

OLDSMOBILE CLUB OF AMERICA POLICY MANUAL

Table of Contents

Section	Title	Page
I	Name-Emblem-Seal	2
II	Purpose	3
III	Organization and Operation	4 - 5
IV	Board of Directors and Appointments	6 - 15
V	Nominations and Elections	16- 18
VI	Membership and Meetings	19
VII	Zones	20
VIII	Chapters	21- 22
IX	Financial	23-24
X	Publications	25
XI	National Meet	26-28
XII	Judging and Awards	29
XIII	Committees	30
XIV	Amendments	31
XV	Dissolution	32
	OCA Zone Map	Not Numbered

Notes:

Masculine pronouns are used to include all genders and are not intended to be discriminatory.

Throughout this document, the terms "Official Publication," "*Journey with Olds*," and "*JWO*" are synonymous.

OLDSMOBILE CLUB OF AMERICA POLICY MANUAL

I Name-Emblem-Seal

This page intentionally left blank.

OLDSMOBILE CLUB OF AMERICA POLICY MANUAL

II Purpose

2.30.1 The OCA Board of Directors shall be authorized to establish a contract with a Merchandise Manager for the purpose of providing Oldsmobile related spirit items wherein OCA receives a percentage payment of the sales value of the items for the license to use the Oldsmobile Club of America name and/or logo.

Approved 02/19/2006

2.30.2 Advertising may be sold for the OCA official publication to offset the cost of printing and distribution of the official publication or to provide other funds to the organization as is determined by the OCA Board of Directors.

Approved 02/19/2006

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

III Organization and Operation

- 3.11 Policy Manual changes that require a Bylaws change before they can be implemented shall be voted on by the Board of Directors prior to the Bylaws change approval by the Membership. The effect of this vote shall be applicable under the following conditions.
Approved 02/19/2006
- 3.11.1 If the Bylaw change is approved by the Membership, the Policy Manual change goes into effect immediately unless otherwise provided in the proposed Policy Manual change.
Approved 02/19/2006
- 3.11.2 If the Bylaw change is not approved by the Membership, the Policy Manual change is treated as if it was not approved by the BOD and shall have no effect.
Approved 02/19/2006
- 3.40 An OCA Member may examine any records of the Club by writing to the OCA Secretary detailing the records to be examined. The OCA Secretary will then arrange for the examination within 30 days. If copies are desired a reasonable cost for copying may be charged.
- 3.50 All insurance policies shall be valid September to September.
BOD Meeting
7-24-99
- 3.50 All insurance policies shall be reviewed and renewed annually based on the anniversary date of the policy. Review of the insurance policy shall be by the Insurance Coordinator who will provide a recommendation to the Board for approval.
Approved 02/19/2006
- 3.50.1 All compliant chapters must request the insurance provided by OCA for any event that is associated with OCA to ensure that the event does not violate the coverage provided for OCA under the existing policy even if they have their own insurance.
Approved 02/19/2006
- 3.50.2 Individuals and Chapters must apply for OCA event insurance in order to advertise the event in *JWO (Journey with Olds)* or on the OCA Website.
Approved 02/19/2006

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

3.50.3 If a chapter or an individual OCA Member or a group of OCA Members host an event which is not covered by the OCA insurance policy or is un-insurable as determined by the issuer of the insurance, this event will be a non-sanctioned event and OCA will have no responsibility or liability for any legal action or any other complaint or action that arises from the holding of a non-sanctioned or non-insurable event. This policy will apply to uninsured events where OCA is not notified, in writing of the event and to un-insurable events where an appropriate insurance request form has been filed. OCA will advertise such events so long as the advertisement is purchased by the host or hosts and provided that the advertisement contains a disclaimer stating that it is a non-sanctioned event by OCA and that OCA will have no liability for such event.

Authored by: Hu Vanderhort
BOD Meeting
7-27-2000

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

IV Board of Directors and Appointments

4.10 President

The President shall be the principal Executive Officer of the Club. He shall preside at all meetings of the EC, BOD and Membership. He may sign, with another EC Members, legal documents which the BOD has approved. The President corresponds with the BOD as necessary. He shall maintain the list of all Club assets.

Vice President

The Vice President shall, in the absence of the President, perform the duties of the President. He shall collect all chapter fees, maintain an up-to-date list of all Chapters and their compliance with OCA. He shall chair the Chapter Chartering Committee.

Corrected per Review 5-20-05

Treasurer

The Treasurer shall be responsible for receiving and accounting for all finances of the club. He shall issue financial reports to members as required but no less frequently than once a year. He shall provide for the annual financial compilation or audit, AEPM, by an independent Certified Public Accountant. He shall make payments only as authorized by the President, Executive Committee, and/or Board of Directors in the amounts pre-authorized under the specific levels and conditions as designated in the Bylaws and Policy Manual. The Treasurer will maintain copies of all contracts requiring payment of OCA funds. The Treasurer shall Chair the Financial Committee.

Approved 02/19/2006

Secretary

The Secretary shall keep minutes of all meetings, and along with the President be custodian of OCA records. Minutes of all BOD Meetings must be distributed to all BOD within 90 days after a recorded meeting. With the exception of special balloting procedures and the election of Officers, the Secretary will receive all ballots for retention for one (1) year after the official results of the ballot is announced.

