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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 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.

## **2.0 Member Requirements - National**

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

8.1 NCRS shall accept membership from 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 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 an anniversary basis 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 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 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.

### ***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 at the biennial 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 minor children (under 18 years of age) of an active member. Associate Members may participate in Club functions along with Active Members without additional dues, but shall have no 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 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 vote 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 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.

### **3.0 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. Chapter requests shall be made on the Chapter Application form obtainable from the Regional Representative, or the appropriate Chapter Coordinator. A chapter will be granted a Chapter Charter only after a one year probationary period and after meeting and demonstrating observances 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) All and 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 account 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 the NCRS Order of Business for its business meetings, 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 their bylaws. Each Chapter must submit a complete copy of their 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 (or) records requested by the Board within the time limit requested by the Board.

15.7 An NCRS 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 they can realistically be expected to serve. Each Chapter is part of a designated Region.

15.8 Each Chapter will cooperate with the 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 the *NCRS Judging Reference 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 the 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 made from 1953 through 1982. 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. Chapter Coordinator or Regional Rep.
9. The use of any media is permissible to promote Chapter activities. Any advertising must specifically state that NCRS, Inc. judging will be for 1953-1982 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. NCRS logo must be incorporated into any Chapter logo.

16. A Chapter Charter shall be issued to a Chapter not earlier than one year after Chapter formation request and/or formation meeting, nor later than three months after that Chapter's first annual formation meeting and/or first membership renewal.

17. Incorporation as \_\_\_\_\_<sup>Name Chapter</sup> 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.

### ***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) Treasurer's report.



- f) Committee reports.
- g) Old business.
- h) New business.
- i) Unfinished business
- j) Comments by Officers or others.
- k) 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) 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 NCRS Chapter may dissolve or disband on their own by a 2/3 majority vote of all their active members. Notice of Chapter dissolution or disbandment must be given in writing to the NCRS Chapter Coordinator 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.

## **4.0 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 any events scheduled concurrently with any NCRS meet or meeting that is off limits to NCRS members.
4. Chapter Activities shall fall into the following categories:
  - A. Judging Meet - that type of meet where judging of 1953-1982 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 primarily 1953-1982 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.
5. Single day or weekend type meets can encompass any combination of or all of the above suggested activities.
6. Chapter membership should be notified of upcoming events at least 6-8 weeks in advance.
7. 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.
8. At no time shall an NCRS Chapter schedule a Chapter Judging Meet within two weeks on either side of a National Convention.

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

21.1 There can be only one National Convention and one National Road Tour each year, (the “**National Events**”). The National Road tour is for a duration of one week and 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. The Activities Manager may request assistance from one or more affiliated Chapters in the planning and execution of the National Events.

21.2 The Activities Manager and designated subordinates shall conduct National Events for the benefit of Members only, in a professional manner and in keeping with the aims and goal of the Club.

21.3 There shall be no Chapter or Regional events scheduled that would conflict, or be within two weeks prior to or following the National Events.

***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 the establishment of one or more Regional Meets per year to be held by a Chapter, group of Chapters, or Region at locations generally distant from that year's National Events location. Generally, Eastern United States, Western United States and Southern (winter) United States locations for meets are contemplated by this Article.

22.2 Any Chapter or Region desiring to conduct a Regional Meet 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 National Board shall have the right to exercise guidance and, if necessary, control measures to assure that such Regional Meets are conducted in strict compliance with these Bylaws, prevailing rules, standards pertaining to judging, and general National Board policy.

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

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

## 5.0 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.

## 6.0 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.

## 7.0 Chapter Report

The Chapter Report is a report that updates for the Regions & Chapters Coordinator and directors 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.

It is to be completed and returned on an annual basis to the Regions & Chapters Coordinator.

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

Activity summaries will be distributed to all Chapters, Directors and Regional Representatives.

## 8.0 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 Editor with details of the event, so he can file the appropriate form with the insurance company. Normally, the Editor automatically files event forms based on chapter meet flyers published in *The Driveline*, and sends a copy of the filing notice to the chapter official handling that event. Events requiring an insurance certificate should contact the National Editor 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 activity or event.

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.

## 9.0 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 subject mailing labels to be used for activities other than NCRS-based functions.

## **10.0 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.

## **11.0 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 to the public, the Club shall be apportioned into nine geographical Regions, as follows:

(a) Region I - Connecticut, Maine, Vermont, New Hampshire, New York, Massachusetts, Rhode Island, Quebec, New Brunswick, United Kingdom.

(b) Region II - Ohio, Michigan, Ontario.

(c) Region III - Pennsylvania Virginia, West Virginia, Maryland & D.C., New Jersey, Delaware.

(d) Region IV - South Carolina, Florida, Georgia, Alabama, Mississippi, Louisiana, Arkansas, Tennessee, Kentucky, North Carolina.

(e) Region V - Indiana, Illinois, Wisconsin, Minnesota.



(f) Region VI - Montana, Wyoming, Colorado, North Dakota, South Dakota, Nebraska, Kansas, Missouri, Iowa, Manitoba, Saskatchewan, Alberta.

