



SOUTHWEST REGION BYLAWS



PURPOSE

The main purpose of these bylaws is to regulate the officers, governors and business proceedings of the Southwest Region so that its actions may be conducted in a uniform manner from year to year.

OFFICERS

The officers of the region shall be the Regional Executive (R.E.), the Regional Competition Director (R.C.D.) and the Regional Membership Director (R.M.D.). The R.E. shall be the chief executive officer of the region.

ELECTION

The governors of the region shall elect one individual member from their region to each of the regional officer positions. Nominations shall take place at the third regional meeting. The secretary will email ballots to governors of clubs in good standing. Ballots must be returned to an appointed official (appointed by the R.E.) emailed one week before the last regional governors meeting. In the case of a tie, those governors in attendance at the last meeting will break the tie.

The Regional Executive will be elected to serve a 2-year term in even numbered years; the Regional Competition Director and Regional Membership Director will be elected to serve a 2-year term in odd numbered years. Officers may serve a maximum of two consecutive terms. If there are no nominations for an elected office at the third regional meeting, nominations will remain open until the fourth regional meeting when the Governors will elect the officer from the nominees or the Regional Officers will appoint the officer with the approval of the Governors.

DUTIES

REGIONAL EXECUTIVE - The R.E. will call and preside at all regional meetings. On business matters that have been printed in the minutes of the meeting and have laid on the table for one regional meeting, a non-attending club may vote by submitting a written vote to the R.E. Votes must be emailed at least one week before the regional meeting. The R.E. shall cast votes and present motions at any national meeting on behalf of any governor from their region who is not present. The RE shall have written consent which is signed by the governor and is either notarized, or witnessed by another NCCC member of the governor's club for national meetings. In the absence or disability of the R.E., the R.C.D. shall perform the duties of the R.E. In the absence or disability of both the R.E. and the R.C.D., the R.M.D. shall perform the duties of the R.E.

REGIONAL COMPETITION DIRECTOR - The R.C.D. shall be responsible for the conduct of the sanctioned competition events in the region. The RCD will maintain all official NCCC results and standings for the region. In the absence of the R.E., the R.C.D. may perform the duties of the R.E. The R.C.D. is required to attend National Competition Committee meetings at the national meeting or any special meeting that is called. The R.C.D. must be willing to work hard, devote the necessary time to this position and carry out all the duties according to the NCCC Rulebook.

Other specific regional duties are as follows:

1. The R.C.D. is responsible for the selection of the Southwest Region Championship Series Points keeper.
2. The R.C.D. is responsible for the purchase of the annual awards for the year of their term of office.

REGIONAL MEMBERSHIP DIRECTOR - The R.M.D. shall be responsible for promoting membership in the NCCC for the region. The RMD shall be responsible for distributing the necessary NCCC member literature and answering all questions regarding membership to interested persons in the region. The R.M.D. shall perform the duties of the R.E. in the absence of the R.E. and R.C.D.



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REGIONAL ORGANIZATION

The Southwest Region may organize as deemed necessary, but the Bylaws of the organization shall not be in conflict with the Constitution and Bylaws of the NCCC. The Southwest Region organization consists of the Executive Board, which is the R.E., the R.C.D., and the R.M.D.; the Board of Governors, which is the NCCC governor from each of the region's clubs; and the appointed positions. For a club to vote, it must be a club in good standing. Good standing is defined as having paid regional dues and having fulfilled all paperwork requirements such as proxies, sanction requests, flyers, event results and event fees, when applicable.

If a club does not submit their proxies by February 1st they will be considered a club not in good standing and will not be allowed to host "first choice" weekend events. All member of such club will still be members of NCCC and afforded those rights as members.

The duties of the R.E., the R.C.D. and the R.M.D. have been previously outlined.

BOARD OF GOVERNORS - ELECTION

The individual members of each recognized club in the region shall elect one individual member to serve on the Board of Governors of the region. A governor shall serve one year; and the term of office shall commence on the first day of January following the election, which must be prior to the November national meeting. A governor may have one vote at all meetings of the Board of Governors both nationally and regionally.

ATTENDANCE

Regular meetings of the Board of Governors shall be held quarterly at a time and place announced by the R.E. Special meetings of the Board of Governors may be called by the R.E. upon written request. Written notices of regular or special meetings shall be communicated at least twenty-one (21) days prior to the date of such meeting.

