

Cumberland Valley Corvette Club, Inc (CVCC)

General Policies and Procedures

Adopted: July 7, 2017

Amended: Aug 18, 2020; January 7, 2021; June 14, 2022; Feb 1, 2023

I. Meetings

- A. Time and place of the General Membership and the Board of Directors meetings may be changed, cancelled, and/or rescheduled by the Board. Notification will be given to all club members as soon as possible when such changes are made.

II. Membership

- A. Categories of membership and eligibility for membership are established and defined within the CVCC By-Laws.
- B. Application for CVCC and NCCC (National Council of Corvette Clubs) membership will be accepted from eligible persons, as established in the CVCC By-Laws. Applications shall be given to the Vice President for processing.
- C. All applications for CVCC membership also require simultaneous application for membership to NCCC. The CVCC membership will be 100% NCCC affiliated.

III. Membership Dues and Fees [Jan 2021]

- A. New Membership and Initiation Fees are established as:

Dues & Fees:	Primary Member	Spouse/Partner Member (optional)	Youth/Dependent Member (optional)
NCCC First Year Dues (per NCCC)	35.00	10.00	10.00
CVCC Annual Dues:	10.00	5.00	5.00
CVCC Initiation Fee: <i>(one-time fee)</i> ; includes CVCC name tag	20.00	10.00	10.00
Total due with application:	65.00	25.00	25.00

- B. Annual Renewal Membership Dues are established as:

Dues:	Primary Member	Spouse/Partner Member (optional)	Youth/Dependent Member (optional)
NCCC Annual Dues (per NCCC)	25.00	10.00	10.00
CVCC Annual Dues:	10.00	5.00	5.00
Total due for renewal:	35.00	15.00	15.00

C. **Annual Dues Deadline**

1. Dues for renewal of CVCC and NCCC membership(s) shall be paid on, or before, the date of the November General Membership meeting.
2. The Board of Directors will direct the Treasurer and Vice President to coordinate advance notifications to the membership regarding the cut-off date.
3. Membership renewals not paid by the cutoff date may be subject to re-paying the initiation fee if the membership lapses.
4. CVCC membership dues for any lifetime NCCC member will be the difference between CVCC dues and NCCC yearly dues.

IV. Club Funds/Banking Accounts

- A. The Board of Directors will designate a bank, credit union, or other financial institution for deposit of the club's funds. All club funds must be deposited in accounts that are federally insured.
- B. The Board may select and use appropriate types of accounts (checking, savings, money market, etc.) as appropriate for the operational needs of the club.
- C. The requirements for signatures on checks and other banking documents is established in the CVCC By-Laws (Article V, Section 4)
- D. The Treasurer will provide a financial report each month at the General Membership meeting; including a summary of income, expenses, and all account balances.
- E. The Board of Directors may authorize the use of a credit card or debit card for use by the Treasurer or other authorized members for purchases to support club activities and operations.

V. Memorial Contributions

The Board of Directors may approve club funds to be used for memorial contributions and/or flowers in the event of the death of a club member or immediate family member; to include spouse/partner, mother/father, sibling, child, or parent.

VI. Event Trophies and Awards

- A. **Event Trophies**
 1. Event Chairpersons are responsible for acquiring and distributing event trophies.
 2. The Governor will coordinate all NCCC awards with event chairpersons.
 3. The type and style of awards shall be determined by the event chairperson(s).
 4. The cost of the awards for each event shall be reasonable and appropriate for the type of event being held.
- B. **Annual Awards and Recognition**
 1. The President shall determine the type of year end awards to be presented.

2. Presentation of awards and recognition of club members shall be made at the Annual Awards Meeting; scheduled by the Board of Directors.
3. Annual awards and member recognition may include:
 - a) Membership Award -- Presented to the member who sponsors the most new members into the organization from September 1st to December 31st of the next calendar year.
 - b) Perfect Attendance -- Presented to the person(s) who attended all of the following:
 - (i) all membership meetings;
 - (ii) all CVCC events sanctioned by NCCC;
 - (iii) the prior year's Awards Meeting (when held separately from a regular club meeting), and
 - (iv) any other CVCC event so designated by the Board of Directors for a particular year.
 - c) Perfect Meeting Attendance -- Presented to the person(s) who attend(s) all the regular membership meetings.
 - d) Rookie of the Year – This award is given to the member who joined CVCC in the past year who puts forth exceptional effort and shows support of CVCC activities by accumulating the most club points. This member is eligible only if he or she joined CVCC from September 1st to the following December 31st.
 - e) Newsletter Award -- Presented to the person(s) who provide(s) the most outstanding contributions to the newsletter.
 - f) President's Award -- To be determined by the President and given to a member(s) for the most outstanding contribution to the organization.
 - g) Past President's Award -- Presented by the newly elected President and given to the outgoing President.
 - h) Fractured Fibers Award -- Presented to the unfortunate member who does the most physical damage to his/her Corvette.
4. Annual awards and recognition may not necessarily include all the above-mentioned awards; nor will they be limited to the above list.
5. President or Board may choose to recognize achievements or special efforts of members; including member participation awards.

