

**OPERATING RULES OF PROCEDURE
OF
CORNHUSKER CORVETTE CLUB LTD.
Revised Edition, 2009**

ARTICLE I – MEMBERSHIP

SECTION 1 - GENERAL MEMBERS

A General Member of this Corporation, who is in good standing, shall be defined as one who:

- 1) has met all the requirements of membership as set forth in ARTICLE I, SECTION 1 of the By-Laws of this Corporation;
- 2) is current, and has paid the monetary dues required under ARTICLE I, SECTION 8 of these Operating Rules; and
- 3) is a member in good standing of National Council of Corvette Clubs, Inc. (NCCC) and maintains his/her NCCC membership affiliation through Cornhusker Corvette Club, Ltd (CCC).

SECTION 2 - TEN-YEAR GENERAL MEMBERS; TWENTY-YEAR GENERAL MEMBERS; THIRTY-YEAR GENERAL MEMBERS; and FORTY-YEAR GENERAL MEMBERS

A Ten-Year General Member of this Corporation is defined as one who has been a General Member in good standing of this Corporation for ten consecutive membership years. A membership year is defined as a calendar year for which a dues payment applies. A member is considered to be a Ten-Year General Member after he/she has paid the required General Membership dues for ten consecutive membership years and remains a member in good standing through the duration of the tenth consecutive membership year. Membership dues applicable for Ten-Year General Members (see ARTICLE I, SECTION 8) then apply to the eleventh membership year and beyond. The Ten-Year plaque is awarded to the first time qualified Ten-Year General Member at the first CCC Annual Banquet (typically in the month of January) following the completion of his/her tenth membership year and shall be dated the last calendar year of his/her ten consecutive membership years.

A Twenty-Year General Member of this Corporation is defined as one who has been a General Member in good standing of this Corporation for twenty consecutive membership years. The Twenty-Year plaque is awarded to the first time qualified Twenty-Year General Member at the first CCC Annual Banquet (typically in the month of January) following the completion of his/her twentieth membership year and shall be dated the last calendar year of his/her twenty consecutive membership years. *

A Thirty-Year General Member of this Corporation is defined as one who has been a General Member in good standing of this Corporation for thirty consecutive membership years. The Thirty-Year plaque is awarded to the first time qualified Thirty-Year General Member at the first CCC Annual Banquet (typically in the month of January) following the completion of his/her

thirtieth membership year and shall be dated the last calendar year of his/her thirty consecutive membership years. *

A Forty-Year General Member of this Corporation is defined as one who has been a General Member in good standing of this Corporation for forty consecutive membership years. The Forty-Year plaque is awarded to the first time qualified Forty-Year General Member at the first CCC Annual Banquet (typically in the month of January) following the completion of his/her fortieth membership year and shall be dated the last calendar year of his/her forty consecutive membership years. *

***Note:** All responsibilities, rights, privileges, and membership dues assigned herein to General Members of this Corporation equally apply to Ten-Year General Members, Twenty-Year General Members, Thirty-Year General Members, and Forty-Year General Members.

SECTION 3 - TEN-YEAR MEMBERS

A Ten-Year Member of the Corporation shall be defined as a Ten-Year General Member in good standing, who has ten consecutive years of membership, but who no longer meets all the requirements of membership as set forth in ARTICLE I, SECTION 1 of these Operating Rules. This is to distinguish the individuals that have met the Ten-Year General Membership requirement but no longer choose to be members in NCCC. Ten-Year Members shall not be required to join NCCC in order to be considered members in good standing of CCC.

SECTION 4 - DEPENDENT MEMBERS

A Dependent Member of this Corporation shall be defined as one who is a dependent of a current Primary or Spouse member of the Corporation, is current, and has paid the dues required under ARTICLE 1, SECTION 8 of these Operating Rules. All qualifications and age requirements shall be the same as specified by NCCC. Once a dependent member reaches the maximum age, he/she then becomes a General Member. Dependent member's address must be the same as that of the primary or spouse member.

