

**THE VINTAGE MOTOR CAR CLUB OF AMERICA
OFFICER'S HANDBOOK**



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PREFACE

The Vintage Motor Car Club of America (VMCCA) Officer's Handbook covers all aspects of the Club's operation, 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. This handbook will be reviewed and updated on an annual basis on the 4th quarter meeting agenda. 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 their Officers Handbook is up to date.

The Board of Governors of the Vintage Motor Car Club of America has formulated a set of procedures for each office to assist each VMCCA elected Official in performing their duties and fulfilling their obligations, to enable them 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.

THE VINTAGE MOTOR CAR CLUB OF AMERICA

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SECTION I - NATIONAL OFFICES

BOARD OF GOVERNORS

Governing Board of Vintage Motor Car Club of America

Members of the Board of Governors include:

President

Executive Vice President

Treasurer

Secretary

Activities Vice President

Membership Vice President

Publications Vice President

Technical Vice President

Regional Directors: Bonneville Region, Buckeye-Keystone Region, California Region, Connecticut Valley Region, Florida Region, Great Lakes Region, Kentucky Region, Mid-Atlantic Region, Midwest Region, Mountain and Plains Region, New England Region, New York Region, Northwest Region, Midsouth Region, Southwest Region, TexOma Region, Tri-State Region, Western Region

Past Presidents

EXECUTIVE COMMITTEE

Members of the Executive Committee include:

President, Chairperson

Executive Vice President

Treasurer

Secretary

DUTIES OF THE PRESIDENT

The President of VMCCA is a non-voting member of the National Board of Governors and shall preside at all meetings of the members and of the National Board of Governors. In the event of a tie vote by the Board of Governors, the President will cast the tie breaking vote. The President is also a member of the Executive Committee. The President shall perform such other and further duties as may from time to time be required by the Board of Governors.

The President shall appoint any and all committees as may be necessary during their term. The President shall appoint the Chairperson of the Nominating Committee at the 2nd Quarter Board of Governors Meeting so that the Committee can present the slate of officers at the 3rd Quarter Board of Governors Meeting. The President is an ex-officio member of all committees. The President is Chairman of the Executive Committee of the VMCCA.

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

It is the responsibility of the President to review the guidelines for changes as they pertain to their position.

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.

DUTIES OF THE EXECUTIVE VICE PRESIDENT

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

The Executive Vice President 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 absence, as in the event of their death, resignation or inability to act. The Executive Vice President shall perform other and further duties as may from time to time be required of them by the Board of Governors and/or the President.

The Executive Vice President shall be in charge of the Regions and Chapters. In this capacity they 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. The Executive Vice President shall assist any Region Director when so requested, or direct the inquiry to the Vice President in charge of the matter involved.

The Executive Vice President is responsible for creating and maintaining the Officer, Region Director, and Chapter President contact list. This list is updated after the first of the calendar year to include newly elected officers in each category. Region Directors are the first resource for this information, as they would be keeping their contact lists updated also. Often Chapter Presidents will need to be contacted directly.

The current succession plan for the Presidency is that the Executive Vice President will transition to become the President after two years. Therefore, routine evaluation of other officers, region directors, chapter presidents, and members must take place to identify candidates for all leadership positions, but primarily the next Executive Vice President. While anyone can be a resource in identifying possible candidates, other officers and past presidents are excellent contacts. Discussions with possible candidates to determine their interest and willingness to serve should take place every time the opportunity arises during the year. The President will select a Nominating Committee Chairperson each year. The Executive Vice President will provide candidate names to the Nominating Committee Chairperson.

It is the responsibility of the Executive Vice President to review the guidelines for changes as they pertain to their position.

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 a Board of Governors meeting. They shall take office during the same year at a time convenient to all parties.

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 has 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 is a paid employee of the Vintage Motor Car Club of America. Each year the President will mail out an evaluation form to all Officers and Regional Directors in order to evaluate the Secretary's performance. After forms are returned, the President will meet and review the comments with the Secretary. 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 of VMCCA is a non-voting member of the National Board of Governors and shall attend all regular and special meetings 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/e-mail of all meetings of the Board not less than 10 days before the meetings. If a special meeting is called, notification shall be provided not less than 5 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 and the Activities Vice President and the Editor of the Bulb Horn 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 Annual meetings and determine if a quorum is present, according to the By-laws. The Pledge of Allegiance shall be led by the regional director of the region in which the meeting is held.

The Secretary shall record the minutes of all meetings by hand transcript or 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 copy of the minutes shall be sent to all members of the Board following each meeting. A summary of the minutes shall be prepared and sent to the Publications Vice President for publication in The Bulb Horn.

Following the completed task of the Nominating Committee Chairperson to provide a slate of national officers for the upcoming year, the Secretary and Publication Vice President shall prepare an electronic email ballot for distribution to the members. For those members without email access, a ballot can be requested from the Secretary to be mailed to them.

The Secretary, in cooperation with the Publications Vice President and the Editor shall see that the annual membership dues renewal forms are printed and distributed to the membership in the Nov/Dec issue of The Bulb Horn along with a return envelope. Following the mailing of the January/February issue of The Bulb Horn, a delinquent notice shall be mailed to members who have not paid their dues for the current year. All members not renewing prior to the mailing of the March/April issue of The Bulb Horn shall be removed from the mailing list and shall not receive the March/April issue until their dues have been paid.

The Secretary shall submit a monthly itemized expense report including a description and receipts or voucher for each expense item. In addition, the Secretary shall submit monthly reports either on paper or by electronic means to the Treasurer to show every transaction with regard to payments (both member dues or other) with monetary amounts indicating by what means the payment was made and when it was made along with the member's name and any other reports as needed by the Treasurer so that he/she can make their monthly/quarterly financial reports.

The Secretary shall maintain a membership data base. The database shall be backed up by an electronic device. A computer file of the mailing list should be sent to the printer for each issue of the Bulb Horn along with the printed count for each issue. 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.

The Secretary shall provide a certificate of insurance for any national, region or chapter event where a proof of Liability Coverage is request.

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 oversee the distribution of The Bulb Horn by providing the editor and printer current addresses of members where magazine is to be mailed. When copies of The Bulb Horn are returned because of a change in address, they are re-mailed when a new address is available.

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 2016, and every ten years thereafter, the Secretary shall renew the copyright of the Glidden Tour®. Scott Oldman, Hahn Loeser & Parks LLP, 200 Public Square, Suite 2800, Cleveland, Ohio 44114 was the Attorney of record for the current contract. Either the afore mentioned attorney 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 Tour®." 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 Tour®" 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 Tour®" may not be used by any other clubs or parties without express consent of the Board of Governors of the Vintage Motor Car Club of America. When printing or making reference to the Glidden Tour® the trademark sign "®" 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.

In 2029, and every ten years thereafter, the Secretary shall renew the copyright of the VMCCA logo. Scott Oldman, Hahn Loeser & Parks LLP, 200 Public Square, Suite 2800, Cleveland, Ohio 44114 was the Attorney of record for the current contract. Either the afore mentioned attorney 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 logo meaning the stylized wording "VMCCA" forming the design of the body of an automobile all within the design of a rectangular border with rounded corners, all over the design of a banner curving downward and forming a point in its lower center with which appears the wording "THE VINTAGE MOTOR CAR CLUB OF AMERICA". Renewal certificate #5,664,462 dated January 29, 2019 is 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: new member certificate; membership brochure with application form; a VMCCA windshield decal; the latest issue of the Bulb Horn and any other pertinent information regarding the club.

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; information on access to the Officer's Handbook which is accessible on the VMCCA website and a banner. These items may be sent to the Region Director, if they are presenting the charter, 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, if deemed necessary, shall maintain a safe deposit box or a fire proof safe for the storage of the original papers of incorporation and others items as deemed necessary.

The Secretary shall maintain a checking account for VMCCA transactions with another board member's signature on the account. The Secretary's checking account is to be used to deposit dues paid directly to them, as well as transfers from the PayPal and credit card accounts the Secretary maintains. The Secretary may only draw money from the Secretary's checking account to pay office expenses. At the end of each month, a transfer should be made from the Secretary's account to the checking account maintained by the Treasurer, leaving only enough funds to support the Secretary's needs for the coming month. At month end, the Secretary should furnish the Treasurer with details and copies of documentation for each deposit in sufficient detail to track membership numbers and related dues income as well as disbursement.

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.

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 to conduct the business of the Vintage Motor Car Club of America.

It is the responsibility of the Secretary to review the guidelines for changes as they pertain to their position.

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.

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 financial officer of the VMCCA. They are responsible for all financial records, maintaining Club bank accounts, knowledge of double entry bookkeeping, use of the accrual method of accounting, maintaining complete and accurate double entry books, maintaining in an orderly fashion original documents that support entries in the double entry bookkeeping system, knowledge of tax law and corporate law sufficient to insure the compliance with applicable Federal and applicable State laws and regulations.

The Vintage Motor Car Club of America, Inc is a Massachusetts not-for-profit corporation. Its obligations to Massachusetts include maintaining a legal address, an address for legal service, the filing of an annual report, and reports of changes in responsible parties. By verbal agreement with the Larz Anderson Museum, the Club uses their address as its legal address. The Club engages a firm that provides an address for legal service and a reminder calendar for filing the annual report.

The Treasurer shall prepare financial statements periodically on the same frequency as the publication of the Club magazine (the Bulb Horn). At each quarterly Board of Governors meeting the most recent financial statement is presented and a verbal report made thereon.

The Treasurer shall prepare, using the same accounting methods as the historical financial statements, an annual budget. The Treasurer presents the budget at the first quarter National Board of Governors meeting and answers all questions thereon. The Board of Governors then votes to approve or reject the budget.

To facilitate the preparation of the necessary financial statements the use of a computer based double entry bookkeeping system is strongly recommended.

