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## **INTRODUCTION**

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

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

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

Failure to observe the chapter guidelines will result in chapter charter revocation.

Requirements preceded by an article (i.e.: Article XXIX) have been excerpted from the NCRS Bylaws.

**1.0 Definitions & Abbreviations**

**1.1** In these bylaws, the following definitions are used:

- (a) “National Convention” means (i) the annual largest Board sponsored show (with associated programs and events), (ii) and Annual Membership Meeting.
- (b) “Convention Chairman” and “Convention Committee” mean, respectively, the person or related group approved by the Board who plan and supervise the conduct of the National Convention in each year.
- (c) “Member” means each Person who is a member of the Club as provided by Articles VIII, IX and X.
- (d) “Person” means an individual, business, firm or other form of business entity of any nature whatsoever.
- (e) “Emblem” means the words, letters, and graphical representations adopted by the Board, from time to time, to serve as the identifying trademark or trademarks of the Club.
- (f) “Board Members” means the Members who are elected by the Regions, as provided in Article XIV each of whom shall serve for a term of three (3) years unless earlier removed and until his successor is duly elected.
- (g) “Region” means the nine geographical divisions of the Club as provided in Article XIII.
- (h) “Chapter” means each Chapter of NCRS established and operating in accordance with the provisions of Article XV.
- (i) “§” means a section of the Internal Revenue Code of 1986, as it currently exists and any corresponding provisions of any statute subsequently enacted in place thereof and the applicable Treasury Regulations promulgated there under.
- (j) “Chapter Manual” means the NCRS Chapter Guidelines and Operations Manual as it currently exists and as it may be modified and amended in the future by the Board, from time to time.
- (k) “NCRS Library” means the technical reference library which is a repository for all technical data (books, blueprints, photographs, slides, technical bulletins and items of a similar nature) pertaining to the history of the Chevrolet Corvette automobile.
- (l) “Driveline” means The Driveline Newsletter published by the Club as provided in Article VI and VII.

(m) “NCRS PAP” means NCRS Policies, Accounting and Procedures Manual, as currently established and all amendments, modifications and additions as adopted by the Board, from time to time, as provided in Article XVIII.

(n) “TCR” means The Corvette Restorer published by the Club as provided in Article VI and VII.

(o) “Judging Guide” means each model year NCRS Technical Information Manual and Judging Guide as established, from time to time, and all modifications, amendments and additions as provided in Article XX.

(p) “NCRS Items” means promotional items such as decals, license plate frames, car badges, books, and other items authorized for sale by the Board to Members.

(q) “National Office” means the Membership Office currently situated in Cincinnati, Ohio. The National Office shall be the depository for all records of the Club, its publications and judging. There shall be stored at the National Office, subject to periodic culling and destruction as established, from time to time, by the Board, all records generated by all Officers, Managers, Employees, Regional Representatives, and Committees in connection with the activity of the Club. All records are the sole and exclusive property of NCRS and no person may duplicate or retain copies of any records in any medium whatsoever except in accordance with procedures established by NCRS.

**1.2** In these bylaws, the following abbreviations are used:

- (a) “NCRS” and “Club” mean “National Corvette Restorers Society”.
- (b) “Board” means the Board of Directors of the Club.
- (c) “VP” means the Vice President.
- (d) “Treasurer” means the Finance Officer.
- (e) “Manager” means any person who holds any of the managerial positions described in §5.1.

**1.3** In numbering these bylaws, for example, Section 3 of Article XVI can read “§16.3”.

**1.4** All masculine designations such as “he”, “his”, “him”, and “chairman” shall also include female equivalents. All singular designations shall include the plural and vice versa.

**1.5** Regional Director and/or Regional Representative shall have the same meaning and be used interchangeable.

**2.0 Purpose of NCRS Chapters**

NCRS, Inc. sanctions chapters to promote NCRS type activities on a regional or local scale.

Chapters exist to provide an additional outlet for NCRS activities and to allow membership a chance to attend meets in their local area when it is financially or geographically impossible to attend an NCRS national convention.

Chapters also provide an outlet for more detailed involvement in NCRS activities on an ongoing basis.

Chapters are not perceived as being in competition with national level activities but rather as a medium for a further expression of NCRS restoration and preservation philosophy.

### **3.0 Member Requirements - National**

#### ***Article VIII - Membership, General***

**8.1** NCRS shall accept membership for Persons throughout the world who support the purposes of the Club without discrimination on the basis of race, color, creed, religion, or national origin, nor restricted to owners of Corvette automobiles and who submit a membership application accompanied by dues in U.S. funds (or proper equivalent).

**8.2** Membership in NCRS is not transferable or assignable to anyone except the remainder of a paid membership to the surviving spouse in the event of the death of a paid Member.

**8.3** The Board may, from time to time, (a) determine or adjust the amount of annual dues which will cover a twelve-month period beginning with receipt of dues, or (b) establish dues for more than a twelve-month period. Payment of dues shall be on the anniversary month of the member as determined by the Board. Notification of annual dues may be by use of mailing label, by separate letter, or by other notice.

**8.4** When membership information is properly entered on an application form and accompanied by payment of one year dues in advance, the Member is admitted and issued a Club number by the Membership Services Manager upon receipt of the application. The name, address, date, and number of each Member shall be entered on the records of the Club.

**8.5** Upon admission and so long as dues are paid currently and a Member has not been suspended or expelled, each Member is entitled to any and all services, publications, and benefits provided by NCRS to its Members. If any publication date is delayed beyond the expiration of any Member's paid dues period that publication will be sent as if it had been published punctually.

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

***Article IX - Classes of Membership***

**9.1** Active Members are Persons who have paid current dues. Active Members are entitled to receive (a) all Club publications, TCR and Driveline, (b) notices of Club activities, and (c) shall each have one vote for Regional Representative within their region at the election. Any active member may be called upon or be appointed to serve in some capacity in NCRS positions.

**9.2** Associate Members are the spouse and children (under 23 years of age) of an Active Member. Associate Members may participate in Club functions along with Active Members without additional dues, but shall not have voting privileges nor receive additional copies of publications. An Associate Member may become an Active Member by application and paying membership dues.

**9.3** Honorary Members are persons so designated by the Board who have made significant contribution to the Club in any way, to Corvette history, or to the automotive hobby. Honorary Members are entitled to receive all Club publications and participate in all Club functions, but shall not have any voting rights, nor pay dues.

