

National Council of Corvette Clubs, Inc.



GOVERNOR'S GUIDE

AS REVISED July 2018

CLUB GOVERNOR'S GUIDE for the National Council of Corvette Clubs (NCCC)

Governor's Guide Table of Contents

CLUB GOVERNOR'S GUIDELINES.....	3
NCCC MEMBERSHIP.....	4
Section 1 – QUALIFICATIONS:.....	4
APPLICANT'S MEMBERSHIP DATE	4
TYPE OF MEMBERSHIPS.....	4
A. Primary Members.....	4
B. Spouse / Companion Members	4
C. Life Members.....	4
D. Charter Members	4
E. Members-At-Large.....	5
F. Honorary Members	5
G. Associate Member.....	5
H. Youth / Dependent Members.....	5
I. Enthusiast Member	5
MEMBERSHIP APPLICATIONS	6
CLUB RENEWALS.....	6

CLUB GOVERNOR'S GUIDE for the National Council of Corvette Clubs (NCCC)

CLUB GOVERNOR'S GUIDELINES

The Governor will find through contact with other Clubs many helpful hints on the operation of a Club. The Governor is the reflection of your Club; by the Governor's actions, through other NCCC people and from the image of your Club.

This guide is authored to share the Governor Responsibilities and tasks at a national level. We would encourage you to check with your Regional Officers to discover other region specific responsibilities. There are detailed how-to guides on the NCCC Website (Members Only section) which will guide you thru various tasks such as Renewals, Voting, Competition, On-line Registration, etc.

The responsibilities of the Governor are as follows:

- A. Attend National and Regional Governors' meetings. Currently NCCC Bylaws require attendance at a minimum of three (3) National meetings per year. Requirements may be met by sending an alternate from the Club or through proxy with the Regional Executive (RE). A Governor is his/her Club's link with its governing body. It is his/her responsibility to know and understand the working mechanics of the National and Regional Organization and to maintain an open and informative dialogue between each level. Without a signed proxy to the Regional Executive by the February Nat'l Meeting, the club is not in good standing. We would suggest that you review the national and regional bylaws and standing rules; even to visit with your regional officers to understand what impact this could have on your club.
- B. Be responsible for all paperwork (i.e. Sanction Requests, Flyers, Event Results, Insurance Certificates, signed release waivers, etc.) regarding the Clubs events, having the Club follow the Competition Rulebook and above all with SAFETY.
- C. Process all the Club's new members, renewals, name changes, etc. in the NCCC Membership Database. The database can be found in the Members Only area on the National website.
- D. Keep National and Regional Officers informed of any changes of your Club's Officers so that the Club will receive all correspondence the National/Regional Officers.
- E. Keep membership forms on hand at all club meetings and club events to sign up new members.
- F. Present a summary of the Board of Governors' Meeting and any Regional Meetings at your monthly Club meetings.
- G. Announce upcoming Sanctioned Events and encourage the Club to participate as entrants and or workers. This should also include promotion of non-sanctioned events by NCCC Clubs. Promote the annual NCCC Convention. It is helpful to educate them on who the Regional Competition Director (RCD) is and what their role in the organization is.
- H. Announce available officer positions that are open at the National & Regional levels; encouraging members to get involved. Solicit input from your members of the candidates that are running for election of officers; the Governor should vote the choice of the club, even if their personal choice isn't the club's.
- I. Obtain answers to questions that your Club members may have regarding NCCC, rulebook / competition, events and policies. Voting also encompasses the annual Convention location and in certain years, the Competition Rulebook.
- J. Correspond with National and Regional Officers as necessary.
- K. At the start of each year, it is helpful to share with your club a short history of NCCC, the National Convention, Blue Bars, the competition program, insurance coverage and other advantages of being a member of NCCC. Why NCCC brochures are also available off the national website to assist you with this.
- L. Keep your members informed on changes to the NCCC Bylaws, Standing Rules and Competition Program; including new Rulebook Changes.
- M. Introduce your members to the National and Regional officers.
- N. Submit articles and photos to Blue Bars on Sanctioned Events and/or any Interesting activities.
- O. Urge all NCCC members to buy and display NCCC items.

CLUB GOVERNOR'S GUIDE for the National Council of Corvette Clubs (NCCC)

NCCC MEMBERSHIP

Section 1 – QUALIFICATIONS: Members shall be limited to owners or operators of Chevrolet Corvette motor sports vehicles who are also members in good standing of a recognized club, except as otherwise provided in these By-Laws. Applicants must be eighteen years of age or older (except a youth / dependent Member). If an applicant has not attained legal majority age according to the laws of their state of residence, they must submit with their application for membership, a statement of consent, signed by parent or guardian and properly notarized.