Approved 02/19/2006

Corrected per Review 5-20-2006

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

Past-President

The duties of the Past-President shall be in an advisory capacity. He shall not be a voting member of the BOD. He may, when not precluded by the Bylaws, and at the appointment by the President, Chair either temporary or Standing Committees.

Approved 02/19/2006

Zone Directors

Zone Directors shall be the liaison between OCA, his Zone Chapters and Members residing in his Zone.

Chief Judge

The Chief Judge shall chair the Judging Committee and shall, with input from the BOD and/or the Judging Committee, establish, revise and oversee judging classes, forms and criteria to standardize OCA judging.

He shall maintain the Judges Recognition Program and provide judges awards for OCA, Senior and Master Judges: hats and pins.

He shall be responsible for supplying the Senior Preservation Awards and tracking the recipients.

Revised

BOD Meeting

7-26-01

Maintain an updated "Head Judge Packet" to be forwarded to the National Meet Head Judge, prior to the National Meet.

Communicate with the OCA Membership, National Meet Head Judge and Judging Committee on questions pertaining to the judging criteria.

Familiarize himself with the proposed judging area of a potential National Meet show field.

Ensure that any revisions of the judging criteria are in accordance with OCA Bylaws and Policy Manual.

Visit National Meet host grounds to study layout of show field as required.

BOD Meeting

7-27-2000

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

Legal Advisor

A Legal Advisor shall be appointed. His duties shall include, but not be limited to:

Attend the annual OCA BOD meetings

Provide legal advice to the OCA President and Board of Directors as needed

In the event of legal action by or against the Oldsmobile Club of America, the OCA Legal Advisor may represent OCA for a fee to be determined by the BOD and agreed to by the Legal Advisor, if his/her specialty so dictates. If the appointed Legal Advisor is deemed to have a conflict of interest by a majority of the BOD or if the Legal Advisor is not licensed to represent the Oldsmobile Club of America in the jurisdiction of the action OCA shall use alternative legal counsel as approved by a majority of the BOD.

Approved 02/19/2006

Swap Meet Chairman

The Swap Meet Chairman shall be appointed. His duties shall include but not be limited to:

Coordinate with the National Meet liaison concerning the Swap Meet site, if necessary travel to site for preliminary measurements and layout

Prepare an advertisement, to be published in JWO, for swap spaces for each National Meet

Register each Swap Applicant and provide a confirmation letter

Prepare a written financial report of the Swap Meet for the BOD

Provide a report, either oral, written or a combination for the BOD and each BOD meeting

Additional duties as determined by the BOD

Maintain a permanent record of all payments received and forwarded to the Treasurer.

The Swap Meet Chairman shall provide an annual proposed budget for approval by the BOD.

Alternate considerations shall be proposed if the budget is not approved by the BOD.

All expenses incurred by the Swap Meet Chairman with regard to expenses for setting up, overseeing, maintaining, clean-up, including the cost of getting the Swap Meet supplies shall be paid out of OCA funds.

Approved 02/19/2006

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

4.16 Appointees

4.16.1 A ***JWO*** Editor shall be appointed by the President and ratified by the BOD. The duties shall include, but not be limited to:

- Solicit and gather articles, edit articles, and write content for each issue, via communication with necessary sources
- Create the theme, design and layout of each issue of ***JWO*** using software programs of current technology
- All work will be done in a professional manner to produce a publication of highest quality.
- Manage the publication of each issue with OCA print contractor so it can be mailed by the 25th of the month preceding the month of the issue
- Meet consistent deadlines each month for content, proofing, and printing.
- Encourage display and classified advertising in the ***JWO***
- Maintain communications with Members via phone and email to address questions, concerns, and inquiries about the ***Journey with Olds*** and the Oldsmobile Club of America.
- Submit recent electronic versions of ***JWO*** to the OCA Secretary as per the determined schedule
- Report to the President and Board of Directors on duties and responsibilities, as requested by attending annual BOD Meetings and/or providing an annual report

Approved 07/19/2017

4.16.10 A Classified Advertising Manager may be appointed by the President. If appointed, the BOD must ratify the selection. The duties shall include, but not be limited to:

- Retain and cultivate new relationships with classified advertisers that provide products and services consistent with the needs of OCA members
- Communicate with sources of new old stock, reproduction, and used Oldsmobile parts that may be used for restoration and maintenance
- Maintain records of sales, leads, and financial transactions
- Forward advertising receipts to Communication Coordinator or Treasurer
- Accept advertisements in digital format and forward them to the ***Journey with Olds*** Editor (“Editor”)
- Format advertisements received through USPS mail
- Coordinate advertising placement, sizing, and proofing with Editor of ***Journey with Olds***
- Establish, maintain, and enforce a schedule for classified advertisers including reservation deadlines and art work deadlines
- Review and revise rates for classified advertisers in accordance with printing schedule
- Review and recommend adjustments for classified advertising
- Coordinate advertising in ***Journey With Olds*** and Oldsmobile Club of America Website

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

- Report to the President and Board of Directors on duties and responsibilities as requested by attending annual BOD Meetings and/or providing an annual report