QUORUM

One-third of the then duly elected governors or club representatives constitute 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 regional action as though it had been duly authorized at a meeting of the Board of Governors.

COMPENSATION

No governor shall receive any compensation from the region for services as a governor, except for reimbursement of out-of-pocket expenses as is approved by a majority of the Board of Governors.

GOVERNOR DUTIES

1. Present summary of national and regional meetings at scheduled club meetings.
2. Promote membership in NCCC and inform people of advantages of being a member of NCCC.
3. Correspond with national and regional officers on any problems or questions that may arise.
4. Familiarize yourself with NCCC rules, regulations and procedures.
5. Keep national and regional officers informed of any changes in club officers, names and addresses of members so that they will continue to receive all correspondence.
6. You are to be responsible to have your club follow the Competition Rulebook on notices, sanction requests, results, classes, and above all safety.



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APPOINTED POSITIONS

The positions of Secretary, Treasurer, Scholarship Chairman and Webmaster and any other position on the Executive Board deemed necessary shall be appointed by the Executive Board with approval of a simple majority of the governors present at the last regional meeting before the November National meeting.

DUTIES

Secretary - shall attend all meetings of the region and shall record the minutes of the proceedings. The Secretary shall perform such other duties as may be prescribed from time to time by the R.E. or the Board of Governors. The Secretary may delegate any of their duties or responsibilities to one or more assistant secretaries unless such delegation shall be disapproved by the Board of Governors. The Secretary shall maintain copies of the minutes of all meetings to be turned over to subsequent Secretaries and for reference at any and all meetings. The Secretary shall mail a ballot of Regional Officer's nominations to governors of clubs in good standing after the third Regional Governor's meeting.

Treasurer - shall keep an account of all monies received and expended for use by the region and will deposit all sums received in a bank, or banks, or trust companies approved by the Executive Board, and make a report at each of the regional meetings or when called upon by the R.E. or the Board of Governors. The funds may be drawn upon by signature of the Treasurer or at the direction of the R.E. or the R.C.D. The treasurer shall work with the R.E. and R.C.D. to insure that all annual dues and event dues are paid in a timely manner. The funds, books and vouchers in their hand shall at all times be under supervision of the Executive Board and subject to its inspection and control. At the expiration of their term of office, they shall deliver over to the successor all books, monies, and other properties. The Treasurer may delegate any of (the duties, power and authority to one or more assistant treasurers, subject to prior approval by the Board of Governors. The Treasurer shall, if required by the Board of Governors, provide the region with such security for the faithful discharge of duties as the Board of Governors may direct. Any bonding fees may be paid by the region.

Scholarship Chairman - shall oversee the awarding of all scholarships donated by Southwest Region Clubs each year in accordance with established procedures. The Chairman shall report to the Board of Governors at each regional governors meeting the current status of the regional scholarship program.

Webmaster – shall be responsible for maintaining the Regional website. He/She shall confer with the regional officers to maintain an attractive and informative website that includes Regional news and activities, including but not limited to a listing of regional clubs, their governors, regional officers, meeting schedules and competition information along with a year-to-date standings for competition points. The maintenance of the Regional website shall be performed to maintain it as current and up-to-date as possible. The Webmaster shall ensure that annual renewal and maintenance of the website hosting space and the domain name are performed with the associated invoicing to be submitted to the Regional Treasurer. The Webmaster shall maintain the regional email lists as necessary for officer and/or governor changes. The lists shall be monitored for bouncing emails from list members, with follow-up for corrective action as necessary. The Webmaster shall monitor the email lists for external spamming with corrective action being performed as necessary.

DUES

Dues to be established by the Executive Board and Board of Directors for the year are due and payable by January 31. The club's 7 NCCC sanctioned events will not be "first choice" sanctions (see sanction requests for definition) until such time that all dues owed are paid in full. This does not prevent them from hosting seven (7) NCCC sanctioned events.(once events are complete the first/second choice status should not change) Receipt of the minutes from the last quarterly regional meeting will call attention to the annual dues requirement and will constitute an official request for payment.

