

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, National Awards Program, insurance information, Bulb Horn Awards, and criteria for Bulb Horn articles.

This handbook will be reviewed and updated on an annual basis on the 4th quarter meeting agenda. 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 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

OFFICER'S HANDBOOK INDEX

Preface

Section I - National Offices

Board of Governors, Executive Committee.....	5
Duties of the President.....	6
Duties of the Executive Vice President.....	7
Qualifications for Secretary.....	8
Duties of the Secretary.....	9
Duties of the Treasurer.....	12
Duties of the Activities Vice President.....	14
Duties of the Membership Vice President.....	16
Duties of the Publications Vice President.....	17
Website and Webmaster.....	17
<i>Bulb Horn, Touring Chronicle</i> , Printing and Advertising.....	17-18
Duties of the Technical Vice President.....	19
Officers and Paid Positions.....	20

Section II - Standing Committees

Standing Committees.....	21
--------------------------	----

Section III - Regions

Duties of the Region Director.....	23
Duties of the Region Secretary.....	24
Duties of the Region Treasurer.....	25
Duties of Region and Chapter Membership.....	26
VMCCA Region Boundaries.....	27
VMCCA Regions (Map)	28
Region Report Form.....	29
Guidelines for Region and Chapter Newsletters.....	30

Section IV - Chapters

Duties of Chapter Officers.....	31
Chapter Responsibilities to National.....	31
Chapter Responsibilities to the Region.....	32
Formation of New Chapters.....	32
Organization of Chapters.....	33
Operation of Chapters.....	35
Petition to Become a Chapter.....	37

Section V - National Meetings

Guidelines for Meetings.....	38
Meeting Room Set-up.....	39
Suggested Program for Annual Awards and Installation Banquet.....	40
Installation Ceremony of National Officers.....	41

Section VI - Awards

Annual National Awards (listing).....	43
Annual National Awards Nomination Form.....	45
Revival AAA Glidden® Tour Era Cloisonné Awards.....	46
Membership Recognition Awards.....	46
Ambassador Pin.....	46
Golden Award of Excellence.....	47
Eligibility Requirements and Participant Information for Gold Award of Excellence.....	48
Event Sponsor Responsibilities for Golden Award of Excellence Judging.....	49
Judging Guidelines for the Chief Judge.....	50

Section VII - National Tours and Meetings

General Guidelines for Operating National Tours or Meetings.....	52
Description of VMCCA National Tours and Meetings.....	52
Guidelines for Operating Glidden® Tours.....	54
VMCCA/AACA Glidden® Tour Co-Sponsorship Agreement.....	74
Statement of Revival AAA Glidden® Tour Application Policy for VMCCA.....	74
AAA/VMCCA/AACA Memorandum of Understanding.....	75

Section VIII – Insurance

Club Insurance	78
----------------------	----

Section IX - Miscellaneous

Accounting Systems and Procedures.....	80
Reimbursement of Officer's Expenses.....	84
Membership Dues.....	84
Membership Count for Voting Purposes.....	85
Owner/Driver Release Form.....	86
Updates by Board of Governors Approval Vote.....	87
Club Logo clip art.....	88

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 (Non-Voting Member)
- Activities Vice President
- Membership Vice President
- Publications Vice President
- Technical Vice President
- Region 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, Upper Mississippi Region, Western Region
- Past Presidents

EXECUTIVE COMMITTEE

Members of the Executive Committee include:

- President (Chair)
- Executive Vice President
- Treasurer
- Secretary

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. The Executive Committee should be the forum for discussing situations in which officers of the Club may wish a clarification or to discuss a problem in their area of responsibility.

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 his/her 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 shall also appoint an Audit Committee to oversee the function of the Treasurer's office and to audit the books annually. The committee shall consist of one current officer and a member at large. The audit shall take place in conjunction with the Annual Meeting if practical but no later than the second quarter Board of Governors meeting.

The President is an *ex officio* member of all committees and is Chairman of the Executive Committee of the VMCCA (see Section II – Standing Committees).

The President shall endeavor to improve the effectiveness of the VMCCA by his/her leadership in increasing VMCCA'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 his/her 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 Region 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 assist the officers and members of VMCCA in any way they feel necessary.

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

The Secretary shall maintain an appropriate office to conduct the business of the Vintage Motor Car Club of America.

The Secretary shall maintain a safe deposit box or a fireproof safe for storage of the Club's original papers of incorporation and other items as deemed necessary.

BOARD OF GOVERNORS MEETINGS

The Secretary shall notify the members of the Board of Governors by email of all meetings of the Board not less than seven (7) days before the meetings or, if in writing, not less than fourteen (14) days before the meeting. If a special meeting is called, electronic notification shall be provided not less than ten (10) days before the special meeting. Notification shall include the purpose, date, time and place of the meeting.

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 one (1) week or less before the meeting.

The Secretary shall notify the membership of the Annual Membership Meeting. Notification shall include the date, time and place of 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 Secretary shall record the minutes of all meetings by hand or with an audio recorder to verify any questions as to what transpired, and shall prepare a copy for distribution to the members of the Board. A copy of the minutes shall be prepared and sent to the Publications Vice President for publication on the club website.

MEMBERSHIP AND DUES

The Secretary shall process all applications for membership, except for Life Memberships which are acted upon and approved by the Board of Governors, and update the membership database accordingly. Updates shall include, but are not limited to, records of dues payments and member information changes. The online membership database is maintained by a database technology vendor. All database problems shall be promptly reported to the database manager for correction.

The Secretary shall send to each Region Director, prior to March 1 of each year, a list of all persons who are considered as active paid-up members of that Region.

New membership applications shall be processed as follows:

The new member's name, physical address, email address, phone number(s), a record of dues payment, and a list of the member's vehicle(s), including year, make and model, shall be added to the online membership database.

The Secretary shall send the following to each new member: a new member certificate, a membership brochure, a VMCCA windshield decal, the latest issue of *The Bulb Horn*, and any other pertinent VMCCA information.

The Secretary, in cooperation with the Editor, shall see that the annual membership dues renewal forms are printed and distributed to the membership in the November/December 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 sent by e-mail or postal mail 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 email a copy of the mailing list to the company printing *The Bulb Horn* for each issue, along with the print count for each issue. When copies of *The Bulb Horn* are returned to the Secretary due to a change in address, he/she shall mail a copy when a new address is available.

The Secretary shall maintain a checking account for VMCCA transactions with the Treasurer's and another board member's signature on the account. The Secretary's checking account is to be used to deposit dues paid by check or cash, as well as transfers from the credit card service the Secretary maintains. The Secretary may only draw money from this checking account to pay office expenses. At the end of each month, a transfer shall be made by the Treasurer 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.

REPORTS

The Secretary shall submit monthly e-mail reports to the Treasurer, containing the following:

1. An itemized list of expenses, including descriptions and receipts for each expense item. Expenses shall include mailing and shipping costs, office supplies, dues refunds, internet service costs, and office phone line service costs.
2. A list of the current inventory on hand, including but not limited to brochures, National tour award materials, banners, window decals, and shipping supplies for same.
3. A list of the Secretary's travel expenses.

The Secretary shall submit any other reports as needed by the Treasurer for their monthly/quarterly financial reports.

