

# JCNA CORPORATE POLICIES

Last Updated March 20, 2015

Changes Noted As An Addendum On The Last Page

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**Note #1:**

**A-0100-101**

**II. GENERAL**

- A. Corporate Policies are broad overall policies reviewed and approved by the board of directors.
- B. Administrative Policies are policies used in day to day operations and are approved by the President.

**C-0100-101**

**III. RESPONSIBILITY**

- C. The President is solely responsible for Administrative Policies that are required or necessary in the accomplishment of his/her responsibilities as an operating executive.

**Note #2:**

A number of policies have been revised, reviewed and approved by the board and thus given the current JCNA President's signature. They are **not** new policies, just revised.

**Note #3:**

There are a number of committees that do NOT have any corporate policy regarding their operation, however a heading has been created for each of them as a Place Holder.

## JCNA CORPORATE POLICIES

CORPORATE POLICY  
CATEGORY: **C-0100 Corporate Policies**  
SUBJECT: Policy Development

NUMBER C-0100-101  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 3/6/93

### I. PURPOSE

To establish the system for the formation, publication and distribution of written Corporate Policy, Administrative Policy, Directives, Procedures and Bulletins to be followed by the officers, directors and members of JCNA.

### II. POLICY DEVELOPMENT AND APPROVAL

- A. The President is responsible for the development, content and approval of the Administrative Policies.
- B. The Board of Directors, with the recommendation of the President, is responsible for development, content and approval of the Corporate Policies.
- C. The development and distribution of Directives, Procedures and Bulletins shall be determined by the appropriate Corporate or Administrative Policy.
- D. Approved Corporate and Administrative Policies shall be in written form and placed in a manual, or provided through current day means, that will be furnished to each member of the Board of Directors and made available to the general JCNA membership.
- E. **These Administrative and Corporate policies are subordinate to the JCNA bylaws.**

### III. RESPONSIBILITY

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.
- C. The President is solely responsible for Administrative Policies that are required or necessary in the accomplishment of his/her responsibilities as an operating executive.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 22nd day of October, 2011  
Initially Approved by the President this 22nd day of October, 2011.



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0100 Corporate Policies  
SUBJECT: Bylaw-Policy Priority

NUMBER: C-0100-102  
DATE ISSUED: 10/22/2011  
SUPERSEDES ISSUANCE DATED: 3/25/2011

**I. PURPOSE**

To clarify the priority between the JCNA Bylaws and the JCNA Corporate Policies.

**II. APPLICABLE**

References made in the JCNA Corporate and Administrative Policies may not reflect the current bylaws and it is agreed by the JCNA board that the JCNA Corporate and Administrative Policies need not be updated every time there is a conflict between the JCNA Bylaws and the JCNA Corporate and Administrative Policies.

**III. POLICY**

The JCNA Bylaws take precedence over the JCNA Corporate and Administrative Policies.

**IV. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Initially Approved by the President this 22nd day of October, 2011



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Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0200 General  
SUBJECT: Regional Meets

NUMBER: C-0200-101  
DATE ISSUED: 10/3/03  
SUPERSEDES ISSUANCE DATED: New

**I. PURPOSE**

To set forth a policy to provide for JCNA regional meets.

**II. POLICY**

An event (concours, rally, or slalom) must have the concurrence of both Regional Directors to be sanctioned as a regional event.

Except in the case of Challenge Championships and longstanding multi-region events such as Western States, each region shall be entitled to a single regional event annually in each field of competition. Exceptions shall be listed in this policy and include:

Challenge Championship  
Western States

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

This policy supersedes all other material in conflict with its provisions.

Approved by the Board of Directors this 3rd day of October, 2003.

Authenticated by the President.

/S/ Gary Hagopian, President \_\_\_\_/\_\_\_\_/\_\_\_\_

CORPORATE POLICY  
CATEGORY: C-0300-AGM/Meetings  
SUBJECT: Annual General Meeting  
C-0300-101 Annual General Meeting

NUMBER C-0300-101  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 1/15/00

**I. PURPOSE**

To set forth a time within which to hold the annual general meeting.

**II. POLICY**

The annual general meeting (AGM) of the members shall be held **annually**.

The location of the annual general meeting will be a regular AGM agenda item. This location should be, but does not have to be, determined by the delegates present at the AGM a minimum of two (2) years in advance by the availability of a qualified host JCNA group.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



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Authenticated by the President

CORPORATE POLICY  
CATEGORY C-0300-AGM/Meetings  
SUBJECT: Notice of General Meetings

NUMBER C-0300-102  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 03/05/93

**I. PURPOSE**

To set forth a policy to provide to all JCNA members notice of general meetings

**II. POLICY**

The secretary, or the President's appointee, shall notify all JCNA members of all general meetings of JCNA by written notice, printed in the official publication or mailed, post paid, to each JCNA group at such address as appears on the books of JCNA, at least thirty (30) days before meeting time. The secretary, or the President's appointee, shall notify all directors and executive committee members of such meetings by similar notice.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



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Authenticated by the President



CORPORATE POLICY  
CATEGORY C-0400 – President  
SUBJECT: Presidential Appointments

NUMBER C-0400 – 101  
DATE ISSUED: 10/03/03  
SUPERSEDES ISSUANCE DATED: 1/15/00

**I. PURPOSE**

To establish a policy for Presidential appointments.

**II. POLICY**

- A. All positions filled by Presidential appointment, automatically terminate at the expiration of each president's term.
- B. The President has the power and authority to replace or retain any appointee at any time if he/she believes that decision to be in the best interest of the JCNA subject to Board of Directors approval.
- C. At the pleasure of the incoming President, many members with demonstrated ability may be asked to continue in office by reappointment.
- D. Each incoming President's new appointments are to be validated by vote of the Board of Directors.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended, or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy, and for formulating changes to this policy. Any changes will require confirmation by the Board of Directors.

This supersedes all previously published policy regarding Presidential Appointments.

Revision approved 10/03/03

Gary Hagopian, JCNA President

CORPORATE POLICY  
CATEGORY C-0400 – President  
SUBJECT: Expressions of Sympathy

NUMBER C-0400 – 102  
DATE ISSUED: 10/22/2011  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

To clarify the JCNA Corporate Policy regarding what actions JCNA will take upon the **illness** or **death** of JCNA members in various positions.

**II. APPLICABLE**

The provisions of this policy apply to current JCNA board members or JCNA members who, in the past the board feels has contributed to JCNA.

**III. POLICY REGARDING ILLNESS**

The president, or his/her designee, will send a Get Well card to the address of record.

**IV. POLICY REGARDING DEATH**

The president, or his/her designee, will perform the following to the address of record.

A Sympathy card will be sent

Other acknowledgement as deemed appropriate by the Executive Committee.

The Board of Directors will consider Awards in the name of those who have passed but it is not a general policy. A list of accomplishments that recipients must have achieved must accompany the recommendation for the award.

**V. RESPONSIBILITY**

A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.

B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0500 Board of Directors-  
Officers  
SUBJECT: Establishment of Directors

NUMBER C-0500-101  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 01/16/00

**I. PURPOSE**

To set forth the number of directors and their existence in JCNA.

**II. POLICY**

- A. The property and business of the JCNA shall be managed by its Board of Directors, consisting of:
- (1) two directors from each of the regions, to be elected by the membership for a term of two years and through the AGM at the end of that term; one director from each region to be elected on even numbered years and one on odd numbered years,
  - (2) the immediate past president, when not otherwise a director,
  - (3) Jaguar Cars, Inc. designated director,
  - (4) the treasurer,
  - (5) legal counsel, when not otherwise a Director.
- B. Each director shall have one vote.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provision.

Reviewed by the Board of Directors this 22nd day of October, 2011  
Approved by the President this 22nd day of October, 2011



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Authenticated by the President

**I. PURPOSE**

- A. To provide the Nominating Committee, and other parties qualifications and factors to be considered when nominating persons to serve on the Board of Directors.
- B. To assure the membership that those persons nominated to serve on the Board of Directors of JCNA possess qualifications which are required or desirable.

**II. POLICY**

**A. Qualifications for Directors**

The Nominating Committee and any member or members who nominate an individual to be voted upon for election to the Board of Directors of JCNA should be aware of and carefully consider the legal and personal qualifications of each person before such nomination is made. The person nominated:

1. Must be a member of JCNA.
2. Must be a bonfire resident of the region for which he/she is nominated.
3. Must not be in any way employed by, or financially interested in, a competing organization
4. Should be able and willing to attend regular and special meetings of the Board of Directors regularly.
5. Should be willing to attend national, state and local associated organization meetings as required.
6. Should be prepared to serve as a member of the Board of Directors without salary and only with such reimbursement of expenses as the Board of Directors shall from time to time authorize in conformance with legal and by-law requirements applicable thereto.
7. Should agree to serve the term of office for which elected **or** until a successor has been appointed or elected.
8. Should, in all respects, be in a position to represent the membership on a completely impartial basis for the good of and in the best interests of the entire corporation.
9. Should be willing to promote and safeguard the interests of JCNA among the members.
10. Must not use or cause to be used, the position of director to further his/her own personal interests.
11. Must give consent to serve as director before allowing his/her name to be placed in nomination.
12. Other than the designated Jaguar Cars Director, no employee or dealer of Jaguar Cars, Inc., whether full time or part time or employed as a consultant, shall serve as Regional Director nor serve on the Jaguar Clubs of North America, Inc. Board of Directors.
- 13. Must be able to communicate via current day forms of communication on a regular basis as specified by the board of directors in the corporate policies.**  
(2013 AGM)

- B. **Duties and Responsibilities of Director**  
Service as a director shall include participation in the functions of the board at all regular and special meetings. Specific duties and responsibilities of the directors are set forth in Policy No. **C-0500 – 106 Duties and Responsibilities of the Board of Directors.**
  
- C. **Commitment**  
Any person nominated for election to the Board of Directors shall be considered on the basis of his/her willingness and ability to carry out the functions of a director.
  
