

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

**Regional Officers**

1. The officers of West Region (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 (RE)** shall perform such duties as outlined in the WR By-Laws and National Council of Corvette Clubs, Inc. (NCCC) By-Laws. In addition the RE 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 (RCD)** shall perform such duties as outlined in the WR By-Laws and the NCCC By-Laws. In addition, the RCD will maintain all official results and standings for WR. He/She is also responsible for maintaining a log of all sanctions available and used and it will be available upon request. The RCD will maintain the information provided to them by WR or NCCC necessary to perform said tasks and to pass them along to their successor at the end of their term of office.  
(Revised 03-06-20)
  - C. The **Regional Membership Director (RMD)** shall perform such duties as outlined in the WR By-Laws and the NCCC By-Laws. In addition the RMD shall be responsible for distributing the necessary NCCC literature and answer all questions regarding membership to interested persons. He/She is also responsible for collecting dues and fees for WR and NCCC 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 RE 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 RE. 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 RE. 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 electronically by the September meeting. Any member of WR in good standing shall be eligible to hold a Regional Office. (Revised 11-13-04, 11-10-18)
    - 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 dated one week prior to the Board of Governors meeting will be eligible to vote for the election of officers. Written absentee ballots must be returned to the Secretary in a sealed envelope with the governor's name, club name and the governor's NCCC number printed on the back. Electronic ballots will be returned with the governor's name, club name and the governor's NCCC number on the electronic ballot. (Revised 11-10-18)
  - 4. Vacancies:
    - A. 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:
    - A. An elected officer shall not be eligible to serve more than four (4) consecutive terms in the same office. Any exception to this rule requires a simple majority vote (51%) of the governor's present in person or by proxy. This will be determined as needed on a case by case basis. (Revised 11-10-18)

## **Meetings**

- 1. Notice of Meetings:
  - A. A notice of each regular and special meeting of the Board of Governors stating the time, place, date and purpose there of shall be issued by the RE twenty-one (21) days 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 RE upon written request of twenty five percent (25%) of the Board of Governors.
- 3. Quorum:
  - A. 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. 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 \$1.00 per NCCC member of their club annually, by last day of November, to the RMD with .50 cents going to the Scholarship Fund and .50 cents to the General Fund as WR dues. (Revised 11-10-18)
2. NCCC membership of the club is based on their NCCC membership as of September 1st. Any newly formed club must pay regional dues at the time they are recognized as an NCCC club. The RMD will notify the Treasurer of any new clubs.
3. This money shall be used to conduct WR business and fund the Scholarship program. Clubs will not be allowed to hold sanctioned events in WR until their dues are paid. (Revised 11-10-18)
4. It is the responsibility of the RMD to transfer 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 RCD. It shall be paid at the time of the sanction request or may be pre-paid prior to 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 RE 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 the sanction event occurs. Fees may be refunded in the event that the event site is lost due to causes beyond the control of the sponsoring club. Pre-paid sanction fees may be refunded if the sanction request is not used. (Revised 11-08-14, 03-06-20)
2. It is the responsibility of the RCD to transfer 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 will be reviewed annually and amended, if needed. (Revised 03-06-20)
2. It is the responsibility of the RE to assign a review committee at the 1st Board of Governors meeting of the new calendar year. Committee recommendations will be presented at the 2nd Board of Governors meeting of the year. (Revised 03-06-20)
3. A simple majority (51%) present in person or by proxy will be needed to amend the Operating Rules and Procedures.
4. 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 RE at any Board of Governors meeting and shall be read and ordered by the RE 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 Governorø 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 WR By-Laws will be sent to all Governors by the Secretary, twenty-one (21) days 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 Governorø 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. The RCD will contact each person that has obtained 200 WR points and inform them that they are eligible to receive an award from the WR. The member will be given the choice of:
  - A. A WR plaque with WR logo, memberø name and accomplishment **OR** a WR shirt with WR logo, memberø name and regional place.
  - B. If the member prefers to receive both a plaque and a shirt, they may purchase the additional award. The RCD will determine the cost to the member for the additional award each year based on the WR purchase price and inform the member of the additional monies owed.
  - C. If the member wishes, they may decline a WR 200 point award and donate the monies that the WR would spend on their award to the WR Scholarship Fund.  
(Revised 05-03-15)
2. Competition Awards: The WR will purchase an award for each member that achieves the highest points for:
  - A. Menø 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. Menø 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. Menø 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 of points accumulated in a minimum of three (3) WR NCCC concours events within a competition season. Concours events are the combined points of concours and peoples choice events. (Revised 03-06-20)