Approved 07/19/2017

4.16.11 A Display Advertising Manager may be appointed by the President. If appointed, the BOD must ratify the selection. The position is paid by commission only. The duties shall include, but not be limited to:

- Retain and cultivate new relationships with advertisers that provide products and services consistent with the needs of OCA members
- Communicate with sources of new old stock, reproduction, and used
- Oldsmobile parts that may be used for restoration and maintenance
- Solicit display advertising and ensure that all advertisers have current agreements for *Journey with Olds* and/or the OCA Website
- Accept advertisements in digital format and forward them to the *Journey with Olds* Editor (“Editor”)
- Coordinate advertising placement, sizing, and proofing with Editor of *Journey with Olds*
- Resize and reprice display advertising, as needed
- Establish, maintain, and enforce a schedule for display advertisers including reservation deadlines and art work deadlines
- Review and revise or create a rate card and calendar for display advertisers in accordance with printing schedule
- Maintain records of sales, leads, and financial transactions including display advertising invoices and payments
- Forward display advertising receipts along with an invoice for related display advertising commissions
- Perform account collections including sending out “past due” statements
- Report to the President and Board of Directors on duties and responsibilities, as requested by attending annual BOD Meetings and/or providing an annual report

Approved 07/19/2017

4.16.12 A Merchandise Manager may be appointed by the President. If appointed, the BOD must ratify the selection. This position will pay OCA a commission of sales determined by the EC and Merchandise Manager. The duties shall include, but not be limited to:

- Use professional knowledge, skill, and learning in the industry to make quality and quantity merchandise offerings
- Select and supply OCA and Oldsmobile related merchandise
- Payments to OCA shall occur not later than ninety (90) days following National, Zone, or local meets in which the Merchandise Manager has been selling merchandise.
- Provide a complete accounting of sales at least on a quarterly basis.

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

- Provide a full accounting verifying that all sales tax, if applicable, has been paid by Merchandise Manager
- Report to the President and Board of Directors on duties and responsibilities, as requested by attending annual BOD Meetings and/or providing an annual report

4.16.12.1 If a Merchandise Manager is appointed by the President and ratified by the BOD, OCA agrees to the following:

- OCA will offer the Merchandise Manager a preferred or reduced rate for any size ad in each month's publication of *JWO*.
- OCA will grant the Merchandise Manager a specific license to use the OCA name and logos on merchandise specified in the Contract Agreement and to manufacture and market OCA merchandise for sale to OCA members and general public, except the 30-year member jackets.

Approved 07/19/2017

4.16.2 A Communication Coordinator shall be appointed by the President and ratified by the BOD. The duties shall include, but not be limited to:

- Keep OCA Office open and maintain a telephone answering service at least 4 hours per day, 290 days per year
- Retrieve mail at least once a week
- Open all mail and forward to appropriate people
- Fulfill requests by OCA Members and coordinate efforts with the Membership Manager
- Scan-deposit checks or deposit checks directly at the bank
- Maintain spreadsheets for all deposits (memberships, Oldsified ads, Commercial Classified ads, Display ads, R.E. Olds Transportation Museum donations, and purchased JWO)
- Mail copies of spreadsheets to President, Treasurer, and other appropriate people (Display Advertising Manager, *JWO* Editor, and Membership Manager)
- Report to the President and Board of Directors on duties and responsibilities as requested by attending annual BOD Meetings and/or providing an annual report

Approved 07/19/2017

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

- 4.16.3 A Membership Manager shall be appointed by the President and ratified by the BOD. The duties shall include, but not be limited to:
- Maintain a current roster of OCA Members based upon new membership records, membership renewals, and applications for membership
 - Provide mailing lists of current members' addresses to the JWO Editor on a monthly basis.
 - Provide a new membership list monthly to the JWO Editor, as well as emailing the new membership list to the OCA Chapter Leaders, and appropriate Zone Directors
 - At least thirty (30) days prior to expiration, send renewal notices to those memberships that are about to expire
 - Process applications for both new & renewal memberships and send either a "Welcome" packet or renewal membership card
 - Balance entries and the total of money & Pay Pal payments and send the transaction report to the Treasurer
 - Mail out JWO's to all members in Foreign Countries on a monthly basis.
 - Forward copies of JWO as requested by Road Show Chair or BOD
 - Monitor OCA membership email account for membership applications/renewals via PayPal, change of address, membership questions, missing JWO's, etc.
 - Respond to all membership questions/problems either via email or by phone
 - Provide membership data to BOD and Chapter Presidents/Treasurers upon request
 - Send updated database on a monthly basis to OCA President, Vice President, Long Term Membership Committee Chair and OCA Communication Coordinator
 - Report to the President and Board of Directors on duties and responsibilities, as requested by attending annual BOD Meetings and/or providing an annual report
- Approved 07/19/2017

- 4.16.4 If an Advisor Coordinator is appointed, his duties shall include but not be limited to:
- Solicit participation from OCA for volunteers with phone numbers and addresses and publish years and models
- Maintain a current list of volunteers with phone numbers and addresses and publish this list periodically in JWO
- Because a Website listing is available to worldwide non-members, a posting on the Website must be approved by the BOD
- Provide a report, either oral, written or a combination for the BOD at each BOD meeting

Corrected per review 5-20-2006

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

4.16.4.1 All volunteers for positions as Model Year Advisors will be from the Oldsmobile Club of America membership, and all Model Year Advisors will keep their memberships current.