- D. **Personal Considerations**  
The nominating committee or any member or members of JCNA who nominate an individual to be voted upon for election to the Board of Directors of JCNA, shall consider the following when reviewing the personal qualifications of the nominee.
  - 1. What is the business record of the individual and what has the management of the individual's own affairs indicated as to the possession of sound business judgment?
  - 2. What has the proposed nominee done that would demonstrate his/her capacity for working with groups, rather than as an individual?
  - 3. What are the ideas and viewpoints of the proposed nominee as they relate to JCNA principles and philosophy?
  - 4. What are the problem areas which the proposed nominee might encounter as an individual when helping the members obtain a more complete understanding of JCNA, its activities, programs and problems?
  
- E. **NONDISCRIMINATION**  
Nominees for directors shall be selected on the basis of the criteria contained in this policy, the By-laws, and applicable legal statutes. No person shall be discriminated against on the basis of age, race, religion, sex, color, or national origin.
  
- F. **ADDITIONAL CONSIDERATIONS**  
This policy shall supplement the Articles of Incorporation, Bylaws, applicable statutes and governmental rules and regulations applicable to directors. It is intended to serve as a guide to the nominating committee and other persons who are or may be nominating persons for the position of director.

### **III. RESPONSIBILITY**

- A. The President of the corporation is responsible for determining that this policy is adhered to and made known to all interested parties.
  
- B. The President shall be responsible for determining the method of circulating this policy to members of the nominating committee, nominees, and other parties who may have an interest in this policy.
  
- C. The Board of Directors shall be responsible for adhering to this policy whenever they fill, by appointment, a vacancy on the Board.

- D. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- E. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 22nd day of March, 2013

Approved by the President this 22nd day of March, 2013



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Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0500 Board of Directors,  
Officers

NUMBER C-0500 – 103  
DATE ISSUED: 10/22/11  
ISSUANCE DATED: 1/15/00

SUBJECT: Board of Directors - President Relationship

**I. PURPOSE**

To establish the policy governing the basic relationship between the Board of Directors and the President of JCNA, including the principles involving the delegation of authority.

**II. POLICY**

The Board of Directors of JCNA recognize, establish and maintain the following guidelines in their relationship with the **JCNA** President:

- A. It is recognized that good operations is the most important factor in the success of JCNA. This includes a strong and effective board and President, as well as dedicated and capable members. In exercising its responsibilities, the Board reserves authority to establish policies, approve plans and programs and delegate authority to the President, except those that are by law, the Articles of Incorporation and By-laws conferred upon or reserved to the board or its members.
- B. The board recognizes the responsibility and need to establish policies, approve plans and programs, appraise results achieved and delegate authority to the President to execute and carry out plans, programs and policies.
- C. All Corporate Policies shall be adopted at regular or special meetings of the Board of Directors, acting collectively as a board. The President, acting within the bylaws and on behalf of the Board of Directors officers, is responsibility for carrying out such policies and reporting back to the board on the results achieved as needed.
- D. The board recognizes that should any director undertake in private conversation with others or in writing to make commitments for the board, that director becomes involved in a serious breach of policy that might disrupt the entire JCNA organization. The director may be subject to reprimand from his fellow board members should he attempt to make commitments unofficially for the Board of Directors.
- E. The Board of Directors shall adhere to the time-honored custom that it's President or in his/her absence, the Vice-President, shall be the spokesperson for the board, unless otherwise previously authorized by the board.
- F. It shall be distinctly understood that the "flow" of authority for the management of JCNA shall be through the President to the board. The board shall require full and complete information from the President concerning matters in connection with the operation of JCNA as set forth in corporate policies.

- G. Primarily, the purpose of this policy is to define the relationship that shall exist between the Board of Directors, who are representatives of the members, and the President, who is elected by the **delegates at the AGM**. The board recognizes that efficient operation of JCNA can exist only through mutual understanding and complete cooperation between the board and the President.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



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Authenticated by the President



CORPORATE POLICY  
CATEGORY C-0500 Board of Directors  
SUBJECT: Board of Directors, Delegation of  
Authority to the Vice-President  
**Removed, Defer to Bylaws**

*NUMBER C-0500 – 104*  
*DATE DELTED: 3/20/15*  
*SUPERSEDES ISSUANCE DATED: 1/15/00*  
*SUPERSEDES ISSUANCE DATED: A101.1*  
*3/06/93 (Initial)*

Note: Also see President's Delegation of Authority to the Vice-President A-0100-102

CORPORATE POLICY  
CATEGORY: C-0500 Board of Directors,  
Officers

NUMBER C-0500 – 105  
DATE ISSUED: 03/05/93  
SUPERSEDES ISSUANCE DATED: Initial

SUBJECT: Attendance of Persons at Board Meetings

**I. PURPOSE**

To establish the policy concerning the attendance of persons at regular and special meetings of the Board of Directors.

**II. POLICY**

- A. The President, and all directors, are authorized to attend all regular and special meetings of the Board of Directors.
- B. The treasurer, Legal Counsel , and committee chairman may attend regular or special meetings of the board when requested to do so by the Board of Directors or President.
- C. The attendance of any member of JCNA or an individual or group of individuals who represent any firm, federal, state or local agency, committee, association, public or regulatory body, or any local, state or national organization at a regular or special meeting of the Board of Directors is subject to the following:
  - 1. A request of a meeting with the board must be submitted in writing, addressed to the attention of the President. The President will submit the request to the full Board of Directors to take such action as the Board of Directors may decide.
  - 2. The request for a meeting should contain sufficient information for the board to consider the validity and necessity of the meeting.
- D. The decision of the Board of Directors will be conveyed to the person(s) requesting the meeting. If approved, the time and place of the meetings will be conveyed to the person(s) as well as any other information that may be necessary to expedite the meetings with the Board of Directors.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this 6th day of March, 1993.

/s/ Barbara Grayson, President

CORPORATE POLICY  
CATEGORY: C-0500 Board of Directors,  
Officers

NUMBER: C-0500 – 106  
DATE ISSUED: 3/6/93 (Initial)  
SUPERSEDES ISSUANCE DATED:

SUBJECT: Duties and Responsibilities of the Board of Directors

**I. PURPOSE**

To achieve to the fullest extent possible, the objectives of JCNA and to carry out the responsibilities and execute the powers entrusted to the Board of Directors by the members with the highest degree of efficiency, wisdom and foresight.

**II. POLICY**

The Board of Directors of JCNA hereby adopts the following policy for duties and responsibilities of the Board of Directors.

A. General Responsibilities

1. See that the organization meets all legal requirements set forth in the Articles of Incorporation, By-laws and State and Federal laws and regulations.
2. Frequently review the viewpoints, goals and objectives so that the efforts of the entire organization can be directed to best accomplish its purposes.
3. Study, review, recommend and approve policies to guide the board, President and members in achieving the established goals and objectives.
4. Review and approve broad plans and programs recommended by the President for services and activities to be engaged in by JCNA for the benefit of its members and consumers.
5. Study, review, analyze and approve long and short range financial plans, including the annual operating budget, to insure the financial success of the enterprise.
6. Periodically review reports from the President on the financial, operating and activities of JCNA for conformity with the established objectives and policies, and for efficiency of operation.
7. Determine in collaboration with the President, the duties and powers to be vested in the President in order to carry out the policies, procedures and activities of JCNA.

B. Specific duties of the board as set forth in the By-laws:

1. Accept, approve, reject or terminate applications for membership.
2. See that the election of directors is held and appoint a nominating committee to present candidates.
3. Select the place and make adequate plans and preparations for the annual meeting of the members.
4. Notify all members of the place, day, hour and purpose of any special or annual meeting of the members.
5. Determine the time and place of regular meetings of the Board of Directors.
6. Elect the officers of the corporation.

7. Remove any director who is holding office who is:

- a. Not a member of JCNA or a bonfire resident of the region for which he/she is nominated.
  - b. In any way employed by or financially interested in a competing association.
8. Require the Treasurer or any other officer, agent, employee, or contractor of the corporation charged with the responsibility for the custody of its funds or property to give bond in such sum and with such surety as the Board of Directors may determine.
  9. Determine who shall have the power to sign checks, drafts or other orders for the payment of money.
  10. Select banks for the deposit of corporate funds.
  11. Submit, at each annual meeting of the members, reports covering the business of JCNA for the previous fiscal year.
  12. Cause to be established and maintained a complete system of accounting, and after the close of each fiscal year, cause to be made a full and complete audit of the accounts, books and financial condition of JCNA as of the end of such fiscal year.
  13. Fill vacancies in the Board of Directors by election of the appropriate JCNA groups.

