

Triangle Chapter, AACA

Policy and Procedure Manual

August 12, 2012

Draft V8



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1.0 Triangle Chapter General Description

The Antique Automobile Club of America and the NC Region of AACA are supported on a local level by car clubs called AACA Chapters. The Triangle Chapter is a local AACA car club located in the Raleigh, NC area. The Triangle Chapter was formed and chartered as an AACA Region in 1961 and then petitioned along with the Foothills Region to become the second and third chapters of the NC Region in 1964.

2.0 Mailing Address and Correspondence

The Triangle Chapter President handles all official correspondence of the Triangle Chapter. The mailing address and telephone numbers for the President and the other Triangle Chapter Officers are listed in the Triangle Chapter Members Guide and contact information is also listed in the *Triangle Chapter Newsletter*.

3.0 Membership

Membership in the Triangle Chapter is open to all members in good standing of the National AACA and the NC Region AACA. A valid National membership card or number must accompany each membership application to the Triangle Chapter. (See the Triangle Chapter application in Appendix C).

3.1 Annual Membership (includes spouse if applicable). Triangle Chapter Memberships are joint or individual memberships at the same price. Members and their spouses will receive one copy of the *Triangle Chapter News* (our monthly newsletter), and be eligible to participate in Triangle Chapter meetings and events. Members and their spouses will each have voting privileges at the Triangle Chapter General Membership Meetings.

3.2 Youth Membership. There are no annual dues for a Youth Membership (up to 16 years of age), but individuals must maintain a National AACA Membership, either Junior or Student membership. Proof of AACA National membership is required. Renewal form must be mailed annually to the NC Region Treasurer so that address and National membership can be verified.

4.0 Dues.

Triangle Chapter dues are determined by the Triangle Chapter Board of Directors. Dues and are currently \$10.00 per year. Any applicant applying to the Triangle Chapter for membership must also be a member of the National AACA organization and the NC Region.

- a. Dues are payable by January 1st of each year.
- b. Dues renewal notices are published twice a year in the *Triangle Chapter Newsletter – November and December* issues.
- c. A late dues reminder will be published in the *January* issue of the Triangle Chapter News.
- d. The Secretary/Treasurer will contact individual members who have not paid their dues with a dues reminder during January.
- e. Any member not paying their annual dues by January 31st will be considered delinquent and they will be dropped from the Triangle Chapter roster.
- f. Any dues paid on or after October 1st will be considered paid for the succeeding year.

5.0 Triangle Chapter Officers.

The Officers of the Triangle Chapter will consist of the President, Vice-President, Secretary/Treasurer and Region Newsletter Correspondent.

- Officers are elected annually at the November general membership meeting.

- All Chapter Officers must be members in good standing with the AACA and the NC Region.
- All Triangle Chapter Officers are voting members of the Triangle Board of Directors.

5.1 President's Duties.

The President is elected by the Triangle Chapter membership and will perform the following duties:

- Preside at all meetings of the Triangle membership and of the Board of Directors.
- Organize and plan at least one Board of Directors meeting annually.
- Appoint all committee leaders and provide direction and oversight to the committees.
- Provide coordination of Chapter programs, tours and shows.
- Participate as a Member of the NC Region Board of Directors and represent the Triangle Chapter in all NC Region activities.
- Represent the Triangle Chapter in all AACA National concerns.
- Write a short President's article for each Triangle Chapter newsletter.
- Resolve all club related issues enlisting the advice of the Board of Directors on matters of significant importance to general membership.

5.2 Vice-President's Duties

The Vice-President is elected by the Triangle Chapter membership and will perform the following duties:

- Preside at all meetings of the Triangle members and of the Board of Directors in the absence of the President.
- Coordinate program selection and support for each monthly meeting and submit an article for the newsletter to notify the members of the program.
- Confirm reservations for monthly meeting location.
- Advise the AACA National Insurance Coordinator and obtain issuance certificates for all Triangle Chapter hosted events. Provide insurance certificates to event sites when requested.
- Coordinate the availability of the Triangle Chapter PA System, digital projector, and projector speaker system.

5.3 Secretary/Treasurer's Duties

The Secretary/Treasurer is elected by the Triangle Chapter membership and will perform the following duties:

5.3.1 Treasurer

- The Treasurer shall collect and disburse the funds of the Triangle Chapter as may be ordered by the Board.
- The Treasurer shall render a Treasury Report at the Annual Business Meeting of the Triangle Chapter or any other time requested by the Board.
- The Treasurer collects all Chapter dues, deposits funds, reconciles the monthly bank statements, issues membership cards, and maintains the Chapter Roster.
- Two Board members appointed by the current President will audit the Treasurer's books each year at the end of the calendar year.
- The Treasurer will reimburse Triangle Chapter members for approved expenses incurred on behalf of the Chapter including:
 - Mileage for personal car usage at a rate of 14 cents per mile.