INSURANCE AND COPYRIGHTS

The Tour Directors of all VMCCA-sanctioned National and Region tours must send a list of participants for the tour to the Secretary. For insurance purposes, the Secretary shall verify that all participants are current VMCCA members in good standing.

The Secretary shall provide a certificate of insurance for any national, region or chapter event where a proof of Liability Coverage is requested. Requester shall provide the following information:

- Name of region or chapter
- VMCCA contact for this event
- Date of event
- Type of event
- Address of event
- Name of premises' owner
- Number of members attending

The Secretary shall request this information on the Club insurer's website and email a copy to the requester, keeping a copy for the Club's files.

In 2026, 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 aforementioned 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 aforementioned 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.

NEW CHAPTERS

Upon receipt of the names, addresses and phone numbers of officers of a newly formed Chapter, the Secretary shall send the following: a certificate with the name and date of formation of the Chapter, a link to the Officer's Handbook on the VMCCA website, and a VMCCA banner. These items may be sent to the Region Director, if they are presenting the new chapter's certificate, 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.

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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 ensure 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, and 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 is provided a laptop computer and is currently subscribed to QuickBooks online to properly account for all transactions and prepare financial statements.

The Treasurer should maintain the bank accounts necessary to facilitate the best handling of the Club's 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 of 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 account shall be fully accessible electronically by the Treasurer for the purpose of the end of month or interim transfers and retrieving statements. The Treasurer will communicate with the Secretary whenever a transfer is to be scheduled. The Secretary's checking account is to be used to deposit Dues paid directly to him/her, as well as transfers from the credit card service. Electronic payment of credit card fees will be drawn directly from the Secretary's bank account. The Secretary may only write checks from the Secretary's checking account to pay office expenses. At the end of each month a transfer should be made by the Treasurer 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 shall furnish the Treasurer with details and copies of documents for each deposit in sufficient detail to track membership numbers and related dues income as well as an accurate listing of all checks and copies of all receipts matching the check disbursement. Copies of all credit card transactions and monthly statements shall be sent to the Treasurer. It is expected that monthly documents will be emailed to the Treasurer on or before the 10th day of the following month.

Each month end the Treasurer should review the information from the Secretary with particular emphasis on dues received. The Treasurer shall access the Treasurer Report in the membership database and reconcile all credit card and check payments received to assist in ensuring the integrity of the information in the membership database. Any variances shall be reported to the Secretary and corrections made by the Secretary. Since dues revenue is a larger source of the Club's revenue, it is very important to ensure the membership database properly reflects dues collected. This ensures that the Club controls a large source of income, as well as correctly reflects

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 using the Accounts Receivable section of the accounting software and sent electronically (preferred) or by mail to the advertiser. Each advertiser receives a copy of *The Bulb Horn*. Each invoice reflects the size of the ad and the page it is located in the publication. Remittances received are also posted to the advertiser account within the Accounts Receivable section of the accounting software. Reports should be generated to advise the display advertising manager of the payment status and any outstanding balances needing attention. Statements should be sent electronically to advertisers with outstanding balances as a reminder to remit payment, if needed.

The Treasurer prepares invoices for billing National Award Sponsors following the Annual Awards banquet held in conjunction with the Annual Membership meeting. The invoices are issued through the Accounts Receivable section of the accounting software. The Treasurer will work in conjunction with the Technical Vice President when preparing the billing for awards.

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. Form 3541 contains significant information about the distribution and cost of delivering *The Bulb Horn*. Following the publication of the magazine the printer provides an electronic copy of Form 3541 to the Treasurer.

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. A CPA firm is engaged to prepare and electronically file the returns. The IRS requires electronic filing of the returns using only software approved by the IRS.

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 salesperson, 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. Contracted individuals shall provide form W-9 to the Treasurer to ensure accurate reporting to the IRS. At the year-end 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.

Prior to 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 audit committee, appointed by the VMCCA President, 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, Chapter or individual. *The Bulb Horn* will publish the necessary publicity in its first available issue. Information shall also be posted on the VMCCA.org website and *The Touring Chronicle*.

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 host of 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 YOUR 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, he/she shall send the complete list of events to the Publications Vice President.

The Activities Vice President is responsible for setting up all Board Meetings with Regions or Chapters. The 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 with the 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 and *The Touring Chronicle*. (See Section VII National Tours for guidelines pertaining to division of profit between the 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 shall oversee the long-distance driving award, called the "Hang Tag". 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.

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 offer an application for this purpose.

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. An application for life membership accompanied by a payment shall be presented to the Secretary who will schedule review and approval by the 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, and prepares an annual reminder letter which the Membership Vice President and/or the 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 website.

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 is a non-voting Board of Governors 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 Region 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 responsible for receiving member ads, along with requisite payment, 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.

TREASURER'S 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, and 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.
- Determines the appropriate amount for the Treasurer to accurately bill each of the sponsors for the cost of purchased awards.

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 cloisonnés 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.

OFFICERS AND PAID POSITIONS

VMCCA officers shall not serve as an officer and serve as an employee or independent contractor concurrently. The officer shall resign from the officer position immediately following the Board of Governors approval of their employee or contractor status.

When a Past President seeks to serve as an employee or in a paid contractor position and the BOG approves the arrangement, the Past President shall relinquish their BOG privilege and status as long as they hold an employee or contractor position.

All employment and independent contractor agreements shall be reviewed by the VMCCA BOG before offers are made to candidates. Along with a job or position description the agreements shall contain (1) the scope of work. (2) The terms of payment. (3) Renewal or continued employment criteria. (4) Statement regarding ownership and copyright of materials. (5) Termination notices.

Authority to sign an employment agreement or contract is held by the VMCCA President ONLY. No other BOG member or member at large has the authority to sign or otherwise engage in a contract representing the VMCCA.

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 occur if an officer of VMCCA requests a clarification or seeks to discuss a problem in his/her 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 VMCCA in accordance with the provisions of the By-laws Article IV, Section 2, and prepare, distribute, collect and count all the ballots in connection with any election provided for in the By-laws. The committee shall consist of a Chairperson appointed by the President with the approval of the Board of Governors. The Chairperson shall be appointed at the Board of Governors Second Quarter meeting held during the months of March – July. In the event the committee chairperson is unable to carry out all the duties of the position, he or she shall appoint a member of the committee to complete the duties of the Chairperson.

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

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. Candidates for all offices should be secured and should send letters to the Chairman stating their willingness to serve if elected. The Chairperson should also obtain from each nominee a photo and résumé. The Chairperson or his/her designee shall deliver the report at the 3rd Quarter (August – November) meeting of the Board of Governors.

MEMBERSHIP COMMITTEE

The membership committee shall be charged with the duties of obtaining new members and attending to the needs and retention of current members. The committee shall consist of the Membership Vice President and one Region Director and such other members as the Membership Vice President may see fit to appoint.

PUBLICATIONS COMMITTEE

The Publications Committee shall be responsible for preparation, publication and distribution of the VMCCA publications, and such other media information as the Board of Governors shall direct. The committee shall consist of the Publications Vice President, one Region Director, the editors of the Bulb Horn and the Touring Chronicle and such other members as the Publications Vice President may see fit to appoint.

