



PCA Manual of National Procedures

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PCA Manual of National Procedures

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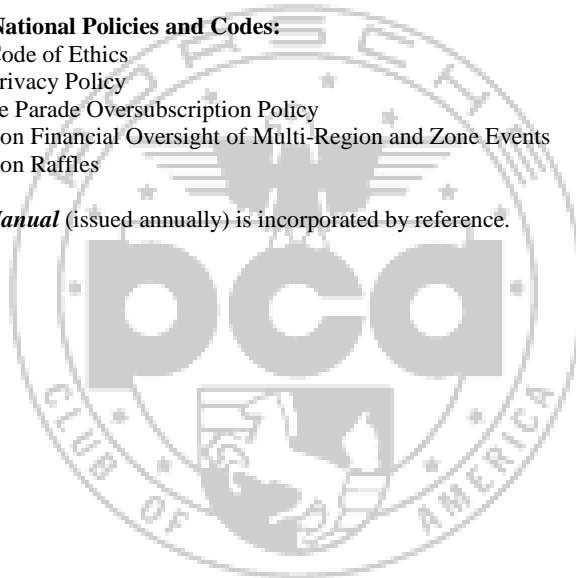
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History of the PCA Manual of National Procedures Compiler's notes

The oldest known version of the *Manual of Procedures* of PCA was written by member Don Spaulding, the then-Chairman of the PCA National Procedures Committee in 1988.

In September 1988, this was correlated by then-National Executive Secretary Ruth Harte and placed into a three-ring, blue binder. Copies were distributed to all PCA National Officers & Staff, and to all PCA Region Presidents.

In 1995, PCA National President Judy Boles requested the Chair of the Procedures Committee, Phillip Doty, to review this 1988 edition of the *Manual of Procedures* and requested that information on Region operations be extracted, and sent out thereafter on annual basis to the National Staff and all Region Presidents. Through some creative arrangement of its new name, this separate document became known as the *Region Procedures Manual*, or simply, "*RPM*," which is only appropriate for the world's finest and largest single marque sports car club.

In 2003-2004, the *Manual of National Procedures* was updated and compiled by Phillip Doty, PCA National Procedures Chair and Diana Tringali, the then-current National Executive Secretary for PCA. It was distributed to all National Staff and then-current Region Presidents. It was issued in a black three ring, view binder, with numerical dividers.

This current edition was compiled in late 2009-spring 2011 by the Procedures Committee Chairman, using documents from the PCA National Office and updates from National Officers and National Staff. Portions from the *Manual of National Procedures*, previously transferred to the *RPM* were removed, and the yearly edition of the *RPM* is now incorporated into the *Manual of National Procedures* as an annual addendum to it. Due to the ever-evolving nature of the Club, revisions are occurring with more regularity. This manual is formatted to all for those future changes.

Copies of the prior editions of the *Manual of Procedures* or the *Manual of National Procedures* are maintained either by the Procedures Committee or by the PCA Executive Office, in its archives.

Section II of this Manual concerns operations of the National Treasurer, *PORSCHE PANORAMA*, and the National Office. Access to Section II is limited to members of the Executive Council and those National Committee and staff members whose duties directly relate to these responsibilities.

This Manual should provide necessary information about the Club, its national structure and functions. Should clarification be needed, this may be obtained from the Chairman of the Procedures Committee, as listed in the back of *PORSCHE PANORAMA*. Suggestions for improvements to this Manual are also welcome.

PCA Procedures Committee
February 2011

SECTION I – THE NATIONAL ORGANIZATION

Part 1 – Introduction

“What IS this group of people we call PCA?”

The Porsche Club of America, Inc. is the largest non-factory-supported single marque sports car club in the world. Its membership is generally composed of Porsche owners who live throughout the United States. They are organized into local operating units known as **Regions**. With the exception of the annual Porsche Parade, the Club’s national convention, the **Region** is the center of activity for the individual members.

Thirteen geographic areas, termed **Zones**, have been established. Each **Region** is assigned to the **Zone** in which its boundaries are encompassed. The Zones assure continuity among the Regions and provide liaison between the Regions and the National organization.

The Porsche Club of America was founded to promote the interests of Porsche owners. Its objectives, as set forth in the Club’s Bylaws, are as follows:

ARTICLE II GENERAL OBJECTIVES

The general objectives of the Club to which its members are joined together and mutually pledged. Shall be the furtherance and promotion of the following:

- A. The highest standards of courtesy and safety on the roads.**
- B. The enjoyment and sharing of good will and fellowship engendered by owning a Porsche and engaging in such social or other events as may be agreeable to the membership.**
- C. The maintenance of the highest standard of operation and performance of the marque by sharing and exchanging technical and mechanical information.**
- D. The establishment and maintenance of mutually beneficial relationships with the Porsche works, Porsche dealers, and other service sources to the end that the marque shall prosper and continue to enjoy its unique leadership and position in sports car annals.**
- E. The interchange of ideas and suggestions with other Porsche Clubs throughout the world and in such cooperation as may be desirable.**
- F. The establishment of such mutually cooperative relationships with other Sports Car Clubs as may be desirable.**

Benefits of PCA

Membership in PCA offers a variety of benefits for the Porsche owner. It provides a forum where ideas and interest can be shared, and it enables the member to attain greater understanding and enjoyment from the car. It also provides many tangible benefits, including some of the following:

PORSCHE PANORAMA® – The official publication of PCA, sent monthly to each member. This unique, professionally executed magazine contains news of PCA National activities, important Region news, feature articles, personalities and technical information. It contains general interest articles, stories of Porsche cars and achievements, racing news, and information on the latest developments at the Porsche works. Articles are contributed by club members and staff members, and the resultant publication is without parallel among automobile club journals. One very popular feature is the “*Mart*”, or classified advertising section, available free to PCA members for Porsche cars or Porsche parts and accessories on a “Wanted” or “For Sale” basis. You can read or submit ads online at pca.org.

Porsche Parade – The annual convention of the Porsche Club of America. This week-long gathering of PCA enthusiasts is held each year in a different location, usually during the summer months, and is hosted by volunteering Regions. It is an excellent opportunity to meet PCA members from different parts of the country at numerous banquets, luncheons, and cocktail parties, and to compete with them in a Concours d’Elegance, Rally, Autocross, and Technical Quiz. Trophies are earned for the various individual events. Parades also feature Porsche Cars North America and dealer personnel from all over the country, who are available for discussion and conference, plus one or more representatives from the Porsche factory in Stuttgart. The “**Escape**” is a low key, non-competitive national PCA gathering held in the summer or early autumn, in a part of the country opposite from the Parade’s location.

Event Insurance Coverage –For the protection of the membership, officers and the Region events, PCA National carries a liability policy. This policy not only affords protection, but also serves as a valuable tool in the negotiations with owners in the use of their property for events. A quality policy of this nature usually is not feasible, because of its costs, for clubs smaller than PCA. The policy specifically covers the owners of property used for Club events, and protects them by providing financial liability insurance. Membership also entitles owners to apply for auto insurance for their Porsches, when used in a limited nature, or for transit, storage and paddock and for physical damage coverage at High Performance/Driver’s Education events. PCA also has coverage for **ALL** of its members, as well as listed Region and National officers.

Hospitality Tents - also known as “*PorschePlatz*,” are a member benefit provided by Porsche Cars North America, IMSA and PCA at American LeMans Series races. It includes a Porsche-only corral, visits and talks by race team members, door prizes, and for some lucky member, a “hot pit” tour during the race. Also at most races, a track tour is included for early registrants. Car Corrals are held at Grand Am races.

Porsche Cars North America and Porsche Cars Canada Liaison is maintained on a continuing basis by PCA National in meetings with official representatives to discuss mutual problems, areas of concern, and mutual cooperation.

PCA National Committees are maintained for consultation on a Region, Zone and individual basis, as well as the handling of National problems. These committees are operational in certain specialized areas, and have at their disposal the means to resolve most situations in their areas. The functions of these committees are detailed in this manual.

Special Interest Groups, also known as “Registers”- allow members with unique model Porsches to focus on the special aspects of those cars. Over 19 Registers exist, coordinating the exchange of tech information, and occasionally hosting events.

Merchandise related to PCA and Porsche is maintained and sold through PCA National and the Regions. The items available include clothing, car badges, emblems, pins, jacket patches, and other items of interest to members of the world’s largest single marque sports car club

Local Region Activity – Each Region operates as an autonomous body within the scope of the National Bylaws. This means that they function essentially as a local sports car club under charter from the national organization. They elect their own officers, generate their own Bylaws, hold their own events, publish their own newsletter, establish and operate websites, and hold their own meetings. This adds to the camaraderie of owning a Porsche and being a member of PCA, and also provides the greatest opportunity for the members to become as involved in the Club as they desire.

Website (www.pca.org)- PCA has an updated, extensive members-access Club website that features coming events, links to the Regions, Club news, membership information, as well as several members-only sections. The members-only sections include the ever popular “Mart,” technical forums, and a valuation service. In addition, members can renew their membership online, submit address changes, and update their membership background. The website maintains a growing and searchable archive of technical information, arranged by model type or interest.

The online version of this Manual, the annually-issued *RPM* and all forms are housed here, as well as PCA General Information, the *Driver's Education Standards*, the *Event Guidelines for Autocross, Rally, & Tours*, the *Event Requirements for All Non Wheel-To-Wheel Driving Events*, the *Parade Competition Rules (PCRs)*, announcements for many national awards, as well as many other items. An expanded Administrative section is located on the website for PCA National Staff and Region officers. In addition, quarterly reports from Executive Council, Zone Reps, and National Staff are posted there.

The “eNews” emailer - The “eNews” email program is intended to provide near immediate notice to the membership of important PCA activities and related auto industry news.

VISA® Platinum Rewards credit card- Membership entitles you to apply for a VISA® Platinum Rewards credit card with features such as: No annual fee, low introductory APR on purchases and no balance transfer fees for 6 months Earn bonus points for FREE airline tickets, merchandise, cash-back and more at participating merchants.

iPhone® Application - The PCA iPhone app lists PCA Regions' events and happenings, as well as nearby dealers and racetracks.

PCA Member-Only “Porsche Paddock” Online Community -

The PCA web team has unveiled a new feature for pca.org, with the goal of encouraging our members to connect, network, stay informed, and share with one another. The all-new PCA “*Porsche Paddock*” is a new, exclusive online social networking community on pca.org. Similar to other social networking sites like Facebook, our online community will allow PCA members to create and manage personalized web pages, find and create groups, add pictures to your photo album, contribute to community forums, broadcast your thoughts in your personal blog using the media-rich blog publisher, add friends to your private network, and send and receive private messages to and from other community members. Members only need one login and password for all of PCA's member areas and how-to videos will be available on the website to guide members through the Community's many features.



SECTION I – THE NATIONAL ORGANIZATION

Part 2 – Structure, Scope, and Purpose

The **National Bylaws**, a copy of which is included with this Manual in **Part 9, “Supportive Historical Data,”** control all Club actions. No Regions bylaws may be in conflict.

The National Bylaws provide a complete description of the duties and functions of the various offices that constitute the National Organization. A summary of those offices follows:

Executive Council

The **President**, the **Vice President**, the **Last Past President** of the Club, the **Secretary**, the **Treasurer**, and the **Executive Vice President**, if any has been appointed, constitute the **Executive Council** in which the government of the Club is vested. It is responsible for the proper conduct of the administrative affairs of the Club, the proper functioning of the several committees, and it assures compliance with the Bylaws of the Club.

Board of Directors

The nationally elected officers, Chairs of the ten Standing Committees, (NOT Special Committees) the last Past President, the Executive Vice President, if any has been appointed, and the Region Presidents constitute the **Board of Directors of the Porsche Club of America**. Zone Representatives are not per se members of the Board of Directors, but are permitted to vote proxy votes on behalf of Region Presidents. It is the responsibility of the Board of Directors to determine matters of Club policy and to assure the proper conduct of the administrative affairs of the Club by the Executive Council, fulfillment of duties by officers and compliance with national Bylaws.