C. Additional powers granted the Board of Directors by the ByLaws

1. Exercise all the powers of the corporation, except such as are by law, or by the Articles of Incorporation, or by the Bylaws, conferred upon or reserved to the members.
2. Make and adopt such rules and regulations, not inconsistent with law, the Articles of Incorporation or the By-laws, as it may deem advisable for the management of the business and affairs of the corporation.
3. Elect a President to perform such duties and have such authority as the board may from time to time vest in him/her.
4. May remove any officer or agent elected or appointed by the Board of Directors whenever in its judgment the best interests of JCNA will be served thereby.
5. May expel any member who fails to comply with any of the provisions of the Articles of Incorporation, By-laws, or Rules and Regulations adopted by the Board of Directors.
6. Determine such uniform terms and conditions as may be required for a member to withdraw his/her membership in JCNA.
7. May determine the actual expenses to be allowed the Board of Directors for attendance at each meeting.
8. May call special meetings of the Board of Directors.
9. May call special meetings of the members.
10. May authorize officers or agents to execute instruments, documents and contracts on behalf of JCNA.


**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
  
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 22nd day of October, 2011

Initially Approved by the President this 22nd day of October, 2011



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Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0500 Board of Directors,  
Officers  
SUBJECT: Board of Directors, Location, Date and Time of Meetings

NUMBER C-0500 – 107  
DATE ISSUED: 3/6/93 (Initial)  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

To establish the location of meetings of the Board of Directors.

**II. POLICY**

- A. Regularly scheduled meetings of the Board of Directors will be held at such place as the Board of Directors by resolution shall determine.
- B. The JCNA Board of Directors will meet no less than once per year.
- C. Special meetings of the Board of Directors may be called by the President or other officer performing his/her duties upon the written request of six (6) directors.
- D. Notice of special board meetings shall be given by the secretary or other officer performing his/her duties, orally, by telegram, by electronic means, or by mail, not less than five (5) days before the meeting. Meetings may be held at any time without notice if all the directors are present or if those not present waive notice before the meeting in writing.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this 6th day of March, 1993.

/s/ Barbara Grayson, President

CORPORATE POLICY  
CATEGORY: C-0500 Board of Directors,  
Officers  
SUBJECT: Meetings of the Board of Directors

NUMBER: C-0500 – 108  
DATE ISSUED: 03/05/93  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

- A. To state the need for adequate records of meetings of the Board of Directors.
- B. To establish the basis for presence of persons at meetings of the Board of Directors.

**II POLICY**

The Board of Directors of JCNA hereby adopts the following policy pertaining to meetings of the Board of Directors:

- A. The Board of Directors is responsible for keeping appropriate official records of corporate actions taken at meetings of the Board of Directors or at meetings of the members.

Adequate minutes are the basic historical record of the organization and provide a written record of the authority for actions taken by officials pursuant to decisions reached by the directors and members.

Inadequate minutes not only make an incomplete record, but they unnecessarily expose the Board of Directors to charges of having acted without proper authority and invite questioning of the legality and propriety of corporate actions.

- B. The general powers, elections and tenure of office, qualifications, notice of meetings, nominations, removal of directors, filling of vacancies, compensation, organization, special and regular meetings and the duties, powers, and are responsibilities of the officers, their election and term of office, and such other matters pertaining to the Board of Directors shall conform to the requirements as set forth in the Bylaws of JCNA.
- C. Neither regular nor special meetings shall be held without notification to and presence of the President. Under extenuating circumstances, the President may waive the right of presence at any regular or special meeting of the Board of Directors. However, nothing contained herein shall prevent the Board of Directors from going into an executive session at any regular or special meeting, for the purpose of discussion and corporate action on any matter that the Board of Directors may feel is in the best interest of the corporation.
- D. The Board of Directors shall approve in advance the presence at any regular or special meeting of any member of JCNA, individual or group of individuals who represent any firm, federal, state or local agency, committee, association, public or regulatory body or any local, state or national organization.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for determining the attendance of members, individuals or representatives of firms, agencies or organizations at regular or special meetings of the Board of Directors.
- B. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- C. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this 5<sup>th</sup> day of March, 1993.

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Barbara Grayson, President



CORPORATE POLICY  
CATEGORY: C-0500 Board of Directors,  
Officers  
SUBJECT: Proxies for Board of Directors

NUMBER C-0500 – 109  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 3/05/93

**I. PURPOSE**

To set forth the policy providing for a proxy in the event of an absence of a director or officer at a meeting.

**II. POLICY**

- A. Any officer, director, immediate past president or JCNA member with Board approval, who is in good standing, may be designated to act on behalf of a director at any annual general meeting, Board of Directors meeting, executive meeting or special meeting of JCNA at which there will be votes cast.
- B. A proxy shall consist of a letter from either an officer, director, immediate past president, or Jaguar Cars, Inc. designated director for which the designated member, director or officer is empowered to act.
- C. The proxy designating someone other than a current officer or regional director, must be submitted to the JCNA secretary, and approved by the Board of Directors, before the meeting begins.
- D. Proxies shall be in effect for one meeting only.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 22nd day of October, 2011  
Approved by the President this 22nd day of October, 2011



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0500 Board of Directors,  
Officers  
SUBJECT: Legal Counsel

NUMBER C-0500-110  
DATE ISSUED: 10/03/03  
SUPERSEDES ISSUANCE DATED: 1/15/00

**I. PURPOSE**

To establish policies relating to the selection and responsibilities of the Legal Counsel , and to define the relationship among the counsel, Board of Directors, and the JCNA President.

**II. POLICY**

- A. Selection of the Legal Counsel is a function of the President. This appointment shall be subject to JCNA board confirmation as defined in Corporate Policy C-0500 – 102.
- B. Counsel works as a voluntary general committee of one, at the direction of the President. The Board of Directors shall have access to the Counsel for advice and consultation as desired.
- C. Counsel is responsible to provide guidance in the establishment of legal principles for the conduct of JCNA activities.
- D. Counsel will develop appropriate documents and opinions relating to legal and other requirements applicable to the JCNA.
- E. Counsel will consult with and advise the directors and designated members of the JCNA as requested.
- F. Counsel will be kept sufficiently informed of JCNA activities so as to be in a position to advise on legal questions pertaining thereto.
- G. Counsel will be expected to attend meetings of the Board of Directors, executive committee, members and other committee meetings as may be requested by the President.
- H. At his/her discretion, the Counsel may submit itemized statements (invoices) related to specific services, contracted for by written agreement with the JCNA President.
- I. The Legal Counsel is to submit itemized statements reflecting costs associated with these services.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended, or that are required by changing circumstances.
- B. The President shall be responsible for administering and for formulating changes to this policy. Any changes will require confirmation by the Board of Directors.

This supersedes all previously published policy regarding Legal Counsel .

Revision approved 10/03/03

Gary Hagopian, JCNA President

CORPORATE POLICY  
CATEGORRY: C-0500- Board of Directors,  
Officers  
SUBJECT: Secretary, Duties of

NUMBER C-0500 – 111  
DATE ISSUED: 10/22/2011  
SUPERSEDES ISSUANCE DATED:  
3/6/93 (Initial)

**I. PURPOSE**

To establish the duties of the secretary.

**II. POLICY**

A. The secretary shall be selected in accordance with the bylaws.

B. The duties of the secretary are:

1. Attend all sessions of the board and all meetings of members, including the annual general meeting.
2. Record at all sessions and meetings the votes and minutes of the proceedings.
3. Record minutes and votes in a book or other means designated for that purpose.
4. Furnish copies of minutes to the directors.
5. Give notice of all meetings.
6. Carry on correspondence as directed by the president and Board of Directors and maintain files of such correspondence.
7. Perform all other duties pertaining to the office of secretary.

**III. RESPONSIBILITY**

A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.

B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



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Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0600 Administrator  
SUBJECT: Administrator, Duties of  
C-0600 Administrator

NUMBER C-0600-101  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

To establish the policy for the appointment of an administrator for JCNA and the duties of the administrator.

**II. POLICY**

- A. The administrator shall be appointed by the president and confirmed by a vote of the Board of Directors **every two years**.
- B. The powers and duties of the administrator are:

**Financial**

1. Have custody of JCNA funds and securities
2. Keep full and accurate accounts of receipts and disbursements in software belonging to JCNA
3. Deposit all money and other valuable effects in the name and to the credit of JCNA as directed by the BOD
4. Sign all checks, drafts or other orders for payment of money related to the activities of JCNA
5. Prepare the annual budget of JCNA
6. Responsible for monitoring the financial position of JCNA
7. Responsible for reimbursing officers and directors of JCNA for expenses incurred on behalf of JCNA.
8. Review input and finalize annual budget
9. Prepare data for and preparation of annual tax returns for this 501C organization
10. Manage day to day financial accounting including cash
11. Manage PayPal, and Credit Card accounts
12. Manage cash flow, and maintain financial records in QuikBooks
13. Prepare monthly, Quarterly, Annual financial reports
14. Work with JCNA management as needed regarding finances
15. Prepare revenue and cost reports for Jaguar Journal
16. Monitor the PayPal order processing on the web and mail
17. Make recommendations to the BOD on investment of JCNA funds

**Membership**

1. Process annual roster renewals
2. Notify affiliates of their club and Jaguar journal renewals
3. Maintain records of all current and past members
4. Work with JCNA affiliates on membership management
5. Outreach to new members both at large and affiliate club
6. Prepare and export information related to Journal distribution
7. Process MAL/SUB renewal notices that are expiring
8. Process new/renewing member updates from affiliated clubs, MAL's and SUB's
9. Oversee design, content and mailing of annual JCNA Member Cards
10. Process web site memberships

**Inventory/Asset Management**

1. Maintain records of all inventory at all locations, including Printed Material. Regalia, Trophies provided by JCNA Regalia Manager
2. Organize and monitor JCNA archive and historical materials and Documents
3. Process JCNA publication and regalia sales payments

**Other**

1. Process special event registration form(s)
2. Process club event sponsorship applications with Jaguar Cars

Contract signed by the JCNA Administrator and the JCNA President

CORPORATE POLICY  
CATEGORY: C-0600 Administrator

NUMBER C-0600-101.1  
DATE ISSUED: Revised: 10/22/11  
SUPERSEDES ISSUANCE DATED: 3/6/93

SUBJECT: Classification of Employees/ Contractors

**I. PURPOSE**

To establish the definition of regular full-time, part-time, temporary employees and contractors of Jaguar Clubs of North America, Inc.