SECTION 5 - ELIGIBILITY

General Members, Ten-Year Members, and Dependent Members are eligible to accumulate CCC Activity Points and receive all awards for which a member is eligible.

Eligibility for nomination and election to office in CCC is restricted to General Members of CCC.

SECTION 6 - SOCIAL MEMBERS

A Social Member of this Corporation is defined as one who desires membership but cannot meet all requirements of membership as set forth in ARTICLE I, SECTION 2, 3, or 4 of these Operating Rules, but is current and has paid the dues required in ARTICLE I, SECTION 8.

A Social Member is not entitled to any voting privileges, nomination or election to office, accumulation of Club Activity Points, or awards associated with said points.

Total Social Membership of the Corporation shall at no time exceed ten percent (10%) of the total Corporation membership and shall not cause a violation of NCCC's 51% rule (see SECTION 9). This limitation and the calculation of the percentage shall not apply to or include past General Members.

SECTION 7 - APPLICATIONS FOR MEMBERSHIP

Application for membership in this Corporation must be made on the standard Corporation "Membership Application" form, as prescribed by the current Board of Directors (BOD). Applications must include:

- a. an accurate and complete description of prior Corvette or other automotive/sports car club affiliation and competition experience;
- b. tender of dues as set forth in ARTICLE I, SECTION 8 of these Operating Rules.

A prospective member must:

- a. fill out and turn in with his/her membership application an NCCC Membership Application (see EXHIBIT "B" attached);
- b. be approved by a majority vote of the voting members attending a general membership meeting.

Upon request of a Corporate Officer, all applicants for membership must provide, within ten days, proof of ownership of, or a lease contract for, a Corvette.

SECTION 8 - DUES

For operating purposes, dues for membership in this Corporation cover a period from January 1 to December 31. Technically, the fiscal year is from February 1 to January 31. A **reminder** of Club dues will be published in the September and October newsletters sent to the general membership. **Invoices will be mailed out.** Failure to renew membership by payment of dues in full by October 31st will result in loss of CCC membership and privileges Jan. 1st.

NOTE: A \$10 late fee will be assessed to all primary NCCC renewals received after October 31st.

New Memberships

- Single \$25 + NCCC dues
- Spouse \$ 5 + NCCC dues
- Dependent \$ 5 + NCCC dues (must have same address.)

Dues received for new, first time members in September through December will be treated as payment for the following membership year.

General Member (renewal)

- Single \$25 + NCCC dues
- Spouse \$ 5 + NCCC dues
- Dependent \$ 5 + NCCC dues (must have same address.)

Ten-Year (or more) General Members

- Single \$10 + NCCC dues
- Spouse \$ 0 + NCCC dues (if a ten-year General Member also)
- Spouse \$ 5 + NCCC dues (if not a ten-year General Member)

Ten-Year Member

- Single \$10
- Spouse \$ 0 (if ten-year Member also)
- Spouse \$ 5 (if not a ten-year Member)

Social Member

- Single \$25
- Spouse \$ 5

SECTION 9 - NCCC CLUB REQUIREMENT

Cornhusker Corvette Club will at all times have at least 51% of its membership as members of NCCC in order to meet NCCC's requirement. In the event that CCC's NCCC membership approaches the minimum NCCC requirement, the BOD reserves the right to require any current non-NCCC member to obtain an NCCC membership in order that CCC will at all times meet NCCC's membership requirement. Any member refusing to join NCCC will be subject to loss of membership privileges as well as dues tendered.

ARTICLE II - VOTING OF THE MEMBERS

SECTION 1 - VOTING PRIVILEGES

General Members, Ten-Year Members, and Dependent Members in good standing will have voting privileges as defined in the By-Laws and Operating Rules of Procedure of this Corporation.

SECTION 2 - MOTIONS AND AMENDMENTS

All motions and amendments to main motions offered by the membership at general membership meetings which affect the By-Laws or Operating Rules shall be made in writing, shall refer to the specific By-Law or Operating Rule affected, and shall be published in the Newsletter prior to voting.