Zone Representatives (“Zone Reps”)

The **Zone Reps** are responsible for the welfare and progress of Regions within their Zones. They attend all meetings of the Board of Directors and, prior thereto, they solicit and are entitled to vote the written proxies of Region Presidents not attending.

National Staff

The **National Staff** includes the Executive Council, Standing Committee Chairmen, and the Zone Representatives, *plus the following*:

- Manager of the Executive Office
- PANORAMA Editor
- General Counsel
- Other Committee Chairmen
- Other Appointees

The National Staff coordinates the operations and activities of the Porsche Club of America, Inc., and provides the mechanism for carrying out the objectives of PCA as set forth in the Bylaws.

The scope of activities of the National Staff is as varied as the individual job descriptions would indicate. In addition to fulfilling the specific tasks listed above, PCA National handles all items of interest to PCA. The National Staff keeps the Regions informed of all significant developments. It maintains a rapport with the Porsche factory and with Porsche Cars North America and Porsche Cars Canada. It maintains Region boundary data, processes membership, oversees Parade interest and operations, manages Club Racing, develops and prints manuals, guidelines, evolves programs, maintains official records, answers inquiries, plans activities, and, in short, handles all day-to-day short term and long term management duties of PCA.

The History of PCA (Adapted from the *PCA Region Procedures Manual*)

Bill Sholar was a commercial artist in the Washington, D.C. area in the early 1950's. He also was an admirer of well-designed automobiles, and thus purchased his first Porsche, a 1953 356 Coupe. As time passed, Bill met other Porsches on the road, always blinking his headlights in silent greeting. By late 1954, Bill was convinced that a more personal meeting would be appropriate with other Porsche owners to discuss the positive and the then not-so-positive aspects of driving the infrequently encountered marque. Following a first gathering on February 8, 1955 at the Sholar house, several Porsche owners occasionally got together later that spring and summer to share knowledge about the unique cars they drove. Eventually they decided to start a club. A brief paragraph in the August 1955 issue of *Sports Car Illustrated* informed readers that a Porsche club was being formed in the United States; all inquiries were directed to Bill Sholar's attention. Additionally, the Porsche factory was petitioned for recognition of the proposed club. Unofficially referring to themselves as "*the gripe group*", they officially titled the new organization the Porsche Club of America, and held their first business meeting on September 13, 1955 at Blackie's Grille in Washington, DC. Thirteen prospective members showed up, but one had to be, reluctantly, asked to leave when she revealed that she owned not a Porsche, but a Volkswagen, which didn't qualify under the Club Bylaws, which remain in effect today. Those in attendance at that first meeting were **Bill Sholar, Karl Grimm, Peter Pearman, Ken Twigg, Frank Beckett, Gamble Mann, Fred Schulenburg, Bob Flick, Bob Elliott, Ray Pitts, Harvey Brown, and Don Carr**. Sholar was elected President and a release was sent to the factory magazine, *Christophorus*, introducing the Porsche Club of America to other Porsche enthusiasts. Word spread, and the 64 Porsche drivers who joined before 1956 were designated as "charter members." [See list of Charter Members in Section 9 of this Manual.]

As more and more members joined outside the Washington area, "Regions" were formed in other communities. The original Washington group eventually became Potomac Region, which remained the hub of activities. First appearing in December 1955, the club's monthly magazine *PORSCHE PANORAMA*, kept all members, both nearby and remote, apprised of the latest technical information, factory news and planned events.

Early in 1956, Potomac Region arranged the first Porsche Parade as a gathering of all PCA members, and a blanket invitation was extended to all PCAers. Held at the Washingtonian Motel in Gaithersburg, Maryland from August 29 through September 1, 1956, this first national convention drew 64 PCA members. Apart from a rallye, a gymkhana and technical tips from the factory service reps present, there was plenty of time for socializing and pit

talk. Living up to its name, this Parade (and others later) actually featured a parade of Porsches through the local streets.

By the time of the second Parade, there were 550 members in 21 Regions, mostly in the eastern U.S. Besides including a Concours d'elegance for the first time, this 1957 Parade saw the first national officers elected from outside the founding Region, starting a trend that developed PCA into a truly nationwide (and later, world-wide) organization.

These early days always saw a group of PCA members at local and national sports car races. Many PCAers who spent weekend racing their Porsches came out as winners; such drivers as Art Bunker, Bob Holbert, Lake Underwood and Charlie Wallace were beginning to develop Porsche's "giant killer" reputation in this country.

With Max Bunnell as President, the 1958 Parade moved to New York State. That year also saw Sholar come up with something new for PCA members: a trip to the Porsche factory in Stuttgart. Eighty-one members made that first "**Treffen**"® aboard a prop-driven Lufthansa Super Constellation, arriving to a welcome from not only the factory, but also many of the German Porsche Clubs. The Treffen presented the attractive option of taking delivery of a new Porsche at the factory. In October of that same year, Sholar was appointed PCA's Executive Secretary, a job he held until 1962, running the day-to-day operations of the Club with the help of a part-time secretary.

The Parade moved west for the first time when Rocky Mountain Region hosted the 1960 Parade in Aspen, Colorado. This event featured Dr. Ferry Porsche's first appearance at a Parade. Early in 1961 PCA appointed its first committee chairman to develop the Club's activities even further and to coordinate activities at the Parade. This proved to be a great asset to the Club, as over 250 PCAers turned out for the Sixth Parade. After only six years, PCA had earned the reputation as one of the best sports car clubs in the world.

In 1963, Sholar moved to a new position with Porsche of America Corporation, the U.S. importer. Before he did so, PCA's founder recommended his secretary, Jane Nestlerode, as his replacement as Executive Secretary. Until her retirement in 1980, Jane became synonymous with PCA national, running the office out of her home and serving the needs of a membership that grew over 800% during her tenure. Charter PCAer Ken Twigg was elected President in 1963 and PCA membership reached 2000 for the first time. The 1963 Treffen saw 40 PCAers take delivery of a car at the factory. Through the mid-1960's PCA racers continued to provide Porsche with SCCA victories, as Bruce Jennings, charter PCAer Don Wester, Bert Everett, Joe Buzzetta and others carried the Porsche banner into winners' circles across America in cars ranging from the ever-competitive Speedster to the more exotic Spyders, 904, and 906. Regions were now not confined to the continental U.S., as Germany and Hawaii formed Regions in the early sixties. In 1980, Jane Nestlerod transferred the Executive Secretary position to her assistant, Ruth Harte, who ran the Club from the basement of her Alexandria, Virginia home until a year before her retirement, when PCA relocated to an office building in Springfield, Virginia.

Although each Region held a wide variety of events and meetings, the Parade became the pinnacle of PCA activity and the focal point for friendships among far-flung Porsche enthusiasts. By the late 1960's a typical Parade kept 500 entrants busy for an entire week, not to mention time spent in preparation and travel. Classes in speed events and Concours

were expanded as the club's focus shifted to include new Porsche types such as the 911, 912 and 914. The Parade Rally offered classes for both equipped and unequipped cars.

PCA has experienced unparalleled growth, not only in members, but in the quality of its events and services. PCA now serves over 102,000 members, in 59,000 families in over 139 local Regions, making it the largest single marque club in the world. PCA Concours d'Elegance standards are second to none. Multiple national committees help members with technical problems, insurance, valuations, event safety, public relations, Region newsletters and websites. Activities today include a range from autocrossing, rallying, Concours, and social networking, to a growing interest in restoration, Porsche history and PCA Club Racing.

A professional staff, headed by Executive Director Vu Nguyen, now operates the National Office in Columbia, Maryland, where the Club purchased a building in 2010. The growing PCA historical section, including the "*Helmut Bott Collection*," is now located there. The Club functions like a finely-tuned Porsche. One of the objectives stated in PCA's Bylaws is to promote the enjoyment and sharing of goodwill and fellowship engendered by owning a Porsche.

"It's just not the cars, it's the people..."
This is what PCA is all about....



SECTION I – THE NATIONAL ORGANIZATION

Part 3 – The Executive Council (see PCA Bylaws, Article VI)

The **President, Vice President, Secretary, Treasurer**, and the immediate **Past President** constitute the **Executive Council (EC)**. Of these, the first four are elected every two years by the general membership of the Club. The **Past President** remains on the Council to provide executive continuity between terms of officers. The Executive Council may appoint an **Executive Vice President** who would become the sixth member of the Council. This is not mandatory, and is at the discretion of the Executive Council.

The **Executive Council** is responsible for the proper conduct of the administrative affairs of the Club and the proper functioning of the several Committees, the Zone Representatives, and the Special Appointees. It may create other Committees, in addition to the Standing Committees named in the Bylaws and other additional official positions as it deems necessary. The EC appoints the Zone Representatives, the Executive Director, and the *PANORAMA* Editor. The National Parade Committee selects the site for the annual Parade, with the EC's concurrence. The EC also chooses the **Region, Family**, and the **Enthusiast of the Year** award winners from nominations made by the Regions and forwarded to the National Awards Chair. It also selects the winners of the **PCA Public Service** awards from nominations. Finally, it reviews and approves any new national awards that may be proposed.

In the event of death, resignation, disability, or disqualification of the Vice President, Secretary, or Treasurer, the Council makes an interim appointment to the office so vacated. The Vice President succeeds to the presidency in case that office is vacated.

Meetings of the Executive Council are held five times a year – two of the meetings being held just prior to the two called meetings of the Board of Directors. Notification of a meeting should be made, formally, to all Council members 30 days prior to the date of the meeting, and an agenda should be prepared to be sent with the notice. The agenda is the responsibility of the President, and should include a review of reports from the following:

Executive Director
Zone Representatives
Committee Chairmen
PANORAMA Editor
Special Appointees

Those requested to submit a report should be notified by the National Secretary at least 30 days prior to the meeting, while done previously by mail; this is now done by email. The Council may, at its discretion, invite certain of the above officers or staff or other persons, to attend the Council meeting; in case the Council desires a first-hand report of a significant activity or effort.

The **Executive Director** of the Executive Office, unless otherwise requested by the Executive Council, shall attend all its meetings. Since this office maintains all continuing functions of the Club, it is essential that the Executive Director of the Executive Office be kept fully informed of all actions of the Council, and vice versa.

National President (see Bylaws, Article VI, Section 1; Article VII, Section 1)

The **National President** shall serve as the **Chief Executive Officer (CEO)** of the Club, and as such, will preside at all meetings of the Executive Council and the Board of Directors. More specific responsibilities, not listed in any prioritized order, are:

- Call at least two meetings of the **Board of Directors** per calendar year (one at Parade and one in February each year)
- Call meetings of the **Executive Council** (usually 5) as necessary or at the request of any three members of the Council.
- Prepare agendas for Council, Board, and Planning Meetings.
- Invite PCNA representatives to Board meetings, after review with Executive Director.
- Review the minutes of Council and Board meetings.
- Each January send appointment letters to honorary members.
- Invite Porsche family members and Porsche AG officials to Parade.
- Prepare at a minimum, a semi-annual *PANORAMA* report on new and pertinent Club matters. May update the Club membership more frequently, as needed, through a “President’s Column” or similar vehicle.
- Work closely with Executive Director of the Executive Office.
- Work closely with *PANORAMA* Editor.
- Work closely with Zone Representatives.
- Solicit recommendations for appointments to Zone Representative (see Bylaws, Article X)
- With Council advice and approval, select Zone Representatives.
- Appoint, with the majority approval of Council, all Committee Chairs and members.
- Dismiss, with Council advice and approval, any Committee Chair or committee member.
- Delegate the monitoring of Committees to appropriate National officers.
- Notify Chairs of appointments annually by the President or officer monitoring.
- Notify Region presidents and National Staff of all Staff appointments.
- Determine the make-up of the extended Executive Council.
- Review drafts of *Regionfocus* issues before printing.
- Approve the Treasurer’s expense reports.
- Monitor the performance of Council and effect improvements as needed.
- Send “thank you letters” to Chairs and Porsche AG guests at all significant events attended.
- Interface with other major national car clubs, when possible.
- Work closely with the Vice President.
- Be available to all members by phone, e-mail, or in person. This necessitates almost a daily correspondence with members and National Staff, as issues and problems arise.
- Attend significant Region/Zone events when invited, or send a National officer.
- Utilize the PCA web site for information all members of significant topics. Consider initiating and maintaining a “blog.”