**9.4** Life Members may be created by Board authorization establishing a one-time fee covering all membership fees for the balance of that member's life. A Life Member has all the rights and privileges of an Active Member.

***Article X - Termination of Membership***

**10.1** When any Member is in default in the payment of dues, membership is automatically terminated.

**10.2** Any Member may resign by filing a written resignation with the Secretary who shall make a record of the resignation and notify the Membership Services Manager. Resignation shall not relieve the resigning Member of the obligation to pay assessments or other charges theretofore accrued and unpaid, nor is a resigning Member entitled to a refund of dues.

**10.3** The Board, by a 2/3 majority of those voting, may suspend or expel any Member whose conduct is, in its reasonable judgment, in (a) conflict with the purpose of the Club, (b) may adversely affect the reputation or interests of the Club or (c) contrary to any provisions of these Bylaws, NCRS PAP or the Judging Reference Manual. Suspension or expulsion shall be taken only after the Member has been informed of the allegations and has been given an opportunity to personally appear for a hearing or submit a written statement before a meeting of the Board. Any member whose membership is under suspension or has been expelled from the Club may not renew membership or rejoin the Club, except upon the Secretary's receipt of the written request from a suspended or expelled member, and Board vote, by a 2/3 majority, reinstate such Member provided he meets the terms the Board deems appropriate nor may he be present at any Club activity,

without the prior permission of the Board. Any suspended or expelled Member is not entitled to a refund of dues unless the Board elects to do so.

#### **4.0 Chapter Requirements**

##### ***Article XV - Chapters***

**15.1** A group of 25 or more NCRS Members can apply for recognition and charter as a Chapter of NCRS. At least 25 of these members must reside in the same general geographic area as the proposed new Chapter. Chapter requests shall be made on the Chapter Application Form obtainable from the Regional Representative. A Chapter will be granted a Chapter Charter only after a one year probationary period and after meeting and demonstrating observance of the Chapter Manual. Chapter Charters are for one year periods and will be renewed on an annual basis providing the Chapter has observed the provisions of the Chapter Manual.

**15.2** Chapters are prohibited from participating in events which the image of NCRS, or the presence of Members, causes profit or financial gain for another organization, commercial enterprises, or individual.

**15.3** Funds raised at Chapter events, or Chapter participation in outside events, must flow to either the Chapter or NCRS as specified in these Bylaws.

**15.4** The granting of a Charter to a Chapter does not authorize the Chapter or any Member of the Chapter to act as agent or agents of NCRS or to create any obligations binding upon NCRS or to issue any statements or publication in the name of NCRS or purporting to emanate from NCRS.

**15.5** Any group requesting a charter as a Chapter must submit an acceptable set of bylaws governing its operation, which shall include the following:

(a) The Chapter agrees to conform to the provisions of the Bylaws of NCRS, which take precedence in the event of any conflict, and that the Chapter will abide by decisions of the NCRS Board and follow the directions of the Chapter Manual.

(b) The Chapter has all responsibility, financial and otherwise, for all activities it conducts and NCRS shall not be responsible for any debts or other obligations incurred by the Chapter.

(c) Only Active Members of NCRS will be accepted as members of the Chapter and every Active Member shall be entitled to participate in all Chapter events.

(d) The Chapter will levy its own dues and have its own publication.

(e) The Chapter will keep accurate books and records of accounts on the calendar year (January 1 - December 31) basis.

(f) The Chapter will elect its Officers and positions to serve on a calendar year basis. It is suggested that no Officer serve more than three one-year terms.

(g) The Chapter will use ROBERTS RULES OF ORDER as its parliamentary authority and will use NCRS Order of Business for its business meeting, as stated in these Bylaws.

NCRS reserves the right to establish a uniform set of Chapter Bylaws (the “Chapter Bylaws”). When the Chapter Bylaws have been adopted by NCRS, each Chapter must replace its Bylaws with the Chapter Bylaws within twelve (12) months. Failure to so adopt the Chapter Bylaws shall result in revocation of the Chapter Charter. When Chapter Bylaws are adopted, no Chapter may amend the Chapter Bylaws without the prior written consent of NCRS.

**15.6** Each Chapter must notify the Regional Representative of any changes in its bylaws. Each Chapter must submit a complete copy of its bylaws when requested to do so by the Board, which copy shall be permanently on file in the National Office. The first two sentences of this Paragraph shall no longer be applicable twelve (12) months after adoption of Chapter Bylaws as provided in §15.5. Each Chapter must submit whatever information and (or) records requested by the Board within the time limit requested by the Board.

**15.7** A Chapter shall serve a specific Geographic Area, such as a portion of a state, whole state, or several states, with only one Chapter per specific Geographic Area. A Chapter may not have a Geographic Area larger than the area it can realistically be expected to serve. Each Chapter is part of a designated Region.

**15.8** Each Chapter will cooperate with its Regional Representative in scheduling meets/events so as to avoid conflicting dates with other Chapters in the Region or with the National Events.

**15.9** Each Chapter President will represent his Chapter within the Region and will report to the Regional Representative.

**15.10** Chapter meets shall follow the guidelines set forth in Chapters Operation & Guideline Manual.

### ***Supplemental Chapter Requirements***

1. In the event membership falls to less than 15 members, a period of six months is allowed to increase membership to 15. In the event membership of 15 is not obtained within six months, NCRS, Inc. Chapter status shall be revoked.
2. The Board of Directors of NCRS, Inc. shall have sole discretion in granting Chapter status and issuing charters.
3. All Chapter members must be members in good standing of NCRS, Inc. and no other restrictions should be imposed on membership requirements by the Chapter.
4. Each Chapter shall elect its own officers: Chairman, Vice Chairman, Secretary and/or Treasurer, Judging Chairman and any other officers the Chapter may deem necessary to elect or appoint. Each Chapter shall make reports of chapter meetings and shall file annual reports on a form prescribed by the Board of Directors of NCRS, Inc.

5. The Board of Directors of NCRS, Inc. reserves the right to revoke the Chapter status for any conduct or activity not in keeping with the ideals and goals on which NCRS, Inc. was formed.

6. A chartered NCRS, Inc. Chapter is free to conduct a strictly NCRS, Inc. activity as long as it is consistent with the purpose of NCRS, Inc. which is the preservation, restoration, and enjoyment of the early Corvettes manufactured from 1953 through 1989. This includes fund raising for the Chapter provided such activity is exclusively operated and controlled by the NCRS, Inc. Chapter.

