

## By-Laws – 7.0 GOVERNOR

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The NCCC Governor is our Club representative in all NCCC matters and performs all duties pertaining to this office. The NCCC Governor keeps the Club informed on all NCCC rules, NCCC Regional & National bylaws, rule changes, sanction requests, NCCC reports, NCCC points, and other information of general interest.

In addition to the Cowtown specific Governor guidelines (provided below) you will find a *SWR NCCC Governor's Guide* on the SWR Website (member's only section). This guide is an expansion of the *NCCC Nat'l Governor's Guide* which adds SWR specific language, duties and actions such as the SWR's first choice weekend.

### Bylaws Definition

*The NCCC Governor shall be the Club's representative in all NCCC matters and perform all duties pertaining to this office. The NCCC Governor shall keep the Club informed on all NCCC rules, rule changes, sanction requests, NCCC reports, NCCC points, and other information of general interest.*

*The NCCC Governor will process all NCCC new member and renewal forms as per the guidelines of the Regional Membership Director.*

*The NCCC Governor will assure all award purchases for Club competition events, within the budget approved by the Elected Officers. The NCCC Governor will be responsible for keeping track of Club members who earn a Club NCCC Travel Award and will be responsible for the procurement of same. The NCCC Governor will also be responsible for keeping track of the points for NCCC Top Competitor and all NCCC competition awards and will present these awards, as directed by the Board, at a Club Awards Ceremony.*

*The Governor will prepare and submit an article for the monthly newsletter.*

### Cowtown's Governor Guidelines - Detailed

#### Timeline:

##### Beginning of the Year

- Provide the SWR Regional Executive (RE) with your proxies for each national meeting; in case you are not able to attend in person.
- Promote the SWR Annual Competition Schedules; racing and non-racing. Many of our sister clubs host non-sanctioned Car Show(s) – not just racing events.
- Work with the Car Show Chairperson(s) to promote use of the NCCC Display at the shows. Once commitment is obtained from them, book the display thru the NCCC Director of Public Relations.
- Promote attendance at the SWR Awards Banquet, typically held in March each year.

##### Throughout the Year

- The NCCC Governor will process all NCCC new member and renewal forms as per the guidelines of the NCCC Regional Membership Director (RMD); working with Membership.
  - The Governor provides NCCC new member forms to Membership so they can have new members fill them out, provide club dues (includes NCCC dues).
  - Membership provides the completed member forms to the Governor.
  - Governor will then turn over the dues to the Club Treasurer, along with a copy of the printout from the membership database.
  - CTV's Treasurer will cut a check to NCCC, in the amount of the total new members for that month; passing the check to the Governor for processing.
  - The Governor then adds the new member(s) to the NCCC membership database; which then assigns the NCCC number for the new members. The Member's NCCC numbers are then provided to the new members and to Membership, for publication in the Membership Directory.

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- While entering the eMail addresses into the NCCC Database, the Governor will send an “invite” for the new member(s) to join the CTV-ALL eMail distribution list. This is currently done via the *Yahoogroups* mail bot; since the Governor is already adding the email address to the NCCC membership database.
- The club check for new members and the completed membership form is then mailed to the RMD; who in turn passes that on to the National, once they have validated the updates in the NCCC database.
- One caveat is that when members join Cowtown from September to the end of the year, their dues are held until renewal time; so that they are not hit for a club renewal by November. NOTE: If the member wishes to compete in NCCC events before the end of the competition year (requiring an NCCC number), the Governor and/or Membership will need to explain to them that they would need to renew again before November, since their membership can’t be held.
- The Governor prepares and submits an article for the CTV Low-Down newsletter.
- The Governor should attend and represent Cowtown at all Southwest Region Governor’s Meetings. Typically, this is four per year which are held in conjunction with NCCC events. Note: CTV has not ever reimbursed a Governor to attend these meetings since the Governor is typically a competitor.
- The Governor shall submit for CTV’s 1st Choice Weekends for the following year at the 3rd SWR Governor’s Meeting each year; typically held in September. These dates are derived in conjunction with the NCCC Event Coordinator\*, the timing personnel along with availability of the event facilities.
- The Governor shall attend the Club’s annual NCCC Events; they are the Club’s official at these events to back-up the NCCC Chairperson. If there are protests or complaints about the event, they should go up thru the chairperson, then the Governor for review and resolution. The SWR Regional Competition Director (RCD) is the only official that holds a higher position at the SWR NCCC events; unless the VP of Competition is in attendance.
- The Governor is responsible for obtaining the insurance certificates for all CTV Events (i.e. NCCC and car show). The link to the form to fill out is on the NCCC National website.
- The Governor should attend and represent CTV at least one NCCC national meeting per year. The September Meeting is usually the busiest, followed by the May Meeting. The club typically will reimburse travel & lodging expenses for the trip(s); it must be pre-approved by Elected Officers (Standing Rules #2).