Parade responsibilities: (These are also covered in detail in *Parade Procedures Manual*. These duties intensify in the two to three months prior to the Parade, and can constitute up to 30+ hours per week in the two weeks leading up to a Parade.)

- Mail invitations for the President's Reception (sent from the National Office).
- Mail invitations for the Spouses' Brunch.
- Agendas for Concours and Victory Banquets.
- Head table seating plans for Concours and Victory Banquets.
- Principal speaker for all national award banquets.
- Plan the gift reception for significant Parade guests.
- Obtain or delegate the gift selection for the gift reception.

The President, like other members of the EC, has responsibility for oversight and liaison with selected National Committees, those being those chosen or assigned earlier in the year. For example, this would include Club Racing, Insurance, Zone Representatives, National Parade Committee, Regionfocus, Driver's Education, etc.

This list is not meant to be all inclusive, rather the President is responsible for the overall health and operation of PCA and may undertake other actions, as needed, with the advice and consent of the Executive Council.

It is important that the President maintain a constant liaison and close working relationship with the Vice President. The President should use his/her Vice President as a "right-hand man/woman," confiding all important matters in a timely manner, for the sake of maintaining continuity in the highest offices of the Club. Since the Vice President would assume the duties of the President should that office become vacant, the Vice President must be well prepared for such a contingency.

The Vice President should be fully aware of the President's goals and objectives and should endeavor to implement them. The Vice President should be the first person with whom the President communicates regarding issues, controversies, and personnel decisions regarding the National Staff.

Prior to Porsche Parade, the President has several significant responsibilities:

1. Prepares the agendas for the **Concours Banquet** and the **Victory Banquet**. This includes working closely with any speakers from Porsche AG and PCNA, preparing the head table-seating plan, and organizing the various PCA national awards that will be presented. The most changeable area to plan are the VIP tables at the front of the room for Porsche AG and PCNA representatives not sitting at the head table and Parade sponsors. The agendas are also sent to National Parade Committee Chair, National Parade Banquet Chair, National Awards Chair, Parade Chair, and Master of Ceremonies. Usually several revisions are required. This work should be started several months prior to Parade.
2. The National Parade Banquet Chair investigates suitable locations for the reception in honor of the PCA Region Presidents ("**The President's Reception**"). After the President selects one, the Banquet Chair sends the appropriate information to the Executive

Director at the Executive Office who has the invitations printed and forwarded to the President to address and mail. The following are normally invited: All Region presidents, all past National Presidents, and all past Parade Chairs attending Parade, all National Staff (officers, committee chairs and committee members, PCA Register advocates, contributors to *PANORAMA*), Porsche AG and PCNA guests, and any PCA Charter Members attending that Parade (see list, Section, Part 2). The National Office will mail these invitations. These invitations should be mailed at least one month before Parade.

3. The National Parade Banquet Chair investigates suitable locations for the **Spouse's Brunch**, held at the same time the National Staff is having lunch prior to the National Board of Directors meeting at Parade. The President's spouse approves the location and the menu. The Banquet Chair sends the appropriate information to the Executive Office who has the invitations printed and forwarded to the President to address and mail. The following are normally invited: spouses of all staff who are invited to the National Staff lunch, spouses of past, present, and future Parade chairs; spouses of National Presidents, and spouses of Porsche AG and PCNA dignitaries. These invitations should be mailed at least one month before Parade.

The President has the option to add any additional significant PCA contributors to either the **President's Reception** or the **Spouses' Brunch**. Parade attendee lists can be obtained from the National Parade Committee or its Chair.

National Vice President (see Bylaws, Article VII, Section 2)

The **National Vice President** shall assist the President in the conduct of the administrative affairs of the Club and perform such other duties as may be assigned by the President or the Executive Council.

In recent history, the National Vice President has led special projects for the Executive Council of the PCA which, due to their potential Club impact and subject matter, were most appropriately handled outside of our existing committee structure. Recent examples include, but are not limited to:

- Searching for and obtaining a new Club executive office space
- Developing and implementing PCA's employee benefit program
- Heading the search for a new PCA Executive Director

The Vice-Presidency is the second most significant office in the PCA and the individual in this office must be prepared to assume the role of the President in case that office is vacated. The Vice President should work closely with the President and gain an understanding of the direction and nature of the President's general operating policies, long-term goals, and immediate plans.

In order to assist the President the Vice President should be conversant with the provisions of the Bylaws, as well as past actions of the Board of Directors and the Executive Council. The Vice President should have considerable input into selection of various Committee chairs, based on an understanding of the long-term goals and objectives of the current President.

While the duties of the Vice President are written generically, this permits the Vice President to take an objective look at the overall operations of the Club, possibly identifying any evolving areas of concern, and proposing solutions or suitable responses.

The **Vice President** should be the first person with whom the President communicates regarding issues, controversies, and personnel decisions regarding the National Staff. As such, the Vice President should have open lines of communications with the other members of the Executive Council and all members of the National Staff in order to be aware of developing issues that could impact all of PCA. Conversely the Vice President is in the next-best position to supply additional justification and logic for any actions taken by the Executive Council.

National Secretary (see Bylaws, Article VII, Section 3)

The duty of the **National Secretary** is to keep full and complete official minutes of all meetings of the Board of Directors and the Executive Council, including a record of votes taken. Motions should be transcribed exactly as they were introduced for vote since these items are official actions of the Club and must become matters of precise record.

The National Secretary is responsible for sending copies of the minutes to the Executive Office for reproduction and distribution to the entire Board of Directors of the Club. Where appropriate, items of interest are posted on the PCA website.

The National Secretary insures that the provisions of the **Bylaws, Article IX**, “Election of Officers,” are followed. There are numerous dates and procedures to be followed to keep the election procedures “legal”.

Another responsibility concerns proposed amendments to the Bylaws. The National Secretary is responsible for overseeing publication, in *PANORAMA*, of proposed amendments to the Bylaws and for notice of referendum in accordance with Article XV, Section 3 of the Bylaws. It is essential that the provisions of these Bylaws be followed precisely to allow for proper understanding and discussion of proposed Bylaws changes by the membership.

The National Secretary is responsible for having published, in *PANORAMA*, the official results of balloting on elections and on amendments to the Bylaws.

The National Secretary shall have the responsibility of coordinating new Region formation. In this important area, the Secretary shall maintain appropriate contact with the new Region founder(s), the pertinent Zone Representative(s), the Executive Director and the Membership Chairperson. An inquiry received by the Executive Office or other members of the National staff should be referred to the Secretary for formal response; In this manner a single person, the Secretary, will be aware of all efforts to form new Regions. A PCA publication, “*How to Form a PCA Region*,” (2010 edition) is available to interested parties through the Secretary. The Zone Representative is usually in a good position to determine whether or not a particular area could support a new Region. The Zone Representative should assist the Secretary in providing information and help to the new Region founders when it is deemed that a need for a new Region exists. The manner in which the Secretary and the Zone Representative interact on new Region formation varies because each situation is different. Once a prospective new Region has met the requirements of the Bylaws, the Secretary shall so advise the Executive Council and see that a vote is taken on granting a charter to the new Region. If the Executive Council grants a charter, the Secretary shall insure a charter is issued to the new Region, as provided by the Bylaws.

The National Secretary is also the person who will be involved in the surrender or revocation of a Region’s charter, along with the appropriate Zone Rep. These steps can be either voluntarily, where a Region’s territory and assets are absorbed by one or more adjacent Regions, or involuntary, where the EC has decided the Region cannot continue to operate. Procedures for both situations are contained in the manual, “*Procedures to Voluntarily Dissolve a PCA Region/Procedures to Involuntarily Revoke a PCA Charter*” (2010 edition).

The Bylaws stipulate that the Secretary or manager of the Executive Office (now Executive Director) shall have custody of the **Official Corporate Seal of the Club** and the Club's records. In keeping with the functions of the Executive Director, this means that the Secretary shall entrust the Corporate Seal and all the Club's official records to the Executive Director, who maintains and uses these items. The Executive Director is the official extension of the office of Secretary, and is entrusted to act in behalf of the Secretary in matters relating to the office of the National Secretary.

One closely related function of the National Secretary is to solicit Quarterly Reports from the National Staff by email and to oversee the posting and archiving of all Quarterly Reports on the website, with liaison with the pca.org webmaster, as needed.

At the beginning of each year, the President divides and assigns the national Committee chair oversight and liaison duties to various members of the Executive Council. It is expected that the National Secretary will be responsible for liaison with the Committees so assigned, and will make reports of their activities.

Another important responsibility concerns solicitation and selection, with input from other Executive Council members, of the dates and locations for Executive Council meetings. These are held as close as possible to the months of April and October. The Executive Director assists the Secretary in signing contracts for rooms, refreshments, meetings rooms, etc. Details for this responsibility can be found in *Regionfocus*, volume 15, number 4, "*Everything You Wanted to Know about Hosting a National Board Meeting, But Were Afraid to Ask.*" (Available online at pca.org.)

National Treasurer (see Bylaws, Article VII, Section 4)

The office of **Treasurer** is vital to the PCA structure, both National and Region, since, as stated in the Bylaws, “the Treasurer shall have custody of all monies, debts, obligations and assets belonging to the Club”. The role and responsibilities of this position have expanded over the years. Today, the Treasurer acts as the Club’s **Chief Financial Officer (CFO)**.

The Treasurer is responsible for the day-to-day fiscal transactions of the Club, managing Club investment, and reporting to the Executive Council and Board of Directors on the general fiscal health of the Club. In addition, the Treasurer provides details as may be needed to support the Executive Council in the overall management of the Club. The Treasurer is supported by bookkeeping and accounting service that provides quarterly financial reports, completed tax documents, and management advice. In addition, there is a national accounting firm that conducts annual audits, provides audit reports, prepares our federal taxes, and prepares the semi-annual fiscal reports that are published in *PANORAMA*.

The Treasurer works closely with the **National Finance Manager** at the National Office.

Because the Treasurer’s responsibilities include a wide variety of activities, **Section II, Part 1** of this Manual includes further detail on the Treasurer’s responsibilities and those of the National Finance Manager. Access to that document is restricted to the Executive Council and the Treasurer and the National Finance Manager. In addition, there is also a *Treasurer’s Procedure Manual* (2010 edition) that outlines very specific functions of writing and printing checks, using Quickbooks®, and other details. Due to the sensitive account information contained in it, both the info in it and in Section II of this Manual are restricted access documents, limited to the current National Treasurer, the National Finance Manager in the National Office, members of the Executive Council and the Procedures Committee Chair.

The Bylaws set forth other specific duties and responsibilities, such as giving bond, use of double-entry books of accounts, correctly reflecting receipts, disbursements, balances, assets, and liabilities of the Club. He or she is to sign all checks or orders for payment of monies in the name of the Club. The books are to be submitted to a CPA firm for review and audit at the end of the fiscal year.

While the Bylaws set forth short-term responsibilities, the Treasurer nonetheless should focus on long-term financial growth and stability for the Club. This means seeking out financial advice relating to the Club’s funds and investments. Reserves should be evaluated as their size and appropriateness and adjustments made, where and when needed, in conjunction with the Executive Council. The Treasurer is the steward of the financial results of the hard work of many PCA members and he/she should carefully safeguard this trust.

