour, meeting or meet book or program along with a list of award winners should be sent to the VMCCA National Secretary.

## FINANCE AND SHARED PROFIT

### BUDGET

One of the first requirements when requesting to host a tour, meeting or meet is the submission of a budget to the VMCCA Board of Governors for approval. Once approved, any significant changes, especially registration fees, must be approved by the VMCCA Board of Governors.

Items to consider, but not necessarily all items, in developing a budget are:

- A. Determine the fixed expenses to be covered by the registration fee.
  1. Tour bag
  2. Car identification (window card or tour banner)
  3. Tour plaques (including die charge if applicable)
  4. Name tags
  5. Printing
    - a. Invitation letter outlining the tour
    - b. Registration form
    - c. Acknowledgement of registration
    - d. Tour book
    - e. Graphic arts fees for logo and ads (if applicable)
  6. Postage
    - a. Letter No. 1
    - b. Registration
    - c. Acknowledgement letter
  7. Rental Fees
    - a. Banquet hall rental (may also be covered by adding slight markup to meal charge)
    - b. Trailer/tow vehicle parking area rental
    - c. Committee hotel/motel rooms not comped
  8. Telephone/fax expenses
  9. Paid advertising expenses (if used)
  10. Sweep vehicle expenses (if used)
  11. Tour newsletter production and printing (if used)
  12. Special Entertainment (if used)
  13. Door Prizes (if used)
  14. Coffee Breaks (if used)
  15. Special admission if not listed separately on application

## SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)

Example:

Tour Bag	\$10.00
Tour Banner	\$6.00
Printing	\$12.00
Name Tags	\$6.00
Postage	\$2.00
Telephone	\$2.00
Tour Plaques	\$10.00
Awards/Trophies	\$5.00
Sweep Vehicle	\$6.00
Misc.	<u>\$5.00</u>
	\$64.00

Suggested Car & Driver registration fee for the sample tour budget above should be at least \$75.00.  
Suggested passenger registration fee should be at least \$20.00

### B. Determine variable expenses – daily

#### 1. Day 1

- a. Coffee Break
- b. Lunch
- c. Special Admissions

#### 2. Day 2

- a. Coffee Break
- b. Lunch
- c. Special Admissions

#### 3. Etc. (VMCCA national tours should include a minimum of four days of touring)

## TIPS ON TOUR FINANCIAL MATTERS

On coffee breaks, try to work with churches, women's auxiliaries, fire departments, etc. in acquiring help in providing coffee and doughnuts economically and also provide convenient parking and toilet facilities. Same on lunches, if included, or if in a remote area with inadequate restaurants for lunch on your own.

The more meals you provide, the more work for the tour committee. Better to have meals on your own if facilities are available.

If participation levels are lower than projected, adjust your budget accordingly – you may have to drop some of your fixed – expense items or cancel a money-losing activity to make the tour break even or make a profit.

On pricing meals, be sure the price quoted includes service charges, gratuity (if applicable), and sales tax. On dinners, check to see if drinks and dessert are extra. Then add 10% minimum to cover contingencies.

**Important:** Alcoholic beverages, if served, should only be provided by the restaurant, caterer, etc. TOUR, MEETING OR MEET COMMITTEES, CHAPTERS, REGIONS OR INDIVIDUAL VMCCA MEMBERS SHOULD NEVER PROVIDE OR SERVE ALCOHOLIC BEVERAGES UNDER ANY CIRCUMSTANCES! VMCCA's national liability insurance policy does not provide liability coverage for serving of alcohol or the consequences thereof.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

On meals and events, try to make commitments on meal counts based on the basis of tickets actually collected. Commit only to total counts on meals for which payment has been received from the tour, meeting or meet participants. Avoid events where you must guarantee a minimum number of attendees. If this is not possible, try to have your friends, family or local club members participate to make the minimum. Otherwise, cover this cost in your registration fee. (Beware of "plate count" method of determining payment for meals.)

Determine how you will handle persons helping on the tour. Maybe a free meal or free admission or free registration will make them feel better about helping. Also, think about how to handle local members who want to tour for certain days. Generally charge for that day's events and any tour items that he or she may receive. Do not accept local car enthusiasts who are not members of VMCCA national due to insurance coverage reasons. Exceptions are passengers riding in a car driven by a VMCCA member or on a Glidden Tour7 in which AACA member/drivers may be accepted.

The purpose of the tour is to provide an opportunity for members to drive their cars, explore our great country, have camaraderie with fellow club members and to have fun touring. Making a profit is a secondary consideration. A percentage of any profit realized by the host club must be given to the VMCCA national treasury to defray the cost of insurance, publicizing the tour, meeting or meet and administering the Golden Award of Excellence Program. Profits from any national VMCCA tour, meeting or meet shall be distributed with 75% of the net proceeds going to the sponsoring chapter or region and 25% going to VMCCA national excepting the Glidden Tour7. Glidden Tour7 profits shall be distributed with 20% of the net proceeds going to the sponsoring chapter or region and 80% going to VMCCA national.

It can be helpful to keep a separate checking account for each tour and always pay by check when possible, keeping a log of each check in the checkbook. Avoid paying by cash if possible, but be sure and get a receipt if this is unavoidable. When tour committee personnel purchase material or food, they may pay by cash and then submit a receipt to the tour registrar/treasurer for reimbursement. Please note that VMCCA national's tax number may not be used in establishing any chapter, region, tour, meeting or meet checking accounts. Each tour, meeting or meet committee is responsible for securing a tax number for its checking account. The checking account should be a non-interest type of account. If your chapter or region already has a checking account, you may not wish to establish a new account, only a new account name using the same ID number.

Check with your accountant regarding the filing of any tax returns due to the tour or meet taking in a large amount of funds. Usually, only the Glidden Tour7 generates enough revenue to require a tax return.

Remember, cover your personal out-of-pocket expenses. Get receipts and keep records.

You must send to the VMCCA an accounting record of income and expenses for the tour (even though it might have lost money). This should be done within 120 days after the tour. Copies of the accounting records shall also be sent to the VMCCA Treasurer and the VMCCA Activities Vice President.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

### **SHARED PROFIT**

VMCCA national tours, meetings or meets should be structured financially to be self-sufficient. The possibility of the realization of a reasonable profit should be built into the tour, meeting or meet budget. A percentage of any profit realized by the host club must be given to the VMCCA national treasury. The money given to the VMCCA national treasury is used to help defray the cost of insurance, publicizing the tour or meet and administering the Gold Award of Excellence Program.

According to the Board decision of September 11, 1976, any profit realized from a VMCCA national tour, meeting or meet, with the exception of the Glidden Tour<sup>7</sup>, is to be distributed as follows:

- 25% is to be sent to the VMCCA national treasury and
- 75% is to be kept by the sponsoring VMCCA region or chapter

Any profit realized from a VMCCA sponsored Glidden Tour<sup>7</sup> is to be distributed as follows:

- 80% is to be sent to the VMCCA national treasury and
- 20% is to be kept by the sponsoring VMCCA region or chapter

The tour profit due VMCCA national, along with an accounting record of income and expenses for the tour (even though it might have lost money), is to be sent to the VMCCA Treasurer no later than 120 days following the last days of the tour. Copies of the accounting records shall also be sent to the VMCCA Treasurer and the VMCCA Activities Vice President.

### **TOUR, MEETING OR MEET COMMITTEE**

Although tours may have been put on by one or two persons in the past, it is suggested that, if possible, various committees be established to help reduce the work load. A tour, meeting or meet committee should be formed before the final official written request is made to the VMCCA Board of Governors. The make up of the tour, meeting or meet committee is up to the VMCCA members of the chapter or region sponsoring the tour, meeting or meet. The VMCCA national tour, meeting or meet committee is headed by the tour director or directors. The tour director(s) will appoint the committees and committee members as needed.

The following tour, meeting or meet committees are suggested:

- Tours: Set up and monitor all daily tours with the help of designated tour marshals
- Facilities: In charge of rooms, meals, parking, trailer storage, service and rescue vehicles, etc.
- Inspection and Judging: In charge of vehicle inspection and judging for all tour awards. The VMCCA Gold Award of Excellence Program is administered by the VMCCA Technical Vice President or a Chief Judge appointed by the VMCCA Technical Vice President.
- Awards Procurement: Acquire all tour trophies. Also, assist judges in making appropriate awards.
- Publicity and Publications: In charge of tour publicity, photos, and article for The Bulb Horn
- Finances and Special Assistance: In charge of all monies, checking account, bookkeeping, financial statements, tax return (if required), etc.
- Tour Registrar: In charge of registration, mailing, correspondence, tour plaques, tour books, tour banners or windshield cards, information desk, etc.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

- Tour Ride Coordinator: In charge of arranging rides for participating tour members in the case of a vehicle breakdown during a VMCCA national tour.
- Junior Member Activities Coordinator: In charge of planning and supervising VMCCA Junior Member activities during a national tour, meeting or meet.

### **VMCCA TOUR DAILY SCHEDULE**

For all VMCCA national tours, the daily schedule should include a minimum of four days of touring. Daily activities may be dictated by activities planned for the tour. A suggested schedule is as follows:

- Day one: Registration and vehicle inspection followed by opening social or activities. (The inspection is to make sure the vehicle brought to the VMCCA national tour or meet is the same vehicle as registered. It is not a safety inspection).
- Day two: Full day of touring
- Day three: Full day of touring
- Day four: Reduced touring or free day to allow time for shopping, local optional touring, etc. Not mandatory for tour plaque.
- Day five: Full day of touring
- Day six: Abbreviated day of touring. Social hour following by closing banquet and presentation of awards. Announce date and location of similar event next year if possible.

An important tip: Don't try to schedule every waking moment for your tour participants. Allow at least two to three free evenings for folks to socialize. Camaraderie and making new friends is an important part of any VMCCA Tour!

### **MANDATORY TOUR DAYS**

On all VMCCA national tours, the tour director must designate at least three full day tours (or segments of three full day tours) as mandatory tours. The tour director has the right to designate the three full day tours (or segments of full day tours) that must be completed to qualify for a tour plaque and/or class awards. Required full day tours (or segments of full day tours) will be designated as mandatory tours. Other tours will be designated as optional tours. One or more of the three mandatory tours will be used by the Head Judge of the Gold Award of Excellence Award Program as a reliability test.