Approved 07/20/2016

4.16.5 If an Insurance/Event coordinator is appointed, his duties shall include but not be limited to:
Be the primary contact with all of OCA insurance and bonding providers.
Have a working knowledge of what various policies provide
Assure our policies are up to date
Provide Chapters with Event and Insurance form in a timely manner
Make recommendations as necessary to facilitate this position
Follow the BOD policy's as it relates to event publicity, insurance and bonding
Process all applicants in a timely manner
Provide a report, either oral, written, per the outline provided, or a combination for the BOD at each BOD meeting

Corrected per review 5-20-2006

4.16.6 If a Roadside Assistant position is appointed, his duties shall include but not be limited to:
Solicit volunteers for the program
Maintain a list of volunteers
Periodically publish a list of volunteers in JWO
At least annually, write an article for JWO explaining the program
Provide a report either oral, written, per outline provided, or a combination for the BOD at each BOD Meeting.

Corrected per review 5-20-2006

4.16.7 If a Roadshow Chairman position is appointed, his duties shall include but not be limited to:
Maintain a standing ad for the program in JWO
Advertise the program on the website as necessary
Process all applicants in a timely manner
Provide a report, either oral, written, per the outline provided, or a combination for the BOD at each BOD Meeting

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

Review all Roadshow requests for reimbursement to assure compliance with Roadshow policies, and forward approved invoices to the Treasurer for payment.

Approved 02/19/2006

Corrected per review 5-20-2006

- 4.16.8 The Chairman of the Road Show Committee shall create guidelines for the program and secure approval of these guidelines from the President. These guidelines shall be published in the official publication at least semi-annually and shall be reviewed and changed upon approval of the BOD.

Provide a report, either oral, written, per the outline provided, or a combination the BOD at each BOD Meeting

Approved 02/19/2006

- 4.16.9 Because a Website reaches Worldwide viewers, and is not restricted to OCA Members, a great degree of caution must be employed in what is posted on the Site.

- 4.16.9.1 If a Web Master is appointed, his duties shall include but not be limited to:

Maintain a Web Site at least monthly

Maintain Web Site(s), email hosts, appropriate internet links, and any other Information Technology (IT) internet relationships registered and belonging to OCA on a monthly basis.

Ensure that appropriate payment schedules are provided to the OCA Treasurer to maintain ownership control over all OCA internet activities.

Approved 02/19/2006

The Web Site is to be used primarily as an information media and not as a communication vehicle.

The Web Site should offer leads to other sites associated with the hobby and/or OCA, including OCA Chapters

E-mail contacts listed on the Web Site must be approved by the addressee

Editorial matters and opinion shall not be posted nor communicated via the Web Site

Event listings which are sponsored by OCA Members or Chapters must be approved by the Event/Insurance Coordinator

No administrative business of OCA shall be handled on the Website

Prepare a report, either oral, written, per the outline provided, or a combination for the BOD at each BOD Meeting.

BOD Meeting 7-24-99

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

Corrected per review 5-20-2006

4.30.1 All email motions and seconds should be addressed to the chair, just as done in the annual meeting. Motions will be considered under discussion when the chair restates the motion and opens discussion.

Approved BOD Meeting 7-25-2013

4.30.2 The chair will set a reasonable amount of time for discussion and a reasonable amount of time for votes to be submitted.

Approved BOD Meeting 7-25-2013

4.30.3 Votes submitted after the voting deadline will not be counted.

Approved BOD Meeting 7-25-2013

4.30.4 No email motions will be considered 50 days before the annual meeting.

Approved BOD Meeting 7-25-2013

4.30.5 All Board members are required to have email access beginning in July 2014.

Approved BOD Meeting 7-25-2013

4.40 A BOD who cannot attend a BOD Meeting must designate his proxy, in writing, prior to the meeting. His proxy must be a voting member of BOD. A BOD may only hold two proxies.

BOD Meeting 7-24-99

4.71 In the case a BOD, or an appointee, must be removed from office; the President shall decide how the vote will be conducted.

4.80 If an emergency meeting is necessary, members must be notified 10 days prior to meeting date.

4.90 Contracts involving OCA Funds may only be made by the President with the approval of the BOD. Review of all contracts will be conducted by the BOD and any contract requires BOD approval either individually or as a line item in an approved budget. Any member of the BOD or appointee who intends to contract for OCA with any company or provider in which he has a beneficial interest must disclose such interest to the BOD prior to letting such contract. Committee Chairpersons may be authorized to sign specific contracts if the contract is part of an approved budget as a line item.

Approved 02/19/2006

4.91 Contract renewal dates for services contracted will renew annually on the contract expiration date.

Approved 02/19/2006

4.92 Only Oldsmobile Club of America Officers, appointed Committee Chairpersons, or contracted Managers (e.g. Membership Manager, Communications Coordinator, Publication Editor) may use the official OCA letterhead for official OCA business.