**II. APPLICATION**

The provisions of this policy apply to all employees/contractors of Jaguar Clubs of North America, Inc.

**III. POLICY**

A. Definition:

1. Employee/Contractor means any person who is in the employ of or providing a service to JCNA.
2. Regular full-time employee is any person who works 30 or more hours each week and whose employment is, or is expected to be, continuous for more than 150 calendar days.
3. Part-time employee is any person who works less than 30 hours per week and whose employment is, or is expected to be, continuous for more than 150 days.
4. Temporary employee is any person whose employment is, or is expected to be, continuous for not more than 150 calendar days.
5. Contractors are fully responsible for all their own tax liabilities.
6. The Contractor's duties are to be outlined in their contract.

**IV. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0600 Administrator  
SUBJECT: Treasurer, Duties of

NUMBER C-0600-102  
DATE ISSUED: 1/15/00  
SUPERSEDES ISSUANCE DATED:  
3/6/93 (Initial)

**I. PURPOSE**

To establish the policy for the appointment of a treasurer for JCNA and the duties of the treasurer.

**II. POLICY**

- A. The treasurer shall be appointed by the president and confirmed by a vote of the Board of Directors **every two years**.
- B. The powers and duties of the treasurer are:
1. The treasurer shall have the custody of all JCNA funds and securities.
  2. The treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to JCNA.
  3. The treasurer shall deposit all moneys and other valuable effects in the name and to the credit of JCNA in such depositories as may be designated by the Board of Directors.
  4. The treasurer will prepare the annual budget of JCNA.
  5. The treasurer will be responsible for monitoring the financial position of JCNA.
  6. The treasurer will prepare quarterly financial statements that will be submitted to the Board of Directors quarterly. Fourth Quarter Financial Statements will be submitted to the delegates at the following year's AGM.
  7. The treasurer will prepare the annual financial statement.
  8. The treasurer will prepare or supervise preparation of Federal and other tax returns.
  9. The treasurer shall be responsible for reimbursing officers and directors of JCNA for expenses incurred on behalf of JCNA which are authorized or approved by the board.
  10. The Treasurer shall document procedures relative to dues collection and processing and will provide the Clubs with information which will assist in their coordinating the processing of memberships with JCNA requirements.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Initially Approved by the President this 22nd day of October, 2011



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0600 Administrator  
SUBJECT: Treasurer, Reimbursements

NUMBER: C-0600-102.1  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 01/05/00

**I. PURPOSE**

To establish procedure for reimbursement of expenditures incurred by officers, directors and committee members in the performance of their duties and in the conduct of business and to set forth certain limitations regarding reimbursements.

**II. (APPLICABLE) APPLICATION**

Provisions of this policy apply to all officers, directors and committee members of JCNA who may be required to conduct business and travel on behalf of JCNA.

**III. POLICY**

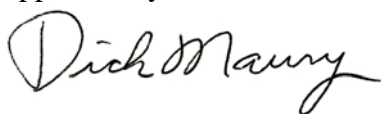
- A. Officers, directors and committee members who incur approved expenses should submit a report, to the Treasurer for approval. Each expense report should include the business purpose and the parties related to the expense submitted for reimbursement. Receipts should be provided for all expenses unless otherwise determined by the Treasurer.
- B. The following expenditures cannot be reimbursed without written approval by the President:
  - 1. Annual or other charges for personal credit cards.
  - 2. Expenses incurred by spouses or other family members.
  - 3. Personal meals
- C. Reimbursement for non-standard, non-budgeted expenses incurred voluntarily will be at the discretion of JCNA. Reimbursement requests for questionable expenses will be referred, by the Treasurer, to the President for resolution.
- D. **Included in the authorized expenses for reimbursement is** the coach airfare for its President to attend the AGM and/or **the Challenge Championship** Concours. By accepting the JCNA Presidency, he/she agrees to be present at those events, unless prevented from doing so by extreme circumstance.

**IV. RESPONSIBILITY**

- A. The President shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The Treasurer is responsible for approving expense reports submitted by officers, directors and committee members.
- C. The Board of Directors shall be responsible for issuing such procedural regulations as may be necessary to administer this policy.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 22nd day of October, 2011  
Approved by the President this 22nd day of October, 2011



Authenticated by the President



CORPORATE POLICY  
CATEGORY: C-0600 Administrator  
SUBJECT: Treasurer, Non-budgeted Expenses

NUMBER: C-0600-102.2  
DATE ISSUED: 03/05/93  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

To establish a policy for the President and directors of JCNA for non-budgeted expense approval.

**II. POLICY**

1. The President of JCNA is authorized to approve discretionary non-budgeted expenses by an officer or director of up to \$200.00.
2. Non-budgeted expenses between \$200.00 and \$500.00 must obtain approval of the Executive Committee.
3. Non-budgeted expenses over \$500.00 will not be allowed without specific written authority of the Board of Directors or the Executive Committee.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this 5th day of March, 1993.

/s/ Barbara Grayson

CORPORATE POLICY  
CATEGORY: C-0600 Administrator

NUMBER C-0600-103  
DATE ISSUED: 10/22/2011 (Initial)  
SUPERSEDES ISSUANCE DATED:

SUBJECT: Membership, Abandonment Of Affiliation:

**I. PURPOSE**

To set forth a procedure to deal with JCNA clubs that become inactive through lack of membership or disaffiliation by their own choice.

**II. APPLICABLE**

The provisions of this policy apply to all JCNA group affiliations.

**III. POLICY**

If an affiliate club fails to submit dues for all of their members on or before the time designated for renewals, and thereafter fails or refuses to respond to inquiries by the JCNA Administrator, in writing, sent to the Club President and/or membership chairman last designated by the affiliate club with JCNA or listed on the JCNA website within 30 days of such notice and continues to fail to pay dues, such club shall be deemed "inactive" by the JCNA President. The JCNA President, or his designee, shall so notify the affiliate club by certified mail and advise it that if the affiliate club fails to communicate with the JCNA Administrator and pay dues within 90 days of the notice, the affiliate club shall be disaffiliated from JCNA. If the affiliate club fails to respond and pay dues for its members within that 90 day period, thereafter, by a majority vote of the JCNA Board of Directors, that club shall be disaffiliated from JCNA and may thereafter only be reinstated upon proper application as a new club.

**IV. PROCEDURE**

1. Contact affiliate club by current day means inquiring as to their renewal dues after the stated deadline has passed.
2. If there is no communication from the club as to their intent to either submit their dues or to dissolve the affiliate club, the JCNA Administrator will send a certified letter by US Post to the last known address of either the club president or some other club known club address.

**V. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0600Administrator

NUMBER C-0600-103.1  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 10/03/03

SUBJECT: Membership, Members at Large and Members

**I. PURPOSE**

To set forth a policy on criteria for being a Member at Large (MAL) of JCNA and becoming a member.

**II. APPLICABLE**

The provisions of this policy apply to anyone interested in JCNA.

**III. POLICY**

Any person interested in Jaguar automobiles or owning a Jaguar automobile is eligible to become a Member at Large in JCNA. Members at Large have all rights and privileges of a JCNA member.

Members at Large may compete in any and all JCNA competitions and earn scores or points just as any other JCNA member, e.g. to compete for a regional concours award, the MAL must compete in two events in the same region. (A MAL may not compete for a regional concours award in more than one region in the same competition year.) To compete for JCNA North American Championship concours awards, the MAL must compete in three or more events in any region.

Members at Large may undergo the established process to become a Certified Judge by attending Judge Training Classes, taking and passing the current JCNA Judge's Test and serving as an Apprentice Judge, all under the supervision of a JCNA affiliate club's designated Chief Judge or through other means as may be established by JCNA.

Once certified as a JCNA Judge, Members at Large must maintain their currency according to the established rules and adhere to all judging standards the same as any other Certified Judge.

When the JCNA Administrator is notified, by a JCNA affiliate club's Chief Judge, that a particular MAL has successfully completed the JCNA Judge Certification process, the letter "J" will be placed after the Member at Large's JCNA number in the official JCNA Roster.

**IV. PROCEDURE**

To become a Member at Large (MAL), any Jaguar owner or person interested in Jaguar automobiles must do the following:

1. Complete an application to JCNA.
2. Husband and wife (family memberships) shall be listed jointly and shall collectively have the rights and privileges of one member.