The Treasurer should maintain bank accounts necessary to facilitate the best handling of the Clubs money. There should be an operating checking account, a money market account and, if appropriate, a certificate of deposit all at the same bank and in direct control the Treasurer. However, if the total money on deposit exceeds the FDIC maximum insurance coverage it is advisable to use additional banks. All of the bank accounts should have a second person authorized to sign checks in the event that the Treasurer is unavailable.

The Secretary should also have a checking account. The Secretary's checking account is to be used to deposit Dues paid directly to him/her, as well as transfers from the PayPal and credit card accounts the Secretary maintains. The Secretary may only draw money from the Secretary's checking account to pay office expenses. At the end of each month a transfer should be made from the Secretary's account to the checking account maintained by the Treasurer, leaving only enough funds to support the Secretary's needs for the coming month. At month end the Secretary should furnish the Treasurer with details and copies of documentation for each deposit in sufficient detail to track membership numbers and related dues income as well as disbursement.

Each month end the Treasurer should review the information from the Secretary with particular emphasis on dues received. Since dues revenue is the Club's largest source of revenue, it is very important to ensure the membership database properly reflects dues collected. This insures that the Club controls its largest source of income, as well as correctly knows the number of members in each membership category and that the Club Magazine mailing list correctly provides each member with a copy of the magazine.

The Treasurer records all of the information contained in the Secretary's bank and financial accounts in the Club's bookkeeping system.

The Treasurer shall reconcile all of the bank accounts at the end of each month.

The Treasurer maintains records of the Club's inventory of items for sale. The inventory is kept primarily by the Secretary, but also by the Vice President of Activities, and the Independent Contractor. The Independent Contractor provides

clothing items and assorted merchandise for sale and some Club merchandise. The Independent Contractor remits to the Club, on a monthly basis, a royalty payment from the sale of their merchandise and any proceeds from the sale of Club merchandise. The inventory from all sources is reconciled monthly and revenue, cost of goods sold, and royalty are properly reflected in the books and financial statements.

The Treasurer prepares invoices for advertising in the Club magazine, and along with a page containing the ad removed from a copy of the magazine (tear sheet) sent electronically or by mail to the advertiser. The Treasurer informs the printer of the number of magazines needed for tear sheets. Separate accounts are maintained for each advertiser with each invoice recorded therein. Remittances received are also posted to that account. (It has been the Club's practice to pay the advertising salesperson when the ad is billed. Severely delinquent accounts result in the commission on such delinquent amounts be withheld from the next payment to the salesperson.)

The Treasurer should examine all invoices from all suppliers for accuracy. The Treasurer then makes sure the invoices are paid within appropriate date parameters. Of particular significance are the invoices from the Bulb Horn printer, the largest cost of the Club.

The Treasurer should advise the Bulb Horn printer, before the magazine is mailed, of the percentage of paid advertising. Tour advertisements are not considered paid advertising and should not be counted as such in calculating mailing costs. Using the Post Office website, the Club's Postal One account can be accessed. Forms 3541 and the transaction log contain significant information about the distribution and cost of delivering the Bulb Horn.

The Treasurer is responsible to the Internal Revenue Service for filing a Return of Organization Exempt from Income Tax and an Exempt Organization Business Income Tax Return.

The Club is substantially run by volunteers. However, there are several paid positions. The Secretary is an employee of the Club. The Secretary receives a salary and an accountable expense allowance. The salary is authorized by the Board of Governors, and deductions are withheld for Federal, State and Local Income Taxes, Social Security and Medicare Taxes. On a calendar quarterly basis, a number of reports must be filed with various government agencies. An Employer's Quarterly Federal Tax Return must be filed with the Internal Revenue Service, State, Local income tax withholding, and Unemployment tax reports should be filed with the government authorities of the State of residence. Depending on the Secretary's residence, other tax returns or reports may be required. On an annual basis an Employer's Annual Federal Unemployment Tax Return is required to be filed with the Internal Revenue Service. Tax deposits are made on a timely basis to avoid penalties. In addition, on an annual basis, form W-2 must be filed with the Internal Revenue Service, appropriate State and Local governments and the Club's Employee(s).

The paid positions of the Club's magazine (The Bulb Horn) editor and the advertising sales person, and potentially others, do not meet the definition of employees and are referred to as independent contractors. The remuneration paid to the holder of these positions requires certain governmental filings. At the option of the remunerated individual withholding taxes need to be withheld and remitted to the Internal Revenue Service, State and Local taxing authorities. At the year-end appropriate tax payment reconciliation forms and 1099 forms need to be prepared and filed with the Government agencies and copies given to the independent contractor.

The ability to prepare and file the various Government document electronically has increasingly become mandatory.

At the annual membership meeting the Treasurer is to provide a copy of the books, reconciliation of accounts and documents supporting all significant assets, liabilities, revenues and expenses to the appointed audit committee for their examination, and basis of reporting on the Treasurer's performance.

It is the responsibility of the Treasurer to review the guidelines for changes as they pertain to their position.

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.

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 principal obligation of this office is to establish National tours which must be held the ensuing 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. Information shall also be posted on the VMCCA.org website.

A preliminary report shall be made to the Board of Governors at the Second Quarter (March-July) meeting of the Board of Governors of the year hence, having secured from their predecessor the schedule of National Tours for the then current year. A final report should be made by the Activities Vice President at the Third Quarter (August-November) meeting of the Board of Governors. This final report should contain the schedule of National 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. The Activities Vice President shall send each Tour Chairperson a set of guidelines outlining their responsibilities. This includes the booklet "HOW TO GET THE TOURISTS ON YOU TOUR TO GO ON THE TOUR YOU PLANNED RATHER THAN SOMEWHERE ELSE (A guide to writing clear and accurate route instructions).

After compiling all the material on tours and meets, the Activities Vice President shall arrange a presentation to the Board. The events should list the day of the week, date, name of event, city and state where the tour is to take place. (Reference 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, they 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. Activities Vice President should consult with the President and BOG in the process of choosing a location for the Annual meeting. A vote by the BOG will be required to approve the location. They shall review the format of prior annual meetings and formulate ideas to improve the meetings to obtain greater participation and attendance. They shall send guidelines and a copy of the installation ceremony to the Region or Chapter hosting the Annual Meeting.

The VMCCA schedules several annual National Tours 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. Information shall also be posted on the VMCCA.org website.

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

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

The Activities Vice President is also responsible for seeing that tour activity articles are sent to outside publications in addition to The Bulb Horn.

The Activities Vice President shall oversee the long-distance driving award. This award goes to any driver of an eligible car that drives 250 miles or more to a national tour. They should seek assistance from a tour committee member or BOG member to help determine winners and distribute these awards at the opening night of the tour. The Activities Vice President will maintain inventory of these awards and order replacements as needed with Board approval.

The Activities Vice President will also help distribute gifts to first time attendees on a National tour when available. This small token should be a quality item. It is not necessary to give a gift to "first timers" on every tour but should be given when items are available. They will seek approval of the BOG to purchase these items and will maintain inventory of the items. Once again, the Activities Vice President should seek assistance of a tour committee member or BOG member to help distribute these gifts on national tours.

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.

It is the responsibility of the Activities Vice President to review the guidelines for changes as they pertain to their position.

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 participate in local and national activities of the VMCCA.

The Membership Vice President shall encourage non-members attending VMCCA events to join the VMCCA, provide information about the website and online application opportunities and have an application ready for their signature.

The Membership Vice President may 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 and attend VMCCA events.

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.

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

The Membership Vice President shall administer the Membership Recognition Award program with the help and input from the Secretary. The Membership Recognition Award Program is described in Section VI of this handbook.

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

On or about January 15th, the Membership Vice President shall obtain a list from the Secretary of all non-renewed members, by Region, in order to notify Region Directors with this information.

The Membership Vice President prepares an annual reminder collection letter which the National Secretary will send to each member whose dues are not paid by February 15th.

The Membership Vice President prepares detailed membership statistics for presentation at each regular Board meeting.

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.

It is the responsibility of the Membership Vice President to review the guidelines for changes as they pertain to their position.

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 Vice President has the responsibility of oversight of publication activities that are handled by: Bulb Horn Magazine Editor, Bulb Horn Magazine Printer, Bulb Horn Advertising Manager, Classified Ad Manager, Webmaster, Facebook page administrator and Touring Chronicle Editor.

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.

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

The Publications Vice President shall have input in the relative balance of topics over time with the desires of the Board of Governors and the membership at large. However, content will be at the discretion of the editor

The Publications Vice President should appoint someone in charge of classified advertising whose duties include acknowledging each advertisement.

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

It is the responsibility of the Publications Vice President to review the guidelines for changes as they pertain to their position.

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.

WEBSITE AND WEBMASTER

The website is a valuable tool for the VMCCA. The webmaster is a volunteer club member and, if appropriate, assisted by a third-party independent contractor. The website is accessed online at vmcca.org. The website will contain all information on: history, tours and tour registration forms, officers, membership details, National awards, Regions and Chapter information, classified ads, club roster, Foundation and scholarship, and a variety of other information as needed. The website will also contain; VMCCA by-laws, officer handbook, Glidden® and national tour guidelines.

The webmaster is an appointed position and will work under the oversight of the Publications Vice President. The webmaster in a non-voting Board of Governor's position. The webmaster should strive to keep the website attractive, interesting, up-to-date and focusing on attracting new members. The webmaster will be the contact person for frequent changes that will need to be made to the site. The webmaster will maintain the password/pin and account number to the site and maintain strict security for the site. Back-up access to the site will be kept by the VMCCA Secretary and VMCCA Treasurer.

BULB HORN

The Bulb Horn Editor is an independent contractor and is tasked with producing a magazine containing content appropriate for the interests of the club members. They shall endeavor to verify the facts to make the printed word as accurate as possible. They shall supervise the layout and general design of the publication. It will be the Bulb Horn Editor's duty to deliver press ready digital files to permit printing and mailing on or before the magazine dating. The editor will strive to keep the cost within the budget prescribed by the Board of Governors.