- Actual costs for mailing of Chapter documents including newsletters, announcements and rosters.
- Transport costs of the Take-A-Part T to planned venues.
 - Local Raleigh Events \$50.
 - Longer Distance Venues \$100
- Expenses for materials and tools required to build car show trophies.

5.3.2 Secretary

- a. Prepare the minutes of the monthly Membership and Board of Directors meetings.
- b. The Chapter Secretary must file a list of the Chapter Officers with the NC Region Secretary each year immediately after elections, but no later than January 31st.
- c. The Chapter Secretary must file a copy of the Chapter Roster with the NC Region Treasurer no later than January 31st of each year. The roster should include the name, address, phone number, and National membership number of each Chapter Member.
- d. Arrange to recognize the past Triangle Past President leaving office by arranging for a brick at the AACA Museum with the Past President's name and date.
- e. Acknowledgement of a deceased member, member's spouse, or member's child will include a \$50 donation to the AACA Library or Museum in memory of the deceased. The Secretary will also send a letter to the deceased member's family indicating the condolences of the club and notifying them of the contribution.
- f. Notify the Triangle Newsletter Editor of all new members including their name, address, Email Address, Telephone, and vehicles owned.

5.4 Region News Correspondent's Duties

The Region News Correspondent is elected by the Triangle Chapter membership and will perform the following duties:

- a. Provide a news articles about Triangle Chapter activities for the bimonthly NC Region newsletter.

5.5 Triangle Director's Responsibilities

Triangle Chapter Directors are elected to two-year terms by the Triangle Chapter membership. Three Directors are elected on alternating years. Directors will perform the following duties:

- a. Directors shall attend all Board of Director meetings.
- b. Directors shall consider and vote on all policy and procedure questions to the benefit of the members.
- c. Directors shall accept and perform Committee leads or participate in Chapter assignments as assigned by the President.

5.6 Triangle Chapter Board of Directors Responsibilities

The 11 voting members of the Board of Directors consist of the current four elected Triangle Chapter Officers, President, Vice President, Secretary/Treasurer, Region Newsletter Correspondent, the six elected Directors and the most immediate Past President.

- a. Review, update and publish the By-laws annually.
- b. Review the Policy and Procedure Manual annually.

- c. Plan the Triangle Chapter events for the upcoming year.

6.0 Triangle Chapter Standing Committees

The President has the power to appoint committees and committee members as needed and shall be considered a member of all committees. There are several committees that are permanent and others assigned for a short period to complete specific projects or objectives. Standing committees and their duties are listed below.

6.1 Car Show Committee

The Triangle Chapter will host a Car Show each year. In some years the Triangle Chapter will volunteer to host the NC Region Meet requiring additional planning. The Car Show Chairman and Car Show committee will have the following responsibilities for local shows and additional responsibilities for the NC Region Meet.

6.1.1 Local Car Show Planning

The Triangle Chapter Car show is open to both AACA members as well as non-members. The car show event is held to encourage members and other participants to show their cars for enjoyment. Judging will be informal with trophies to recognize participation. The Car show committee will be responsible for the following planning.

- a. Establish and schedule the venue.
- b. Ensure memorable first and second place trophies are planned prepared.
- c. Identify a Registration Chairman.
- d. Identify a Chief Judge, who will organize and assign a judging team.
- e. Prepare a Car Show Flyer.
- f. Plan publicity for the event.
- g. Publish the car show flyer and other information in the Triangle Chapter newsletter.
- h. Solicit Sponsors for the Car show awards.
- i. Plan the Show Field layout
- j. Set up a Hospitality Tent with tables for refreshments and trophy display.
- k. Organize and provide coffee and donuts for participants and members.
- l. Prepare and deliver sponsor awards.

6.1.2 Additional NC Region Meet Requirements

When the Triangle Chapter Hosts an NC Region Car show the Triangle Chapter planning is similar to a Local Chapter Show with some additional requirements.. The NC Region will be responsible for planning and performing all registration and judging. The Triangle Chapter will assist with the car show operations.