Past National President (see Bylaws, Article VI, Section 1)

The Past National President of the Club, after the new slate of National Officers has assumed their offices, remains on the Executive Council in order to provide executive continuity. It is possible that there may well be four relatively “new” people in the elected positions, that is, people who have not been involved in the Executive Council issues or activities prior to the election. This may not always be the case, however, but in order to make sure that the new officers understand the complex history or prior activities of the Executive Council, along with its philosophies, actions, capabilities, rationale, etc., the Past President remains as a voting member.

The **Past National President** should inform the new officers of the recent relevant activities of the Council, providing background information on actions taken or not taken. This is not to say that things must continue as they always have been, as the Council is free to change the policies and actions afforded them by the Bylaws as they see fit. But the Council, before making any changes, should be provided with the means to determine past rationale and philosophy for any decisions or directions taken, and this is the job of the Past President.

The Past President should be objective in relating behind-the-scenes history, keeping in mind that the Council may decide to alter a few things, despite negative action on the same point previously. Hopefully, if the information passed on by the Past President is accurate and objective, the Council will be able to continue its functions with hardly a ripple noticeable to the rest of the Club.

It is important that the new Executive Council pay heed to what the Past President provides in the way of history on precedence and policy, as it is not wise for this body to make sudden changes with long-reaching impact without adequate justification. The Past President should make sure that one of the reasons for such a change is not lack of information.

The Past President should be available to assist PCA in any special projects or initiatives identified by the Executive Council. Due to his or her tenure, the Past President should also be available to represent PCA at Region or Zone events and to be a spokesperson for PCA in absence of the President or Vice President.

Executive Vice President (see Bylaws, Article VI, Section 1)

The **National Executive Vice President** is the sixth member of the Executive Council, if appointed. The Bylaws provide that an Executive Vice President may be appointed by the Council, and this appointment is made whenever the Council feels that there is a need for this position to be filled. To date, PCA has utilized this position seven times.

The specific duties of the Executive Vice President are assigned by the President and the Executive Council. Generally, however, the Executive Vice President will assist the President or any member of the Council in the fulfillment of their duties.

Examples of duties assigned and completed in the past are:

- **Assist in locating and recommending new individuals to perform specific functions for PCA**
- **Represent PCA National at meetings, events, and special functions**
- **Attend Zone Representative meetings**
- **Assist the Executive Council in the coordination of Zone Representative activities.**

The Executive Council should assign meaningful duties to this officer. Careful selection of the Executive Vice President can provide tremendous additional assets to the Council, and can enhance its effectiveness to a great extent.

SAMPLES FOR SECTION I, PART 3, “Executive Council”

- PCA National President’s column in *PANORAMA* (February 2011)
- Semi Annual Financial Statement, as published in *PANORAMA* (June 2010)
- National President’s Blog, as seen at www.pca.org (December 2010)
- “***Forming a New PCA Region***” (booklet) (Version 04/2010) (Full copy available from the National Secretary)
- “***Procedures to Voluntarily Dissolve a PCA Region; Procedures to Involuntarily Revoke a PCA Charter***” (booklet) (Version 04/2010) (Full copy available from the National Secretary)

FROM THE PRESIDENT

MANNY ALBAN



My principal goal is to continue to move the club forward with the great team of Porsche enthusiasts who support all of us at the National, Zone and Region level.

I am both honored and humbled by the trust and responsibility the membership has bestowed upon me as your newly elected President. I have been in PCA for over 21 years, and this is a job that demands tremendous commitment, enthusiasm and outreach. I do not take this position lightly, nor do I intend to lose sight of why I joined PCA—to have fun. I look forward to meeting many of you, and I hope you will share with me in some of the great experiences PCA affords its members at events and meetings. My principal goal as President is to continue to move the club forward with the great team of Porsche enthusiasts who support all of us at the National, Zone and Region level.

Elsewhere in this issue of PANORAMA, you'll read a touching tribute to our friend Tim Fleming, who unexpectedly passed away. Tim was nominated for Treasurer and he would have been a tremendous addition to our team. A great number of our members, being true to PCA's motto, "it's not about the cars, it's about the people," poignantly remembered one of their own by attending Tim's memorial service. It was a final, heartfelt goodbye to one of the great leaders in our club and a dear friend to so many of us.

Unfortunately, the PCA bylaws had not anticipated the scenario that confronted us with Tim's passing. The election for which Tim had been nominated for Treasurer had not ended, so Tim was technically not yet the Treasurer-elect. Nonetheless, the Executive Council, in concert with attorneys who volunteered hours of their time, carefully considered all facts pertaining to this matter and came to what we feel is a reasonable resolution.

Basically, we have asked the Nominating Committee to reconvene to present a suitable, qualified candidate by January first. We will hold an election at our National Board of Directors Meeting on February 19, 2011, where this candidate will be proposed. (The Board of Directors is comprised of all Region Presidents, the Executive Council, Zone Reps who carry

proxies for their Region Presidents and the Standing Committee Chairs as described in our bylaws). For this election, the Board may choose to vote in favor of the nominated candidate, vote for their own write-in candidate, or simply abstain. We felt this procedure would be the most transparent and fair way of electing a new Treasurer while not subjecting the club to another expensive and time consuming election. By the time you read this, the Board will have been notified of the details of this procedure.

Our club is robust and alive with enthusiasm and fellowship as we enter a new decade. Our membership is growing, even in a less than ideal economy. Members' involvement in the club and support of our marque is still very high. Our regions continue to host top notch events for their members. Clearly, the benefits of PCA membership outweigh their annual costs and 2011 will once again be a year chock full of events for PCA members. Mark your calendars early for the Porsche Parade in Savannah, Georgia; the Escape to Flagstaff; the Winter and Fall Tech Tactics; and please take advantage of some of the over 2300 events regions host in PCA each year.

On a final note, I'd like to thank Kurt Gibson for steering the ship for the past two years. I'd also like to welcome back Caren Cooper as our National Secretary and Ruben Ledesma as Vice President. And, I'm confident that the candidate elected to the position of Treasurer will be a great addition to our team.

Have fun—get out there and drive your Porsche.

A handwritten signature in black ink that reads "Manny Alban". The signature is fluid and cursive.

PCA Financial Statement

PORSCHE CLUB OF AMERICA, INC.
STATEMENTS OF FINANCIAL POSITION AND ACTIVITIES
 As of and for the Year Ended December 31, 2009

Assets	
Cash	\$ 660,601
Accounts receivable.....	151,928
Inventory.....	64,672
Prepaid expenses.....	30,990
Prepaid expenses - Parade.....	17,209
Investments	2,820,817
Property and equipment, net.....	12,130
Total assets.....	<u>\$3,758,247</u>
Liabilities and Members' Equity	
Liabilities	
Accounts payable and accrued expenses.....	\$ 321,444
Deferred dues	1,118,356
Regional organization dues payable	390,481
Advanced customer deposits.....	4,504
Total liabilities	<u>1,834,785</u>
Members' Equity	
Members' equity.....	1,923,462
Total members' equity.....	<u>1,923,462</u>
Total liabilities and members' equity.....	<u>\$3,758,247</u>
Unrestricted Revenue and Support	
Membership dues, net of regional refunds.....	\$1,504,040
Panorama advertising	926,424
Parade income	751,842
PCA Club Racing income.....	305,676
Raffle income	522,900
Merchandise income	12,443
Investment income	126,870
Regional insurance reimbursements.....	116,900
Training income.....	9,289
Other income	42,917
Total revenue and support	<u>4,319,301</u>
Expenses	
Panorama expenses	1,574,140
Parade expenses.....	595,199
National expenses.....	838,186
Executive office expenses	573,016
PCA Club Racing expenses.....	302,490
Zone expenses	107,501
Committee expenses.....	93,530
Executive expenses	98,944
Training expenses	17,418
Merchandise expenses	18,433
Total expenses	<u>4,218,857</u>
Change in Members' Equity	100,444
Members' Equity, beginning of year	1,823,018
Members' Equity, end of year	<u>\$1,923,462</u>

See notes to financial statements and Accountants' Compilation report

PCA National President Blog (from pca.org)

Welcome to the PCA Blogs section. This is where our writers reach out to the PCA community and beyond. Read columns interactively right here, or subscribe to them via [RSS](#) to get automatic notification when there's an update.

A listing of the available blogs is on the right side of this page. Click on a blog of interest to read it, or stay on this page to view all blogs mixed together in chronological order.

A wrap up of 2010...

Written by: Kurt Gibson Sunday, December 12, 2010 4:49:56 PM 

As 2010 begins to wind down it would be appropriate to report on events, projects and a new membership record.

In September we reached a new milestone in membership with primary members surpassing the 58,000 mark! That's pretty stunning considering "all we've been thru" these past two years. There are many reasons that our members have "voted with their pocketbooks" to remain PCA members, or join PCA during tough economic times. From the camaraderie and friendships we've formed, to the steady increase in member benefits that we've implemented, reasons vary depending on who you ask. However, I'd like to thank "you"....the members of PCA for your loyalty and hard work in making this club a priority in your life. That enthusiasm is infectious and PCA and its' regions are a direct beneficiary.

Our organization is on sound financial footing as well, having enacted a number of initiatives that are helping fund expansion of membership benefits and general operation of the national office and club activities. Your PCA EC team has been excellent financial stewards as well as continuing to "invest" in new programs and activities that reflect the interests of our membership.

One of our projects in 2010 was preparing for an office move, since the lease at our current office expires January 2011. As past Executive Councils have done, our group closely examined the buy vs lease question. We approached this decision with an open mind, but did recognize a buying opportunity existed in the current economy. Accordingly, we sought approval from the PCA BoD to authorize purchase of property, if that decision turned out to be the correct one for PCA. The BoD voted to approve this action by a wide majority at this year's Summer BoD meeting in St. Charles, IL during Parade. After months of exhaustive property search and analysis, the Executive Council made a decision to purchase an office condominium in Columbia, MD. We are now in the process of preparing the building for occupancy, currently anticipating a moving day in mid January, 2011. Due to PCA's excellent financial health and a long ago established "building reserve", the net result will be an immediate operational savings for PCA. We will keep you updated about this exciting initiative as we make progress.

Earlier this quarter I reported that our search for a vintage raffle car had concluded with the purchase of a 1973 911! And after displaying the "before" car at Parade, we shipped it "home" to Porsche Classic Works Restoration division of PAG for restoration. Under the banner of "Revive the Passion" steady progress is being made and you'll be reading and hearing more about it as we endeavor to complete the vehicle in time for delivery to a lucky club member next August at Parade. For more information please check out pca.org

On the opposite end of the time scale, PCA recently scored a nice coup, landing a 2011 Porsche 911 Carrera GTS for our 2010 Fall raffle. This recently introduced model has some exciting features (408 hp) and options that make it a very special vehicle, as well as having appeal for PCA members....did I mention it has 408 horsepower?

I'm pleased to report our National Parade team is diligently working on the 56th Porsche Parade. We'll gather July 31st to August 6th in Savannah, Georgia for another week long celebration of PCA activities and friendship. Our host city has a rich and splendid history offering the natural beauty of the Georgia Lowlands and the architectural majesty of park-like squares and antebellum homes and churches....plus all the events you've come to expect at Parade in the traditional 7 day Sunday to Saturday format! Stay tuned for more information about Parade here in *Panorama* and by visiting the website: parade2011.pca.org. Registration opens March 8, 2011.

This will be my last visit with you as PCA president. The past two years have been a mix of hard work (during challenging times) as well as a wonderfully fulfilling experience. We've accomplished much, with many new successful initiatives completed and more on the way. I'd like to credit and thank "my team" as well as all the national and regional leaders who work tirelessly to make it happen. It has truly been a great honor to represent our club! Angie and I have participated in PCA events throughout North America and we've made many new friends along the way. I'm most grateful for your support and will enjoy a promotion to the best job in PCA....that of "Past President"! I'm also looking forward to working with incoming president Manny Alban and the Executive Council for the continued betterment of an organization near and dear to my heart.