TOURING CHRONICLE

The Touring Chronicle Editor, with the cooperation of the various Region and Chapter Editors, shall publish a monthly email newsletter to the membership containing Region and Chapter newsletters, upcoming National and Regional tours, articles of automotive interest, and tour highlights. Special editions of the Chronicle may be used to convey time sensitive events to the membership.

BULB HORN MAGAZINE PRINTER

The Publications Vice President should have knowledge about the business relationship with the current printer and other sources that can deliver a high quality printed magazine. In event that a new printer is to be engaged, the Publications Vice President shall seek the assistance of the Bulb Horn editor to negotiate with a new printer.

ADVERTISING MANAGER

The Advertising Manager is an independent contractor and is tasked with locating and maintaining relationships with advertisers. Ads should be automobile or touring related and in good taste. Ads should be referenced to the ad billing rate schedule and responsible adherence to size specifications. New advertisers should be discussed and approved by the Publications Vice President. The advertising commission statement should be sent to the Publications Vice President and Treasurer promptly after it is prepared.

CLASSIFIED AD MANAGER

The Classified Ad Manager is a club volunteer. They are responsible for receiving member ads along with requisite payment and transmitting the ad to the Bulb Horn Editor and sending payment to the Treasurer. The manager should send the classified member ads to the webmaster.

TREASURERS RESPONSIBILITIES REGARDING PUBLICATIONS

The Treasurer is a club volunteer with whom all publication financial matters should be coordinated. The advertising billing is prepared based on the commission statement prepared and provided by the advertising manager. The Treasurer will make payments to proper parties regarding publication, printing and distributing of the Bulb Horn magazine. The Treasurer will also make payments as needed to the website managing company.

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 Golden Award of Excellence Program (Gold, Silver and Bronze Award Program) and maintains a file of all completed judging forms and a list of all recipients of the Golden, Silver and Bronze Awards. They will appoint the Chief Judge for all VMCCA sanctioned events where Golden Award judging is held. They will furnish the Chief Judge with a set of judging guidelines to provide as consistent results as possible in setting up the judging program. They are responsible for stocking and distributing awards for appropriate judging events.

The Technical Vice President is also responsible for the National Annual Awards. They will:

- Maintain records, canvasses the various Region Directors and Chapters Presidents, or any others they deem knowledgeable, requesting nominations for the various annual awards.
- Seeks out and confirms award sponsors before the award listing and ballot is published in the Bulb Horn.
- Publishes a listing of the awards and a corresponding ballot in the appropriate issue of The Bulb Horn, the Touring Chronicle and on the VMCCA.org website.
- Purchases the awards unless sponsor elects to purchase their own award. All awards purchased by the Technical Vice President should be from the same supplier and the cost of these awards shall be paid by the Treasurer at the Technical Vice President's request.
- Arranges for awards to be available at the Annual Meeting. They will contact the sponsors of each of the sponsor supplied awards to assure that the awards are available for presentation at the Annual Meeting.
- Bills the sponsors for the cost of purchased awards with payment directed to the Treasurer.

The Golden Award of Excellence winners at National Tours are helpful in the determination of National Award Winner. 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 is responsible for the Glidden® Era Cloisonné Awards. They maintain records and determine eligibility for these awards based on information provided by the Glidden® Tour organizer. They are responsible for stocking and distributing the cloisonné's for the Glidden® Tour.

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

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

It is the responsibility of the Technical Vice President to review the guidelines for changes as they pertain to their position.

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 Vintage 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; an officer of the Club may wish a clarification or to discuss a problem in their area of responsibility or a practice that the club has conducted over time that would potentially become a policy. 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. The committee shall consist of a Chairperson appointed by the President with the approval of the Board of Governors. The Chairperson shall be appointed at the Board of Governors Second Quarter meeting held during the months of March – July. If the committee chairperson is unable to complete their duties, they will notify the President who will appoint a member of the committee as a replacement.

The Chairperson shall contact all incumbent officers and determine if they wish to continue in their present office, seek some other office or retire. The Board of Governors will be requested to consider possible candidates for National offices. 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 between the Chairperson and Region Directors.

After all input is received and reviewed, the committee will prepare a report for the Board of Governors. No more than two persons can be recommended for any position. The Chairperson or their designee shall deliver the report at the 3rd Quarter (August – November) meeting of the Board of Governors.

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 one present officer 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 Second Quarter meeting held during the months of March - July.

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 or alternate shall attend all regular and special meetings of the Board. Anyone from the Region can be asked by the Director to represent them at a Board of Governors meeting. As a courtesy, the Director should send a note to the Secretary with the name of their replacement. If no representative from the Region can attend, the Regional Director shall send either a written or electronic report to the Secretary to be read at the Board of Governors meeting. A form is included for reporting on page III-9.

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 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 for the purpose of:

- a. Electing new officers if not conducted by mail ballot
- b. Formulate plans for the year's activities;
- c. The Region Tour plans finalized, if needed;
- d. 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. They will make an effort to attend Chapter and Region Tours.

The Director or Vice Director shall become an ex-officio member on Committees planning Region or National Tours conducted in their Region. They 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 Vintage 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 them by the Director. They also have 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. They also prepare and mail 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 Secretary, the Region Secretary must either contact the delinquent member directly, or contact the Chapter President to have the delinquent member pay their dues and advise when payment is made.

The Region Secretary should promptly record any change of address notices updating membership records received from National. They should promptly forward to the National Secretary 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 and have paid their current years dues.

DUTIES OF THE REGION TREASURER

The Region Treasurer shall have supervision of all the Region's finances. They 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.

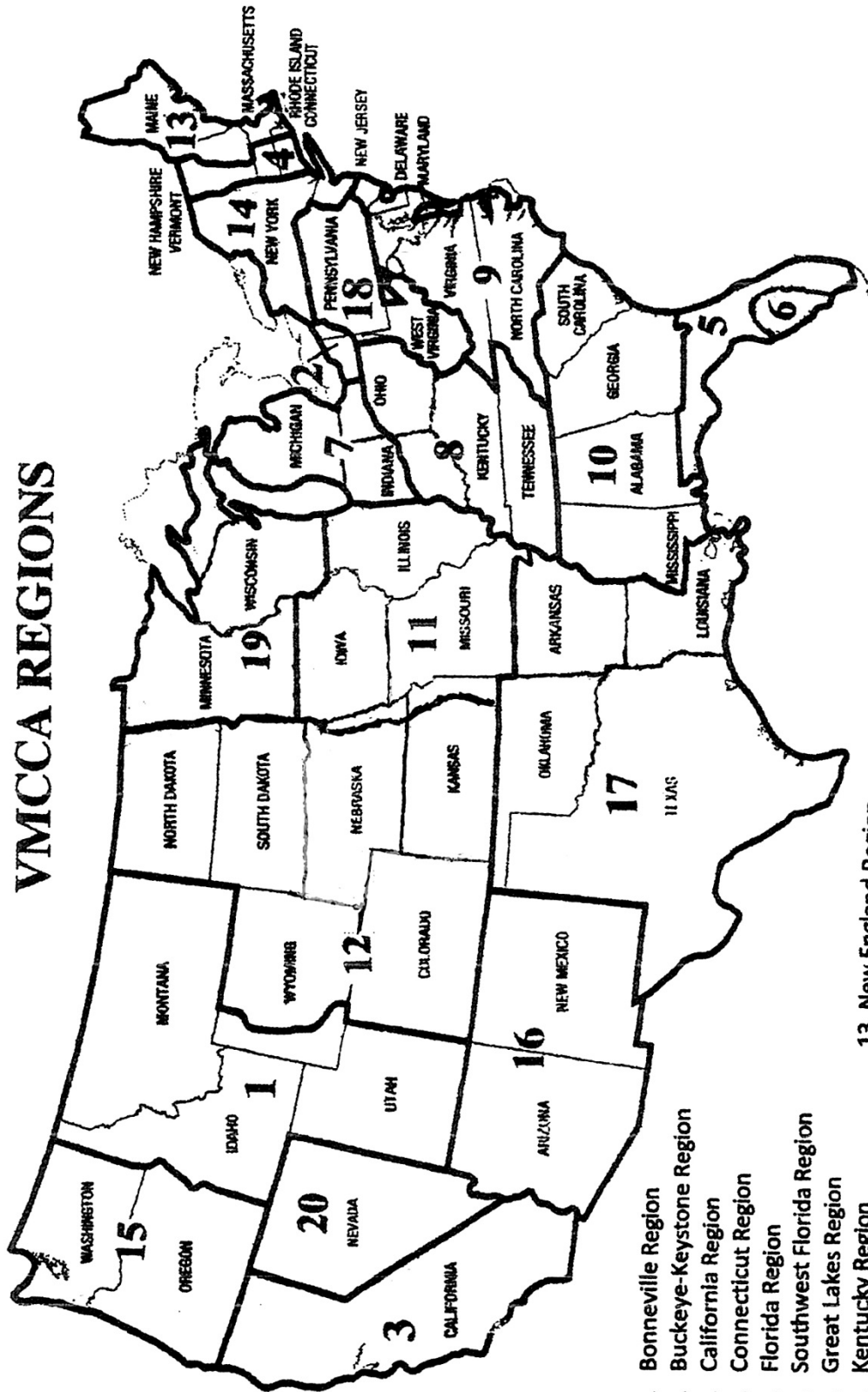
The duties of Membership at the Region or Chapter level are very similar to those of the VMCCA Membership Vice President. Regions and Chapters constantly require new interested and active members to increase participation in their activities and to supplement the decrease of members due to natural attrition.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