7. Affiliation or Sponsorship by any organization is permissible so as to further the goals and objectives of the Chapter. Membership in or affiliation with any organization that places the Chapter in a subservient position to the organization is not allowed.

8. Any function in which an appreciable benefit, financial or otherwise, is derived by some other organization, whether charitable or not, is prohibited by NCRS, Inc. as the club will not allow exploitation of the name NCRS, Inc. If problems or questions arise surrounding this area, Chapters should consult the NCRS, Inc. Regional Representative.

9. The use of any media is permissible to promote Chapter activities. Any advertising must specifically state that NCRS, Inc. judging will be for 1953-1989 Corvettes.

10. Any NCRS Chapter Judging event must follow the **NCRS Judging Reference Manual**.

11. Awards are to be presented as per **NCRS Judging Reference Manual**.

12. NCRS, Inc. reserves the right to amend, delete, or add to the rules and regulations pertaining to Chapter status.

13. Geographical area covered by a Chapter shall not be limited with regard to NCRS, Inc. member affiliation. NCRS, Inc. Directors may, if necessary, keep Chapters separated by at least a 100-mile radius, or some other recognized boundary.

14. Chapter Title should read as follows: \_\_\_\_\_  
Chapter of National Corvette Restorers Society, Incorporated.

15. The NCRS logo must be incorporated into any Chapter logo.

16. A Chapter Charter can only be issued to a Chapter twelve months after the first Chapter formation meeting, and no later than three months after the Chapter's first anniversary date.

17. Incorporation as \_\_\_\_\_ Chapter, as a non-profit Corporation, and that a certificate in good standing be retained with the Secretary of State for the individual state of registry. A copy of such shall be submitted to the National Finance Officer upon receipt by the Chapter.

18. The registration fee and judging fee charged by the chapter for judged events shall be the same for all NCRS members even if they are not chapter members.

### **Membership Verification**

All chapter members must be members of NCRS. National membership can be verified by requesting a computer generated national membership roster for the geographical area governed by the chapter. The membership roster should be requested on an annual basis.

The national membership roster is updated on a daily basis. A computer generated roster is available on request through the Membership Services office. Roster information is to be used only for chapter business.

### ***Article XI - All Meetings - General Information and Rules***

**11.1** ROBERTS RULES OF ORDER shall be the parliamentary authority regarding all Board and Membership meetings. Prior to the commencement of any meeting the Chairman of the meeting shall designate the person who shall serve as the parliamentarian for each such meeting.

**11.2** The “Order of Business” of any meeting shall be as follows:

- a) Registration of those present.
- b) Presentation of any proxies.
- c) Call to order by the presiding Officer.
- d) Reading of the minutes of the previous meeting by the Secretary or his designate, and their approval.
- e) Election of Officers.
- f) Election of Managers.
- g) Treasurer’s report.
- h) Committee reports.
- i) Old business.
- j) New business.
- k) Unfinished business.
- l) Comments by Officers or others.
- m) Adjournment.

**11.3** During all meetings, Board or Membership, a majority vote of those present (including proxy votes during Board meetings) shall prevail unless otherwise provided in these Bylaws

### ***Article XVI - Chapters - Probation and Termination***

**16.1** Any Chapter may be placed on probation status or have its charter revoked by a 2/3

vote of the Board for (a) failure to conform to the purpose for which NCRS was organized (b) for conduct which may adversely affect the reputation or interests of NCRS (c) failure to follow the Chapter Manual, or (d) to submit information and/or records requested by the Board within the time limit set by the Board (i.e., Chapter annual report).

**16.2** Chapter revocation can be taken only after the Chapter has been informed of the charges and been given an opportunity to personally appear at a hearing or submit a written statement before a meeting of the Board.

**16.3** Upon the Secretary's receipt of the written request of a Chapter under probation, or termination, the Board may by a 2/3 vote, reinstate such Chapter subject to compliance with such terms as the Board deems appropriate.

**16.4** Any Chapter may dissolve and disband by a 2/3 majority vote of all its Active Members. Notice of a Chapter dissolution and disbandment must be given in writing to the Regional Director within 30 days of dissolution.

**16.5** Revocation, forfeiture, dissolution or disbandment of a Chapter shall not affect any Member's rights as a member of NCRS.

## **5.0 Chapter Activities/Meets**

### *Chapter Activities*

1. NCRS Chapters shall meet a minimum of four times per year.
2. Activities scheduled by the Chapters shall be consistent with the goals and principles of NCRS, Inc.
3. At no time shall there be Chapter activities scheduled concurrently with NCRS Regional or National events.
4. Additionally, no chapter Meeting is to be held which excludes active national NCRS members.
5. Chapter Activities shall fall into the following categories:
  - A. Judging Meet - that type of meet where judging of 1953-1989 Corvettes is conducted as per NCRS judging guidelines by NCRS judges (see **NCRS Judging Reference Manual**). This also includes the Sportsman Class

B. Judging School - that type of event where judges are trained as per NCRS judging school guidelines (see judging school guidelines in the **NCRS Judging Reference Manual**).

C. Road Tours - that type of event where Corvette automobiles are driven as a group for enjoyment. Other year Corvettes may be included in the Road Tours. Road Tours are cautioned to observe the rules of the road and all local laws and the alcohol policy to preserve the image of NCRS, Inc.

D. Technical Seminars - that type of event where NCRS type restoration and preservation techniques are discussed. These events can take the form of how-to sessions, panel discussions, question and answer sessions, etc.

E. Swap Meets - that type of event where Corvette parts are bought, sold, or traded.

F. Social Events - that type of event where NCRS members can gather to discuss mutual areas of NCRS interest and enjoy the camaraderie of NCRS membership.

G. Chapter Board Meeting

6. Single day or weekend type meets can encompass any combination of or all of the above suggested activities. However, only one event per day can be counted towards the requirements under the Chapter Award Program.

7. Chapter membership should be notified of upcoming events at least 6-8 weeks in advance.

8. Meet or event advertising can be placed in The **Driveline** (note deadlines in the Chapter Advertising Section of this manual, Section 12) and/or any other suitable publication or media.

9. At no time shall an NCRS Chapter schedule a Chapter Judging Meet within two weeks on either side of a National Convention.

10. Each chapter must hold at least one judging meet, where cars are judged, each year, in accordance with the NCRS Judging Reference Manual.

### ***Article XXI - National Convention and Road Tour***

**21.1** There shall be one National Convention and one National Road Tour each calendar year, (the "National Events"). The National Road Tour ends at the National Convention. The National Events may be held at any location within the continental United States or Canada. The National Events shall be Board sponsored and be under the direct supervision, planning, and responsibility of the Activities Manager.