Approved 02/19/2006

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

V. Nominations and Elections

- 5.10 Nomination notice will appear in the National Publication no later than the November issue of the year prior to the election.
- 5.20 A member may be nominated for office by another member. The only exception is that the member being nominated must not be excluded per Bylaw 4.72. The nominator and nominee must be current members of OCA. The nominator shall contact the nominee, and then upon agreement of the nominee, send a letter of nomination to the OCA Election Chairman. Use of email will be acceptable
- 5.20.1 The nominee must then send, to the Election Chairman, a letter of acceptance, a recent photograph and a 100 word or less statement about himself and his plans for office. To confirm the acceptance, the nominee must also include a self-addressed, stamped envelope when the nominee's name will be placed on the ballot. Use of email will be acceptable.
- 5.20.2 The nomination and acceptance must be received between midnight Eastern Time November 15th and midnight Eastern Time December 30th.
- 5.20.3 Nominations do not require a second.
- 5.21 Nominee profiles and Elections ballots shall appear in the February issue of the official publication.
- 5.21.1 Balloting shall close on March 15th.
- 5.21.2 The OCA Election Chairperson shall open and count the ballots only after all ballots have been received, in the presence of one Member of the Board of Directors and at least one member of OCA not on the Board of Directors who is not a nominator for any position and/or running for any position. The person must be approved by the full Executive Committee. After the ballots are counted and tabulated, the official ballots and the signed certification of the count will be sent by registered delivery to the OCA Secretary who will maintain them for one (1) year.
- 5.21.3 Ballot count to be revealed only upon written request by a current OCA member.

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

- 5.21.4 The OCA Election Chairman shall notify all nominees, and the editor of the official publication, election results, in writing, within 10 days of close of balloting.
- 5.21.5 Challenges to the election results must be presented in writing and must be postmarked within fifteen (15) calendar days after the official notification of the results are made to the nominees. All challenged results will be reviewed by the OCA Executive Committee and the OCA Election chairperson. The results of the review will be considered official.
- 5.21.6 Each nominee profile must contain only biographical and experience related information about the nominee.
- 5.21.7 Profiles will be reviewed by the *JWO* Editor and profiles that are deemed to include accusations or negative inferences about other nominees or OCA will be returned to the nominee to be revised.
- 5.21.8 Profiles that have been returned for revision, and are not revised will be published in the *JWO*, as written, but with a note from the editor that a revision was requested, but not received.
- 5.21.9 The ballot will be printed on the *JWO* dust cover and include the address label which contains the member's name and OCA membership number.
- 5.21.9.1 No photocopies will be accepted.
- 5.21.9.2 New members who do not have the February copy of the *JWO* with the ballot will be sent a ballot for the member and associate (if applicable) with their membership card.
- 5.21.9.3 These ballots will have the signature of the Membership Manager on them to verify that they are official.
- 5.30 Newly elected Officers may exchange official office with the appropriate outgoing Officer at any mutually agreeable time from the beginning of the annual Board Meeting, up to, but not later than, the beginning of New Business. Proxies are exempt from this exchange. If the outgoing officer fails to attend and does not authorize a proxy and the incoming Officer is in attendance, the incoming Officer may be seated.
- 5.40 To be developed

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

- 5.51.1 Elections resulting in a tie vote for a Zone Director will require a run-off election for the two members with the tying vote count if there are not two Zone Directors nominees with higher vote counts elected.
- 5.51.1.1 Until the completion of the run-off election, the sitting Zone Directors will continue as voting members of the Board, however any other member(s) in the run-off election shall be notified of all OCA matters regarding their position and may participate in Board meetings as non-voting members.
- 5.51.2 Elections resulting in a tie vote for a position on the Executive Committee will require a run-off election between the nominees with the tying vote count if there is not another nominee with a higher total vote count.
- 5.51.2.1 Until the completion of the run-off election the sitting Executive Committee member shall continue as voting members of the Board, however any other member(s) in the run-off elections shall be notified of all OCA matters regarding their position and may participate in Board meetings as non-voting members.
- 5.52 Run-off elections shall be held as soon as the results of the tying votes are known and the Executive Committee can establish a ballot for the position(s) in the official publication. Rules for Zone Directors and Executive Committee members shall be per Bylaw 4.11. All other criteria for voting, counting, retaining records and notification shall be followed regarding the run-off election.
- 5.52.1 Ballots for a run-off election shall appear in the May issue of the official publication. Balloting shall close on June 15th.
- 5.53 Properly qualified write-in candidates are acceptable if there are no candidates appearing on the ballot for a given office. The qualification of each write-in candidate must be verified by the Election Chairman before their election standing will be considered official.

Section V revised July 2017 BOD

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

VI. Membership and Meetings

6.10 Dues as of January 2013:

	1 Year	2 Years
1st Class	\$ 40.00	\$ 70.00
3rd Class	\$ 30.00	\$ 55.00
Overseas	\$ 60.00	\$110.00
Canada	\$ 42.00	\$ 75.00
Associate	\$ 5.00	\$ 10.00

All moneys received shall be in US Currency. Membership shall be limited to no more than two concurrent years.