VMCCA REGION BOUNDARIES

1. **BONNEVILLE (BN)** - Includes all of Utah, Montana, Idaho and in Wyoming only the Zip Codes beginning with 821, 829, 830, and 831.
2. **BUCKEYE-KEYSTONE (BK)** – Includes In Ohio only the Zip Codes beginning with 440, 441, 442, 443, 444, 445, 446, 447 and 449 and portions of 433 and 448 and in Pennsylvania only the Zip Codes beginning with 164, 165, and portions of 161 and 163.
3. **CALIFORNIA (CA)** - Includes all of California.
4. **CONNECTICUT VALLEY (CV)** - Includes all of Vermont, Connecticut and in Massachusetts only the Zip Codes beginning with 010, 011, 012 and 013.
5. **FLORIDA (FL)** - Includes all Zip Codes except those beginning with 338, 339, 341 and 342.
6. **SOUTHWEST FLORIDA (SF)** – Includes only the Zip Codes beginning with 338, 339, 341 and 342.
7. **GREAT LAKES (GL)** - Includes all of the Lower Peninsula of Michigan and in Ohio only the Zip Codes beginning with 430, 431, 432, 433, 434, 435, 436 and 458 and portions of 448 and in Indiana only the Zip Codes beginning with 463, 464, 465, 466, 467, 468, 469, 473 and 479.
8. **KENTUCKY (KY)** - Includes all of Kentucky and Tennessee and in Indiana all the Zip Codes except those beginning with 460, 461, 462, 470, 471, 472, 473, 474, 475, 476, and 478 and in Ohio all the Zip Codes except for those beginning with 430, 431, 432, 437, 438, 450, 451, 452, 453, 454, 455, 456 and 457.
9. **MID-ATLANTIC (MA)** - Includes all of Delaware, Maryland, Virginia and North Carolina and in West Virginia only the Zip Codes beginning with 254 and 257.
10. **MID-SOUTH (MS)** – Includes all of Mississippi, Alabama, Georgia and South Carolina.
11. **MIDWEST (MW)** - Includes all of Missouri, Iowa and Illinois and in Nebraska only the Zip Codes beginning with 680, 681, 683, 684 and 685 and in Kansas only the Zip codes beginning with 660, 661, 662, 664, 665, 666, 667, 668, and 673.
12. **MOUNTAINS & PLAINS (MP)** - Includes all of Colorado, North Dakota, South Dakota, all of Kansas except the Zip Codes beginning with 660, 661, 662, 664, 665, 666, 667, 668 and 673, all of Wyoming except the Zip Codes beginning with 821, 829, 830 and 831 and all of Nebraska except the Zip Codes beginning with 680, 681, 683, 684 and 685.
13. **NEW ENGLAND (NE)** - Includes all of New Hampshire, Maine, Rhode Island and all of Massachusetts except the 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, Oregon, Alaska and Hawaii.
16. **SOUTHWEST (SW)** - Includes all of Arizona and New Mexico.
17. **TEXOMA (TO)** - Includes all of Texas, Oklahoma, Arkansas and Louisiana.
18. **TRI-STATE (TS)** - Includes all of Pennsylvania except the Zip Codes beginning with 161, 163, 164, and 165 and all of West Virginia except for the Zip Codes beginning with 254 and 257 and in Ohio only the Zip Codes beginning with 430, 439 and 457.

19. **UPPER MISSISSIPPI (UP)** - Includes all of Minnesota and Wisconsin and the Upper Peninsula of Michigan.
20. **WESTERN (WS)** - Includes all of Nevada.

VMCCA REGIONS



1. Bonneville Region
2. Buckeye-Keystone Region
3. California Region
4. Connecticut Region
5. Florida Region
6. Southwest Florida Region
7. Great Lakes Region
8. Kentucky Region
9. Mid-Atlantic Region
10. Mid-South Region
11. Midwest Region
12. Mountains & Plains Region
13. New England Region
14. New York Region
15. Northwest Region
16. Southwest Region
17. Tex-Oma Region
18. Tri-State Region
19. Upper Mississippi Region
20. Western Region

THE VINTAGE 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 Region or Chapter 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 officers and committee members.
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.

The Chapter Secretary must notify the Secretary's office and the Executive Vice President 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 and Touring Chronicle 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 and Touring Chronicle. 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, on the website (VMCCA.org), the Bulb Horn and Touring Chronicle.

Chapter members can also help National by encouraging other people interested in antique automobiles and memorabilia to become members of the Vintage 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. Attend Region meetings.
- b. Send a report of Chapter activities to the Region Director for inclusion in their report to National.
- c. 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. 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.

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:

Article I Name & Purpose

Sec. 1 Name

Sec. 2 Purpose

Article II Membership

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

Article III Meetings

Sec. 1 Annual Meeting

Sec. 2 Regular Meetings

Sec. 3 Special Meetings

Sec. 4 Manner of Conducting Meetings

Sec. 5 Quorum

Sec. 6 Voting

Article IV Duties of Officers

Sec. 1 President

Sec. 2 Vice President

Sec. 3 Secretary

Sec. 4 Treasurer

Sec. 5 Other

Article V Committees

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

Article VI Finances

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.

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 are often 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 are not aware of the tour destination. Directions may be vague in the sense of a described destination. 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.

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.

CHAPTER WEBSITE:

Some chapters have their own website and webmasters. The cost of the website maintenance and licenses are absorbed by the chapter.

TRADITIONS:

Usually developed 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, there 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.

We, the undersigned, hereby petition the
_____ Region of
The Vintage 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:

Date

SECTION V - NATIONAL MEETINGS

GUIDELINES FOR MEETINGS

Regular Board of Governors meetings are one day/evening meeting hosted by a Region or Chapter and are held in conjunction with a national tour. Teleconference Board of Governors meetings are an option for 2nd or 3rd quarter meetings.

The Annual Meeting consists of three meetings (Fourth Quarter Meeting of the year, Annual Membership Meeting and First Quarter 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 with the approval of the Board of Governors.

HOSTING A BOARD OF GOVERNORS MEETING

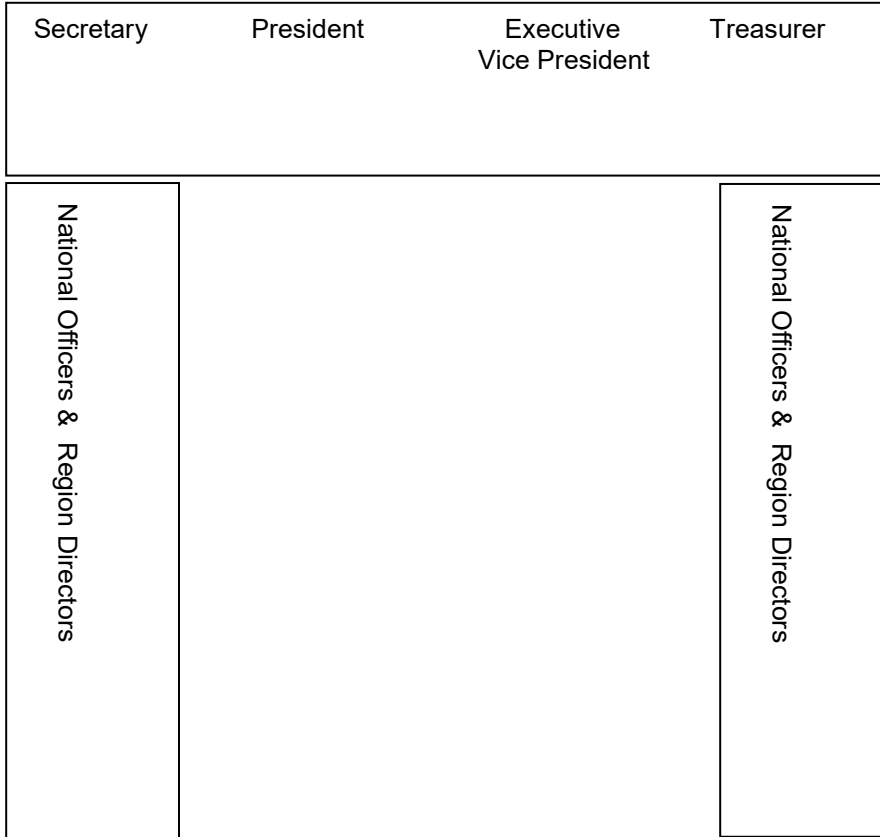
1. Choose date - negotiated with Activities Vice President.
2. Appoint Chairperson and Committee - committees are registration, transportation, hospitality, and for the annual meeting you will also need committees for table decorations, seating, door prizes, etc.
3. Select convenient hotel and arrange 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 audio visual equipment 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. 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.
7. After all arrangements are made and costs established, a registration form (including information on hotel rates and cut off dates) should be sent to the Activities Vice President for approval. The Activities Vice President will then assure that the registration form is distributed to the Bulb Horn, Touring Chronicle and Website.
8. Any questions that may arise should be handled through the Activities Vice President or the Secretary.
9. After the meeting is over, send financial report to the National Secretary and National Treasurer.

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

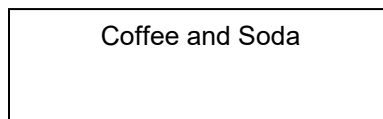
Seating



Seating

Seating

Seating for Members
and Guests



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
Membership Awards and Bulb Horn Awards..... (Insert Name) Publications Vice President
National Awards..... (Insert Name) Technical Vice President
Installation of National Officers..... (Insert Name) Past President if available
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 Vintage 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 Vintage 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 overseeing 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 V).

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).

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 Vintage 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 Vintage 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).

This Installation Ceremony was written by Past VMCCA President, Dorothy Houdek (2003-2004), for the installation of President Richard W. Rigby (1990-1991).