Additional requirements are:

- a. Provide 1st and 2nd place awards for participants.
- b. Furnish a separate standard size dash plaques 3" x 4" for the event in addition to any other dash plaque installed on the trophy.
- c. Lay out the show field by numbers one (1) through as many entries as are received. The number of entries to be accommodated on the show field will be provided by the NC Region Chief Judge.
- d. Supply a PA system for the awards ceremony.
- e. Furnish a table to be used by the Chief Judge at the entrance to the show field from which all entries can be registered and observed.
- f. Make available individuals from the Chapter to park show cars on the field by their assigned entry numbers.

- g. Provide an area with tables to be used as a membership tent and to display and sell Region and Chapter clothing, etc.
- h. The Triangle chapter will secure a photographer to take car show pictures. The pictures and an accompanying car show story must be forwarded to the Triangle Chapter Region Correspondent.
- i. The Chapter Vice President will contact AACA National Headquarters to get an insurance certificate of coverage for the meet.

6.2 Trophy and Awards Committee

The Trophy committee will prepare or purchase car show trophies that continue the Triangle Chapter tradition of uniquely crafted trophies

- a. Triangle Chapter Car show trophies are typically crafted by the members as a Chapter activity.
- b. Dash plaques formats will be prepared and ordered for all car shows. A separate dash plaque must be ordered for all NC Region Car shows.

6.3 Membership Committee.

The Triangle Chapter Secretary/Treasurer holds this position. The responsibilities include:

- a. Maintain a Roster of Triangle Chapter Members. The roster provides names, addresses, Chapter affiliation, and National membership numbers of all Members of the North Carolina Region.
- b. Any Chapter member may request a copy at no charge by forwarding the request in writing with a self addressed stamped envelope, to the Chapter Secretary/Treasurer.

6.4 Newsletter

The Editor of the *Triangle Chapter News* is responsible for all aspects of publishing the newsletter including, but not limited to, typing, editing, printing, and mailing. The Triangle Chapter Newsletter is published 9 or more issues per year of the newsletter titled the *Triangle Chapter News*. Newsletters are not required during the Summer months.

- a. Each issue contains a variety of chapter news and information of interest to the Triangle Chapter members
- b. President's message,
- c. Calendar of events.
- d. Listing of the current Board of Directors with contact information.
- e. Advertising is ultimately left to the discretion of the Editor.
- f. Personal Ads. Chapter members may run classified ads free of charge space permitting.
- g. Deadlines. The deadlines for submitting articles to the newspaper are as 10 days prior to the next regular Chapter meeting.
- h. One issue of the newsletter is mailed to each household.
- i. Members may choose to receive their newsletters off the Internet from the Triangle Chapter Website.
- j. Publish New Member in the newsletter in a format that can be cut and pasted into the Triangle Chapter Members guide.

6.5 Webmaster

The Triangle Chapter Webmaster maintains a web page where a variety of club information can easily be accessed. The Website content should be maintained with current information.

The web address is: <http://www.ncregionaaca.com/triangle/>

The Web page content is listed below:

- a. Home Page – Introduction to the Triangle Chapter and links to other pages.
- b. About Us – Background about the Triangle Chapter.
- c. Contacts – List of Officers and Directors and contacts
- d. Calendar - Calendar of Events
- e. Newsletters – Links to PDF copies of past and recent Triangle Chapter newsletter.
- f. Photo Gallery – Links to Triangle Chapter Event photos.
- g. Members Pride – Pictures of members vehicles.
- h. Take-Apart-T – Stories, Photos and video of the Take-A-Part T
- i. Join Us – How to Join the Triangle Chapter and link to an application.

6.6 Nominating Committee.

The Nominating Committee consists of the last three previous Chapter Presidents with the most immediate Chapter President serving as Chairperson. The nominating committee recruits, nominates, and introduces a slate of candidates to the General Membership at the November Business Meeting.

6.7 Property Control Officer

The Property Control Officer is a Director assigned by the President and is responsible for maintaining the inventory list of all property belonging to the Chapter. This includes, but not limited to, the Take Apart T and associated equipment, the car show equipment including tents banner, the digital projector and the PA system. The Property Control Officer will obtain the current inventory list and update the inventory list annually.

6.8 Chapter Tour Director

When the membership expresses interest in the touring a tour Director will be appointed by the President. The Tour Director has the following duties:

- a. Plan the tour event date.
- b. Plan and test the tour route.
- c. Prepare a tour route map.
- d. Provide a schedule of events and meeting places
- e. Publicize the tour.
- f. Obtain registrations or commitments.
- g. Identify the meeting place or time.
- h. Consider plans for tour emergencies or changes.

7.0 Meetings and Activities

The Triangle Chapter members enjoy several different events. The variety of events gives everyone an opportunity to participate in something they enjoy. Following are descriptions of these meetings and events.

