



JAGUAR CLUBS OF NORTH AMERICA, INC COMMUNICATIONS SCHEDULE

Membership

SUBJECT	SOURCE	DUE DATE	ACTION/REMARKS
Issue Year End Roster To Clubs	Roster Maintainer & JCNA Secretary	Early January	Include Procedures for new Chairs
Year-End Roster Returned To Treasurer With Dues	Club Membership Chairs	ASAP to avoid processing backup but Before AGM	By Feb 15 th for receipt of March-April Jaguar Journal. Required for voting representation at AGM
Submit New Members Or Changes To Treasurer	Club Membership Chairs	Anytime, By 15 th of even months to receive next Jaguar Journal	JCNA form MEM-01 or computer equivalent for new members, MEMCHG-04 for changes, either with a transmittal form TRANS-03 to Treasurer with pre-paid dues. Half-year dues accepted after August 1.

Events

SUBJECT	SOURCE	DUE DATE	ACTION/REMARKS
Event Sanction Request	Club Officers	Maximum: 1 year, minimum: 4 months prior to event.	Request via online form at JCNA web site.
Sanction Approval	Event Sanctions and Schedule Committee	Following approval	To requesting club, Jaguar Journal
Insurance Certificate Request	Event Chair	As required by Club	See insurance in Concours Rule Book. If required by site owner or other use application form therein.
Concours Score Sheets	Event Chair	Within 14 days of event.	Mail original concours score sheets to entrant
Concours, Rally, Slalom Master Report	Event Chief Judge or Chair	No Later Than 30 days after event or by Dec. 1	Send to Concours Chair (or proper Chair.) Only report results for JCNA members in Championship & Driven Divisions.
Concours Judge Report	Event Chief Judge or Chair	No Later Than 45 days after event or by Dec. 1	Send to Chair of Concours Scores Recording Committee (See Chapt.I,K,9).
Concours Protests	Protestor	Within 45 days of event.	Send written protest with supporting materials to Chair. of Protest Board and duplicate to Event Chief Judge.
Jaguar Journal	Event or PR Chair	ASAP but before next 1 st of even months (5 weeks in advance)	Event write ups and pictures to the Jaguar Journal Editor.
Articles & photos to local media	Event PR Chair	Within 1 week of event	Event write-ups and pictures. Send copy to Jag Jrnl Club News Editor

Jaguar Journal (Publication planned within 1st 10 days of odd months)

SUBJECT	SOURCE	DUE DATE	ACTION/REMARKS
Calendar listings of major unsanctioned events	Clubs or individuals	1 st of even months (5 weeks in advance)	To Editor, Jaguar Journal
Editorial Copy and ad space orders	Individuals or businesses	1 st of odd months (9 weeks in advance)	To Editor, Jaguar Journal
Club News	Clubs	1 st of even months (5 weeks in advance)	To Club News Editor
Classified ads	Individuals or businesses	1 st of even months (5 weeks in advance)	To Editor, Jaguar Journal

Misc. Administrative

SUBJECT	SOURCE	DUE DATE	ACTION/REMARKS
Club Officer List For Directory	Affiliate clubs	Jan. 1 Latest (Or sooner after elections if possible)	Post update of local club officer list on JCNA web site. For incorporated clubs this is a good time to update your officer list with the state.
Committee Status Reports	Committee Chairs	Feb. 1 and Sept. 1 approximately but No Later Than 1 month prior to BOD meetings.	Recent activities, prior years or current yrs. (Oct.) statistics. Send to JCNA President, cc to Secretary.
Publish JCNA Directory	Directory Chair	For distribution at AGM	Copy of data file to Webmaster.
Andrew Whyte Service Award Nominations	Club Presidents	Nov. 30 (Postmark)	Obtain criteria and nomination form from JCNA Secy or Whyte Committee Chair. Send to JCNA Whyte Committee Chair. Non-winner nominations do not carry over but may be resubmitted

Annual General Meeting

SUBJECT	SOURCE	DUE DATE	ACTION/REMARKS
AGM Timetable	JCNA Secretary	6 Months before AGM	To Directors, club Presidents, host club. Hard dates for the following items
AGM Agenda Proposals	Clubs or JCNA Member	8 Weeks before AGM	Exact wording of proposed rule change or new rule to Secretary; cc to President & Directors
AGM Invitation & Announcements, Delegate Registration	AGM Host Club	10 Weeks before AGM	From Host Club to President & Editor of all Clubs. AGM hotel details, schedule of events, delegate registration forms.
AGM Preliminary Agenda	JCNA Secretary	6 Weeks before AGM	AGM agenda plus late information to Directors
Committee Status Reports	Committee Chairs	6 Weeks before AGM	Send to Secretary, cc to President.
AGM Delegate Registration	Club Presidents or Delegates	6 Weeks before AGM	Return form supplied by host club to that club.
Proxy Letters (Emergency written proxies and/or changes accepted by Secretary until AGM convenes.)	Club Presidents	1 Month before AGM	Submit name of delegate (s) and number of proxies carried to Secretary per bylaw Art.IV,Sec7.
AGM Agenda, Committee Reports	JCNA Secretary	1 Month before AGM	To registered delegates.
Annual General Meeting		First quarter of year	Elect JCNA officers. Approve site of AGM 2 years hence (and site of National /Biennial meet).
AGM Minutes	JCNA Secretary	AGM + 14 days to Exec. Comm., +21 days to Board of Directors.	Pre publication review by Executive Board for errors or omissions.