All the best,

Kurt Gibson

*(Cover page only; full copy available from PCA National Secretary
who shall have responsibility of coordinating new Region formation.)*

FORMING A

NEW PCA REGION



(Version 4.1 - April/May/June 2010)
First Distribution: September 2010;
National Office address correction: February 2011

* * Note: This booklet should be used in conjunction with a current copy of the *PCA Region Procedures Manual (RPM)* and the Bylaws of PCA, Inc. Copies of both are available on line at pca.org. PCA members will need to log in, and then go to "Regions" then "Forms & Documents," then "Region Management." Paper copies of the *RPM* are also available from the PCA National Office of the PCA, P.O. Box 6400, Columbia, MD 21045, for a nominal sum.

Legal notice: Nothing within these guidelines shall create or modify any legal rights belonging to any person or group.

Copies of this manual can be distributed to persons considering submission of a petition to the PCA Executive Council for issuance of a PCA Region Charter. The appropriate PCA Zone Representative, the PCA General Counsel, and the Chair of the National PCA Procedures Committee are all available to assist.

PCA National Procedures Committee

(Cover page only; full copy available from PCA National Secretary who shall have responsibility of coordinating Region dissolution or charter revocation.)

Procedures to Voluntarily Dissolve a PCA Region & Procedures to Involuntarily Revoke a PCA Charter



(DRAFT v. 1 - April 2010)
National Address change: February 2011

Reviser's note: This document was originally drafted as a new part of a revision of "How to Form a PCA Region" in February 2010, but was separated into its own document so as not to distract from the original publication. This manual is provided to the Executive Council members, the Executive Office of PCA, and the Zone Representatives, for guidance and reference and is to be made available to interested parties, upon request, with concurrence of the Executive Council.

- * Note: This booklet can be used in conjunction with a current copy of the *PCA Region Procedures Manual (RPM)*. Copies are available on line at pca.org. PCA members will need to log in, and then go to "Regions" then "Forms & Documents," then "Region Management." Paper copies of the *RPM* are also available from the PCA National Office of the PCA, P.O. Box 6400, Columbia, MD 21045, for a nominal sum.

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Copy assigned to: _____
Revised April 8, 2010

SECTION I – THE NATIONAL ORGANIZATION

Part 4 – Committees

The Bylaws of the Club provide for certain **Standing Committees** to exist. These are enumerated in Article VIII of the Bylaws (see Section 1, Part 1; also Part 9, *Supportive Historical Data*), and the method of appointment of the Chairperson and members is described there. Standing Committee Chairs are members of the Board of Directors and, as such, attend all meetings and are voting members of the Board of Directors.

Standing Committees

As provided by the current PCA National Bylaws, the ten (10) standing committees are:

- **Public Relations**
- **Procedures**
- **Nominating**
- **Technical**
- **Membership**
- **Parade**
- **Policy**
- **Insurance/Risk Management**
- **Safety**
- **Historian/Archivist**

The Executive Council may create other **Special Committees**, to exist at its pleasure, as it may see fit. These committees are not Standing Committees, and their Chairmen are not voting members of the Board of Directors.

Public Relations Committee

The function and mission of the Public Relations Committee shall be as directed by the Executive Council. Activities may include the following:

- Publicize and promote national services and events available to Regions, Zones, and individual members.
- Provide for the exchange of ideas for events and activities important to the success of each Region. The Committee should offer advice on obtaining local press coverage, community public relations, and other programs to promote the best interests of the Club at both local and national levels.
- Make information available to Regions on charity events being conducted by many Regions around the country; and to offer assistance and advice on staging and publicizing charity events.
- Publicize and promote the image of Porsche Club of America, Inc. outside of PCA through the media or other means, with the goal of attracting new members, plus establishing a positive image of our Club as a responsible organization in the public eye.
- Assist Regions where possible in the implementation of suitable programs for better understanding and cooperation between PCA Regions and local Porsche dealers, Porsche-oriented firms and distributors.
- Assist in media support of the Porsche Parade, and related duties.

In 2010, the duties of this Committee were transferred to the National Office under the direction of the Executive Director. Responsibilities and duties are currently being identified and addressed.

Procedures Committee

The Procedures Committee maintains and updates two publications of PCA: *The Region Procedures Manual (RPM)* (issued yearly) and the *Manual of National Procedures (MNP)* (updated as needed.)

The *RPM* contains sections previously contained in the older *Manual of Procedures*, originally issued in 1988, but with the focus more clearly on the operations of a **PCA Region**. The *RPM* is issued annually to the Presidents of each Region and PCA National Staff in January and is intended to provide information to Region officers and to Region Committee Chairs on the various aspects and responsibilities in running a successful Region. The format is a paperback, workbook style, and the content is updated yearly to include new topics of importance to Region officers. It also contains copies of various forms and other documents that Regions will use in their day-to-day operations. National award winners are also listed, as is Region charter history. The current edition of the *RPM* is posted on the PCA website. An online-only edition is now updated and posted at pca.org, following each Parade, incorporating the names of the winners of the various national awards announced or won during each Parade. Any newly-developed information on Region operations is also included.

The *Manual of National Procedures (MNP)* is intended to provide a detailed overview of the various responsibilities of national officers, Committee Chairpersons and other appointees of PCA. This publication also contains the Bylaws of PCA. This publication is updated as needed and is in a three ring binder format. It is issued to all national officers, Committee Chairpersons and special appointees. Unlike the *RPM*, this publication is to be turned over to the holder's successor. Like the *RPM*, the *Manual of National Procedures* is reviewed annually (or more often if necessary) to locate and revise sections that are unclear or no longer valid. Revisions are dated on each page and an update log is in the front of the binder. The intent of the *Manual of National Procedures* also is to provide a source of detailed information in the unlikely event of a national officer's death or disability, and is written so that a new officer could continue the work with little interruption.

The copies of the *Manual of National Procedures* issued to the members of the Executive Council and to select other national staff members, will also have three (3) additional sections or supplements containing: 1.) The "PCA National Treasurer's Procedures" (which are detailed day-to-day procedural steps and includes account information and contacts), 2.) National Office procedures (such as membership procedures, merchandise, Club Racing, etc.), and 3.) The procedures of the Porsche *PANORAMA* Editor. A separate document concerning operations of the National Treasurer and National Finance Manager is also compiled and updated annually. That document is restricted to the National Treasurer, National Finance Manager and the Procedures Committee Chair and is updated as needed. Following revision, these publications or updates are edited, printed and distributed by the Executive Director's Office. Both publications contain a section on the history and heritage of PCA.

The Procedures Committee actively solicits input from Region officers, Zone representatives, national officers, Committee Chairpersons and other appointees in producing these publications.

This Committee has previously compiled and edited the *Porsche Parade Procedures Manual* for the Parade Committee, but that responsibility was taken over by the Parade Committee. That manual was previously posted to the PCA website.

Nominating Committee

The purpose of the Nominating Committee is to provide a carefully selected slate of PCA national officers to the Club for the positions of President, Vice President, Secretary, and Treasurer (that is, the entire Executive Council). The past National President continues on the EC. Elections are held in even-numbered years and term of office is two years. (See **Section I, Part 9, "Supportive Historical Data,"** which lists all previous members of the Executive Council.) This Committee is one of the most important Committees within PCA, since its slate of officers, if elected, will govern the direction and philosophy of PCA for many years. Once appointed by the President and approved by the Executive Council, the Nominating Committee Chairperson will:

- Review the *Manual of National Procedures (MNP)* and PCA National Bylaws (especially Article IX) to understand the scope of the Committee's duties and responsibilities, as well as enumerated responsibilities of each elected position.
- In consultation with the Committee members, draft a tentative schedule of Committee activities with projected expenses on all requirements as mandated by the *MNP* and Bylaws.
- Consult with the PCA's General Counsel to review the above schedule and the Committee's responsibilities.
- Provide this Committee and the Executive Council with a copy of the Committee's schedule no later than the Fall Executive Council Meeting, prior to the formal announcement of the Committee's formation in January's *Porsche PANORAMA*.
- Attend the Fall Executive Council meeting to observe deliberations and potential candidates.

Prior to the end of October announcement in the January *PANORAMA*, draft a release for publication in the "*PCA Update*" section in the December issue. This release will announce the formation of the Committee and will invite the general membership to recommend, through their Region Presidents, any candidate worthy of consideration by the Committee for national office.

Prior to end of December, and before the Committee first meets at the National Winter Board Meeting the next February, the Committee Chairperson will consult with his Committee members and develop consensus on those personal qualities, background, experience and vision for PCA that each potential candidate will be expected to have if he or she is to rise to national office. Once consensus is reached, the Committee will develop a list of possible candidates who meet these criteria.

Also during this time frame, members of the Committee will call each member of the Executive Council, the PCA Committee Chairs, all Special Appointees, and every Zone Representatives to discuss the Committee's consensus on candidate attributes and to review each possible candidate's potential to serve on the Executive Council. The Committee members will then share the results of this canvassing with each other, but no one else. The Committee Chair will ask the Board for their recommendations for candidates, as well. By the end of this canvassing process, the Nominating Committee Chairperson will have developed detailed dossiers on each candidate's strengths and weaknesses and their potential for national office. The Committee Chair will share information compiled on these dossiers with the Committee members and develop a list of candidates to invite to Winter Board Meeting for the interview phase. All conversations with the Executive Council,

Committee Chairs, Special Appointees and Zone Reps, and others, will be considered strictly confidential and non-attributable.

Prior to the end of January, the Committee Chair will have telephonically notified each possible candidate and scheduled him/her for an interview the Friday before the Winter Board Meeting. The Chairperson will confirm the interview time in a letter to the candidate that formally apprises him/her of his/her status and explains the context of the interview. The Chairperson will then inform his/her Committee of the interview schedule. The Chairperson will then draft a list of interview questions for review by the Committee. Consensus should be reached on the most significant questions that will vector the interview process and will be a key to forming the Committee's impressions on each candidate's philosophy of PCA. This finalized list of interview questions will be provided to each Committee member prior to their arrival at the Winter Board Meeting.

The Committee Chair will obtain permission from the National President and notify the National Treasurer that the Committee members will require one additional day of travel and per diem expenses to perform its duties at the Winter Board meeting. The Chairperson will request either a suite or a meeting room, when making lodging reservations with the hotel, to facilitate candidate interviews. Food and beverage should be available to candidates and Committee members during the course of interviews.

On the Friday morning prior to beginning candidate interviews, the Committee Chairperson will discuss the day's schedule of interviews, how the interviews will proceed, and what the desired end-state of each interview will be. The Committee will interview each candidate for a minimum of one hour in accordance with the agreed-upon procedures. Suitable time will be allotted between interviews to allow the Committee time to discuss their impressions of the respective candidates' strengths and weaknesses. At the conclusion of all interviews, the Committee will begin initial discussions on possible candidate slates.

The Committee Chairperson will attend the morning session of the Executive Council during the Winter Board Meeting session to observe deliberations and potential nominees. The entire Committee will attend the Board Meeting that afternoon for the same purpose. Following conclusion of all interviews and the Board Meeting on that Saturday, the Committee will meet one final time to discuss options on possible slates. They will confer with the PCA General Counsel on their required timelines and compliance with the Bylaws and *Manual of National Procedures*.

The Committee Chairperson will telephonically interview any candidates unable to attend the Winter Board Meeting no later than April 15, and will discuss the results of these interviews with the Committee. The Committee will decide on a final slate of nominees no later than April 22. The Committee Chairperson will telephonically notify each candidate nominated, as well as those considered, but not nominated. The Committee Chairperson will submit the slate of nominees to the Editor of *Porsche PANORAMA* for publication in the June issue no later than May 1. The Chairperson will submit this same slate to the National Secretary no later than May 31.