**V. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011  
Initially Approved by the President this 22nd day of October, 2011



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0600 Administrator  
SUBJECT: Membership, New JCNA Club  
Affiliation Applications

NUMBER C-0600-103.2  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 9/13/02  
SUPERSEDES ISSUANCE DATED: 4/5/14

**I. PURPOSE**

To set forth a procedure to govern admission or rejection of new clubs into JCNA.

**II. APPLICABLE**

The provisions of this policy apply to all prospective JCNA affiliations.

**III. POLICY**

It is the policy of JCNA to accept all new affiliates consistent with its bylaws. New applications shall be reviewed and accepted by the Executive Committee in accordance with the procedure.

JCNA Bylaw, Art. III, Sec. 2 Requirements: Any group of 20 or more, subject to Art II., may make application for club affiliation in JCNA. The group must submit, together with its affiliation application, a copy of its constitution or Bylaws.

Granting of club membership will be contingent upon receipt by JCNA of the designated pro rata JCNA dues for the current year. The group must publish, at regular intervals, a newsletter or other publication which is distributed to members of the group.

Each member unit or joint membership unit is required to be a member of JCNA in good standing which is accomplished by the Club's submission of annual JCNA dues prior to the JCNA renewal deadline as established by JCNA of each year. (Receiving Jaguar Journal is part of JCNA membership)

**IV. PROCEDURE**

1. ~~Receive Application and forward to~~ **Send the application to the** JCNA Administrator. (2014 AGM)
2. JCNA Administrator shall notify Regional Directors in the region that would be impacted by the prospective affiliate and in adjacent region(s) if the affiliate is near affiliates in other regions.
3. The JCNA Legal Counsel shall receive bylaws from the prospective affiliate for review.
4. Executive Committee may accept **the** application if no other affiliates are within 100 miles and, in their judgment, there is no reason why the application might not be in the best interest of JCNA.
5. The full BoD must review the application if another JCNA affiliate club is located within 100 miles or if application is deferred by Executive Committee. Close proximity is not grounds for rejection.
6. If rejected, a formal letter shall be sent by JCNA to the club applying for application. The President, or his/her designee, shall outline the reasons for rejection. Valid reasons for rejection include:
  - a) Failure to comply with JCNA bylaw requirements.
  - b) Violation of JCNA Articles of Incorporation or of an applicable statute.

V. **RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011.

Approved by the President this 22nd day of October, 2011.



Authenticated by the 2011 President

Reviewed and approved by the Board of Directors this 4th day of April, 2014

Approved by the President this 4th day of April, 2014



Authenticated by the 2014 President

CORPORATE POLICY  
CATEGORY: C-0600 Administrator  
SUBJECT: Disclosure of Information

NUMBER C-0600-104  
DATE ISSUED: 3/20/15  
SUPERSEDES ISSUANCE DATED: 10/22/11

**I. PURPOSE**

To establish the policy for disclosing information regarding the operation of JCNA.

**II. POLICY**

~~A. Any information contained in the Articles of Incorporation, Bylaws, Rules and Regulations, or Corporate Policies governing policies and procedures, and reports to members will be made available upon request.~~

A. Any information contained in the articles of Incorporation, ByLaws, Rules and Regulations, Corporate or Administrative policies and procedures, and reports to members may be found on the JCNA web site [www.jcna.com](http://www.jcna.com) in either the reports from the AGM. ByLaws, Administrative and Corporate Policies may be found in the Library.

B. The Treasurer shall be authorized and directed to respond to requests for information under applicable Internal Revenue Services Rules subject to confidentiality.

~~C. The following items are considered privileged information and will not be made available:~~

~~1. Names, addresses and telephone numbers of members.~~

~~2. Any information pertaining to directors, except when authorized in writing by the director.~~

C. Names, addresses, e mail, telephone numbers, or other electronic accounts are considered privileged and will not be made available with the following exceptions:

1. Functional areas in JCNA which need access to information in order to fulfill the function of that area are authorized access to the information. The administrator will provide said information upon request or schedule. Conflicts as to access must be resolved by the Executive.
2. Any information pertaining to directors, except when authorized in writing by the director.
3. Release of this information to any parties extant JCNA without consent of the BOD is considered a very serious breach of trust. Currently only the publisher of the JJ and such other contracted services are authorized (IE: Membership cards).

**III. RESPONSIBILITY**

A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.

B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 20<sup>th</sup> day of March, 2015

Approved by the President this 20<sup>th</sup> day of March, 2015



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0600 Administrator  
SUBJECT: Election and Balloting Rules

NUMBER C-0600 – 105  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 03/22/13

**I. PURPOSE**

To govern the tabulation of ballots for election of directors.

**II. POLICY**

A. There shall be but one (1) official ballot and that is the one printed in the September/October issue of the Jaguar Journal or mailed prepaid to such address as appears of the JCNA master roster of members as of the September/October mailing label cutoff. FAX or other copies are not valid and will not be counted unless authorized by the JCNA Board of Directors.

The Executive Committee and the JCNA Administrator, or their designee, designates someone to count the ballots, not the Nominating Committee.

- B. Members shall vote only for nominees in their region whose names appear on the ballot by placing an “X” or other suitable symbol in the designated space beside the nominee’s names.
- C. In the event the name of a person who was not nominated is added to the ballot and voted for, such vote shall be void and not counted unless authorized by the JCNA Board of Directors.
- D. In the event more than one nominee is voted for, such votes shall be void and not counted.
- E. In the event a member votes for a nominee outside the member’s region, such vote shall be void and not counted.
- F. The person or business tabulating the ballots shall not count any ballots received after ~~January 15~~, **December 15** at 5:00 pm unless authorized by the JCNA Board of Directors. (2013 AGM)
- G. It is the intent of the Board of Directors to give the members every opportunity to vote for the nominees of their choice in the region; however, ballots or portions of ballots which bear changes and marks, which do not clearly show the intent of the voter, shall be void.

- H. Election results of Regional Directors shall be sent to the JCNA President and the JCNA Administrator in writing or transmitted electronically by current day technology as designated by the President. The JCNA President, or their designee, shall be responsible for the method of publishing the results to the nominees, the Board of Directors, and the general membership.
- I. In the event each of the nominees for any one position receives the same number of votes, the nominees will flip a coin to determine the winner.
- J. The correct **amount** of postage shall be preprinted on the ballots so members voting know how much to affix to the ballot. Those who reside outside the United States shall be informed that any additional postage required as determined by their location is their responsibility.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and recommending necessary changes in this policy.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Audit Committee or the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 22nd day of March, 2013

Approved by the President this 22nd day of March, 2013



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Authenticated by the President



CORPORATE POLICY  
CATEGORY: C-0700 Financial  
SUBJECT: Authority to Sign Checks or  
Orders for the Payment of Money

NUMBER C-0700-101  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED: 3/6/93

**I. PURPOSE**

To set forth the policy relating to authority to withdraw monies from depositories.

**II. POLICY**

- A. All checks, drafts or other orders for the payment of money shall be signed by such officer or officers, member or members of JCNA as shall be determined by the Board of Directors.
- B. Persons authorized to sign checks and orders for the withdrawal of monies for the purpose of paying sums due on account of obligation of JCNA shall be:

President  
Business Committee Chair  
Treasurer

**III. RESPONSIBILITY**

- A. The President, or his/her designee, is specifically charged with the responsibility of notifying depositories when officers, agents or employees are no longer authorized to sign checks or other orders for the payment of monies.
- B. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- C. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0700 Financial  
SUBJECT: Bank Lines of Credit

NUMBER C-0700-102  
DATE ISSUED: 3/6/93 (Initial)  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

To establish the policy authorizing lines of credit with commercial banks for short term borrowings by JCNA.

**II. POLICY**

- A. Lines of credit may be established with commercial banks for cash management purposes.
- B. The establishment of lines of credit with commercial banks is subject to authorization by the Board of Directors.
- C. The Board of Directors will designate officers who are authorized to execute notes for borrowings not to exceed in total the maximum amount of the line of credit approved with each bank by the Board of Directors.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this 6th day of March, 1993.

/s/ Barbara Grayson, President

CORPORATE POLICY  
CATEGORY: C-0700 Financial  
SUBJECT: Investment of Funds

NUMBER: C-0700-103  
DATE ISSUED: 1/16/00  
SUPERSEDES ISSUANCE DATED: 3/6/93 (Initial)

**I. PURPOSE**

To establish the policy authorizing the investment of JCNA funds.

**II. POLICY**

- A. Money held for the account of JCNA may, to the extent practicable, be invested in Government Obligations and certain bank instruments, as defined below, which mature in such amounts and at such times as shall be necessary to provide monies to meet the commitments of JCNA.
- B. Investments may be made without limitation as to amount except no investments in "certain bank instruments" shall exceed amounts covered by FDIC insurance.
- C. The term Government Obligation means direct obligations of, or obligations, the principal of and interest on which are unconditionally guaranteed by the United States of America.
- D. The term "certain bank instruments" means commercial paper, negotiable or non-negotiable certificates of deposit, bankers acceptances, bank letters of credit or commercial paper issued by any bank, bank holding company or trust company, which is a member of the Federal Reserve System.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this day 16th day of January, 2000

Authenticated by the President.

/s/ Jim Morton, President \_\_\_/\_\_\_/\_\_\_

CORPORATE POLICY  
CATEGORY: C-0700 Financial  
SUBJECT: Fiscal Year

NUMBER: C-0700-104  
DATE ISSUED: 1/16/00  
SUPERSEDES ISSUANCE DATED: 3/6/93 (Initial)

**I. PURPOSE**

To establish the policy governing the dates when the fiscal year of Jaguar Clubs of North America, Inc. shall begin and end.