### Year Ending:

- Governor Election Process
  - The Governor is elected one month earlier than other club officers for various reasons.
    - This offers the incoming Governor time to visit NCCC Region and National year-end meetings if desired and approved; prior to taking office.
    - It offers the incoming Governor an opportunity to work with the outgoing Governor on the annual membership renewals.
  - Nominations are taken at the September Meeting (only from the floor)
  - The Voting Election will be held at the October Meeting unless there is only one candidate nominated at the September meeting.
- Database Information / Assistance.
  - Assist the Secretary in validating the members for Cowtown Elections.
    - This has typically been in the form of a screen scrape followed by combining of member names for mailing out the ballots. i.e. combining members with different last names so that we don’t waste funds mailing each ballot separately. The Governor is the only one that can view the “primary” member to see who the “spouse” and/or “dependent” members are.
    - Create a “check-in” form for the Ballots on Election night; if the Secretary isn’t comfortable doing this function.

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- Assist the NCCC Chairperson\* and/or Event Registration to validate the entrants for an NCCC event. This GREATLY aids in typos and improper name use (i.e. common vs what is in the database - Bob vs Robert) to make event results go smoother.
- The Governor will remove all Non-renewing Members from the *Yahoogroups* eMail distribution list by the start of the next calendar year. Assistance can be obtained from the Webmaster and/or the Social Media Chairperson; whoever is in charge of all email lists.
- NCCC Points and Awards
- The NCCC Governor is responsible for keeping track of the points for NCCC Top Competitor and all NCCC competition awards and will present these awards at an Awards Banquet.
- The NCCC Governor is responsible for keeping track of Club members who earn a Club NCCC Travel Award.
- The NCCC Governor will purchase awards for Club competition events as outlined in the CTV Bylaws & Standing Rules; within the budget boundaries set by the CTV Elected Officers.
- Annual Membership Renewals
  - The Regional Membership Director sets a date for renewals to be in, typically by the middle of November; the date is predicated off the date provided by National. Members which do not renew by the deadline have a \$10 late renewal fee imposed on them by National; which we pass on down as part of club renewal. If the member doesn't renew by 12/31/xx, they are dropped from the membership and have to return as visitors, going thru the new member process.
  - Starting in the September newsletter, place a renewal form as an insert and encourage members to renew during reports at the membership meetings and in your newsletter article. Continue the inserts thru the November issue.
  - Have the webmaster place the renewal form on the website as well.
  - As renewals come in, update the NCCC National Membership database with the information.

### NCCC Events:

Cowtown hosts several NCCC Events during the year. These events are made possible by utilizing the 10 CTV annual sanctions and along with other SWR Club's sanctions; we currently utilize CCT & BRCC (10 each).

- At NCCC Events that Cowtown holds utilizing CTV Sanctions, the CTV Governor is the NCCC Official.
- At NCCC Events that Cowtown hosts utilizing non-CTV Sanctions, the CTV Governor is not the NCCC Official. That responsibility is that Club's governor (of those sanctions) or the RCD. However, if the RCD nor other club's Governor is not in attendance, the RCD can appoint the NCCC Event Chairperson\* or the CTV Governor as the proxy. Since it is a CTV hosted event, the CTV Governor should be in attendance.
- The CTV Governor is responsible for the Event Results from any NCCC Event that CTV hosts. This includes filing the sanctions along with preparing, validating and uploading the event results into the NCCC Competition Database. If there is a CTV NCCC Event Chairperson\*, they could volunteer to handle these duties.
- Prior to hosting NCCC Events, the Governor should work with the NCCC Event Coordinator\* and the Event Chairpersons (timing, corners, tech, etc.) to be a second set of eyes for things like the Tech Forms, Insurance Forms, Accident Reports, having an NCCC Rulebook at the event, etc.

### NCCC Awards:

The following NCCC awards are inclusive of regional and national NCCC points. The events can include both sanctioned and non-sanctioned events (i.e. Convention) provided that the event had event results tallied and posted to all competitors.

#### Cowtown Top Competitor

- **Current year** – this is the member (male or female) that earns the most NCCC points for the competition year. This member earns the privilege to have their name added to the Cowtown traveling award and to display that award in their home for the following year.

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- **Previous year** – will receive a permanent award.
  - **Concours** – The male and female member earning the most car show event points.
  - **Drag** – The male and female member earning the most drag event points.
  - **Funkhana** – The male and female member earning the most funkhana event points.
  - **Rallye** – The male and female member earning the most rallye event points.
  - **Speed** – The male and female member earning the most speed event points; this consists of high and low-speed autocrosses.
  - **Travel Awards** – any member attending the minimum number of NCCC events.

\* not applicable if the CTV Governor is also the NCCC Coordinator