### **FULL DAY OF TOURING**

A full day of touring should be no longer than eight hours for the average tour in an average tour vehicle. Allowances should be made for the type of vehicle, tour route, road conditions, tour stops at lunch, refreshment areas, tourist attractions, etc.

### **SPECIAL TOURS**

Special shorter tours may be provided by a tour committee for slower vehicles which will still meet the requirements for mandatory tours.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

### **VMCCA MEET DAILY SCHEDULES**

VMCCA national meets may be from one to three days in length. Other schedules may be approved by the VMCCA Board of Governors.

### **EXTRA ACTIVITIES**

Other activities and entertainment may be included during a VMCCA tour, meeting or meet at the discretion of the sponsoring committee providing they do not conflict with the “basics” listed in the previous paragraphs.

### **OFFICIAL TOUR REGISTRATION/APPLICATION FORM**

The VMCCA national tour, meeting or meet director or registrar must provide the VMCCA Activities Vice President and the Publications Vice President with a proposed tour or meet registration/application as soon as is feasible. Wording on the form must be altered for each tour or meet in keeping with the needs of the individual tour, meeting or meet situation. The VMCCA national tour, meeting or meet registration/application form must include the following and must be approved by the VMCCA Activities Vice President prior to distribution:

- The name of the VMCCA tour or meet
- The official VMCCA logo
- The dates of the tour or meet
- The description of the tour or meet as printed on the approved VMCCA National Tours, Meetings and Meets list
- The tour or meet registration limit
- The required VMCCA Board of Governors approved owner/driver commitment/release statement in its entirety (See Section IX).
- All registered passengers' names
- Insurance and policy number information
- Indication of whether the vehicle will be driven or trailered to the tour or meet
- If the Gold Award of Excellence Judging Program is to be offered, there must be a place on the registration form to indicate if the vehicle is to be judged.
- A statement that all participating tour or meet vehicles must be equipped with a fire extinguisher of adequate size; rated for at least B & C: and bearing the UL and/or OSHA Seals of Approval
- Hotel/motel and motor home park information
- Entry and activities fees information
- VMCCA national membership fees if applicable
- Name, address, phone number, fax, and email of the tour or meet registrar
- Deadlines for registration and cancellation
- Tour or meet confirmation information
- Tour web site (if applicable)

The approved VMCCA national tour or meet registration application form must be completed and signed by the owner (or driver) of every vehicle registered and accepted on a national, region, or chapter tour or meet.

Any non-member guests at VMCCA chapter, region or national events must sign the Owner/Driver Commitment release statement.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

### **THE REQUIRED OWNER/DRIVER COMMITMENT/RELEASE STATEMENT**

Registration requirements for vehicles registered on any VMCCA National, Region or Chapter tour or meet include the signed, affirmative commitment/release statement by the owner and driver if not the same person of the registered vehicle. The required statement (see page IX-15) must be included in its entirety on all VMCCA National, Region or Chapter tour or meet registration form.

Previous VMCCA national tour, meeting or meet application forms can be obtained from previous VMCCA national tour or meet directors, the VMCCA Activities Vice President, or the VMCCA national Secretary. Upon approval by the VMCCA Activities Vice President and the VMCCA Publications Vice President, the tour application may, at the discretion of the VMCCA Publications Vice President, be mailed with The Bulb Horn. The specific issue in which the application will be mailed will be determined by the Publications Vice President, the Activities Vice President, and the tour director. Requests for entry forms received by the tour director or registrar after The Bulb Horn mailing will be mailed as received by the VMCCA national tour or meet registrar.

### **ADDITIONAL HOST CLUB RESPONSIBILITIES**

The director of any VMCCA national tour, meeting or meet must complete or appoint a member of the tour, meeting or meet committee to complete the following:

- It is the responsibility of the tour director and the tour committee to make arrangements to send a list of all tour, meeting or meet participants to the VMCCA national Secretary's office to be verified before the tour book or meet program is printed. The national Secretary will then advise the tour or meet director if any tour or meet registrations or applications are from any persons who are not a member of VMCCA national. Non – VMCCA national members may not be accepted as drivers on VMCCA national tours or entrants in VMCCA national meets.
- Per the VMCCA Board of Governors directive of October 18, 1997, it is the responsibility of the tour or meet director and the tour or meet committee to appoint a person or committee to handle VMCCA club merchandise sales at VMCCA national tours and meets if the national Secretary is not attending the tour or meet.
- At the end of the VMCCA national tour or meet, it is the responsibility of the tour or meet director and the tour or meet committee to return the remaining VMCCA club merchandise, monies from sales and an inventory of quantities of merchandise sold to the VMCCA national Secretary.
- It is the responsibility of the tour or meet director and the tour or meet committee to send to the VMCCA national Secretary the following:
  1. A copy of the financial report sent to the VMCCA Treasurer and VMCCA Activities Vice President
  2. A copy of the tour or meet book/program
  3. A copy of the list of all awards (class awards and Gold Award of Excellence Program) and recipients given at the VMCCA national tour or meet
  4. A copy of the tour or meet video if one was made
  5. A list of donated awards and corporate or business award sponsors. Please include the contact person and his or her mailing address.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

- It is the responsibility of the tour or meet director and the tour or meet committee to send to the VMCCA Activities Vice President the following:
  1. No later than 120 days following the last day of the national tour or meet, a complete financial report must be sent to the VMCCA Activities Vice President
  2. A photocopy of the check sent to the VMCCA Treasurer to pay the correct percentage of any profit realized from hosting a VMCCA national tour, meeting or meet.
- It is the responsibility of the tour or meet director and the tour or meet committee to send to the VMCCA Treasurer the following:
  1. A copy of the financial report sent to the Activities Vice President
  2. The check paying the correct percentage of any profit realized from hosting a national tour or meet not later than 120 days following the last day of the VMCCA national tour or meet.
- It is the responsibility of the tour or meet director and the tour or meet committee to send to the VMCCA Publications Vice President the following:
  1. An article detailing the tour or meet's events, special moments, and special people. Include photographs
  2. With submitted photographs, identify the cars, people, location, what is going on in the photograph and the photographer's name. Write the information with an indelible felt pen (Sharpie), not a ball point pen, on the back of the photos.
- It is the responsibility of the tour or meet director and the tour or meet committee to send to the following year's tour or meet director the following:
  1. A copy of your tour manual
  2. A copy of your registration form
  3. A tour bag from your tour complete with the handouts and premiums
  4. A sample name badge, car banner, and/or other items that might be of assistance as they plan their tour. Include the name of the supplier you used for these items.

Acknowledge your tour committee chairpersons and committee members. Their hard work was responsible for the success of your event.

### **BANQUETS, HOSPITALITY ROOM, MEETINGS AND TOUR MATERIALS**

#### **RECOMMENDATION: OPENING RECEPTION**

An opening banquet or social is essential! With VMCCA members arriving from all over the USA, with new freshmen on the scene, the greeting and renewal of friendships is at the highest peak. It becomes very important to transfer these energies and feelings over into the banquet. Here the excitement and awe is at a peak, as old and new members are greeted and introduced. Announcements and tour details could be outlined. This banquet should leave the participants excited, eager and ready to roll in the morning.

#### **RECOMMENDATION: REGISTRATION AND HOSPITALITY ROOM**

The host hotel/motel will usually provide either a guest room or a meeting room for your use as a registration room and hospitality room throughout the event. Be sure that you have plenty of help during the first hours of registration and that signs clearly direct the tourists to this place. The hours during which the room are open should be clearly posted and included in the tour manual.

## SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)

It is good if you can provide some kinds of snacks each evening in the hospitality room because so many tourists like to gather there. The snacks need not be expensive. They can be cookies, popcorn, other finger foods and some kind of beverages (non-alcoholic). Each morning (if possible), try to provide coffee, water, fruit and/or pastries for those who gather early.

**Important:** Alcoholic beverages, if served, should only be provided by the restaurant, caterer, etc. TOUR, MEETING OR MEET COMMITTEES, CHAPTERS, REGIONS OR INDIVIDUAL VMCCA MEMBERS SHOULD NEVER PROVIDE OR SERVE ALCOHOLIC BEVERAGES UNDER ANY CIRCUMSTANCES! VMCCA's national liability insurance policy does not provide liability coverage for serving of alcohol or the consequences thereof.

The hospitality room is usually the place where club merchandise is sold. A bulletin board where participants can place messages and last-minute notices can be posted is also helpful.

### RECOMMENDATION: CLOSING NIGHT AWARDS BANQUET

The banquet can be as extravagant or as simple as you like. Add a guest speaker or special entertainment is a nice option.

All too soon, the event will conclude, and the Awards Banquet tops it all off. During the banquet, you have the responsibility of recognizing the VMCCA national Officers and VMCCA Past National Presidents present, making concluding remarks and presenting awards. The VMCCA Technical Vice President or his or her designee will present the Gold Award of Excellence Awards as determined by the judges. You or your designee will present any other awards.

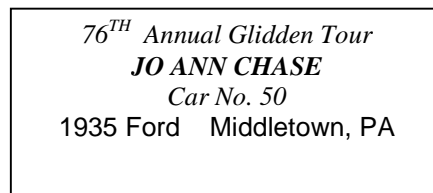
### VMCCA BOARD OF GOVERNORS OR REGION MEETINGS

On occasion, the VMCCA Board of Governors or one of the VMCCA regions may request that you find a place for them to hold a business meeting. The VMCCA Board of Governors meetings traditionally take place on the Saturday preceding the VMCCA national tour or meet and the region meeting may take place one evening during the tour.

### NAME BADGES, CAR BANNERS, TOUR BOOK, TOUR PLAQUES AND TOUR BAG

Name badges, banners (or windshield cards), the tour bag and tour book must have the official VMCCA logo on them. Camera ready clip art of the club's national logo is found in the VMCCA Officers Handbook. Your chapter president or region director has a copy. You may also request a free copy of the club's national logo from the VMCCA Publications Vice President.

One of the most important items of the tour is the name badge. It is the key to identifying persons at a glance. The name tag also becomes an ice breaker to welcome new people, identify where they are from, and see what car they are driving. Information contained on the name badge should be standardized. The badge should look something like this:



## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

It is suggested that green badges be used for tour freshmen (first timers), another color for repeat participants, and a third color for tour committee members. Try to keep the information standardized if possible.