**II. POLICY**

The fiscal year of JCNA begins January 1 of each year and ends December 31 of the same year.

**III. RESPONSIBILITY**

A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.

B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this 16 day of January 2000

Authenticated by the President.

/s/ Jim Morton, President \_\_\_\_/\_\_\_\_/\_\_\_\_\_

CORPORATE POLICY  
CATEGORY: C-0700 Financial  
SUBJECT: Disclosure of JCNA Annual  
Financial Statements

NUMBER: C-0700-105  
DATE ISSUED: 02/20/09  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

To establish the JCNA policy for the distribution of JCNA Annual Financial Statements.

**II. POLICY**

As noted in **C-0600-102, Heading II, B, 7**. The treasurer will prepare the annual financial statement.

1. The treasurer will distribute the annual financial statement at the AGM to the Board of Directors and to delegates in attendance.
2. The annual financial statement will be published in the next regularly scheduled edition of the Jaguar Journal following the AGM.
3. The annual financial statement will NOT be published on the JCNA web site or any other media widely accessible by the general public for reasons of club confidentiality.
4. Distribution of the annual financial statements may be halted for reasons so determined by the JCNA Board of Directors at any time.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



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Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0700 Financial  
SUBJECT: Dues

NUMBER C-0700-106  
DATE ISSUED: **3-21-15**  
SUPERSEDES ISSUANCE DATED: 3/6/93

**I. PURPOSE**

To establish a fee to be paid by all members of JCNA.

**II. POLICY**

Dues shall be set from time to time at the discretion of the JCNA Board of Directors.

Local Jaguar clubs affiliated with JCNA shall remit annually, at a time to be determined by the Board of Directors, to the JCNA main office, dues of a specified amount per member as determined by the Board of Directors.

Any JCNA group may have its JCNA membership suspended if appropriate dues are not paid by the annual dues deadline.

**Addendum: (2015)**

**JCNA membership dues cover members for the calendar year January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Club dues are due to the JCNA administrative manager no later than February 15<sup>th</sup> of the following year.**

**The Board of Directors may, from time to time, change this policy if deemed necessary.**

**III. RESPONSIBILITY**

A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.

B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Initially Approved by the Board of Directors this 6th day of March, 1993  
Barbara Grayson, President

Reviewed and approved by the Board of Directors this 4th day of April, 2014.  
Approved by the President this 4th day of April, 2014.



Authenticated by 2014 President Dick Maury

CORPORATE POLICY  
CATEGORY: C-0700 Financial  
SUBJECT: Debts of JCNA Groups

NUMBER C-0700-107  
ORIGINAL NUMBER: C401.2  
DATE ISSUED: 3/6/93 (Initial)  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

To establish a policy setting forth responsibility of debts incurred by JCNA groups.

**II. POLICY**

Under no circumstances shall JCNA be responsible for any debts incurred by a JCNA group unless, prior to incurring such debt, the Board of Directors shall have granted written approval to the JCNA group.

**III. RESPONSIBILITY**

A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.

B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this day of 6th day of March, 1993.

/s/ Barbara Grayson, President

CORPORATE POLICY  
CATEGORY: C-0700 Financial  
SUBJECT: Reimbursement for Expenses

NUMBER: C-0700-108  
DATE ISSUED: 1/16/2000  
SUPERSEDES ISSUANCE DATED: 3/6/1993

**I. PURPOSE**

To establish a procedure for members of JCNA to follow for obtaining reimbursement for expenses.

**II. POLICY**

- A. All expenditures of JCNA will be controlled by and annual budget, to be prepared by the Treasurer at the direction of the Business Committee and approved by the Board of Directors.
- B. Funds may be expended within the budget limitations and consistent with the purposes approved.
- C. Requests for expenditures will be honored if cumulative expenditures for a budgeted item do not exceed the lower of 10% of the amount budgeted or \$100. The overage will be promptly reported to the Board of Directors.
- D. Request for expenditures which would cause cumulative expenditures to exceed the limits in C, above, require Board of Directors approval before expenditure.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Approved by the Board of Directors this 16th day of January, 2000.  
Authenticated by the President.

/s/ Jim Morton, President \_\_\_\_/\_\_\_\_/\_\_\_\_



CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: JCNA Committees

NUMBER: C-0800-100  
DATE ISSUED: 10/1/12  
SUPERSEDES ISSUANCE DATED: 3/22/13  
SUPERSEDES ISSUANCE DATED: 5/6/14

**I. PURPOSE**

To set forth a policy to provide for JCNA committees.

**II. POLICY**

- A. There are two types of JCNA Committees, Regular and Special:
  - 1. Regular Committees will handle activities of ongoing interest to JCNA members.
  - 2. Special Committees will be formed for specific functions and a limited time period. The Board of Directors is responsible for defining and approving the Regular and Special Committees needed to perform activities for JCNA.
- B. Committees may be formed or dissolved by a 2/3 vote of the Board of Directors.
- C. Committee chairpersons may be appointed or removed by the President with approved by a 2/3 vote of the Board of Directors.
- D. The following are the present JCNA Regular Committees:

1. Authenticity	15. Events Sanction & Schedule
2. Business / Insurance	16. Trophies
3. Communications	17. Merchandise & Regalia
4. Concours Scores Recording	18. Nominating
5. Legal Counsel	19. Publications
6. Jaguar Journal Newsletter Awards	20. Rally
7. Jaguar Liaison	21. Slalom
8. PTS	22. High Performance Driver's Education
9. Protest Board	23. Special Awards Committee Covering: Fred Horner Sportsmanship Andrew White Service Award; Dealer of the Year Award
10. Publicity	24. Jaguar Journal Committee
11. Judge's Concours Rules Committee	25. Membership Committee
12. Awards Management / National Awards	26. Concours Committee (2014 AGM)
13. Club News / Archives	
14. Concours / Judges Training; Award	

- E. Special Committees, as defined by the President or a Director and approved by the Board of Directors, may be organized for a specific function and a limited time period. (Example: committees to organize a national meet or to study an issue such as judging procedure.) Special Committees shall be defined for a length of time up to three years after which they will be dissolved or extended in one-year increments with approval of the Board of Directors.
- F. Any JCNA member in good standing may serve as a Regular or Special Committee Chairperson.

- G. Regular Committee Chairpersons will serve a term of one year. Special Committee Chairpersons will serve for the duration of the Special Committee but not to exceed three years.
- H. Regular or Special Committee Chairpersons will be appointed by the president with approval by the Board of Directors.  
  
Recommendations for positions for chair persons maybe submitted to the secretary
- I. Committee Chairpersons will organize and direct the activities of JCNA Committees under the direction of the President. They will be required to report in writing all activities of their committee to the Board of Directors at all Board of Directors meetings.
- J. Regular Committee Chairpersons will be required as applicable to submit in writing an annual budget for approval by the Board of Directors. Special Committee Chairpersons will be required to submit in writing a budget for the duration of their committee for approval by the Board of Directors at the start of the committees' activity. All budget submissions will be made to the Business Committee and sub sequentially forwarded to the Treasurer with notations.
- K. Committee Chairperson seats left vacant will be filled by appointment of an eligible person as described above by the President upon approval by the Board of Directors.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 3rd day of October, 2003.

Authenticated by the President.

/S/ Gary Hagopian, President \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed by the Board of Directors this 22nd day of March, 2013

Approved by the President this 22nd day of March, 2013



Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the Authenticity  
Committee

NUMBER: C-0800-101  
JCNA Regular Committee #1  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Authenticity** Committee

CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the Business Committee

NUMBER: C-0800-102a  
JCNA Regular Committee #2a  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Business** Committee

CORPORATE POLICY  
CATEGORY: C-0800 Committees - Business  
Committee-Insurance  
SUBJECT: Allocation of Insurance  
Deductibles Between JCNA and  
Affiliated Clubs

NUMBER: C-0800-102b  
JCNA Regular Committee #2  
DATE ISSUED: 10/22/11  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

To provide for the allocation of insurance deductibles between JCNA and affiliated clubs in the event of an incurred cost.

**II. APPLICABLE**

This policy will apply to all situations in which an event or occurrence involving an affiliated club causes JCNA to incur an expense arising from a deductible under a JCNA insurance policy.

**III. POLICY**

Whenever an occurrence arises under a JCNA insurance policy as the result of a claim against an affiliated club, the Board of Directors shall determine, in their sole discretion, whether the affiliated club shall be responsible for reimbursing JCNA for all or part of such incurred deductible. In making such determination, the Board of Directors shall consider the nature of the occurrence that have rise to the claim under the JCNA insurance policy, whether a JCNA officer, director or employee/contractor was in any way involved in the occurrence or whether the matter arose strictly form the actions or inactions of the affiliate club or its officials or members, and whether JCNA itself has been named as a party to any lawsuit or claim made under the insurance policy.