TECHNICAL COMMITTEE

The Technical Committee shall develop and maintain a system of uniform and suitable awards for presentation at such events as may be directed by the Board of Governors. This committee shall develop such procedures, events, rules and regulations as will ensure interesting and fair competition at meets, tours, and exhibitions. Upon request, therefore, the committee will assist in the inspection of automobiles owned by the VMCCA members and shall have the authority to exclude from participation in any VMCCA event or activity, any vehicle, the operation of which, it considers hazardous to the safety of others. The committee shall perform such additional duties and functions from time to time as may be directed by the Board of Governors. The committee shall consist of the

Technical Vice President, one Region Director and such other members as the Technical Vice President may see fit to appoint.

ACTIVITIES COMMITTEE

The Activities Committee shall coordinate all of the activities of VMCCA and of its various Regions and members, shall publish, update, and distribute to the members a calendar of events and shall have charge of the arrangements of the Annual Meeting. The committee shall consist of the Activities Vice President, one Region Director and any such members as the Activities Vice President may see fit to appoint.

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 Region 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 in Section III, page 27.

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 Region Committees as may be necessary.

The Director shall call an annual business meeting of the Region for the purpose of:

- a. Electing new officers;
- b. Formulating plans for the year's activities;
- c. Finalizing the Region Tour plans, if needed;
- d. Reviewing events of the past year and suggesting 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 VMCCA Executive Vice President 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.** Records 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 year's 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

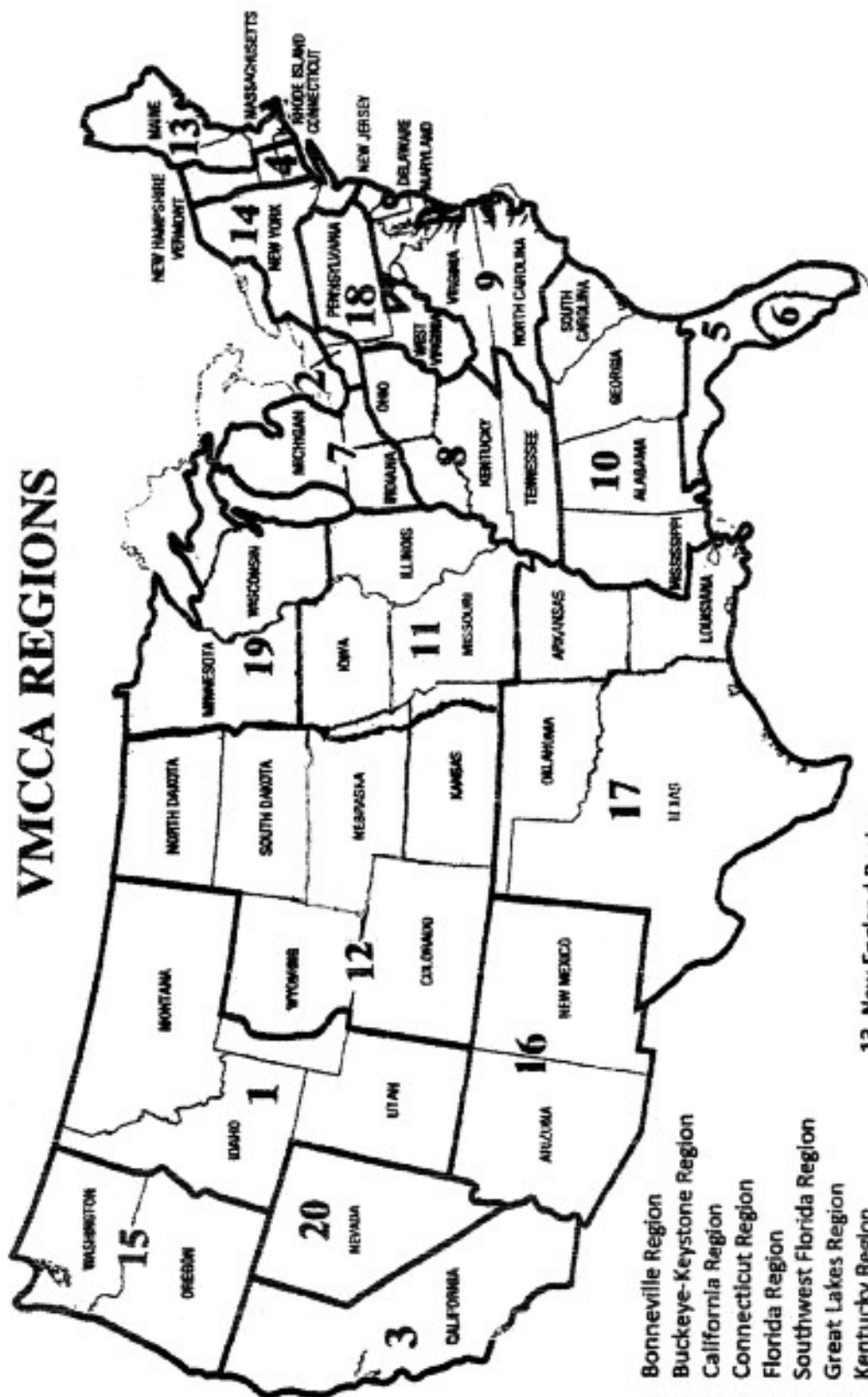
The Membership Chairperson is probably the most important Chairperson of his Region or Chapter. Some Regions and Chapters consider "Membership" such a significant and important position that it is an elective office under the title of Membership Vice President. But whether the position is termed "Chairperson" 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, and Idaho. Wyoming ZIP Codes beginning 821, 829, 830, and 831.
2. **BUCKEYE-KEystone (BK)** - Includes Ohio ZIP Codes beginning 440, 441, 442, 443, 444, 445, 446, 447, and 449. Includes Pennsylvania ZIP Codes beginning 161, 163, 164 and 165.
3. **CALIFORNIA (CA)** - Includes all of California.
4. **CONNECTICUT VALLEY (CV)** - Includes all of Vermont, Connecticut. Massachusetts ZIP Codes beginning 010, 011, 012 and 013.
5. **FLORIDA (FL)** - Includes all of Florida.
6. **GREAT LAKES (GL)** – Includes all of the Lower Peninsula of Michigan and Ohio ZIP Codes beginning 430, 431, 432, 433, 434, 435, 436, 448, and 458. Indiana ZIP Codes beginning 463, 464, 465, 466, 467, 468, 469, 471, 473, 475, and 479.
7. **KENTUCKY (KY)** - Includes all of Kentucky and Tennessee. Indiana ZIP Codes beginning 460, 461, 462, 470, 471, 472, 473, 474, 475, 476, and 478. Ohio ZIP Codes beginning 437, 438, 450, 451, 452, 453, 454, 455, 456, and 457.
8. **MID-ATLANTIC (MA)** - Includes all of Maryland, Delaware, Virginia, and North Carolina. West Virginia ZIP Codes beginning with 254 and 257.
9. **MIDSOUTH (MS)** - Includes all of Mississippi, Alabama, Georgia, and South Carolina.
10. **MIDWEST (MW)** - Includes all of Missouri, Iowa, and Illinois. Nebraska ZIP Codes beginning 680, 681, 683, 684, 85, and 688. Kansas ZIP codes beginning 660, 661, 662, 664, 665, 666, 667, 668, and 673.
11. **MOUNTAINS & PLAINS (MP)** - Includes all of Colorado, North Dakota, South Dakota. All of Kansas except ZIP Codes beginning 660, 661, 662, 664, 665, 666, 667, 668, and 673. All of Wyoming except ZIP Codes beginning 821, 829, 830 and 831. All of Nebraska except ZIP Codes beginning 680, 681, 683, 684 and 685.
12. **NEW ENGLAND (NE)** - Includes all of New Hampshire, Maine and Rhode Island. All of Massachusetts except ZIP Codes beginning 010, 011, 012 and 013.
13. **NEW YORK (NY)** - Includes all of New York and New Jersey.
14. **NORTHWEST (NW)** - Includes all of Washington, Oregon, Alaska, and Hawaii.
15. **SOUTHWEST (SW)** - Includes all of Arizona and New Mexico.
16. **TEXOMA (TO)** - Includes all of Arkansas, Louisiana, Oklahoma and Texas.
17. **TRI-STATE (TS)** - Includes all of Pennsylvania except ZIP Codes beginning 161, 163, 164, and 165. All of West Virginia except ZIP Codes beginning 254 and 257. Ohio ZIP Codes beginning with 439 and 457.
18. **UPPER MISSISSIPPI (UP)** – Includes all of Minnesota, Wisconsin and Upper Peninsula of Michigan.
19. **WESTERN (WS)** - Includes all of Nevada.
20. **MISCELLANEOUS (MC)** - All foreign and otherwise unclassified persons.