The tour bag should have the tour logo as well as the VMCCA official logo. You may solicit items to include in the bags. Call or write the major advertisers in The Bulb Horn, check with local sponsors, tourism offices, chambers of commerce, restaurants and attractions for items to include in the tour or meet bag. They will often provide items at no cost to you.

The tour book should include:

- Letter of welcome from the VMCCA President and, if available, local officials
- For Glidden and Chrome Glidden Tours, a letter from the Dean of Freshmen welcoming them and an explanation of Freshmen games and when diplomas will be awarded
- For Glidden and Chrome Glidden Tours, a listing of previous tours, tour directors, location, and number of cars attending
- Tour committee listings
- Schedule of events
- General Information
- Special thanks – this is optional for persons outside VMCCA who were helpful to the tour
- List of Tour Awards and Sponsors
- Each day's tour directions with mileage posted in increments and totals. Be sure to provide adequate maps if the route is complicated. Remember that tourists are not as familiar with the area or route as you are and will need thorough instructions.
- Numerical Roster
- Alphabetical Roster
- Tour ad or publicity for next year's tour

Sample copies are available from the Activities Vice President or previous tour directors.

Make your tour plaques something special – something you are proud to show as a representation of your tour. In addition, a special presentation of the plaques should be planned for the last day, shortly after the luncheon. A distinctive impression will be made if the local Region Director, Tour Director, and President and Vice President of VMCCA are on hand to greet each car, present the plaque and thank the participants for attending.

### **RECOMMENDATION: MEAL PLANS**

The information packet should include, if possible, a complete copy of all planned meals. The thoroughness of this plan would offer participants with special dietary concerns or families a choice in the selection of food. Additionally, it also affords the attendees an opportunity to preview the foods unique to that region that will be enjoyed on the tour.

### **RECOMMENDATION: TICKET PROCEDURES**

In the past, administration of tickets for meals and special events has been confusing. This confusion may be lessened by using a separate colored sheet of paper in the registration packet for each ticketed event, or computer generate the ticket with the event prominently printed on the ticket.

## **SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

### **RECOMMENDATION: T-SHIRTS, CAPS, HATS, ETC.**

If the host is offering T-shirts with the tour logo, it is strongly suggested that a golf type shirt with a pocket also be offered. The pocket is a must for persons wearing glasses. Past experience also indicates that many people will buy the more expensive golf style since it is dressier and suitable for other occasions. Also, don't forget that it could lead to recruiting new members when folks ask about the logo.

Another item that gains attention and generates talk is a hat. A free baseball style hat with the tour logo included in the registration packet assures a pleasant impression of the tour and serves to provide an item virtually every participant will wear.

Whatever tokens are offered, it should be remembered that they are capable of adding unity and camaraderie to the tour. These tokens can also help generate interest for future tours when the participants are seen wearing them in their own hometowns or local club functions. People remember tokens and it's a gimmick that pays great dividends.

**SECTION VII – VMCCA NATIONAL TOURS AND MEETS (continued)**

**GUIDELINES FOR OPERATING GLIDDEN TOURS<sup>7</sup>**

The following are specific guidelines that apply to the Glidden Tour<sup>7</sup>. These are additional guidelines and suggestions to the information preceding.

- I. THE GLIDDEN TOUR<sup>7</sup> COMMITTEE
  - A. The Committee will be headed by an "Executive Committee" composed of the Tour Director, six Associate Directors, and the Registrar.
  - B. The Director will be the "Chief Operating Officer" of the Tour. He or she will appoint the six Associate Directors and the Registrar.
  - C. The Director must be a member of the VMCCA in good standing for at least the five preceding years and will have participated in at least two previous Glidden Tours<sup>7</sup> (These requirements can be waived by the VMCCA Board of Governors if a candidate for the position shows other acceptable and meritorious qualifications.) Final approval of the Director will come from the Board of Governors.
  - D. Associate Directors should be appointed in the following categories:
    1. **Tours** - Set up and monitor all daily tours with the help of this or her designated Tour Marshals.
    2. **Facilities** - In charge of rooms, meals, parking, trailer storage, service and rescue vehicles, etc.
    3. **Inspection and Judging** - In charge of vehicle inspection and judging for all Glidden awards. Golden Award of Excellence handled by Technical VP.
    4. **Award Procurement** - Acquire all tour trophies and deliver same to Tour Headquarters. Also assist judges in making appropriate awards.
    5. **Publicity and Publications** - In charge of tour publicity, photos, tour film, *Glidden Gazette*, and article for *Bulb Horn and Old Cars Weekly* immediately following the tour.
    6. **Finances and Special Assistance** - In charge of all moneys, checking account, bookkeeping, financial statements, etc. Also to help the Director in areas of hospitality and "pulling together any loose ends."
  - E. Tour Registrar will be appointed by the Tour Director to work under his supervision in the following areas: Registration, Mailing, Correspondence, Tour Plaques, Tour Books, Banners, "Goody Bags," Souvenirs, Tour Bags, Information Desk, etc.
  - F. Other needed Committee Members may be appointed by any member of the "Executive Committee" and will work directly under the supervision of that person making the appointment.
  - G. In the event of incapacitation of the Tour Director for any reason prior to completion of the Tour; remaining members of the "Executive Committee" will meet in person or by conference phone call to decide on his replacement. This action will be initiated by the current President of the VMCCA (or his legal representative), and his approval of the new Director will amount to acceptance by the Board of Governors unless such approval is rescinded by the Board at a special or regular meeting at a later date.

**SECTION VII – VMCCA NATIONAL TOURS AND MEETS - GUIDELINES FOR OPERATING GLIDDEN TOURS<sup>7</sup>** (continued)

II. FINANCES

- A. The Glidden Tour<sup>7</sup> not only must be self-sustaining but should make a reasonable amount of profit for the National and Local Sponsor Treasuries.
- B. Any profit from the Glidden Tour<sup>7</sup> must be divided with 80% going to National, and 20% retained by the Local sponsoring Regions or Chapters.
- C. The Tour Director has the prerogative to request from the National Treasury up to \$2,000 as an advance load for "working capital" to cover early expenses incurred in planning a Glidden Tour<sup>7</sup>. This amount is to be repaid to the National Treasury with the first income from the Tour.
- D. The Tour Director should set an entry fee sufficient to cover all expenses involved in producing the Tour plus a reasonable profit for the National and Local sponsors.
- E. All meals and other expenses should be assessed at a rate which will include gratuities, special guests, et al.
- F. An accurate accounting of all income and expenditures is to be maintained by the Committee (Associate Director - Finances); and a completed financial statement is to be forwarded to (National Headquarters-The Office of the Secretary) within 120 days after completion of the Tour.

III. FORMAT OF ACTIVITIES

- A. A typical Glidden Tour<sup>7</sup> should cover six days of scheduled activities beginning on a Sunday and ending on the following Friday.
- B. Traditional time of the year for this Tour is mid-September through October depending on location.
- C. Schedule of events should include the following:
  - Sunday - Check-in and vehicle inspection. Cocktail party followed by opening banquet at evening meal.
  - Monday-Full day of touring
  - Tuesday-Full day of touring
  - Wednesday-Full day of touring
  - Thursday-Full day of touring
  - Friday-abbreviated day of touring. Cocktail party followed by closing banquet at evening meal. Presentation of Tour Awards after closing banquet.
- D. A day of early check-in and vehicle inspection is recommended for Saturday preceding the official commencement of the Tour on Sunday. This can be helpful for spreading the Work-load of the Committee as well as a convenience for early arriving Glidden Tourists. The purpose for vehicle inspection is for confirmation that the vehicle that was brought to the tour is the one properly registered. This inspection must not be considered a "safety check" of any kind.
- E. Other events and entertainment can be included at the discretion of the Tour Committee providing they do no conflict with the "basics" listed in the previous paragraphs.
- F. The Tour Director has the right to designate those daily tours which must be completed to qualify for a participation plaque and/or tour trophy. Required tours will be designated as "Mandatory Tours." Other tours will be designated as "Optional Tours." The Tour Director must designate *at least three of the five daily tours* as "Mandatory Tours."

**SECTION VII – VMCCA NATIONAL TOURS AND MEETS - GUIDELINES FOR OPERATING GLIDDEN TOURS<sup>7</sup>** (continued)

- G. Daily tours should not exceed 125 miles wherever possible; and may be reduced appropriately, depending on projected lost travel time due to road conditions, stops at tourist attractions, etc. A "full day of touring" should be no longer than 8 hours for the average tourist in an average vehicle. Allowances should be made for on-tour stops at lunch, refreshment areas, and other reasons for lost time on the road such as important tourist attractions. Always remember that a safe, average speed for all vehicles on tour is what we strive to accomplish.
- H. "Special Shorter Tours" can be provided by the Committee for slower vehicles which will still meet the requirements for "Mandatory Tours."
- I. A time for presenting "Graduate" and "Freshman" Awards must be included in the Format. This is probably best done during the week on Monday, Tuesday, Wednesday or Thursday nights.