Nominating Committee Time Schedule:

- **January 15:** The Chairperson telephonically schedules interviews with all candidates and confirms with a follow-up letter or email.
- **Thursday evening, prior to Winter Board Meeting:** Committee members register at the designated hotel.
- **Friday morning, prior to the Winter Board Meeting:** Committee members convene to discuss the interview process.
- **Friday before Winter Board Meeting:** Individual interviews of candidates by Nominating Committee members are conducted.
- **Winter Board Executive Council Meeting-Morning Session:** The Chairperson observes deliberations and candidates for possible nomination. Entire Committee attends the Board of Directors meeting that afternoon for the same purpose.
- **Following the Winter Board Meeting:** Committee meets privately with PCA General Counsel to review timelines and responsibilities.
- **April 15:** Committee completes any and all remaining interviews.
- **April 22:** Committee decides on final nomination slate.
- **April 30:** Committee Chairperson submits the Committee's report to the Editor of *Porsche PANORAMA* for publication.
- **Between April 30 - May 31:** Committee Chairperson notifies all candidates of his/her selection or non-selection.
- **No Later Than May 31:** Committee Chairperson submits the report to the National Secretary. Within 10 days after receipt, the National Secretary will mail a copy of this report to each Region President.

Technical Committee

This Committee embodies one of the General objectives of the Club, as stated in the National Bylaws:

“The maintenance of the highest standards of operation and performance of the marque by sharing and exchanging technical and mechanical information.”

(Article II, Part C)

The Committee members appointed to this group are selected because of their continued association with Porsches from a technical standpoint, and as such, should be considered “experts” within their identified areas. The membership will ask many widely varied questions about their cars, from maintenance to modifying, from repair to restoration, and from tuning to troubleshooting.

It is the Committee’s responsibility to provide as satisfactory an answer to each question as possible. Many times the Committee relies heavily on personal experience and personal preference over what the “book” says or over what the “factory” says; and this is acceptable. It would be wise, however, when an answer is given to a problem that is contrary to the “book”, to inform the member of this fact. In many cases good, solid personal experience is a better teacher and it is advantageous to provide this experience to the Club member.

It is also the responsibility of the Technical Committee to provide as accurate an answer as possible, as well as the satisfactory one. If the common references do not have the answer, and if the personal experiences of the members of the Committee do not provide the answer, then the Committee should make an effort to find other experienced sources that may have the answer. When an answer is purely an educated guess, it should be clearly identified as such. Some problems may defy a definitive answer. If reasonable effort has been made to respond to inquiry, but the solution is not forthcoming, be willing to reply with an *“I don’t know.”*

The Technical Committee is additionally responsible for submitting articles and recent Q&A’s for publication in *PANORAMA*, and posting and distribution on the PCA website (“Tech Q&A” on pca.org). The Committee also maintains the archives of previously answered questions and works with the website manager to insure they are available in a retrievable format.

At the present time, the following are identified areas of technical expertise:

- 356/912
- 914 & 911 (’65-’73)
- 911 (’74-’94)
- 911 (’95-’04)
- Cayenne & 911 (’05 +)
- 911 Turbo
- 924/944 (to ’86)
- 924/944/968 (’87+)
- 928
- Boxster/Cayman
- Paint/Body/Upholstery/Interiors

Membership Committee

The Membership Committee consists of the Membership Chair for each Region, the National Membership Committee Chair, and support personnel at the National Executive Office. The prime purpose of the Membership Committee is to assist the Club in obtaining new members and retaining existing members. **The primary responsibility of the National Membership Chair is the training and coaching of the Region Membership Chairs.**

Region Membership Chair training includes Membership tools utilization and “Best Practices.” The Membership “tools” include the monthly Region rosters in spreadsheet form, the Monthly Report, the Region emailer utility, and the online Region database. The eMailer enables each Region Membership Chair to email all Region members, Region members renewing, and Region members who have dropped membership. Monthly renewal reminders are encouraged for all renewing and dropped Region members. (These reminders are intentionally redundant with National Office supplied reminders.) Region-based reminders can include more personal, individual correspondence, such as upcoming Region events and calendars. Direct phone contact or in-person contact is encouraged where practical. The Region Roster can be reworked to create mailing labels and to “mine” the Region membership data for useful demographic information. **The Monthly Report** should be reviewed closely by the Region for identification of new members who should be greeted with a “welcome new member” message and for lost members who may need a renewal reminder. The Region online database can be edited by the Membership Chair to support member requests for member information edits. These edits can also be accomplished by members themselves using their online account or by the National Office staff. The Membership Committee training is done through the monthly Committee email newsletter and is recurring on an annual basis as many Regions appoint new Membership Chairs at the beginning of each New Year.

The National Membership Committee Chair also “coaches” Region Membership Chairs on membership “best practices.” Membership Chairs have the primary responsibility for Region member retention and recruitment. **Attention to every member or prospect request is important.** Both retention and recruitment are affected by four primary ingredients: 1.) An enthusiastic leadership team, 2.) High quality events, 3.) A balanced slate of event types, **and**, 4.) Effective communications. Membership Chairs can most affect member communications with frequent and diverse communication techniques. There are at least four communication types in use today: Newsletters, mails, website, and verbal contact at events. Given that the Region leadership team is putting on the necessary great events, Membership Chairs will want to make sure these are properly promoted well in advance, and via multiple avenues, to insure all members have a chance to participate in events to their liking. The Membership Committee “coaching” is done primarily through the monthly Committee email newsletter and is recurring on an annual basis as many Regions appoint new Membership Chairs at the beginning of each new year.

Region Membership Chairs are responsible for Region membership inquiries. **“Requests for Information”** may be forwarded to the National Office who will handle them in accordance with the “Membership Inquiries” portion of National Office procedures. The Membership Committee does not process new member applications *per se*, as this is a function of the National Office, but may take application information including contact info, Porsche VIN, and payment. Applications taken this way or otherwise received by members of the Committee will be forwarded to the National Office for final processing.

The Membership Committee arranges monthly ads in national publications that briefly describe PCA membership and benefits. As of 2010, ads are placed in *Excellence* and *Porsche Market Letter*. There is a reciprocal ad exchange agreement with the BMW Club *Roundel* and Mercedes-Benz Club *Star* magazines. (Ads have been run previously in *Road & Track* and *Car & Driver*.) Advertisements must be renewed annually. The Membership Committee Chair monitors responses to the ads and makes recommendations for changes to the ad copy and publications carrying the ads. The Membership Committee Chair must obtain authorization to place the ads for the next calendar year in a timely manner from the Executive Council. This should be done in conjunction with one of the quarterly Council meetings. The National Treasurer makes payments upon receipt of the invoices.

The Committee should stimulate cross-communication among the Regions, sharing techniques Regions have found to be successful and alerting Regions to practices that can harm membership retention and/or growth. Efforts in this area include monthly email news to the Region Membership Chairs, encouraging personal contact with members at renewal time, and feature articles in *Regionfocus*. Articles in *PANORAMA* may also be appropriate from time to time. The Membership Committee Chair must work with the National Office to ensure the “*Member Guide*” is updated and accurate, prior to reprinting. Seminars for Region Presidents and Membership Chairs held in conjunction with Zone Presidents’ Meetings have also been used to foster cross-communication and help with membership recruiting/retention. Similar seminars can also be held at Parade. (Approval for such seminars is sought from the PCA President and Parade facility requirements must be communicated to the National Parade Hotel and Banquets Chairperson in a timely manner.)

The Membership Committee monitors membership trends, in terms of both numbers and types. The Committee keeps the Executive Council informed of trends in this area. The PCA National Office tabulates the results of returned Non-Renewal Surveys and forwards copies of those questionnaires where the respondent requests follow-up. The Membership Committee monitors these tabulated results for trends and tries to resolve any issues identified in the questionnaire requesting follow-up. The concerned Region President and Zone Rep should be informed where appropriate as well as any concerned PCA National staff members.

The PCA Executive Office is responsible for maintaining an accurate record of Region and Zone boundaries. These records include:

- **Region Boundary Documents**
- **Zone Boundary Listings**
- **PCA/Zone/Region Map**
- **Region – County Reference List**
- **Split County/Province Region List**

Any changes to the existing **Region Boundaries** must be coordinated with and approved by the Executive Council. New Region formation is part of the responsibility of the Secretary of PCA and, therefore, he/she, along with the new Region and the Zone Rep, will identify the territory awarded the new Region and from what Region(s) this area came. (See “*How to Form a PCA Region*,” booklet available from the National PCA Secretary.)

The Membership Committee Chair is also responsible for monitoring and administering the **National Membership Contest**. Calculations of the standings are made at the time of distribution of the Region monthly rosters. These standings (top 5) in the “**Actual Growth**” and “**Factored Growth**” membership categories of the contest are distributed periodically to Region Membership Chairs, Zone Reps, and the Executive Council. Provisional winners of each category, along with the other top 4,

are submitted to the PCA President at the end of each calendar year for approval. Final standings are held confidential among the Membership Committee Chair, PCA President, and National Office staff until after results have been verified. The PCA President sends a congratulations letter to the winning Regions, along with a \$500 cash award. The letter and award are generated with the help of the Membership Committee Chair and National Treasurer respectively. The winning Regions are recognized at the next Parade with a perpetual trophy and listing in the *Region Procedures Manual*.

The National Membership Committee Chair files a quarterly report with the Executive Council. This report is made available to the general membership via the PCA website library. The report includes trends in membership, standings in the ongoing membership growth contests, concerns of the committee, and initiatives. The Committee Chair also forwards Region membership size reports, organized by Zone, monthly to respective Zone Reps. These reports are essential in coordinating broad support from the Executive Council and Zone Reps for all Region Membership Committee activities.

National Parade Committee

The National Parade Committee facilitates the selection of sites for, and the execution of the Club's annual convention – The Porsche Parade. The Committee accomplishes these tasks through a high level of involvement in specific aspects of the Parade. The Parade is a one week gathering of the Club's members and family members in the summer months, usually in a resort or similar setting.

The National Parade Committee is structured to insure consistent and successful execution of each aspect of each Parade. The Committee consists of the following staff members:

- **Parade Chair**
- **Facilities Chair**
- **Banquets Chair**
- **Autocross* Chair**
- **Concours* Chair**
- **Rally* Chair**
- **Technical & Historic Quiz* Chair**
- **Goodie Store Chair**
- **Presentations Chair**
- **Finance Manager**
- **Registrar**
- **Emcee for Banquets, Awards and other gatherings**
- **National Awards Chair**

(* = Mandatory competitive event, per the *Parade Competition Rules (PCRs)*)

Mission: Our mission is to provide a high quality and enjoyable vacation for Club members that they will want to experience year after year. Additionally, we must meet the needs of sponsors to ensure that each one is receiving good value and return on their sponsorship investment

The Parade Committee is structured to insure consistent execution of each Parade, with specific expertise in site selection, contract negotiations, banquet planning, Goodie Store operations, Parade management and financial oversight. The duties of the **National Awards Chair** are now under the Parade Committee, as he/she is an integral part of the Parade week.

The Parade Committee recruits and manages other volunteers for specific events or services needed to support the overall Parade operations (Safety Inspection, Hospitality, Driving Tours, Art Show, to name just a few).

Evaluation of Prospective Sites/Selection: The National Parade Committee is responsible for the evaluation of prospective sites and will conduct negotiations with facility representatives and other potential contractors at those sites. This evaluation process requires a Committee visit to the proposed site and detailed interaction between the potential Host and the Committee concerning the overall master plan for the proposed Parade. Throughout the evaluation process, the Committee Chair will provide updated progress reports to the Executive Council. Upon completion of the evaluation process, the National Parade Committee Chair will provide the Executive Council with a positive recommendation as to feasibility of the proposed Parade.

Committee members also work closely with other PCA National Staff positions (for example, Safety, PCR Committee, Legal, and the Tech Committees), as well as with the National PCA President and the Executive Director (who handles sponsorship and supports the Executive Council).

The Committee plans hotel commitments for lodging, meeting rooms, banquet menus and pricing, the overall budget, and specific events contemplated for each Parade. The *Porsche Parade Procedures Manual* provides detail for each specific event and aspect of a Parade. This Manual serves as the mechanism for the teamwork, planning and coordination necessary to develop and run a Parade. This Manual is under revision, and an electronic version may be obtained from the Parade Committee Chair.