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.

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.

Adhere to a regular publishing schedule. Be on time!

Make it readable by giving some thought to layout, appearance, photos. Use a word processor and a well-maintained copier or printer.

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 the Region in any way possible, such as volunteering to help with tours, meetings, 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, i.e., 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:

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. Chapters have found that the use of an email message to the members is very efficient and time effective. Calls will need to be made to those without email. 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 meetings held four times a year. Some are hosted by a Region or Chapter and are often held in conjunction with a national tour. Electronic video conference Board of Governors meetings are an option for the remaining meetings, as required in the By-laws, as well as any additional meetings that may be called by the President.

The Annual Meeting, also often hosted by a Region or Chapter, consists of two meetings, the Annual Membership Meeting and First Quarter Meeting of the current year and is held preferably during the months of February or March. Requests and dates are handled by the Activities Vice President with the approval of the Board of Governors.

HOSTING A BOARD OF GOVERNORS MEETING

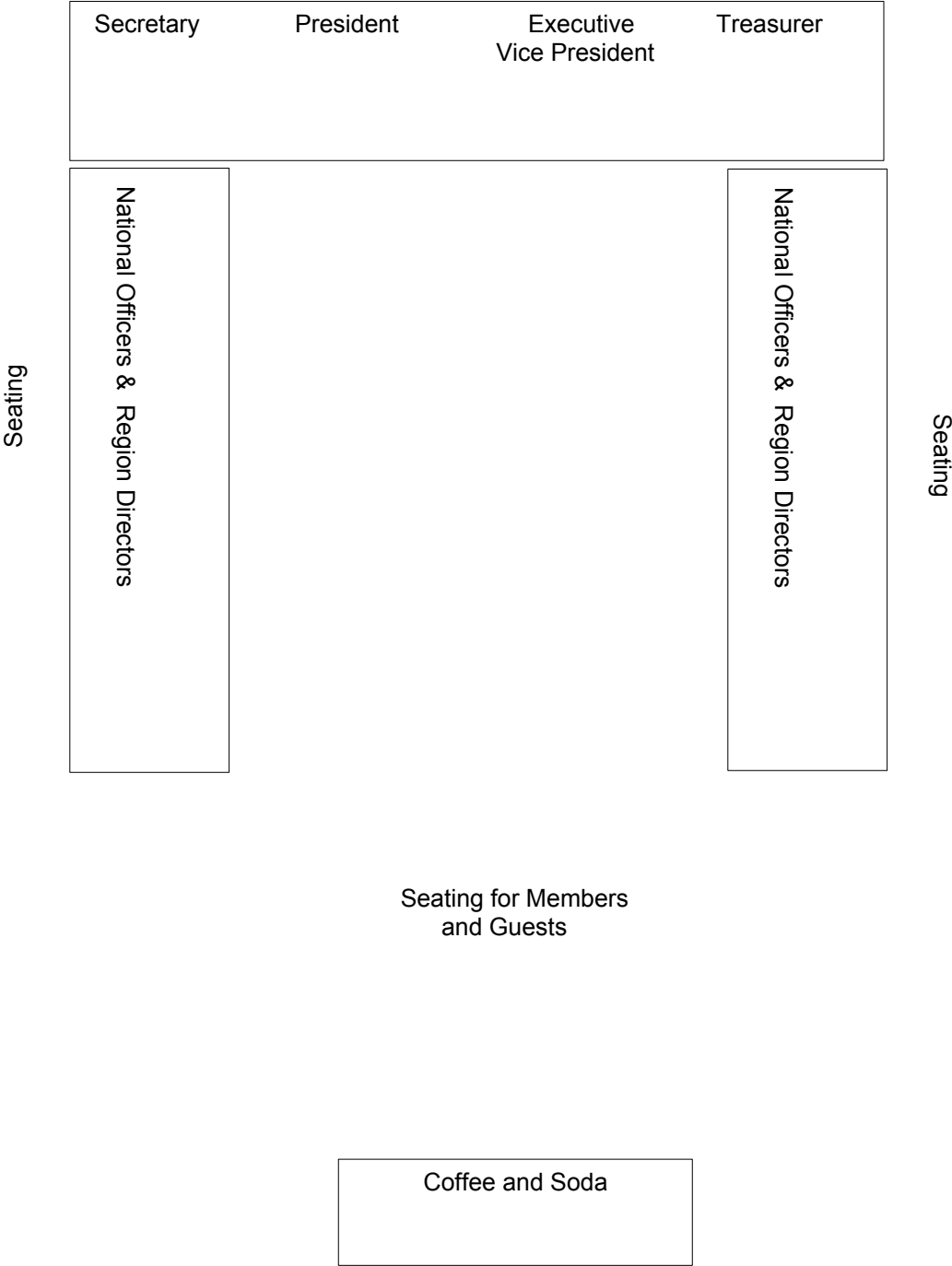
1. Choose the date with the agreement of the Activities Vice President.
2. Appoint a Chairperson and committees for registration, transportation, hospitality, and for the annual meeting. Other committees for table decorations, seating, door prizes, etc. may also be necessary.
3. Select a convenient hotel and arrange for a meeting room and block a number of rooms. See diagram on next page 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 audiovisual 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 February or March, 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 one mike with a long cord is helpful

Seating



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..... (Insert Name) Membership Vice President
 Publication 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 overseeing *The Bulb Horn*, the *Touring Chronicle*, and the website. Your committee consists of one member from each Region, the editor and others as you see fit to appoint. I install you as Publications Vice President and present to the membership: (Name of Publications VP)

Will the Technical Vice President-elect please come forward?

