

**East REGION NCCC
STANDING RULES
POLICIES AND PROCEDURES**
(Amended December 2020)

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EAST REGION STANDING RULES POLICIES & PROCEDURES

1. PURPOSE

The purpose of these Standing Rules is to provide policies and procedures, consistent with the East Region Bylaws, to govern the business of the Region. This document is intended to formally codify the operating procedures of the NCCC PA. EAST REGION, herein referred to as the REGION. Any procedures described herein shall not be in conflict with the By-Laws of the REGION, the NCCC By-Laws or the NCCC Standing Rules Policies and Procedures.

2. AWARDS

2.1 Club Awards

2.1.1 East REGION Champion

Criteria: The East REGION Champion will receive an award chosen by the RCD. The RCD will arrange for the award purchase and distribute the award at the annual awards event or directly to the club governor of the champion club at a Regional meeting. [December 2019]

2.1.2 Club Participation Award

Criteria: The East REGION Participation Champion will receive an award chosen by the RCD. The RCD will arrange for the award purchase and distribute the award at the annual awards event or directly to the club governor of the champion club at a Regional meeting. [December 2019]

2.2 Individual Awards

Awards will be given in the Men's category and the Lady's category as follows:

Category	Clothing Awards (see notes below).	Patches / *Other
Overall	1 st : Heavy Jacket, 2nd: Light Jacket, 3rd thru (see Notes 1 below): Golf shirts	1 st thru (see Note 1 below):
Autocross	1 st : Light Jacket, 2nd & 3rd: Golf shirts	1 st thru 10th
Concours	1 st : Light Jacket, 2nd & 3rd: Golf shirts	1 st thru 10th
Rallye	1 st : Light Jacket, 2nd & 3rd: Golf shirts	1 st thru 10th
Funkhana	1st: Light Jacket, 2nd & 3rd: Golf shirts	1st thru 10th
Worker	1st: Light Jacket, 2nd & 3rd: Golf shirts	1st thru 10th

Clothing items will be personalized with individual name, competition category and place.

Note 1: The number of awards given will be determined by the number of competitors per NCCC rules.

* A patch or competition award to be chosen by the RCD. [September 2018] [December 2019]

2.3 Awards Presentation Event

The RCD will present recommendations for a Regional awards presentation event to the Board of Governors at the last scheduled meeting in the competition year over which he/she presided. The Board of Governors will consider recommendations and approve a proposal. The RCD will oversee necessary arrangements for awards presentation and, if a Regional presentation event is approved, oversee arrangements for the approved event. The RCD may appoint a committee to help with planning and preparations. [December 2019]

3. COMMUNICATIONS

3.1 East REGION List Serve

The REGION Webmaster maintains and administers email group address distribution lists to include but not limited to the following: REGION Officers REGION Club Governors

The REGION Webmaster's maintenance applies to the List Serve and not email forwards. Additional distribution lists shall be created and communicated to the ER Governors by the Web Master as deemed necessary by the Executive Board.

3.2 East REGION Web Site

The East REGION Web Site has public areas and areas that are password-protected and accessible by REGION Officers and Club Governors. Protected areas include REGION membership lists.

<http://www.ernccc.org>

[September 2018]

3.3 Web-Based Services

Google Docs:

<http://docs.google.com>

Microsoft Office Live Workspace:

Temporarily (as of March 2011) this workspace is

<http://workspace.officelive.com/en-us/>

In the future the Web Master will create a workspace unique and dedicated to the ER.

Club Web Site Hosting: The REGION will provide hosting services to REGION clubs at no cost, subject to the following:

ERNCCC Yahoo Group – managed by the Webmaster, open to all East REGION members.

Email Forwards, also maintained by the Webmaster, i.e. cpcc@ernccc.org gets forwarded to the current CPCC club governor's address

3.4 Publications

NCCC Blue Bars articles – The RE will pass due dates for input for each issue to all REGION Officers and Club Governors. The REGION Officers will contribute to the East REGION summary in each issue of Blue Bars or for posting on the NCCC Website. Club Governors may submit items for inclusion in the REGION summary. The REGION Officers will accommodate these submissions, subject to space limitations.

East REGION web site will be used for REGION specific issuances.

