



# **AMCA Manual**

*Articles of Incorporation*

*Bylaws*

*Policies & Procedures*

*Revised by the AMCA Board, effective January 1, 2012*

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# **AMCA Policies and Procedures Manual**

*The Antique Motorcycle Club of America, Inc. was founded in 1954 by a small group of enthusiastic antique motorcycle owners. Steadily the Club grew until, in 1983, Dr. Earl Chalfant recognized the need for a Club handbook to facilitate communication within our National organization. In the years since, this handbook has been updated and revised through the National Board of Directors and supplied to all Chapters for their use, as well as to any Club member who has requested an individual copy. Additional copies should be requested from the Operations Manager.*

AMCA Statement of Purpose.....	2
AMCA Philosophy.....	2
<b>AMCA Articles of Incorporation.....</b>	<b>2</b>
<b>AMCA Bylaws.....</b>	<b>4</b>
<b>AMCA Structure</b>	
AMCA Logo.....	8
AMCA Officers & Directors.....	8
AMCA Membership.....	9
Chapter Guidelines.....	9
Job Descriptions.....	10
AMCA National Meets.....	10
AMCA National Road Runs.....	10
AMCA Judging.....	11
<b>AMCA Policies &amp; Procedures</b>	
Revisions to the Policies & Procedures Manual.....	11
Internal Communications.....	11
Press Release Program.....	12
Complaint/Dispute Resolution.....	13
Anti-Solicitation Policy and Agreement.....	14
Conflict of Interest Policy.....	14
AMCA Website Forum Participation and Rules.....	14
Club Magazine Information.....	15
Honorary Membership Nomination Policy.....	16
Policy on Board Member Participation on Other Boards.....	16
AMCA Consumer Affairs Policy.....	17
AMCA Internal Audit Committee Policy.....	17
<b>Appendices</b>	
A. AMCA Chapter Guidelines.....	18
B. AMCA Insurance Coverage Provided to USA Chapters.....	20
C. AMCA Chapter Annual Financial Report.....	22
D. AMCA National Event Financial Report.....	28
E. Job Descriptions.....	30
F. National Meet Guidelines and Requirements.....	38
G. Running an AMCA Judging Event.....	42
H. National Road Run Guidelines.....	45
I. AMCA Judging Disclaimer Form.....	46
J. Constitution and Bylaws of the AMCA Judging Committee.....	47
K. AMCA Honorary Membership Program.....	48

## ***AMCA Statement of Purpose***

The purpose of the AMCA shall be the collection, restoration, preservation and use of antique motorcycles, parts, accessories and literature pertaining to the history of same. It shall be further, to provide information and general literature pertaining to motorcycles that are at least thirty-five (35) years of age. It shall be to provide for and regulate National and regional Meets and tours. Through the avenue of common interest in antique motorcycles, the Club shall encourage good fellowship and brotherhood of all men.

## ***AMCA Philosophy***

The philosophy of the Antique Motorcycle Club of America, Inc. continues directly from that followed by the four successful businessmen who founded the Club in 1954. These men collected, preserved and restored old motorcycles, thereby saving a segment of early Americana. These were family men who envisioned a Club operated in such a manner as to include all family members at the Club events. They felt that a great deal of wholesome fun and enjoyment would result from sharing their interests in old motorcycles with others who held the same interests. Such a Club would also be mutually helpful in finding, rejuvenating, restoring, riding and displaying antique motorcycles.

Club membership has always been open to all enthusiasts and interested persons. No restrictions of any kind have ever been set as to race, creed, color, nationality or country of residence.

The AMCA believes in respect for others and law and order. To this end it seeks meet locations which will not disturb citizens in any community. It seeks and appreciates a positive, cooperative, constructive relationship with officials and law enforcement everywhere. The Board appeals to all AMCA members to use their personal influence in maintaining the wholesome image the Club has guarded since its founding. It frowns strongly upon fringe elements who deviate from social norms in behavior, attire or merchandise sold.

The aims of the Club can be summarized in our FLAME of passion for antique motorcycles:

Fellowship of a common interest, in a

Family environment

Literature and technical information to help us restore, ride and maintain our machines

Antique motorcycles of all makes over 35 years old

Meets and Road Runs to enjoy old motorcycles

Existence of the Club and its preservation

From its humble beginnings in 1954 the AMCA has enjoyed continuous growth, and in 2011 has over 10,000 national and international members and family members. Furthermore, there are currently 58 chartered local Chapters that provide many additional opportunities for enthusiasts of all ages to enjoy their antique motorcycles.

To join a local Chapter, a person must first be a National Club member. Information about local Chapter membership and activities should be obtained directly from the Chapter contact person listed in the AMCA Magazine, "The Antique Motorcycle," or the AMCA website at [www.antiquemotorcycle.org](http://www.antiquemotorcycle.org).

## ***AMCA Articles of Incorporation***

*The Antique Motorcycle Club of America, Inc., is incorporated in the State of Florida as a non-profit organization under Internal Revenue Code 501 (c) (7). The following are the Articles of Incorporation for the Club, filed May 16, 2007.*

The undersigned incorporator, for the purpose of forming a corporation not for profit under Chapter 617, Florida Statutes, the Florida Not For Profit Corporation Act, hereby adopts the following Articles of Incorporation.

#### **ARTICLE I**

The name of this corporation is THE ANTIQUE MOTORCYCLE CLUB OF AMERICA, INC.

#### **ARTICLE II**

The existence of this corporation shall commence on the date on which these Articles of Incorporation are filed with the Department of State of the State of Florida.

#### **ARTICLE III**

The street address of the principal office of this corporation is 336 West Highland Drive, Lakeland, Florida 33813. The mailing address of this corporation is 336 West Highland Drive, Lakeland, Florida 33813.

#### **ARTICLE IV**

This corporation is organized and shall operate for the pleasure, recreation, and other similar non profitable purposes of its members, and substantially all of its activities shall be for these purposes which are purposes permitted by Section 501 (c)(7) of the Internal Revenue Code of 1986 or corresponding sections or provisions of any prior or future Internal Revenue Code. In a manner consistent with the foregoing, the purposes of this corporation shall include:

- a. The promotion of the common benefit, pleasure, recreation, and other non profitable activities and interests of the members of this corporation.
- b. The promotion of personal contact, co-mingling, and face-to-face fellowship between and among the members of this corporation.
- c. The encouragement of members to share interests and to have a common goal directed toward pleasure, recreation, and other non profitable purposes such that fellowship is a material part in the life of this corporation.
- d. The encouragement of an interest in antique motorcycle operation, maintenance, ownership, preservation, safety, and history for the benefit, pleasure, and recreation of the members of this corporation.
- e. The support and fostering of the free exchange of experience, information, and knowledge pertaining to antique motorcycles between and among the members of this corporation.

#### **ARTICLE V**

The qualifications for membership and the manner of the admission of members shall be as stated in the bylaws of this corporation. Notwithstanding the foregoing, there shall be no policy whatsoever providing for any form of discrimination against any person based on race, color, or religion.

#### **ARTICLE VI**

The business affairs of this corporation shall be managed by the board of directors of this corporation. The method of electing the directors of this corporation shall be as stated in the bylaws of this corporation. The number of directors of this corporation may be increased or decreased from time to time, but this corporation shall never have less than three (3) directors.

#### **ARTICLE VII**

The name and street address of the initial registered agent of this corporation is JOHN F. WENDEL, 336 West Highland Drive, Lakeland, Florida 33813.

## **ARTICLE VIII**

The name and address of the sole incorporator of this corporation is JOHN F. WENDEL, 336 West Highland Drive, Lakeland, Florida 33813.

## **ARTICLE IX**

This corporation shall be bound by the following:

- a. No part of the net earnings of this corporation shall inure to the benefit of any member, director, or officer of this corporation, nor to the benefit of any private individual.
- b. This corporation shall have no power to engage in any act or activity prohibited to corporations which are exempt from federal income taxation under Section 501 (c) of the Internal Revenue Code of 1986 or corresponding sections or provisions of any prior or future Internal Revenue Code.
- c. In the event of the dissolution of this corporation, the residual assets of this corporation shall be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 (c) of the Internal Revenue Code of 1986 or corresponding sections or provisions of any prior or future Internal Revenue Code, or to the federal or to a state or local government for public purposes exclusively.

## **ARTICLE X**

This corporation shall indemnify any director or officer or any former director or former officer to the extent permitted by law.

## **ARTICLE XI**

These Articles of Incorporation may be amended by a two-thirds vote of those directors present at a meeting of the Board of Directors at which a quorum is present. The initial bylaws of the corporation shall be adopted by a majority vote of those directors present at a meeting of the Board of Directors at which a quorum is present, but the bylaws shall not thereafter be altered, amended, or repealed except by a two-thirds vote of those directors present at a meeting of the Board of Directors at which a quorum is present.

## **AMCA Bylaws**

*The Antique Motorcycle Club of America, Inc., is governed by a set of Bylaws adopted in 2007 and amended at various times since then. These Bylaws provide the basic structure of the Club, although the Board of Directors can establish official Club policies that further define the rules governing the Club's operation.*

### ***Bylaws of the Antique Motorcycle Club of America, Inc.***

(Adopted May, 2007, and amended February 29, 2008, February 26, 2010, and July 1, 2011)

**ARTICLE I. PRINCIPAL OFFICE** The principal office of the corporation shall be located at the City of Lakeland, in Polk County, Florida. The Board of Directors of the corporation from time to time may move the principal office of the corporation to any other place, and may establish other locations for the attainment of the corporation's purposes. The registered office and registered agent of the corporation shall be as set forth in the Articles of Incorporation of the corporation, but the Board of Directors may change the registered office and registered agent from time to time as provided in the Florida Not for Profit Corporation Act, as amended.

## **ARTICLE II. MEMBERS**

**Section 1.** The corporation shall have members in such classifications as determined by the Board of

Directors of the corporation.

### **ARTICLE III. BOARD OF DIRECTORS**

**Section 1.** The conduct of the affairs of the corporation and the attainment of its purposes shall be managed and guided by the Board of Directors of the corporation.

**Section 2.** The corporation shall have not less than three (3) Directors, with the exact number of Directors to be fixed from time to time by resolution of the Board of Directors, and each Director shall be elected by the Board of Directors at the annual meeting of the Board of Directors. Each Director shall hold office for a specified term of three (3) years, or until his or her successor shall have been duly appointed and qualified, or until his or her sooner resignation, removal from office, or death.

**Section 3.** The Board of Directors may hold annual, regular, or special meetings either within or without the State of Florida.

**Section 4.** No person shall be a Director of the corporation unless he or she shall be a natural person who has attained the age of eighteen (18) years.

**Section 5.** A quorum of the Board of Directors consists of a majority of the whole number of Directors to be fixed from time to time by resolution of the Board of Directors. If a quorum is present when a vote is taken, the affirmative vote of a majority of Directors present is the act of the Board of Directors. A Director of the corporation who is present at a meeting of the Board of Directors when corporate action is taken is deemed to have assented to the action unless he or she objects, at the beginning of the meeting or promptly upon his or her arrival, to holding the meeting or transacting specified affairs at the meeting or he or she votes against or abstains from the action taken. If, because of vacancies, the number of members of the AMCA Board of Directors falls below the number required for a quorum as outlined in the Bylaws, the President, with the approval of the Board, may appoint the required number of directors to meet a quorum under the Bylaws.

**Section 6.** A majority of the Directors present, whether or not a quorum exists, may adjourn any meeting of the Board of Directors to another time and place, and notice of any such adjourned meeting need not be given to the Directors who were not present at the time of the adjournment nor to the other Directors if the time and place of the adjourned meeting are announced at the time of the adjournment.

**Section 7.** The Board of Directors may permit any or all Directors to participate in any annual, regular, or special meeting by, or conduct the meeting through the use of, any means of communication by which all Directors participating may simultaneously hear each other during the meeting. A Director participating in a meeting by this means is deemed to be present in person at the meeting.

**Section 8.** Action required or permitted to be taken at a Board of Directors' meeting or committee meeting may be taken without a meeting if the action is taken by all members of the Board or of the committee. The action must be evidenced by one or more written consents describing the action taken and signed by each Director or committee member.

**Section 9.** The annual meeting of the Board of Directors shall be held during the third quarter of each calendar year, and regular meetings shall be held at such times as may be fixed by resolution of the Board of Directors. Special meetings of the Board of Directors may be held on the call of the President or a majority of the Directors. Written notice of each special meeting shall be given by the Secretary to each Director at least three days prior to the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a Director states, at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of affairs because the meeting is not lawfully called or convened.

**Section 10.** A Director may resign at any time by delivering written notice to the Secretary and the Board of Directors. A resignation is effective when the notice is delivered unless the notice specifies a

later effective date. If a resignation is made effective at a later date, the position may be filled before the effective date, provided that the successor does not take office until the effective date.