(g) Region VII - Oklahoma, Texas, New Mexico, Arizona, Utah, Nevada.

(h) Region VIII - Washington, Oregon, Idaho, Alaska, British Columbia.

(i) Region IX - California, Hawaii

These regional boundaries are based upon membership counts of May 1993 with the intention of providing approximately equal membership distribution among the Regions. If at any future date the Board feels it appropriate, these boundaries may be altered to maintain membership balance.

13.2 Each Region shall biennially 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. In the Nov-Dec issue of the **Driveline** notice of election shall be published and a request that nominations be forwarded to the Secretary for open positions. Term of office shall be two years, beginning on October 1, following election and continuing to September 30 two years thereafter. There are no term limits for Regional Representatives. Nominations may be made by an Active Member in good standing within the Region of the nominee. Each nominee must have the signatures of 10 sponsors 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. Nominations must be postmarked by Jan. 10<sup>th</sup> of each year. 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 postmarked not later than April 30<sup>th</sup> shall be returned to the Secretary and tabulated, with results published in the next available **Driveline**, but not later than August 1. Copied or facsimile ballots will be counted as long as the mailing label 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 Representative shall assist the Chapter Coordinators by voluntary services such as being 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. He shall also recommend for charter, any prospective Chapter that meets qualifications for recognition.

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

14.30 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.

### ***Article VI - Regions & Chapters Coordinator Duties***

6.9 The Chapter Coordinators, one for eastern regions and one for the western regions, as, divided by the Mississippi River, shall be the Managers presiding over all general business dealing with the Chapters. Regional Representatives shall assist the Chapter Coordinators in the operation of the Chapters. The Chapter Coordinator shall be responsible (a) for preparing and maintaining a list of all Chapters affiliated with NCRS, including Chapter name, mailing address, and current President and Officers and (b) for keeping all NCRS Chapters informed regarding changes and updates to NCRS PAP. The Chapter list shall be printed annually in the summer issue of **TCR** or **Driveline** and shall become the official list of recognized NCRS Chapters as of the date of printing. Chartering dates and numbers shall be retained as a part of the official chartering records by the Chapter Coordinators.

## **12.0 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 telephone 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:

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

General mail delivery ranges from one to three weeks.

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

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### 13.0 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 you can realistically cover.

Is there sufficient support in the area? The minimum number of people it takes 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.

Contact the Regions & Chapters Chairman responsible for your geographic area. 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 (**non-profit**) corporate status on an annual basis.

Create Chapter Bylaws (sample bylaws are available from your Regions & Chapters Chairman).

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 can convert this 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 Regions & Chapters Chairman for the application.

The application should be submitted to the Regions & Chapter Chairman prior to the annual 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.

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**NCRS POLICY ON ALCOHOL AND DRIVING**

Upon a motion being made by Scott Sinclair and seconded by Gary Nabor, National Corvette Restorers Society, Inc. adopts the following resolutions as components of a policy to be applicable to all events sponsored by NCRS, its state and local chapters.

**BE IT RESOLVED**, that effective as of the date of the adoption of this resolution, July 10<sup>th</sup>, 1998, it is the announced policy of the NCRS and applicable to the NCRS, its members, guests and participants and all of its local chapters, that driving motor vehicles and the drinking of alcoholic beverages and the ingesting of any drug, prescription or otherwise, that may inhibit or slow reactions, are mutually exclusive. That is, it is the stated policy of the NCRS that no member may participate in any activity, event or gathering that involves the driving or operating of a motor vehicle under while under the influence of alcohol or drugs. Further, it is the stated organization, or its local chapters, or any members of the NCRS representing the NCRS or its local chapters, or any members of the NCRS representing the NCRS or its local chapters, is expressly forbidden. Further, it is stated policy of the NCRS that no member, person, guest or anyone else may participate in any "driving" events or activities, such as "Road Tours" or "Performance Verification" driving tests, while under the influence of or after having partaken of alcoholic beverages or drugs. This is further defined as no member, person, guest or anyone else participating in any NCRS "driving" event or activity may partake of any alcoholic beverages or drugs for at least six (6) hours prior to the scheduled start or participation in such events or activities, and it is

**FURTHER RESOLVED**, that this policy shall be furnished to all participants in any NCRS "driving" events or activities, and that the adoption of this policy shall become a part of the *NCRS Judging Reference Manual*, the *Chapter Guidelines & Operations Manual*, and shall be communicated to all local chapters, and it is

**FURTHER RESOLVED**, that a violation of this policy by any member, guest, participant, or local chapter will result in disciplinary proceedings imposed on such member, guest, participant or local chapter as the National Board of the NCRS shall determine to be appropriate in the circumstances.

The motions were passed upon the affirmative vote of 9 with 0 voting against the adoption of the resolutions. The Secretary was instructed to communicate this policy to all state and local chapters to properly supplement the chapter manuals and provide notice in the Fall, 1998 issue of the *Corvette Restorer*.



# CHAPTER GUIDELINES AND OPERATIONS MANUAL

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*National Corvette Restorers Society  
September 1998*