



National Council of Corvette Clubs, Inc.

Index

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|--|----------|
| INDEX | 1 |
| GUIDELINES FOR A GOVERNOR | 2 |
| NCCC MEMBERSHIP | 3 |
| MEMBERSHIP APPLICATIONS & SAMPLE FORM | 4 |
| CLUB RENEWALS | 5 |
| 51% SHEET FORM..... | 6 |



GUIDELINES FOR A GOVERNOR

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 other NCCC people form an image of your Club.

The responsibilities of the Governor are as follows:

- 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. 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.
- Be responsible for all paperwork (i.e. Sanction Requests, Flyers, Event Results, signed release waivers, etc) regarding the Clubs events, having the Club follow the Competition Rulebook and above all SAFETY.
- Process all the Club's Membership renewals in the time and manner specified by the Regional Membership Director (RMD).
- Report immediately to your RMD any additions or changes to NCCC membership names and/or addresses.
- 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.
- Keep membership forms on hand at all club meetings and club events to sign up new members.
- Present a summary of the Board of Governors' Meeting and Regional Meeting at the monthly Club meeting.
- Announce upcoming Sanctioned Events and encourage the Club to participate as entrants and or workers.
- Obtain answers to questions that your Club members may have regarding NCCC and its policies.
- Correspond with National and Regional Officers as necessary.
- At the start of each year, give to the 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.
- Introduce your members to the National and Regional officers.
- Submit articles and photos to *Blue Bars* on Sanctioned Events and/or any Interesting information.
- Urge all NCCC members to buy and display NCCC items.



NCCC MEMBERSHIP

QUALIFICATIONS: Members shall be limited to owners or operators of Chevrolet Corvette motor sport vehicles who are also members in good standing of a recognized club, except as otherwise provided in the by-laws. Applicants must be eighteen years of age or older (except a 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 parental consent, signed by each parent and properly notarized.

TYPE OF MEMBERSHIPS

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

- A. **PRIMARY** – Each applicant for Primary membership shall furnish proof that he/she is the owner or operator of the Chevrolet Corvette. Upon approval of the application and payment of the required initiation fees and dues, the applicant shall become a Primary Member. Currently the dues for Primary membership are \$35.00 initial fee for a new member and \$25.00 for a renewing member.
- B. **SPOUSE/COMPANION MEMBERS** – The spouse or companion of any Primary member may become a member upon payment of membership dues. Such member shall be entitled to all privileges of Primary membership. A Primary member may have only ONE Spouse/Companion member at a time. This member must also have the same mailing address as the primary member. Currently the dues for Spouse/Companion membership are \$10.00 initial fee and \$10.00 for renewals.
- C. **LIFETIME MEMBERS** – To qualify, an applicant must be a current NCCC member. Lifetime Members are all Primary Members. There is no Spouse/Companion status. The Lifetime dues are a one time fee of \$300.00 if a current member and \$335.00 if new member.
- D. **MEMBERS AT LARGE** – Any person who is not a member of a recognized club but who otherwise meets the requirements of membership may become a Member At Large. Any requests for such status shall be directed to the Regional Membership Director or the VP of Membership. Members at Large shall not be entitled to vote or hold office in the Corporation.
- E. **ASSOCIATE MEMBER** – This membership is available to former NCCC members only. Any requests for such status shall be directed to the Regional Membership Director. Associate members need not comply with the Corvette ownership or recognized club membership requirements. An Associate member shall be entitled to all 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, the applicant shall become an Associate Member. Dues for an Associate member are the same as a Primary member.
- F. **DEPENDENT MEMBER** – The child of any Primary or Spouse member who is between the ages of 16 and 21, or between the ages of 16 and 25 and also a full time student whose principal place of residence (not school residence) is the same as the Primary member. The applicant shall become a member upon payment of membership dues equal to those of Spouse membership. They shall be entitled to the same rights and privileges as that of the Spouse membership, except the right to hold a National or Regional Office. Note: For this type of membership the Date of Birth must be filled in on the application form in the spaces provided.



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 except for the Region, Club and Number section on the application. This is filled out by the Regional Membership Director. An application must be filled out with both the Primary and Spouse/Companion/Dependent on the same form. On a Dependent member application, be sure that the date of birth is completed.

The application is a four-part form that is mailed complete to your Regional Membership Director with a club check for all applications. Make sure that the form is legible on all four parts. **PERSONAL CHECKS FROM THE MEMBER WILL NOT BE ACCEPTED by NCCC.** The only exception to this is if the applicant is applying for the Member-At-Large membership. The goldenrod part will be returned to the Governor when the member's number has been assigned by the RMD. Also, before sending the application to the RMD please review the club records to check if the applicant has been an NCCC member before, and if he/she has been a member, check the "previous member" box and fill in the year of membership with the club along with the NCCC number from the club records. The member will receive the same NCCC number if it can be verified from the RMD master listing. When sending new applications in to the RMD 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, we need to collect dues in October and 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 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.