**IV. PROCEDURE**

- A. The JCNA President or the Business Committee shall inform the Executive Committee and JCNA Legal Counsel when any claim arises under a JCNA insurance policy involving an affiliated club.
- B. At such time as the insurance carrier shall demand payment of a deductible amount or any other related costs, it shall be paid by JCNA to assure that there is no lapse of coverage.
- C. After payment of the deductible, the JCNA President shall so advise the Executive Board and Legal Counsel.
- D. The Legal Counsel shall obtain relevant information from the affiliated club regarding the circumstances surrounding the claim, copies of any applicable pleadings and/or correspondence, and shall thereafter make a recommendation to the Board regarding the nature of the claim, the factors set forth in Section III of this policy, and the proposed allocation of the deductible for other related costs.
- E. The Board shall vote by simple majority on the applicable allocation of the deductible or other related costs.

NUMBER: C-0800-102b

PAGE: 2 of 2

- F. The President or Legal Counsel will notify the affiliated club of the Board's decision regarding allocation and shall make appropriate arrangements with the club for payment of JCNA, if applicable.

V. **RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for formulating any recommended changes in policy content which require action by the Board of Directors.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



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Authenticated by the President

CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Communications**  
Committee

NUMBER: C-0800-103  
JCNA Regular Committee #3  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Communications** Committee

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Concours Scores**  
**Recording** Committee

NUMBER: C-0800-104  
JCNA Regular Committee #4  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Concours Scores Recording** Committee

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Legal Counsel**

NUMBER: C-0800-105  
JCNA Regular Committee #5  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Legal Counsel**

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Jaguar Journal**  
**Newsletter Awards** Committee

NUMBER: C-0800-106  
JCNA Regular Committee #6  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Jaguar Journal Newsletter Awards** Committee

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Jaguar Liaison** Committee

NUMBER: C-0800-107  
JCNA Regular Committee #7  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Jaguar Liaison** Committee

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the PTS Committee

NUMBER: C-0800-108  
JCNA Regular Committee #8  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the PTS Committee

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Protest Board** Committee

NUMBER: C-0800-109  
JCNA Regular Committee #9  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Protest Board** Committee

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Publicity** Committee

NUMBER: C-0800-110  
JCNA Regular Committee #10  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Publicity** Committee.

CORPORATE POLICY  
CATEGORY: C-0800 Committees -  
SUBJECT: Judge's Concours Rules Committee

NUMBER: C-0800-111  
JCNA Regular Committee #11  
DATE ISSUED: **September 13, 2002**  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE and SCOPE of AUTHORITY**

The JCNA Chief Judge, appointed by the JCNA President, will chair a committee consisting of 1 Chief Judge nominated by each Region to receive all Concours Rule proposed changes from Directors, Affiliates or individual members. This committee will determine all appropriate rule changes required and present all rule revisions and/or new Rules prepared for publication to the AGM delegates for ratification for use in the appropriate competition year.

**II. MEMBERSHIP**

The JCR Committee will consist of the Chairman plus six (6) members, one from a JCNA affiliated club within each of the six (6) JCNA geographic regions. The Chairman will make binding selections for Regional representation when there is more than 1 nominee from a Region.

**III. JCR COMMITTEE MEMBER QUALIFICATIONS**

- A. Must be "members in good standing" with both JCNA and their home clubs, and
- B. Be serving or have served recently as their club's Chief/Head Judge, and
- C. Be proficient communicating using E-mail and standard word processing programs.

**IV. TERMS OF OFFICE and MEMBERSHIP**

- A. The appointed members of the JCR Committee will serve two-year terms. Terms will expire one month after the Annual General Meeting (AGM) as indicated below. There is no limit on the number of terms they may serve.
- B. In order to stagger the possible JCR Committee member turnover, beginning in 2003 and 2004:
  - 1. **Northern Region members' terms will expire in even-numbered years.**
  - 2. **Southern Region members' terms in odd-numbered years.**

**V. METHODOLOGY and VOTING**

- A. The JCR Committee will conform to the normal application of parliamentary procedure.
- B. One person - One vote. Approval by a majority of the committee members will be required for issues where there isn't a consensus.

**VI. PROPOSAL SUBMISSION**

- A. Any JCNA member in good standing may submit a proposed concours rule change to the JCR Committee.
- B. All proposals should be addressed to the Chairman of the JCR Committee.
- C. It is recommended that proposals be presented in a "PROBLEM, DISCUSSION, RECOMMENDATION" format. All proposed rule changes should be as specific as possible and reference all sections of the Rule Book that are affected.

**VII. PROPOSAL PROCESSING**

- A. The JCR Committee Chairman will promptly acknowledge receipt of each proposal to the author and to the Regional Director where appropriate.
- B. The JCR Committee will strive for a total processing time of **thirty (30) days** from the date of initial receipt.
- C. Committee members will, as feasible, consult and solicit opinion from other judges throughout their Regions.
- D. After committee discussion, a vote may be taken and, if approved, the proposal will be reported to the Board of Directors and prepared for presentation to the AGM.
- E. The substance of all JCR Committee deliberations may be made available to any JCNA member in good standing.

**VIII. AGM PRESENTATION OF CONCOURS RULE CHANGES**

- A. Only the JCR Committee shall present proposed Concours Rule changes at the AGM.
- B. Proposals approved by the JCR Committee, since the previous AGM, will be presented for ratification by the AGM delegates.
- C. Proposals that the JCR Committee failed to pass by a single vote will be individually presented to the AGM delegates for either: (1) Disapproval, or (2) Return to the JCR Committee for additional consideration.

**IX. RULE BOOK INCORPORATION OF APPROVED CHANGES**

- A. Concours rule changes, presented by the JCR Committee and ratified and/or approved by the AGM delegates will be recorded and, thereafter, forwarded to the JCNA Rule Book Editor.
- B. The Rule Book Editor will be responsible for incorporating the changes into the Rule Book and making both the revised Rule Book and the changes available for separate downloading from the JCNA web site.

**Judge's Concours Rules Committee Directive as Adopted by the BoD on September 13, 2002**



CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the Awards Management /  
National Awards Committee

NUMBER: C-0800-112  
JCNA Regular Committee #12  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the Awards Management / National Awards Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Club News / Archives**  
Committee

NUMBER: C-0800-113  
JCNA Regular Committee #13  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Club News / Archives** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Concours / Judges**  
**Training; Award** Committee

NUMBER: C-0800-114  
JCNA Regular Committee #14  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Concours / Judges Training; Award** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Events Sanction &**  
**Schedule** Committee

NUMBER: C-0800-115  
JCNA Regular Committee #15  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Events Sanction & Schedule** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Trophies** Committee

NUMBER: C-0800-116  
JCNA Regular Committee #16  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Trophies** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Merchandise & Regalia**  
Committee

NUMBER: C-0800-117  
JCNA Regular Committee #17  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Merchandise & Regalia** Committee.

CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: **Nominating Committee**

NUMBER C-0800-118  
JCNA Regular Committee #18  
DATE ISSUED: 10/22/2011  
SUPERSEDES ISSUANCE DATED: 10/03/03

**I. PURPOSE**

To set forth the guidelines and responsibilities of the **Nominating Committee** as provided for in the By-Laws article VI, section 4.

**II. COMPOSITION**

- A. The president shall appoint, with the approval of the Board of Directors, a nominating committee consisting of three JCNA members in good standing.
- B. The Nominating Committee chairperson is to be elected annually by its committee members.
- C. The Nominating Committee may rotate annually with the President appointing new members as he/she deems necessary.
- D. Unscheduled vacancies may be filled by the President, with the appointee filling out the balance of the vacant term.

**III. COMMITTEE RESPONSIBILITY**

- A. **Regional Directors:**
  - 1. The Nominating Committee shall, if possible, nominate at least two JCNA members in good standing for each position of regional director.
  - 2. The persons nominated shall be selected to represent the best interest of the JCNA and the affiliates within their region and shall be bona fide residents of the region from which they are being nominated.
  - 3. The Nominating Committee shall evaluate the potential nominees relative to: Corporate Policy **C-0500-102**; Qualifications for Directors.
  - 4. The Nominating Committee must qualify and nominate only those satisfying regional director term limit requirements.
  - 5. The Nominating Committee will prepare and submit its report to the President on or about August 1<sup>st</sup> of each year.
  - 6. No later than September 1<sup>st</sup> of each year, the Nominating Committee report shall be made in writing to the Board of Directors and thence to the general membership by the JCNA publication, or by written notice mailed to each JCNA group at their official address, at least 30 days prior to the election.
- B. **JCNA Officer Candidates:**

The Nominating Committee annually, at least eight weeks prior to the AGM, will prepare a list of at least one or more candidates each, for the offices of President, and Vice President, and present it to the affiliate clubs.

**IV. GUIDELINES**

- A. By July 15<sup>th</sup> of each year, the Nominating Committee shall have polled the existing directors whose seats are up for election to determine potential vacancies. If a vacancy appears imminent the Nominating Committee shall encourage and work with the outgoing directors to find nominees per Section III-A. Concurrently, the Nominating Committee shall post the six regional director openings on JCNA.com, and placed notice of these openings in the Jaguar Journal.
- B. The Nominating Committee shall hold meetings as necessary and at places and times as it may determine. No other director or member of JCNA shall meet with the Nominating Committee.
- C. The President or Presidents designee will be available to review policy pertaining to the nominations for the Board of Directors and JCNA officer candidates, and to assist the Nominating Committee. Except for such assistance as may be requested by the committee, no other members of the JCNA shall be present when the committee is preparing its report.
- D. No persons shall be discriminated against on the basis of age, race, religion, sex, creed, handicap, or country of national origin.
- E. Whenever nominations are displayed they shall be in alphabetical order.
- F. Members of the Nominating Committee shall be eligible for reimbursement of telephone and postage expenses.