4. CHARITY

4.1 Promotion

4.1.1 Club Participation

Clubs are encouraged to identify charity beneficiaries of proceeds from club-sponsored events. [December, 2019]

4.1.2 Regional Contributions

Requests for REGION promotion or contributions will be addressed at REGION meetings and voted on by the ER Governors. [December, 2019]

4.2 Reporting

Clubs are encouraged to provide an annual summary of club contributions, gifts and volunteer work hours for charitable activities. The CLUB CHARITY ACTIVITY REPORT can be found on the NCCC Website listed under Charity. The Club Charity Activity Report should be completed at year end and submitted to the NCCC Director of Sponsorship & Charity at the address printed at the bottom of the form. [December, 2019]

5. FINANCIAL MATTERS

5.1 Accounting and audits

The REGION Treasurer will provide a financial status report at each REGION meeting. Reviews and audits of the REGION's financial records will be conducted per the REGION's By-Laws.

5.2 Assessments and Income

5.2.1 I Assessments

The REGION operating fund assessment levied on clubs will be based on NCCC participants and workers at sanctioned events sponsored by the hosting club. A club is responsible for the assessment for all sanctioned events it hosts regardless of the origin of those sanctions. The REGION will be responsible for operating fund assessments for REGION-sponsored sanctioned events. Distribution of the operating fund assessment is covered under 5.4.1. [December, 2016]

Clubs will not be subject to REGION assessments for non-sanctioned events.

All assessments will be paid by club check, cashier's check or money order, payable to East REGION NCCC prior to yearend.

The Board of Governors will review the REGION general operating fund assessment amount at the first REGION meeting of each year and determine any changes in the amount of the event operating fund assessment for the then current year. [May 2018]

REGION special assessments and any assessment made on a per membership basis will be administered per the East REGION By-laws, Article V, Section 2.

5.2.2 Income

REGION proceeds from other income sources go into the REGION general operating fund. [December, 2013]

5.3 Membership Dues

All club member NCCC dues will be paid by club check, cashier's check or money order, payable to NCCC.

Members at Large may pay by personal check, cashier's check or money order, payable to NCCC.

No REGION dues will be charged to REGION members.

5.4 Expenditure Approval

5.4.1 REGION Budget

The executive board will prepare a financial budget for the upcoming year. The proposed budget will be presented to the Board of Governor's at the third REGION meeting of the year for review and presented for Board of Governor's approval at the last REGION meeting of the year. All committee chairpersons and Elected Officers will submit budget requirements for their respective areas. The awards budget shall not exceed the annual operating fund assessment payments received from the prior year plus award stipends received from NCCC National that relate to participation and or competition events. [May 2018]

5.4.2 REGION Budget Expenditures

Once the budget is approved, monies in the general fund amounting to the budget total will be set aside, to be used strictly for the particular budget line items. All budget line items (except the REGION awards budget) will be in effect from the first day of the new year through the last day of the year. The previous year REGIONAL award budget (for end of year awards presented to commendable members of the East REGION) will expire 4 weeks after the REGIONAL award ceremonies. [May, 2018]

All expenditures not in the approved budget line items will require REGION Governors approval. [December, 2012]

Remaining monies, in any budget, not spent during the budget period will roll back into the general operating fund at the time of expiration. Any monies remaining in the annual operating fund assessment plus award stipends received from NCCC after the award budget has been expended shall roll into the general operating fund. [December, 2016]

Awards given at any competition event conducted and hosted by the REGION shall be covered by the proceeds for that event, and not taken from the prior competition year award fund defined in Article 5.2. Funds may be advanced by the REGION Treasurer to the event chairperson prior to the event for expenses (e.g., awards) and then reimbursed to the REGION General Operating Fund from the event's proceeds. [December, 2013]

5.5 Reimbursements

Officer and Governors Travel Expense ER Reimbursement of actual incurred room expenses of the RE, RCD, and RMD or their designated representative(s) for attendance of any regularly scheduled NCCC Board of Governors meetings will be payment of two nights hotel room including tax not to exceed the rate established by the NCCC at the hotel designated by NCCC for that meeting. All other expenses, such as food, drinks, etc., are not reimbursable. Room receipts are required for reimbursement. Any changes in payments will be established at the (December) Regional meeting for the coming year. [December, 2013]

It is expressly understood that NCCC National reimbursements to the ER RE, RCD and RMD or their designated representative(s) are 1) in addition to ER reimbursement, 2) do not duplicate the ER reimbursements and 3) are per the NCCC Standing Rules.