**Section 11.** Any vacancy occurring on the Board of Directors may be filled by the President of the corporation, with the approval of the Board of Directors. A Director appointed to fill a vacancy shall be appointed for the unexpired term of his or her predecessor in office.

**Section 12.** The Board of Directors, at its annual meeting, shall elect from among its membership a President, a Vice President, a Secretary, a Treasurer, and such other officers as the Board of Directors, from time to time, shall deem necessary. The Board of Directors shall have the power to elect a new President should a vacancy in that office occur, but if the Board of Directors does not do so, the Vice President, the Secretary, and the Treasurer, in that order, shall serve as acting President of the corporation until the next annual election of officers.

**Section 13.** Any Director may be removed by two-thirds vote of the remaining members of the Board of Directors, whether or not a quorum is present, whenever, in the judgment of the Board of Directors, the best interests of the corporation will be served thereby.

**Section 14.** The President or the Board of Directors may establish or dissolve committees from among its membership and, subject to any limitations imposed by law, shall vest in such committees such powers and duties as the Board of Directors shall think proper.

**Section 15.** Every Director, officer, employee, or agent of the corporation shall be indemnified by the corporation to the full extent permitted by Florida law, as now in existence or as from time to time hereafter amended.

**Section 16.** The Board of Directors shall not set any compensation for itself, or for any member thereof. The Board of Directors may authorize each member of the Board of Directors to receive reimbursement for his or her expenses reasonably incurred in attending meetings of the Board of Directors, in attending meetings of committees of the Board of Directors, or traveling for or on behalf of the corporation.

**Section 17.** The Board of Directors shall adopt and require the implementation of a conflict of interest policy statement for use by the corporation and all of its officers, Directors, and committee members.

**Section 18.** The Board of Directors shall adopt and require the implementation of an anti-solicitation policy statement for use by the corporation and all of its officers, Directors, and committee members.

**Section 19.** The Board of Directors shall have the authority to discipline, suspend or terminate membership when the conduct of a Director is determined by the Board of Directors to be detrimental to the purposes of the corporation. *(For further information, see the AMCA Officers and Directors section of AMCA Structure, page 8.)*

#### **ARTICLE IV. OFFICERS**

**Section 1.** The officers of the corporation shall consist of a President, not less than one (1) Vice President, a Secretary, a Treasurer, and such other officers as the Board of Directors, from time to time, shall deem necessary, and shall be elected by the Board of Directors as set forth in Article III, Section 12, above. Any two (2) or more of such offices may be held by the same person.

**Section 2.** Each officer has the authority and shall perform the duties set forth in these Bylaws or, to the extent consistent with these Bylaws, the duties prescribed by the Board of Directors.

**Section 3.** An officer may resign at any time by delivering notice to the Secretary and the Board of Directors. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective at a later date and the corporation accepts the future effective date, the Board of Directors may fill the pending vacancy before the effective date if the Board of Directors provides that the successor does not take office until the effective date.

**Section 4.** Any officer may be removed by two-thirds vote of the remaining members of the Board of

Directors, whether or not a quorum is present, whenever, in the judgment of the Board of Directors, the best interests of the corporation will be served thereby.

**Section 5.** The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation. The President shall preside at all meetings of the Board of Directors. The President may sign deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. *(For further information, see Appendix E.)*

**Section 6.** In the absence of the President or in the event of the President's death, inability, or refusal to act, and in the absence of a contrary specification by the Board of Directors, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors. *(For further information, see Appendix E.)*

**Section 7.** The Secretary shall: (a) keep the minutes of the proceedings at meetings of the Board of Directors in one or more books provided for that purpose; (b) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which is duly authorized on behalf of the corporation under its seal and otherwise authenticate the records of the corporation; (c) keep a register of the mailing address of each member of the Board of Directors which shall be furnished to the Secretary by each member of the Board of Directors; and (d) in general, perform all of the duties as from time to time may be assigned by the President or by the Board of Directors. *(For further information, see Appendix E.)*

**Section 8.** The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation; (b) receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors in accordance with the provisions of these Bylaws; and (c) in general, perform all of the duties as from time to time may be assigned by the President or by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of the duties of the Treasurer in such sum and with surety or sureties as the Board of Directors shall determine. *(For further information, see Appendix E.)*

**Section 9.** The President may appoint, with the approval of the Board of Directors, an assistant Secretary and/or an assistant Treasurer to assist the National Secretary and Treasurer in their assigned duties. Such appointees shall serve at the pleasure of the Board of Directors.

## **ARTICLE V. CONTRACTS, LOANS, AND OTHER DOCUMENTS**

**Section 1.** The Board of Directors may authorize any officer, officers, agent, or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

**Section 2.** No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or may be confined to specific instances.

**Section 3.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer, officers, agent, or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. Any such resolution shall be spread upon the minutes by the proceedings of the

meeting.

**Section 4.** All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

## **ARTICLE VI. RECORDS**

**Section 1.** The corporation shall keep as records minutes of all meetings of the Board of Directors, a record of all actions taken by the Board of Directors without a meeting, and a record of all actions taken by a committee of the Board of Directors in place of the Board of Directors on behalf of the corporation.

**Section 2.** The corporation shall maintain accurate accounting records.

## **ARTICLE VII. FISCAL YEAR**

**Section 1.** The fiscal year of the corporation shall begin on January 1 and shall end on December 31 of each calendar year.

## **ARTICLE VIII. SEAL**

**Section 1.** The Board of Directors shall adopt a corporate seal which shall be circular in form and shall have inscribed thereon the name of the corporation, the state of incorporation, the year of incorporation, and the words, "Corporation Not for Profit."

## **ARTICLE IX. AMENDMENT OF BYLAWS**

**Section 1.** These Bylaws may be altered, amended, or repealed by a two-thirds vote of those Directors present at a meeting of the Board of Directors at which a quorum is present.

# **AMCA Structure**

## ***AMCA Logo***

The AMCA logo consists of a wire-spoked wheel with a single cylinder mounted on top, embraced by a pair of open wings. The logo design is a registered copyright, and use of this logo without specific permission is illegal, with violators subject to legal action.

Any individual or AMCA Chapter wishing to use this logo must make written application to the AMCA Operations Manager. The Operations Manager will review the request and approve accordingly. If there is a question about the request, the Operations Manager will advise the Board of Directors for final approval. The Operations Manager will inform the Board of approved AMCA logo requests on or before the next Board meeting.

## ***AMCA Officers and Directors***

The AMCA Bylaws designate that the Club is governed by a Board of Directors consisting of at least three members. Currently, the Board consists of nine members elected for three-year terms on a rotating basis.

The Board of Directors has responsibility for the general management and control of the affairs and property of the Club. All contracts and policy decisions are solely and exclusively within the authority of the Board of Directors of the Corporation. Neither this Club nor any of its Chapters, shall, under the Club name, participate in any commercial activity that would endanger the tax-exempt status of the Club.

Robert's Rules of Order revised govern the Club in all cases where applicable and in which they do not conflict with the Bylaws of this Club.

The duties of the National Officers—President, Vice President, Secretary and Treasurer—are outlined in the Bylaws. The four AMCA officers do not constitute an Executive Committee, and all decisions will be taken by the Board.

Nominations of Directors are made by the Board. Any active member may submit a request for nomination, accompanied by a brief resume of their qualifications. All requests for nomination must be received by the Secretary at least 45 days before the Annual Meeting of the Board. All requests for nomination, including resumes, received by the secretary shall be referred to the Nominating Committee for review. The Nominating Committee may submit written questions to each nominee and conduct an interview of each nominee. Election to the Board of Directors is by written ballot and by a majority vote of the Directors present at the Board meeting. The President shall call for nominations at three separate times during the Board Meeting.

A Board member who is absent from two consecutive regular meetings and/or does not fulfill the duties required of a Board member may be removed from the Board by a majority vote of those present at the next regularly scheduled or special meeting.

## ***AMCA Membership***

Any person of good character who completes a written membership application and pays the required dues shall be entitled to membership in the AMCA. The Club may refuse membership to anyone if the conduct of the applicant is determined to be detrimental to the organization. The following are the categories of membership within the Club:

**Active member:** Any duly approved member who has paid his or her dues upon their application or renewal date.

**Family Member:** A spouse, domestic partner or minor child sharing the same address with an active member.

**Honorary Member:** Any person who has made an outstanding contribution to the motorcycle industry and/or to the welfare of this Club and who has been elected to this class of membership by the Board of Directors.

**Emeritus Member:** Only those persons who have served the Club as National President shall be elected to this status.

**Dues:** Yearly annual dues shall be determined by the Board of Directors. Changes in dues shall take effect with those members renewing beginning January 1 of the succeeding year. Dues are for from one year to three years of active membership, beginning on the date of receipt of dues and a completed application. Members who fail to renew by their due date will be dropped from the membership.

**Member conduct:** The Board of Directors shall have the authority to suspend or revoke individual Club membership when the conduct of a member is determined by the Board of Directors to be detrimental to the purposes of the corporation.

**Attendance at meetings:** Any active member may attend a Board of Directors meeting by written request to the Secretary that is received at least 30 days prior to the meeting date. There is a limit of two on the number of members who may attend any meeting. Members are present as observers only, and will not speak unless invited to do so by a Club Officer.

## ***Chapter Guidelines***

The National organization encourages groups of AMCA members to form local Chapters. Chapters provide many opportunities for members to enjoy fellowship with other members on rides, outings, Meets and social gatherings. All Chapters are required to function in strict conformity with the National Bylaws of the AMCA and must certify that their Chapter members are also members of the National

AMCA.

In order to protect its non-profit status, the AMCA Board of Directors adopted the following resolution in 1976:

“Since it is necessary that the National organization take steps to retain its tax-free status and other benefits of non-profit status, and furthermore render itself immune from possible misdeeds or misconduct of its Chapters, it is hereby resolved that all Chapters must ensure that their Chapter members are National members and no one can be a member of a Chapter without first being a member of the National Club.

“It is further resolved that all Chapters must profess and follow the National Club principles and purpose as set forth in the National organization corporate charter, and all Chapters must conform their policy and rules to the National policy and rules. The ultimate purpose of a Chapter must be identical with the National organization purpose. This requirement is not to be misconstrued to mean that the Chapter rules and regulations must be identical to and limited to the National group rules and regulations, but that their regulations must include those policies, principles and rules set forth in the National organization. The National organization reserves the ultimate right to supervise and monitor all Chapters, requiring all Chapters to submit an annual fiscal report, membership list and list of officers.

For a complete list of guidelines governing AMCA Chapters, refer to AMCA Chapter Guidelines, Appendix A. For a listing of insurance coverages the AMCA provides to Chapters, see Appendix B.

All Chapters are required to file a Chapter Annual Financial Report by January 15 of each year. You can find a copy of the AMCA Chapter Annual Financial Report in Appendix C.

### ***Job Descriptions***

Job descriptions for the following Club positions are available in Appendix E: President, Vice President, Director, Secretary, Treasurer, Director of Chapters, National Meet Coordinator, Chief Judge, Assistant Chief Judge, Director of Consumer Affairs, Membership Director, Advertising Manager, National Technical Advisor, Web Master, Forum Moderator, Operations Manager, Merchandise Manager, and Editor, The Antique Motorcycle magazine.

### ***AMCA National Meets***

AMCA National Meets are periodic gatherings of the AMCA in different parts of the country. Their purpose is to provide an opportunity for fellowship among members, a forum to buy, sell and trade merchandise, and the chance to show and judge antique motorcycles. National Meets are for antique motorcycles and parts 35 years old or older only, and related items. All National Meets are organized and hosted for the AMCA by local Chapters who have met the criteria to do so and have been approved by the Board of Directors. For full details on AMCA National Meets, refer to the National Meet Guidelines, Appendix F. For full details on running an AMCA Judging Event at National Meets, see Appendix G.

All AMCA Chapters hosting National Meets are required to file a National Event Financial Report with the AMCA Treasurer within 60 days after the event takes place. You can find this form in Appendix D.

### ***AMCA National Road Runs***

National Road Runs are gatherings of AMCA members and members of affiliated motorcycle clubs in certain scenic areas of the country for the sole purpose of riding and enjoying our antique motorcycles together. Requests by Chapters to sponsor National Road Runs shall be approved by the Board of Directors.

For full details on AMCA National Road Runs, refer to the National Road Run Guidelines, Appendix H.

All AMCA Chapters hosting National Road Runs are required to file a National Event Financial Report with the AMCA Treasurer within 60 days after the event takes place. You can find this form in Appendix D.

## ***AMCA Judging***

The Judging Program is directed by the Chief Judge under the auspices and authority of the National Board of Directors. A Judging Committee chaired by the Chief Judge is utilized to review and recommend policies and procedures, and refine and develop judging rules. Changes, additions, corrections and revisions are all approved through the National Board of Directors.

