

## National Convention Guidelines

1. **Purpose.** The purpose of the National Convention Guidelines is to establish a uniform written set of requirements for use in soliciting bids for and conducting a Model A Ford Club of America National Convention.
2. **Responsibility.** It is the responsibility of the Vice President to solicit bids for the National Convention in a timely manner; to coordinate all matters between the National Organization and the Host Group; to personally visit the meet site and Host Group, if directed by the Board of Directors; be the liaison between the National Car And Era Fashion Chief Judges and the Host Group and to handle any other matters that may come about concerning the National Convention.
3. **Schedule.** There shall be a National Convention held during the summer months of every even numbered year. With the exception of any joint MAFCA/MARC convention, which shall be negotiated separately, these conventions shall be MAFCA national events. MAFCA reserves the right, after adequate review, to accept or reject any proposal by the Host Group for joint sponsorship, shared billing or other events to be held in conjunction with such National Convention which might detract from the Convention.

It shall be the responsibility of the Vice President, or another director as designated by the MAFCA President, to publish a solicitation for bids for future National Conventions in the January/February issue of *The Restorer*.

The National Convention bids shall be accepted at any time. Submitted bids shall be brought to the board at the next board meeting for consideration. If a bid is approved, start up money will not be advanced earlier than five years prior to the convention subject to conditions stated in paragraph six below.

4. **Requirements.** A Chairperson shall be appointed from the Host Group and shall be the principal contact between the responsible Director and the Host Group. This person shall be responsible for complying with all requirements stated herein and shall coordinate through periodic communications all aspects of the National Convention to the National Vice President or another appointed Director. The Host Group shall provide to MAFCA minutes of all steering committee meetings. Beginning 12 months prior to the National Convention a current financial statement shall be provided to MAFCA monthly. The MAFCA Vice President shall approve all contracts over \$1,000 prior to their being signed by the Host Group.

The Hosting Group shall establish a working committee to handle and direct the activities. All activities shall be planned for family interest and participation. Actual schedule of activities must be approved by the Board before publication in *The Restorer*. Registration shall be open only to MAFCA members. All activities will be restricted to Convention registrants except for the viewing of cars. The Car and Fashion Judging activities shall be conducted in accordance with approved MAFCA policies as set forth in Section III of this policy manual. A secured area for vehicles shall be provided, and only Model A's registered at the Convention shall be permitted in this area. The entrance to the secured area shall be restricted to Convention registrants. Access shall be established to permit normal vehicle use by the car owner/driver.

The National Convention shall include as a minimum, but not be limited to, the following activities:

- A. Car judging with awards, using MAFCA approved Judging Standards and MAFCA's National Convention car judging award point system (see Part III, Section 6)
  - B. Era Fashion judging with awards, using MAFCA approved Fashion Guidelines.
  - C. Gymkhana (car games) competition with awards.
  - D. Model A parade and/or tour, which shall be required for awards in car judging;
  - E. Swap meet
  - F. Meeting for car judges
  - G. Seminars on Model A Ford and Era related subjects
  - H. Assembly of Model A Fords in one area for registrant viewing
  - I. MAFCA National Board of Directors meeting
  - J. Era Fashion Show
  - K. Awards Presentation Banquet (evening event)
- \* If gymkhana events must be conducted in a way to protect participants and spectators from any injury.

The National Convention may include any or all of the following activities:

- A. Model A car model competition with awards, open to all children through 16 years of age;
- B. Activities for the younger family members such as swimming, crafts, dances, skating, etc.
- C. Youth car and fashion seminar;
- D. Model A Youth Driving Award; in accordance with Policy Part II Section 5 Subsection (e)
- E. Presidents reception;
- F. An all day open meeting of the Era Fashion Committee and the Judging Standards Committee, if requested by the Committee Chairs at least 9 months in advance. These meetings shall not be scheduled the same day as the MAFCA Board of Directors meeting.
- G. Car Judging School

National Conventions shall not include any event, activities or awards other than those listed unless approved by the MAFCA Board of Directors. In addition to awards presented for car and fashion judging and gymkhana participation, the Host Group may provide recognition for the "longest distance driven" and "hard luck" driving to the convention. The "longest distance driven" award shall be based on the distance from the registrant's home to the Convention in a straight line and driven in a Model A. The "hard luck" recognition shall be awarded for travel misfortunes to the Convention in the registrant's Model A.

5. General liability insurance. Liability insurance shall be provided by MAFCA to cover the National Convention within current coverage and limits then in force. Additional insurance, if required, shall be provided by the Hosting Group.
6. Finances. The Host Group shall be responsible for all financial matters. Funding programs in good taste and related to the Model A hobby may be used if deemed necessary. Any fund-raising programs shall be presented to the National Board for approval prior to use. The Host Group shall determine if a facility visit is necessary for the National Vehicle and/or Era Fashion Chief Judge prior to the Convention. The costs of such visits shall be the responsibility of the Host Group. MAFCA will on request, provide the Host Group a no interest start up loan. The loan not to exceed Eight Thousand Dollars (\$8,000.00) in two installments. The first installment of Four Thousand Dollars (\$4,000.00) may be obtained upon acceptance of the Host Group bid and signing of the contract, and the second installment may be obtained after preliminary approval by the Board of its Convention budget. Loans are to be repaid from proceeds of the convention. Host groups are requested to increase this amount by 10% of their profits up to \$1,000.00. Host groups that do not request a loan are not required to pay any portion of their profits to MAFCA. Any profits made after repaying MAFCA's loan and the 10% payment will be retained by the Host Group. Losses incurred by the Host Group, excluding State and Federal income taxes, penalties, and interest, will be assumed by MAFCA provided the Host Group requests such in writing and provides complete accounting records of the Convention to MAFCA for its review.
7. Advertising. An active advertising program shall be planned for **The Restorer**. An article and/or other information shall be included in each of the six issues prior to the Convention. This advertising program shall be coordinated with **The Restorer** Editor.
8. Location. The National Convention shall be located in one of the nine divisions of the continental United States of America or Canada as listed in the Divisional Meet Guidelines (Part III, Section 18 of this policy); shall be located in a different division than the preceding Convention; and shall be in at least two different divisions before returning to the division of a previous Convention.  
  
In the event an acceptable bid is not received as specified in this paragraph and in paragraph 3, the club may solicit and award the Convention to any area listed.
9. Records and Reports. Brief written reports, including financial status, problem areas, need for guidance, etc. shall be prepared by the Host Group on a timely basis and sent to the National Vice President. Adequate records for each activity shall be maintained for each activity, event and feature presented. A Final Report, which shall include a complete financial statement and description of all activities, events and features shall be submitted to the Vice President within 90 days after the Convention. These records shall be archived to provide historical data to aid future Host Groups in planning and conducting a National Convention. Simultaneously, the Host Group shall provide a brief report to the Judging Standards Committee listing Technical Seminars and Schools provided, along with a list of the presenters and the number of attendees.
10. Contract. The National Club (MAFCA) and the Host Group shall sign a formal Contract specifying the details of the National Convention and shall acknowledge adherence to these Guidelines. The Contract shall be signed by the National President, Vice President and the Host Groups current President, and Convention Chairperson.

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