VII. Club Logo/Insignia

- A. The following is the official club insignia:



NOTE: the insignia is to be displayed with the 'e' in Cumberland at 'top dead center'

B Use of Club logo & name

1. Use and display of the club insignia/logo and club name are limited to official use by the club and current members as reference to the club and as approved by the Board.
2. Group orders of apparel or other items displaying the club name, and/or insignia/logo must be approved by the Board.

VII. Newsletter

- A. The official club newsletter will be titled the "*Distributor*" and will be published monthly and distributed prior to the CVCC General Membership meeting.
- B. Distribution of the *Distributor* may be accomplished via email or other digital or electronic methods.
- C. All articles, photographs, and other material submitted for the newsletter should be in an electronic format ready for final production. Acceptable file formats will be determined by the editor of the newsletter.
- D. The club Secretary will maintain an electronic file copy of all newsletters.

IX. Homecomings, Parades, and other Special Displays

A. General

1. The Cumberland Valley Corvette Club supports local community and school activities by volunteering to participate in parades and high school homecoming ceremonies. These activities may involve CVCC members driving and/or parking their cars for display purposes, transporting persons that are not CVCC members, and/or volunteering to help organize, plan or conduct an event.
2. At the request of the sponsoring organization, CVCC members may volunteer to drive their cars for the purpose of displaying or showing their cars, transporting parade officials, celebrities, honorees, students, or other persons participating in the parade, ceremony or event.
3. CVCC promotes and organizes the participation of club members in such parades and events as a service to the community as well as to the various

organizations that sponsor and conduct parades and similar events. CVCC will not charge a fee for this service.

4. The President of the CVCC may designate a Parade Coordinator for the club. The Parade Coordinator will be the primary coordinator for all parade and homecoming requests.

B. Duties Parade Coordinator

1. The CVCC Parade Coordinator shall: Coordinate all parade requests and will ensure that all appropriate forms, releases and waivers, and other information are available to individual event Chairpersons. Such availability may include providing access to hard copies or electronic files via e-mail, posting to the club web site, or file sharing site.
2. Designate a CVCC member participating in each event to serve as the Chairperson for the respective parade, homecoming, or similar event. In the absence of a Parade Coordinator, the President of the club may designate a Chairperson for a particular parade or event.

C. Duties of Parade Chairperson

1. The CVCC member chairing the event will: Gather the information needed to coordinate the event; including: type of parade, scheduling, gathering point, type and quantity of cars that will be accepted (convertibles, coupes with removable roof panels, or fixed roof coupes), and if any passengers will be under 18 years of age. The event Chairperson may use the 'Parade Information Sheet' (See below) to help collect, plan and subsequently distribute parade information.
2. Confirm if the sponsoring organization will permit participants to ride while seated on the convertible rear deck, or seated on the "halo" roof bar of an open coupe. Refer to 'Parade Information Sheet' (Attachment 1).
3. Survey CVCC members for volunteers to participate. Participation by CVCC members is entirely voluntary and any member can opt out.
4. Coordinate with the sponsoring organization to have the appropriate NCCC waivers and releases signed; including:
 - a) *"Release and Waiver of Liability"; Assumption of Risk and Indemnity Agreement"; used for all participants over 18 years of age. (CVCC members and non-members)*
 - b) *"Minors Assumption of Risk and Release and Waiver of Liability" used for each participant under 18 years old, and*
 - c) *"Parental Consent, Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement" used for each of the participating minors (under 18 years of age).*
5. For events that may have multiple sources providing vehicles, or when passengers are not assigned to particular cars before the start of the parade, the Chairperson should provide each driver with the appropriate

waiver form(s) to facilitate obtaining the signatures without delaying the event.