IV. ENTRY REQUIREMENTS FOR CARS

- A. A signed, affirmative statement must be made by the owner (or owner and driver) of each car, before he or she is accepted as a Glidden Tour<sup>7</sup> participant. This statement shall include the following:
  - 1. That any car participating in a Glidden Tour<sup>7</sup> must have duly passed the requirements of the motor vehicle authorities, or other governing bodies of the state in which the car is registered.
  - 2. That the participating cars on Glidden Tours<sup>7</sup> shall be legally registered and licensed; and shall bear the official license tag issued by the state of registration.
  - 3. That all flat glass in the participating car be safety glass. (Exception to this can be made for rear windows; although it is still encouraged that these be of shatter-proof material.)
  - 4. That horn (electric, manual, or bulb) on the car is operative.
  - 5. That the participating car is equipped with a fire extinguisher of adequate size; rated for at least B & C; and bearing the UL and/or OSHA Seals of Approval.
  - 6. That head lamps and tail lamps of all descriptions as required by law in the state of registration be operative on the participating car. (Gas and kerosene lamps may be exempted-see next paragraph.)
  - 7. That no duly entered cars will, under any circumstances, be operated after official darkness unless all head lamps and tail lights are operable and in use.
  - 8. That all braking systems are in good working order. They should be capable of stopping the car within the limits prescribed by the manufacturer at the time of production.
  - 9. That steering mechanism is functional within the limits of the vehicle's performance when new. (Less than one inch play at steering wheel.)
  - 10. That the owner, driver and/or passengers agree Veteran Motor Car Club of America and its Glidden Tour<sup>7</sup> Committee will not and can not be held responsible for the certification of safety of any participating vehicle.
  - 11. That no cars, trucks, or other vehicles will be permitted to register or participate in a Glidden Tour<sup>7</sup> if they bear any advertising there-on of a current nature

**SECTION VII – VMCCA NATIONAL TOURS AND MEETS - GUIDELINES FOR OPERATING GLIDDEN TOURS<sup>7</sup>** (continued)

12. That the owner (or driver) has shown proof of insurance to cover the entered vehicle. All vehicles participating in a VMCCA national, Region or Chapter tour or meet shall carry as a minimum, bodily injury and property damage liability insurance on the entered vehicle in the amount of at least \$100,000 per person, \$300,000 per accident for bodily injury liability and \$100,000 property damage liability, or \$300,000 combined single limit liability insurance.

B. Tour Banners will be issued to each participant only after Committee inspection has determined that all of the eligibility and entry requirements mentioned in the preceding paragraphs have been met.

V. ELIGIBILITY OF CARS AND PARTICIPANTS

- A. The cut-off year for VMCCA sponsored Glidden Tours<sup>7</sup> is 1942 and older and 1935 and older for AACA sponsored Glidden Tours<sup>7</sup>. Availability of accommodations in the area of the Tour must be an important factor in arriving at this date. The Tour Director, in his presentation to the Board of Governors, shall establish the number of cars which can be accommodated in the proposed area of the projected Glidden Tour<sup>7</sup>.
- B. Only members of the VMCCA and the AACA may participate in a Glidden Tour<sup>7</sup>, and must have pre-registered and been accepted for the Tour.
- C. The number of participants and/or passengers eligible to register for the Tour may not exceed the normal seating capacity of the vehicle entered.

VI. TROPHIES AND AWARDS

- A. The Glidden Tour<sup>7</sup> Committee should provide a "Participation Plaque" to be given to each participant who completes all mandatory tours. Examples of previous plaques can be obtained from National Headquarters. This plaque should be of high quality in keeping with the importance of a Glidden Tour<sup>7</sup>. (This plaque is to be in addition to the Tour Banners and any other trophies given out during the Tour.)
- B. Other Tour Awards have been traditional with past Glidden Tours<sup>7</sup> and are definitely encouraged to enhance the Tour. A listing of past awards and/or suggested awards can be obtained by contacting the Secretary's office (Secretary at National Headquarters.)
- C. The duties of the Associate Director in charge of awards procurement (Glidden Tour<sup>7</sup> Committee) is to seek out donated trophies which are appropriate to our needs and have them available at the time of the Tour for awarding. The Glidden Tour<sup>7</sup> Director can and should oversee this acquisition of trophies.
- D. Lists of previous donors with addresses can be obtained from previous Glidden Tour<sup>7</sup> Chairpersons if not available from The National (Headquarters) Secretary.
- E. Solicitation of awards from local potential donors should be pursued in the geographical area of the Tour.
- F. The person in charge of Awards Procurement should keep an accurate file of all awards donated including complete addresses of the donors. The Tour Committee should acknowledge receipt of the trophies and encourage winners of the trophy to send a thank-you note to the donor.
- G. Final results of all donated awards should be forwarded to the Executive Secretary with a copy to the National Technical Vice President. This information should include name and address of donor; designation of trophy; plus name, address and car of recipient.

VII. INSPECTION AND JUDGING

- A. As indicated in Section I, the Tour Director is to appoint an Associate Director in charge of all awards for the Tour.

**SECTION VII – VMCCA NATIONAL TOURS AND MEETS - GUIDELINES FOR OPERATING GLIDDEN TOURS<sup>7</sup>** (continued)

- B. It will be the duty of this Associate Director to form a committee of adequate members to carry out any and all judging of vehicles entered on the Tour, except Golden Award of Excellence judging.
  - C. It will be the duty of this "Inspection and Judging Committee" to present Tour Banners to all entrants who qualify under ENTRY REQUIREMENT FOR CARS. Any disputes which may arise will be resolved without recourse; by the Tour's "Executive Committee."
  - D. It will also be the duty of this committee to formulate a judging procedure to be followed during the course of the Tour, aimed at appropriate awarding of the various Glidden Tour<sup>7</sup> Trophies which have been made available for the Tour by the Associate Director in charge of awards procurement. (See Section VI.-TROPHIES AND AWARDS)
  - E. The Associate Directors in charge of judging and awards procurement should work together during the Tour to provide optimal distribution of the Glidden Tour<sup>7</sup> Awards.
  - F. Only those participants who complete all "Mandatory Tours" will be eligible for a Participation Plaque or Tour Award.
  - G. **Golden Award of Excellence** - This award is a function of the National Club and is provided by the VMCCA without cost to the Region or Chapter sponsoring the event. Judging will be carried out under direction of the National Technical Vice President according to the rules outlined in the official judging form. Only those vehicles qualifying in a VMCCA approved classification and owned by members of the VMCCA are eligible to compete for this award.
- VIII. NOTIFICATION AND ACCEPTANCE
- A. Advance Publicity
    - 1. The Tour Director may produce and distribute advance publicity fliers for the Glidden Tour<sup>7</sup> event.
    - 2. Any such publicity should be aimed at furthering interest in the Glidden Tour<sup>7</sup> and its National Sponsor, the Veteran Motor Car Club of America.
  - B. Official Announcement
    - 1. No later than February 1<sup>st</sup> of the year of the Tour, the Tour Director must provide the editorial offices of the VMCCA and the AACA a *copy-ready* announcement of the Tour. It must be on 8 1/2" x 11" format and include the following information:
      - a. Name and address of the person to whom requests for application should be directed.
      - b. Area in which the Tour will be held.
      - c. Number of cars which can be accommodated.
      - d. Latest model year of car which will be accepted (the "cut-off date").
    - 2. This announcement should appear in the March - April issue of *The Bulb Horn* and *The Antique Automobile*. (It can appear earlier if desired.)
  - C. Response to Official Announcement
    - 1. The Tour Director (or Registrar) will mail requests for applications at his convenience, but no later than June 1<sup>st</sup> of the year of the Tour. All applications received on or before June 15<sup>th</sup> of the year of the Tour will be considered as being received on June 15<sup>th</sup>, the first day for accepting applications. Requests received after June 1<sup>st</sup> will be mailed to applicants as received.
    - 2. On July 1<sup>st</sup> begin mailing confirmations and assigned Tour Numbers.



**SECTION VII – VMCCA NATIONAL TOURS AND MEETS - GUIDELINES FOR OPERATING GLIDDEN TOURS<sup>7</sup> (continued)**

**VMCCA/AACA Glidden Tour<sup>7</sup> Co-Sponsorship Agreement\***

RESOLVED:

WHEREAS Veteran Motor Car Club of America organized the first annual revival of the GLIDDEN TOUR<sup>7</sup>, a tour in antique automobiles, in 1946.

WHEREAS in a joint and cooperative effort the GLIDDEN TOUR<sup>7</sup> has since 1948 been organized and operated in alternate years by Veteran Motor Car Club of America and by Antique Automobile Club of America,

WHEREAS Veteran Motor Car Club of America is well satisfied with the cooperation with the Antique Automobile Club of America in this matter that has existed for more than twenty-five years, and

WHEREAS Veteran Motor Car Club of America has registered the mark GLIDDEN TOUR<sup>7</sup> as a service mark in the United States Patent and Trademark Office and owns Registration No. 619,214, registered January 10 1956, and renewed, therefore;

NOW, THEREFORE, BE IT RESOLVED:

That it is the firm and stated policy of the Veteran Motor Car Club of America to continue the joint and cooperative effort with the Antique Automobile Club of America whereby each will continue to sponsor and organize the annual revival of the GLIDDEN TOUR<sup>7</sup> on alternate years as in the past for so long as the Veteran Motor Car Club of America specifically authorizes the Antique Automobile Club of America to use the service mark GLIDDEN TOUR<sup>7</sup> in connection with those tours arranged on alternate years by the Antique Automobile Club of America.

- Verbatim, as appearing in the Minutes of the Veteran Motor Car Club of America Board of Governors Meeting held May 20, 1977.

**Statement of Glidden Tour Application Policy  
Veteran Motor Car Club of America**

Whereas the Glidden Tour<sup>7</sup> is the registered property of the Veteran Motor Car Club of America and the Glidden Tour<sup>7</sup> is the flagship tour for promoting antique automobile touring activities and camaraderie between its participants, and whereas the emphasis of the Veteran Motor Car Club of America is for the promotion of quality touring events and the fellowship between tour participants; it shall be the stated policy of the Veteran Motor Car Club of America that any Active, Honorary, or Life Member of the VMCCA shall receive Glidden Tour<sup>7</sup> information and application forms free of charge upon request to and in a *timely* fashion from the sponsoring Glidden Tour<sup>7</sup> Committee when such materials are available for general distribution. A list of accepted registrants must be sent to the Secretary of the VMCCA or AACA, depending on registrant's membership, to confirm national membership in either VMCCA or AACA.

This statement shall be placed in the VMCCA Officer's Handbook and shall be forwarded to all sponsoring Glidden Tour<sup>7</sup> Committees by the Activities Vice President of the VMCCA from this date forward.