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

Will the Membership Vice President-elect please come forward?

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

Will the Activities Vice President-elect please come forward?

As the officer of this committee, it is your responsibility to coordinate all of the activities/tours of the Club and its Regions. These activities make the lasting friendships that ensure 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 NIFTY FIFTIES AWARD**
Best Restored Chevrolet 1950-1959
Sponsor: B D Berryhill in Memory of Catherine Berryhill
16. **OUTSTANDING REGION DIRECTOR AWARD**
Region 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. **PIKES PEAK CHAPTER MEMORIAL AWARD**
Best restored foreign car, 25 years old or older
Sponsor: Pikes Peak Chapter, Mountain and Plains Region
19. **RALPH BUCKLEY AWARD**
Best professionally restored car through 1913
Sponsor: New York Region

20. SOUTHWEST REGION AWARD

Best VMCCA recognized car driven on a regular basis
Sponsor: Southwest Region

21. STADLE FELLOWSHIP AWARD

Person or Couple who best symbolizes the spirit of the VMCCA

Sponsor: Mert Houdek

22. VALLEY ROADRUNNERS CHAPTER AWARD

Best owner restored care 1937 through 1959

Sponsor: Valley Roadrunners Chapter, Southwest Region

23. YOUNG ENTHUSIAST AWARD

Youngest owner/driver to participate in a VMCCA National Tour

Sponsor: Bexar Touring Club, TexOma Region

24. BEST MUSCLE CAR AWARD

Best 1964 through 1974 muscle car with an engine of 300 H.P. or greater

Sponsor: Southwest Florida Region

25. 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

26. MASTER MECHANIC EXTRAORDINAIRE

Plays a starring role in the repair team that accompanies all Region 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

27. 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

28. 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.

REVIVAL AAA GLIDDEN TOUR® ERA CLOISONNÉ AWARDS

The Revival AAA Glidden® Era Cloisonné Award is intended to recognize and promote attendance at the Revival AAA Glidden® Tour by cars of the Revival AAA Glidden® era. This award is presented to vehicles of 1913 or older vintage the first time that they participate in the Revival AAA Glidden® Tours. After the initial presentation the award will not be presented on subsequent Revival AAA 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 Revival AAA Glidden® Tour organizer. If the Technical Vice President is attending the Revival AAA Glidden® Tour, they will present the Revival AAA Glidden® Cloisonnés. If they are not present, the Revival AAA 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 to ensure 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 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 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 CCA Classification.....	1925 through 1948
17. Commercial Vehicles and Fire Engines.....	Through 25 years of age
18. Motorcycles.....	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:
 - a. 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.
 - b. 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 secret, 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 the 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.

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 six or seven, 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 Gold, 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.

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, Region, and 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 or Meeting on page 54.

DESCRIPTION OF VMCCA NATIONAL TOURS AND MEETINGS

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

Chrome Glidden Tour: Tour is scheduled March through October when not in conflict with any other national tour. 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 Revival AAA 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 Thursday or 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 in 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 in 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 – October. Open to all VMCCA members driving cars built in or before 1954. May be a 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 Revival AAA 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, one tour per year. Tours run at least three days.

- Muscle Car eligibility for cars from 1955-1975.
- Convertible Car eligibility for any convertible 25 years of age or older.
- Orphan Car eligibility for cars, trucks and motorcycles 25 years of age or older from brands that are no longer manufactured. Examples include Auburn, Edsel, Hudson, Oldsmobile, Plymouth, Pontiac, and Studebaker.

Second Quarter Board of Governors Meeting: April – August. Usually held in conjunction with one of the late Spring/early Summer National Tours. This meeting can be held as a telephone conference or an electronic video conference at the discretion of the Board of Governors.

Revival AAA Glidden Tour®: Mid-September – October: Open to both VMCCA and AACA members. The VMCCA hosts the Revival AAA Glidden Tour® in odd-numbered years and participants may drive automobiles built in or before 1942. The AACA hosts the Revival AAA Glidden Tour® through an agreement with the VMCCA in even-numbered years and participants may drive automobiles built in or before 1942. Revival AAA Glidden Tours® usually include six days of scheduled activities beginning on a Sunday and ending on the following Friday. Tour should not conflict with the Hershey Swap Meet dates.

Third Quarter Board of Governors Meeting: September or October. May be held in conjunction with the VMCCA Revival AAA Glidden Tour® or a September Western National Tour. This meeting can be held as a telephone conference or an electronic video conference at the discretion of the Board of Governors.

Fourth Quarter Board of Governors Meeting: November or December. This meeting can be held as a telephone conference or an electronic video conference at the discretion of the Board of Governors.

Vehicle Eligibility for the above listed VMCCA national tours and meetings are based on the model year (or year built, if model year is not applicable). 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 on an individual exception basis by the Tour Host/Director. All VMCCA national tours and meetings are also open to antique motorcycles that fall within the date of manufacture cutoff guidelines. No eligibility exceptions are allowed for the Revival AAA Glidden Tour® and the One and Two Cylinder Tour.

The purpose of the Vintage Motor Car Club of America is to promote the preservation, restoration, acquisition and exhibition of all antique vehicles.

Judging of these vehicles requires that the authenticity of these vehicles is of paramount importance, and the highest standards of originality shall be used at all times for this purpose.

Touring, which represents the Club's primary form of exhibition, requires these vehicles to be driven on public roads and highways and may necessitate the modification or alteration of various components to provide for the safety of the vehicle passengers and the public. Recognizing that touring requires operation of these vehicles for extended periods, and in regions of our country where weather and road conditions may be extreme, modifications which enhance reliability, performance, and driver/passenger comfort shall be deemed acceptable provided the exterior appearance and body profile of the vehicle is substantially preserved as originally manufactured and that all personalized items and accessories are period-correct for the vehicle in question.

Modifications and alterations that significantly change the vehicle's original exterior profile, where the obvious intent of the modification is not for the primary purpose of safety, comfort, performance or reliability, present an inappropriate impression of the aim and purpose of VMCCA and shall not be permitted on any VMCCA National tour or sponsored event. These requirements shall apply only for VMCCA national tours and events. VMCCA Regions and Chapters are welcome to use their discretion in establishing requirements for their own local tours and events.

The final decision to accept or reject any modified or customized vehicle shall rest with the Tour director or Event Chairperson.

The Vintage Motor Car Club of America, Inc.

TOUR DIRECTOR STATEMENT OF EXPECTATIONS
VMCCA National Tours

It is the intent of the Board of Governors to establish a clear understanding of the expectations of all VMCCA National Tour Directors whether they have a sponsoring Chapter or Region or in the circumstance of an individual member planning the tour. We are most appreciative of everyone who steps up to host a National Tour. The following is to ensure VMCCA and the tour director and sponsoring Chapter or Region all have the same understanding.

