

**Operating Rules and Procedures  
Of  
West Region, National Council of Corvette Clubs, Inc.**

**Regional Officers**

1. The officers of WR shall be, per the By-Laws, the Regional Executive, the Regional Competition Director, the Regional Membership Director, Treasurer, Secretary, and Webmaster.
2. Duties:
  - A. The Regional Executive shall perform such duties as outlined in the WR by-laws and National Council of Corvette Clubs, Inc. by-laws. In addition the Regional Executive shall be responsible for the care and custody of all corporate property, and shall maintain an up-to-date record of all corporate property, which shall include the name of any individual member charged with temporary custody thereof. It is the responsibility of he/she to transfer any and all records to their successor at the end of their term of office.
  - B. The Regional Competition Director shall perform such duties as outlined in the WR by-laws and the National Council of Corvette Clubs, Inc. by-laws. In addition the Regional Competition Director will maintain all official results and standings for WR. He/She is also responsible for maintaining the information provided to them by WR or National Council of Corvette Clubs, Inc., necessary to perform said tasks and to pass them along to their successor at the end of their term of office.
  - C. The Regional Membership Director shall perform such duties as outlined in the WR by-laws and the National Council of Corvette Clubs, Inc. by-laws. In addition the Regional Membership Director shall be responsible for distributing the necessary National Council of Corvette Clubs, Inc. literature and answer all questions regarding membership to interested persons. He/She is also responsible for collecting dues and fees for WR and National Council of Corvette Clubs, Inc. and maintaining current records on membership and to pass them along to their successor at the end of their term of office.
  - D. The Treasurer shall perform such duties as outlined in the WR by-laws. In addition the Treasurer shall deposit all sums received in a bank, or banks, or trust companies approved by the Board of Governors and make a report at the Board of Governors meeting when called upon by the Regional Executive or the Board of Governors. The Treasurer will maintain one bank account but three separate funds: competition fund, general fund, and scholarship fund. Funds may be drawn only upon the signature of the Treasurer or the Regional Executive. The funds, books, and vouchers controlled by the Treasurer shall at all times be under the supervision of the Board of Governors and subject to its inspection and control. At the expiration of the term of office the Treasurer shall deliver over to a successor all books, monies and other properties.
  - E. The Secretary shall perform such duties as outlined in the WR by-laws. In addition the Secretary shall perform such other duties as may be prescribed from time to time by the Regional Executive. He/She is responsible, at the end of their term, to pass all records along to their successor.
  - F. The Webmaster shall perform such duties as outlined in the WR by-laws and as assigned by the RE. The Webmaster is accountable to the RE, and is appointed by the RE. The Webmaster will maintain the necessary documentation to allow his/her successor to perform the duties of Webmaster.
3. Elections
  - A. Nominations will be submitted to the Secretary in writing or e-mail by the September meeting. Any member of WR in good standing shall be eligible to hold a Regional Office. (Revised 11-13-04)
  - B. The Secretary will send an absentee ballot to all Governors no later than 21 days prior to the election of officers.
  - C. Elections will take place at the last regularly scheduled Board of Governors meeting of the calendar year. Only governors in attendance, or a representative from the governor's club or an absentee ballot postmarked one week prior to the Board of Governors meeting will be eligible to vote for the election of officers. Absentee ballots must be returned in a sealed envelope with the governor's name, club name and the governor's NCCC number printed on the back.

4. Vacancies. A vacancy in any elected office may be filled by the Board of Governors for the unexpired portion of his/her term at the next scheduled meeting, at which there is a quorum, by a simple majority vote.
5. Consecutive Terms of Office. An elected officer shall not be eligible to serve more than 4 consecutive terms in the same office.