All AMCA members entering their motorcycles in the AMCA Judging Program are required to sign the AMCA Judging Disclaimer form. A copy of this form can be found in Appendix I.

The Policies and Operating Procedures of the Judging Committee are available in Appendix J. The Chief Judge or, in the absence of the Chief Judge, the ranking judge, holds final authority regarding all judging decisions on the judging field. The AMCA has determined that judging results can be released to the general press in addition to publication in The Antique Motorcycle magazine.

The AMCA Handbook of Judging defines and describes the AMCA judging program, categories, and National awards, as well as the qualifications to be an AMCA judge. A copy of the handbook is available from the Chief Judge or online through the AMCA website at [www.antiquemotorcycle.org](http://www.antiquemotorcycle.org). Also available from the Chief Judge are apprenticeship materials.

## **AMCA Policies & Procedures**

### ***Revisions to the Policies & Procedures Manual***

#### **Policy**

There shall be within the Antique Motorcycle Club of America a Committee for Policies and Procedures Manual Revision. The Committee shall consist of the National Secretary and at least one other Director. Under the direction of the Board of Directors, the Committee is responsible for the development of comprehensive and timely revisions to the Manual and the distribution thereof.

#### **Procedure**

As new or revised Policies and/or Procedures are developed, the Committee will submit a draft of such revisions to the Board for approval and/or modification. Once the revision is approved, the Secretary will circulate the revised handbook electronically to Chapter Presidents and Newsletter Editors.

### ***Internal Communications***

#### **Policy**

The AMCA strives to improve communications throughout the Club.

#### **Procedure**

The National Secretary will produce a summary of each Board meeting for approval by the President within ten (10) days of each meeting, including teleconferences. This will then be circulated to Chapter Presidents and Newsletter Editors by the Operations Manager, and posted on the AMCA website. Full minutes of each Board Meeting, prepared by the National Secretary and approved by the Board, will be published in the next available AMCA magazine.

The AMCA President will send an E-mail newsletter to Chapter Presidents and Newsletter Editors at least six times a year.

Each Chapter President will have a contact Director, and that Board member is expected to contact his or her contact Chapter Presidents at least three times a year, either in person or by e-mail.

Board Members are expected to monitor the website Community Forum regularly, and respond to questions raised. Members may raise concerns regarding the AMCA with any Director or Chapter officer, and expect to have an answer within 30 days. Up to two members may attend Board Meetings, having given adequate notice and observing the rules of behavior.

For cross-Club communications, the Director of Chapters will host a Presidents Meeting at least once a year, to which all Chapter Presidents or their nominees are invited. While providing feedback from Board Meetings, this forum is also intended to exchange best practices across the Chapters.

## ***Press Release Program***

### **Policy**

The AMCA Press Release Program is designed to deliver significant news about the Club on a timely basis to two different audiences: the AMCA international network of Chapters, and the larger motorcycle-journalism community. This system is not designed to supplant the Club magazine, the News area of the Club website and the printing of the Board of Directors meeting minutes, but is intended to permit quick dissemination of information about the National organization to the Chapters, and to provide an avenue for the Club to reach out to antique motorcycle enthusiasts who are not AMCA members.

### **Procedure**

In order to qualify as a Press Release for distribution to AMCA Chapters, an item should: (1) be of significant interest to the AMCA general membership; (2) have a clear relationship to the purpose and objectives of the AMCA; and (3) be of such importance that prompt and timely distribution is necessary. Some examples would be: changes in policy and procedure matters adopted by the Board of Directors that have immediate and significant impact on the general membership; death or illness notices of individuals related to antique motorcycle activities; and important forthcoming events which have not had adequate pre-event promotion within the Club.

In order to qualify as a Press Release for distribution outside the AMCA, an item should: (1) promote an AMCA event or program that is open to non-members; (2) Be written in a way to attract non-members to come into contact with the Club through its events and programs; and (3) provide information that may encourage non-members to join the Club. Some examples would include a preview of the AMCA National Meets and Road Runs for the upcoming riding season; promotion of AMCA contests that may be open to non-members; and announcements of significant events that prominently involve AMCA members.

The Operations Manager will serve as coordinator, working in concert with the National Secretary, PR Editor and Web Editor. Newsworthy items can be generated by any member at any level in the AMCA, including the Board, the President or outside sources. If necessary, such items would then be forwarded to the Operations Manager, who would coordinate any necessary follow up (additional details, etc.) and oversee development of a draft Press Release. The draft would then be forwarded to the President. Once the President has approved the release, the PR Editor would distribute it to all Directors, the Web Editor, the Magazine Editor, and all Chapters. Where appropriate, the PR Editor would also distribute the Press Release to a list of other motorcycle print and web publications so that it can reach a wider audience.

In order for this program to function, each member must be aware of its existence and make use of it. The President, the Board or individual members will often be the initial source of newsworthy information. The Program will rely on members bringing items of special interest to the attention of the Operations Manager as soon as possible; otherwise the item may not be processed quickly enough to justify using the system.

## ***Complaint/Dispute Resolution***

### **Policy**

It shall be the policy of The Antique Motorcycle Club of America, Inc. (AMCA) to accept and address all complaints filed against the Club, or its officers. Any person may file a complaint with any duly elected or appointed AMCA officer of any level in the organization. The complaint must be filed in writing. No complaints may be made against AMCA Policy.

The individual against whom the complaint is filed shall be advised as soon as practicable of the existence of the complaint. The complainant is entitled to a response either verbally or in writing according to his/her choice. This response should be forthcoming in a timely fashion, with due consideration for appropriate investigation time. The response will state the findings and conclusions, including an explanation of how they were reached. All complaints will be handled objectively, with no inference of bias toward any member, individual or organization. Every effort shall be made to resolve complaints or conflicts at the lowest level in the organization. Conflicts between individuals, members or non-members, which do not involve the National AMCA organization, National Officers or Chapter Presidents, should continue to be resolved at the Chapter level. The Chapter President should participate in the resolution of the conflict.

### **Procedure**

When a complaint is filed against the AMCA or its officers, the official accepting the complaint will determine if:

1. The complaint involves an AMCA officer, at any level.
2. It involves local Chapter rules and regulations.
3. It involves only a particular member's actions or demeanor.
4. It involves vendor actions or demeanor.

The Chapter President shall be notified if the complaint is against any AMCA officer or any vendor. Any charge of physical injury, theft, fraud or any other illegal activity shall be immediately brought to the attention of the Chapter President so that proper authorities may be notified. Complaints against any National Officer or Chapter Officer charging physical injury, theft, fraud, or any other illegal activity shall be forwarded without unnecessary delay to the National President for review.

The National President will determine whether to respond directly or to assign a Fact Finder to investigate the complaint. A Fact Finder may be any current AMCA member in good standing, and may be a National or Local officer. The Fact Finder will be responsible for objectively investigating the complaint to an appropriate depth, develop conclusions and recommend resolution. The investigation report will be forwarded to the National President for his/her approval or modification. The President may require further investigation, or may assign the task to another.

Upon conclusion of the President's review, the individual charged in the complaint, as well as the complainant, will be given notice by letter from the National President of the findings and conclusions and how they were reached. A copy of this letter will be forwarded to the National Directors for their information. The entire complaint package will be forwarded to the National Secretary for filing.

The resolution of local complaints not involving National policy or officers will be the responsibility of the Chapter President. He/she may respond directly or appoint a Fact Finder who will conduct the investigation and report the resulting findings and recommendations. The Chapter President may approve or modify the findings. The complainant shall be notified of the findings either verbally or in writing, whichever the complainant chooses.

Complaints accepted at local Meets involving alleged inappropriate acts by vendors may lend themselves to resolution by the Chapter President. Circumstances indicating attempted or actual illegal

or unethical activity should be brought to the attention to the AMCA Director of Consumer Affairs without delay. Complaints against the Chapter President shall be forwarded to the National President for investigation and resolution. In cases of complaints against Chapter Officers, the Chapter President shall prepare and forward to the National President a brief memorandum describing the complaint its investigation and findings.

## ***Anti-Solicitation Policy and Agreement***

### **Policy**

The AMCA Roster is provided by the AMCA only to and is solely for the private, non-commercial use of its members, and there are serious penalties for any misuse.

### **Procedure**

The full text of the Policy is included in the AMCA Roster, and is available on request from the National Secretary.

## ***Conflict of Interest Policy***

### **Policy**

The Antique Motorcycle Club of America, Inc., and all of its officers, Directors, and committee members scrupulously shall avoid any conflict of interest or potential conflict of interest between their respective individual, professional, or business interests and the interests of the corporation in any and all actions taken by them in their respective capacities on behalf of the corporation.

### **Procedure**

In the event that any officer, Director, or committee member of the corporation shall have any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the corporation, including but not limited to transactions involving the sale, purchase, lease, or rental of any property or other asset; employment, or rendition of services, personal or otherwise; the award of any grant, contract, or subcontract; or the investment or deposit of any funds of the corporation, such person shall give immediate notice to the corporation of the interest or relationship or the potential interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction or matter in which he or she has or may have any interest and shall not otherwise attempt to exert any influence on the corporation or its components to affect a decision to participate or not participate in such transaction or matter. In the case of a disclosure of an actual or potential conflict of interest, the minutes of the Board meeting shall reflect that a disclosure was made and by whom, and that there was abstention from discussion and voting by the interested or possibly interested person.

## ***AMCA Website Forum Participation and Rules***

### **Policy**

The Community Forum portion of the Club website at [www.antiquemotorcycle.org](http://www.antiquemotorcycle.org) is an area in which members can share information on antique motorcycles and related topics. The messages in the forum can be viewed by all website visitors, but only AMCA members can post messages.

### **Procedure**

All members registering to use the forum must read and agree to the following rules for forum participation that are posted on the site:

“The AMCA Forum is established solely for the purpose of providing members with a valuable source

of information, communication and discussion about antique motorcycles 35 years and older. The AMCA is proud of its family friendly reputation and all posts and comments should be suitable for family viewing and reading. Questions and comments on AMCA policy, procedures and organization are better addressed to any Officer or Director who are listed in the AMCA magazine.

“Registration to this forum is free! You MUST be an AMCA member to post on the forum. We do insist that you abide by the rules and policies detailed below. If you agree to the terms, please check the “I agree” checkbox and press the “Complete Registration” button below. If you would like to cancel the registration, click here to return to the forums index. “Although the administrators and moderators of AMCA Forum will attempt to keep all objectionable messages off this forum, it is impossible for us to review all messages. All messages express the views of the author, and neither the owners of AMCA Forum, nor Jelsoft Enterprises Ltd. (developers of v Bulletin) will be held responsible for the content of any message.

“By agreeing to these rules, you warrant that you will not post any messages that are political in nature, not related to antique motorcycles, obscene, vulgar, sexually-oriented, hateful, threatening, use ethnic slurs, encourage physical violence or in the sole opinion and discretion of the AMCA are objectionable or otherwise violate any rules, regulations or laws. Disputes over transactions and services between members or members and vendors shall not be posted on the Forum. All such disputes shall be submitted to the AMCA Consumer Affairs Director for mediation and resolution.

“The owner of AMCA Forum is The Antique Motorcycle Club of America Inc., which reserves the right, at its sole discretion, to remove, edit, move or close any thread for any reason or for no reason. As such, no member of the AMCA has a property right in the forum as a result of being a member of the Club. Each paid up member in good standing may enjoy the privilege of participation in the forum if the member abides by the Forum Rules. “The Forum Moderator shall have the right to expel and deny use of the forum to a paid-up member who, in the sole discretion of the moderator, violates the Forum Rules. If a member is expelled or denied use of the forum by the moderator, the member shall have the right to appeal the expulsion to an AMCA Forum Appeal Panel set up for this purpose. Within twenty (20) days of expulsion or denial of use, the member shall notify the Moderator by e-mail or certified mail of his or her desire to appeal the expulsion or denial of use. The Moderator shall notify the Chairman of the Appeal Panel of the member’s appeal. The Appeal Panel shall conduct an appropriate investigation of the member’s expulsion or denial of use, including fact-finding if deemed necessary. The Appeal Panel shall issue a decision as soon as possible after the completion of the investigation and fact-finding with notice to the member and the Forum Moderator. The decision of the Appeal Panel shall be final.”

## ***Club Magazine Information***

### **Policy**

It is the policy of the AMCA to make space available, where practical, in the Club magazine, The Antique Motorcycle, for the promotion of events and activities organized by AMCA Chapters and stories of interest to AMCA members. All articles submitted for publication shall be factually correct and not contain information or statements contrary to AMCA Policy. Submitted articles which are factually incorrect or contain information or statements contrary to AMCA Policy are subject to editing or rejection.