1. Communication begins with the Activities Vice President who will further communicate to the Board of Governors.
2. This document must be completed, signed and approved before proceeding.
3. The Tour Director understands the required accounting and budgeting process described in the VMCCA Handbook and agrees to submit a completed budget, using the Excel template provided by VMCCA and available on www.vmcca.org as well as the communication of any budgetary changes realized after the initial approval.
4. The Tour Director understands the requirement to provide a final accounting, using the same template as the budget, when submitting the required profit sharing to the VMCCA Treasurer no later than 60 days following the conclusion of the tour.
5. The Tour Director understands Chapters/Regions will share 50% of net profit with National VMCCA and any Individual Tour Director will submit 100% of net profit.
6. The Tour Director has read the VMCCA Handbook as it relates to hosting a tour and has presented any questions to the Activities Vice President.

National Tour Requested: _____

Dates Proposed for the tour: _____

Location(s) of the tour: _____

Host Chapter or Region: _____

Tour Director: _____

Signatures:

Tour Director Date Chapter or Region President or Director, Date

VMCCA Activities Vice President Date

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 ensure 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*, the www.vmcca.org website and *The Touring Chronicle* 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 Activities Vice President addressed to the VMCCA Board of Governors naming the sponsoring chapter or region asking for permission to hold a national VMCCA tour or Annual Membership meeting. The written request must include the signed "Statement of Expectations".
- The name or names of the tour or Annual Membership meeting director including address, phone, and email information.
- The dates and location of the event.
- This initial information will allow the Board of Governors to approve the type of Tour, Location and Dates in order to avoid potential conflicts.

Other required items:

- The director of any proposed VMCCA national tour or Annual Membership meeting is required to complete the "Statement of Expectations" and submit to the Activities Vice-President.
- The director of any proposed VMCCA national tour or meeting is required to provide the national VMCCA Activities Vice-President a proposed operating budget using the Excel spreadsheet template provided by National. Any significant change in the budget after approval by the Board of Governors, especially registration fees or a significant change to net profit, must be approved by the VMCCA Board of Governors.
- A percentage of any net profit realized by the host Chapter, Region, or individual must be given to the VMCCA national treasury with a final report of income and expenditures to defray the cost of insurance, publicizing the tour or Annual Membership meeting in *The Bulb Horn*, the *Touring Chronicle*, and the *VMCCA website* as well as general administration related to tours.
- Net profits from any national VMCCA tour or meeting shall be distributed:
 - Chapter or Region: 50% of the net proceeds to VMCCA national excepting the Revival AAA Glidden Tour®.
 - Revival AAA Glidden Tour® net profits shall be distributed with 80% of the net proceeds going to VMCCA national and 20% retained by the sponsoring chapter or region.
 - Individual (no Chapter or Region): 100% of the net proceeds to VMCCA national.
- 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*, the VMCCA.org website and The Touring Chronicle.

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 (e.g., Ford, GM, Chrysler, etc.)
- Best Open Car
- Best Foreign Car
- Best Original Car
- Best of Show
- Mens' Choice
- Ladies' Choice
- Young Peoples' 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 years' 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 Golden 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.)

COST RESPONSIBILITY FOR 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 Revival AAA Glidden Tour®, is limited to members of good standing of the Vintage Motor Club of America. Participation in the Revival AAA Glidden Tour® is open to all members in good standing of the VMCCA and the Antique Automobile Club of America (AACA) 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 Revival AAA 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 website for promotion and information purposes. The tour or meeting committee shall secure their own web server space on which to post the activity's website. 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 the 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 meeting 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. These photos should be loaded on a thumb drive or CD and be submitted to *The Bulb Horn* Editor and the Touring Chronicle editor no later than 30 days following the last full day of the tour or meeting. The Tour Chairperson should also send an electronic copy of the tour book to *The Bulb Horn* Editor and the Touring Chronicle editor within 30 days of the completion of the tour. A separate thumb drive, CD, or email(s) with 30-50 photos of the tour or meeting should be sent to the Webmaster also no later than 30 days following the last full day of the tour or meeting.

The director of any VMCCA National tour or meeting must appoint a member of the tour or meeting committee to write an article of 600-1200 words describing the event and send it to *The Bulb Horn* Editor no later than 30 days following the last full day of the tour or meeting. At the Publications Vice President's discretion, the article may also be sent to other commercial antique automobile publications.

A copy of the tour book or meeting 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.

Secondly, a completed "Statement of Expectations" must be completed, signed, and submitted with the original request to host a tour. A copy of the approved form must be submitted with the budget.

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 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.	5.00
	<u>\$64.00</u>

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 Revival AAA 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 administering the Golden Award of Excellence Program. Profits from any national VMCCA tour or meeting shall be distributed with 50% of the net proceeds going to the sponsoring chapter or region and 50% going to VMCCA national excepting the Revival AAA Glidden Tour®. Revival AAA 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 Revival AAA 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 60 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 January 14, 2022, any net profit realized from a VMCCA national tour or meeting, with the exception of the Revival AAA Glidden Tour®, is to be distributed as follows:

1. If sponsored by a Chapter or Region
 - i. 50% is to be sent to the VMCCA Treasurer and
 - ii. 50% is to be kept by the sponsoring VMCCA Region or Chapter
2. If sponsored by an Individual
 - i. 100% is to be sent to the VMCCA Treasurer

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

1. If sponsored by a Chapter or Region
 1. 80% is to be sent to the VMCCA Treasurer and
 2. 20% is to be kept by the sponsoring VMCCA Region or Chapter
2. If sponsored by an Individual
 1. 100% is to be sent to the VMCCA Treasurer

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 60 days following the last day of the tour. Copies of the accounting records shall also be sent to the VMCCA Activities Vice President. Any extended time, due to extraordinary circumstances, to complete this accounting and submission of the shared profit to the VMCCA Treasurer may be requested in writing. If granted, an agreed upon timeline will be reported to the VMCCA President and 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 workload. 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).
- **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 Golden 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 and 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 verification followed by opening social or activities. The verification 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 Golden 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. These 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. The wording on the form must be altered for each tour or meeting in keeping with the needs of the individual tour or meeting. The VMCCA national tour or meeting registration/application form must include the following and must be submitted to the VMCCA Activities VP and approved by the VMCCA Board of Governors:

- 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
- Deadlines for registration and cancellation
- Tour or meeting confirmation information
- The required VMCCA Board of Governors approved owner/driver commitment release statement in its entirety. (See Section VII, page 63, and Section IX, page 83).
- All registered passengers' names
- Insurance and policy number information
- If the Golden 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
- Indication of whether the vehicle will be driven or trailered to the tour or meeting
- Entry and activities fees information
- VMCCA national membership fees, if applicable
- Name, address, phone number, and email address of the tour or meeting registrar
- Tour website address (if applicable)
- A “Do Not Mail Before Date” on the registration form

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.

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 Section IX, page 83) must be included in its entirety on all VMCCA National, Region or Chapter tour or meeting registration form.

Sample Registration Forms can be obtained from the Activities Vice President, National Secretary, or previous VMCCA national tour or meeting directors. Once the Tour Registration/Application Form is approved by the VMCCA Board of Governors, the VMCCA Activities Vice President will request the VMCCA Publications Vice President have the approved form printed in the next issue of The Bulb Horn, the Touring Chronicle, and be posted on the VMCCA.org website.

OWNER/DRIVER COMMITMENT/RELEASE STATEMENT

Owner _____ Driver (if different) _____

Address _____

Vehicle: Year _____ Make _____

State of Registry (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 _____ (insert name of event here).