**V. ADDITIONAL NOMINATING METHODS**

- A. A JCNA group may nominate a member in good standing by submitting a written nomination bearing the signatures and membership numbers of two officers and the nominee.
- B. Any member may nominate a member in good standing by submitting a written nomination bearing both membership numbers and countersigned by the nominee.
- C. If there are no contested seats in any regions, no ballot needs to be delivered to JCNA members. No counting of ballots need to be completed and results will be published in the Jaguar Journal.

**VI: RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended, or that are required by changing circumstances.
- B. The President shall be responsible for administering and for formulating changes to this policy. Any changes will require confirmation by the Board of Directors.

This supersedes all previously published policy regarding the Nominating Committee.

Reviewed by the Board of Directors this 22nd day of October, 2011

Approved by the President this 22nd day of October, 2011



Authenticated by the President

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Publications** Committee

NUMBER: C-0800-119  
JCNA Regular Committee #19  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Publications** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Rally** Committee

NUMBER: C-0800-120  
JCNA Regular Committee #20  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Rally** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Slalom** Committee

NUMBER: C-0800-121  
JCNA Regular Committee #21  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Slalom** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **High Performance Driver's Education** Committee

NUMBER: C-0800-122  
JCNA Regular Committee #22  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **High Performance Driver's Education** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Special Awards**  
Committee

NUMBER: C-0800-123  
JCNA Regular Committee #23  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Special Awards** Committee.

Covering:

Fred Horner Sportsmanship  
Andrew White Service Award;  
Dealer of the Year Award

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the **Jaguar Journal**  
Committee

NUMBER: C-0800-124  
JCNA Regular Committee #24  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Jaguar Journal Committee** Committee.

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CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Duties of the Membership Committee

NUMBER: C-0800-125  
JCNA Regular Committee #25  
ORIGINAL NUMBER:  
DATE ISSUED:  
SUPERSEDES ISSUANCE DATED:

Currently there are no documents for the duties of the **Jaguar Journal** Committee.

CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: Concours Committee

NUMBER C-0800-126  
JCNA Regular Committee #26  
DATE ISSUED: 4/4/2014  
SUPERSEDES ISSUANCE DATED:

**I. PURPOSE**

**PURPOSE and SCOPE OF AUTHORITY:** The Concours d'Elegance program is one of three automobile competition events in JCNA the other two being Slalom and Rally. Concours rules, procedures and philosophies are set forth in the JCNA Concours d'Elegance Rule Book which is managed by the JCNA Concours Rules Committee (JCRC). Judging issues, conflicts and protests are managed by a separate Protest Committee. The Concours Committee (CC) oversees the overall Concours d'Elegance program complementing the JCRC and Protest Committees. The purpose of the JCNA Concours program is stated in the Rule Book as:

*"The foremost purpose of the JCNA Concours is to encourage the owners of Jaguars to preserve, maintain, and present their Jaguars in as clean and authentic condition as possible. A secondary purpose is to celebrate all Jaguars and their owners by creating an event where people may share all degrees of interest in owning, driving, maintaining and restoring Jaguars"*

The Concours Committee is to:

1. Sanction events
2. Maintain the overall Concours calendar to insure no conflicts
3. Monitor Judge qualifications and numbers
4. Review and approve all Concours reports to insure compliance with Rule Book procedures
5. Develop and coordinate Concours policy to best meet the JCNA Concours program stated purpose
6. Establish the most practical and equitable process by which JCNA determines Regional and North American awards

**MEMBERSHIP:** The Concours Committee is composed of a Chairman appointed by the JCNA President and one representative from each of the JCNA Regions. These representatives will be appointed by their respective Regional Directors. The Chairman of the JCRC is a member of the Concours Committee.

**CONCOURS COMMITTEE MEMBER QUALIFICATIONS:**

- A. Must be a member in good standing with both JCNA and their home clubs
- B. Be serving, or have served recently as a club Chief Judge or an experienced Concours Chairperson
- C. Be highly knowledgeable of the purpose and content of the JCNA Rule Book

### **TERMS OF OFFICE and MEMBERSHIP:**

- A. The appointed members of the Concours Committee will serve two year terms. Terms will expire one month after the Annual General Meeting (AGM) as indicated below. There is no limit on the number of terms they may serve.
- B. In order to stagger the possible committee member turnover, beginning in 2014 and 2015:
  - 1. Northern Region members terms will expire in even-number years
  - 2. Southern Region members' terms will expire in odd-number years.

### **METHODOLOGY and VOTING:**

- A. The Concours Committee will conform to the normal application of parliamentary procedures
- B. One person – One vote. Approval by a majority of the committee members will be required for issues where there is not a consensus. Email and telephonic voice votes as received by the Committee Chairman are acceptable.

### **RESPONSIBILITIES:**

- A. **JUDGING:** Review individual club Judge Rosters to insure the minimum required number of Judges are assigned to the club's Judge team. Recommend ways to improve Judge competency.
- B. **SCHEDULE and EVENT APPROVAL:** Maintain the JCNA Concours Event schedule (Online Scoring System) and sanction Concours d'Elegance event requests as submitted by each club. Sanctions will only be approved once Judge rosters are verified in compliance with the Rule Book and the events do not conflict with other regional or national events as stipulated in the Rule Book.
- C. **CONCOURS APPROVAL:** Review and approve Concours Scores and Judging Reports as submitted by each club. Reports will be approved only if judging assignments have been correctly made, vehicles are assigned to correct classes and scores are correctly submitted.
- D. **JCNA CONCOURS MANAGEMENT:** Monitor the overall Concours program and recommend ways to improve it. The Rule Book will be the book of record for Concours policy, philosophy and procedures. Any proposed change to the JCNA Concours program must be submitted to the Concours Committee for action. Any recommendations made by the Concours Committee will be coordinated with the JCRC and proposed to the JCNA Board of Directors (BOD). Once approved by the BOD (and Annual General Meeting as required) any proposals requiring changes to the Rule



Book are to be submitted to the JCRC and processed according to their written charter. Policy proposals not requiring changes to the Rule Book will be approved by the BOD and presented/voted by the AGM membership if so required by the BOD.

- E. **COMMITTEE MEMBER RESPONSIBILITIES:** Committee members are appointed by their Regional Directors and, as such, represent all clubs in their regions. Regional club members should be informed to submit their concerns and recommendations to their Concours Committee member. Each Concours Committee member is to review Concours reports (Scores and Judging) and Judge Rosters submitted by their region's clubs (available on the Online Scoring System) to note any trends or issues contrary to JCNA Concours policy. It is very important to note that a committee member's responsibilities extend beyond that of receiving and forwarding proposals. Their most important function is to monitor their region's Concours program and strive to propose ways to further improve it in light of the JCNA purpose statement quoted above.

#### **PROPOSAL SUBMISSION**

- A. Any JCNA member in good standing may submit a proposed change to the JCNA Concours program to the Concours Committee
- B. All proposals are to be addressed to the Chairman of the Concours Committee. If such proposals are technical in nature and do not impact Concours policy, the Committee will forward such proposals to the JCRC for action. Any proposed changes to the JCNA Rule Book, once reviewed by the Concours Committee are to be coordinated with the JCRC.

#### **PROPOSAL PROCESSING**


- A. It is highly recommended that JCNA members submit proposed changes to their respective regional Concours Committee member. The Committee member will confer with the author and then submit the proposal to the Committee Chair. When possible, proposals are to be formatted in a "PROBLEM, DISCUSSION, RECOMMENDATION" format. All proposals are to be written as specifically as possible.
- B. The Concours Committee Chairman will promptly acknowledge proposals received to the author and to the author's regional Committee member and Regional Directors.
- C. The Concours Committee Chairman will communicate proposals received to all Committee members within one week if possible. Committee members are then, when feasible, to consult and solicit opinion from other judges and regional directors (when appropriate).
- D. After Committee discussion, a vote (simple majority) will be taken to accept, reject or suggest modification of the proposal to the author. When

approved, the proposal will be first coordinated through the JCRC if the Rule Book is affected. The proposal will then be submitted to the JCNA BOD (along with JCRC comments) for discussion and approval. The JCNA BOD reserves the right to approve the proposal for implementation or present it to the AGM for a vote. The Concours Committee will strive to complete processing of any proposal received within 30 days time.

- E. The Concours Committee Chairman will conduct regular meetings (telephone, electronic correspondence, or in-person) of the Committee members. The purpose of these meetings is to find ways to improve the overall JCNA Concours program and prepare proposals to that end.

**REPORTING** The Concours Committee Chairman will prepare an annual report to the AGM to include a listing of all proposals received and actions resulting from same. The Concours Committee will render reports to the JCNA BOD as directed.

Reviewed by the Board of Directors this 4th day of April, 2014.  
Approved by the President this 4th day of April, 2014.

A handwritten signature in cursive script that reads "Dick Maury". The signature is written in black ink and is positioned above a horizontal line.

Authenticated by 2014 President Dick Maury

## Corporate Policy Changes Approved at the AGM

AGM	Description
2015	CP-600-104 Disclosure of Information
	C-0700-106 Dues
2014	C-0600-103.2 Membership, New JCNA Club Affiliation Applications
	C-0700-106 Dues
	C-0800-101 to 125 JCNA Committees
	C-0800-126 Concours Committee

Note: table of contents headings are hidden by putting them in white type.