Revised 09/11/2012 BOD Email Business

6.12 Associate membership dues established in 1995 are \$5.00 per year.

6.13 The method of vote for Life Membership or to revoke a Life Membership shall be decided by the BOD at the time of the vote except in the case of a mail in vote which may not be secret. It can, however be confidential, with the Official Ballots being assigned by random number and the key kept by the President and Secretary.

Approved 02/19/2006

6.20 The method of vote to suspend or expel a member shall be decided by the BOD at the time of such action.

6.30 All written reports must be mailed to the entire BOD a minimum of thirty (30) days prior to the BOD Meeting.

Revised BOD Meeting 4-1-2000

6.40 A Mid-term OCA Board of Directors meeting may be called by the President, when necessary, at a date and time to be determined by the President. The meeting date of this meeting is to be scheduled sometime between 90 days after the last BOD meeting and 90 days prior to the upcoming meeting.

The Oldsmobile Club of America shall pay travel expenses for those required to attend this meeting. Board members are expected to travel by the most economical means possible. In keeping with the current Board of Directors meeting protocol and Bylaw 4.40, a BOD member who is unable to attend the mid-term meeting, may assign a proxy to vote as the absent member's representative.

Approved: BOD Meeting August 26, 2004

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

VII. Zones

7.10 June 1995 division of Zones is recognized:

Atlantic North East

Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, Pennsylvania, New Jersey, Delaware, Nova Scotia, New Brunswick, Newfoundland, Prince Edward Island, Quebec

Atlantic South East

Maryland District of Columbia, West Virginia, Virginia, North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida

Eastern Great Lakes

Michigan, Indiana, Ohio, Kentucky, Ontario

Western Great Lakes

Wisconsin, Illinois, Minnesota, Iowa, North Dakota, South Dakota, Nebraska, Manitoba, North West Territories

South Central

Missouri, Arkansas, Louisiana, Kansas, Oklahoma, Texas, Colorado, New Mexico

Pacific South West

Utah, Arizona, Nevada, California Hawaii

Pacific North West

Montana, Wyoming, Idaho, Oregon, Washington, Alaska, Yukon, British Columbia, Alberta Saskatchewan, all foreign countries

Revised BOD Meeting 8-1-02

7.20 Zone Directors shall be the liaison between OCA, his Zoe Chapters, and Members residing in his Zone.

OCA Zone Map is Located after Section XV in this Manual

Approved 02/19/2006

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

VIII. Chapters

8.10 The Vice President will request a copy of each Chapter Roster in September with a response date not later than January 1.

Revised BOD Meeting June 29, 2006

Revised BOD Meeting July 5, 2012

Revised BOD Meeting July 25, 2013

- 8.30
1. Receive a letter of intent from the requesting person or group pertaining to specific geographic area or special interest.
 - a. Geographic:
Send a copy of letter of intent to Zone Directors in appropriate geographic areas and all Compliant Chapters in that area which could have an interest in the newly founded group.
 - b. Special Interest:
Send a copy of letter of intent to all Zone Directors and existing Compliant Special Interest Chapters requesting possible conflict of interest.
 2. Request written reply from Zone Directors and interested Chapters regarding approval or objections.
 3. If no objections are received from Zone Directors or existing Compliant Chapters, send a start-up packet consisting of letter of introduction with instructions, charter application form, list of all existing OCA Compliant chapters, list of Zones, hints (sheets of ideas), and a set of OCA Bylaws and Policy Manual.
If objections are received, submit them to the BOD for their evaluation in determining the requesting group's application.

BOD Meeting 7-24-99
 4. Receive required Chapter Application Form signed by ten (10) OCA Members of the forming group, a set of Bylaws, roster, minutes of the meeting wherein requesting group approved pursuit of Chapter status, any applicable fees (US Funds) and submit above to the entire BOD for approval or denial. Bylaws must include:
 - The Chapter agrees to conform to OCA Bylaws
 - The Chapter has financial responsibility for its activities and to file state, local or federal tax report, if required.
 - The Chapter will levy its own dues and have a publication.
 - The Chapter will elect officers.

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

8.30.1 The fee for applying for a Chapter Charter is \$25.00 US Funds.
Approved 02/19/2006

8.30.4 All communication between OCA and the Chapters shall be directed to the President of the Chapter via the chapter address unless otherwise directed by the Chapter.

BOD Meeting 7-24-99

8.30.5 A Chapter must be in compliance to apply for event insurance, road show funds reimbursement, free advertising in JWO for event publicity and to receive OCA membership lists for any areas.

BOD Meeting 7-24-99

8.31 The applying chapter is granted official status immediately after it has been approved the BOD.
BOD Meeting 4-1-2000

8.40 Neither OCA nor any OCA Chapter shall directly purchase and re-sell or give away any alcoholic beverages at any function. Alcoholic beverages may be sold at an OCA Chapter Meet by an independent individual or entity other than an OCA Member, but OCA nor any other chapter shall not receive payment made from the sale of alcoholic beverages. Any payment made by an individual or entity to sell alcoholic beverages at an OCA or chapter function must be for space rental and may not in any way be based on the amount of alcoholic beverages sold or the profit there from.