The REGION will not provide reimbursement for any ER Officer or Governor's attendance at Conventions.

Any additional reimbursement by clubs of their Governor's expenses to attend Regional or National Governor's meeting is the sole responsibility and discretion of the clubs.

The REGION will not provide reimbursement for Governor's attendance of Regional or National Governor's meetings.

Officer and Committee Expense

Requests for reimbursement of out-of-pocket expenses from a Regional Officer, Appointed Officer or committee chairperson will be submitted to the REGION Treasurer in advance of or during a regularly scheduled REGION meeting. Requests will be reviewed and must be approved by a majority of the Board of Governors at the Regional meeting if in excess of \$200 and charged to the appropriate budget line item. [December, 2012]

6. REGIONAL GOVERNORS MEETINGS

6.1 Location

A meeting location committee will be appointed by the Executive board and chaired by the RMD.

The committee will propose locations with the following suggested business meeting amenities.

1. Private room large enough to accommodate the board and governors.
2. Tables and chairs.
3. Projector and screen for presentations.
4. Room darkening for presentations.
5. A comfortable environment without outside distractions.
6. Centralized within the region.
7. WiFi.

The RMD will submit proposed meeting locations to the board of governors for approval at least three (3) quarters in advance.

Once the location has been approved the RE will secure the location venue and dates by contract. [December, 2019]

The REGION will partially offset breakfast cost, an amount per attendee to be determined by the Governors in conjunction with the review and approval of the meeting location. The estimated cost of this REGION breakfast subsidy will be included in the annual budget.

6.2 Attendance

6.2.1 Regional Governors Meeting [December, 2013] Governors will be present at all regularly scheduled Regional meetings or be represented by a club member identified as an authorized representative by prior notification to the Secretary of the REGION. Alternatively, the Governor may notify the Secretary in writing authorizing the Regional Executive to represent him/her (i.e., by "proxy").

6.2.2 National Governors Meeting

REGION Governors will be expected to sign national Governors meeting proxies and submit them to the REGION Executive. Failure to be represented in person or by proxy at the national meeting may, per NCCC Standing Rules (Miscellaneous Rule No. 5) result in the club having to rejoin NCCC. [December, 2013]

6.3 Records

The Secretary will maintain and distribute records of meetings. Minutes of Regional meetings will be posted on the ER Web site in an open area not protected by password.

The outgoing Secretary will transfer REGION meeting records to the newly elected Secretary.

The outgoing Treasurer will transfer REGION meeting records to newly elected Treasurer.

6.4 Appointed ER Officers and Committee Chairs

Per the ER By-Laws additional ER Officers and Committee Chairpersons may be appointed to manage the activities and events of the REGION. The appointed ER Officers are:

- Webmaster
- Lt. RCD
- National Corvette Museum (NCM) Ambassador

Additional ER Officer positions may be appointed as deemed necessary.

The duties and powers of the appointed positions of the REGION shall include but are not limited to the following. These responsibilities may be revised by resolution or other directive of the Board of Governors. Such revisions of responsibilities shall be included in these Standing Rules.

REGIONAL WEBMASTER

The Webmaster shall be responsible for all matters concerning the REGION website, and will work closely with the REGION Officers to ensure that the membership is kept informed of matters of concern to the REGION.

LIEUTENANT REGIONAL COMPETITION DIRECTOR (Lt. RCD)

The Lieutenant RCD shall be responsible to assist the RCD in the performance of his/her duties as defined in the ER By-Laws, Article VI, Section 6 and shall represent the REGION at all NCCC Competition Committee meetings when the RCD is not able to do so.