Event dues to be established by the Executive Board and Board of Governors are due and payable (postmarked) within fifteen (15) days after event and are to be sent to the Regional Treasurer when the event results are emailed to the R.C.D. Failure to remit the required amount will result in a loss of points for the club and its members. The club will not be allowed to hold any further "first choice" events until the dues are paid. The purpose of the regional dues is to pay for travel and lodging expenses incurred in the attendance of national meetings by the members of the Executive Board as well as necessary telephone, printing and postage expenses required in the performance of their duties, regional trophies and any other expenses approved by the Board of Governors.



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MEMBERSHIP SUSPENSION OR TERMINATION

The Board of Governors shall have the right to recommend termination or suspension of the membership of an individual to the National Board of Governors for any infraction of the Southwest Region Bylaws or other NCCC rules and regulations. Such individuals shall have the right to appeal any such determination by the Board of Governors in person or in writing. The Board of Governors may thereafter continue the suspension for a definite term, terminate the suspension or expel the member; and its decision shall be final.

EXECUTIVE BOARD REMOVAL

Any officer may be removed from office by a 2/3 majority vote of the Board of Governors, subject to appeal by the aggrieved officer to the Board of Governors. In the event of appeal, the Board of Governors shall make the final disposition regarding removal from office.

GENERAL OFFENSES

Any individual member who shall violate any of the provisions of the Southwest Region Bylaws, NCCC rules and regulations or edicts of the region which have been properly approved, or who shall be guilty of conduct unbecoming a gentleman or who shall be found to be in violation of sportsmanlike attitudes fostered by the region shall be guilty of an offense against the region and shall be subject to reprimand, suspension or expulsion. ([See Membership Termination paragraph.](#))

PROCEDURES

There are certain responsibilities that the governors have to their club and region that must be carried out by members of the Executive Board. These responsibilities include, but are not limited to, the following: submission of proxies and club officer lists to the R.E. and Membership applications and address changes to the R.M.D. The following will be recognized procedures for the aforementioned.

PROXIES AND CLUB INFORMATION:

Each governor is to correctly fill out five current proxy forms and return them to the R.E. at least one (1) week prior to the first national meeting. These forms are available from the R.E. or the NCCC national web site.

SANCTION OF EVENTS

NCCC provides a structure for member clubs to conduct a program of competitive events governed by the NCCC Sanctioned Competition Program (aka NCCC Rule Book). In the Rule Book, the various types of competitive events are defined, with guidelines and requirements provided for planning, communicating, conducting and reporting the events. NCCC allows each member club in good standing to host seven (7) sanctioned events per year / competition season. The requirements a club must follow for sanctioning of their competition events are clearly identified in the NCCC Rule Book and must be strictly observed. The club Governor should be familiar with these requirements. Any NCCC member who participates in any of these events earns points which are accounted in the national NCCC competition for that season, and awards are presented nationally and regionally for outstanding participants.

In addition to the national competition program which recognizes overall competition points earned, NCCC members of the Southwest Region have a regional competition program called the Southwest Region Championship Series which recognizes and awards outstanding participants in several of the various categories of competition: Concours, Rallye, Speed Event, Drag Event, and Funkhana. This regional program is designed to encourage participation by many members across the region in the events of many of the regional clubs. Only NCCC sanctioned events that are also designated by the Southwest Region as "First Choice" events are included in the competition for these awards. Clubs are required to plan and schedule their events prior to the competition season in order to have them designated as "First Choice" and included in the Southwest Region Championship Series. No other NCCC sanctioned events may be held in the Southwest Region on days reserved for First Choice events.

Proposals for the First Choice major weekends which consist of: Memorial Day, Independence Day, Labor Day, and Record-setting Drags - will be submitted at the third regional meeting for review by the



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governors. Each bid presented is to be typed and signed by the club president and governor with enough copies for all governors and regional officers. Regular event First Choice weekends may also be bid on at the third regional meeting.

Proposals for First Choice weekends by clubs not represented at the third regional meeting may be communicated electronically or by US Postal Service to the RCD prior to the third meeting, and the RCD will present their proposals. If two or more clubs bid for the same weekend and agreement to a compromise satisfactory to each club cannot be reached, the board of governors shall decide which club shall be awarded the weekend in question and the other club(s) may revise their bid for another weekend. A Record-setting Drag event takes precedence over all other events in accepting bids for First Choice weekends.