Authored by: Hu S. Vandervort
Mail Ballot 12-27-98

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

IX. Financial

- 9.12 All financial statements must be prepared in accordance with generally accepted accounting practices or principles or other appropriate principles. Deviations of more than 10% from a previous year must be explained. Financial Status must be published at one time a year in the official publication. At each BOD Meeting, the Treasurer must have the past five years' financial statement and publish the current year.

Approved BOD Meeting 6/29/2006

- 9.20 EC and/or BOD shall establish fees as necessary subject to BOD ratification.

- 9.30 An annual "financial compilation" will include a review of all monthly financial activities, reconciling accounts, comparison of balances, savings or investment documents, receipts and expenditures by an independent Certified Public Accountant who will provide a report stating the general financial position of the Oldsmobile Club of America. The review will be of electronic files, hard copy documents, bank balances, invoices, payments records, and other financial information recorded by the OCA Treasurer against specific accounts.

Approved 02/19/2006

- 9.31 A full accounting audit of any specific year or years shall be made based on a request by any member of the BOD and approved by a majority of the BOD voting on the request. The full audit shall be done by an independent Certified Public Accountant. The full financial transaction history for the year or years shall be audited and the report sent to the members of the Executive Committee for distribution to the Board of Directors. Cost of this full audit shall be approved by the BOD when approving the request for the full audit.

Approved 02/19/2006

- 9.60 Exclusive of contracts, Club purchases less than \$199.99 require the President's approval. Club purchase over \$200.00, but less than \$499.99 require EC approval. Club purchases of goods or services including any contractual obligations in excess of \$500.00 require BOD approval and can be included as a line item in budgets approved by the Board of Directors.

Approved 02/19/2006

- 9.60.3 A memorial may be given for those people who have exemplified the commitment and family values that are strived for within the OCA organization. The memorial should be for those people who have been instrumental in the success of the club, such as founders, past leadership, and key supporters. The memorial will not exceed two hundred dollars (\$200.00) and will be divided between a memorial designated by the person's family and the R.E. Olds Transportation Museum. The Executive Council is given the authority to decide

OLDSMOBILE CLUB OF AMERICA POLICY MANUAL

about the memorial and the amount on a case by case basis. The Executive Committee will inform the BOD about their decision.

Approved 07/20/2016

OLDSMOBILE CLUB OF AMERICA POLICY MANUAL

X. Publications

10.20 The official Club Roster Directory shall be made available to individual club members at a cost that is determined by the BOD at the time it is published. Serving BOD members will receive a complimentary copy.

Approved 02/19/2006

10.30 Special Publications may be published as necessary.

10.30.1 Courtesy First Class mailing of the *Journey with Olds* monthly publication will be provided to any person who submits monthly articles to *Journey with Olds*. The courtesy will be withdrawn should the author cease to submit articles or should the articles be rejected as unacceptable articles, at the discretion of the *Journey with Olds* editor and the OCA President. This courtesy would not include required articles by the President or Board of Directors.

Approved BOD Meeting August 26, 2004

Corrected Numbering per Review 5/20/2006

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

XI. National Meet

- 11.10 A National Meet will be held each year unless a two-thirds (2/3) vote of the BOD decides otherwise. Sponsorship shall be determined by majority vote of the BOD.

OCA will not insure an OCA Chapter multi-day event 30 days prior to or 14 days after a National Meet if the event is within 750 miles of the National meet. Meets held more than 750 miles from a National Meet will be exempt from the prohibition. Special Interest Chapters may host a Meet in geographical conjunction with a National Meet.

The National Meet Handbook is available from the OCA Secretary.

- 11.20 Only a compliant Chapter of OCA may host or co-host a National Meet. If there are no other contenders for a National Meet, the BOD may approve other hosts if all arrangements including financial, are acceptable to the BOD.

Mail ballot 1-10-98

- 11.21 The OCA will allow racing events by compliant chapters so long as the event is properly insured.

Approved 6/29/06

- 11.30 Meet titles are restricted to Nationals, Zone and Chapter Meets. These titles may incorporate other verbiage as sponsors desire. In the case of National Meet, the BOD may designate that title.

Approved: BOD Meeting August 26, 2004

- 11.31 Zone Meets shall receive a free half (1/2) page ad in the official publication.

Zone Show Rules: see attached

Zone Rules approved

BOD Meeting 7-26-01

- 11.32 Chapter meets shall be listed under events.

Revised BOD Meeting 7-26-01

- 11.40 To encourage Local Chapters to host the annual OCA National meet the following program is established.