### **Procedure**

Articles, photographs or diagrams can be submitted for publication in the Club magazine by individual members or Chapters. All items should follow the Club guidelines and be of a historic nature (35 years or older), or of a current event covering a Club activity, National Meet or Road Run. Material submitted that is copyrighted must have a release from the originator.

The preferred format for an article is an electronic file in Microsoft Word (.doc) or .rtf format. These can be submitted by e-mail (sent as an attachment) or on computer CD. If necessary, articles can be sent in

handwritten or typed form. There is no requirement as to the length of an article, however, for National Meets or Road Run reports, 800 to 1,400 words is suggested. Include the National Recognition Award winners for National Meets and an award winners list for National Road Runs.

Digital photographs should be sent in .jpg format. Shoot them in the largest format your camera can accommodate. Please name each one and send them as e-mail attachments or copy them to a CD for mailing. For film cameras, the preferred format is 4 x 6 (or larger) prints. Please supply a photo caption with each photograph. For National Meet and Road Run reports, include approximately five or 10 of the best photos taken at your event.

We encourage the inclusion of historic photos, sales brochures and other documents with stories, where appropriate. Because of the value of these items, we recommend scanning these materials (preferably at 600 dpi resolution) and sending them as e-mail attachments or on CD, in .jpg or .pdf formats. When scanning historic items, use color mode, even for black-and-white images. If you must send original historic documents by mail, please contact the editor before shipping. We will handle your valuable material with the care it deserves.

Unfortunately, photocopies (color or black and white) of photographs or literature are not suitable for reproduction. Please indicate whether you want original materials and photographs returned to you.

Articles, photos, material and questions should be directed to the Editor, Antique Motorcycle Club of America. Contact details can be found on the AMCA website or in The Antique Motorcycle magazine.

## ***Honorary Membership Nomination Policy***

### **Policy**

It is the Club's policy to recognize individuals who have made significant contributions to the antique-motorcycle movement by naming those individuals as Honorary Members of the AMCA.

### **Procedure**

The President shall establish an Honorary Membership Committee and shall appoint no less than three nor more than five Directors to act as members. The Committee shall review all nominations submitted for Honorary Membership, and present its recommendations to the Board of Directors. The Board of Directors shall select from the Committee's recommendations the candidate(s) to be appointed Honorary Memberships. The selection shall be based on a majority vote and the Board's decision is final.

For full details of the AMCA Honorary Membership program, refer to Appendix K.

## ***Policy on Board Member Participation on Other Boards***

### **Policy**

It is the policy of the AMCA that members of the AMCA Board of Directors cannot serve on the boards of other organizations without approval of two-thirds of the AMCA Board of Directors.

### **Procedure**

No AMCA member shall be nominated to sit on the AMCA Board of Directors who is currently sitting on the board of any other organization without the approval of the AMCA Board of Directors by a vote of two-thirds of the current members. If a current member of the AMCA Board of Directors joins the board of another organization without a two-thirds vote of the current AMCA Board of Directors, the member shall be suspended from the AMCA Board of Directors until the AMCA Board of Directors has an opportunity to vote on the matter, but no later than the next scheduled meeting of the AMCA Board of Directors.

## ***AMCA Consumer Affairs Policy***

### **Policy**

The AMCA Consumer Affairs is established to provide a dignified method to resolve disputes between members by offering a voluntary mediation service for disputes not involving acts of fraud, theft, deliberate misrepresentation and moral turpitude. In cases where a member is alleged to have engaged in acts of fraud, theft, deliberate misrepresentation and moral turpitude, the AMCA may become involved regardless of the member's voluntary acceptance of Consumer Affairs involvement. Neither Consumer Affairs nor the AMCA will become involved with disputes of any kind involving non-members. In cases involving fraud, theft, deliberate misrepresentation and moral turpitude, the AMCA Board at its sole discretion may discipline a member, including expelling the member from the AMCA.

### **Procedure**

The Director of Consumer Affairs shall establish a mediation procedure to address disputes between members who have a dispute not involving fraud, theft, deliberate misrepresentation and moral turpitude. Although the Board shall have oversight of the Director, the Board will not become involved in the mediation process or hear appeals from the mediation process. In cases involving allegations against a member involving fraud, theft, deliberate misrepresentation and moral turpitude, the Director of Consumers Affairs may appoint a committee of three Board members, one of whom is himself, to conduct an investigation and, if the allegations have merit, make recommendations to the Board. The Board shall have final authority in determining discipline of a member, including expulsion from the AMCA.

## ***AMCA Internal Audit Committee Policy***

### **Policy**

There shall be within the Antique Motorcycle Club of America an Internal Audit Committee to periodically audit the finances of the Club. The Committee shall consist of a Board of Directors member appointed by the President, a member volunteer with an accounting background, and a member from the general membership other than the Treasurer.

### **Procedure**

The Internal Audit Committee will meet twice a year for the purpose of auditing the finances of the AMCA.

## APPENDIX A

### ***AMCA Chapter Guidelines***

All Chapters must ensure that their Chapter members are National members and no one can be a member of a Chapter without first being a member of the National Club. AMCA members in good standing may participate in any Chapter-hosted event without the requirement to become a paid member of that Chapter. Chapters may charge participants a reasonable fee in order to defray expenses. In addition, Chapters regularly produce newsletters which reflect activities of Chapter members on both the Chapter and National levels, giving recognition to accomplishments and reflecting the camaraderie the hobby provides.

It is not likely the AMCA could survive financially should it lose its status as a non-profit organization under Internal Revenue Code 501 (c) (7). Therefore, at both the National and Chapter levels, good records must be kept of all financial transactions. Chapters must complete and submit a financial report on or before January 15 of each following year to the National Director of Chapters.

The AMCA is insured by the JC Taylor Company at this time. All participants in National or Chapter activities, other than spectators, must be National members. This includes all vendors and is an insurance requirement. The only exception would be invited guests at social events such as picnics or banquets, and members of affiliated motorcycle clubs.

#### ***Establishing a Chapter***

All correspondence concerning Chapters is through the National Director of Chapters. The National Director of Chapters is dedicated to assisting members in organizing and chartering a Chapter. See The Antique Motorcycle magazine or the AMCA website for contact details.

Any group (minimum of 8) of antique motorcycle enthusiasts who have current National membership may seek to form a local Chapter. An application form must be requested and returned to the Director of Chapters. It should be completed and signed by all those desiring to be charter members, and those who will lead and direct the Chapter during its organization.

The Director of Chapters will present the application to the National Board of Directors at its next scheduled meeting. Following a vote of the Board, the Director of Chapters will notify the originator of the request. If an affirmative vote was cast, a charter acceptance form will be sent and the Chapter organizers can then prepare a set of Bylaws and formally elect officers/Directors. This information must be sent to the Director of Chapters. Final approval of a prospective Chapter will occur at the next scheduled meeting of the National Board, following which the Chapter Charter would be presented. All Chapters should be incorporated as not-for-profit corporations in their own State.

#### ***Chapter Responsibilities to National***

**Mid January:** Submit annual financial report to Director of Chapters and National Treasurer. There is a Chapter Annual Financial Report form included in this Policies and Procedures Handbook as Appendix C. Submit list of Directors and current-year membership list, including AMCA numbers for each, to Director of Chapters.

**Before February 1:** Submit written proposal to National Meet Coordinator the year preceding your request to host a National Meet or Road Run. For further details, see the National Meet Guidelines (Appendix F) and the National Road Run Guidelines (Appendix H).

**September:** Election of Chapter Officers for upcoming year. Submit a list of new officers immediately to National Director of Chapters. Required for AMCA Information Sheet printed in late October.

**Before National Meet:** Prepare advertisement for National magazine before the deadline for the issue preceding your National Meet/Road Run. Send to Editor, The Antique Motorcycle magazine.

**After National Meet:** Submit National membership fees immediately to Cornerstone Registration. Submit story and photos to Editor, The Antique Motorcycle magazine. Submit financial statement (income/expenses) to National Treasurer no later than 60 days following the event.

**Additional items:**

Any Chapter bylaw change must be submitted in writing to the Chapter Board of Directors. Final adoption of any amendment will require a two-thirds majority vote of the Board members present at the meeting. A copy of these changes must be sent to the Director of Chapters within 30 days of being adopted.

A copy of each issue of the Chapter newsletter shall be sent to: (1) each National Board member; (2) Editor of The Antique Motorcycle magazine; (3) editor of each Chapter newsletter; (4) Chapter presidents.

To establish a Chapter, contact the Director of Chapters.

Note: AMCA National can revoke a Chapter's charter if these responsibilities are not met.

## **APPENDIX B**

### ***AMCA Insurance Coverage Provided to U.S.A. Chapters***

*(as of September 2011)*

The national obtains insurance for your Chapter officers and events and sanctioned AMCA events. These are as follows:

#### **General Liability Policy (Zurich #PPS37982635)**

- provides insurance protection for liability losses (up to \$5M) to chapter and individual members if sued for bodily injury or property damage to the public due to negligence on part of the club during a club event or activity
- provides up to \$10K medical expense (first aid) coverage to non-members injured at an event with-out regard to negligence

In plain language, you no longer have to notify the insurance company in advance of your event; your chapter and its members are provided with insurance coverage if the chapter (or member) is found guilty of injuring a person or damaging someone's property (not physical damage coverage for a vehicle) at a chapter event (coming to, during, or on the way home from a meeting, run, picnic, etc.). There is no coverage for a member striking an event attendee with a motorcycle (that's what the vehicle owner's liability policy is for). Non-member attendees may also be provided medical coverage (limited) if injured at an event (step into a hole, get sick on a vendor's food, etc.). You should notify J. C. Taylor insurance company if an incident occurs, but you do not have to wait for the company to authorize medical care.

#### **Directors and Officers Liability (Great American #EPP5595630)**

- provides insurance protection for liability loss (up to \$1M) to chapter officers from lawsuits due to negligence and breaches of fiduciary duty
- chapter officers ARE NOT protected if they commit fraud

In plain language, your chapter officers are provided with insurance coverage if found guilty of negligence in performing their duties (forgot to reserve fairgrounds for meet, etc.) or exceeding their authority (investing chapter funds in stock market, etc.). Chapter officers ARE NOT protected if found guilty of fraud.

General information insurance questions can be referred to Treasurer Jim Grauly.

Should an incident occur:

Contact a local attorney (the AMCA Inc. cannot represent the chapter in its state)

Contact the AMCA Inc. Treasurer, who will notify the appropriate insurance agent to start working with the chapter and its legal counsel

#### **Publisher's Liability Policy (Axis #MCN0001013911101)**

- provides insurance protection against libel and slander for editorial and advertising in Chapter newsletters (not websites).

- maximum coverage of \$1 million with \$5,000 deductible.

In plain language, this provides protection against defamatory or disparaging or harmful information published in printed Chapter newsletters. It covers both the editorial and advertising portions of the newsletter.

**APPENDIX C**

**AMCA Chapter Annual Financial Report**

All AMCA Chapters are required to file a Chapter Annual Financial Report with the AMCA Treasurer by January 15 of each year. The following form should be used for filing that report (see accounting guide, last page):

Chapter Name: \_\_\_\_\_

U.S. Chapter F.E.I.N. \_\_\_\_\_ For the period ended Dec. 31, \_\_\_\_\_

**Statement of Revenues and Expenses**

**Revenues:** \_\_\_\_\_ \$ (No cents)

*(The following are Chapter specific revenues—NOT AMCA Meets or Road Runs)*

Contributions *(gifts, cash donations, etc.)* \_\_\_\_\_

Membership Dues \_\_\_\_\_

Interest on accounts \_\_\_\_\_

Local Merchandise Sales *(T-shirts, Pins, etc. )* \_\_\_\_\_

Other Local Chapter specific: Local Advertising \_\_\_\_\_

Local Meet Vendor/Road Run Receipts \_\_\_\_\_

Local Meet Other Fees \_\_\_\_\_

All other *(from detail sheet)* \_\_\_\_\_

*(The following are for AMCA National Meets and Road Runs)*

AMCA National Meet total revenue *(from detail sheet)* \_\_\_\_\_

AMCA National Road Run total Revenue *(from detail sheet)* \_\_\_\_\_

**Total Revenues** \_\_\_\_\_

*(Please complete expense sheet—next page)*

**Expenses:**

*(The following are Chapter specific expenses—NOT AMCA Meets or Road Runs)*

Cost of Merchandise <i>(T-shirts, pins, etc.)</i>	_____
Legal Fees <i>(state fees, legal, accounting, etc.)</i>	_____
Supplies	_____
Telephone	_____
Postage/Shipping	_____
Equipment Expenses	_____
Printing & Publications	_____
Chapter Meetings and events	_____
Other Local Chapter specific:	
Bank Fees	_____
Donations/Contributions	_____
Insurance	_____
Local Meet Trophies/Awards	_____
All other <i>(from detail sheet)</i>	_____