Changes or amendments to these Operating Rules require a 2/3 favorable vote of the General Members in good standing in attendance at a regular or specifically called meeting of the membership.

Approved amendments must be attached to the minutes of the general membership meeting, posted on the CCC Web Site, and retained by the Club Secretary.

SECTION 3 - WAIVER OF RULES - NON-PERMANENT CHANGES

Any temporary exceptions or waivers of any portion of the Operating Rules herein defined shall require a majority vote of the eligible voting members present at a general membership meeting. Documentation of the action, reason, and effect of the waiver must be included in the minutes of the general membership meeting and posted to the website.

SECTION 4 - ANNUAL OPERATING RULES REVIEW AND UPDATES

The outgoing BOD will produce an update of the Operating Rules which incorporates all amendments made during their term in office, January through December. This update must be done prior to turning over said Operating Rules and documentation to the incoming BOD.

The incoming BOD shall appoint a rules committee to review the Operating Rules of Procedure to be applied during their term and make recommendations as appropriate. The committee shall report any recommended changes to the BOD at or before the March Board meeting and to the membership at the March general membership meeting. The recommended changes will be published in the April newsletter for review by the membership. The committee's changes will be implemented by the BOD following a 2/3 acceptance vote of the eligible members voting at the April general membership meeting.

The approved Operating Rules of Procedure are applicable immediately following the acceptance vote and must be provided to the general membership at or before the May membership meeting. Amendments can be subsequently made and approved during the year by the general membership. The current Operating Rules and any subsequent amendments will be posted to the CCC Web site.

ARTICLE III - OFFICERS

SECTION 1 - NOMINATION AND ELECTION TO OFFICE

Nomination and elections are as set forth in the By-Laws except as herein noted. Officers referred to in the Operating Rules and BOD as referenced in the Operating Rules and By-Laws refer to the same governing body.

SECTION 2 - DUTIES OF THE OFFICERS

The Vice President shall maintain detailed job descriptions listing the duties performed by all CCC officers. The job descriptions shall be available to all Club members. The officers are:

President
Vice President (VP)
Summer Festival Director
Public Relations Director
Secretary
Treasurer
Activities Director
Editor
Social Director
Member at Large (two maximum)
Governor

Membership Director

The job descriptions shall be subject to change by the BOD without notice, and all changes shall be documented and announced in the next newsletter or general meeting and posted on the CCC Web site.

ARTICLE IV – CCC ACTIVITY POINTS SYSTEM

SECTION 1 - GENERAL

A. Attendance At General Membership Meetings: (10 points each)

Member must complete the attendance sheet offered at the meeting.

B. Attendance At Socials: (10 points each)
Chairman of event: (*20 points)

Must be approved by the CCC Social Director and notice published in the CCC newsletter 15 days prior to the event. Member must sign the waiver at the event.

C. NCCC Sanctioned competition events: (Points equal to those total points earned and reported on results)

D. Non-sanctioned competition events, hosted by a NCCC Corvette club, that are equal in all ways to NCCC sanctioned competition events including classes, procedural requirements, and formal results: (Points equal to those total points earned and reported on results)

CCC members competing in guest classes (3 points each)
(may not be reported on the results):

E. Non-sanctioned, NCCC type competition events, hosted by a NCCC Corvette club, that do not conform to all NCCC sanctioned event requirements: (5 points per event)
(example: Sioux City's annual "Vettes and Jets" events)

F. Non-sanctioned, NCCC type competition events, not hosted by a NCCC Corvette club: (3 points per event)
(examples: low speed SCCA events, or drags hosted by NHRA):

G. Club Displays:
Chairperson (*20 points)
Entrants (15 points each)
Workers (10 points each)

1) Must include CCC Club Banner; a minimum of five CCC Corvettes (unless entry number is restricted by the host); and a CCC member responsible for submitting an entry list to the VP.