SECTION VI - ANNUAL NATIONAL AWARDS

The Vintage Motor Car Club of America

1. **ALEC ULMANN AWARD**
Best owner restored car through 1912
Sponsor: Ed and Sandi Lappin
2. **BEST CHRYSLER PRODUCT AWARD**
Best Chrysler Product 25 years or older
Sponsor: Toledo Chapter, Great Lakes Region
3. **THE HORSELESS CARRIAGE AWARD**
Best pre-1916 auto driven on a National Tour this year
Sponsor: Steve and Debbie Mergele
4. **BUCK SHAVER AWARD FOR THE BEST OWNER RESTORED TRUCK**
Sponsor: Pikes Peak Chapter, Mountain and Plains Region
5. **BEST OWNER-RESTORED 1928-1931 MODEL A FORD AWARD**
Car must have completed a VMCCA National Tour during the year
Sponsor: Jane Rigby
6. **BEST PRESERVED ORIGINAL CAR AT LEAST 60 YEARS OF AGE**
Original running gear, body, paint, upholstery and top are required. Minor repairs and touchup are allowed. Cars with the least score higher. Required mechanical and structural repairs plus tire replacement to permit safe driving on touring events accepted
Sponsor: Jim and Marilyn Talbot in Memory of Past President Dorothy Houdek
7. **BEST RESTORED ORPHAN MAKE AWARD**
For restored cars of parent corporations no longer in the automobile business or those "abandoned" cars that are no longer being made by a manufacturer (such as Plymouth, Oldsmobile) produced from 1934 to 1964. Car must have been driven on a National Tour in the previous two years
Sponsor: Fredericksburg Chapter, TexOma Region
8. **FOUNDER'S TROPHY**
Best pre-1914 car driven the longest distance to a National Tour
Sponsor: Kentucky Region in Memory of Tom Smith
9. **GEORGE L. WEISS MEMORIAL TROPHY**
Best restored pre-WWII Packard at a National Tour
Sponsor: Bexar Touring Club, TexOma Region in Memory of Roger White.
10. **CARL DAWE MEMORIAL AWARD**
Member (excluding members of the Board of Governors) doing the most for the club
Sponsor: Great Lakes Region
11. **THE JIM SPENCER MEMORIAL TROPHY**
Best Antique Car, 1960 through 25 years old
Sponsor: The Permian Basin Oil Burners Chapter, TexOma Region
12. **LARRY AMES MEMORIAL AWARD**
Best owner restored car 1913 through 1937
Sponsor: The Ames Family in Memory of Larry Ames
13. **MARION AND RAY DIETRICH MEMORIAL AWARD**
Best CCCA recognized classic car (1925-1948) (<http://www.classiccarclub.org>) that has been driven on a VMCCA Tour
Sponsor: Albuquerque Chapter, Southwest Region
14. **MODEL T FORD AWARD**
Model T Ford owner who best represents enthusiasm and helpfulness and has restored his or her Model T Ford to a high degree of excellence and authenticity
Sponsor: Bexar Touring Club, TexOma Region
15. **THE FIFTY FIFTIES AWARD**
Best Restored Chevrolet 1950-1959
Sponsor: B D Berryhill in Memory of Catherine Berryhill
16. **OUTSTANDING REGIONAL DIRECTOR AWARD**
Regional Director who did the most for the VMCCA and his/her Region during the year
Sponsor: Keith and Barbara Robbins
17. **PAST PRESIDENT'S MEMORIAL TROPHY**
Person or Couple, who best symbolize(s) the spirit of the VMCCA while on a National Tour
Sponsor: The Werckle Family in Memory of Dr. Mike Werckle
18. **GEORGE L. WEISS MEMORIAL TROPHY**
Best restored pre-WWII Packard at a National Tour
Sponsor: Bexar Touring Club, TexOma Region in Memory of Roger White.
19. **PIKES PEAK CHAPTER MEMORIAL AWARD**
Best restored foreign car, 25 years old or older
Sponsor: Pikes Peak Chapter, Mountain and Plains Region

20. **PIKES PEAK CHAPTER MEMORIAL AWARD**
Best restored foreign car, 25 years old or older
Sponsor: Pikes Peak Chapter, Mountain and Plains Region
21. **RALPH BUCKLEY AWARD**
Best professionally restored car through 1913
Sponsor: New York Region
22. **SOUTHWEST REGIONAL AWARD**
Best VMCCA recognized car driven on a regular basis
Sponsor: Southwest Region
23. **STADLE FELLOWSHIP AWARD**
Person or Couple who best symbolizes the spirit of the VMCCA
Sponsor: Mert Houdek
24. **VALLEY ROADRUNNERS CHAPTER AWARD**
Best owner restored care 1937 through 1959
Sponsor: Valley Roadrunners Chapter, Southwest Region
25. **YOUNG ENTHUSIAST AWARD**
Youngest owner/driver to participate in a VMCCA National Tour
Sponsor: Bexar Touring Club, TexOma Region
26. **BEST MUSCLE CAR AWARD**
Best 1964 through 1974 muscle car with an engine of 300 H.P. or greater
Sponsor: Southwest Florida Region

27. **FORREST G. DOWNING MEMORIAL TROPHY**
Best owner restored car built between 1920 and 1929 (excluding the Model A Ford). Car must have been driven on a VMCCA National Tour during the year
Sponsor: Shirley Downing Doherty and Barbara Downing Fox
28. **MASTER MECHANIC EXTRAORDINAIRE**
Plays a starring role in the repair team that accompanies all Regional and National Tours. This person makes sense of it all and makes them run again - or not. These starring roles are typically demonstrated in two or more tours, not necessarily consecutive. Pictures demonstrating these heroic acts are encouraged
Sponsor: Judyth Derbidge
29. **THE MIKE DERBIDGE MEMORIAL AWARD**
This award acknowledges the long trip that some members make to create a running vehicle from...nothing. The owner of the vehicle is to be the primary restorer. Documentation via photos and/or written story will be used in judging
Sponsor: Eastern Idaho Chapter, Bonneville Region
30. **BEST STATION WAGON**
Best station wagon driven on a National Tour
Sponsor: Northern Colorado Chapter, Mountain and Plains Region

PRESIDENT'S CUP

Outstanding contributions to the VMCCA as selected by the President
Sponsor: The Magee Collection

Annual National Awards Nomination Form

The Vintage 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 VMCCA Technical Vice President.

GLIDDEN® ERA CLOISONNÉ AWARDS

The Glidden® Era Cloisonné Award is intended to recognize and promote attendance at the Glidden® Tour by cars of the Glidden® era. This award is presented to vehicles of 1913 or older vintage the first time that they participate in the Glidden® Tours. After the initial presentation the award will not be presented on subsequent Glidden® Tours.

In order to receive the award, the vehicle must be in attendance and participate in touring. It is not necessary to participate in each and every day of touring to receive the award. It is recognized that vehicles of this vintage may require additional maintenance and may not be able to participate in the whole tour due to mechanical issues.

A list of vehicles and owners receiving the award will be maintained by the Technical Vice President. Determination of eligibility for the award will be made based upon information provided by the Glidden® Tour organizer. If the Technical Vice President is attending the Glidden® Tour, they will present the Glidden® Cloisonné's. If they are not present, the Glidden® Tour organizer will make arrangements for the award presentation.

MEMBERSHIP RECOGNITION AWARDS

The Membership Vice President will be responsible for overseeing the Membership Recognition Program. This will require working with the VMCCA Secretary and the Membership Vice President to insure the accuracy of the membership eligibility information in the VMCCA database. The Membership Vice President will be responsible for the budget and ordering of the award pins and certificates. The award pins will be shipped directly to the Membership Vice President who will be responsible for maintaining the inventory of the award pins. The certificates are generated through a database generated spreadsheet file. The certificates can be printed at an agreed upon vendor location. The Membership Recognition awards will be presented yearly to members with 25, 30 ,40 and 50 years of membership in the VMCCA. Members with 25 years of membership will receive certificates only. Members with 30, 40 and 50 years of membership will receive both a certificate and a pin. All eligible recipients will be invited to the Annual Meeting and Awards Banquet for a formal presentation and recognition. The Membership Vice President and the President will work together to present the awards at the Annual Meeting. When a recipient is unable to attend the Annual Meeting, the Membership Vice President or the Secretary will mail the certificates and awards to the recipient. A list of recipients and photographs of those attending the Annual Meeting will be submitted to the Bulb Horn editor for publication in the May – June issue.

AMBASSADOR PIN

Recruitment of 3 or more new members in a calendar year entitles the recruiting member to receive an Ambassador Pin. Confirmation of new members paid national dues is required.

Recruitment of 12 or more members in a calendar year entitles the recruiting member to one year's free membership in the ensuing year. Confirmation of new members paid national dues is required.

Ambassador Pins will be presented by the Membership Vice President.

GOLDEN AWARD OF EXCELLENCE

The Golden 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 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 tour where judging is scheduled to occur. 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

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 in 1946 or later, but 25+ years of age	

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 where judging is scheduled to occur.

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 Golden Award of Excellence Judging.

PARTICIPANT INFORMATION FOR THE VMCCA GOLDEN AWARD OF EXCELLENCE JUDGING

If the Golden Award of Excellence program is offered at a VMCCA national tour, the following information must be given at check-in, to every registered tour participant requesting the Golden Award of Excellence judging. The Golden Award of Excellence Program Application/Judging form is maintained by the Technical Vice President and available upon request.

1. If you have requested that your vehicle be judged for the Golden Award of Excellence Program:
The tour 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. Vehicle owner should fill out the Golden Award of Excellence Program Application/Judging form available upon request from the Technical Vice President.
2. There is a \$10 fee to enter a vehicle in Golden Award of Excellence judging. This fee is to be paid to the tour registrar.
3. It is necessary for the vehicle owner to participate in at least one day of touring consisting of at least 50 miles.
4. 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.
5. 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.
6. 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 has concluded.
7. 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 than is absolutely necessary.
8. 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 have been driven to and during the tour.
9. 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.
10. Please have the hood and trunk open unless wind prohibits it.
11. Results will be announced at the Awards Banquet. Good luck!

