

## National Awards Banquet Guidelines

1. Purpose: To establish guidelines for the organization, management and conduct of the annual MAFCA National Awards Banquet, as required under Article IV, Section 1 of the MAFCA Bylaws.
2. Responsibility: It is the responsibility of the Vice President to solicit bids for the meeting; to coordinate all matters between the meeting Host Group and the Board of Directors; and to handle any other matters that may come about concerning the meeting. The Host Group shall provide to MAFCA minutes and financial reports of all steering committee meetings. The MAFCA Vice President shall approve all contracts over \$1,000 prior to their being signed by the Host Group.
3. Schedule: There shall be a National Awards Banquet held during the period November 15 to January 15. The Meeting will be held on Friday and Saturday, although additional events may be conducted on the preceding Thursday afternoon and/or following Sunday morning. The exact date of the meeting shall be approved by the Board of Directors. The request for Meeting bids shall be issued in January of the preceding year; the bids shall be made in August of that year; final selection shall be announced at the National Meeting one year in advance.
4. Requirements: The Meeting shall include, but not be limited to the following activities:
  - A. An all day meeting of the MAFCA Board of Directors to be scheduled on the day prior to all activities (normally Thursday)
  - B. An open meeting for the general membership. No other activities shall be scheduled to conflict with the open membership meeting
  - C. An evening banquet which will include the formal installation of Officers and Directors, presentation of awards and recognition of special contributions to MAFCA and the hobby
  - D. Activities shall be planned for family interest and participation, and shall include at least one seminar on the Model A. It is recommended, but not mandatory, that the event also include tours, and a fashion seminar. Final schedule approval shall be given by the Board before publication in *The Restorer* magazine.
  - E. Registration shall be open only to MAFCA members and their guests
  - F. The National Club to be provided space and table for the sale of National Club publications, accessories, raffle tickets, wearing apparel, etc
  - G. MAFCA will extend insurance coverage for the meeting within its current coverage and limits then in force. Additional insurance, if required, will be provided by the Host Group
  - H. The Host Group shall establish a working committee to handle and direct the activities

- I. A Chairperson shall be appointed and shall be the principle contact between the Vice President and the Host Group. The Chairperson shall be responsible for complying with all requirements stated herein and shall actively coordinate with the Vice President all aspects of the meeting, as necessary.
  - J. 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
5. Finances: The Host Group shall be responsible for all Meeting financial matters. Money raising programs in good taste and related to the Model a Hobby may be used. MAFCA shall, if requested, provide an initial financing loan of up to \$4,000 upon presentation of a budget which reflects a reasonable number of attendees and MAFCA's representative agreeing to all financial information. MAFCA will provide all national plaques and awards to be presented at the Meeting with all of the remaining funding to be the responsibility of the Host Group.
- The initial financing loan is to be repaid to MAFCA from proceeds from the Meeting within 90 days of the conclusion of the Meeting. Any money remaining, after repaying the loan from MAFCA, is to be retained by the Host Group as no additional payments to MAFCA are required. 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.
- 6. Advertising: An active advertising program shall be planned for **The Restorer**. An article or other information shall be included in at least three of the six **Restorer** issues before the meeting and shall be coordinated with **The Restorer** Editor.
  - 7. Location: Location should be appropriate to fit the activities planned and the number of MAFCA members attending.
  - 8. Records and Reports: The Host Group will be responsible for compiling a report which will include planning information, financial information, attendance reports, activities information, etc. This report will provide information to aid future Host Groups in planning and conducting the meeting. This report shall be submitted to the Vice President within 90 days after the meeting.
  - 9. Contract: MAFCA and the Host Group shall sign a formal contract specifying the details of the Meeting and shall acknowledge adherence to these guidelines. The contract shall be signed by the President and Vice President and the Host Groups current President and Chairperson.

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