2) Must be authorized by the BOD and a minimum of 15 days advance notice provided to the CCC membership via the newsletter.

3) If the Club Display is a part of a larger event and the Club Display is limited to fewer Corvettes than CCC has members desiring to participate in the Club Display, any CCC member not in the CCC display shall receive equal points if he/she enters his/her Corvette as an individual in the same event.

4) Points are awarded only once per Club Display regardless of number of days involved.

5) Examples of Club Displays are: Corvette shows at malls or businesses and auto shows that include other makes and models of automobiles (except ISCA show, World of Wheels, as noted Article IV, Section 1, Item I, Subpart 2).

H. Parades:

Chairperson

(*20 points)

Entrants

(15 points each)

1) Must include CCC Club Banner, a minimum of five CCC Corvettes, (unless entry number is restricted by the host), and a CCC member responsible for submitting an entry list to the VP.

2) Must be authorized by the BOD and a minimum of 15 days advance notice provided to the CCC membership via the newsletter.

I. Specific Exceptions:

1) Annual (or periodic), major, multiple day events, that are advertised as Corvette events, are hosted by other clubs or organizations, include a registration, and that CCC members typically attend. Total points per entrant are as follows:

- NCCC Convention: (50 points total)
- Black Hills Classic: (35 points total)
- Vettes On the Rockies: (25 points total)
- Route 66: (25 points total)
- Eureka Springs: (25 points total)
- National Corvette Museum Events: (25 points total)
- Vettes in the Park (25 points total)

Note: Points assigned above are the total received regardless of number of days, number of activities involved, and distance traveled. Attendees must register and pay an entrance fee (if any) in order to qualify for CCC Activity Points.

Note: Anytime during the Activities Year, like events may be added and points assigned by a majority vote of the CCC BOD. Board approval must be obtained a minimum of 40 days prior to the event and published in the CCC newsletter prior to the event.

2) Spring ISCA Omaha Auto Show (World of Wheels). Because this historic event is special to CCC and extra effort is required by the chairpersons and entrants, this event is separated from other Corvette displays and the Chairpersons (2 maximum) are awarded *20 points each and the entrants 15 points each, total for the event. If a Chairperson is also an entrant, only entrant points apply. Members that work this event that are neither Chairpersons nor entrants receive 10 points each, total for the event.

Note: The actual effort to chair or enter this event may warrant even more points but consideration must be given to the fact that, unlike all other events included herein, entry to this event is restricted.

3) Summer Festival (SF):

a. In addition to the Chairpersons for the NCCC sanctioned events, the SF Director has the option of creating a maximum of twenty additional chairpersons to assist with the implementation of SF. These additional chairperson positions must be approved by the BOD in the year the SF is held and the SF Director will publish a list in the CCC newsletter prior to the SF weekend.

b. Points are awarded as follows:

| | |
|--|------------------|
| Additional Chairpersons (once per SF): | (*20 points) |
| Workers (per event or area worked): | (10 points each) |

4) FOR THE GOOD OF THE CLUB

If a CCC Member or Members attend and participate in a Display, Parade, or other Corvette related activity in their Corvette that does not meet all the requirements outlined in these Operating Rules, activity points can be awarded for each event. This is, provided proper proof of attendance and participation (as outlined in ARTICLE IV, Section 2, of these Operating Rules) is submitted to the CCC Points Chairman and the BOD for approval. If approved, the appropriate CCC activity points will be awarded.

J. Chairperson Restrictions:

*Members receive 9 NCCC points for being a Chairperson for NCCC sanctioned events 1 time per competition year. Members receive 20 CCC Activity Chairman points for chairing NCCC sanctioned events co-hosted with another club (using the other clubs sanction) or for CCC non-sanctioned competition events when CCC furnishes the Chairperson(s) one time per competition year. A member choosing to exceed these limits receives the appropriate worker points for each time he/she chairs an event thereafter.