*(The following are for AMCA National Meets and Road Runs)*

AMCA National Meet total expenses <i>(from detail sheet)</i>	_____
AMCA National Road Run total expenses <i>(from detail sheet)</i>	_____

**Total Expenses** \_\_\_\_\_

**Excess (Deficit)**

**(Total Revenues – Total Expenses)** \$ \_\_\_\_\_

*(Please complete balance sheet—next page)*

**Balance Sheet**

**Chapter Name:** \_\_\_\_\_

**U.S. Chapter F.E.I.N.** \_\_\_\_\_ **For the period ended Dec. 31,** \_\_\_\_\_

**Total Assets Beginning of Year** *(Jan. 1)* \_\_\_\_\_

**Assets End of Year** *(Dec. 31)*

Cash, Checking Account \_\_\_\_\_

CDs, Savings \_\_\_\_\_

Land, Buildings \_\_\_\_\_

Other Assets *(Donated items: attach list)* \_\_\_\_\_

**Total Assets – EOY** \$ \_\_\_\_\_

*(Please attach end-of-year Bank Statements for Checking Accounts, CDs, Savings Accounts, etc.)*

**Liabilities and Fund Balances**

*(End of year)*

Current Liabilities *(list if any)* \_\_\_\_\_

Long Term Liabilities *(list if any)* \_\_\_\_\_

Fund Balances *(if no Liabilities, same as Total Assets)* \_\_\_\_\_

**Total Liabilities & Fund Balances - EOY** \$ \_\_\_\_\_

*(Should match Total Assets – EOY)*

Submitted by (print name): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail : \_\_\_\_\_

*(The following signature from a Chapter Officer is required by the IRS to authorize inclusion in group tax return for the year)*

Signature and Authorization: \_\_\_\_\_

*(Please complete detail sheet—next page)*

**Detail Sheet**

**Chapter Name:** \_\_\_\_\_

**U.S. Chapter F.E.I.N.** \_\_\_\_\_ **For the period ended Dec. 31,** \_\_\_\_\_

**Details of All Other "Other Revenue"**

- 1. Meeting Meals & Refreshments tickets \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. AMCA Memberships collected \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. Other \_\_\_\_\_

**Total All Other Revenue (to page 1)** \$ \_\_\_\_\_

**Details of All Other "Other Expenses":**

- 1. Meeting Meals & Refreshments \_\_\_\_\_
- 2. Website \_\_\_\_\_
- 3. Chapter paid fees (inc. Credit Card) \_\_\_\_\_
- 4. Equipment & Rental \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. Officer travel reimbursement \_\_\_\_\_
- 8. AMCA Membership payments \_\_\_\_\_
- 9. First Aid \_\_\_\_\_
- 10. Other \_\_\_\_\_

**Total All Other Expenses (to page 1)** \$ \_\_\_\_\_

*(See instructions, next page)*

## **Accounting Guide for AMCA Chapter Annual Financial Report**

*All AMCA Chapters are required to file a Chapter Annual Financial Report with the AMCA Treasurer by January 15 of each year. Use the following information as a guide to filling out this form.*

- Complete your report in whole dollars—do not include cents; use “other” to balance.
- This report may be provided to any state requiring an annual financial report.
- Send completed form to the AMCA Treasurer ASAP after Dec. 31 (no later than January 15).
- Include a listing of current officers, titles, names and addresses.
- Contact Director of Chapters for an e-mail (Excel version) of this report.
- Contact AMCA Treasurer if you have any questions or issues.

### **Revenues**

*(The following are Chapter-specific revenues—NOT AMCA Meets or Road Runs)*

- Contributions (gifts and cash donations) should include any 50/50 “donations” and public donations such as parking “donations.”
- Membership Dues are what the Chapter collected during the year.
- Interest is any money earned on Chapter money accounts: savings, checking, CDs, etc.
- Local Merchandise Sales is what the Chapter collected for sale of its Chapter-related items (T-shirts, pins, hats, coffee cups, etc.) at its own events—NOT AMCA National events.
- Other: Advertising is money collected from publishing ads in your newsletter. Local Meet Vendor Receipts are from Chapter events—NOT AMCA National events (include camping, RV hook-ups). Local Meet Other fees are any fees collected at Chapter-only Meets that are Chapter money. All Other can include many items, a few general ones are shown.
- AMCA National Meet and Road Run revenues are reported elsewhere on the form.

### **Expenses**

*(The following are Chapter specific expenses NOT AMCA Meets or Road Runs)*

- Cost of Merchandise is what the Chapter paid for its items to sell as “Sales of Merchandise” at its own events—NOT AMCA National events.
- Legal Fees are what the Chapter paid for professional services: lawyers, accountants, state fees, etc.
- Supplies are Chapter expenses to provide items to run itself: stationery, envelopes, flag, membership cards, etc.
- Telephone is Chapter expense to reimburse an officer for calls made for Chapter business.
- Postage/Shipping/Postal Permits, etc. is the expense to mail your newsletter/magazine.
- Equipment expenses are to buy/repair copiers, PCs etc. dedicated to Chapter business.
- Printing and Publications is the cost of producing/copying your newsletter/magazine (incl. paper) promoting your local Chapter
- Conferences and Meetings are expenses to conduct Chapter business, events, Meets, etc. NOT AMCA National events
- Other: Bank fees are bank, credit union charges on all Chapter accounts, check printing, returned fees, etc. Donations/Contributions are those made by the Chapter to another group or

organization. Insurance is the expense if you purchase your own Chapter insurance. Trophies are costs the Chapter paid for its own Meet/event awards, etc. All Other can include many items, a few general ones are shown.

- AMCA National Events (National Meet or National Road Run) are reported separately.

### **Balance Sheet:**

- Do not report Inventory.
- Other Assets (donated items) are to be items of significant value that do not depreciate. If such an asset is received during the year, record the fair-market value on the balance sheet under Other Assets, and under All Other in the revenues section of the Statement of Revenue and Expenses.
- Current and Long-Term liabilities are not expected, as most Chapters pay expenses when billed.
- Fund Balances are the equivalent of “Retained Earnings of a For Profit company”; Not for Profit companies such as your Chapter have “Fund Balances.”
- Total Assets EOY must match Total Liabilities and Fund Balances EOY.
- A good check on your accuracy is: change in Total Assets: EOY.
- Beginning of Year Total Assets from prior year should match Excess/Deficit amount from page 1.
- Attach Bank/Credit Union/Financial Institution end-of-year statements; checking account amounts may not match due to outstanding/uncashed checks.

**APPENDIX D**

**AMCA National Event Financial Report**

*All AMCA Chapters hosting National Meets and Road Runs are required to file a National Event Financial Report with the AMCA Treasurer within 60 days after the event takes place. The following form can be used for filing that report or you may request an Excel spreadsheet version of this report from the Treasurer:*

**Host Chapter Name:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Event Revenues:** \$ (no cents)

Registration Fees \_\_\_\_\_

Merchandise Sold \_\_\_\_\_

Donations received \_\_\_\_\_

Banquet Tickets \_\_\_\_\_

Program Advertising \_\_\_\_\_

Camping fees, Electrical Hook-Ups \_\_\_\_\_

National Allowance \_\_\_\_\_

Judging Fees \_\_\_\_\_

National Memberships Collected \_\_\_\_\_

Less: Revenue to other Chapters \_\_\_\_\_

Other: \_\_\_\_\_

    Bike Sales Corral \_\_\_\_\_

    Gate Receipts \_\_\_\_\_

    Vendor Fees \_\_\_\_\_

    Local memberships \_\_\_\_\_

**Total Event Revenue** \_\_\_\_\_

*(Please complete expense sheet—next page)*

**Event Expenses**

\$ (no cents)

Vendor Payment to National	
(Number of vendor spaces _____ x \$20):	_____
Cost of Merchandise Sold	_____
Supplies	_____
Legal/Accounting fees	_____
Telephone	_____
Printing and Shipping	_____
Grounds Rental/Prep & Maintenance	_____
Equipment rental, purchases	_____
Printing and publications (programs, vendor packets, etc	_____
Travel reimbursement for meet	_____
Banquet and other food costs	_____
Other expenses:	_____
Trophies/Awards	_____
Donations	_____
Postage	_____
Refunds	_____
National Memberships Payment to National	_____

**Total Event Expenses**

\_\_\_\_\_

**Profit (Loss)**

\_\_\_\_\_

## **APPENDIX E**

### ***Job Descriptions***

The following job descriptions cover many of the elected and appointed positions within the Antique Motorcycle Club of America. Those positions are broken down into two categories—those that must be held by members of the AMCA Board of Directors (*for further information, see AMCA Bylaws, Article IV, Sections 5-8, page 7*) and those that are filled through appointment by the AMCA Board of Directors. All job descriptions are subject to change by action of the AMCA Board of Directors.

#### **Positions Open to Members of the AMCA Board of Director**

##### **President**

- The President shall preside at all meetings, appoint committees, and have the power to decide all questions of equal division among the Board, having all power and duties usually vested in the President.
- The President may name among active AMCA members a chairperson and members of special committees to serve temporarily for a specific purpose.
- The President shall have the authority to sign such papers as may be required in the sale of securities or other assets belonging to the organization or in connection with the settlement of estates or trusts in which the organization has an interest.
- The President should endeavor to attend as many National events as is practical, write comments in each national magazine via the President's column, as well as monitor and participate on the website if possible. The President should be approachable by the membership and act as the Club's official representative with other similar organizations.

##### **Vice President**

- The Vice President shall assist the President whenever possible.
- The Vice President shall serve in the absence or disability of the President and perform the duties of the President.

##### **Secretary**

- The Secretary shall prepare agendas for AMCA Board of Directors meetings (Annual, Semi-annual and teleconference).
- The Secretary shall contact the Operations Manager, the Magazine Editor, the Membership Director, the Archivist, the Merchandise Manager and the Web Editor for reports at the Annual and Semi-annual Board meetings.
- The Secretary shall take minutes at all AMCA Board of Directors meetings and distribute those minutes for approval by Board members.
- The Secretary shall maintain and coordinate applications and resumes from candidates for the AMCA Board of Directors.
- The Secretary shall maintain the list of the terms of office for member of the AMCA Board of Directors.
- The Secretary shall prepare ballots for AMCA Board of Directors elections.

- The Secretary shall coordinate contact with applicants and successful candidates for the AMCA Board of Directors and shall send an e-mail to new Board applicants informing them what is expected of a Board member and what items are reimbursed.
- The Secretary shall arrange motel reservations for Annual and Semi-annual meetings of the AMCA Board of Directors.
- The Secretary shall arrange the conference room and dinner for Annual and Semi-annual Board meetings.
- The President may assign the Secretary to committee(s).

### **Treasurer**

- The Treasurer shall collect and disburse the funds of the organization as may be directed by the AMCA Board of Directors.
- The Treasurer shall render a financial report of the organization at the Annual and Semi-annual meetings of the AMCA Board of Directors and at such other times as the President or the Board of Directors may require.
- The Treasurer shall have charge and custody of the financial records of the organization and shall be responsible for depositing all monies received in its name in one or more state banks or incorporated trust companies designated as depositories by the AMCA Board of Directors.
- The Treasurer shall have the authority to sign such papers as may be required in the sale of securities or other assets belonging to the organization or in connection with the settlement of estates or trusts in which the organization has an interest.
- The Treasurer shall have authority to withdraw funds from any depository as may be necessary to conduct business.
- The Treasurer will coordinate and monitor tax reports.

### **Director of Chapters**

- The Director of Chapters shall respond to correspondence requesting assistance in organizing and chartering a chapter.
- The Director of Chapters shall send an application to any group (minimum of eight) of antique motorcycle enthusiasts who have current AMCA National membership and wish to form a local Chapter. National membership forms should be included for additional members.
- The Director of Chapters shall present all Chapter applications to the AMCA Board of Directors at its next scheduled Annual or Semi-annual meeting. The Board of Directors will approve or disapprove the application in a preliminary vote. If an affirmative vote is cast, a charter acceptance form will be sent and the Chapter organizers can prepare a set of bylaws and formally elect officers and directors. Final approval by the Board of Directors will be at the next scheduled meeting following receipt of bylaws and list of officers and directors.
- The Director of Chapters shall send a charter signed by the President, Secretary and Director of Chapters to new Chapters in the organization.

### **National Meet Coordinator**

- The National Meet Coordinator shall receive dates from chapters for scheduling National Meets and Road Runs.
- The National Meet Coordinator shall prepare a schedule of the National Meets and Road Runs for the following year and present it to the AMCA Board of Directors for approval.
- The National Meet Coordinator shall respond to correspondence from Chapters requesting assistance in planning a National Meet or Road Run.
- The National Meet Coordinator shall obtain insurance binders from the AMCA's insurance carrier for National and Chapter events and forward them to the sponsoring Chapters.
- The National Meet Coordinator shall review for correctness all National Meet advertisements submitted for publication in The Antique Motorcycle magazine.