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

- 11.40.1 OCA will develop a check-off list of minimum facility requirements for holding a National Meet. Input for the list will be solicited from sources approved by the BOD. The list will be reviewed annually for updated information. Host Chapter obligations and items such as required security, space required for BOD and General Membership Meetings, seminars, etc. will be clearly identified on the check-off list.
- 11.40.2 Provide all BOD Members and all OCA Local Chapters with a copy of the list along with some guidelines for beginning the OCA Nationals evaluation process.
- 11.40.3 Each year in the November issue of *JWO* publish the list along with an article about hosting a National Meet.
- 11.40.4 Any chapter interested in hosting a National Meet would contact their Zone Director and review the check-off list with him/her.
- 11.40.5 The interested local chapter then identifies a potential facility & site and using the guidelines for hosting a Nationals event fills out the check-off list. Once this is complete the local Chapter sends a copy of the completed form to their Zone Director(s).
- 11.40.6 The Zone Director or another designated OCA representative goes to the proposed facility/site and fills out a matching check-off list.
- 11.40.7 If both the Local chapter and the Zone Director agree that the venue selected meets the minimum criteria, then the local Chapter makes a presentation to the BOD with the support of the Zone Director.
- 11.40.8 Upon approval of the BOD to move forward, the Host Chapter then negotiates with the facility and any other required groups to establish a contract. Local Chapter Chairs can call upon prior National Chairs, Zone Directors or other BOD Members for assistance in developing contracts for facilities or events before any contract is signed (this is recommended).
- 11.40.9 Once the OCA agreement contract is signed OCA will provide a one-time non-returnable payment of \$5,000 to the Host Chapter to establish the primary funds needed to get the Nationals program underway.

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

- 11.40.10 OCA will encourage the Host Chapter to consider all opportunities to use outside sources such as a management company to ensure a successful event. (This will be at the option of the Host Chapter and not mandated by OCA.)
- 11.40.11 All current conditions regarding the Swap Meet, BOD Meeting, etc. will remain in place. All of these specific conditions will be included in the check-off list and the published guidelines.

Approved July 2008 BOD Meeting
Revised deleting 11.40.10
Renumbered August 2009

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

XII. Judging and Awards

12.10 The Judging Committee shall referee all suggested changes to the “Official Judging Manual” and said changes shall be published in the Official publication.

12.10.1 The Chief Judge shall notify each author of suggested changes as to the committee’s findings prior to the first of each year.

BOD Meeting 7-16-98

12.10.2 To avoid any financial conflict of interest, no OCA member or other person may be appointed to the position of Chief Judge or Committee Member of the OCA Judging Committee, if that OCA Member or person owns, or represents a for-profit business interest that includes the sale of merchandise, restoration parts and/or services for vehicles that may be judged during the official judging of any Oldsmobile entry at an OCA National Event.

BOD Meeting July 28, 2011

12.21 At an time the National Judging Form is utilized, it may not be altered in any manner Also, if the National Judging Form is employed, then all National Judging Rules and instructions must be used, unaltered

BOD Meeting 7-16-98

12.30 The National Meet Head Judge’s Packet is available from the OCA Chief Judge for each host Chapter National Meet Head Judge and will be used to govern the style of Judging, Classes, Awards and overall operation of the Judging of all vehicles entered for judging at the annual OCA Sanctioned National meet.

Approved: BOD Meeting August 26, 2004

12.31 In the case of REO Award, the selection is made in the manner the Chief Judge chooses. In his absence, the OCA President shall choose the manner of selection. It is recommended the selection team (if there is one) be composed of Master Judges. There shall be an REO Award for both Prewar and Postwar. It may not be from the Modified or Street Stock Class.

Other awards may be made for various reasons

Approved BOD Meeting August 26, 2004

OLDSMOBILE CLUB OF AMERICA POLICY MANUAL

XIII. Committees

13.10 An Election Chairperson shall be appointed by the President who will, unless otherwise provided for in the Bylaws and Policy Manual, receive the ballots, count the ballots and report the decision(s) to the President. Committee Members will be assigned to assist the Chairperson as require to ensure accurate tabulation, handling and confidentially. (See 5.21.2)

Approved 02/19/2006

13.10.1 A Bylaw Committee shall work with the BOD to establish and revise Bylaws as necessary. The Bylaw Committee shall establish a Policy Manual, with BOD approval, to direct Policy of OCA.

13.10.2 The OCA Nationals Evaluation/Advisory Committee

13.10.1.1 Upon selection of a potential host chapter for a specific Oldsmobile Club of America National Meet, all travel, lodging, and meal expenses for the visit of the Site Evaluation Committee (aka Nationals Advisory Committee), not to exceed three (3) people appointed by the OCA President will be paid for the Oldsmobile Club of America with the understanding that the committee will travel by the most economical means practical. It is understood that OCA will not pay for any alcoholic beverages during the site evaluation visit.

BOD Meeting 7-10-03

13.10.3 Standing committees shall be established in the Bylaws and/or Policy Manual and shall have their minimum responsibilities identified in the Bylaws and/or Policy Manual.

Approved 02/19/2006

OLDSMOBILE CLUB OF AMERICA POLICY MANUAL

XIV. Amendments

This page intentionally left blank.

OLDSMOBILE CLUB OF AMERICA

POLICY MANUAL

XV. Dissolution

15.20 In the event of the dissolution of the Oldsmobile Club of America per Bylaw section XV paragraph 15.10, the Executive committee will oversee the transfer of physical assets to non-profit organizations as determined by the full BOD. The Executive Committee through the Membership Manager database will identify all active members and establish an equitable pro-rata schedule to refund members' dues based on remaining membership levels. If this, in the opinion of the Executive Committee, is not financially feasible the remaining funds will be donated to non-profit organizations related to the automobile collector's interest.

Approved 02/19/2006