EVENT SPONSOR RESPONSIBILITIES FOR THE VMCCA GOLDEN AWARD OF EXCELLENCE JUDGING

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

- The VMCCA national tour application must include the following:
 1. Is the vehicle to be judged for the Golden Award of Excellence program? Yes___ No ___
 2. Are you willing to help judge the Golden 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 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 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.
- The host tour will provide breakfast for the Golden 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.
- There is a \$10 fee to enter a vehicle in Golden Award of Excellence judging. This fee is intended to cover the cost of the judges' breakfasts. The fee is to be paid to the tour registrar or tour director at tour check in. If there is no judges breakfast held or no cost for the breakfast the tour may retain the fee.
- Golden Award of Excellence Program awards must be presented at the tour 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 tours 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 tour 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 they select members who will be on tour who are competent judges.
4. Three teams of 3 judges each are necessary for larger tours. 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 tour. The judges should review the criteria for the categories they are 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. They 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 they 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 they are not present, then the Chief Judge will present the awards to the winners.
10. At the conclusion of the tour 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. Every effort should be made to expedite delivery to participants requesting a copy of the judging.

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

SECTION VII - GUIDELINES FOR OPERATING VINTAGE MOTOR CAR CLUB OF AMERICA NATIONAL TOURS AND MEETINGS

The Vintage Motor Car Club of America's slogan is "The Touring Club". The Club's Board of Governors encourages the sponsoring of tours 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 or meeting and carry it through to a successful conclusion. The Club has a variety of tours 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.

The Club's National tours and meetings are listed and described under Description of VMCCA National Tours and Meetings 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 on page 3.

DESCRIPTION OF VMCCA NATIONAL TOURS AND MEETINGS

Annual Membership Meeting preceded by Fourth Quarter Board of Governors Meeting and followed by 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® 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.

Heritage Tour: Usually held May – August. Open to all VMCCA members driving cars built in or before 1949. 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.

Muscle Car/Convertible/Orphan Tours: These are held on a rotating basis.

- Muscle Car eligibility for cars from 1955-1975
- Convertible Car eligibility for cars any convertible 25 years of age or older.
- Orphan Car eligibility for cars 25 years of age and older that are no longer manufactured.

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

Glidden Tour®: Mid-September – October: Open to both VMCCA and AACA members. The VMCCA hosts the Glidden Tour® in even numbered years and participants may drive automobiles built in or before 1942. The AACA hosts the Glidden Tour® through an agreement with the VMCCA in odd numbered years and participants may drive automobiles built in or before 1935. Glidden Tours® 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 Tour® or a September Western National Tour. This meeting can be held as a telephone conference at the discretion of the Board of Governors.

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

The VMCCA is dedicated to the Acquisition, Preservation, Restoration and Exhibition of Antique and Historically Significant Automobiles. Authenticity of the vehicles is paramount for our judging criteria and our national awards. We set a high standard to our membership and to the general public. We are in the public eye for our National and Regional Tours, so the exterior appearance of the participating vehicles is of primary importance. Therefore, to achieve this purpose, most of the body, engine, chassis and driveline components of all vehicles, including vintage accessories, entered in a National event need to be of the same era as when the vehicle was manufactured. We expect most of the modifications will be for safety, comfort and reliability. Safety modifications include turn signals, seat belts and updated braking systems. Vehicles that are obviously “modified” from the original design present an inappropriate impression as to the aim and purpose of the VMCCA. The decision to accept or reject a vehicle on a National event rests with the event tour director with the advice of the VMCCA Board of Directors.

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

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. Sound and audio visual equipment, if needed.
- 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 web site are also sources for checking to determine previously planned events before you decide on a possible date for a future event.

REQUESTING PERMISSION TO HOST A VMCCA TOUR OR MEETING

To receive permission to host a VMCCA national tour or meeting, 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 meeting. 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 or meeting. VMCCA members considering hosting a national tour 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 or meeting, 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 or meeting.

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 or meeting. Send the written request to the VMCCA Activities Vice President.
- The name or names of the tour or meeting 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 or meeting 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 or meeting and administering the Golden Award of Excellence Program. Profits from any national VMCCA tour or meeting 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 Tour®. Glidden Tour® 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 meeting.
- 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 and to the VMCCA.org website.

Once the Activities Vice President receives your request, they 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

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

CLASS AWARDS

These awards are to be presented by the local sponsors of the tour 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.

GOLDEN AWARD OF EXCELLENCE PROGRAM

These awards may be made available at any VMCCA national tour or meeting 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 Golden 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 Golden 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.)

WHO BEARS THE COST OF THE GOLDEN AWARD OF EXCELLENCE PROGRAMS?

The VMCCA Golden 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 meeting. A portion of any profit made by all VMCCA national tours or meets will be used to administer the VMCCA Golden Award of Excellence Program.

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

PARTICIPANT ELIGIBILITY

Participation in all VMCCA national tours and meetings, except the Glidden Tour®, is limited to members of good standing of the Vintage Motor Club of America. Participation in the Glidden Tour® 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 or meeting.

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 meeting 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®.)

PUBLICIZING A VMCCA NATIONAL TOUR OR MEETING

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

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

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

The tour or meeting committee may also produce a web site for promotion and information purposes. The tour or meeting 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.

ADVERTISEMENT REQUIREMENTS

The tour or meeting advertisement, whether in The Bulb Horn, Touring Chronicle, website or other antique car publications, must include the following. The ad should be attractive, easy to read and reproduce clearly. Any artwork for advertisement should be approved by Activities Vice President and Publication Vice President.

- The official logo of the Vintage 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 Vintage Motor Car Club of America."
- The official name of the VMCCA national tour or meeting.
- The logo or artwork designed to represent the tour or meeting which shall include the VMCCA logo.
- The date(s) of the tour or meeting.
- The city and state or area in which the tour or meeting will be held.
- A description of the tour or meeting.
- The region, chapter or members hosting the tour or meeting.
- 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 meeting can accommodate

ADVERTISING YOUR TOUR OR MEETING IN THE BULB HORN, TOURING CHRONICLE AND WEBSITE

Once the tour or meeting receives national sanction, one full page of ad space in The Bulb Horn will be allotted for a tour or meeting 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 or meeting advertisement should appear in The Bulb Horn, Touring Chronicle and Website six months to one year prior to the event.

AD COPY FOR THE BULB HORN, TOURING CHRONICLE AND WEBSITE

The approved tour or meeting application form may be printed on The Bulb Horn tear off cover as space allows at the discretion of the VMCCA Publications Vice President. The tour or meeting director or committee is encouraged to provide a short, written description of the event to be published as an article in The Bulb Horn, Touring Chronicle and on the Website to publicize the event. It will be the responsibility of the director of the tour or meeting to contact the Publications

Vice President to arrange for insertion of the tour or meet advertisement in the appropriate issue of The Bulb Horn and Touring Chronicle. When submitting material for announcement of the national tour or meeting in The Bulb Horn, Touring Chronicle and website, camera ready or original materials or electronic files must be supplied by the tour or meeting committee. It will be the responsibility of the director of the tour or meeting to contact the Publications Vice President prior to submission to make sure the material is in a usable form.

FOLLOW-UP TOUR ARTICLE WITH PHOTOGRAPHS

The director of any VMCCA national tour or meeting must appoint a member or members of the tour or meeting 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 meeting. Videos and pictures may also be sent to the Touring Chronicle editor and the Webmaster for publication. At the Publications Vice President's discretion, the article may also be sent to other commercial antique automobile publications. A copy of the tour or meeting 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 or meeting 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. An Excel Tour Budget Worksheet is available on the club website, www.VMCCA.org.

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

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 OR MEETING 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.

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 or meeting 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 they 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 Tour® 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 or meeting and administrating the Golden Award of Excellence Program. Profits from any national VMCCA tour or meeting 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 Tour®. Glidden Tour® 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 or meeting checking accounts.* Each tour or meeting 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 meeting taking in a large amount of funds. Usually, only the Glidden Tour® 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.

SHARED PROFIT

VMCCA national tours and meetings should be structured financially to be self-sufficient. The possibility of the realization of a reasonable profit should be built into the tour or meeting 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 meeting 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 or meeting, with the exception of the Glidden Tour®, is to be distributed as follows:

- 25% is to be sent to the VMCCA Treasurer and
- 75% is to be kept by the sponsoring VMCCA Region or Chapter

Any profit realized from a VMCCA sponsored Glidden Tour® is to be distributed as follows:

- 80% is to be sent to the VMCCA Treasurer 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 day of the tour. Copies of the accounting records shall also be sent to the VMCCA Treasurer and the VMCCA Activities Vice President.

TOUR OR MEETING 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 or meeting committee should be formed before the final official written request is made to the VMCCA Board of Governors. The make-up of the tour or meeting committee is up

to the VMCCA members of the chapter or region sponsoring the tour or meeting. The VMCCA national tour or meeting 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 or meeting committees are suggested:

- Tours: Set up and monitor all daily tours with the help of designated tour marshals. Available from the National Secretary and on the website is a booklet titled "HOW TO GET THE TOURISTS ON YOUR TOUR TO GO ON THE TOUR YOU PLANNED RATHER THAN SOMEWHERE ELSE" ,(A guide to writing clear and accurate route instructions). It is very helpful in writing accurate tour directions and follows a standard method of writing instructions.
- 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 and Touring Chronicle.
- 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.
- 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 or meeting.

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 meeting 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 followed 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 Chief 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.

EXTRA ACTIVITIES

Other activities and entertainment may be included during a VMCCA tour or meeting 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 or meeting director or registrar must provide the VMCCA Activities Vice President with a proposed tour or meeting registration/application as soon as is feasible. Wording on the form must be altered for each tour or meeting in keeping with the needs of the individual tour or meeting situation. The VMCCA national tour or meeting 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 meeting
- The official VMCCA logo
- The dates of the tour or meeting
- The description of the tour or meeting as printed on the approved VMCCA National Tour and Meetings list
- The tour or meeting registration limit
- The required VMCCA Board of Governors approved owner/driver commitment release statement in its entirety. (See page VII-14 and 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 meeting
- 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 meeting 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 meeting registrar
- Deadlines for registration and cancellation
- Tour or meeting confirmation information
- Tour web site (if applicable)

The approved VMCCA national tour or meeting 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 meeting.