### **National Technical Advisor**

- The National Technical Advisor shall respond promptly to all letters and correspondence from AMCA members, by letter, e-mail or telephone, requesting technical information about motorcycles.
- The National Technical Advisor shall refer such letters and correspondence to the appropriate persons who have technical expertise and knowledge about a specific question or motorcycle.
- The National Technical Advisor shall report all activities to the AMCA Board of Directors at each scheduled meeting.

### **Director of Consumer Affairs**

- The Director of Consumer Affairs shall establish a mediation procedure to address disputes between members who have a dispute not involving fraud, theft, deliberate misrepresentation and moral turpitude. For further information, refer to the AMCA Consumer Affairs Policy in the Policies and Procedures portion of this manual.

### **Positions Appointed by AMCA Board of Directors**

#### **Operations Manager**

- The Operations Manager, under the direction of the President, shall assist the Board of Directors in areas concerning the day-to-day operations of the Club.
- The Operations Manager shall coordinate efforts of Membership Director in areas of membership renewal procedures; the development and production of membership/renewal applications; the development and distribution of marketing brochures and advertising; the compilation of mailing lists for each issue of magazine; requests for mailing-list access by chapters; the maintenance of the opt-out list for the AMCA Membership Roster; and in providing customer service on membership and magazine subscription issues.
- The Operations Manager shall coordinate efforts of the Merchandise Manager in areas of advertising products in the magazine and on the website; the introduction of new products and elimination of old products (within parameters set by Board); product and membership sales at AMCA meets.
- The Operations Manager shall coordinate efforts of the Advertising Manager in areas of new

advertiser opportunities; customer service for existing advertisers; scheduling and creation of complimentary ads for Chapters hosting Nationals.

- The Operations Manager shall coordinate other projects on behalf of the AMCA Board of Directors including the creation of Honorary Member plaques and other benefits (congratulations letter, arranging free life membership, inclusion in magazine listing); maintaining and updating contact lists for Chapters; creation and delivery of National Meet and Road Run ribbons to sponsoring Chapters; the use of the AMCA logo by Chapters; member requests to attend AMCA Board of Directors meetings; the production of the annual Policies & Procedures Manual and delivery to members of the AMCA Board of Directors and Chapter Presidents; the production and distribution of the AMCA Judging Handbook; prepare of the agenda and arrangements for annual Chapter Presidents meeting; and coordination and preparation of the AMCA Membership Roster

### **Membership Director**

- The Membership Director shall keep a current record of all AMCA memberships.
- The Membership Director shall handle new and renewing memberships, sending out renewal notices, collecting membership dues payments and sending membership cards.
- The Membership Director shall make bank deposits for membership dues received; balance the account, making sure check amounts match the membership count; and prepare financial reports for the AMCA Board of Directors.
- The Membership Director shall report activities to the AMCA Board of Directors on a monthly basis and at its Annual and Semi-annual meetings.
- The Membership Director shall work to increase the organization's membership by responding to letters and telephone calls.
- The Membership Director shall provide up-to-date membership rosters to each Chapter sponsoring a National Meet or Road Run, and shall provide membership applications, information sheets and receipt books for Chapters sponsoring National Meets and Road Runs.
- The Membership Director shall handle online, telephone and mail orders for the AMCA yearly calendar.
- The Membership Director shall prepare the mailing list for each issue of the AMCA magazine based on the list of active AMCA members at the time of publication.
- The Membership Director shall answer telephone, mail and e-mail inquiries about AMCA membership.
- The Membership Director shall handle mailings of lost or missing magazines, calendars or rosters for active AMCA members.
- The Membership Director shall sending complete AMCA records to the Archivist at the end of each calendar year.
- The Membership Director shall keep track of all responses received from ads that the AMCA places in other publications and websites.

## **Chief Judge**

- The Chief Judge shall be responsible for implementing the AMCA Judging Program established by the Board. The Chief Judge shall abide by the Judging Policy adopted by the Board and any changes thereto. The Chief Judge or the Assistant Chief Judge shall attend National Meets where judging is offered, or delegate the supervision of the judging to a named National Deputy Judge or Chapter Deputy Judge where it is cost efficient for both the Club and the Chief Judge to do so.
- The Chief Judge shall be responsible for maintaining and reviewing the AMCA Handbook of Judging and Judging Guidelines. The Chief Judge shall make recommendations to the Board for changes to these publications after consultation with the Judging Committee.
- The Chief Judge shall chair the Judging Committee and discuss topics with the Committee pertinent to the Judging Program.
- The Chief Judge shall maintain a list of active judges by category which includes addresses and phone numbers and make this list available to all Chapter Deputy Judges.
- The Chief Judge is expected to utilize Chapter Deputy Judges at all National Meets where judging is offered. The Chief Judge shall arrange Judging Seminars at all National meets where practical. The Chief Judge or his designated Deputy shall hold a judges' meeting before the judging session and explain the rules and regulations of judging. The Chief Judge or his designated Deputy shall present the judging awards.
- The Chief Judge shall organize at least one annual National Judging Seminar when practical.
- The Chief Judge shall have a basic understanding of computers or have access to someone who does, and maintain updated judging records within the existing computer program authorized by the Board.
- The Chief Judge shall give reasonable notice of his or her intent to resign or retire to the Board to allow an orderly transition of information and judging materials to the person appointed to assume the position of Chief Judge.
- Because of the actual or potential conflict of interest, the Chief Judge shall not be eligible to sit on the Board but shall report to the Board when requested.

## **Assistant Chief Judge**

- The Assistant Chief Judge shall assist the Chief Judge and perform the duties of the Chief Judge at National Meets where the Chief Judge is not present.
- The Assistant Chief Judge shall ensure that administrative directives are followed and present the awards in the absence of the Chief Judge.
- The Assistant Chief Judge shall report activities to the AMCA Board of Directors at its scheduled meetings.

## **Magazine Editor**

- The Magazine Editor, under the direction of the President and the Board of Directors, shall have responsibility for production of The Antique Motorcycle magazine on a quarterly basis.
- The Magazine Editor shall develop an overall design for the magazine that will present an

appearance that is professional, attractive and consistent from issue to issue.

- The Magazine Editor shall be fair and impartial in the selection of items for publication, keeping the best interests of the membership in mind.
- The Magazine Editor shall produce feature stories and photographs of AMCA events and subjects of interest to the AMCA membership for inclusion in The Antique Motorcycle.
- The Magazine Editor shall review all material submitted for publication, determine if it is suitable for publication, and edit as needed. The Magazine Editor shall respond by phone, mail or e-mail to all persons who submit material, confirming that the material has arrived safely and coordinating editing changes.
- The Magazine Editor shall coordinate with the Advertising Manager to produce a layout incorporating all stories and ads for the issue.
- The Magazine Editor shall assemble all classified ads from members into the Trash & Treasure section of each issue.
- The Magazine Editor shall lay out all features and advertising for each issue, creating an attractive presentation that is consistent with the overall publication design.
- The Magazine Editor shall proofread and correct all stories to minimize errors.
- The Magazine Editor shall produce final computer files meeting the specifications from the printer, and deliver those files to the printer by the agreed deadline for each issue.
- The Magazine Editor shall supervise production of the magazine, reviewing proofs and coordinating any changes needed at the production stage.
- The Magazine Editor shall coordinate all contact with the U.S. Postal Service regarding mailing of the magazine.
- The Magazine Editor shall perform all the same functions for the production of the AMCA calendar each year, incorporating photos supplied by the editor and by the membership.
- The Magazine Editor shall present reports to the national board of directors twice a year.

### **Magazine Advertising Manager**

- The Magazine Advertising Manager shall contact existing advertisers and potential advertisers to coordinate sales of all paid advertising for each issue of the magazine.
- The Magazine Advertising Manager shall arrange to receive payment in advance, by check or credit card, for all ads to be printed in each issue, and shall forward all payments to the AMCA Treasurer, who will issue a check for commission payment.
- The Magazine Advertising Manager shall send to the Magazine Editor an ad list covering all paid advertising for each issue of the magazine, and will work with the Magazine Editor to ensure that the appropriate ads are included in the final page files sent to the printer.
- The Magazine Advertising Manager shall work with the Magazine Editor to prepare a media kit and advertising rate card

### **Technical Editor**

- The Technical Editor shall prepare technical articles for publication in The Antique Motorcycle magazine.
- The Technical Editor shall assist the Editor of The Antique Motorcycle magazine in research or any technical matters as requested by the Editor.
- The Technical Editor shall assist the National Technical Advisor in answering requests for technical information about antique motorcycles.
- The Technical Editor shall report on future articles to the Board of Directors at each meeting.

### **Website Editor**

- The Website Editor shall format and upload all magazine content to website as each issue is printed.
- The Website Editor shall develop and post stories in website news area, including previews of upcoming AMCA National Meets and Road Runs; updates on new AMCA museum exhibits; promotion of new AMCA products; updates on new AMCA programs, etc.
- The Website Editor shall maintain updated listings of schedules, chapters, officers, etc., on an ongoing basis.
- The Website Editor shall edit and upload chapter reports and results from all National meets.
- The Website Editor shall edit and upload information for AMCA online store.
- The Website Editor shall coordinate with designated AMCA Board member on additional content to be added or updated.
- The Website Editor shall coordinate with website-development company as necessary to develop and implement additional features as requested by Board.

### **Website Forum Moderator**

- The Forum Moderator, appointed by the President, shall be an AMCA member in good standing who has volunteered for the assignment. The Moderator must possess and demonstrate sufficient computer and internet skills to perform the assignment and shall assist any member in good standing in the use of the Forum by offering instruction and help.
- The Forum Moderator shall implement Forum Rules and Guidelines adopted by the AMCA and shall be responsible for monitoring the AMCA Forum on a regular basis, preferably daily. The Moderator may post personally on the Forum, but shall not post positions or opinions contrary to adopted AMCA Policy and Procedures.
- Should the Forum Moderator determine a member has violated the Forum Rules and Guidelines, notice shall be given to the member in violation to cease such postings immediately or be subject to having his or her Forum privileges suspended permanently. Notice shall be given to such member by personal e mail and not through the Forum. Should the member refuse to cease postings in violation of the Forum Rules and Guidelines, the Moderator will immediately bar the member's access to the Forum, subject to the member's right of appeal.
- If the Forum Moderator receives an appeal from a member who has been denied access to the

Forum, the appeal notice shall be sent promptly to the Forum Appeal Committee for review, regardless of when the appeal is received by the Moderator.

### **Merchandise Manager**

- The Merchandise Manager shall develop appropriate branded products for sale to AMCA members, working within budgetary guidelines set by the AMCA Treasurer, offering those branded products for sale through the AMCA website and through advertising in the AMCA magazine.
- The Merchandise Manager shall maintain the online store on the AMCA website, posting images and descriptions of products for sale and maintaining the price list and shipping charge information.
- The Merchandise Manager shall work with the Magazine Editor to prepare a one-page ad for AMCA products that will appear in each issue of the AMCA magazine.
- The Merchandise Manager shall receive merchandise orders through the website and by phone, mail or e-mail.
- The Merchandise Manager shall fulfill those orders and collect money from purchasers by check or credit card.
- The Merchandise Manager shall forward all payments to the AMCA Treasurer, who will issue periodic checks for commissions.

## APPENDIX F

### ***National Meet Guidelines and Requirements***

National Meets are the periodic gatherings of the AMCA in different parts of the country. Their purpose is to provide an opportunity for fellowship among our members, a forum to buy, sell and trade merchandise, and the chance to show and judge antique motorcycles. National Meets are for antique motorcycles and parts 35 years old or older only, and related items. All National Meets are organized and hosted for the AMCA by local Chapters who have met the criteria to do so and have been approved by the Board of Directors.

#### ***Applying For a National Meet***

Any Chapter considering hosting a National Meet should give serious thought to several things before applying. First and foremost, the full support of the Chapter is needed because it takes more than a handful of people to plan and run a National Meet. You should consider a location carefully. There should be plenty of room for camping, vending, show activities and the riding of motorcycles. Ample parking is a must. There must be adequate sanitary facilities. The site should permit tight gate control. There must be adequate nearby motel/hotel accommodations and the site should be easy to get to. If your choice of sites does not Meet these conditions, do not apply.

Make sure your Chapter can afford the National Meet. You are entitled to the following:

1. A Meet allowance (currently \$500) to use as you see fit.
2. The Chapter pays the National \$20 for each vendor space. The current fee for vendor spaces is \$35 each, but each Chapter may add a surcharge provided that the Chapter identifies the surcharge in advertisements and posts the information at the National Meet. The vendor space fee will be subject to review and Board approval when the Chapter submits its request to National Meet Coordinator.
3. All other funds from camping, parking, pin and shirt sales, etc.