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 Golden 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 60 days following the last day of the national tour or meeting, a copy of the complete financial report must be sent to the VMCCA Activities Vice President
 2. A photocopy of the check that was 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 complete financial report must be sent to the VMCCA Treasurer within 60 days following the last day of the national tour or meeting.
 2. The check paying the correct percentage of any profit realized from hosting a national tour or meeting not later than 60 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 Bulb Horn* Editor and the Touring Chronicle editor the following:
 1. 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. These photos should be loaded on a thumb drive or CD and be submitted to *The Bulb Horn* Editor and the Touring Chronicle editor no later than 30 days following the last full day of the tour or meeting. The Tour Chairperson should also send an electronic copy of the tour book to *The Bulb Horn* Editor and the Touring Chronicle editor within 30 days of the completion of the tour. A separate thumb drive, CD, or email(s) with 30-50 photos of the tour or meeting should be sent to the Webmaster also no later than 30 days following the last full day of the tour or meeting.
 2. The director of any VMCCA National tour or meeting must appoint a member of the tour or meeting committee to write an article of 600-1200 words describing the event and send it to *The Bulb Horn* Editor no later than 30 days following the last full day of the tour or meeting. At the Publications Vice President's discretion, the article may also be sent to other commercial antique automobile publications.
- 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 country, 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 non-alcoholic beverages.

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 Golden 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 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, in which case no VMCCA or tour logo is necessary. You may solicit items to include in the tour 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.

Camera-ready clip art of the club's national logo is available 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 Revival AAA 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.

The tour book should include:

- Letter of welcome from the VMCCA President and, if available, local officials
- For Revival AAA 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 Revival AAA 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 are 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 print the ticket with the event appearing prominently.

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 people ask about the logo.

GUIDELINES FOR OPERATING REVIVAL AAA GLIDDEN TOURS®

The following are specific guidelines that apply to the Revival AAA Glidden Tour®, also known as the Glidden Tour®. VMCCA is the owner of the registered trademark "Revival AAA Glidden Tour®", and the registered trademark symbol must be included for every use.

I. THE REVIVAL AAA GLIDDEN TOUR® COMMITTEE

- A. The Committee will be headed by an Executive Committee composed of the Tour Director, six Associate Directors, the Registrar and a representative from AAA.
- B. The Director will be the Chief Operating Officer of the Tour. He/she will appoint the six Associate Directors and the Registrar.
- C. The Director must be a member of the VMCCA in good standing for at least the five preceding years and will have participated in at least two previous Revival AAA 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 Revival AAA Glidden® awards. Golden Award of Excellence is handled by the Technical Vice President.
 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, Revival AAA 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 monies, checking account, bookkeeping, financial statements, etc. Also helps 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 Revival AAA 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 Revival AAA Glidden Tour® must be divided with 80% going to National, and 20% retained by the Local sponsoring Region or Chapter.
- C. The Tour Director may request up to \$2,000 from the National Treasury as an advance load for working capital to cover early expenses incurred in planning a Revival AAA 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, etc.
- F. An accurate accounting of all income and expenditures is to be maintained by the Committee (Associate Director for Finances), and a completed financial statement is to be forwarded to the VMCCA Secretary within 60 days after completion of the Tour.

I. FORMAT OF ACTIVITIES

- A. A typical Revival AAA 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. (Be sure date does not conflict with Hershey Swap Meet dates.)
- C. Schedule of events should include the following:
 - Sunday - Check-in and vehicle inspection. Social hour followed by opening banquet at afternoon or 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 afternoon/evening meal. Presentation of Tour Awards after closing banquet.
- D. A day of early check-in and vehicle inspection is recommended for Saturday preceding the official commencement of the Tour on Sunday. This can be helpful for spreading the work-load of the Committee as well as a convenience for early arriving Glidden tourists. The purpose for vehicle inspection is for confirmation that the vehicle that was brought to the tour is the one properly registered. This inspection must not be considered a "safety check" of any kind.
- E. Other events and entertainment can be included at the discretion of the Tour Committee providing they do no conflict with the basics listed in the previous paragraphs.
- F. The Tour Director has the right to designate those daily tours which must be completed to qualify for a participation plaque and/or tour trophy. Required tours will be designated as "Mandatory Tours." Other tours will be designated as "Optional Tours." The Tour Director must designate at least three of the five daily tours as "Mandatory Tours."
- 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.

II. 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 Revival AAA Glidden Tour® participant. This statement shall include the following:
 - 1. That any car participating in a Revival AAA 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 a Revival AAA Glidden Tour® 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 the horn (electric, manual, or bulb) on the car is operational.
 - 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.)
 - 7. That no duly-entered cars will, under any circumstances, be operated after official darkness unless all head lamps and tail lamps (including gas and kerosene lamps) 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 Revival AAA Glidden Tour® Committee will not and cannot 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 Revival AAA Glidden Tour® if they bear any advertising of a current nature.
 12. That the owner (or driver) has shown proof of insurance covering 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 Revival AAA Glidden Tours® is 1942 and older and 1935 and older for AACA-sponsored Revival AAA 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 Revival AAA Glidden Tour®.
- B. Only members of the VMCCA and the AACA may participate in a Revival AAA 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 Revival AAA Glidden Tour® Committee should provide a participation plaque for 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 Revival AAA Glidden Tour®. (This plaque is in addition to the Tour Banners and any other trophies given out during the Tour.)
- B. Other Tour Awards traditionally associated with past Revival AAA Glidden Tours® 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 (Revival AAA Glidden Tour® Committee) are to seek out donated trophies which are appropriate to our needs and have them available at the time of the Tour for awarding. The Revival AAA Glidden Tour® Director can and should oversee this acquisition of trophies. AAA donates some trophies.
- D. Lists of previous donors with addresses can be obtained from previous Revival AAA 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; and name, address and car of recipient.
- H. The VMCCA Technical Vice President works with the tour organizer to provide the award to the applicable vehicle. See "Revival AAA Glidden Tour® Era Cloisonne Awards", page 44.

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 Revival AAA Glidden Tour® Trophies which have been made available for the Tour by the Associate Director in charge of awards procurement.
- E. The Associate Directors in charge of judging and awards procurement should work together during the Tour to provide optimal distribution of the Revival AAA Glidden Tour® Awards.
- F. Only those participants who complete all Mandatory Tours will be eligible for a Participation Plaque or Tour Award.
- G. The Golden Award of Excellence 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 Revival AAA Glidden Tour® event.
 - 2. Any such publicity should be aimed at furthering interest in the Revival AAA 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 letter-sized paper 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. The 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. A copy of the Entry Application should be provided to each participant for their 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 Number..... 181
 - 2. In the event 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 they see fit. Deadlines, cancellations, and refunds will be a part of the agreement between the Revival AAA 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 Revival AAA Glidden Tour® participants, 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 Revival AAA Glidden Tour® Application Policy Vintage Motor Car Club of America

Whereas the Revival AAA Glidden Tour® is the registered property of the Vintage Motor Car Club of America and the Revival AAA 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 Revival AAA Glidden Tour® information and application forms free of charge upon request to and in a timely fashion from the sponsoring Revival AAA 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 Revival AAA 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 website, including links to both organizations' websites.
 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 in which a person using their 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 brought as a result of any accidents that happen during an event when the Club hire boats (under 26 ft. in length) for outings.