**SECTION VII – VMCCA NATIONAL TOURS AND MEETS - GUIDELINES FOR OPERATING GLIDDEN TOURS7** (continued)

**Memorandum of Understanding between:**

Veteran Motor Car Club of America (VMCCA)  
Antique Automobile Club of America (AACA)  
American Automobile Association, Inc. (AAA)

In consideration of their shared Interests in the continuing preservation of America's automotive heritage and advancing public understanding and appreciation of American automotive history, especially the 1904 to 1912 AAA Glidden Automobile Tours, the above named organizations agree as follows:

- VMCCA is the owner of the registered trademark, "Glidden Tour7." The Revival Glidden Tours – hosted in alternating years by VMCCA and AACA – have since their founding sought to recreate for the enjoyment and appreciation of antique car owners and others, an event originated by AAA as a method of proving the practicality and reliability of the automobile.
- AAA has annually donated a Glidden Trophy and other materials to tour organizers in commemoration of its original sponsorship of the tour, and now seeks appropriate additional involvement in the Revival Glidden Tours7. AAA's increased participation is welcomed by VMCCA and AACA.
- AAA, VMCCA and AACA believe increasing the visible connections between AAA and the Revival Glidden Tour will foster increased appreciation and understanding of the antique car hobby among antique car owners, the general public and AAA's 44 million members; especially as AAA prepares to celebrate its centennial in 2002.
- To more accurately and historically reflect the original name and sponsorship of the tour, and increase public awareness and understand of the antique car hobby, AAA agrees to provide under a separate license at no cost to VMCCA and AACA, the use of its name and log in promoting the tour. VMCCA agrees to provide under a separate license at no cost to AAA the use of its trademark, "Glidden Tour7," in promoting the tour. This consideration is given by AAA with the stipulation the tour, during the period of joint cooperation in sponsoring the tour as described herein, will be officially known as the "AAA Glidden Tour" hosted by VMCCA or AACA (as the case may be). AAA and AACA acknowledge that "Glidden Tour7" is a registered trademark of VMCCA, and AAA agrees that it shall have no right, title, or interest in the name "Glidden Tour7." The VMCCA and AACA Acknowledge that "AAA" and the AAA logo are registered trademarks of AAA, and they agree that they shall have no right, title, or interest in the mark "AAA" or the AAA logo, except as provided in the aforementioned license.

**SECTION VII – VMCCA NATIONAL TOURS AND MEETS - GUIDELINES FOR OPERATING GLIDDEN TOURS<sup>7</sup>** (continued)

- The use of AAA’s name and logo in connection with the tour in no way conveys or implies any ownership, liability or management of the tour by AAA, but is provided to VMCCA and AACA for historical and publicity purposes only. AAA reserves the right to revoke the use of its name and logo from the tour at any time.
- AAA agrees to do the following in support of each AAA Glidden Tour<sup>7</sup> commencing with the 2001 tour in Macinaw City, Michigan, and to continue this support indefinitely unless twelve months, advance written notice is provided to VMCCA and AACA by AAA.
  1. supply an approximate reproduction of the original AAA Glidden Trophy to the owner/driver of the winning pre-1914 automobile, and the owner/driver of the winning post-1913 automobile entered in the tour, contingent on the prominent display of these trophies at the opening and final awards banquets of the tour, as well as during a tour stop promoted to the news media by AAA.
  2. supply all necessary time cards for vehicles entered in the tour to compete for the AAA Glidden Trophies.
  3. supply cloth tour identification banners for entered vehicles to include the AAA logo and the logo of either the Veteran Motor Car Club of America or Antique Automobile Club of America.
  4. depending on the location, use all best efforts to provide specially arranged, no-cost emergency road service coverage for all vehicles entered in the tour during the official hours of tour operation in concert with the local AAA club.
  5. provide a commemorative lapel pin or vehicle badge for each driver or vehicle entered in the tour.
  6. provide various door prizes and raffle items for tour participants.
  7. produce a local media kit for each tour and provide media support during the tour in concert with local AAA clubs.
  8. include information on the AAA Glidden Tour and the Veteran Motor Car Club of America and the Antique Automobile Club of America on AAA’s national media Web site, including links to both organizations’ Web sites.
  9. on a on-time-only basis, AAA agrees to host tour participants for a reception at its National Office in Heathrow, Florida as a tour stop the morning/afternoon of Monday, October 28, 2002 as part of the AAA Centennial Glidden Tour to be held in Central Florida. AAA commits to use its best efforts to secure national media coverage of the Central Florida tour and especially the stop at AAA’s National Office.

**SECTION VII – VMCCA NATIONAL TOURS AND MEETS - GUIDELINES FOR OPERATING GLIDDEN TOURS<sup>7</sup>** (continued)

AAA agrees that in providing assistance to local chapters hosing AAA Glidden Tours, its representatives will adequately consult with local tour directors of VMCCA or AACA (as the case may be) before making any decisions that could affect tour operations. AAA's representatives will respect and give proper consideration to the decisions and recommendations of the VMCCA or AACA officers and volunteers that organize and staff the AAA Glidden Tour for VMCCA or AACA.

VMCCA, its officers and volunteers, and AACA, and its officers and volunteers, agree to use AAA's name and logo only in conformance with such guidelines and instructions as AAA may provide from time to time. Any questions about AAA or the appropriate use of AAA's name or logo will be referred to AAA's National Office Public Relations Department.

*Should any disagreement arise between AAA representatives and local tour personnel of VMCCA or AACA, the matter in dispute will be brought to the attention of senior officers of the organizations involved for timely consideration and amicable resolution.*

*Doug Drake, President, Antique Automobile Club of America  
Bill Johnson, President, Veteran Motor Car Club of America  
Michael L. Doney, Vice President, AAA Automotive Services*

*Agreement date 11/08/01. Signed by all parties following the 4<sup>th</sup> Quarter VMCCA Board of Governors Meeting January 25, 2002.*

## **SECTION VIII - CLUB INSURANCE**

### **CLUB COVERAGES**

**WHERE:** All locations of the insured in the United States of America, its territories, possessions and Canada.

**WHO:** The Veteran Motor Car Club of America (Club) and all its members, Officers and Directors, with respect to their liability while performing any activity on behalf of the Club. This also includes those acting on behalf of Regions and Chapters.

**HOW:** The above mentioned are insured for occurrences that happen on any Club property, as well as that which is rented, leased or used by the Club for activities in which the Club may participate. This includes, but is not limited to, meetings, dances, tours, picnics, flea markets, banquets, shows, shopping center and parking lot events, parades and offices used by the Club.

### **OTHER COVERAGES**

**Products Liability** - This coverage includes the dispensing of food at Club events, or selling, or giving away products such as articles of clothing, jewelry and toys.

**Personal Injury Liability** - This coverage includes claims arising out of an offense such as libel, slander or defamation of character by an Officer, Director or member while acting on behalf of the Club.

**Non-Ownership Automobile Liability** - This coverage is designed to cover a situation where someone is using his or her own automobile, whether antique or modern, for Club activities, and is involved in an accident. The insurance will pay up to the limits of the policy, or defend the Club and all its members involved in the occurrence as **excess coverage** over any other valid and collectible insurance. Note: The owner of the vehicle must maintain Bodily Injury Liability and Property Damage Liability as well as physical damage coverages on his or her own vehicle.

**Fire Legal Liability** - This coverage protects the Club up to \$50,000 for damages to properties being used but not owned by the Club for activities such as meetings, banquets and dances.

**Advertising Offenses Liability** - This coverage protects the Club, its Regions and Chapters, for any advertising liability involving libel, slander, defamation, violation of right of privacy, piracy, unfair competition, or infringement of copyright.

**Host Liquor Law Liability** - This coverage protects the Club if someone becomes intoxicated at a Club event from alcohol served at the Club event and the person injures someone or damages their property while operating his or her car or otherwise. This could be a member or guest who becomes intoxicated.

**Contractual Liability** - This coverage means that if the Club rents an area, such as for a show, that the Club will assume the liability of the people they rent from and the insurance company will automatically protect the Club from any liability. It is common practice to pass off liability to the people renting or using other persons property.

**Non-owned Watercraft Liability** - This coverage protects the Club from any suits that are brought as a result of any accidents that happen during an event when they hire boats for outings. (Under 26 ft. in length)

**SECTION VIII - CLUB INSURANCE** (continued)

**EXAMPLES OF COVERAGE**

The Club may participate in any activity which a Club may do, whether it be a commercial enterprise for a fee, like charging admission to enter a flea market or show, or whether it is a free event.

If there is to be a grandstand involved, the Club should notify the agent ahead of time so that the insurance company can make a proper inspection.

When Regions or Chapters, in order to raise money, organize a group of antique vehicles to give people rides and charges a fee, the insurance will protect the Club but not the individual who owns the vehicle. There is a definite exclusion on the car owner's policy when a fee is charged. **This practice should be completely discouraged.**

Events such as parades sponsored or alleged to be sponsored by the Club are covered for both Bodily Injury and Property Damage Liability. If in a parade, a car is involved in an accident and someone is injured, the attorney for the injured party is probably going to bring suit against all parties involved. The insurance company will defend the Club and pay any successful judgment against the Club.

Many more examples could be used, but the Club and its members may rest assured that any activities that the Club participates in will generally be covered for its liability.

When the Club, a Chapter or Region is going to hold an event at a Fairground, Shopping Center, Farm, etc. where the owner asks for a Certificate of Insurance showing that the Club has adequate insurance, the insurance company upon request by the Club (either by the Secretary, Insurance Committee Chairperson or event organizer), will provide the necessary certificate without charge.

This summary may bring up many questions because it would be hard to answer all of them here. Your attention should be directed to one further point. Do not accept this brief description of the insurance coverages as a complete explanation of the policy. The coverages are described in non-legal terms so it can be better understood. A narrative description can never replace a policy and the actual policy language will govern the scope and limits of coverage.

**SECTION VIII - CLUB INSURANCE** (continued)

**REQUEST FOR A CERTIFICATE OF INSURANCE**

TO: James A. Grundy Agency, Inc.  
P.O. Box 1209  
Glenside, PA 19038

FROM: The Veteran Motor Car Club of America  
(Including Chapters and Regions)  
Mike Welsh  
7501 Manchester Ave  
Kansas City, MO 64138

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of requesting Region or Chapter

\_\_\_\_\_  
Club Contact Person For This Event

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Name or Type of Event

Approximate number of members that will attend: \_\_\_\_\_

Will bleachers be used? (Circle one) Yes No

Will you be signing a Lease of Premises Contract? (Circle one) Yes No

Location of Event: \_\_\_\_\_

Owner of the Premises: \_\_\_\_\_

\_\_\_\_\_  
Certificate to be mailed to: \_\_\_\_\_

\_\_\_\_\_  
Special Instructions: \_\_\_\_\_

This form should be forwarded directly to: James A. Grundy Agency, Inc., P.O. Box 1209, Glenside, PA 19038 for approval at least one month prior to the event.