#### **Meetings**

1. Notice of Meetings. A notice each regular and special meeting of the Board of Governors stating the time, place, date and purpose there of shall be issued by the Regional Executive twenty-one days (21) prior to the meeting.
2. Special Meetings.
  - A. General Membership. Special Meetings of the general membership may be called at any time by the Board of Governors, and must be called by the Board of Governors upon receipt of a written petition signed by twenty percent (20%) or more of the individual members, provided such petition shall state the purpose for which the meeting is to be called
  - B. Board of Governors. Special meetings of the Board of Governors may be called by the Regional Executive upon written request of twenty five percent (25%) of the Board of Governors.
3. Quorum. No fewer than twenty five percent (25%) of duly elected governors or their proxies constitutes a quorum for the transaction of business. If a majority of the governors consent in writing to any action taken at a meeting without a quorum present, or without a meeting being called, such action shall be a valid corporation action as though it had been duly authorized at a meeting of the Board of Governors.
4. Voting. A simple majority (51%) present in person or by proxy, will be needed to decide any issue voted upon. A simple majority (51%) present in person or by proxy may request a secret ballot on any issue to be voted upon.

#### **Dues**

1. Each club in WR shall pay \$.50 per NCCC member of their club annually, by last day of November, to the Regional Membership Director as WR dues.
2. NCCC membership of the club is based on their NCCC membership as of September 1<sup>st</sup>. Any newly formed club must pay regional dues at the time they are recognized as an NCCC club. The Regional Membership Director will notify the Treasurer of any new clubs.
3. This money shall be used to conduct WR business. Clubs will not be allowed to hold sanctioned events in WR until their dues are paid.
4. It is the responsibility of the Regional Membership Director to transferred monies received from dues to the Treasurer in a timely manner and in such a manner that is clear what the monies are for and who they were received from.

#### **Fees**

1. Each club shall pay \$5.00 per sanction request to the Regional Competition Director. It shall be paid at the time of the sanction request by club check, money order, or cashier check from the club owning the sanction or from the event host club, providing the RCD has received written or electronic authorization from the owning club granting the event host club the use of their sanction(s). All fees must be paid before sanction numbers will be issued. Need to annotate in the memo section on the money order or cashiers check the club number, both owning and event host if applicable, and the purpose of the fees. (Revised 9-13-08)
2. It is the responsibility of the Regional Competition Director to transferred monies received from sanctions to the Treasurer in a timely manner and in such a manner that is clear what the monies are for and who they were received from.

#### **Amending Operating Rules and Procedures**

1. Operating Rules and Procedures can be amended at any regular or special meeting of the Board of Governors where there is a quorum. A simple majority (51%) present in person or by proxy will be needed to amend the Operating Rules and Procedures.

2. It is the responsibility of the Secretary to update and distribute the updated Operating Rules and Procedures.

#### **Amending WR By-Laws**

1. WR by-laws may be amended, repealed, or altered in whole, or in part, by the Board of Governors. All motions to amend these by-laws shall first be submitted to the Regional Executive at any Board of Governors meeting and shall be read and ordered by the Regional Executive to lie on the table until the next scheduled Board of Governors meeting. A second reading shall be made before the Board of Governors may vote thereon. Only governors in attendance, or representatives from the governor's club or sealed absentee ballots shall be eligible to vote for motions to amend these by-laws. A two-thirds vote of governors present and written ballots received, at the time the vote is taken shall be necessary to pass any such motion for amendment.
2. Written ballots for amending the by-laws will be sent to all governors by the Secretary, twenty-one days (21) prior to the Board of Governors meeting in which the amendment will be voted upon. They must be returned to the Secretary post marked one week prior to the meeting date. They are to be returned in a sealed envelope with the name of the governor, the club name, and the governor's NCCC number written on the back.

#### **West Region Competition Awards**

1. Point awards. The WR will purchase an award for each member of the WR that achieves 200 WR NCCC points within a competition season.
2. **Competition** awards. The WR will purchase an award for each member that achieves the highest points for:
  - A. Men's and Ladies Overall Champion award. WR will purchase an award for the man and woman of WR that scores the highest number of points in all WR NCCC events within a competition season.
  - B. Men's and Ladies Speed Event Champion award. WR will purchase an award for the man and woman of WR that score the highest number points in WR NCCC speed events within a competition season. Speed events are the combined points earned in high speed, low speed and drag events.
  - C. Men's and Ladies Concours Event Champion award. The West Region will purchase an award for the man and woman of the WR that score the highest number points in WR NCCC concours events within a competition season. Concours events are the combined points of concours and peoples choice events.
  - D. Men's and Ladies Rallye Champion award. The West Region will purchase an award for the man and woman of the WR that score the highest number points in WR NCCC rallye events within a competition season. Rallye events are the combined points of all types of rallye and funkhana events.