THE REQUIRED OWNER/DRIVER COMMITMENT/RELEASE STATEMENT

Every driver must sign an Owner/Driver Commitment/Release Statement.

Registration requirements for vehicles registered on any VMCCA National, Region or Chapter tour or meeting 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-7) must be included in its entirety on all VMCCA National, Region or Chapter tour or meeting registration form.

Registration forms can be obtained from the Activities Vice President, National Secretary or previous VMCCA national tour or meeting directors. 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 and posted in the Touring Chronicle. 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 meeting registrar.

OWNER/DRIVER COMMITMENT/RELEASE STATEMENT

Owner _____ Driver (if different) _____
Address _____
Vehicle: Year _____ Make _____
State Registered in (domicile state) _____ License number _____

I hereby agree to enter the vehicle described in the Vintage Motor Car Club of America ____ (name of event) _____. In consideration of the right to enter this event and for other valuable considerations, I (we) do hereby agree to indemnify, protect, defend and hold harmless The Vintage Motor Car Club of America and its Chapters, Regions, Officers and Representatives from and against any and all claims, costs, liabilities and attorneys' fees arising from damage or injury, actual or claimed, of any kind or nature, to property or persons, resulting from my (our) participation in the ____ (name of event) ____.

The owner/driver has proof of 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 bodily injury liability and \$100,000 property damage liability, or \$300,000 combined single limit liability insurance. Insurance company name _____, policy no. _____, policy term (dates) _____ to _____.

The owner/driver certifies that the described vehicle entered in this event has duly passed the requirements of the motor vehicle authorities, or other governing bodies of the state in which the vehicle is registered, and the vehicle shall be legally registered and/or licensed. The Vintage Motor Car Club of America and its representatives will not, and cannot, be held responsible for the "safety certification" of any participating vehicle.

Signed _____
Owner _____ Driver (if different) _____

Date _____

ADDITIONAL HOST CLUB RESPONSIBILITIES

The director of any VMCCA national tour or meeting must complete or appoint a member of the tour or meeting 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 or meeting participants to the VMCCA national Secretary's office to be verified before the tour book or meeting program is printed. The national Secretary will then advise the tour or meeting director if any tour or meeting 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.
- Merchandising will be available through the VMCCA Merchandise Director.

- It is the responsibility of the tour or meeting director and the tour or meeting 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 meeting 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 meeting
 4. A copy of the tour or meeting video if one was made
 5. A list of donated awards and corporate or business award sponsors. Please include the contact person and their mailing address.
- It is the responsibility of the tour or meeting director and the tour or meeting 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 meeting, 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 or meeting.
- It is the responsibility of the tour or meeting director and the tour or meeting 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 meeting not later than 120 days following the last day of the VMCCA national tour or meeting.
- It is the responsibility of the tour or meeting director and the tour or meeting committee to send to the VMCCA Publications Vice President the following:
 1. An article detailing the tour or meeting'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 meeting director and the tour or meeting committee to send to the following year's tour or meeting 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.

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).

Important: Alcoholic beverages, if served, should only be provided by the restaurant, caterer, etc. **TOUR OR MEETING 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. Adding 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 takes place one evening during a VMCCA National Tour 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. The tour bag may be donated by a business or chamber of commerce, therefore no VMCCA or tour logo is necessary. 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:

76 TH Annual Glidden Tour® JO ANN CHASE Car No. 50 1935 Ford Middletown, PA

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. The tour bag may be donated by a business or chamber of commerce, therefore no VMCCA or tour logo is necessary. 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 meeting 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® Tours 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® Tours 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.

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 at the attendee's expense. 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.

GUIDELINES FOR OPERATING GLIDDEN TOURS®

The following are specific guidelines that apply to the Glidden Tour®. These are additional guidelines and suggestions to the information preceding.

I. THE GLIDDEN TOUR® 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. They 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® (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 their 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, Touring Chronicle 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 "Tour 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.

II. FINANCES

- A. The Glidden Tour® 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® must be divided with 80% going to National, and 20% retained by the Local sponsoring Region or Chapter.
- 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®. 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 the VMCCA Secretary within 120 days after completion of the Tour.

III. FORMAT OF ACTIVITIES

- A. A typical Glidden Tour® 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. Social hour 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. Social hour 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 not 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."
- 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 they are accepted as a Glidden Tour® participant. This statement shall include the following:
 - 1. That any car participating in a Glidden Tour® 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® 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 Vintage Motor Car Club of America and its Glidden Tour® 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® if they bear any advertising there-on of a current nature
- 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 meeting 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. A Tour Banner 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® is 1942 and older and 1935 and older for AACA sponsored Glidden Tours®. 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®.
- B. Only members of the VMCCA and the AACA may participate in a Glidden Tour®, 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® 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 the VMCCA Secretary. This plaque should be of high quality in keeping with the importance of a Glidden Tour®. (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® and are definitely encouraged to enhance the Tour. A listing of past awards and/or suggested awards can be obtained by contacting the VMCCA Secretary.
- C. The duties of the Associate Director in charge of awards procurement (Glidden Tour® 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® Director can and should oversee this acquisition of trophies.
- D. Lists of previous donors with addresses can be obtained from previous Glidden Tour® Chairpersons if not available from the VMCCA 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 VMCCA Secretary with a copy to the VMCCA 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.
- 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® 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® 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 VMCCA 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® event.
2. Any such publicity should be aimed at furthering interest in the Glidden Tour® and its National Sponsor, the Vintage Motor Car Club of America.

B. Official Announcement

1. No later than February 1st 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, Touring Chronicle 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 1st of the year of the Tour. All applications received on or before June 15th of the year of the Tour will be considered as being received on June 15th, the first day for accepting applications. Requests received after June 1st will be mailed to applicants as received.
2. On July 1st begin mailing confirmations and assigned Tour Numbers.

D. Content of the Tour Brochure and Entry Application

1. Tour brochure should include such items as dates and place of the Tour. It should also provide a brief summary of the schedule of events. Eligibility requirements should also be listed, and lodging information must be included.
2. Application Form is best handled by utilizing "NCR" forms which have been successfully used in the past and provide the entrant with a copy for his or her files. Wording on the form must be altered for each Tour in keeping with the needs of the individual Tour situation. (Previous Tour application forms can be obtained from previous Tour Chairpersons or VMCCA Secretary.

E. Priority Treatment of Applicants

1. Each applicant will be assigned a priority number on the day his application is received by the Registrar. This number is to be determined as follows:
 - a. One point for each day the application is received prior to the Tour.
 - b. One point for each year of age of the car entered.

Example: Entry rec'd. 100 days before Tour 100 points
19xx Car entered - 81 years old + 81 points
Priority No. = 181
2. In the event that there is an over-subscription of the Tour; entrants with higher "Priority Numbers" will be given first consideration for acceptance on the Tour. Others will be placed on the waiting/alternate list.

F. Applicant's Deadlines

1. The deadline for accepting entries will be a minimum of 3 weeks prior to date of commencement of the Tour.
2. Refunds of Registration and other Tour Fees will be made in full upon written request to the Tour Director (or Registrar) when received at least four (4) weeks before commencement of the Tour.
3. Housing/Hotel accommodations are to be handled by the Tour Director as he or she sees fit; and "deadlines," "cancellations," and "refunds" will be a part of the agreement between the Glidden Tour® Committee and the designated housing facility. (These arrangements should be included on the application form.

IX. INSURANCE

- A. The VMCCA's standard release form must be included with each Tour Registration. It must be completed and signed by the owner (or owner and driver) of every car entered and accepted for the Tour.
- B. All vehicles participating in a VMCCA National, Region or Chapter tour or meeting 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.

X. MISCELLANEOUS ITEMS

- A. As a convenience for the Glidden Tourists®, it is recommended that the Committee try to make arrangements with one or more of the suppliers of Collector Car Tires to have a stock on hand at Tour Headquarters for purchase during the Tour.
- B. The Associate Director in Charge of Facilities should make arrangements for adequate towing or "rescue" vehicles to be available during the Tour to aid in returning disabled cars to Headquarters.

VMCCA/AACA Glidden Tour® Co-Sponsorship Agreement*

RESOLVED:

WHEREAS Vintage Motor Car Club of America organized the first annual revival of the GLIDDEN TOUR®, a tour in antique automobiles, in 1946.

WHEREAS in a joint and cooperative effort the GLIDDEN TOUR® has since 1948 been organized and operated in alternate years by Vintage Motor Car Club of America and by Antique Automobile Club of America,

WHEREAS Vintage 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 Vintage Motor Car Club of America has registered the mark GLIDDEN TOUR® 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 Vintage 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® on alternate years as in the past for so long as the Vintage Motor Car Club of America specifically authorizes the Antique Automobile Club of America to use the service mark GLIDDEN TOUR® in connection with those tours arranged on alternate years by the Antique Automobile Club of America.

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

Statement of Glidden Tour® Application Policy Vintage Motor Car Club of America

Whereas the Glidden Tour® is the registered property of the Vintage Motor Car Club of America and the Glidden Tour® is the flagship tour for promoting antique automobile touring activities and camaraderie between its participants, and whereas the emphasis of the Vintage 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 Vintage Motor Car Club of America that any Active, Honorary, or Life Member of the VMCCA shall receive Glidden Tour® information and application forms free of charge upon request to and in a timely fashion from the sponsoring Glidden Tour® 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® Committees by the Activities Vice President of the VMCCA from this date forward.