To James A. Grundy Agency, Inc.: Send a copy of the issued certificate to the VMCCA National Headquarters at \_\_\_\_\_ the \_\_\_\_\_ above \_\_\_\_\_ listed \_\_\_\_\_ address.

**SECTION IX: THE VETERAN MOTOR CAR CLUB OF AMERICA  
BY-LAWS**

**ARTICLE I - Name, Purpose, Emblem and Seal.**

**Section 1 - Name.**

The name of the Club shall be THE VETERAN MOTOR CAR CLUB OF AMERICA

**Section 2 - Purpose.**

The purpose of the Club Shall be:

To encourage the members in the acquisition, preservation, restoration and exhibition of antique and historically significant automobiles and all things pertaining to antique automobiles, in particular printed matter concerning them; and

To disseminate accurate historical and technical information relative to antique automobiles, promote good fellowship and cooperation between its members and sponsor events, tours and exhibitions of antique automobiles and the doing of all things necessary or incident thereto.

**Section 3 - Club Emblem.**

The Club emblem shall be the MacIlvain design adopted by the Annual Meeting held January 17, 1940. The Board of Governors by majority vote may change the form at any time.

**Section 4 - Corporate Seal.**

The corporate seal shall be circular in form, being inscribed with the name of the Club, the year of its incorporation, and the work "Massachusetts." The Board of Governors by majority vote may change the form of the seal at any time.

**ARTICLE II - Membership**

**Section 1 - Members**

Any person interested in the purpose of this Club is eligible for membership.

**Section 2 - Classes of Membership.**

- A. Honorary. Any person, having gained eminence in the automotive industry, or who has otherwise commended himself to Club esteem, may be elected an honorary member by unanimous vote of the Board of Governors. An honorary member shall not have the right to vote or hold office. Unless specifically included by the Board of Governors at the time an honorary member is elected, a surviving spouse is not eligible for continuation of the benefits associated with this class of membership.
- B. Active. Any person interested in the purpose of the Club may apply for active membership. Application shall be made on the Club application form, accompanied by the required dues for the current year, and forwarded to the National Secretary. Membership shall become effective upon receipt of the application by the National Secretary. Active membership shall also include the spouse who shall be granted all privileges including the right to vote. However, each family shall be entitled to receive one copy of the National Club publication, roster, and any other mailings.
- C. Life. Any individual at least 23 year of age having been an Active member for five (5) or more years may apply to the Board of Governors for Life Membership. Upon payment of the prescribed fee such applicant and the spouse shall be life members, subject to the same terms and privileges as those of Active members.
- D. Junior. Any child, grandchild or other relative of an active or life member under the age of 18 who is interested in the purposes of this Club is eligible for Junior membership. However, such membership shall not be entitled to receive the National Club publication, Roster, or any other mailings.
- E. Founder. Founder members are those individuals who were the original founders of the Veteran Motor Car Club of America.
- F. Past President. All past presidents shall automatically become life members and shall be exempt from the payment of dues.

**Section 3 - Dues.**

The dues to be paid by the individuals holding the foregoing classes of membership shall be in such amounts and payable at such times and in such manner as may be periodically fixed by resolution of the Board of Governors. The action of the Board of Governors in fixing such fees shall be published in the first issue of the National Club publication next following the date of passage of such resolution.

**Section 4 - Privileges.**

Active, Life, and Founder members are entitled to all Club privileges. Honorary members are entitled to all Club privileges except they shall not have the right to vote nor to hold office. The spouse of an active member shall receive a membership card and is entitled to vote and hold office: other family members are not entitled to vote or hold office. The spouse and other family members are entitled to all other Club privileges except they shall not have the right to receive National Club publications, including *The Bulb Horn*, or other Club mailings.

**Section 5 - Resignations.**

Any member may resign by directing a letter of resignation to the Secretary. Their resignation shall be effective on receipt.

**Section 6 - Dues Payment, Suspension and Expulsion.**

Annual dues are due and payable directly to the Secretary of the Club upon receipt of billing by the member. Any member shall automatically be suspended from the membership in the event their dues have not been received by the Club Secretary by January 1<sup>st</sup>. Membership may be reinstated by applying for membership as prescribed in Article II, Section 2, B.

Suspension or expulsion of a member for any cause other than non-payment of dues shall be a two-thirds (2/3) vote of the Board of Governors. A member must be given a hearing if he or she so requests.

In the event of the resignation, suspension, expulsion or termination of membership of a member and spouse, all rights and privileges as a member of the Club shall cease. In the event of the death of an Active or Life member or the spouse, the surviving member shall continue to receive the National Club publication and shall be entitled to all other Club privileges and benefits for the remainder of the period for which dues have been paid. In the case of an Active member, the survivor may at their option continue active status by payment of annual dues.

**ARTICLE III - Meetings of Members**

**Section 1 - Annual Meeting.**

The Board of Governors shall fix the time and place of the annual meeting of the members which shall be held in the month of January or February each year.

**Section 2 - Special Meetings.**

Special meetings of the members may be called by the President or by a majority of the Board of Governors and shall be called by the Secretary upon written application of at least 200 members of the Club then entitled to vote. This application shall state the purpose of such meetings. Notice of a meeting to be held pursuant to such application shall be mailed to all local Chapter presidents of record, or in the case of a Region without a Chapter, to the Region Director, for dissemination to the members within 10 days of receipt of the application and shall be published in the next issue of the National Club publication.

**Section 3 - Time and Place of Meetings.**

Any meeting of the members shall be held on such date and at such time and place as the Board of Governors shall select. Any meeting held as a result of an adjournment of a previous meeting shall have its date, time and place included in the motion for adjournment of the previous meeting, and due notice thereof given to all members.

**Section 4 - Notice of Meetings.**

A written or printed notice stating the place, day, hour and purpose of any meeting of the members, including special meetings, shall be mailed by the Secretary to all local Chapter presidents of record, or in the case of a Region without a Chapter, to the Region Director, for dissemination to the members not less than 10 days or more than 30 days of such meeting and shall be published in the next issue of the National Club publication.

**Section 5 - Manner of Conducting Meetings.**

The order of business and manner of conducting meetings of members, except as otherwise provided in these By-laws, and except as otherwise stated in a notice of a special meeting shall be:

1. Roll call and tendering of proxies and written votes.
2. Reading of minutes of previous meetings.
3. President's report or address.
4. Treasurer's report.

5. Committee reports.
6. Unfinished business.
7. Election of officers.
8. New business.

**Section 6 - Conduct of Meetings.**

Robert's Rules of Order, Revised, shall govern the conduct of the meetings of this Club in all cases where applicable and in which they do not conflict with the Constitution and By-laws of this organization.

**Section 7 - Quorum for Meetings of Members.**

At all meetings of the members, a quorum, for the purpose of acting on any business before the meeting, shall consist of members present in person, by proxies, or by written ballot.

**Section 8 - Voting.**

Each active, life, and founder member and their spouse shall be entitled to one vote. They may vote in person or by mail, or by proxy in all cases.

Voting for Officers and Governors shall be by mail, proxy, or in person at the Annual Meeting, on ballots furnished by the Nominating Committee as herein provided.

In any request for a special meeting, the Board of Governors shall determine whether the matter proposed to be voted upon can be determined by mail only. In such event, the ballots shall be mailed and 30 days allowed for return of receipt, unless the Board of Governors determines a shorter time is necessary. The majority of those votes returned shall determine the issue.

**ARTICLE IV - Officers**

**Section 1 - Number of Officers.**

The elected officers of the Club shall be a President, Executive Vice President, Treasurer, Activities Vice President, Membership Vice President, Technical Vice President and Publications Vice President. They shall serve for one year, or until their successors are elected and qualified. The Secretary shall be selected from duly qualified members, by a vote of the majority of the Board members. The Secretary's contract shall be renewed by a majority vote of the Board of Governors.

Additional officers may be added to the above list or deleted as the need may arise by the two-thirds (2/3) vote of the Board of Governors.

**Section 2 - Nominations and Election of Officers**

Any member may present his or her own name or any other member's name in nomination for elective office on a petition addressed to the Nominating Committee Chairman and signed by fifty (50) Life or Active members in good standing. The Nominating Committee shall also make nominations without petition as they see fit. All nominations shall be closed at the August - November Board Meeting. The Nominating Committee shall act as a coordinating agency for all proposed nominations; shall select from those nominated not more than two (2) candidates to be presented to the Board for each office; and shall secure written permission from each nominee.

The Chairman for the Nominating Committee shall prepare a report for the Board of Governors to be presented at the August - November Board meeting. It shall include the names of nominees for each office and any other pertinent information.

Ballots including not more than two (2) nominees for each office as approved by the Nominating Committee shall be mailed to each Life and Active member in good standing at his/her address as it appears in the Secretary's records to coincide with the mailing of the annual membership dues renewal forms. Ballots shall be voted upon and returned to the Chairman of the Nominating Committee. Two (2) or more members of the nominating committee shall act as tellers of the votes and the results shall be announced at the Annual Meeting.

**ARTICLE V - Duties of Officers**

The duties of the officers are set forth in the appropriate sections of The Veteran Motor Car Club of America Officer's Handbook and are incorporated herein by reference.

**ARTICLE VI - Removal of Officers from Office**

Any officer of the Club or any member of the Board of Governors may be removed from office at any time by a vote of two-thirds (2/3) of the members of the Club voting at a meeting called for the purpose. Any member of a committee or any other agent appointed by the Board of Governors may be removed at any time by a vote of a majority of the members of the Board of Governors present and voting at any meeting called for that purpose.

**ARTICLE VII - Board of Governors**

**Section 1 - Composition of the Board of Governors.**

The Board of Governors shall consist of the Officers of the Club, the Region Directors and all past Presidents of the Club.

**Section 2 - Powers of the Board of Governors.**

The Board of Governors shall have and exercise all the powers of the Club except those required by law or by these By-laws to be exercised by the members.

The Board of Governors may appoint such other officers, committees, agents or employees as it deems necessary and shall fill all temporary or permanent vacancies that may occur during the year in any Club office except that vacancies in the office of Region Director shall be filled by vote of the members residing in such Region.