**21.2** The Activities Manager and the sponsoring Chapter or Chapters shall conduct

National Events for the benefit of Members only, in a professional manner and in keeping with the aims and goals of the Club.

**21.3** There shall be no Chapter event or Regional Event scheduled that would conflict with or be within two weeks prior to or following the National Events.

**21.4** The National Convention shall be held between June 1 and August 31 at a site chosen by the Board. A National Convention may be sponsored by a Chapter or a group of Chapters within a Region.

**21.5** Convention Proposals (a) Any Chapter(s) desiring to cosponsor a National Convention must make a preliminary proposal to the Board at least three years in advance of the convention date. The proposal shall (i) identify the chosen site and (ii) explain the facilities available and (iii) proposed event budget. The Board will notify all applicants of the selection of co-sponsor(s) after its review of all proposals. (b) In developing the proposals, the proposing Chapter(s) must work closely with the Activities Manager. The proposals to be made to the Board shall be screened in advance by the Activities Manager and presentation to the Board may only be made with his approval.

**21.6** There shall be no event at a National Convention scheduled to conflict with Annual Membership Meetings.

**21.7** There shall be no events scheduled at any NCRS Convention that excludes any Members present.

**21.8** The Convention Chairperson as approved by the Board is authorized to raise funds by registration, banquet ticket sales, vendor fees, side-trip fees, etc., to provide necessary money to conduct the National Convention. All fees shall be approved in advance, by the Finance Officer. After the Convention, but no later than December 31 in the year in which the National Convention was held, a full financial accounting in accordance with NCRS PAP will be prepared by the Finance Officer and submitted to the Board.

### ***Convention Proposals***

See the **NCRS National Convention Guidelines** when considering hosting a National Convention.

### ***Article XXII - Regional and Seasonal Meets***

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

**22.2** Any Chapter or group of Chapters desiring to conduct a Regional Event shall present its plans, dates and details to the Activities Chairman prior to the Board Meeting

of the preceding year, and in cases of conflict, the Board's decision shall prevail. The Board shall have the right to exercise guidance and, if necessary, control measures to assure that such Regional Events are conducted in strict compliance with these Bylaws, the National Convention Guidelines with Regional Addendum, prevailing rules, and standards pertaining to judging and general Board policy.

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

**22.4** There shall be no events scheduled at any Regional Event that excludes any Members present.

## **6.0 Judging**

When conducting a Chapter Judging Meet, the **NCRS Judging Reference Manual** must be followed to the letter. Chapters are to make certain that only complete and current **NCRS Technical Information Manual and Judging Guidelines** are used at each meet and the latest score sheets are obtained from the National Judging Chairman.

## **7.0 Chapter Publications**

All Chapters should produce a newsletter at least four (4) times per year. It should serve as communication between the chapter and its members for the announcement of meets, events, chapter news, etc.

The costs of printing and maintaining a newsletter should be incorporated into the dues structure of the Chapter.

Newsletters should be mailed to the following:

- Chapter Members
- NCRS National Publications Editor
- NCRS National Membership Office
- All NCRS Chapter Newsletter Editors
- All National Officers & Directors

Chapter Newsletter editors should be made aware of Copyright Laws. Anything that is printed in another publication is considered Copyrighted. Attached is a copy of the "**Permission to Reproduce Copyrighted Material**" form as adopted by the National Board July 11, 1998. The reprinting of articles from other Chapter Newsletters should not be permitted without the above described form being signed by the author of the original article.

## **8.0 Chapter Report**

The Chapter Report is an annual report, which updates for the Regional Representative with pertinent information regarding chapter activities. Failure to file the Chapter report can result in probation or termination as described in Article 16.1 of this Manual.

All chapter reports will be copied and assembled into a bound Chapter Report.

## **9.0 Chapter Liability Insurance Coverage**

NCRS Inc. maintains liability insurance for its meets and activities on an annual basis. The policy, administered since 1986 by the Motorsports Division of K&K Insurance Group of Fort Wayne, Indiana, and underwritten by Transamerica Insurance Company, provides \$2-million worth of General Liability.

NCRS-approved chapter activities are covered (at no charge to the chapter) by a policy rider. However, to receive this coverage for your judging and road tour-type events, chapters must notify the National Financial Officer with details of the event, so he can file the appropriate form with the insurance company. Events requiring an insurance certificate should contact the National Financial Officer at least a full month prior to the event.

As outlined in the **NCRS Judging Reference Manual** chapters must verify personal liability insurance coverage for all cars entered into a judging event (a function of completing the required Judging Summary Sheet). Further, chapters must verify personal liability insurance coverage of members participating in chapter road tour events. Also, you should verify proper license plates and registrations for vehicles driven on public streets and highways in connection with any chapter road tour or chapter activity that requires the participants to drive to and from events as a group.

Meet registration forms containing the usual “hold harmless clause” signed by the event participant must be retained by the chapter for seven (7) years.

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

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

## **10.0 Mailing Labels**

Current national member mailing labels by state/ZIP code are available on request through the National Membership Chairman's office.

The mailing labels are adhesive backed and ready to use. They are generated from the current roster of national members and are updated on a daily basis.

The labels can be used to reach potential chapter members and to notify national members in the chapter area of chapter meetings, membership drives, etc.

Under no circumstances are the mailing labels to be used for activities other than NCRS-based functions.

## **11.0 Chapter Dues**

It is understood all chapters will need a sound financial base on which to operate. Membership dues should be structured to defray the costs of newsletter printing, mailings, and those expenses encountered in the annual operation of the chapter.

Those fees encountered for staging meets, outings, etc., should be separated from the membership dues and should be covered by meet or event registration fees.

A reasonable chapter membership dues fee ranges from \$15-\$30 annually.

At no time should a chapter attempt to collect national membership dues. It is incumbent upon the individual National member to maintain membership at the National level.

## **12.0 Chapter/Region/National Relationship**

### ***Article XIII - Regions***

13.1 In order to encourage more meaningful events with larger attendance resulting in more Corvettes being shown the Club shall be apportioned into nine geographic Regions, as follows:

(a) Region I – Connecticut, Maine, Vermont, New Hampshire, New York, Massachusetts, Rhode Island, New Brunswick.