Note: If the CCC Governor or a member of CCC who is also a NCCC National Officer attends a NCCC or WR meeting during a CCC Social, Club Display, or Club Parade, he/she will receive points as if he/she had participated in the event.

K. Club Sponsored Activities:

The Activities Director shall maintain a schedule of Club Sponsored Activities selected to achieve a balance between competition and social activities.

The following rules apply to all club sponsored activities:

1. APPROVAL. All NCCC events are approved Club sponsored activities. All other Club sponsored activities must be approved in advance by the BOD. Events that conflict with other scheduled events may be approved or disapproved by the BOD depending upon the circumstances.

2. ANNOUNCEMENT. All approved Club sponsored activities must be announced 15 days in advance in the CCC newsletter, including date, time, place, and contact person. Changes and additional information may be distributed subsequently via the Internet, either through *** CCC UPDATE *** e-mail messages or by notices posted on the CCC Web site, or both.
3. CONTACT PERSON. Each Club sponsored event must have a contact person, who is responsible for planning the event, providing information for the newsletter, and answering questions.
4. WAIVER. An original waiver must be provided by the contact person, signed by all participants at the beginning of the event, and forwarded to the CCC Governor afterward.
5. FUNDS. Club funds may be used, with BOD approval.
6. BANNER. The CCC banner may be displayed if appropriate.
7. POINTS. Club points may be awarded in accordance with applicable rules.

L. Non Club Sponsored Activities:

Activities which do not comply with rules 1 through 4 listed under Article IV, Section 1, subsection K are non Club sponsored activities, and the following rules apply:

1. APPROVAL. BOD approval is not required.
2. ANNOUNCEMENT. Announcement in the newsletter is not allowed. *** CCC UPDATE *** messages and the CCC Web site may NOT be used to convey changes and additional information.
3. FUNDS. No Club funds may be used.
4. WAIVER. Not mandatory but strongly recommended.
5. BANNER. The CCC banner may not be displayed.
6. POINTS. No Club points may be awarded.

SECTION 2 - POINT SUBMITTAL & PROOF OF PARTICIPATION

A. Point Submittal

All event results and attendance sheets must be submitted to the VP to be recorded and counted toward yearend awards. When more than one member receives a copy of the results for an event, only one needs to be received by the VP. The VP will periodically publish a list of events for which he/she has received results. If a member attends an event for which no one has submitted a copy and is therefore not on the list, it is the responsibility of the member to assure that a copy is submitted. Results and attendance sheets must be submitted within 60 days (exceptions may be made by the VP when late submittal is not the fault of the entrant). The same is true for any revised results. Chairpersons for non-sanctioned competition and non-competition events hosted by CCC must offer an attendance (sign-in) sheet at the event and subsequently submit it to the VP. Chairpersons for NCCC sanctioned CCC events and NCCC sanctioned events co-hosted with another club where CCC furnishes the Chairpersons are required to submit a list of CCC entrants that also worked the events.

B. Proof Of Participation

If results and/or attendance sheets are not issued for an event that qualifies for Activities Points, it is the responsibility of the entrant to furnish the VP with proof of participation in writing from the event chairperson or another participating CCC member.

SECTION 3 – ROOKIE OF THE YEAR COMPETITION

It is the intention of this Corporation to honor one new male and one new female member for their participation and excellence in **NCCC Competition** throughout the competition year (1 January – 15 December). As the name implies, those eligible for the award should be fairly new to Corvette activities and NCCC type competition events so as not to create an unfair advantage over a new member without the same background.

In keeping with the spirit and intention of this award, any person joining this Corporation as a new member from September of the previous year through 15 December of the Current year is eligible, providing he/she meets the following requirements:

- a) New members must have provided to the VP (normally as a part of their membership application), a complete and accurate account of their prior Corvette or other car club activities and any previous competition experience.
- b) **The eligible member must earn NCCC competition points equal to at least 35% of the NCCC competition points earned by the person finishing in twentieth position of the Top NCCC Awards.** If not equal to or greater than 35%, no award will be given.
- c) The BOD will determine eligibility for competition for this award. When required information is included on the membership application, individuals will be notified in writing of their eligibility within 60 days of their membership. In judging eligibility, the Board must consider such things as the person's background in motor sports activities, car shows, racing, rallying, and previous NCCC or SCCA or CCC affiliation. The BOD may also use any additional information at their disposal that may not have been provided by the new member under consideration,
- d) The Board can withdraw eligibility at any time if any subsequently obtained information warrants it.
- e) Approval or withdrawal of eligibility takes a 2/3 majority vote of the Board.