**Section 3 - Time and Place of Meetings.**

The Board of Governors shall hold a regular meeting after the Annual Meeting at the time and place of the Annual Meeting of members in each year for the purpose of organization, appointment of committees, and transactions of such other business as may come before the meetings. A meeting of other business as may come before the meeting. A meetings of the outgoing Board may be held before the Annual Meeting at the time and place of the Annual Meeting of members.

The Board of Governors shall also hold at least two other regular meetings (the first during the months of March through July and the second during the months of August through November), at such time and place as the Governors shall decide by majority vote.

Special meetings of the Board of Governors may be called at any time and place by the President and shall be called by the Secretary upon written application of three (3) or more members of the Board of Governors, which application shall state the purpose of the meeting. However, the President should not call a meeting when the issues can be resolved by telecommunications meeting with all members of the Board of Governors.

**Section 4 - Notice of Meetings of the Board of Governors.**

No notice shall be required for the Board of Governor's meeting following the Annual Meeting of members. Notice of every other regular and special meeting, stating the time, place and purpose thereof, shall be given to each member of the Board by the Secretary. Such notice shall be addressed in writing or by telecommunications to the member at his/her address as it appears on the Secretary's records. Notice by telecommunications shall be sent at least seven days before the date of such meeting and notice by mail shall be sent at least fourteen days before the date of such meeting. Any meeting of the Board of Governors shall be a valid meeting without notice, if all members of the Board of Governors are present or waive notice thereof.

**Section 5 - Quorum for Meetings of the Board of Governors.**

A majority of the elected officers of the Board of Governors plus any Region Director and past Presidents present at said meeting shall constitute a quorum for the transaction of business, provided that whenever less than quorum is present at any time or place appointed for a meeting of the Board, a majority of those present may adjourn the meeting from time to time without notice other than by announcement at the meeting until a quorum shall be present.

**ARTICLE VIII - Committees.**

**Section 1 - Appointment of Committees.**

The President, with the approval of the Board of Governors shall appoint such committees as he or she finds desirable, from time to time, and shall outline the duties and responsibilities of such committees. All reports or actions taken by a committee must be voted by a majority of the entire committee. In addition to the authority granted herein, certain standing committees, shall be appointed annually by the President with the approval of the Board of Governors. The Standing Committees shall be Membership, Publications, Nominating, Technical and Activities.

**Section 2 - Duties and Description of Standing Committees.**

The duties of the Standing Committees along with a description of same are set forth in the Standing Committee section of The veteran Motor Car Club of America Officer's Handbook and are incorporated herein by reference.

**ARTICLE IX - Region Organization**

**Section 1 - Regions**

The Board of Governors may from time to time create regions, assigning to each the name by which it shall be designated and the territorial limits within which it shall function. Persons forming the Region may select the name of the Region subject to the approval of the Board of Governors. All members of the Club living within its territorial limits shall automatically become members of the Region. The territorial limits of any

Region may be increased, diminished or such regions may be abolished by the action of the Board of Governors.

The National Secretary shall send to each Region Director, prior to March 1 and May 1 of each year, a list of all members that are considered as active paid up members of that Region. The list should be by Chapters within the Region with those not affiliated with a Chapter listed as a group by state at the end; showing the names and addresses of all members that are considered as active paid up members of that Region. The Region Director shall exercise his best effort to determine that all members of local Chapters in the Region are active National members.

**Section 2 - Administration of Regions**

- A. The annual Region meeting shall be held prior to December 15 in each year.
- B. All Regions shall elect annually a Region Director, Vice Director, Secretary and Treasurer and such other officers as may be found desirable. Such officers shall conduct the affairs of the Region in accordance with these By-laws.
- C. The Region Director shall during his incumbency be a member of the Board of Governors. In the event of his/her inability to attend any meeting of the Board of Governors he/she shall designate the Vice Director to serve in his/her place. In the event of the Vice Director's inability to serve, the Director, or in the event of his/her failure to do so, the Vice Director, shall in writing, designate a member of his/her Region who shall have full power to vote and act in his/her name at any such regular or special meeting.
- D. The Region Director shall appoint a chairperson of the Region's Membership, Technical, Activities and Publications committees. Such chairperson shall also be a member of the corresponding National committee herein provided for. The Region Director shall appoint such other Region committees as the President may from time to time direct.
- E. The Region Publication Committee shall, in addition to its other duties, be responsible for forwarding to the editor of the National Publication such items of interest as in its judgment should be published in the National Publication.
- F. Each Region shall have the right to establish and promulgate By-laws, rules and regulations for its own government, provided, however, that any such By-laws rules or regulations do not conflict with the provisions hereof. Each Region shall also have the right to design its own logo for use on jackets, caps, license plates, stationery or any other identification. However, all such logos must contain the words Veteran Motor Car Club of America or the official logo of VMCCA. No reference to any other club shall be contained therein.

**ARTICLE X - Formation of Chapters**

Any five (5) or more members of The Veteran Motor Car Club of America in good standing may petition the Region Board of Directors to form a new Chapter. The Region Board of Directors or the Board of Governors may form such a Chapter without such a petition if such action seems desirable. A request for the formation of a Chapter carries with it the proviso that the Chapter as a unit is not, nor will become affiliated with any other National motoring club during its tenure as a Chapter of The Veteran Motor Car Club of America.

The members of each Chapter of this organization shall be members in good standing of The Veteran Motor Car Club of America. Upon notice from the Region Director to the President of the failure of any member of such local Chapter to pay his dues to the National organization, the name of such individual member shall be dropped from the Chapter rolls and shall not be entitled to participate in any Chapter, Region or National activities as a club member.

**ARTICLE XI - The Club Fiscal Year.**

The fiscal year of the Club shall be the calendar year.

**ARTICLE XII - Personal Liability.**

All persons or corporations extending credit to, contracting with or having any claim against the corporation or the Board of Governors shall look only to the funds and property of the corporation for payment of any such contract or claim or for the payment of any debt, damage, judgment, or decree or any other money that may be otherwise become due or payable to them from the corporation or the Board of Governors so that neither the members of the corporation, the Board of Governors or officers, present or future, shall be personally liable therefor.

Under no circumstances shall the moneys or property of the Club be loaned or pledged to of for any other person, firm or corporation nor shall the Club, the property, officers, or members be responsible for any debts, damages or liabilities of any kind or nature incurred or sustained by any other corporation, firm or

individual or by any Region or Chapter unless such Region or Chapter has obtained prior approval in writing from the Board of Governors.

**ARTICLE XIII - Amendments.**

These By-laws may be amended or replace and additions may be made thereto at any annual or special meeting of the Club by the vote of two-thirds (2/3) of the members voting thereon, provided that any proposed change must be signed by at least twenty-five (25) members, and submitted to the Board of Governors for their consideration and recommendation at least sixty (60) days prior to any annual or special meeting of the Club and the Board of Governors shall mail such proposed change to the members, with a ballot at least thirty (30) days prior to any such meeting.

The Board of Governors by the vote of two-thirds (2/3) of its members may propose any changes in the By-laws to the members.

## **SECTION IX - The Veteran Motor Car Club of America**

### **ACCOUNTING SYSTEMS AND PROCEDURES**

The accounts shall be maintained on the accrual basis of accounting and in accordance with generally accepted accounting principles to the extent practicable. Any material departure from generally accepted accounting principles shall be disclosed in the financial statements. The accounting systems and procedures of the VMCCA are broken down in to separate parts as they apply to each of the administrative office positions and the relation of each to the Treasurer's (chief financial officer) position.

Internal control comprises the plan of organization and of all the coordinate methods and measures adopted within a business to safeguard its assets, check the accuracy and reliability of its accounting data, promote operating efficiency, and encourage adherence to prescribed managerial policies. The term internal check can be regarded as being synonymous with internal control when internal control is restricted to accounting procedures. Internal check refers to the methods and practices of all kinds whereby the accounting forms and records, and the procedures affecting their use are all coordinated and operated in such a manner that management derives from the accounting function the maximum utility for its purpose of information, protection, and control.

Due to the limited number of people involved in functions relating to the accounting function, internal control in the VMCCA is limited. The budget is an integral part of such internal control and therefore should be prepared with much care and forethought. The budget shall be broken down into sections with each section corresponding to each administrative office and a general section for Board expenditures related to the entire Board of Governors (Board). Such sections shall include but not be limited to: Secretary, Publications, Activities, Technical, Membership, Treasurer, Administrative (President and Executive Vice President) and General, and Board.

The budget prepared by the Treasurer shall be approved by the Board of Governors at the meeting of the Board held after the Annual Meeting at the time and place of the Annual Meeting of members. Any amendments to the budget during the year shall also be approved by the Board.

The general ledger shall be maintained with an account for each line item in the Budget. There shall be six (6) accounting periods each comprising two (2) months coinciding with the publication of *The Bulb Horn*. Any expenditure exceeding the budgeted amount for any accounting period by more than \$100.00 or 10%, whichever is greater, shall be approved by the President.

#### **SECRETARY**

The Secretary is, among other things, responsible for sending out annual dues notices to members and receiving moneys for dues. Such dues may be received as a result of (1) the aforementioned dues notices or (2) applications received from persons desiring new memberships.

#### **DUES RECEIPTS**

Upon receipt of dues payments, the moneys should be prepared for deposit (endorsed "for deposit only") in the VMCCA "depository account." Such deposits should be made on a timely basis, no less than weekly and more often when the volume is high. At the time the deposit is prepared a report shall also be prepared setting forth the following: name of person remitting dues, address of same, period/year to which dues are applicable and the dollar amount. Such report shall be sent to the membership Vice President and Publication Vice President. A summary report indicating the number of memberships for each category and the membership period (ie. 30 annual @ \$35.00 = \$1050, 2 junior @ \$5.00 = \$10.00, total deposit \$1060.00 all for applicable year's dues) together with a copy of the validated deposit slip shall be sent to the Treasurer.

#### **OTHER RECEIPTS**

Any other moneys received by the Secretary should be prepared for deposit (endorsed "for deposit only") in the VMCCA "depository account" on a separate deposit slip from the dues deposit on a timely basis. At the

time the deposit is prepared a report shall also be prepared setting forth the details of such deposit. Such report shall be sent to the Treasurer with a copy of the validated deposit slip.