Memorandum of Understanding between:

Vintage (Formerly Veteran) Motor Car Club of America (VMCCA)
Antique Automobile Club of America (AACA)
American Automobile Association, Inc. (AAA)
Approved by VMCCA, AACA and AAA on 04-13-2017
Each club has original signed copies in their files

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 1913 AAA Glidden Automobile Tours, the above named organizations agree as follows:

- VMCCA is the owner of the registered trademark, "Glidden Tour®." The Revival AAA 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 Glidden Trophies and other materials to tour organizers in commemoration of its original sponsorship of the tour. AAA's increased participation in the Revival Glidden Tours 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, AAA members and the general public
- To more accurately and historically reflect the original name and sponsorship of the tour, and increase public awareness and understanding 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 logo in promoting the tour.
- VMCCA agrees to provide under a separate license at no cost to AAA the use of its trademark, "Glidden Tour®" in promoting the tour. This consideration is given to AAA with the stipulation that the tour, during the period of joint cooperation in sponsoring the tour as described herein, will be officially known as the Revival AAA Glidden Tour, hosted by VMCCA or AACA (as the case may be).
- AAA and AACA acknowledge that "Glidden Tour®" is a registered trademark of VMCCA, and AAA agrees that they shall have no right, title, or interest in the name "Glidden Tour®." 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.
- 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 Revival AAA Glidden Tour, continuing this support indefinitely unless twelve months, advance written notice is provided to VMCCA and AACA by AAA.
Contingent on the prominent display of these trophies at the opening and finals awards banquets of the tour, AAA shall:

1. Supply three (3) trophies to owner/drivers entered in the race. Two will be an approximate reproduction of the original Glidden Trophy.

- a. **Glidden® Trophy** will be awarded to the owner/driver of a pre-1914 vehicle who is closest to the average time of all vehicles in that age group, has completed the mandatory tours and turned in their report card daily. In the event that no pre-1914 automobile registers for the Glidden Tour, or no such vehicle completes all mandatory touring days as required, this trophy shall not be awarded.
 - b. **Glidden® Reserve Trophy** will be awarded to the owner/driver of a post- 1913 vehicle who is closest to the average time of all vehicles in that age group, has completed the mandatory touring days as required, and turned in their report card daily.
 - c. **The Anderson Trophy**, (a silver bowl) to approximate the trophy first awarded in 1911 by the city of Anderson, SC to: Owner/driver of the winning automobile who is closest to the average tour time of all the participants completing the tour regardless of the age of the car, has completed the mandatory touring days as required and turned in their report card daily.
2. Supply cloth tour identification banner, one per vehicle, for entered vehicles. Said banner to include the AAA logo and the logo of both the Vintage Motor Car Club of America and Antique Automobile Club of America, as well as numbers, and where deemed appropriate, other printing.
 3. Supply all time cards and the computer program necessary for vehicles entered in the tour to compete for the AAA Glidden Trophies, and calculate the average times of those participants who competed all the mandatory days. Times reported by drivers/cars who turned in a report card but did not complete all the mandatory days, shall not be used for calculation of average times.
 4. Depending on the location use all best efforts to provide-- in concert with the local AAA Club-- specially arranged, no-cost emergency road service coverage during the official hours of the tour. This should be available to all registered tour vehicles.
 5. Provide a commemorative vehicle plaque for each 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. Provide roadside directional signs.
 9. Supply lanyards and neck wallets for each driver and participant of the tour; logo to be approved by AAA and host club.
 10. As soon as the destination for an upcoming Revival AAA Glidden Tour is determined coordinate with the Hosting Club to approve a high quality logo that should be used for any print items which will include the AAA logo.
 11. Include information on the Revival AAA Glidden Tour and The Vintage 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.
 12. The sponsoring organization may solicit advertising, as long as it is non-competing with AAA.

AAA agrees that in providing assistance to local chapters hosting Revival 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 Revival 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.

Don Knight, President, Vintage Motor Car Club of America
Tom Cox, President, Antique Automobile Club of America
Margaret Diego Pittelkow, Vice President, AAA Automotive Services

Agreement signature dates:

Don Knight, April 13, 2017

Tom Cox, May 5, 2017

Margaret Diego Pittelkow, June 15, 2017

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 Vintage 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)

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 IX - MISCELLANEOUS

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 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 Publications Vice President. A summary report indicating the number of memberships for each category and the membership period (ie. 30 annual @ \$40.00 = \$1200, 2 student @ \$12.00 = \$24.00, total deposit \$1224.00 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 their 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 their office. Also, the Secretary 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. The Publications Vice President will have oversight responsibility as the VMCCA Treasurer handles expenditures related to expenditures associated with the publishing of the Bulb Horn Magazine and the billing of advertising in the Bulb Horn magazine.

BUDGET

The Publications Vice President shall participate with the Treasurer in the preparation of the budget as it relates to expenses of their 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 as set forth in the Officers Handbook. Such amounts are generally presented to the Board by a representative of the tour. Whether presented to the Board or not, the monies 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. 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 monies 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. They respond promptly to all inquiries initially directed to the Secretary and forwarded to them to address. They prepare membership statistics for presentation at each regular Board meeting. They advance 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 monies 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 their 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 Presidents' 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 them by the Board. They 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 the President's absence and to perform any other duties as may be required of them by the Board and/or the President. They are 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 monies 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 their 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. They are responsible for all financial records, maintaining club bank accounts, and the preparation of periodic financial statements and reports. The Treasurer 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 monies on deposit in the Club's various bank accounts or investments. These monies 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 their 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 their 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.

REIMBURSEMENT OF OFFICER'S EXPENSES

The elected officers 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.)
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 Fourth Quarter Meeting, Annual Meeting, and First Quarter Meeting are treated as one meeting for the purpose of being reimbursed.)

MEMBERSHIP DUES

Dues for yearly membership to VMCCA, as voted on at the 1st Quarter BOG Meeting 2018 by the Board of Governors, will be \$40.00 per year.

The renewal form for payment of dues for the next calendar year will be mailed with the November/December issue of the Bulb Horn. Dues received after September 1 will be credited to the following calendar year.

Life Membership dues to VMCCA as voted on at the Annual Meeting 2016 by the Board of Governors will be \$600.00 for members at least 23 years of age provided they have been a member for a minimum of 5 years and approved by the BOG.

Each elected National Officer is entitled to present two free VMCCA memberships annually.

Yearly dues specials are:

- a. INTERNET SPECIAL – beginning on March 1st of any given year – the Internet Special for first time members when the application and payment are made through the VMCCA website shall be ½ of the full membership dues for that year.
- b. SWAP MEET SPECIAL - \$20.00 for first time members.
- c. HALF YEAR SPECIAL – beginning on July 1st of any given year - \$20.00 for first time members.
- d. CAR PURCHASE SPECIAL – a car purchased from a VMCCA member entitles the purchaser to a free membership for one year.
- e. MILITARY SPECIAL – Active and retired members of any branch of military service are eligible for one free introductory membership.

MEMBERSHIP COUNT FOR VOTING PURPOSES

Per vote at the 2nd Quarter BOG Meeting 2016, VMCCA will use the total number of members including the member and the spouse or significant other as our number of members.

THE REQUIRED OWNER/DRIVER COMMITMENT/RELEASE STATEMENT

Every driver must sign an Owner/Driver Commitment/Release Statement.

Registration requirements for vehicles registered on any VMCCA National, Region or Chapter tour or meeting 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 meeting registration form.

Registration forms can be obtained from the Activities Vice President, National Secretary or previous VMCCA national tour or meeting directors. 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 meeting registrar.

OWNER/DRIVER COMMITMENT/RELEASE STATEMENT

Owner _____ Driver (if different) _____

Address _____

Vehicle: Year _____ Make _____

State Registered in (domicile state) _____ License number _____

I hereby agree to enter the vehicle described in the Vintage Motor Car Club of America _____ (name of event). In consideration of the right to enter this event and for other valuable considerations, I (we) do hereby agree to indemnify, protect, defend and hold harmless The Vintage Motor Car Club of America and its Chapters, Regions, Officers and Representatives from and against any and all claims, costs, liabilities and attorneys' fees arising from damage or injury, actual or claimed, of any kind or nature, to property or persons, resulting from my (our) participation in the _____ (name of event).

The owner/driver has proof of 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 bodily injury liability and \$100,000 property damage liability, or \$300,000 combined single limit liability insurance. Insurance company name _____, policy no. _____, policy term (dates) _____ to _____.

The owner/driver certifies that the described vehicle entered in this event has duly passed the requirements of the motor vehicle authorities, or other governing bodies of the state in which the vehicle is registered, and the vehicle shall be legally registered and/or licensed. The Vintage Motor Car Club of America and its representatives will not, and cannot, be held responsible for the "safety certification" of any participating vehicle.

Signed _____

Owner

Driver (if different)

Date _____

UPDATES BY BOARD OF GOVERNORS APPROVAL VOTE

DATE OF APPROVAL	SECTION/LOCATION	TOPIC	STATEMENT
February 14, 2014	Section VII – National Tours and Meetings Description of VMCCA National Tours and Meetings	General Guidelines for Operating National Tours or Meetings	General Policy Statement from the Committee to Study Modified Automobiles
March 1, 2019	Section I – National Offices and Section VII – National Tours and Meetings Description of VMCCA National Tours and Meetings	General Guidelines for Operating National Tours or Meetings	Duties of the Activities Vice President Tour or Meeting Committee
June 25, 2019	Section VII – National Tours and Meetings Description of VMCCA National Tours and Meetings and Section IX – Miscellaneous Owner/Driver Release Form	Official Tour Registration/Application Form	Removing engine or serial number from Owner/Drier Commitment/Release
June 25, 2019	Section VII – Miscellaneous Membership Dues	Membership Dues	Internet Special for First Time Members
June 25, 2019	Section VII – Miscellaneous Membership Dues	Membership Dues	Military Service memberships
June 25, 2019	Section VII – Miscellaneous Membership Dues	Membership Dues	Free memberships granted by National Officers
June 25, 2019	PREFACE	Preface	Annual Updating of the Officers Handbook