6. Prior to the start of the parade/event, the Chairperson will obtain all participating CVCC members' signatures on the appropriate NCCC member waiver (as noted above).
7. All completed waiver forms (participant, minor and parental) will be turned in to the CVCC Secretary. Waivers will be retained in accordance to established NCCC policy.

D. Duties of Drivers

1. Drivers should provide non-skid material for participants that are to be seated on the rear deck of a convertible, 'halo" roof bar of a coupe, or otherwise not completely seated.
2. Drivers may also provide an assist strap to help the rider retain their balance and feel more comfortable. (Examples: ratchet/cam/lashing strap, cargo strap, equipment tethers or rope of appropriate length.)
3. Parades, Homecomings, and similar events are typically conducted at 'parade-speed' (walking speed). No passengers will be allowed to sit on the rear deck, hoop, or stand/lean in the vehicle when the vehicle is moving faster than parade speed.
4. Driver and the event chairperson should introduce themselves and confirm the participant and the participant's guardian (if they are present) are comfortable with the seating/standing arrangement.
5. Drivers may want to consider some protective covering for seats, console, and other interior components to protect from marks or damage from shoes and high heels.
6. Drivers who prefer not to transport participants who are not completely seated, should NOT volunteer for those events for which the host/organizer is requesting participants ride on convertible decks or "halo" roof bars of coupes.
7. Homecomings and parades are frequently conducted in areas that are congested with traffic, pedestrians, and other obstacles; vehicles must be operated with extreme caution.

See Information Sheet – next page

**Cumberland Valley Corvette Club (CVCC)
Request for Corvettes for Community Event
Information Sheet**

This form may be used to collect information when CVCC is requested to provide Corvettes for parades, homecomings, or similar events during which the members' car will be driven and/or used to transport non-CVCC members. CVCC considers providing Corvettes for public events to be a community service and does not charge a fee. Information to collect PRIOR to event:

- **Contact person for organization requesting cars:**
 - Name: _____
 - Phone#: _____
 - E-mail: _____
 - Sponsoring organization: _____
 - Position/Title: _____

- **Event Information:**
 - Type of Event (parade/homecoming/other): _____
 - Date of Event: _____
 - Time: _____
 - Location: _____
 - Staging location (where to report): _____
 - Number of Corvettes requested/needed: _____
 - Will CVCC members be transporting anybody in their cars? **YES/NO**
 - If yes: How many over 18 years of age? _____
 - How many under 18 years of age? _____

- **Vehicle Information**
 - Are convertibles **required**? **YES/NO**
 - If 'Yes', do you prefer the passenger(s) to ride on the back of the open car? **YES/NO**
 - Will coupes with T-tops or removable roof panels be acceptable? **YES/NO**
 - If 'Yes', do you prefer the passenger(s) to ride on the top of the open roof? **YES/NO**
 - Will a fixed-roof be acceptable (FRC/Z-06, not an open roof)? **YES/NO**

Note: The CVCC is affiliated with National Council of Corvette Clubs (NCCC), which provides our liability insurance and requires waivers to be completed by all participants as follows:

- Adults (18 years of age and older) are required to sign the NCCC waiver form (**Release and Waiver of Liability, Assumption of Risk and Indemnity**) before riding in a vehicle operated by a CVCC member.
- Minors (younger than 18 years of age) are required to sign *the* NCCC minor waiver form (**Minor's Assumption of Risk and Release and Waiver of Liability**) and to submit a properly signed NCCC parental consent form (**Parental Consent, Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement**), which **MUST** be signed by a parent or legal guardian.
- Waiver forms are available from the NCCC web site: www.corvettesnccc.org/insurance.html
- Required consent/waivers/release forms for each participant must be submitted to the CVCC representative **BEFORE** the individual can ride in a CVCC member's vehicle.
- CVCC representative should provide their name and phone number or e-mail address to the organization contact.

X. Duties of Officers, Event Chairs and Appointed Positions

A. Elected Officers

The duties of the elected officers shall be in accordance with the By-Laws.

B. Event and Committee Chairpersons

1. Committee or event Chairpersons may be appointed at the discretion of the President to oversee any committee deemed necessary or to plan and conduct club events.
2. Committee or Event Chairperson(s) shall be reimbursed for all reasonable expenses incurred while performing the assignment or chairing a club activity. Expenses to be paid must be supported by receipts and approved by the Board of Directors.

C. Other Appointed Positions

The President or the Board may appoint or designate the following, or other positions, as needed to support the operations of the club.