Following the third regional governors meeting, a club may present a bid proposal to the RCD for a First Choice weekend other than those already assigned. First Choice weekend requests are to be submitted electronically or by US Postal Service to the R.C.D. by December 31. Bids will be awarded to the bidder with the earliest posted date. A new club recognized by NCCC after December 31 may bid a First Choice weekend up until the second regional governors meeting of the year of their NCCC affiliation.

Any club not submitting a First Choice weekend request by the applicable deadline will forfeit the right to host events with First Choice status during the competition season. This does not prevent them from hosting seven (7) NCCC sanctioned events. Sanctions will be granted on a first-come basis determined by the earliest posted date of the sanction request. The procedures for handling sanction requests, flyers and event results are spelled out in the NCCC Sanctioned Competition Program and are to be strictly followed with special attention given to the penalties for not adhering to the prescribed time limits.

ANNUAL AWARDS BANQUET

The Annual Awards Banquet will be held in the first quarter each year to recognize competitors from the prior year. Proposals to host the Annual Awards Banquet including date and location will be submitted at the third regional meeting for review by the governors. Each bid presented is to be typed and signed by the club president and governor with enough copies for all governors and regional officers. If two or more bids are presented, and one of the bids is from the club who hosted the preceding Annual Awards Banquet, then that club will withdraw their bid. Each governor is to review the proposals with their respective club; then submit their choice to the R.C.D. within forty-five (45) days after the third regional governors meeting. In the event a proposal is not received at the third regional meeting, regional officers will host the Annual Awards Banquet.

MEMBERSHIP

Club membership renewal forms and money are to be sent to the R.M.D. no later than the date set by the R.M.D. After the set date all forms and money will be returned because there will not be enough money included, since it will not be subject to the renewal discount price. All changes of address, application for membership and membership dues are to be sent to the R.M.D. as soon as possible.

AMENDMENTS

These Southwest Region Bylaws may be amended, repealed or altered in whole, or part, by the Board of Governors. All motions to amend these Bylaws shall be read and ordered by the R.E. to lie on the table until the next regularly scheduled regional meeting. A second reading shall be made before the Board of Governors may vote thereon. To pass any such motion for amendment, 2/3 majority vote of governors of clubs in good standing present and proxy votes is required at the time the vote is taken.

ADVANCE NOTICE

Each member of the Board of Governors shall be advised of the proposed amendment in the published minutes of the meeting at which the proposed amendment was introduced in advance of the meeting at which such vote shall take place. A ballot will be included in the minutes of the meeting to be returned to the appointed official postmarked one week prior to the meeting at which the vote will take place. Governors in attendance may request their vote be returned and may vote in person at that meeting.



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1. **REGIONAL AWARDS** - At the Annual Awards Banquet, the region will present awards for the following: Outstanding Member, Club Membership Award, Club Participation Award, and Rookie of the Year Awards for both Men and Ladies, Dependent Rookie of the Year Awards for both Men and Ladies, NCCC Competition Awards and the Southwest Region Championship Series Awards. The Top 10 Men and Ladies in the Southwest Region will receive the banquet dinner at the Annual Awards Banquet paid by the Regional Treasury.
 - a. The Outstanding Member Award selection shall be based on a consensus of the present and immediate past regional officers.
 - b. The Club Membership Award will be awarded to the club achieving the highest percentage of growth through the year. Total number of members as of October 31 is divided by the total number of members the previous October 31 to attain the percentage growth.
 - c. The Club Participation Award will be based on the number of events participated in by club members in accordance with club size. The following formula is used:

$$\frac{\text{Number of Club Members at Start of Year} + \text{Number of Club Members at End of Year}}{2} \times \text{Total Number of Events Held In Region} = \% \text{ Club Participation}$$