Note: A member may receive only one of these awards each competition year. The order of preference for the awards is as stated above and will default to the next highest person. If the award defaults to the next place the award would read "Winner" instead of "Champion". This will be considered for the above awards 2.b, 2.c, and 2.d.
3. Men's and Ladies Rookie of the Year award. The West Region will purchase an award for the man and woman of the WR that score the highest number points in WR NCCC within a competition season. A rookie is a West Region man or woman that are new to competition and have never accumulated more than 50 points within a prior competition season. The Regional Competition Director will present a list of candidates to the governors present at the November Board of Governor's meeting of each year for approval.
4. Men's and Ladies Worker of the Year award. The WR will purchase an award for the man and woman of the WR that scores the highest number of points within a competition season as a worker. Worker points are the combined total of WR NCCC points earned by the individual as a chairperson or worker at sanctioned WR events. **(Revised 2-26-05)**

### **Speed Event Numbers**

1. The West Region shall administer a program to allow “permanent” entrant numbers to be assigned to those competitors that so desire. Proceeds from this program will go to the WR scholarship fund.
2. Procedure for obtaining a “permanent” number are:
  - A. Entrants must send a request for a number assignment to the Regional Competition Director, or a person to be assigned by the Regional Competition Director, at the beginning of each competition year. Requests must be postmarked no earlier than January 15<sup>th</sup>, and no later than February 15<sup>th</sup>. Each club governor should provide the proper form to his/her members.
  - B. Fifteen dollars (\$15.00) and a stamped, self-addressed envelope shall accompany each request.
  - C. The numbers 1 through 999 shall be available.
  - D. Numbers shall be assigned by the Regional Competition Director, or the designee, as requested on an annual basis following receipt of all requests postmarked as per above. Members who held a competition number from the previous year will be granted priority to that same number upon receipt of the proper form and fee. NCCC WR regional membership must be maintained.
  - E. In the case of more than one request for the same number, the following procedure shall be used: First choice shall go to the earliest postmark (but no earlier than January 15<sup>th</sup>). In the case of request for the same number, postmarked on the same day, the Regional Competition Director, or the designee, shall conduct a random drawing.
  - F. No later than March 15<sup>th</sup>, the Regional Competition Director, or the designee, shall send confirmation to each NCCC member requesting a number and a list of all currently assigned numbers to each governor of WR.
  - G. The Regional Competition Director, or the designee, is responsible for transferring all monies received on a timely basis to the Treasurer and in such a manner that it is clear as to what the monies are for.

### **West Region Competition Fund**

- A. A fund of \$5000.00 is to be allocated from the WR treasury for the purpose of the West Region Competition Fund.
- B. This fund will be available to WR clubs, in good standing, to provide a loan of ‘seed money’ for events to be held at large tracks located within the boundaries of the WR such as Heartland Park or Gateway International.
- C. Any club interested will prepare a formal written proposal outlining the events to be held, dates, an event budget, entrant costs and hotel accommodations. This proposal will be submitted to the WR governors in attendance at the November WR sanctioning meeting in the year prior to the season in which the proposed event is to be held.
- D. The WR governors in attendance will vote to approve or disapprove the use of the fund based upon said proposal.
- E. If the use of the WR Competition Fund is approved, the host club shall, from gross receipts, repay to the fund the full amount received and, in addition thereto, an additional 10% of any gross receipts received beyond that needed to repay the principal sum borrowed from the fund. If receipts from the event are less than the amount borrowed, the host club will pay to the fund all receipts from the event(s) and any balance remaining unpaid shall be forgiven.
- F. The purpose of the 10% charge is to help maintain the continued availability of the fund since the possibility exists that an approved event could lose money and the sanctioning club may be unable to repay the entire amount borrowed. If at any time the fund is over-funded by more than 10% of its original amount, the excess funds will be moved to the WR scholarship program.