1. Club Historian -- is responsible for a visual record of the organization's past activities and members;
2. Newsletter Editor
3. Pocono High Performance Driving School Event Chair
4. Cruise Coordinator
5. Parade Coordinator
6. NCCC Ambassador
7. Carlisle Productions Auction Coordinator
8. Others as appointed

XI. Amendments

- A. These policies and procedures may be amended at any General Membership meeting by a majority vote of the members present.
- B. Amendments to this document will be identified by annotating the month and year when the amendment was approved; e.g., [Dec 2017].

APPENDIX A

Participant Point System

I. General

- A. The purpose of the Achievement Points System is to establish a method for measuring, tracking, and evaluating member participation in CVCC and NCCC activities
- B. The Officers and Board of Directors will maintain a point system for measuring member participation in CVCC and NCCC activities at designated events.
- C. Awards and recognition will be at the discretion of President and Board of Directors.
- D. Points shall be awarded to members for participating in designated activities and events for a quantity of points as defined herein.
 - 1. Designated points (Refer to Part 2, B) will be awarded to club members participating in events that have been announced a minimum of 2 days in advance.
 - 2. Events may be announced at a membership meeting or by way of the club newsletter, the CVCC web site, or via the club's Goggle Group email.
 - 3. Submission of newsletter articles and sponsoring new members will not be subject to being announced in advance.
- E. Potential uses of the point system may include
 - 1. Rewarding club members based on levels of participation, presenting year end participation or recognition awards.
 - 2. Officers and Board members may also use the point system to review member participation to determine popular activities and plan future club events and activities.
- F. The member participation awards may include the awarding of "CVCC Bucks." Members may redeem "CVCC Bucks" as payment for sanctioned and non-sanctioned events sponsored by CVCC and to pay annual CVCC & NCCC dues.

Standard Point Levels to earn CVCC Bucks* are:

0 - 1499	= \$ 0 CVCC Bucks
1500 - 1999	= \$15
2000 - 2499	= \$20
2500 - 2999	= \$25
3000 - 3499	= \$30
3500 - 3999	= \$35
4000 - 4499	= \$40
4500 - 4999	= \$45
5000 - 5499	= \$50

*Subject to Change

- G. The amount of CVCC points allocated for events and the level of participation for awards will be at the discretion of the Board of Directors.
 - H. Changes and modifications to participation awards system shall be determined and approved by the Board of Directors.
- II. Participation Points System

A. Point Values

Point values will generally be awarded on a per event basis; but depending on the nature and duration of the event, points may be awarded for designated time intervals or shifts.

B. The following point values will be awarded:

1. 200 Points - Attendance at the following CVCC designated fund-raising events:
 - a) Working Pocono High Speed Driving School per day. Days may be split into morning and afternoon shifts; 100 points per shift.
 - b) Revenue generating CVCC events:
 - (i) H&H Show
 - (ii) Lawrence Show
 - c) Carlisle Productions Auto Auctions per day
 - d) Carlisle Productions autocrosses, 'Shoot Outs', practice sessions, related sessions.
 - e) CVCC autocross events; per day
 - f) Other designated fund-raising events as approved by the Board of Directors.
2. 100 Points - CVCC Sponsored Events:
 - a) Attendance at regular membership meetings
 - b) Attendance at the annual Awards Banquet/Ceremony (when not in conjunction with a regular general membership meeting).
 - c) Attendance at the annual Holiday Party
 - d) Attendance at any sanctioned or non-sanctioned CVCC event (not designated as a fund-raising event).
3. 100 - 50 Points – News Letter Submission:
 - a) 100 points for writing articles 200 words or more in length.
 - b) 50 Points for minor articles (pictures, clip art, recipes, etc.). Newsletter Editor to determine value and report results to Vice President.
4. 25 points - Sponsoring a new primary member to join CVCC; additional 25 points for spousal/partner of primary member. (50 points for joint application)

5. Events occurring on weekdays (Monday through Friday) will be awarded points according to the stated guidelines.

C. Processing and Maintenance of Records

1. The Vice President will be responsible for maintenance and accuracy of the CVCC Achievement Points System.
2. Club Members are responsible for:
 - a) Signing the club's attendance sheet at all club events and meetings
 - b) Attaching their name to newsletter articles when submitted;
 - c) Periodically reviewing the points standings and reporting any discrepancies to the Vice President.
3. Member points will be posted periodically in any of the following ways: posting on the CVCC website, distributing via email, or by making available for review at club meetings.
4. The period of measurement for the Member Participation System will be January 1 to December 31st.