- (b) Region II – Ohio, Michigan, Ontario, Quebec.
- (c) Region III – Pennsylvania, Virginia, West Virginia, Maryland & D.C., New Jersey, Delaware.
- (d) Region IV – South Carolina, Florida, Georgia, Alabama, Mississippi, Tennessee, Kentucky, North Carolina.
- (e) Region V – North Dakota, South Dakota, Minnesota, Iowa, Wisconsin, Illinois, Indiana and Manitoba
- (f) Region VI – Utah, Wyoming, Colorado, New Mexico and Nebraska
- (g) Region VII – Kansas, Oklahoma, Texas, Missouri, Arkansas and Louisiana
- (h) Region VIII – Washington, Oregon, Idaho, Montana, Alaska, British Columbia, Alberta and Saskatchewan
- (i) Region IX – California, Hawaii, Arizona and Nevada
- (j) All areas outside the Fifty (50) United States and Canada shall be represented by the Vice-President of NCRS.

These regional boundaries are based upon geographical areas. If at any future date the Board feels it appropriate, these boundaries may be altered.

**13.2** Each Region shall elect one person who will serve as Regional Representative and member of the Board. The Secretary of NCRS shall serve as the administrator of the election. A notice of election and a request that nominations be forwarded to the Secretary for open positions shall be published in the Driveline. Term of office shall be three years coinciding with the calendar year. Each year three of the nine Regional Representatives shall be subject to reelection. There are no term limits for Regional Representatives. Nominations may be made by any Active Member in good standing within the Region of the nominee. Each nominee must have the signatures of 10 active members which shall be submitted with his application for nomination. Each nomination shall also be accompanied by a signed statement indicating that the nominee is willing and has the time to serve the Region and Club if elected. Upon receiving the nomination, and if requested by the nominee, the Membership Service Manager will forward a mailing list of all Active Members in the Region to the nominee. If no nominations are received from a Region, Board representation from that Region shall be appointed by the President and approved by the Board.

**13.3** The Secretary shall prepare the ballot to be printed on the back cover of the Driveline, with the mailing label visible. A Member may vote for a Regional

Representative of his Region only. Only ballots that are legibly signed by a verifiable resident of the Region will be tabulated and counted. Ballots shall be returned to the Secretary and tabulated, with results published in the next available Driveline. Copied or facsimile ballots will be counted as long as the mailing label, provided by the printer, is visible. All Active Members shall have the right to vote for Regional Representative, whether or not they have Chapter affiliation within that Region.

#### ***Article XIV - Regional Representative***

**14.1** The Regional Representatives may be named to committees, offering advice to the Chapter Officers, taking part in Chapter meetings, keeping current with Club activities, and being responsible for the direction of NCRS. A Regional Representative shall also recommend for charter, any prospective Chapter that meets qualifications for recognition.

**14.2** Each Regional Representative shall be an Active Member, a resident within the Region he serves, and must be willing to accept the responsibilities and duties of the position, if elected.

**14.3** In the event of a vacancy within thirty (30) days of the occurrence of the vacancy, the President with Board approval shall appoint an Active Member from within the Region to act as Regional Representative until the next scheduled election.

**14.4** In the event a Regional Director or employee becomes incapacitated, the President, with Board approval, may replace individual as per procedures outlined and established in these NCRS Amended and Restated Bylaws.

#### **13.0 Rules Governing Chapter Advertising**

Chapters wishing to advertise judging meets, road tours, calendar of events, judging schools & technical seminars, etc., in the **Driveline** newsletter, may do so at no cost.

All Chapter advertising for publication must be submitted in camera-ready artwork form. Only original artwork (or a clear photocopy) is acceptable.

Chapter ads are not acceptable by FAX transmission.

The NCRS Publications office cannot prepare chapter advertising artwork. Chapters must realize the publication scheduling of The **Driveline**, and plan far enough in advance of an event to provide adequate promotion and announcement. **Driveline** publication Chapter advertising deadlines and mailing dates are as follows:

Issue	Chapter Deadline	Issue Mailed By
January – February	November 15 <sup>th</sup>	January 15 <sup>th</sup>
March – April	January 15 <sup>th</sup>	March 15 <sup>th</sup>
May – June	March 15 <sup>th</sup>	May 15 <sup>th</sup>
July – August	May 15 <sup>th</sup>	July 15 <sup>th</sup>
September - October	July 15 <sup>th</sup>	September 15 <sup>th</sup>
November – December	September 15 <sup>th</sup>	November 15 <sup>th</sup>

General mail delivery ranges from one to three weeks.

All chapter advertising must be received at the Cincinnati, post office by 12 noon on the above listed deadline dates. If dates fall on weekends or holidays, deadline is noon, the next business day.

Ads received after the above dates will be held for the next available issue (or can be submitted as normal paid commercial advertising at the rates and deadlines listed on page 2 of The **Driveline**). Chapter ads submitted for publication in an issue which is scheduled to be mailed AFTER the chapter event has already taken place will not appear.

**Driveline** space available for Chapter advertising will be based upon type of event, lead-time of event, timeliness of event and artwork receipt and quality. Generally, space available is as follows:

Chapter Membership Drives; Calendar of Events; Social Events - Limited to one-sixth page, two per year.

Chapter Judging Events - Limited to one-half page, no more than two consecutive issues.

Regional Meets - Limited to one full page, no more than three consecutive issues.

Chapters desiring more space or frequency, may purchase additional space at the normal display advertising rates. Advertising information is also contained on page 2 of each **Driveline** edition.

#### **14.0 How to Organize an NCRS Chapter**

Survey area to be covered by proposed chapter. Make sure that the area of the proposed chapter does not encroach on any other chapter. Choose an area that will provide sufficient support for the chapter and can realistically maintain and service the membership.

The minimum number of people required to organize a chapter is 25 members. You can survey an area in one of the following ways:

Advertise in the **Driveline** as a proposed chapter, disclosing the area covered.

Contact the National Membership Chairman for a list of National NCRS members in your area you can contact to solicit chapter membership.

Contact your area Regional Representative listed in the front of **The Corvette Restorer Magazine**.

The Regional Rep for your area should serve as a resource and will help you in the chapter process. He will have all of the forms necessary and will have all the resources needed to go through the Chapter process. Once you have determined there is enough interest, you are ready to hold your first organizational meeting.

Items to be discussed:

Refer to the National Bylaws for the chapter requirements.

Incorporation (**non-profit**) – Contact the National Finance Officer for direction and assistance in this area. You will need to incorporate in the State in which the chapter resides. It is the chapter's responsibility to maintain its **501 (c) (7) non-profit** corporate status on an annual basis.