NATIONAL CORVETTE MUSEUM AMBASSADOR (NCMA)

The purpose and function of the Regional Ambassador is to assist East Regional Clubs in developing a two way communication link to the NCM so they can communicate concerns, ideas and suggestions. He/she will be receiving and then disseminating the most current and correct information from the Museum. The Regional Ambassador will be responsible to see that this information is conveyed to Regional Corvette clubs. The Regional Ambassador will act as a Museum representative to promote and solicit support for the NCM. He/she will also stimulate Regional clubs to participate and communicate with the NCM. He/she will encourage clubs without Ambassadors to create and fill the position. In the absence of club Ambassadors Regional Ambassador will forward all NCM information to the club governors.

7. MEMBERSHIP

All East Region membership applications and renewals must be processed according to NCCC procedures. [December, 2019]

8. COMPETITION & REGIONAL EVENTS

The REGION will follow the current NCCC Competition Rulebook unless deviations from the NCCC Competition Rulebook are specifically documented in these REGION Standing Rules. [December, 2019]

8.1 Region Exceptions to NCCC Competition Rules. [December, 2019]

8.1.1 High Speed Certification [December, 2019]

- i. Applicant must provide proof of completion of a recognized performance driving school as defined in the "High Speed Driving School Recommended Guideline" of the NCCC Sanctioned Competition Manual Rulebook within the preceding eighteen (18) months in order to obtain certification to compete in NCCC High Speed Events.
- ii. Participation in Low speed autocross do not count toward obtaining High Speed Certification. [December, 2012]

8.1.2 Sanctioned Events [December, 2020]

- i. Each Club will be allotted 14 sanctions per year. The allotted sanctions will include national sanctions up to the maximum number allowed by NCCC rules.
- ii. Each club may use any combination of national sanction numbers and regional sanction numbers to reach their total allotted sanctions for the year providing they follow the subsequent criteria; 1) all sanctions are approved by the RCD, 2) The club must use National sanction numbers unless the sanction is held during National Conventions or National Governor's Meetings, or their national sanction numbers have been expended, 3) The club must use regional sanction numbers during National Conventions or National Governor's Meetings, and/or after their national sanction numbers have been expended. 4) No ER national or regional sanctioned events shall be held on the day of an ER Governors Meeting unless sponsored by the ER at the location of the Governors Meeting.
- iii. ER and National sanctions must follow the same criteria in the NCCC rulebook regarding maximum number of sanctions held per day, mileage between events, sanction request, flyer, and results submission.
- iv. All NCCC and ER sanction request, flyer, and results submission must be scheduled and reported using the NCCC national competition database (NCD). [September, 2018]
- v. The East region, at their discretion, may hold one or more than 7 sanctioned regional events per day anytime during the comp year provided the following conditions are met:
 1. The region gets regional board of governor's approval.
 2. The region can get unused regional sanctions from one or more clubs in the region.
 3. The region follows the NCCC competition posting requirement.
 4. The region does not hold a sanctioned event at any time one of the ER clubs is holding a sanctioned event, regardless of event type or distance.
 5. The region can hold no more than three (3) single day events during a competition year. Saturday and Sunday consecutive would count as two (2) days.
 6. These regional events cannot be held during National NCCC meetings or during NCCC convention. [December, 2020]

9. MISCELLANEOUS

9.1 Regional Officer Clothing

The REGION will purchase REGION shirts for REGION officers. Frequency of renewal or replacement is subject to approval of the Board of Governors.

10. ADMINISTRATION AND AMENDMENTS TO REGION STANDING RULES

Approval of these initial REGION Standing Rules will be by a 51% vote of the REGION Governors. The vote shall be taken at a regularly scheduled Regional Governors meeting. The meeting minutes will constitute the record of approval of these initial Standing Rules.

[December, 2012]

Amendments to revise these Standing Rules Policies and Procedures may be proposed at any Governors meeting, documented and distributed in the meeting minutes. The proposed amendment(s) shall be presented for approval at the next regularly scheduled Governor's meeting. A 51% vote of the REGION Governors is required for amendment approval. The amendment shall be effective immediately once approved by the Governors unless otherwise stated in the motion.

The month and year of approval of each amendment will appear in brackets following the rule, e.g., [December, 2011]

Appendix A – REFERENCES

NCCC By-Laws NCCC Standing Rules Policies and Procedures NCCC Competition Sanction Program Handbook East REGION By-Laws

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