- d. The Men and Ladies Rookie of the Year and Men and Ladies Dependent Rookie of the Year Awards will be given to the eligible individuals who compile the most Southwest Region NCCC points during the prior year's competition season. Eligibility for the award requires participation in a minimum of 7 events occurring over at least 3 separate weekends. Only those first time NCCC members that are also considered new members or automatic renewals on the NCCC membership rolls during the previous competition season are eligible for these awards.
2. **SOUTHWEST REGION CHAMPIONSHIP SERIES** - The purpose of this is to recognize entrants in the region who excel in various categories of competition.
 - a. **GENERAL** - The events during any "First Choice Weekend" (of the) which is specific only to the Southwest Region, the Regional Fundraiser and NCCC Convention events, if held in the Southwest Region, will be the only events considered for the Southwest Region Championship Series. Clubs requesting "First Choice Weekend" events have exclusive rights to that weekend (or day) events. No other club in the region will be granted sanctions for the weekend (or day). It is required that each "First Choice Weekend" includes at least four (4) NCCC sanctioned events.
 - b. **CATEGORIES OF COMPETITION** - Points shall be awarded in five (5) categories: (1) Concours (not People's Choice), (2) Rallyes, (3) Speed Events - includes autocross and matching time trials, (4) Drag Racing and matching time drags and (5) Funkhana. Drag racing and speed event categories shall be broken down by men's and ladies' categories. Not included in the series are Economy Runs (because of their rarity), P.C. Concours (all entrants achieve the same points), and Poker or Chance Rallyes (because of the "chance" factor).
 - c. **ELIGIBILITY** - A contestant shall be allowed to participate in any and all categories of competition, but the points accumulated in each category shall be applicable to the category only. A contestant must enter at least five (5) events of the same category throughout the year to be eligible for a year-end award. If there are less than five (5) events in a given category, a contestant must have entered at least 51% of those events to be eligible for a year-end award. Those entering Novice class shall be considered an eligible entrant and will receive points at each low-speed event per NCCC rules.



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- d. **SCORING** - Points for participating in the different categories shall be awarded as per the NCCC Rulebook, excluding travel points. Entrant, Chairman and co-chairman points shall be awarded per the NCCC Rulebook. If convention is held in the region, the events at convention will count as part of the Southwest Region Championship Series.
 - e. **FUNDING** - Funds for the year-end award purchase and other reasonable expenses shall be provided by the Regional Treasury.
 - f. **AWARDS** - Award presentation will be at the Southwest Region Awards weekend. Awards shall be awarded to the series category winners in quantities as specified by the NCCC Rulebook or as determined by the available funds. If this guideline cannot be followed, Regional Officers and Treasurer will determine the number of awards that can be awarded.
 - g. **POINTSKEEPER** - The pointskeeper may be selected by the R.C.D. with the approval of a majority of the Board of Governors present at the first quarterly regional meeting each year. The point's keeper must be a member of NCCC.
 - h. **EVENT RESULTS AND POINTS STANDING** - The appointed regional series point's keeper(s) shall receive a copy of all event results. It shall be the responsibility of the point's keeper(s) to send a copy of the Regional Points standings to the R.C.D. along with the regular NCCC point's standings on at least a quarterly basis and year-end results as soon as the accumulated points are tallied.
 - i. **PROTESTS AND PENALTIES** - Protests and penalties shall be handled as per the N.C.C.C. Rulebook. Any club reserving a "First Choice Weekend" and losing that weekend either due to host club's lack of compliance to NCCC sanctioning rules or deciding they did not want to host the events, will forfeit the right to host a "First Choice Weekend" the next year. A postponement or rescheduled date may be allowed by the Board of Governors in attendance at the second regional governors meeting the following year. This does not prevent the club from hosting seven (7) sanctioned events some time during the year according to NCCC rules. An exception to this would be any act of God that has taken place which does not allow the host club to put on an event.
3. **REIMBURSEMENT** – In order to promote NCCC and its benefits potential clubs retain existing clubs, Regional Officers (RE, RCD & RMD) are encouraged to visit clubs when invited by the club to speak at its club meeting. Such meeting cannot coincide with a competition event weekend. The Regional Officers will be reimbursed an amount equal to the current IRS rate per mile, one way based on the mileage from the officer's home city to the city of the meeting place of the individual club. The written invitation to the meeting should accompany the reimbursement request sent to the Regional Treasurer.

The Southwest Region Bylaws and Standing Rules were approved October 12, 1986, became effective January 1, 1987. Amended October, 1990; March, 1991; September, 1993; October, 1995; February, 1996; October, 1997; March, 1998, September, 1998 and February, 1999; November 2000; May 2001 and September, 2002. September 2006; November 2009, October 2010, May 2011. June 2011, October 2011.