Your Chapter is responsible for providing the site security, National Recognition Awards, banquet facility, a continental breakfast for the judges meeting, as well as all supplies and manpower necessary to hold the event.

Your Chapter will be responsible for vendor pre-registration through the mail. National Meets typically begin at 8 a.m. on the first day and end after motorcycle judging on the last day. Pre-registered vendor set up begins at 6 p.m. the night before the first day of the National Meet. Each Chapter has the option to select a two-day (Friday, Saturday) or three-day (Friday, Saturday and Sunday) National Meet, and the option of holding motorcycle judging Saturday or Sunday.

National Meets are for antique motorcycles and parts 35 years old or older only, and related items. Vendors may sell authentic reproductions of such motorcycles or items, but these must be essentially identical in appearance to the original motorcycle or item. If your Chapter is not willing to submit and enforce these rules for a National Meet, do not apply.

To apply for a National Meet, your Chapter must submit a written proposal to the National Meet Coordinator by February 1 of the year preceding your proposed Meet. (e.g. 2/1/12 for the 2013 Meet schedule). National Meet schedules are finalized at the Winter meeting of the Board of Directors for the following year. Your proposal should include the specific location with a description of the site. It should also include the proposed dates as well as alternate dates so the Board of Directors has some flexibility in arranging a sensible Meet schedule. Make sure your site is available on the proposed dates. Your Chapter President will be advised in writing as to the outcome of your proposal shortly after the Board meeting.

## *Running a National Meet*

Things to do before the Meet:

- Get a firm booking on the grounds. You must apply for a certificate of insurance (free of charge to the host Chapter). Applications are available from the Operations Manager.
- Get a firm booking for the banquet facility or caterer if one is needed.
- Prepare an advertisement for the National magazine, The Antique Motorcycle, and forward it to the Editor before the deadline for the issue preceding your Meet. Help is available from the Editor if necessary. There is no charge for ad preparation if needed.
- Have the National Recognition Awards made. These awards can be of your own design but should contain the name or logo of the AMCA and the year and name of the Meet. There are currently eight:
  - Oldest motorcycle on the field
  - Most Unique motorcycle on the field (awarded one time only at a given Meet)
  - Longest Distance Ridden to the Meet—1st, 2nd, 3rd
  - Period Modified—1st, 2nd, 3rd
- Prepare and expedite a pre-registration system for vendors. A sample system is available from the National Meet Coordinator.
- The Chapter's Deputy Judge shall prepare signs for the judging area. Obtain the following from the Chief Judge: AMCA Handbook of Judging (rules and guidelines), and necessary forms and supplies for judging.
- Prepare a site plan for the grounds showing areas designated for vending, camping, judging and parking.
- Advise local law enforcement and emergency services departments of the event so they are prepared for an emergency and also to promote good will.
- Prepare a work schedule so Chapter members are always on hand and available to cover gates, registration and judging set-up.
- Prepare directional signs to assist members and visitors in finding the site. Place signs before the Meet begins.
- Mark out vendor spaces beforehand. Minimum space size is 15' X 30' or 450 sq. ft.
- Things to do during the Meet:
  - Open gates to VENDORS ONLY at 6 p.m. on Thursday.
  - Officially open the Meet at 8:00 a.m. Friday.
  - Make sure all vendors and campers are current AMCA members by having them show their membership cards. Invited members of affiliated motorcycle clubs are not required to be AMCA members.
  - Provide a registration area so members can sign in and get their Meet ribbons, purchase banquet tickets, get a vendor's space, sign up for judging, join or renew AMCA membership.
  - Control the gate so only authorized vehicles are on the grounds. Spectators should be in a separate parking area and not be permitted to drive around freely on the grounds. Assist members in finding their vendor space or provide them with other assistance they may need.
  - Post the RULES FOR NATIONAL MEETS and enforce them.

- If there is an area for overnight storage of motorcycles, it must not be locked and the certificate of insurance document must be prominently posted.
- Provide, plan and conduct the banquet. Have a sound system available.
- Provide a continental breakfast for the judges' meeting.
- Have personnel on hand to set up the judging area and assist members into the proper area for their class.
- Have some members assist the Deputy Judge in locating the motorcycles in the proper area for judging.
- Have first-aid equipment on hand and always be aware of how to contact emergency help if needed.
- Provide the safest possible environment at all times.
- Make sure everyone vacates the grounds at the end of the Meet. Clean up the grounds so the owners will want the AMCA back again.

### **Things to do after the Meet**

- Prepare a story about the Meet for publication in The Antique Motorcycle and submit it to the Editor as soon as possible. The story should include: photos from the Meet (see information on guidelines for submitting material to the Club magazine elsewhere in this manual) and a list of the National Recognition Award winners. Other judging results need not be included as they will be submitted to the Editor by the Chief Judge.
- Fill out and submit to the AMCA Treasurer a National Event Financial Report. You can find this form in Appendix D. This statement, along with remittance of the National share of vendor fees (\$20 per vendor space) and all judging fees must reach the Treasurer within 60 days. National membership fees collected must be submitted to Cornerstone Registration immediately.
- Decide if you really want to do it all again!

### **Standard Format of National Meets**

This section outlines the typical schedule for a three-day AMCA National Meet. Chapters can make adjustments as noted.

**Thursday, 6 p.m.:** Pre-registered vendors are permitted on the grounds to set up. No spectators, campers, non-registered vendors or others are allowed in. VENDORS ONLY.

**Friday, 8 a.m.:** Meet opens for all. Vending all day. Registration of machines for judging. Chapter activities such as Road Runs or games may take place.

**Friday evening:** A banquet is optional here at the discretion of the hosting Chapter.

**Saturday:** Vending activities all day. Friday on-site registration for judging ends at 4 p.m. Chapter activities such as Road Runs or games may take place.

**Saturday evening:** Traditional time slot for a banquet. Optional at the discretion of the hosting Chapter.

**Sunday morning:** Judges' meeting with continental breakfast at 8 a.m. Judging begins at 9 a.m. Judging results presented immediately after judging. Meet ends. No Sunday activities if a two-day Meet.

### **Rules for National AMCA Meets**

- Vendors must be AMCA members.
- Vendors may sell only motorcycles and parts 35 years old or older only, and related items.
- Camping is for AMCA members only.

- Ground fires are not allowed.
- Alcoholic beverages are not allowed.
- Pets must be under restraint at all times.
- Parents must supervise their children at all times
- Use of a race track is not permitted for anyone at any time during the Meet.
- Unlicensed persons may not operate any motor-driven vehicle.
- No engines started or operated within a storage building.
- No smoking in the storage building.
- Quiet after 11 p.m. and before 7 a.m.

### **Withdrawing from National Meets**

Before an AMCA Chapter may change a previously Board approved AMCA National Meet it has sponsored under AMCA National Meet Guidelines to a regional or local Chapter Meet, the Chapter must first apply in writing to the AMCA Board. The Chapter's application must include:

1. Specific reasons for the requested change.
2. Whether the Chapter intends to discontinue payments to the Club mandated by the AMCA Policy and Procedures Guidelines for sponsoring National Meets. If so, the specific reasons for this decision must be listed.
3. Whether the Chapter intends to offer motorcycle judging at the meet. If so, state the specific type of judging to be offered and a description of how the judging will be offered to attendees and who will judge the motorcycles.
4. Whether the change requested would likely result in any change in the relative size of the number of vendors and/or the size of the facility where the meet was held when the last National Meet was sponsored by the Chapter.

After taking into consideration the Chapter's responses to the above, the Board will approve or deny the application. Should the Board deny the Chapter's application for the change requested, the Chapter shall comply with the Board's decision. If the Chapter refuses to comply with the Board's decision, the Board may issue appropriate restrictions including but not limited to denial of privileges to advertise in the AMCA magazine, AMCA website and forum; denial of insurance coverage for the local or regional meets and any other restriction the Board deems appropriate.

Representatives of the Chapter may be invited to appear before the Board to answer questions prior to the Board rendering a decision on the Chapter's application.

A Chapter may not file an application under this section after the Board has approved an AMCA National Meet for the Chapter for the current or following year.

## **APPENDIX G**

### ***Running an AMCA Judging Event***

*The following is based on a guide prepared by Kevin Valentine, former AMCA Chief Judge.*

The key to successfully running a judging is preparedness. If you simply look from the outside at the goings on, things will often appear to run so smoothly, so seamlessly. However, I can tell you that it takes a lot of people doing their jobs and a lot of volunteers doing whatever is asked to pull it off. I am going to try to outline what is needed and when, but I think before I do, I want to lay out a few ground rules to a bike meet.

One or more Chapters have agreed to sponsor a meet. This means they will be responsible to see that all the work is done, all the equipment is available and all the necessary people are present. The AMCA has a judging hierarchy and they are available to assist, to offer advice and for policy decisions. Usually, several will be present at the meet. However, it needs to be stressed that ultimately, it is the responsibility of the Host Chapter to make sure all is in place. That job falls to the Chapter Deputy Judge.

The Chapter Deputy Judge needs to start lining up people even before the start of the meet, and from 8 a.m. Friday. As the meet progresses, they need to take stock of the prospective judges and approach them to get a commitment to volunteer at judging time.

On the National level, the Chief Judge and the Assistant Chief Judge are the ultimate authority regarding policy decisions.

Next in the hierarchy are the National Deputy Judges, all of whom have been chosen for their years of experience in the process of judging motorcycles and their tremendous technical expertise.

Next in the hierarchy are the Senior Judges, who have vast experience with their particular makes. As you can see, there are a lot of people to draw from for assistance. However, not every member of the team attends every meet. So ultimately, the Host Chapter needs to know who they can count on for help.

#### **The Judging Field**

Long before the meet, the Host Chapter will need to delegate volunteers to check out and prepare the judging field. A suitable site needs to be determined and sectioned off into the different categories, Winners Circle, Class I, Class II etc.

It is also required that a fire extinguisher rated for gasoline fires be present on the field for those ever-so-annoying backfires.

Depending on the available facilities, an alternate site needs to be designated in case of rain.

#### **The Registration Process**

We have been making every effort to try to determine as early as possible how many bikes will be showing up for judging and what types. This is invaluable to the judging process. The quality of the judging is only as good as the expertise of the judges. If, for instance, an 1899 De Dion Bouton shows up, and we can't find enough judges familiar with that model, we will be doing a very sorry job. The quality of the judging process is ensured by arranging to have quality judges available during the process. This can not be emphasized enough. With that in mind, we try to have as many bikes registered as early as possible.

The present policy is that any AMCA member can pre-register as many bikes as they desire for any or all meets. Bikes for display only and Winners Circle machines being brought back to the Judging Program are judged at NO COST. All other motorcycles can be pre-registered for a fee of \$10 each. The cut off for pre-registration is two weeks prior to the start of the meet.

On-site registration costs \$20 per bike and at standard three-day meets with judging on Sunday morning, should be open from 8 a.m. Friday until 4 p.m. on Saturday. For Saturday judging, the cutoff time should be 10 a.m. Saturday.

The Chapter Deputy Judge will receive the pre-registered judging forms by mail. One or more persons need to be available from 8 a.m. to 4 p.m. Friday and Saturday (again, at three-day meets with judging on Sunday) to handle the registration process. In addition to the pre-registration forms, you will need blank judging sheets, handlebar tags, judging sheet folders, pens, a cash drawer, and a paper pad to write on. If someone shows up to have their bike judged, you or your people should fill out a blank judging form and handlebar tag, determine that the bike runs and collect the fee. A bike must be seen to run at the meet to qualify to be judged!

Lastly, the Chapter Deputy Judge needs to keep a tally of the year, make and model of the bikes registered. You need to list if the bike is to be judged, if it's entered for display only, or if it's a returning Winners Circle motorcycle. Lastly, you need to note how much money was collected on each bike and, on a separate sheet, who signed up to judge. The tally of bikes registered will be collected by the Chapter Deputy Judge when on-site registration closes so that he can ascertain that there will be the right number of judges with expertise in the bikes present.

### **The Judges**

As I stated previously, the single most important factor to the event is the quality of the judges. Everything else could flow incredibly smoothly, but if the judges are not qualified in what they do, then the whole process is a sham. Our membership has placed a lot of trust in us as judges. They expect us to be all-knowing and never wrong in our judgment. Over the past few years, thanks to our new judging system, we have earned the respect of our membership as well as other organizations such as the AMA, AACA, and many other motorcycle and car clubs.

That is a tremendous burden on us, when you consider the hundreds of different marques and thousands of different models we need to know every detail of. And if that isn't hard enough, you have only about 25 minutes to do it. Unlike the other volunteer jobs the chapter has to fill, judging requires resources that no single chapter can provide. We need to recruit the expertise from the entire club.