Board of Directors/Officers Nominations & Elections

SUBJECT	SOURCE	DUE DATE	ACTION/REMARKS
Nomination Of Director Candidates	Club Presidents, individuals, Nominating Committee	Aug. 1 Latest receipt of written nomination	Mail to Chairman, Nominating Committee (Form NOM-1). See Art.6, Sec.3 of JCNA bylaws for procedure.
Candidate Bios & Photos To Jaguar Journal	Director Candidates	Jul. 29	For publication in Sept-Oct issue with ballot.
Director Nominee Report	Nominating Committee	Sept. 1	Written report to Directors from Nominating Committee
Director Nominee Report	President or Secretary	Sept. 15	Report to general membership via notice to each club 30 days before election.
Election Ballots For Directors To Members		Oct. 31 or earlier	JAGUAR JOURNAL Sept-Oct issue (normally mid Sept.).
Ballot Return Deadline	Membership	Postmark as noted on ballot. Normally mid January	Affix JJ mailing label to validate.
Election Results Report To President	Nominating Committee	As soon as possible after ballot cutoff	
Declaration of JCNA Officer Candidacies	Interested Directors	Dec. 1	Directors wishing to stand for office at the AGM submit candidacies in writing to Chair of Nominating Cmte.
New Director Declaration of JCNA Officer Candidacies	Newly Elected Directors	Upon Notification of Election (note conflict with item below)	Directors wishing to stand for office at the AGM submit candidacies in writing to Chair of Nominating Cmte.
JCNA Officer Candidate List	Nominating Committee	8 weeks before AGM	Submit list of JCNA officer candidates to President, Secretary.

Board of Directors Meetings

SUBJECT	SOURCE	DUE DATE	ACTION/REMARKS
Spring Meeting Timetable	JCNA Secretary	3 Months prior to meeting	
Spring Board Mtg. Agenda	JCNA Secretary	1 Month prior to mtg.	AGM agenda plus late information to Directors & affiliate officers
Spring (AGM) Board Of Directors Meeting	JCNA Secretary	1 Day before AGM, normally	Prepare officer slate for AGM, set fall meeting plans.
Spring BOD Minutes	JCNA Secretary	Meeting + 14 days to Exec. Comm., +21 days to JAGUAR JOURNAL Editor & Board of Directors.	Pre publication review by Executive Board for errors or omissions.
Fall Meeting Timetable	JCNA Secretary	3 Months prior to meeting	
Fall Board Meeting Agenda	JCNA Secretary	1 Month prior to mtg.	
Fall Board Of Directors Meeting	JCNA President	Date to be established with agreement of BOD, Normally Sept or Oct.	
Fall BOD Minutes	JCNA Secretary	Meeting + 14 days to Exec. Comm., +21 days to JAGUAR JOURNAL Editor & Board of Directors.	Pre publication review by Executive Board for errors or omissions.

See *Jaguar Journal*, JCNA Directory or www.jcna.com for JCNA Officers, Directors, Committee Chairs with Telephone Nos. & Addresses. Contact JCNA Secretary for further information.



JAGUAR CLUBS OF NORTH AMERICA, INC

JCNA FORMS and DOCUMENTS: (All JCNA Forms are issued as Masters for local reproduction.)

SUBJECT	JCNA # & Issue date	SOURCE
JCNA Communications Schedule	CS-1 Rev. 5 2/29/04	Posted on JCNA website
Concours Judging Form	7 th Edition Rules	On JCNA website or in Concours Packet sent to Concours Chairs or Concours Rule Book
J. C. Taylor, Inc. Request for Certificate of Insurance.	no number	On JCNA website or in Concours Packet sent to Concours Chairs or Concours Rule Book
Affiliation Agreement for prospective affiliates	AFF Agreement (3/02)	From JCNA Secretary or Administrative Manager
Champion & Driven Trophy Order	CT-1 rev.(7/95)	On JCNA website or to Concours Chair. with approved sanction.
JCNA Master Concours Report	CON M/R Rev.3/94	On JCNA website or in Concours Packet sent to Concours Chairs or Concours Rule Book
JCNA Master Slalom Report	SR Rev.3/94	On JCNA website or furnished by Slalom Chairman
Judges Report & Judges List	no number	On JCNA website or in Concours Packet sent to Concours Chairs
Bylaws	no number	On JCNA website or from Secretary
Certificate of Incorporation	no number	From JCNA Secretary
JCNA Policies		From JCNA Secretary
New Member Registration	MEM-01 Rev.10/94	From Membership Chair, Replaces JCNA-01
Roster Transmittal	TRANS-03 Rev. 11/95	From Membership Chair
Membership Change	MEMCHG-04 10/94	From Membership Chair
Event Sanction Request	SANC-1 (6/94)	On JCNA website or as requested from Event Sanctions and Schedule Committee Chair
Andrew Whyte Award Procedure	AW Award Nom. (Rev.74/17/95)	On JCNA website, or as requested from Secretary or Whyte Committee Chair
Regional Director Nomination	NOM-1 (6/95)	As requested from Secretary or Nominating committee Chair
Directors' Monthly Expense Report	Expense Report	From JCNA Treasurer or Administrative Manager
Proxy Designation Form		From Secretary. To transfer AGM vote to a Delegate
JCNA Publications		From Publications Chair. List & Order info.