#### DEPOSITORY BANK ACCOUNT

The "depository account" shall be maintained at a bank chosen by the Secretary and approved by the VMCCA Board. Activity in such bank account shall be limited to deposits made by the Secretary or his or her designee and the Bank Resolution for such account should limit disbursements to the VMCCA "general account" with such disbursements being authorized by the Treasurer. It is desirable that such account be established so that there will be no service or maintenance charges associated with the account.

#### BUDGET

The Secretary shall participate with the Treasurer in the preparation of the budget as it relates to expenses of his or her office. Also, he or she shall provide input for estimating dues and any other revenue. Such budget shall be broken down as it applies to each of the two (2) month accounting periods.

The budget shall be submitted to the Treasurer at least two (2) weeks prior to the date of the first Board of Governors Meeting which is held after the Annual Meeting at the time and place of the Annual Meeting.

### PUBLICATIONS

Expenses in connection with the publication of the VMCCA magazine, *The Bulb Horn*, constitute a substantial portion of the VMCCA's annual expenditures. In addition to being responsible for expenditures associated with publishing *The Bulb Horn*, the Publications Vice President is responsible for the billing of advertising in *The Bulb Horn*.

#### ADVERTISING REVENUE

Advertising may either be billed in advance or when it appears in *The Bulb Horn*. In either case, the billings shall state that all remittances should be made to the Treasurer. As each issue is published each ad within that issue shall be numbered and a report prepared to include the following for each such ad: ad number; to whom billed and address; amount billed; terms of payment including if billed in advance; and commission, if any, due when account is collected. Any advertising billed in advance shall include the foregoing along with details as to when the copy shall be published. This report together with copies of the billings shall be forwarded to the Treasurer immediately after the issue is printed. This will make it possible to (1) determine the amount of advertising revenue for each issue of *The Bulb Horn* (2) record same on a timely basis in the proper accounting period to coincide with the issue of *The Bulb Horn*, and (3) allow the Treasurer to follow up on the timely collection of all amounts due VMCCA for advertising. Periodic reports shall be given to the Publications Vice President by the Treasurer for collection efforts on past due amounts either by the Publications Vice President or other party responsible for selling the ad.

#### BUDGET

The Publications Vice President shall participate with the Treasurer in the preparation of the budget as it relates to expenses of his/her office and estimating advertising revenues. Such budget shall be broken down as it applies to each of the two (2) month accounting periods.

The budget shall be submitted to the Treasurer at least two (2) weeks prior to the date of the first Board of Governors Meeting which is held after the Annual Meeting at the time and place of the Annual Meeting.

### ACTIVITIES

The Activities Vice President is responsible for coordinating the activities of the VMCCA including National tours and meetings.

#### REVENUES

Revenues from activities generally come from the VMCCA's percentage of the profit from tours and meets as set forth in the Officers Handbook. Such amounts are generally presented to the Board by a representative of the tour or meet. Whether presented to the Board or not the moneys should be given to the Treasurer for deposit to the "general account".

#### BUDGET

The Activities Vice President shall participate with the Treasurer in the preparation of the budget as it relates to expenses of his or her office and estimating the VMCCA's portion of revenues from tours and meets. Such budget shall be broken down as it applies to each of the two (2) month accounting periods.

## **TECHNICAL**

The Technical Vice President is responsible for judging for the Gold, Silver and Bronze Awards Program and related judging forms and results. He is also responsible for National Awards and the records pertaining thereto. He writes articles for *The Bulb Horn* on technical matters and the judging program.

### **REVENUES**

Generally, no revenues are generated from technical activities. However, should there be any such revenues, the moneys should be given to the Treasurer for deposit to the "general account."

### **BUDGET**

The Technical Vice President shall participate with the Treasurer in the preparation of the budget as it relates to expenses of his or her office. Such budget shall be broken down as it applies to each of the two (2) month accounting periods.

## **MEMBERSHIP**

The Membership Vice President is responsible for promoting the acquisition of new members and promoting active membership among both men and women throughout this country and abroad. He or she responds promptly to all inquiries directed to the Secretary and forwarded to him or her to handle. He or she prepares membership statistics for presentation at each regular Board meeting. He or she advances promotional ideas to the Board to increase membership in the VMCCA and takes action, as needed, to stimulate membership growth.

### **REVENUES**

Generally, no revenues are generated from membership activities other than membership dues which are handled by the Secretary. However, should there be any other revenues, the moneys should be given to the Treasurer for deposit to the "general account."

### **BUDGET**

The Membership Vice President shall participate with the Treasurer in the preparation of the budget as it relates to membership and dues income and expenses of his or her office. Such budget shall be broken down as it applies to each of the two (2) month accounting periods.

## **ADMINISTRATIVE**

The administrative function consists of the President and the Executive Vice President's positions. The duties of the President are to preside at all meetings of the members and the Board and to perform any such other duties as may be required of him or her by the Board. He or she shall appoint any and all committees and be an ex-officio member of same and is Chairperson of the Executive Committee. The duties of the Executive Vice President are to act as an assistant to the President and to serve in this capacity in his or her absence and to perform any other duties as may be required of him or her by the Board and/or the President. He or she is also in charge of Regions and shall answer all inquiries of Region Directors relative to the development of their Region, the formation of new Chapters and any other matters not specifically related to the duties of a specific Vice President.

### **REVENUES**

Generally, no revenues are generated from administrative activities. However, should there be any such revenues, the moneys should be given to the Treasurer for deposit to the "general account."

### **BUDGET**

The President and the Executive Vice President shall participate with the Treasurer in the preparation of the budget as it relates to the expenses of his or her office with such individual budgets then being combined to

comprise an administrative budget. Such budget shall be broken down as it applies to each of the two (2) month accounting periods.

The President shall review the proposed combined budget prepared by the Treasurer prior to its submission to the Board for approval. Any disagreement the President might have with the proposed Budget should be set forth in the written presentation of the proposed budget to the Board.

### **TREASURER**

The Treasurer is the chief financial officer of the Club. He or she is responsible for all financial records, maintaining club bank accounts, and the preparation of periodic financial statements and reports. He or she shall prepare a budget for presentation to the Board for approval at the January/February meeting of the Board.

### **REVENUES**

Revenues from Treasurer activities will generally be confined to interest earned from moneys on deposit in the Club's various bank account or investments. These moneys if not directly deposited to the related bank account shall, along with any other revenues that might be generated, be deposited by the Treasurer in the "general account."

### **ACCOUNTING RECORDS**

The accounts shall be maintained on the accrual basis of accounting and in accordance with generally accepted accounting principles to the extent practicable. Any material departure from generally accepted accounting principles shall be disclosed in the financial statement.

The general ledger shall be maintained with an account for each line item in the budget. There shall be six (6) accounting periods each comprising two (2) months coinciding with the publication of *The Bulb Horn*. Any expenditure exceeding the budgeted amount for any accounting period by more than \$100.00 or 10%, whichever is greater, shall be approved by the President before being paid. The amount by which the expenditure is under the budgeted amount for any line item in an accounting period shall be carried over to subsequent accounting periods within the year.

### **BANK ACCOUNTS**

#### *Depository Account*

The "depository account" shall be maintained at a bank chosen by the Secretary and approved by the VMCCA Board. Activity in such bank account shall be limited to deposits made by the Secretary or his or her designee and the Bank Resolution for such account should limit disbursements to the VMCCA "general account" with such disbursements being authorized by the Treasurer. It is desirable that such account be established so that there will be no service or maintenance charges associated with the account.

#### *General Account*

The "general account" shall be maintained at a bank chosen by the Treasurer. Deposits to such account shall be from the various revenue sources as provided herein. The Bank Resolution for such account shall require checks to have the single signature of the Treasurer or the President. It is desirable that such account be established so that there will be no service or maintenance charges associated with the account.

#### *Investment or Other Accounts*

Other accounts may be desirable from time to time for the deposit of "excess" funds so such funds will earn a greater rate of interest than is available from the "depository account" or the "general account." The Bank Resolution for such accounts should limit disbursements to the VMCCA "general account" with such disbursements being authorized by the Treasurer. It is desirable that such account be established so that there will be no service or maintenance charges associated with the account.

### **BUDGET**

The Treasurer shall prepare a budget as it relates to expenses of his or her office. Such budget shall be broken down as it applies to each of the two (2) month accounting periods.

The Treasurer shall, with the input from the various officers, prepare the combined budget. Such budget shall be reviewed by the President prior to its submission to the Board for approval. Any disagreement the President might have with the proposed combined Budget should be set forth in the written presentation of such proposed budget to the Board. The Budget shall be approved by the Board at the January-February Board of Governors Meeting.

## **BOARD**

The Board is the Board of Governors comprising all Officers, Region Directors and Past Presidents. Their activities generally consist of the meetings as prescribed in the By-laws.

### **REVENUES**

Generally, no revenues are generated from the Board's activities. However, should there be any such revenues, the moneys should be given to the Treasurer for deposit to the "general account."

### **BUDGET**

The President shall participate with the Treasurer in the preparation of the Budget as it relates to expenses of the Board. Such budget shall be broken down as it applies to each of the two (2) month accounting periods.

### **SECTION IX - POLICY REGARDING REIMBURSEMENT OF OFFICER'S EXPENSES**

The elected officer's and the Secretary are reimbursed an amount as determined by the Board of Governors from time to time to cover a portion of the cost to attend the Board meetings and their other out of pocket expenses during the year. Two exceptions are: 1. the Secretary is reimbursed for office expenses (telephone, postage supplies, etc.) and 2. the Treasurer is reimbursed for the cost of reproducing financial statements for distribution to the Board, the postage for mailing the financial statements and paying Club bills and the cost of ledger paper, etc. for maintenance of the Club accounting records.

Additionally, the cost of tax accounting or legal fees, if any, incurred by any of the officers may be reimbursed if they are either approved in connection with the annual budget approval or specifically by action of the Board of Governors.

The amount authorized for reimbursement as of February 2, 2001 is \$199.00 per meeting or group of meetings (the last meeting of the year, annual meeting, and first meeting of the new year are treated as one meeting for purposed of being reimbursed).