Create Chapter Bylaws (sample bylaws are available from your Regional Representative).

Appoint Chapter Officers - Each Chapter should have the following officer positions: Chapter Chairman; Vice Chairman; Secretary; Treasurer; Membership Chairman; Judging Chairman; Newsletter Editor

Dues - The chapter should set up a dues structure sufficient to sustain the chapter organization and maintain the chapter in its first year of operation. (It should be noted it is the chapter's responsibility to finance its organizational and set-up expenses.) During the initial formation period a chapter can open up a checking account at a financial institution. This is temporary and can be opened as an unincorporated organization. Do not order a large quantity of checks, unless you will be able to convert the account over following incorporation.

You can hold as many subsequent meetings to form the chapter as necessary.

Once you have obtained the necessary membership and accomplished incorporation, you are now ready to make application to National for acceptance as a chapter. Contact your Regional Representative for the Chapter application form. The application should be submitted to the Regional Representative prior to the annual spring board meeting. In addition to the application you will need to submit your corporate by-laws and proof of incorporation.

Upon approval of the chapter by the National Board of Directors, the chapter will be on probation for one year.

All National Officers and Directors assist the chapters and the general membership. Please contact your Regional Director or any National Officer to assist your chapter.

**15.0 Permission to Reproduce Copyrighted Material**

I, \_\_\_\_\_, expressly grant permission  
Author's Name

to the National Corvette Restorers Society, Inc., (“NCRS”) to

republish my \_\_\_\_\_  
choose 1: Article/Photograph(s)/Article with Accompanying Photograph(s)

(the “Work”) entitled \_\_\_\_\_  
Name of Article

In whole or in part in its publication \_\_\_\_\_  
Title of NCRS Publication

I state that 1) I am the sole author of the Work, and if I am not the sole author, I have disclosed the identity of any other author to the NCRS; 2) the Work contains no material in which the copyright is held by another; 3) I have not sold or otherwise relinquished the authority to grant permission to reproduce the work; and 4) my copyright in the Work is not subject to any interest or claim of any other person.

I understand that NCRS will credit the work with the following statement:

“This Article/Photograph(s) /Article with Accompanying Photograph(s) was originally published in \_\_\_\_\_,  
Name of Place of Original Publication

Copyrighted \_\_\_\_\_ by \_\_\_\_\_,  
Year of copyright Author's full name

and is reprinted with the permission of the copyright owner.”

I understand that NCRS is a non-profit organization and I will receive no compensation for this reproduction.

For publication purposes I wish for my name to appear as

\_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

## **16.0 NCRS Policy on Alcohol and Driving**

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

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

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

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

The adoption of this policy shall become a part of the *NCRS Judging Reference Manual*, the *Chapter Guidelines & Operations Manual* and is to be communicated to all local chapters. This policy is to be furnished to all participants of NCRS events.

## **17.0 Procedure to conduct a Regional Meet**

### **Host Chapter Responsibilities or Chairman’s Duties**

#### Event Chairman Named

- Responsible for all Communications with National Lead Communicator For All Chapters or Chairman
- Works with Judging Chair to Ensure 7 Point Regional/Judging Field Layout
- Works with Registration Chair to Ensure Accurate Counts/Numbers/Budgets
- Works with Activities to Ensure Tech Sessions/Activities/Budgets

#### Location of Regional

- Chosen by Host Chapter

#### Budget

- Communicate Budget to All Chapter Representatives
- Ensure We All Stay Within the Budget

#### Hotel Contracts Signed

- Number of Rooms - Historically, 125 -150 Rooms

#### Tabulation Room

- 10 - 15 Tabulators Seated
- Make Sure Good Lighting
- Near the Judging Field Preferable For Easy Access

#### Storage Room (able to be locked with two keys)

- 25 Boxes +
- Door Prizes 50-100

Arrange a Wash Rack Area

All during Regional Would Be Nice  
Close to the Judging Field

Arrange For Trailer Parking Area

35-40 Trailers (historically 25-35 seems to be the correct number)

Arrange Registration Area

Can Be Inside Hotel Lobby or Outside Near the Judging Field  
4 Skirted Tables (Registration and Judging Tables)  
9 Chairs  
Door Prizes Tables or order a 5<sup>th</sup> Table (Work with Registration Chapter)  
Water Station Available for Car Arrival and Everyone  
Trash Cans  
Registration Is Normally 12 - 5PM Car Arrival /Registration Day  
9am – 2 pm each day of Regional (arrange tables to be available)

Arrange With National Judging Chairman, 1 Point Judging School "Room"

Up To 100 Members  
Must Have Theatre Seating Only  
Electrical Plug

Arrange For Flip Chart to be Available During Event for Door Prize Numbers DrawnArrange A Water Station For Friday and Saturday (all day and replenished frequently)Arrange Judges Breakfast For Friday and Saturday

Work Closely With Judging Chairman for the Number of Breakfast  
Arrange Friday and Saturday  
Coffee, Donuts and OJ to a Breakfast Buffet  
Work with Judging Chairman the Breakfast Times

Arrange Judges Lunch For Friday and Saturday

Work Closely With Judging Chairman for the Number of Lunches  
Include Team Leaders, Tabulators, National Judging Chairman, &  
President

Arrange Welcome Reception Room

150-200 Members  
10 – 20 Tables (round tables for seating)  
No Host Bar (with set up fee waived if we consume over certain \$\$)  
Arrange Light Appetizers (Put This on the Itinerary)  
\$3000-\$5000 Historically  
Microphone Would Be Nice

Arrange A Meeting Room if Needed to Go Over The Regional Events

Private Meeting Place After The Welcome Reception Works The Best

Arrange Tech Seminar Room

75 Members – Theatre Seating

Arrange Town Hall Meeting With Regional Representative and Guests

Time Allocation Should Be On The Itinerary  
Late Afternoon (After Tech Speaker Works Well)  
The Best Time has been right after National Judging Chairman's Judging  
School Thursday PM right before the get acquainted party

Awards Banquet Room

150-200 Members  
Sit Down or Buffet (Work Closely with Registration Chapter for the  
Number to Order) Registration is the Bank  
No-Host Bar (with set up fee waived if we consume over certain \$\$)

**PUT THE BAR OUTSIDE THE CLOSED DOOR**Event Chairman Conducts the Awards Banquet

Microphone Needed

Arrange For Three/Four Skirted Tables at the Front For Judging  
And Door Prizes

The Itinerary Times and Locations

Working closely with the Judging Chair for Judging Times- Locations

Refund Policy

Set Deadline for No Refunds after Certain Date – Must Be Printed On Our  
Registration Form