Club members hoping to see a Parade in their Region or area of the country should contact the National Parade Chairperson to express their desire and gain initial feedback on site needs and timing.

Parades are planned and scheduled out two years in advance. Every effort is made to “rotate” the Parade sites between the East Coast, West Coast and middle of the US, in order to facilitate attendance by all members of PCA. To see a history of prior Parade locations, see a current edition of the *Region Procedures Manual (RPM)*.

Policy Committee

The Policy Committee was established to monitor the direction and current state of the Club. When formed in 1971, these were the stated objectives:

- A.** To study and formalize, on a continuing basis, the objectives of the Club; to state any needed changes in said objectives.
- B.** To keep abreast, through all available sources, of impending major product changes and of organizational changes related to the manufacture, marketing, and servicing of Porsche automobiles, and to assess the effects of such changes upon PCA.
- C.** To analyze and quantify, on a continuing basis, the current interests of the membership as it relates to the Club's activities and objectives.
- D.** To keep informed, through polls and/or other suitable means, about the collective desire of the membership with regard to the model types and significant technical features of future production type Porsche automobiles.

Under “**A**” and “**C**” above, this Committee has responsibility for keeping abreast of changes which may be needed in the Bylaws and to propose any changes to the Board of Directors or to the Executive Council. It is up to the Board of Directors or the Executive Council, or 3% of the members to actually propose such changes. This Committee merely advises.

Under “**B**”, the Committee may advise the membership directly on the policy of PCA relating to marketing and service which it may advocate, but the actual formal policy of PCA is expressed only in the Bylaws or by vote of the Board Directors.

Objective “**D**” will seldom come into play, but if it does, this Committee may take the initiative, working closely with the Membership Committee, and other National Staff members, conducting demographic surveys. This area also relates to distributing information, generally through *Porsche PANORAMA*, relative to forthcoming products and technology from the Porsche Factory.

The Committee is available for interpretation of PCA policy and bylaws to elected officers and membership. The Committee will produce a “white paper” in instances concerning proposed policy changes.

Insurance/Risk Management Committee

The main objective of the **Insurance/Risk Management Committee** is to advise the Executive Council on all matters pertaining to the necessity for, and subsequent availability of, insurance for Club officers, activities and properties. This includes researching and making recommendations on insurance carriers, types of available policies, and coverages that are available. When asked, the Committee should also advise the membership and individual Regions concerning such insurance. In addition, the Committee should provide advice to the individual member on insurance problems that are pertinent to the marque.

The Committee should be aware of the insurance needs of the Club, and the insurance situations that are currently available. The Committee should be in a position to evaluate the needs versus availability, and to make a sound recommendation to the Executive Council and others, based on this evaluation, commensurate with sound financial considerations.

Safety Committee

The Safety Committee was formed to study the safety aspects of PCA competition, not only at Parade, but also at the Region and Zone levels. The main function of the Committee is to promote safety consciousness on the part of all PCA members and officers through various means.

The main task of the Committee has been to develop a set of Guidelines (not rules) for various types of competitive events involving moving cars, including the “*PCA Guidelines for Autocross, Rally Tours, & Off Road Events*,” the “*PCA Driver Education and Time Trial Minimum Standards*,” and “*Event Requirements for Non-Wheel-to-Wheel Events*.” All documents are available online at pca.org. PCA has specific guidelines for Autocross, Rally, Tour, and Off Road events online.

The Safety Committee Chair also oversees and reviews all submitted Observer Reports for separate Autocross, Driver’s Education/Time Trials, Rally, Tours, and Tech events. The Chair is also provided copies of all Post Event Reports and any submitted Incident Reports for events. The Safety Committee Chair does not oversee activities within PCA Club Racing events.

The Chair is also responsible for reviewing Autocross, Rally and other insurance waiver mandated car venues (such as any Tech Session with lifts) at the annual Porsche Parade.

Updates of the above listed documents are made as needed in coordination with the PCA Insurance/Risk Management Chair, the PCA General Counsel, and others. The Chair also works with the PCA National Procedures Committee Chair on the annual update of the *Region Procedures Manual (RPM)* section that addresses safety issues, insurable car events and related forms.

Historian/Archivist

The function of the **PCA Historian/Archivist** shall be a two-fold approach - maintaining an accurate history of: 1.) The Porsche Club of America, Inc., and 2.) The Porsche Automobile. This written history is to be preserved in its original form for the use of National Staff and general membership.

The Historian/Archivist should maintain files of information on such items as:

- **Porsche Parades**, including all officials and sponsors, number of entrants, winners of perpetual awards, special awards, special guests and visitors (particularly Porsche AG and PCNA guests), a complete Parade registration packet as given to all entrants, and any notations of special interest.
- **National Officers and Staff Members**, including all current and previously elected and/or appointed staff members (office held and tenure).
- **The Helmut Bott Collection**, at the PCA National Office.
- **Other documentary records**, such as:
 - Complete volumes of *PANORAMA*
 - Complete volumes of *Christophorus*
 - Any other related data or tangent information that may benefit PCA to better preserve the Marque or the Club.

The Historian/Archivist is to maintain one copy of all information noted above, and similarly related information, as Club property. The documents and publications should be catalogued, in a retrievable and cross-referenced format.

The Historian/Archivist will also be responsible to select material from the **PCA Historical Library** and transport that material to the Parade; this material is to be displayed (under secured means) for all Parade entrants to see. When requested, the Historian/Archivist should assist Parade Concours with any available historical information in the archives about Porsches selected for the Historic Display.

All information and documents maintained by the Historian/Archivist is for use by the National Staff. The PCA membership may request information for restoration or technical reference to their Porsche automobile, but not just for the sake of having a personal copy. The original data in the PCA Historical Library is never to be loaned to an individual for any purpose. Any information needed to be provided by the Historian/Archivist to any PCA member or National Staff Member will be via telephone, email, photocopy, or hand carried by the Historian/Archivist.

All information is considered Club property and is to be passed on the successors in a timely, expedient and safe manner to insure the integrity and intact condition of the material in the PCA Historical Library. An inventory of relevant archival items in possession of the National Office should be done on a regular basis.

Previously, the Historian/Archivist was tasked with maintaining the following documents, in addition to the above:

Technical information on the Porsche automobile, including:

- Workshop manuals for all models, updated individual supplements to all workshop manuals; parts catalogs for all models.
- Owner's (driver's) manuals for all models
- Sales brochures and all other new model information available, such as color charts, option booklets, technical booklets for all models
- Copies of all commercial publications on Porsche automobiles such as individual books, aftermarket workshop manuals, road tests, magazine articles, features, and pictures.
- Source information (documentation) for restoration use, restoration articles, parts sources, photographs, and other pertinent information related to the preservation of the Marque.
- All PCA published technical information, such as *Up-Fixin' der Porsche*, Region newsletter articles, etc.

Some of these responsibilities have been shifted to the National Tech Committee, whose members have access to the current and older paper and electronic versions of the various workshop manuals. Owner's Manuals, sales brochures, various aftermarket technical publications and restoration information are no longer sought or cataloged. *Up-Fixin'* is no longer published, and Region technical articles in newsletters are no longer received.

SECTION I – THE NATIONAL ORGANIZATION

Part 5 – Special Appointments (Bylaws, Article V, Section 2)

The Bylaws of PCA, in Article V, Section 2, state that only two positions are considered “**Special Appointments,**” that is, the “**manager of the Executive Office**” (now known as the “Executive Director”) and the “**Editor of the Club’s official magazine,**” that is, the editor of the *PORSCHE PANORAMA*.

Manager of the Executive Office (now known as Executive Director)

The “**Manager of the Executive Office**” is the official extension of the Club’s elected Secretary, and is currently known as the “**Executive Director.**” Previously, this position was known as the **Executive Secretary.** (See **Section 9, “Supportive Historical Data.”**)

This officer handles all routine matters for the National Officers upon which Club policy has been established and refers matters on which policy or decision is required to the appropriate national officer or Committee Chairperson.

The Executive Director establishes the Executive (“National”) Office of PCA (currently located at Columbia, Maryland) and supervises its operation and all personnel actions associated therewith. This office maintains the official membership records of PCA, processes new member applications and membership renewal actions, maintains PCA Club Race records, handles Parade registration, establishes and maintains stock of merchandise and publications for sale to members. The computer servers for the Club’s website, pca.org, are also located here. The Executive Office receives all monies in payment for membership dues, merchandise sales, PCA Club Race license fees, and related activities. In addition, the Executive Director supports all Executive Council, Board and Committee activity, as requested.

Specific procedures have been established in order to facilitate the smooth operation of the Club and the transfer of duties. The final authority rests with the Executive Council, and the Council can alter these duties as it sees fit. Detailed information on the National Office procedures is contained in **Section II, Part 2** of this manual, access to which is restricted to the Executive Council, the Executive Director and others designated by the Executive Council.

The Executive Director is not a member of the Executive Council, but attends all meetings of the Council, unless directed otherwise by the Council. The Executive Director need not be a member of the Club.

The Executive Office is open for business Monday through Friday 8:30am – 6:00pm (EST).

***Porsche PANORAMA* Editor**

The Editor of *Porsche PANORAMA* is responsible for all aspects of publication of this magazine each month, including – but not limited to – the following:

- **Editorial Content**
- **Magazine Production**
- **Distribution and Mailing**
(Except official mailing list)
- **Advertising**
- **Finances**
- **U.S. Postal Service Permit Compliance**
- **Trademark registration and renewal**

The *PANORAMA* Editor is responsible for obtaining whatever assistance may be needed or required in the form of art director, contributing Editors, contributing photographers, technical Editors, creative directors, and other staff assistants. The Editor is a paid employee of PCA. However, the other personnel involved are PCA member volunteers (except for the creative director who is normally employed by the magazine printer). The Editor, being responsible for the entire production of the magazine, will find little time to do much creative writing and should rely heavily upon membership contribution, while performing Editorial duties on the submitted material.

The Editor is responsible for overseeing the *PANORAMA*-on-the-Web editor and the related procedures.

The Editor must select a commercial publisher to handle the monthly publication of *PANORAMA*, and negotiate prices commensurate with past history and current requirements. Also arrangements must be made for binding the magazine, envelope insertion, and mailing, which includes affixing the address labels supplied by the Executive Secretary each month.

The Editor is responsible for all advertising, including solicitation, rates and quantities per issue. (See ad card at pca.org.) The Editor is not responsible for the actual content of the ad, although an obviously offensive or otherwise undesirable ad should not be run. The Editor handles all billing and accounting for advertising, “NSF” checks received, and should take appropriate action against unpaid accounts.

It is the responsibility of the Editor, working together with the Executive Director, to maintain Periodicals Mailing Permit. There are strict U.S. Postal Service Regulations governing mailing of periodicals such as *PANORAMA*, and these must be adhered to at all times.

In performance of the above duties, the Editor is responsible to the National President and the Executive Council.

Detailed information on the *PANORAMA* Editor duties and procedures is contained in **Section II, Part 3** of this manual, access to which is restricted to the Executive Council, the *PANORAMA* Editor, and others designated by the Executive Council.

SECTION I – THE NATIONAL ORGANIZATION

Part 6 – Other Appointments and Committees

Besides the Special Appointments and Standing Committees, the Executive Council has the authority to create other committees and other appointments from time to time (**Bylaws, Article VIII**). This includes the Zone Representatives (**Article X**) and other appointments.

At present time, the following are the list of **Appointees**:

- **The Zone Representatives (13 total)**
- **General Counsel**
- **Senior Technical Advisor**
- *Regionfocus* Editor

Other Committees:

The Chairpersons of these Committees are *not* voting members of the Board of Directors.