7.1 Monthly Meetings

The Triangle Chapter will hold eight regular meeting during each year.

- a. Monthly meetings will be held in January, February, March, April, May, September, October and November (The December meeting is the Chapter's annual Holiday Party). The Triangle Chapter does not hold regular monthly meeting in the summer to allow members to enjoy family vacations and travel.

- b. The venue for the meetings will be planned and reserved for the same location for the year to enable members to plan. The venue for the next year will be considered and voted by the membership at the November Membership each year.
- c. The meeting format will include these primary activities:
 - Dinner, 60 Minutes – Opportunity for fellowship with other members.
 - General Meeting 30 Minutes – A business meeting to conduct the business of the Triangle Chapter will be presided by the Triangle President. Triangle event planning will be discussed and other ACCA and NC Region activities and announcements will be shared.
 - Program, 30-45 Minutes – The Vice President will plan and schedule a program of interest to the Chapter members.

7.2 Special Events

The Triangle Chapter holds several social events during the year organized by members who volunteer to provide the venue or organize and event at an appropriate venue. These can be annual events or scheduled as needed.

Some of these events include:

- a. **Chili Cook-off** - In early spring the Triangle Chapter has traditionally held a Chili Cook-off event. The event is held at a member's garage or other facility sponsored by a member. The activity includes sampling chili, cornbread and desert made by the members. Voting for the member favorites and prizes are normally planned. An activity planned at this event includes a working session for building car show trophies or a technical discussion. Often a ladies project, such as memory box painting, is also planned.
- b. **Ice Cream Social** - During July the Triangle Chapter traditionally holds an Ice Cream Social event. For this event the members bring home made ice cream and cookies for the members to enjoy. Members are encouraged to drive an antique car to the event and enjoy looking at the various cars.
- c. **Watermelon Feast** - During the summer the Triangle Chapter sometimes holds a watermelon feast at a members home. This is a social event with an opportunity for members to discuss summer activities. For this event the host usually provides the watermelon and members bring other snacks. This event may include members driving their antique cars.

7.3 Spring Car Show

The Triangle Chapter traditionally holds a car show each spring. The car show is normally planned as a local open car show. On some years the Triangle Chapter we volunteer to host the NC Region Car Show. The detailed planning described in Sections 6.1 and 6.2.

7.4 Car Displays

The Triangle Chapter is often invited to display cars at various venues and events. When the membership votes to participate, the Chapter will attend as a group. Often the event will include the Take-A-Part T demonstration. These car displays are good opportunities for the Triangle Chapter to recruit new members. Events in recent years have included:

- Oakview Heritage Days
- Chick-fil-A Car Display in November.
- Percy Flowers Shopping Center Car Display in September.

7.5 Holiday party

In December the Triangle Chapter traditionally holds a Holiday party, which includes a catered meal at an appropriate venue. The Holiday party activity includes a gift exchange combined with an interesting trivia contest. This event is planned to provide the meal and venue at a reasonable cost.

8.0 Take-A-Part T

The Triangle Chapter has acquired a 1917 Model-T, which has been modified to be taken apart, reassembled, started, and driven a few hundred feet. The assembly of the Model T is done as a demonstration activity for participants and spectators at a car show event. The assembly team is made up of 8-10 Triangle Chapter members. A member of the assembly team who also provides historical information about the Henry Ford's original manufacturing assembly of the Model T moderates the Take-A-Part assembly process. The assembly is timed and reported to the spectators.

- a. The Take-A-Part T is stored in a container owned by the Triangle Chapter.
- b. A member volunteers to store the container on their property.
- c. The Triangle Chapter will perform the Take-A-Part T demonstration at all Chapter car shows and events.
- d. The Triangle Chapter will provide a Take-A-Part T demonstration at other non-Chapter events at a cost of \$150 for two shows and \$100 for single show.
- e. Each Take-A-Part T demonstration requires an insurance certificate which will be obtained by the Vice President.

9.0 Triangle Chapter Apparel and Badges

9.1 Apparel

Golf Shirts are a cotton/polyester blend. The Triangle Region logo appears on the front of the shirt.

9.2 Member Badges

Triangle Chapter Badges name badges are provided by the Membership Chairman.

- a. Badges are provided at no cost to members and spouses.
- b. Lost Badges are replaced at no cost to members.
- c. Badges are to be worn at all meetings.
- d. Wearing badges is at Chapter events is encouraged to learn the names of other members.