Security

Work with Judging Chairman –Give Names of Local Security Companies  
Normally we have arranged 10PM to 6AM  
(8 hours per evening To Avoid Paying Overtime \$\$)

Raffle Sales

Actively Solicit a Raffle Prize for Drawing at the Awards Banquet

Choose the Charity the Funds Will Go To

This Is Not Mandatory but Works out really nice for our NCRS Matching  
Funds Program

Make sure and Communicate All Chapter Treasurers or Signers of the  
Chapter Checks are present at the Awards Banquet

If Treasurer is not present, every effort for a signed chapter check should  
be made

Matching Funds program will disallow personal checks being made out to  
the Foundations

All Treasurers and or the Representative Bringing the chapter checks meet  
after the awards banquet and the cash is counted and divided between the  
chapters and the Chapter's written check is given to the Host Chapter  
Determine Member who will be making the charity presentation

Ensure the Charity is a 501 © 3

Signage

More Signage The Better

Work With Judging Chairman

Arrange for Flip Chart For Changes to the Itinerary and  
Announcements

**Registration Chapter Responsibilities or Registration Chairman Duties**Prepare The Driveline Registration Form And Send to Eric Mortimer by Deadline

Place in the Driveline Three Issues Prior to the Regional

Work Closely With Host Hotel Chairman & Judging Chairman

Send Out to all Chapter Representatives for Final Approval

Include Judges T-Shirt (or Judges Polo), Event T-Shirt & Event Polo Shirt  
Size on the Form

Include Trailer Parking and Fee \$\$

Include email address (for confirmation letters by Reg. Chapter)

Registration Form Should Be On All Chapter Web Pages and Newsletters

Develop a Regional Logo for the Registration Form, If Possible

Itinerary

Work Closely with Host, Activities, and Judging Chapter to be sure  
correct before final printing

Include Hotels Names of Rooms for Banquet Rooms/Tech Rooms

Should be on all participating Chapter Web Pages and Included in Chapter Newsletters

Communication via Excel Spreadsheet Reporting To Everyone Working

Excel Should Have As Much Information AS You Can Fit

Registrants Name NCRS #

Alpha Listing is the Best

Judges with Level and Shirt Size

Flights, PV, Sportsman, Display, Founders Ops, Bowtie Candidate Etc.

Trailer Column to Keep Track of Trailer Parking At Facility

Banquets Sold

Friday Evening Events Tickets Sold

Send the Excel Sheet out As Often as Weekly Would Be Great

Bank

Arrange for a Regional Checking Account

All Income and Expenses Are Run Thru This Bank Account

Work Closely With Host Chapter and the Budget

Bring Seed Money to the Regional (usually \$400-\$500 cash)

All Expense Receipts Are Given To the Registration Chapter

Checks Reimbursed to each Chapter or Individual

\$500.00 Set Aside and Paid to NCRS Financial Officer for Our Next

Regional, if required

Refund All Attendees Approved for Refund

Final Call to All Chapters before Closing the Bank Account

Funds divided between all chapters equally (if more than one)

Decide How You Are Doing The Registration Day

Number of Chapter Members Present Usually 5-6

It Is Best To Breakdown the Registrations Alphabetically

Badges

T-Shirts & Polo Shirts

Door Prizes

Awards Banquet Tickets

Friday Evening Event Tickets

How are you going to handle the Regional Registrations and above items?

Communicate How You Are Handling Registration to All Chapters

involved

Fax the Registration Forms to the Event Judging Chairman

All Paid Flight etc., Display PV etc.

All Judges Signing Up to Judge

All Tabulators signing up to Tab

If fax unavailable, you must mail them to the Judging Chair

Confirmation Letters

If you include the registrants email on the registration form, this is the

easiest way to communicate their confirmation to our Regional

If email unavailable, mail the confirmation letters

Cell Phones

List of all Volunteers Cell Phones given to all

Door Prizes

Gather All Door Prizes and Ensure They Are Locked Up Each Day

Purchase Raffle and Door Prize Tickets

Determine How You Are Handling Door Prizes (One Per Packet)

It is wonderful to get rid of them as the members walk thru the Registration Line. Pre chosen members are randomly chosen and their packets say YOU ARE A WINNER – Pick up Your Prize Today!  
If the Prize is not picked up by a certain time, they become available and are given out at the awards banquet drawing  
Bring Door Prizes Remaining To The Awards Banquet to Disburse

#### Goody Bags

Actively pursue goody bags  
Glass Works has a really nice goody bag  
Corvette Mikes has had a goody bag in the past  
Meguires has a goody bag  
Al Knoch has a goody bag  
Pro Team has discontinued  
Communicate if you are unable to obtain a goody bag – maybe others have ideas to share  
Conga Line For Stuffing Goody Bags with brochures, advertisements etc.

#### Sponsor List

Work Closely with All Chapters Involved Making Sure We Develop an Accurate List to be included in the Registration Packet or Goody Bags  
Ensure We Properly Thank Our Sponsors

#### Badges

Prepare All Badges with Regional Logo  
Badges Normally Sorted Alphabetically  
Determine if you are putting Badges in their Packet or A Member Hands the Badges Out

#### Event T-Shirts and Polo Shirts

Count the Inventory and Agree with the Packing Order Form Received  
PULL the sold T-Shirts and Polo Shirts immediately (so we don't accidentally sell them)  
Determine if a member is passing the shirts out and if you require an initial  
If a Member was unable to attend and he bought a T-Shirt or Polo Shirts, we try and deliver the paid shirt to another Chapter Member who will deliver the purchased shirt to the absent member or mail it to them

#### Welcome Reception

Work closely With Host Chapter for the Number of Attendees  
Work With Budget Dollars  
Badge Or Ticket Gets Them thru the Door Only

#### Paid Friday Night Events

Determine Who Paid for the Event  
Determine How to keep Track of who has paid and Can Attend  
We have used stickers on the Name Badges OR an Actual Ticket

#### Registration Opens Daily

Can be inside hotel lobby or outside on the judging field  
Times Flexible (Chapter Decides Times-Put on Itinerary)  
Normally, 12-5PM Registration Day and 9-2PM Friday and Saturday  
Man the Registration Tables Each Day