APPLICANT'S MEMBERSHIP DATE

An applicant becomes an official member of the Corporation when one or more of the following conditions are met, except as otherwise provided in these Bylaws:

- A. Completed and signed application, dues received, and applicants information is entered into the membership database by the club that the applicant is joining. At which time they will be assigned their NCCC number by the database. A club check or money order for the NCCC member dues and the completed application shall be received by the Regional Membership Director (RMD) within thirty days from the data entry.
- B. Member-at-Large (MAL) completed and signed application, dues received, and applicant's information is entered into the membership database by the Region Membership Director or the Vice-President of Membership. At which time they will be assigned their NCCC number by the database.

TYPE OF MEMBERSHIPS

Members shall be limited to only ONE NCCC number and can be classified as follows:

- A. Primary Members
Upon receipt by the Club, Regional Membership Director, or Vice President of Membership and with approval of the application, payment of the required initiation fees and dues, and the information entered into the membership database the applicant shall become a Primary member. Every member must comply with the requirements set forth in Section 1 to be eligible to continue as a Primary member of this organization.
- B. Spouse / Companion Members
The spouse or companion of any Primary member and whose mailing address is the same as the Primary, may apply for membership. Upon receipt by the Club, Regional Membership Director or Vice President of Membership and with approval of the application, payment of the required dues, and the information entered into the membership database, the applicant shall become a Spouse / Companion member. Such member shall be entitled to all privileges of Primary membership. A Primary member may only have one spouse / companion member at a time.
- C. Life Members
To qualify, an applicant must be a current NCCC member. To maintain Primary status, life members must comply with items A or E of this Section. New NCCC Members can join as Lifetime; it just cost more than a renewing or that of a current NCCC Member that converts their membership to lifetime status.
- D. Charter Members
 - (1) To be recognized as Charter member, an applicant must present a Charter membership card, which was issued to such applicant, and such applicant must comply with items A. B. C or E of this Section.
 - (2) Charter Members have been recognized for their service to NCCC and they shall enjoy all the privileges of Primary membership, shall not be required to comply with the standards of membership set forth in Section 1 or Section 2.D.(1) of the this article, and shall not be required to pay dues. No additional or rediscovered. Charter members shall accorded these privileges. See the NCCC National Bylaws for a list of these members.

CLUB GOVERNOR'S GUIDE for the National Council of Corvette Clubs (NCCC)

E. Members-At-Large

Any person who is not a member of a recognized club but who otherwise meets the requirements of membership set forth in Section 1 may become a Member-at-Large. Any requests for such status shall be directed to the Regional Membership Director or Vice President of Membership. Upon receipt and approval of an application, payment of the required dues, and the information is entered into the membership database the applicant shall become a Member-at-Large. Members-at-Large shall not be entitled to earn competition points, vote or hold office in the corporation.

F. Honorary Members

The Board of Governors, at any duly organized meeting, may elect honorary members by unanimous vote of the Governors present. Honorary members shall be exempt from payment of dues and shall be entitled to all the privileges of Primary members, except the right to vote or hold office. Honorary members need not comply with the requirements of membership set forth in Section 1 of this article.

G. Associate Member

This membership is available to former NCCC members only. Any requests for such status shall be directed to the Club, Regional Membership Director or Vice President of Membership. Associate members need not comply with the Corvette ownership or recognized club membership requirements set forth in Section 1 of this article. All other provisions of Section 1 of this article shall apply. An Associate member shall be entitled to all of the privileges of Primary members except the right to hold office in NCCC or compete for National or Regional points. Upon approval of the application and payment of the required dues, and the information is entered into the membership database, the applicant shall become an Associate member.

H. Youth / Dependent Members

(1) A person that is sponsored by a Primary member and who is between the ages of 16 and 21 years of age, or between the ages of 16 and 25 and also full time student and whose mailing address will be the same as the Primary. Upon approval of the application, payment of information entered into the database the applicant shall become a Youth/Dependent member. They shall be entitled to all rights and privileges of Spouse/Companion membership, except the right to hold National or Regional office.

(2) The upper age limit for Youth/Dependent members may be extended for special circumstances. Application for this extension must be made to and approved by the Regional Membership Director and the Vice President of Membership. If approved they shall become a Youth/Dependent member upon payment of membership dues equal to those of Spouse/Companion membership. They shall be entitled to all rights and privileges of a Spouse/Companion membership, except [he right to hold National or Regional office.