10.0 Triangle Chapter Documents and Publications

10.1 By-laws

The Triangle Chapter is governed by By-laws published in the Triangle Member Guide. The By-laws can only be amended at an open or general membership meeting. Members must be given at least a two week written notice as to the proposed changes and supported by a majority vote of attending membership. The Chapter Secretary shall cause to be printed and distributed a copy of all changes in a timely manner following the Annual General Membership Meeting. It shall be the duty of the Chapter President to safeguard and make the By-laws available to all Chapter Members and to turn over the Triangle By-laws and the Policy and Procedure Manual to his/her successor.

10.2 Triangle Chapter Members Guide

A Triangle Chapter Members Guide is published annually in February. The President shall appoint a member to prepare the Members Guide using the official Roster for the year provided by the Chapter Secretary/Treasurer. The Members Guide will include:

- a. AACA History
- b. Membership Information
- c. Web Site Information
- d. Car Show Participation Information
- e. Member Directory
- f. Triangle Chapter Bylaws

10.3 Roster of Members

The roster provides names, addresses, and Email addresses of all Members of the Triangle Chapter. Any Triangle Chapter member may request a copy at no charge by forwarding the request in writing with a self addressed stamped envelope, to the Triangle Chapter Secretary/Treasurer.

10.4 Policy and Procedure Manual

This manual is compiled and prepared by the Chapter Board of Directors in order to inform the Board members of important information concerning the structure and operation of the Triangle Chapter. A copy will be furnished to each member of the Board of Directors and all Committee Chairs. The Manual will be reviewed and amended as necessary each year at the annual Board of Directors meeting.

Appendix

Antique Automobile Show

Triangle Chapter -- AACA

May 5th, 2007



Oak View Historic Park

Carya Drive

Raleigh, North Carolina

9:00 AM to 4:00 PM

- Preregistration by April 27th
- Show date registration 9-11:00 AM
- Fire Extinguisher required
- All AACA Classes through 1982 including Driver's Class
- Special Interest Class for *original* 20-24 year-old cars; **No modifieds**
- Day of show parking for trailers
- Food available on site



Directions: On the Raleigh Beltline, I-440 @ Exit #15 – Poole Rd.; Go east one block, turn left on Carya Dr. Follow signs to historic site.

Registration for Triangle Chapter Show

Preregistration postmark deadline April 27, 2007 – Mail application with registration fees to:

Dean Tryon
2516 Laurelford
Wake Forest, North Carolina 27587 • (919) 562-4660

Willing to judge? Yes No

Name: _____ Nat'l AACA #: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

#1 Make: _____ Year: _____ Body Style: _____ AACA Class: _____ Color _____

#2 Make: _____ Year: _____ Body Style: _____ AACA Class: _____ Color _____

Preregistration Fee per Car (at show – \$20.00) \$15.00

Registration Fee Driver's Class (dash plaque & photo only) \$10.00

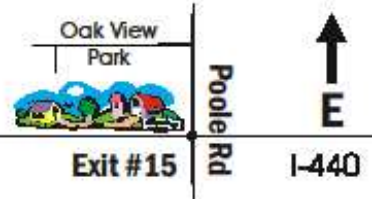
Flea Market Space/Car Corral \$15.00

Make Checks Payable to: Triangle Chapter – AACA

I Understand and Agree that Wake County Parks, the NC Region AACA & Triangle Chapter AACA will not be held responsible for any liability that might incur during this meet.

Approved Fire Extinguisher? Yes No = (Will not be judged!)

Signature: _____





NEW/RENEWAL
MEMBERSHIP APPLICATION

Antique Automobile Club of America AACA
North Carolina Region
Triangle Chapter AACA

First Name _____ Last name _____

Address _____

City _____

Spouse's Name: _____ Home Phone No. _____

Email Address: _____ Cars Owned Year/Model _____

NATIONAL AACA: Annual Dues \$35

Required for membership in Region and Chapter organizations.

___ I am a member in good standing with the National AACA
My national number is _____

___ I am not currently a member of National AACA
Enclosed is a completed National AACA application: or mail it directly to National if desired.

North Carolina Region AACA: Annual dues \$15

___ I am a member in good standing with the NC Region AACA.

___ I am not currently a member of the NC Region AACA.

Triangle Chapter AACA: Annual dues \$10

___ I am a new member.
Names for Chapter Name Tags: _____: _____.

Make checks payable to: **Triangle Chapter AACA**

Note: Above dues can be combined on a single check.

Mail To: Fred Harley
401 Lochside Drive
Cary, NC 27518

Phone: 919-233-4889
Email: fredharley@nc.rr.com

Applicants Signature Date

Appendix B



Appendix C – Triangle Logo