ARTICLE V - AWARDS

SECTION 1 - INDIVIDUAL EVENTS

1. Event awards (plaques or trophies) are sometimes optional and may or may not be offered for a particular event. If they are offered, they must be acquired and distributed by the event Chairperson(s) or designee.
2. If awards are offered for an event, the cost of the awards must not exceed the registration fees and/or any other income received from putting on the event. This includes shipping costs if the awards are mailed.

SECTION 2 - ALL OTHER AWARDS

1. Summer Festival

These awards are the responsibility of the SF Director or his/her appointed Awards Chairperson. Awards must be obtained and coordinated for all of the events to be held as a part of SF. These

awards usually include: a) **Concours**; b) Rallye; c) Speed Events; d) Drags; and e) Special Awards.

Examples of "Special Awards" that may be given include:

- a). Club Participation
- b). Farthest Distance Traveled to Attend SF
- c). Best Overall (typically most NCCC points scored for the weekend, minus travel points)
- d). Special Event Achievement Recognition (this includes purchased or donated trophies and/or cash).

NOTE: Special awards to be given each year as a part of SF will be determined and announced prior to SF.

2. Annual Awards (to be presented at the CCC Annual Banquet)

These awards are to be designed and acquired by the VP. Each award design and the cost for each award must be approved by the BOD prior to making ordering commitments. **The awards will be presented in such a way that each person can only receive a maximum of one trophy, NCCC points will take precedence over the CCC points and a person cannot win an award from both.**

a) **Top Twenty NCCC Competition Awards:**

Each year an award is presented to the twenty General, Ten-Year, or Dependent members who earned the most **NCCC Competition points** in the preceding year, as outlined in ARTICLE IV of these Operating Rules of Procedure. **The awards for the top ten positions will be trophies and positions 11-20 will receive plaques.**

b) The Ralph Award:

This is a traveling award presented to the member that finishes in 21st place in **NCCC Competition** Points. A name tag shall be added with the recipient's name and the corresponding year of award. Recipient is responsible for returning this award to the Vice President prior to the annual banquet the following year.

c) **Top Twenty CCC Activity Awards:**

Each year an award is presented to the twenty General, Ten-Year, or Dependent members who earned the most Club Activity points in the preceding year, in the non-competitive categories included in ARTICLE IV SECTION 1, Subparts: A, B, G, H, and I. of these Operating Rules of Procedure. **The awards for the top ten positions will be trophies and positions 11-20 will receive plaques.**

d) Distinguished Service Award:

An award will be presented to all Board Members leaving the Board or changing positions on the Board, in recognition of past year or years of service. The award will state the position held on the previous Board.

e) Membership Award:

Each year an award is presented to the General, Ten-Year, or Dependent member who sponsored the most new members for the previous year (1 January – 31 December).

f) Ten-Year General Member, Twenty-Year General Member, Thirty-Year General Member and Forty-Year General Member Awards. See ARTICLE I, SECTION 1, for eligibility requirements.

Following past practice, all the awards will be plaques that measure 9" wide x 12" high and will incorporate the C3 logo as indicated below.



Black with Silver trim will be used for the Ten-Year award, and black with gold trim will be used for the Twenty-Year, Thirty-Year, and Forty-Year awards.

g) Rookie of the Year Award:

This award shall be presented to one male and one female member who has met the Rookie requirements as outlined in ARTICLE IV, SECTION 3, for the previous year.

h) NCCC Awards:

This award will be presented to one male and one female member who have the most NCCC points during the 1 January – 15 December NCCC competition season the previous year.

i) Worker Award:

This award will be presented to the individual accumulating the most CCC/NCCC worker points for the previous year.