When on-site registration closes, you will have a list of all the bikes available. It is a good idea to meet with the Chief Judge, Assistant Chief Judge and National Deputy Judges at that point to discuss who will be available and where problems may be. At this point, you need to decide which machines might be particularly unusual and who you might get to judge these machines. A lot of our field judges regularly attend the banquet, so this is a potential opportunity to recruit their aid.

### **The Judging Meeting**

At 8 a.m. Sunday (for meets where judging will take place Sunday—otherwise, one hour prior to judging), the Host Chapter will need to host a judges meeting. This can be anything from coffee and doughnuts to a continental breakfast. During this hour, there will be a lot going on at the same time. There may be a last-minute determination concerning the weather conditions and whether the alternative site will need to be used. The bikes will be arriving on the field. The Chapter Deputy Judge will need several people available to direct bikes to the proper areas.

Invariably, bikes will show up without paperwork or having no evidence that they run. People will want to register their bikes, and owners of pre-registered bikes will show up who have not picked up their judging sheets. All of these problems will arrive simultaneously at a most inopportune time, and someone familiar with the process and the authority will need to deal with them.

As I mentioned before, the single most critical factor is the presence of qualified judges. Ideally, the goal is to have three or four experienced field judges with marque expertise. However, at times we have to get by with less.

We need at least two people with expertise and two people with judging experience judging a bike. Unfortunately, the judges seldom report at 8 a.m. sharp, so from 8 to 9 there will be a concerted effort to round up the judges as they straggle in for a cup of coffee. Team leaders need to be assigned, with team members and apprentices. Don't forget the apprentices. Although they may have little, if any, experience judging bikes, they have tremendous knowledge of motorcycles.

At this point, the group is given last-minute marching orders from the most senior judge. Any changes in judging rules will be discussed. Any controversial issues will be discussed and any recent lessons learned. Questions and answers are taken, along with feedback from the judges. As this is going on, the equipment is handed out—one clipboard and pen for each team, apprentice cards, and rule books if needed. All persons to be on the judging field need to wear orange Judges vests.

### **The Judging Process**

The owner is given the handlebar tag, the folder and the judging sheet. He needs to show up at the designated time with the judging form in the folder tucked into the bike and the handlebar tag affixed. Also, any documentation that the owner chooses to provide should be placed in the folder. This must include the bike's previous judging sheet(s), with any notes as to corrections, plus any photocopies of documentation. We discourage the inclusion of any valuable original documentation on the bike. If need be, tell the owner to make reference to its availability and be within earshot when the bike is being judged so that he or she can be called over.

The judges need to start judging promptly. A lot of our members come a long way, and we want to be able to finish as early as possible. The Chapter Deputy Judge will get a team together to select the National Recognition Awards—Oldest, Most Unique, etc. The most senior judge should take care of the Winners Circle bikes. Several senior persons should be free to deal with problems as they arise.

If a bike is to be disqualified or a potentially controversial decision needs to be made, it is advisable that the most senior person be notified. This will take the heat off the judging team and will also make sure your decision will be backed up later. In such cases, the Chief Judge will probably get a negative phone call or negative feedback at some point, so it is best that he is involved early.

The Chapter Deputy Judge will need to make sure that all the bikes are being judged and that the teams are running on schedule. Toward the end, as teams finish up, judges may need to be shuffled around to help with the unjudged machines.

After each bike is judged, the judging sheet is filled out with as much detail as possible concerning any deficiencies and how many points are to be deducted from each category. When the form is finished, it needs to be signed by the team leader, and all judges need to put their AMCA numbers on the form. The portfolio is left on the bike, the form is sent by runner to the tabulation table, and a large X is placed on the front of the handlebar tag, designating that the bike has been judged.

### **The Tabulation Process**

A table needs to be set up in a quiet area close to the judging field for tabulating the judging sheets. Several Host Chapter volunteers need to check the scores and add the total points deducted from 100. Each bike's previous award status needs to be verified against our master list. From this, today's award will be determined.

## APPENDIX H

### ***National Road Run Guidelines***

National Road Runs are gatherings of AMCA members and members of affiliated motorcycle clubs in certain scenic areas of the country for the sole purpose of riding and enjoying our antique motorcycles together. The following guidelines apply to all AMCA National Road Runs.

- A member 65 years of age or older may ride any year motorcycle on a Road Run.
- Sponsoring Chapters are entitled to a \$500 allowance from the National, however, Road Run shirts, pins etc. may also be sold by the Chapter.
- National Road Runs usually last 2, 3 or 4 days and are not limited to weekends. Each day has a specific itinerary and route planned and the culminating event for the Road Run is a banquet.
- A variety of “fun” awards can be presented at the sponsoring Chapter’s discretion.

If your Chapter is in one of the unique areas of the country suited to holding this type of event and you are considering it, contact the National Meet Coordinator for details. Proposals for National Road Runs must be presented in writing with full details to the National Meet Coordinator by February 1 of the year preceding the proposed event (e.g. 2/1/12 for the 2013 Meet schedule). National Road Runs are included in the National Meet schedule and are finalized at the Winter meeting of the Board of Directors in the year prior to the scheduled event.

All AMCA Chapters hosting National Road Runs are required to file a National Event Financial Report with the AMCA Treasurer within 60 days after the event takes place. You can find this form in Appendix D.

Further information is available from the National Meet Coordinator. See the Antique Motorcycle Magazine or the AMCA website for contact details.

**APPENDIX I**

***AMCA Judging Disclaimer***

The undersigned, a member in good standing of The Antique Motorcycle Club of America, Inc., a Florida corporation not for profit (“AMCA”), acknowledges that:

1. The AMCA has an established system for judging its members' antique motorcycles, that is those motorcycles which are 35 years old and older. The established system has been set up solely for the use of AMCA members who preserve antique motorcycles as closely as possible to the respective factory standards as determined from time to time by the AMCA at its absolute, exclusive, and sole discretion, and for the purpose of accommodating the judging of its members' antique motorcycles. The established system is not to be used by AMCA members or non-members to affect, determine, or influence the value of any antique motorcycle or for any other reason except as stated above.
2. The number of points and judging classification placed on a motorcycle by AMCA judges assigned to judge an antique motorcycle at a sanctioned AMCA event are in the best judgment of the judges who judge the motorcycle and is not an indication or a guarantee of the motorcycle's completeness, correctness, or value when such is compared to the respective factory standard adopted by the AMCA and its judges.
3. Any member of the AMCA who applies to have an antique motorcycle judged under the AMCA established system for judging its members' antique motorcycles, including the undersigned, acknowledges and agrees that the AMCA does not guarantee the accuracy or sufficiency of the judges' determination and recognizes and understands that AMCA judges may differ on the number of points and judging classification given to any antique motorcycle at any sanctioned AMCA event.
4. Any AMCA member, including the undersigned, who desires to sell an antique motorcycle which has been judged by AMCA judges at any sanctioned AMCA event acknowledges and agrees that the value of any antique motorcycle is determined solely by the willing seller and the willing buyer regardless of the number of points and/or judging classification given to an antique motorcycle under the AMCA established system for judging its members' antique motorcycles.
5. If an AMCA member or an AMCA member who becomes a non-member utilizes the AMCA judging system, as outlined above, in any form or manner when selling an AMCA judged motorcycle, the AMCA shall not be liable to any party, including AMCA members and AMCA members who become non-members. Any AMCA member or any AMCA member at the time the motorcycle was judged who becomes a non-member thereafter shall hold the AMCA harmless and indemnify the AMCA from any liability whatsoever, including reasonable attorneys' fees at both the trial and appellate levels, for the use of the AMCA established judging system in violation of this AMCA Judging Disclaimer.
6. The undersigned agrees that this AMCA Judging Disclaimer shall be governed by the laws of the State of Florida. The undersigned agrees that this AMCA Judging Disclaimer is intended to be as broad and inclusive as is permitted by the laws of the State of Florida and that if any portion is held invalid, the balance shall continue in full legal force and effect.
7. No antique motorcycle will be judged by the AMCA unless the AMCA member signed this AMCA Judging Disclaimer in the space provided below or by filing an electronic application for such judging, including this AMCA Judging Disclaimer, on the official AMCA website.

Antique Motorcycle being judged:

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Engine No.: \_\_\_\_\_

\_\_\_\_\_

*Signature*

*Date*

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*AMCA No.*

## **APPENDIX J**

### ***Constitution and Bylaws of the AMCA Judging Committee***

The name of the committee shall be the AMCA Judging Committee

The purpose of the committee shall be to set policy, procedure, and rules for judging antique motorcycles at National AMCA meets.

The Judging Committee will consist of 10 members, including the chairman. A quorum shall be defined as the total number of members casting a vote. Unless otherwise specified, a majority vote shall decide.

Members shall be persons of good character and standing within the AMCA, with knowledge of the AMCA judging system, and a sustained desire to contribute to its improvement. Members will be expected to contribute their time at no cost to the AMCA. All members will have e-mail accounts and shall respond to all e-mail committee activity in a prompt and businesslike manner. All committee members are required to participate in judging at a national meet a minimum of three (3) times annually

Members will be appointed and removed by the AMCA Chief Judge in consultation with the AMCA President. The Chief Judge will be a non-voting Chairman of the committee. The Committee Chairman will preside in all interactions via e-mail as well as in direct face-to-face meetings, and decide all questions of equal division among the committee. A recording secretary will be appointed from within the Committee for a one-year term.

The Committee will report, through the Chief Judge, to the AMCA Board of Directors at least annually for approval of policy, procedure, and judging rule changes. The AMCA Chief Judge will then operate the judging system in accordance with these policies, procedures, and rules.

Most of the discussions and decisions will be undertaken by electronic mail. Telephone conference meetings shall be organized each year as the need arises. At least two annual face-to-face meetings shall be held and others can be called by the Chairman. E-mail notice of all meetings shall be given to each Committee member at least thirty (30) days before each meeting.

A Committee member who is absent without valid explanation from two consecutive votes, meetings, or teleconferences, does not participate in judging as required, and/or does not fulfill the duties prescribed by the Chief Judge or through committee directive can be removed from the Committee at any time by the Chief Judge in consultation with the AMCA President.

Vacancies on the Committee that occur for any reason shall be filled by the Chief Judge in collaboration with the AMCA President.

Robert's Rules of Order revised shall govern the order of business of the Committee where they do not conflict with the AMCA Bylaws.

## APPENDIX K

### **AMCA Honorary Membership Program**

#### **Background and General Criteria**

An AMCA honorary membership is intended to provide recognition to persons who have made extraordinary and enduring contributions to motorcycling. Contributions may be within (but not limited to) the fields of racing, authorship, research, preservation, promotion, restoration, motorcycle-related business, AMCA National and Chapter leadership, and lifetime achievement within the motorcycle industry. The nominees should be persons of good character and recognized by peers as leaders within their field of endeavor. A Nominee's conduct and behavior within the AMCA and the community shall be considered. The nomination must be submitted by an AMCA member in good standing and be attested to by two additional AMCA members. Current AMCA membership by the nominee is required. This policy was formally adopted by the AMCA Board of Directors on November 7, 2010.

Nominations can be made through the form on the following page. Here are guidelines for completing this form:

1. Provide full name, address and phone number of nominee. Include any well-known nicknames.
2. Provide full name, address and phone number of person submitting the nomination. Specify daytime/nighttime numbers where the submitter can be contacted if the Honorary Membership Committee has questions.
3. Describe Nominee's significant contributions to motorcycling. Describe in detail his/her specific contributions, such as books authored, racing history, motorcycle-related business background, significant research, leadership positions held and specific accomplishments or excellence within that position, etc. Be as specific as possible.
4. Why does the nominee deserve an AMCA honorary membership? In your own words, describe why the nominee deserves to be recognized as an honorary AMCA member.
5. Signature and AMCA number of person submitting the nomination
6. Signatures and AMCA numbers of two additional members who attest to the nomination.

Mail the nomination form to the AMCA National Secretary. Contact details can be found on the AMCA website or in the Club magazine. The National Secretary will forward the nomination form to the AMCA Honorary Membership committee for consideration. The committee will review the nomination and make its recommendation to the AMCA National Board of Directors.

*(Complete Honorary Membership Nomination form on next page.)*

## **AMCA Honorary Membership Nomination**

1. Name of nominee: \_\_\_\_\_

Address & Phone number: \_\_\_\_\_

2. Nominated by: \_\_\_\_\_

Address & Phone number: \_\_\_\_\_

3. Describe Nominee's significant contributions to motorcycling:

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\_\_\_\_\_(Continue on separate page if necessary)

4. Why does the nominee deserve an AMCA honorary membership?

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\_\_\_\_\_(Continue on separate page if necessary)

5. Signature of person submitting nomination \_\_\_\_\_

AMCA# \_\_\_\_\_

6. Attested to by: \_\_\_\_\_

AMCA# \_\_\_\_\_

Attested to by: \_\_\_\_\_

AMCA# \_\_\_\_\_

*(Submit nomination to AMCA National Secretary)*