#### Awards Banquet

Work Closely With Host Chapter the Number of Paid Dinners  
Report Final Numbers and Decide With Host Chapter How Many Dinners  
Sit down Dinners Are More Specific in Numbers than Buffet

Determine if you are going to use Stickers on the Name Badges  
 Or an Actual Ticket Given to each paid member  
 Sign Up Sheet for Members Trying to Sell Their Tickets  
 Sign Up Sheet for Members Trying to Buy Tickets

On Sight Sales Excel Worksheet

Develop An On sight Sales Worksheet to keep track of sales  
 Includes T-Shirts, Polo Shirts, Events, and Awards Banquets etc.  
 Determine the Cash Box Person in Charge of the sales and sheet

**Activities Chapter Responsibilities or Chairman Duties**

Design and Ordering of the Regional Event T-Shirt & Polo Shirt

Make Sure Delivered On Time  
 Make sure to stay within Budget \$

Thursday Evening 1 Point Judging School

Door Presence & Check Badges

Arrange Tech Seminar Speakers for Friday and Saturday

Work With Host Chapter & Itinerary Communication  
 Door Presence and Check Badges  
 Communicate with all prior to any offers made regarding budget \$\$

Arrange A Friday Evening Event

Normally work very closely with Host Chapter for Suggestions  
 Friday Evening Badges Check or Ticket Collection

Awards Banquet

Door Presence and Check Badges or Ticket Collection to Get In  
 Some Events Members Are Just Showing Their Tickets to Get In  
 Then they place their banquet ticket on the table to indicate beef/salmon

**Judging Chapter Responsibilities or Chairman Duties**

Registration Form & Itinerary

Judging Chairman Named  
 Judging Chairman Contact Information for the Registration Form  
 (i.e. Telephone and Email)  
 Judging Chairman Works Closely With Host & Registration Chapter to  
 Ensure All Times Are Accurate, The Days the Cars Are Being Judged etc.  
 Ensure 7 Point Judging Event, If Possible  
 Work With National Judging Chairman Arranging 1 Point Judging School  
 Thursday and Sign Up Sheet  
 Work With NJC to Ensure Advanced Judging School Friday and Saturday  
 Advanced Judging School Sign Up Sheets For Friday and Saturday  
 Arrange A Lift to be on sight for the Advanced Judging School, If possible  
 Observer Judge Sign Up Sheet At Registration Table Thursday

Team Leaders

Event Judging Chair handles all Communication with the Team Leaders  
 Communicate To The Team Leaders All Members Signing Up For  
 Judging At The Regional So The Team Leader Can Pick his Team  
 Prepare A List and Tape to the Registration Table All the different  
 Judging Teams (Should Be On The Registration Table Thursday During  
 Registration)

Security

Ensure the Host Chapter has arranged a local Security Company or the Regional Chapter Judging Chairman will arrange  
Communicate with Host Chapter and Registration Chapter the Security Times for the printed itinerary

Order All Judging Supplies

Certificates, Ribbons etc.

Bring All Judging Equipment To The Regional

Clipboards, pencils, Manuals, Reference Manual etc.  
Make Sure You Are Using The Most Current Manuals

Signage

Layout the Judging Field with Your Judging Signage  
Prior to start date of the Regional would be great

One Point Judging School Thursday

Arrange with National Judging Chairman and Host Chairman  
Include On Itinerary

Advanced Judging School

Arrange With National Judging Chairman and Host Chairman  
Include On Itinerary

Judges Breakfast & Judges Lunch

Communicate with the Host Chapter and Registration Chapter the head count for the Judges Breakfast, Judges Lunch and making sure the Tabulators, Team Leaders and National Judging Chairman are included

Insurance Policy

Order the insurance policy for the Regional thru NCRS Financial Office

Car Arrival Day

Arrange Signage Around the Hotel Property  
Preferably the Day Before the Regional Begins  
Arrange a Secured Entrance for Flight, PV Founders Etc.  
Arrange members all around the Judging Field for Member Assistance  
Trailer Parking Must Have Members Assisting and Guiding Trailer

Parking

Make Sure Trailer Parking Is Paid (We Have Used A Sign On The Dash)

Judging Packets

Each car being Judged, PV, Founders, Bowtie, etc. must have a judging packets with the Green Summary Sheet and Scoring Sheets inside  
Include the Judging Survey  
Names and VIN # can be preprinted and adhered to the sheets.  
This saves the owners and registration member's time

Lay Out the Judging Field

Mark the judging field with the Owners Name and Year of Car  
We have use pie plates to duc taped paper with owner's names  
Direct the Car Arrival and Where All Registrants Park on the Judging Field (Flight, Sportsman etc)  
Trailer Parking – Direct the Trailer Arrival and Man the Trailer Parking Area the day before and car arrival day also would be great

Judging Registration Table

Judging has a separate registration table to pass their judging packets to the registered owners

Insurance Verification & Current State Registration Verification

Determine if you are doing the verification on the Judging Field or at the Judging Registration Table  
Determine Who is doing the Verification?

PV Course

Work Closely With the Host Chapter to Determine Who Will Do the PV Course  
Communicate PV Course to the Team Leaders

Judges Meeting

Conduct Judges Meeting Friday and Saturday After Judges Breakfast

Owners Meeting

Conduct Owner's Meeting After Judges Meeting Friday and Saturday

Tabulators

Name Lead Tabulator  
Form The Tabulator Committee From Members Volunteering  
Make Sure Tab is included in head count for Breakfast, Lunch and T-Shirts  
Make Sure Tab Team Has All Supplies They Require

Awards Banquet

Judging Chairman Will Conduct the Judging Part of the Awards Banquet  
Judging Chairman will work with National Judging Chairman and the Tabulators to Ensure Accurate Completion of the Tabulating  
Judging Chairman will be responsible for the Ribbons ordering, mailing etc.  
Judging Chairman will layout the ribbons and certificates at the banquet

Judging Chairman

Any questions, disputes or concerns by a member regarding judging will be handled by the Event Judging Chairman  
If Not Satisfied With The Answer – the National Team Leader and the National Judging Chairman will handle

Judging Chairman Responsibilities After the Regional

Communicate with the National Judging Chairman the Regional Results  
PV Certificates are not mailed out until the National Judging Chairman has given them a serial number to put on the certificate  
Mail out judging sheets and any certificates and ribbons not delivered at the Awards Banquet within two weeks

**REFERENCE JUDGING MANUAL IS AN EXCELLENT TOOL FOR THE EVENT JUDGING CHAIRMAN TO READ!**