### **West Region Scholarship Fund**

1. The West Region may elect to administer a scholarship program. This is to be determined annually during a West Region Governors meeting (normally a fall meeting when officer selection, sanction letting, etc. occurs).

2. The administration of the scholarship program is to be similar to the NCCC Scholarship program, except to be administered on a West Region basis and/or other exceptions as to be determined by the West Region Governors.
3. Funding is to be provided by the Scholarship Fund and through any other source approved by the West Region Governors.
4. A committee (defined as the Scholarship Committee) is to be appointed by the West Regional Executive with the approval of the West Region Governors. Scholarship applications are available on the NCCC Website and are to be submitted to the West Region RE, post marked no later than June 30<sup>th</sup>. Any application received after that date will be eligible for the next year's award.
5. Scholarship winners are to be announced after the NCCC Scholarship winners are announced. This is usually following the NCCC convention. (Revised 11-13-04)
6. The eligibility is to be restricted to the children or grandchildren of any West Region NCCC member. Further, a recipient of a current NCCC Scholarship would be ineligible for the West Region Scholarship.

#### **Rights, Privileges, Responsibilities, and Penalties**

1. Individual members and clubs have the rights and privileges to:
  - A. To hold and participate in WR sanctioned events.
  - B. To compete for WR awards.
  - C. To attend all Board of Governor meetings.
  - D. To hold office as a Governor of his/her club.
  - E. To run for election/ hold Regional office.
2. Individual members, clubs, and officers have the responsibility of up holding and enforcing the WR by-laws and WR operating rules and procedures.
3. Any individual member, club, or officer who shall violate any of the provisions of the by-laws or operating rules and procedures, or who shall be guilty of unbecoming conduct, or who shall be found to be in violation of sportsmanlike attitudes fostered by WR, shall be guilty of an offense against WR and shall be subject to a penalty determined by the Board of Governors.
  - A. Any individual member may prefer charges against another member, club, or officer by specifying the particular acts complained of. All charges must be made in writing and signed and sworn to by the complaining member. The complaining member's governor must file any charges with the Regional Executive.
  - B. The Regional Executive will notify the individual member, club, or officer and his/her governor when a complaint has been filed against them and given fourteen days to respond in writing to the Regional Executive.
  - C. The complaint and response will be sent to all governors prior to the next scheduled Board of Governors meeting.
  - D. At the Board of Governors meeting, the governors will decide if there is a violation and decide what penalty, if any should be invoked.
  - E. Penalties could be the forfeiture of the privilege to hold WR sanctioned events, the forfeiture of WR points, the forfeiture of WR awards, or the forfeiture of the privilege to hold future Regional office.
4. Governors are responsible to consider the "Gentlemen's Agreement" in Appendix A before scheduling any sanctioned event. **(Revised 11/11/06)**

## Appendix A

### NCCC West Region “Gentlemen’s Agreement”

In an attempt to promote more successful events in the region, **each club in the West Region can reserve one weekend a year where the other clubs attempt not to schedule events opposite that club’s *primary weekend*.**

Since there are a limited number of weekends available to hold events during the spring, summer and fall months, scheduling conflicts due to availability of facilities and the like will undoubtedly occur. Accordingly, **it is agreed that some non-speed events may be scheduled opposite a club’s *primary weekend***, as long as they conform to the NCCC rulebook. Nonetheless, stepping on other club’s events may be the source of ill will from the host club of the *primary weekend* towards the club stepping on their events and be looked at with disdain by some of the other clubs in the region. Thus, it is recommended that every effort be made to not schedule events during another club’s *primary weekend*. However, if such a conflict is unavoidable, the best way to avert ill will among clubs is for the governors to talk to each other to attempt to work out a solution or at least explain why the conflict cannot be avoided.

**This agreement in no way is meant to supersede the NCCC rulebook concerning such matters.** As long as the conditions in the NCCC rulebook are met, the RCD will grant sanctions to clubs that decide not to honor this “gentlemen’s agreement” and decide to schedule events on top of another club’s primary weekend.