NCCC application forms can be obtained from your Regional Membership Director at any time and blank applications are usually sent back with the goldenrod copy to the governors upon each transaction.

| NCCC MEMBERSHIP APPLICATION | | | | | Club Affiliation | | |
|---|--|--|--|--|----------------------------|--|------|
| PRIMARY NAME (First, Middle Initial, Last) - FILL IN COMPLETELY | | | | | <input type="checkbox"/> M | <input type="checkbox"/> NEW \$35.00 | M |
| SPOUSE/COMPANION NAME | | | | | <input type="checkbox"/> F | <input type="checkbox"/> SPOUSE/COMPANION \$10.00 | A |
| ADDRESS | | | | | <input type="checkbox"/> M | <input type="checkbox"/> DEPENDENT MBR \$10.00 D.O.B. _____ | 2 |
| | | | | | <input type="checkbox"/> F | <input type="checkbox"/> LIFETIME \$335.00 | 0 |
| CITY | | | | | | <input type="checkbox"/> M-A-L \$35.00 <input type="checkbox"/> M-A-L SPOUSE \$10.00 | 6 |
| STATE | | | | | | <input type="checkbox"/> PREVIOUS NCCC MBR YR _____ | |
| ZIP CODE | | | | | | <input type="checkbox"/> TRANSFER FROM | |
| REGION | | | | | | | |
| CLUB | | | | | | | |
| NUMBER | | | | | | | |
| E-MAIL ADDRESS | | | | | | <input type="checkbox"/> CHANGE OF NAME/ADDRESS | |
| | | | | | | VETTE INFO | |
| | | | | | | YEAR | |
| | | | | | | CP | |
| | | | | | | CONV. | |
| | | | | | | HDTP / Z06 | |
| PRIMARY APPLICANT'S SIGNATURE | | | | | DATE | SPOUSE/COMPANION'S SIGNATURE | DATE |
| THIS CERTIFIES THAT I AM AT LEAST 16 YEARS OF AGE. | | | | | RMD: INITIAL: _____ | DATE: _____ | |



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 doing your club's renewals and getting them completed and sent to the RMD by the established date.

You as the club Governor will receive a renewal packet in the mail from the VP of Membership sometime around the 1st of October. **START COLLECTING NCCC DUES AT THAT TIME OR BEFORE.** 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 RMD.

Your packet will contain a current printout of your club's membership, a 51% sheet, a club Information form, and an instruction sheet that explains everything in detail.

It is VERY IMPORTANT that you get your club's renewals to your Regional Membership Director by the established date. The RMD must also have a copy of all the new club governors to send to the 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 51% sheet, along with the marked copy of the club printout from NCCC, any new club member applications 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 VP 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.**

Go to www.corvettesnccc.org/NCCCForms51.html on the NCCC Web Site at www.corvettesnccc.org for the user friendly Electronic Worksheet and its Instructions. Check out the Completed Samples for assistance.



NATIONAL COUNCIL OF CORVETTE CLUBS, INC.

51% SHEET



TO: NCCC VP MEMBERSHIP

DATE: _____

Enclosed are membership dues from my club. I understand that:

1. My RMD has established **MM/DD/YY** as the date my club's renewal memberships are due.
2. All new memberships paid after September 1st will automatically carry through the next fiscal year
3. All memberships will run from January 1 to December 31.
4. Send only **ONE** club check, bank check or money order, made payable to the
"NATIONAL COUNCIL OF CORVETTE CLUBS, INC."

ENCLOSED ARE DUES FOR:

- | | |
|--|------------------------------|
| A. _____ New primary memberships @ \$35.00 each | A = \$ _____ |
| B. _____ Renew primary memberships @ \$25.00 each | B = \$ _____ |
| C. _____ New spouse/companion memberships @ \$10.00 each | C = \$ _____ |
| D. _____ Renew spouse/companion memberships @ \$10.00 each | D = \$ _____ |
| E. _____ Transfer primary memberships @ \$25.00 each | E = \$ _____ |
| F. _____ Transfer spouse/companion memberships @ \$10.00 each | F = \$ _____ |
| G. _____ New Associate memberships @ \$35.00 each | G = \$ _____ |
| H. _____ Renew Associate memberships @ \$25.00 each | H = \$ _____ |
| I. _____ Dependent memberships @ \$10.00 each | I = \$ _____ |
| J. _____ Renew dependent membership @ \$10.00 each | J = \$ _____ |
| K. _____ New Lifetime membership @ \$335.00 each | K = \$ _____ |
| L. _____ Lifetime membership for NCCC member @ \$300.00 | L = \$ _____ |
| M. _____ Automatic primary renewal memberships @ N/C | |
| N. _____ Automatic spouse/companion/dependent membership @ N/C | |
| O. _____ NCCC Charter memberships @ N/C | |
| P. _____ Renewal Lifetime memberships @ N/C | |
| _____ TOTAL MEMBERS | TOTAL DUES = \$ _____ |

I, as NCCC GOVERNOR, hereby certify that there are _____ members in my club, of which _____ are NCCC members, qualifying my club full NCCC benefits in accordance with the 51% regulation. (Article IV, Section 3A.1)

| | | |
|--|--------------------------------------|--------|
| 20XX GOVERNOR'S (This Year's) SIGNATURE _____ 20XX GOVERNOR'S (This Year's) NCCC # | PLEASE TYPE OR PRINT | |
| | CLUB NAME: | |
| | CLUB REGION and NUMBER: | |
| | 20XX GOVERNOR (Next Year's) | NCCC # |
| | Address: | |
| | City: | |
| | State: _____ 9 Digit Zip Code: _____ | |
| | Home Phone: () _____ | |
| | Work Phone: () _____ Fax: () _____ | |
| | E-Mail Address: | |

REMEMBER: Your RMD gets ONE (1) copy of the club's printout, the 51% sheet signed and completed, ONE (1) club check, bank check or money order and all applications.

Please fill out completely and legible