I. Enthusiast Member

This membership is available to anyone who is a Corvette Enthusiast. Any requests for such status shall be directed to the Regional Membership Director or Vice President of Membership. Enthusiast members need not comply with the Corvette ownership or recognized club membership requirements set forth in Section 1 of this article. All other provisions of Section 1 of this article shall apply. An Enthusiast member shall be entitled to all of the privileges of Primary members except the right to hold office in NCCC or compete for National or Regional points. Upon approval of the application, payment of the required dues, and the information entered into the membership data base the applicant shall become an Enthusiast member.

CLUB GOVERNOR'S GUIDE for the National Council of Corvette Clubs (NCCC)

MEMBERSHIP APPLICATIONS

Your responsibility as the Governor of the Club is to assist in the preparation and to submit a membership application to the Regional Membership Director of your region for each new member; the application MUST be filled out completely. An application must be filled out with both the Primary and Spouse/Companion inclusive of any Youth/Dependent members on the same form. On a Youth/Dependent member application, be sure that the date of birth is included.

The NCCC Membership application is a single form, which can be printed and used or if you have a computer available when they join, it is a fillable PDF. The latest version of the NCCC Membership Application can be found on the Nat'l Website, under Membership or directly at

<https://www.corvettesnccc.org/Membership/IndividualMembershipApplication.pdf>

If members are filling out the form manually, please make sure that their information on the paper form is legible. PERSONAL CHECKS FROM THE MEMBERS WILL NOT BE ACCEPTED BY NCCC; all checks to NCCC should be from the Club's checking account or a money order. The only exception to this is if the applicant is applying for the Member-At-Large membership. Ask the applicant if he/she has been a previous member of your club, fill out that section on the form. If they are a previous member of your club, they will receive the same NCCC number; which you can locate in the Membership database when you process their membership.

When sending new applications to the Regional Membership Director during the month of August of the current membership year, please advise if the application should be entered at this time or dated for September. If dated for September the member will become a member for the balance of the current year and an automatic renewal for the new renewal period that starts around October. This will save the new applicant from paying again during the renewal period.

It may be of some help to new applicants to understand this procedure. The dues paid run from January 1 to December 31 every year. Because NCCC requires all dues for the New Year to be received by the 15th of December of the previous membership year, dues are collected in October & November in order to accomplish the processing of all applications. Therefore, it assists the new Member that joins in August to have the option as to when he/she actually becomes an NCCC member. This should be explained by every club Governor to their membership.

If, after the applications and checks have been received and processed by the Regional Membership Director it is found that there is either an overpayment or underpayment, you will be notified of the shortage or overage. If the error is an overpayment the applications will be processed and the NCCC Treasurer will issue a check in the overpayment amount payable to the club and sent to the club Governor of record. Please cash the check as soon as possible after receipt. DO NOT use the overpayment check as a CREDIT for future members as it will not be accepted. If the error is an underpayment, the Regional Membership Director will notify you and ALL the applications applicable to the underpayment will be held until the underpayment dollars are received by the Regional Membership Director.

CLUB RENEWALS

CLUB RENEWALS ARE VERY IMPORTANT! The Regional Membership Director will establish a date that renewals are due to him or her. You, as the Governor of the NCCC Club, are responsible for processing your club's renewals and getting them completed and sent to the Regional Membership Director by the established date. The NCCC Membership Database has automated the renewal process making it much easier for you to process these each year.

The time frame for returning all-new and renewing member applications during this time will be sometime in November based on the requirements of your Regional Membership Director.

It is VERY IMPORTANT that you get your Club's renewals to your Regional Membership Director by the established date. The Regional Membership Director must also have a copy of all the new club governors to send to the

CLUB GOVERNOR'S GUIDE for the National Council of Corvette Clubs (NCCC)

National Secretary, National Business Manager and Vice President of Membership. This is necessary so that the next year's paperwork and insurance packets can be sent out to each Club governor at the beginning of the year. Send the completed printout of the renewing club members from the Membership Database and one club check to the Regional Membership Director before the date that he/she has established as a cut-off date. All renewals are due to the Vice President of Membership FROM the Regional Membership Director by December 15th of each year. If your club's renewals are not received by this date by the Vice President of Membership the club WILL be required to pay the current NEW member dues. Any applications received by the Vice President of Membership after the 15th of December will be considered new members. **DON'T LET THIS HAPPEN TO YOUR CLUB!**

Governors, this is probably the most important part of your job. **DON'T LET YOUR CLUB DOWN BY NOT FOLLOWING THE PROPER PROCEDURES AND TIME FRAME.**

We recommend that you go to the National Website www.corvcttesnccc.org to review the National Bylaws and Standing Rules for more details. The Member's Only Section also has various guides to assist you as Governor.