EXAMPLES OF COVERAGE

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

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

Regions or Chapters should not organize a group of antique vehicles to give people rides for a fee. The Club's insurance will not protect individual vehicle owners in event of accident or injury.

Events, such as parades sponsored or alleged to be sponsored by the Club, are covered for both Bodily Injury and Property Damage Liability. If a car is involved in an accident in a parade and someone is injured, the attorney for the injured party is likely 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 provided here, 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. for which the owner asks for a Certificate of Insurance showing that the Club has adequate insurance, the insurance company, upon request by the Secretary, will provide the necessary certificate without charge.

Do not treat this brief description of the insurance coverages as a complete explanation of the policy. The coverages are described here 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 Club's 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 of Governors expenditures related to the entire 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.

The following sections describe duties of VMCCA officers and Board Members specifically relating to VMCCA accounting and handling of monies.

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 the aforementioned dues notices or applications received from persons desiring new memberships.

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 in a manner that no service or maintenance charges are associated with the account.

DUES RECEIPTS

Upon receipt of dues payments, the monies should be prepared for deposit (endorsed "for deposit only") in the VMCCA depository bank 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, which 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 (e.g., 30 annual @ \$48.00 = \$1440, 2 student @ \$12.00 = \$24.00, total deposit \$1464 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 monies received by the Secretary should be prepared for deposit (endorsed "for deposit only") in the VMCCA depository bank account on a separate deposit slip from the dues deposit on a timely basis. At the time the deposit is prepared, the Secretary shall prepare a report setting forth the details of such deposit, which shall be sent to the Treasurer with a copy of the validated deposit slip.

BUDGET

The Secretary shall participate with the Treasurer in the preparation of the annual budget as it relates to the expenses of their office. Also, the Secretary shall provide input for estimating dues and any other revenue.

The budget shall be submitted to the Treasurer at least four (4) 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 Bulb Horn* constitute a substantial portion of the VMCCA's annual expenditures. The Publications Vice President shall have oversight responsibility for these expenditures. The VMCCA Treasurer shall handle expenditures associated with the publishing of *The Bulb Horn* Magazine and with the billing of advertising in *The Bulb Horn* magazine.

BUDGET

The Publications Vice President shall participate with the Treasurer in the preparation of the annual budget as it relates to the expenses of their office and estimating advertising revenues.

The budget shall be submitted to the Treasurer at least four (4) 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 annual budget as it relates to the expenses of his or her office and estimating the VMCCA's portion of revenues from tours.

The budget shall be submitted to the Treasurer at least four (4) 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.

TECHNICAL

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

REVENUES

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

BUDGET

The Technical Vice President shall participate with the Treasurer in the preparation of the annual budget as it relates to the expenses of his or her office.

The budget shall be submitted to the Treasurer at least four (4) 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.

MEMBERSHIP

The Membership Vice President is responsible for promoting the acquisition of new members and promoting active membership among people throughout this country and abroad. They respond promptly to all inquiries initially directed to the Secretary and forwarded to the Membership Vice President to address. The Membership Vice President shall prepare membership statistics for presentation at each regular Board meeting. The Membership Vice President shall advance promotional ideas to the Board to increase membership in the VMCCA and take 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 annual budget as it relates to membership and dues income and expenses of their office.

The budget shall be submitted to the Treasurer at least four (4) 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.

ADMINISTRATIVE

The administrative function consists of the President and the Executive Vice President 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 the Regions, and shall answer all inquiries of Region Directors relative to the development of a 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 annual budget as it relates to the expenses of their office with such individual budgets then being combined to comprise an administrative budget.

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.

The budget shall be submitted to the Treasurer at least four (4) 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.

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.

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 February/March Board of Governors Meeting.

BOARD OF GOVERNORS

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 monies 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.

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 exist:

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 if held at the same event.)

MEMBERSHIP DUES

Dues for yearly membership to VMCCA, as voted on at the 1st Quarter 2023 BOG Meeting by the Board of Governors, will be \$48.00 per year with printed copy of *The Bulb Horn*, and \$40.00 with digital copy of *The Bulb Horn*.

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 and amended via the By-Laws 2022 revision, will be \$600.00 for members provided they have been approved by the BOG.

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

Yearly dues specials include:

- a. SWAP MEET SPECIAL: \$24.00 for first-time members when signed up at any Region or Chapter swap meet.
- b. HALF YEAR SPECIAL: From July 1st through August 31st of any given year, \$24.00 for first-time members.
- c. CAR PURCHASE SPECIAL: A car purchased from a VMCCA member entitles the purchaser to a free membership for one year.

MEMBERSHIP COUNT FOR VOTING PURPOSES

Per vote at the 2nd Quarter 2016 BOG Meeting, VMCCA will use the total number of members, including the member and the spouse or significant other, as the Club's 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 Section IX, page 84) 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's
_____ (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 Section IX – Miscellaneous Owner/Driver Release Form	Official Tour Registration/Application Form	Removing engine or serial number from Owner/Driver 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
February 8, 2023	Section I – National Offices	Governing Board of Vintage Motor Car Club of America	Add Upper Mississippi Region
February 8, 2023	Section I – National Offices	Duties of the President	Appoint Audit Committee
February 8, 2023	Section I – National Offices	Board of Governors Meetings	Notifying Board of upcoming meetings
February 8, 2023	Section I – National Offices	Membership and Dues	Sending membership updates to Region Directors
February 8, 2023	Section II – Standing Committees	Nominating Committee Membership Committee Publications Committee Technical Committee Activities Committee	Election Ballots New sections added
February 8, 2023	Section V – National Meetings	Guidelines for Meetings	Regular and Annual Meetings
August 8, 2023	Section VII – Miscellaneous Membership Dues	Membership Dues	Increase regular dues amount; Add membership level with digital <i>Bulb Horn</i> ; Discontinue Internet Special; Change Swap Meet Special and Half Year Special to 50% of regular dues amount

July 22, 2024	Section I – National Offices	Duties of the Treasurer	Provided computer & software; Access to Secretary bank account; Secretary's monthly financial reports & Treasurer's confirmation; National Award Sponsors billing; CPA assistance w/income tax filing; Signatory on Secretary bank account
July 22, 2024	Section I – National Offices	Duties of the Technical Vice President	Determine billing amount for sponsored awards
July 22, 2024	Section I – National Offices	Officers and Paid Positions	Officers may not hold Club-paid positions
February 20, 2025	Section I – National Offices	Board of Governors	Remove Southwest Florida Region
February 20, 2025	Section I – National Offices	Duties of the Secretary	Eliminate some reports to Treasurer
February 20, 2025	Section VII – Guidelines for Operating VMCCA National Tours and Meetings	Description of VMCCA National Tours and Meetings	Fourth Quarter Board of Governors meeting date range
February 20, 2025	Section VII – Guidelines for Operating VMCCA National Tours and Meetings	Considerations On When and Where to Host a VMCCA National Tour or Meeting	Require Statement of Expectations
February 20, 2025	Section IX – Miscellaneous	Accounting Systems and Procedures	Officers send budgets to Treasurer sooner