- 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 of points accumulated in a minimum of three (3) WR NCCC rallye events within a competition season. Rallye events are the combined points of all types of rallye and funkhana events. (Revised 03-06-20)
- E. 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. (Revised 05-03-15)
- 3. Men's and Ladies Rookie of the Year Award: The WR will purchase an award for the man and woman rookie of the WR that score the highest number points in WR NCCC within a competition season. A rookie is a WR man or woman that are new to competition and have never accumulated more than 50 points within a prior competition season. The RCD 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 02-26-05)

**West Region Event Numbers (Revised 05-03-15)**

- 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. The procedure for obtaining a "permanent" number is: (Revised 09-12-15)
  - A. Entrants must send a request for a number assignment to the RCD, or a person to be assigned by the RCD, at the beginning of each competition year. Requests must be postmarked **no** earlier than January 1st. Each club Governor should provide the proper form to his/her members. The form will also be posted on the WR website. (Revised 09-12-15, 03-06-20)
  - B. Fifteen dollars (\$15.00) and a stamped, self-addressed envelope shall accompany each request. A stamped, self-addressed envelope is not necessary if the member wishes to receive confirmation electronically. (Revised 05-03-15, 11-10-18)
  - C. The numbers 00 through 999 shall be available. (Revised 11-10-18)
  - D. Numbers shall be assigned by the RCD, 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 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 1<sup>st</sup>). In the case of request for the same number, postmarked on the same day, the RCD, or the designee, shall conduct a random drawing. (Revised 03-06-20)

- F. No later than March 15th, the RCD 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. The listing will also be posted to the WR website. Entrants may request a WR event number after March 15, but may not receive their assigned number from the previous year. (09-12-15)
- G. The RCD, 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.
- H. If an entrant requests a specific number at an event registration, but has not purchased this number through the Event Number program, they will be charged an additional \$3.00 fee for the weekend. The entrant will be given the opportunity at this time to purchase the specific number through the Event Number program for the rest of the year at the fifteen (\$15.00) rate rather than pay the additional \$3.00 fee. (Revised 11-10-18)

### **West Region Competition Fund**

1. A fund of \$5000.00 is to be allocated from the WR treasury for the purpose of the WR Competition Fund.
2. This fund will be available to WR clubs, in good standing, to provide a loan for events to be held at large tracks located within the boundaries of the WR.
3. 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 WR sanctioning meeting or a WR Governors meeting prior to when the proposed event is to be held. (Revised 05-26-05)
4. The use of the WR Competition Fund will be addressed on a first come, first serve basis. The WR Governors in attendance will vote to approve or disapprove the use of the fund based upon said proposal. (Revised 05-26-05)
5. If the use of the WR Competition Fund is approved, the host or sanctioning club shall 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. The repayment will be due within 30 days of the event. If receipts from the event are less than the amount borrowed, the host or sanctioning club will pay to the competition fund all receipts from the event(s) within 30 days of the event and any balance remaining unpaid shall be forgiven. (Revised 05-26-05, 03-06-20)
6. 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 host or 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 Fund. (Revised 11-10-18, 03-06-20)

### **West Region Scholarship Fund**

1. The WR may elect to administer a scholarship program. This is to be determined annually during a WR Governors meeting (normally a fall meeting when officer selection, sanction letting, etc. occurs). (Revised 11-13-10)
2. The administration of the WR scholarship program is to be similar to the NCCC Scholarship program, except to be administered on a WR basis and/or other exceptions as to be determined by the WR Governors.