3. Special Awards

This category covers the procurement of any and all awards for special recognition that were not previously mentioned and which are authorized by the BOD.

ARTICLE VI – EVENTS

SECTION 1 – RULES CONFLICT

The National Council of Corvette Clubs, Inc. shall govern the conduct of this Corporation in the event there is any conflict between the Operating Rules of Procedure of this Corporation and any rule, regulation, or By-Laws of the National Council of Corvette Clubs, Inc., with the exception of the CCC Activity Points program.

ARTICLE VII - AWARDS EARNED BY THE CLUB

SECTION 1 - CLUB AWARDS

Any awards earned and presented to the Club, such as Regional or NCCC national recognition trophies, shall become the property of the President who was in office in the year the award was earned.

ARTICLE VIII - GUIDELINES FOR CCC INTERNET E-MAIL MESSAGE DISTRIBUTION

NOTE: Guidelines for the CCC Internet e-mail message distribution system may differ from those for the CCC Internet Web site (www.cornhuskercorvetteclub.com). Messages that are not suitable for e-mail distribution may be posted on the Web site; conversely, e-mail messages may not be available on the Web site. Therefore, members seeking Club information should check both the Web site and their e-mail.

SECTION 1 - PURPOSE

The CCC e-mail message distribution system is intended to be a timely and inexpensive means to distribute Club information to members.

SECTION 2 - DISTRIBUTION

Messages are sent to CCC members (and replies, if required, are received) via Internet e-mail. A list of known member e-mail addresses is maintained by the Membership Director. Participation is optional, but members who have Internet access are encouraged to inform the Membership Director of new or changed e-mail addresses, either by sending an e-mail message or by informing the greeter at the front table during a general meeting.

NOTE: E-mail addresses are also shown on the published membership list so that members can contact each other via the Internet; however, the complete electronic list is suppressed on CCC distribution e-mail messages to reduce the chances of unauthorized usage, e.g., advertising or nuisance messages sent to the membership.

Authorized messages are distributed only by the President, by a CCC member appointed by the President, or by the Membership Director.

Messages are sent with normal priority except in cases of emergency.

SECTION 3 - MESSAGE TOPICS

Messages contain information that is relevant to, and in the best interests of, CCC and its members; for example:

- Event schedule changes, corrections, or cancellations
- Deadline reminders for CCC or NCCC activities
- Calls for volunteers for CCC activities

Notices to all members pertaining to individual members or their immediate families: Special achievements, retirement celebrations, births, illnesses, deaths

Unless authorized by the BOD, the following types of messages WILL NOT be distributed via the CCC e-mail message system:

- Advertising, personal or commercial – sales, services, or trades; want ads
- NCCC event flyers from other clubs
- Announcements for events held by other organizations (SCCA, PCA, etc.)
- Jokes, cartoons, political commentary, discriminatory statements, religious or inspirational messages
- Information, whether true or false, that is deemed by the BOD to be inappropriate

SECTION 4 - FORMAT

The subject of each message begins with *** CCC UPDATE *** to alert members who get large amounts of e-mail.

The body of the message is concise but complete, including any necessary details such as date, time, location, contact person, cost, and equipment required.

No e-mail attachments are used unless absolutely necessary! (Attachments increase download time. Often a browser does not display them correctly or the recipient does not have the necessary software to view them.)

Instructions for obtaining more information may be included.

Each message is signed.

ATTACHMENTS TO OPERATING RULES

- EXHIBIT "A" CCC MEMBERSHIP APPLICATION FORM
- EXHIBIT "B" NCCC MEMBERSHIP APPLICATION FORM

NOTE: Because of the possibility of frequent changes, all above mentioned Attachments will be maintained separately by the Membership Director. They will be made available to the membership upon request.