3. Funding is to be provided by the Scholarship Fund and through any other source approved by the WR Governors.
4. A committee (defined as the Scholarship Committee) is to be appointed by the WR RE with the approval of the WR Governors. Scholarship applications are available on the WR Website and are to be submitted to the WR RE, post marked no later than August 1st. If submitted by email, the email date will be the postmark date. Any application received after August 1st, will be eligible for the next year's award. (Revised 09-12-09, 11-10-18, 09-07-19)
5. WR Scholarship recipients are to be announced after the NCCC Scholarship recipients are announced. This is usually following the NCCC convention. (Revised 11-13-04, 11-10-18)
6. The eligibility is to be restricted to members, youth members or the children or grandchildren of any WR NCCC member in their 2nd or more membership year. Further, a recipient of a current NCCC Scholarship would be ineligible for the WR Scholarship. (Revised 09-12-15, 11-10-18, 11-09-19)
7. To be eligible for the WR Scholarship, the applicant must have been accepted by an accredited institution of higher learning or a vocational/technical school. (Revised 09-12-09, 11-10-18)
8. The WR will award a maximum of three (3) \$500 WR scholarships yearly beginning in 2019. (Revised 11-10-18).
9. If continuing your advanced education, you will need to complete a new WR application form or send a copy of last year's application form. You also need to include your institution's transcript. If you are transferring to another institution, you need to send the two items listed above and an acceptance letter from your new institution. (Revised 11-10-18, 03-06-20)
9. Scholarship funds awarded are to be used from September to September of the current academic year. (Revised 11-10-18)
10. Scholarship recipients will be limited to four (4) awards over a lifetime regardless of the dollar amount awarded. Revised 09-07-19)

### **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 RE.
  - B. The RE will notify the individual member, club, or officer and his/her Governor when a complaint has been filed against them and given fourteen (14) days to respond in writing to the RE.
  - 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”

1. 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*.
2. 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.
3. 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*.
4. 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. (Created 11-11-06)

## **Appendix B**

### **West Region Registered Office/Agent (Corporate Agent)**

1. Jay Hommer, Corvette Club of Iowa, is currently designated as the "Registered Office/Agent" (Corporate Agent) for the West Region per the Articles of Incorporation. (Created 11-10-18)

## Appendix C

### West Region Sanctioned Competition Program

1. The purpose of the West Region (WR) Sanctioned Competition Program is to encourage interaction between individual Corvette clubs within the West Region of the National Council of Corvette Clubs (NCCC) and NCCC members from across the nation.
2. The WR competition season dates will coincide with those of the NCCC competition season.
3. At the November Board of Governors Meeting, the RCD will conduct a roundtable to discuss each club's planned sanctioned events for the next competition season. This will help determine the total number of sanctions needed by each club in the region to conduct their planned events.
4. WR clubs that do **not** plan on conducting sanctioned events during the upcoming competition season will allow other clubs with planned sanctioned events to use their sanctions.
5. During the February Board of Governors meeting, all Governors will present their club's finalized schedule for the current competition season. In the event a planned event has not been finalized, the club will be allowed to withhold sanctions for that event(s).
6. Clubs wishing to hold events with all or a portion of their club sanctions will be granted that option and those sanctions needed to conduct the events will be removed from the pool of available sanctions. Any remaining club sanctions will be left in a pool of available sanctions for other clubs in the WR to use, if needed.
7. At the discretion of the RCD, the remaining pool of available sanctions will be allocated to those clubs that do not have enough sanctions to conduct the events they have planned during the competition season.
8. Any excess sanctions will be held in reserve by the RCD for pop-up events or other sanctioning needs as they arise.
9. It is the intent of the WR to utilize all sanctions during the competition year.

10. Governors that are unable to attend the November Board of Governors meeting for planning purposes and/or the February Board of Governors meeting for finalizing sanctions, must indicate in writing, **at least 2 weeks prior to either scheduled meeting**, their intent on the use of their clubs' sanctions. This declaration will be sent to both the RE and the RCD either in writing or via email.
11. The practice of "buying or selling" sanctions between clubs is prohibited. This includes the donation of monies to club charities or the WR Scholarship Fund.
12. All Governors are encouraged to obtain local club Board of Director approval early in the competition year so the status of the club sanctions can be determined at the February Board of Governors meeting. Delays in receiving responses from clubs concerning the use of their sanctions causes unneeded difficulties for other clubs entering into contracts for competition venues and shortens the timeframes to enter events into the NCCC competition data base.  
(Created 3-6-20)

\*\*\*Clubs utilizing sanctions from other clubs will list their club and the original club that owned the sanction on the NCCC Insurance Request as a co-applicant for event insurance.