- **Newsletter Committee**
- **Valuation Committee**
- **Finance Committee**
- **Parade Competition Rules (PCR) Committee**
- **National Awards Committee (duties now assigned to the Parade Committee)**
- **PCA Club Racing Committee**
- **Special Interest Group (SIG) (“Register”) Coordinator**
- **Driver’s Education Committee**
- **Website Committee**
- **PorschePlatz/PCA Corral Coordinator**
- **Time Trial Committee**

Historical: In the past, PCA also has utilized these committees. These job descriptions are included in the event the Executive Council desires to consider reinstating one or more in the future:

- **Legislative Liaison Committee** (discontinued)
- **Merchandise Chairperson** (duties now handled by National Office)
- **Treffen Inquiry Committee** (duties now handled by National Office)
- **Media Relations** (duties now handled by National Office)

Zone Representatives (See Bylaws, Article X)

The **Zone Representatives (also known as “Zone Reps”)** are responsible for assisting the Regions in any way possible, and should help to ensure the general welfare of each Region in their Zone. They should endeavor to meet with their Region Presidents at least once per year, and to visit each Region in the Zone at least once per year. Zone Reps should solicit a written Region Proxy for all Board of Directors meetings, in the event that a Region member or officer will not be attending. (See *PCA Region Procedures Manual (RPM)*.) Zone Reps shall attend all meetings of the Board of Directors. The Zone Rep should know the opinion of each Region on important matters, if the issue is known prior to the Board meeting, so the voting position of the Region is known. The Zone Reps receive minutes of all Board and Council meetings (after review and approval by the Executive Council), and should disseminate relevant information from these minutes to Regions in their Zone.

Zone Reps will also serve as Safety Observers at various Region, Zone and Club Race events. In addition, because the Zone Reps are in the best position to know their Regions, they may be called upon by Council members or Committee Chairmen to assist in various special situations. One area normally requiring Zone Rep assistance is in the formation of new Regions, should disputes or friction exist. (See “*How to Form a PCA Region*” manual, version 04/2010.) Another area involves the Dissolution of a Region or Revocation of a Region Charter. (See the separate manual on this topic, version 04/2010.) The National Secretary will coordinate new Region formation or Region dissolution with Zone Rep assistance. The Zone Rep **IS** the main point of contact in these situations.

Further details regarding the various duties and responsibilities of Zone Reps can be found in the most recent edition of the “*PCA Zone Representative Guidelines*.”

General Counsel

This appointee advises the National President, the Executive Council, and the Board of Directors on all matters of legal question. He or she must be familiar with the National Bylaws of PCA, be knowledgeable about previous actions of the governing bodies of the Club, and be well versed on the rules of parliamentary procedure. He/She advises the National Officers and other appointees by mail, telephone, email, at meetings or by any other means convenient at the time. He/She renders advice on and drafts and writes documents relating to contractual arrangements between PCA and others. The General Counsel assists the Policy Committee in any consideration of amendments to the Bylaws. When requested, the General Counsel should also review and make suggestions regarding PCA Region Bylaws, and provides advice on a Region becoming chartered and incorporated, or when it is necessary to dissolve a Region. (See "*How to Form a PCA Region*," a booklet available from the PCA National Secretary.)

The General Counsel advises the *PANORAMA* Editor on, and draws wording required in, conditions for submission of ads and other materials. The General Counsel receives complaints relating to sale of items advertised in *PANORAMA*, referring action to the Presidents of Regions involved when expedient, advises the parties concerned and follows up, whenever required.

The General Counsel cooperates with various national Committee Chairs, the National PCA Office, and other officers in special surveys (such as personal insurance, liability, comprehensive, accident), as well as other Club-related areas such as the Parade Competition Rules. He/She also corresponds directly with members, as needed. Where possible, the General Counsel should review copies of *Regionfocus*, for legal compliance, prior to publication.

The General Counsel is also an important point of contact and reference for the Nominating Committee when it is created and is operational every two years.

Furthermore, he/she should be prepared to write and submit articles to *PANORAMA* and *Regionfocus* on subjects within this sphere of activity, as required or requested.

Senior Technical Advisor

The **Senior Technical Advisor** is the overall editor of the monthly “Tech Q & A” column in *PANORAMA* and edits the PCA website tech questions and answers. He/She is responsible for soliciting technical questions of general interest to the membership of PCA, obtaining the answers directly, or through the Technical Committee members, and overseeing the publication of the answers. This position is a Special Appointment and is not part of the Technical Committee.

The Senior Technical Advisor is expected to have substantial experience in the service, repair and modification of most Porsches. If the Senior Technical Advisor does not have substantial experience in service repair and modification of certain Porsche types, it is expected that he/she will assemble a group of PCA members who do have such experience and rely upon their expertise, whenever needed, in responding to questions from the PCA membership.

The Senior Tech Advisor is expected to attend any appropriate meetings or events to share or enhance his/her technical knowledge and the stature of PCA as the world’s leading sports car club.

The Senior Tech Advisor should also have a working relationship with the Porsche factory, Porsche Cars North America’s service and technical groups, as well as with various automobile-related craftspeople and vendors who supply aftermarket parts and services for Porsches.

Regionfocus Editor

Regionfocus, PCA's management newsletter provides a forum and communications means for sharing information and ideas on how PCA officers can improve Region events and programs and better serve the membership. *Regionfocus*' intent is to communicate "best practices" and "lessons learned," enabling and empowering PCA Regions to enhance the overall conduct of their operations, such as newsletter publication, website sustainment, dealer relations, tours, autocrosses, membership recruitment and retention, et al.

A secondary purpose of *Regionfocus* is to convey information from the National Staff on issues and initiatives that impact on Region operations and/or management. *Regionfocus*, however, is **not** intended for the general membership. Since *Regionfocus* is PCA's attempt to inform and assist Region **officers**, its topics do not normally pertain to the membership at large, which is the purview of *Porsche PANORAMA*.

Regionfocus is published on a periodic schedule, based on subject matter requirements and availability of material. The *Regionfocus* Editor is responsible for developing topics, seeking authors, editing and publishing the newsletter. When a new *Regionfocus* article is published and posted on the PCA website, the PCA National Office e-mails the link to all officers listed on the annual Region Report Form, the Executive Council, the National Staff, and other members of the Club who have requested distribution from the Executive Director.

All past issues of *Regionfocus* are posted on the Club's website, under "**Regions,**" then "**Regionfocus.**" PCA Region Board of Directors should review these issues, at a minimum, on an annual basis during transitions from one Region board to another, to facilitate continuity and exchange of ideas. A subject index of all topics has been created, in addition, and is published from time to time in the annual *Region Procedures Manual*.

Newsletter Committee

The **Newsletter Committee** provides ongoing support, resources, and encouragement to Region newsletter editors. The Chairperson and members of the Committee accomplish this mission in several ways: Providing clipart and text materials for publication; providing advice and assistance through individual consultation, workshops, a quarterly “how-to-do-it” newsletter; and by administering the annual newsletter contest awards program, to recognize the importance of all Region newsletter editors. The effectiveness of these activities is measured by the extent to which Region newsletters enhance the vitality and enthusiasm displayed within the individual Regions of the PCA.

The Committee has the option to publish and distribute a quarterly newsletter, “*This Newsletter Thing*” (*TNT*), to all Region editors and selected national staff presenting information about editorial content, feature articles, event reporting, page layout and design, alternatives for printing, use of graphics and photographs, application of computer hardware and software to newsletter production, and other newsletter-related topics and announcements. Archives of *TNT* articles are available for download from the “Editor’s Corner” of the PCA website.

The Committee provides an online internet service, PCA Editors Mail List, which provides Porsche-related stories, tech tips, PCNA press releases, and other text resources which Region editors may select for publication in their newsletter. The mail server is maintained by a vendor selected by the PCA Executive Committee.

Porsche-related clipart, which may be incorporated in Region newsletters, is scanned and made available on disk to newsletter editors on request, in either PC or Macintosh format.

Committee members, on request, are available to critique individual newsletters and provide editors with recommendations for improvement. Committee members also attempt to conduct a newsletter editor workshop at the Porsche Parade, covering concepts and ideas for improving newsletter content and production. Zone-wide workshops are also conducted on request.

The Committee chair administers the annual **PCA Newsletter Contest** in which Regions compete for awards based on newsletter quality and effectiveness. The Committee establishes contest rules and arranges for selection of judges, contest publicity, submission of Region newsletter entries, judging of entries, purchase of awards, and participates in the awards ceremony at the Porsche Parade. Details of each year’s contest can be found in the annual *Region Procedures Manual (RPM)* and on the pca.org website. Generally, the deadline is May 1st of each year, and editors are notified to enter issues for judging and evaluation.

Valuation Committee

The **Valuation Committee** was established by the Executive Council in 1979 to help PCA members with insurance problems on the older cars. Specifically, the two problem areas in which the Committee tries to help are: 1.) Obtaining a proper level of insurance coverage for an older Porsche that might otherwise be considered nearly valueless by an insurer, and 2.) Establishing a proper value for an older Porsche in the case of a claim settlement dispute.

The Committee collects and reports data designed to help in one of the two areas listed above. Prices are recorded monthly from newspapers gathered from major cities around the country, plus several other automotive publications including *PANORAMA*, *Hemmings Motor News*, and the *356 Registry*. The results are averaged in each model/year grouping, and a normal statistical process applied which identifies the upper and lower bounds of the price spread, such that 80 % of the cars are included. This price spread reflects the variation in the values due to condition of the cars.

A member can obtain a valuation in two ways: 1) Send a letter to the Valuation Committee with the Porsche year and model, plus any of its really distinctive or unusual attributes and a brief reason for the request, or 2) Visit the PCA website at pca.org, and completing the Valuation Request form that can be submitted online. The Committee will send back the complete the Valuation Form within a few weeks. Armed with the value spread, which reflects the condition spread, it is relatively simple for the owner and insurance company to agree on an insurable value for the member's Porsche.

Finance Committee

The **Finance Committee** shall advise, upon request, the Executive Council and the Board of Directors on matters pertaining to financial questions and/or accounting procedures so that these financial matters may be resolved in the best interest of the Club and its membership.

The Finance Committee should also help establish suggested financial procedures and controls for use by the Regions, and by the Parade sponsors, as needed or requested.

The Finance Committee should also assist the Regions in U.S. income tax matters and accounting matters, as requested and such dealings occur by phone, e-mail or regular mail. In the event of Canada tax issues arising, this Committee will seek competent advice, with concurrence of the Executive Council, if needed.

Parade Competition Rules (PCR) Committee

This Committee is responsible for annually updating and publishing the *Parade Competition Regulations* (also known as the *PCRs*), a booklet under which the four official competitive events at all Parades are run. This document is issued annually in paper and electronic format, and is available currently online at pca.org, under “**Regions,**” “**Forms & Documents,**” then “**Parade.**” Print or electronic copies are made available to all Parade entrants, as part of the Parade registration process.

The four Parade competitive events are **Concours**, **Autocross**, the **Time-Speed-Distance (TSD)** (but not Gimmick) **Rally**, and the **Tech & Historical Quiz**. Prior to 1970, these events were run under a set of “Guidelines” and, while they were intended uniform in nature, the Parade events tended to vary at the discretion of the host Regions or Zones. Under the present *PCRs*, written rules must be followed, except for certain extenuating circumstances. The net result is that the major competition events above are now run at each Parade under a set of clearly defined rules, and the Parade entrants know what to expect when they arrive.

The specific operations of the Committee, along with its purpose and functional responsibilities, are spelled out in detail in the *PCRs*. The membership of the Committee consists of between five (5) and nine (9) members, established by the Executive Council. The Committee must meet periodically to review and update the *PCRs* and this activity is heaviest immediately following a Parade.

The competitive operations of the Parade are observed closely by as many of the PCR Committee members as possible. They watch for fairness of the rules, new situations that arise which are not covered adequately (or not at all) in the present rules, and any ambiguities or discrepancies, including “loopholes”. These items are then resolved during the Committee meetings, and presented for the following year’s Parade, according to the timetable specified in the *PCR*’s, or by the Executive Council. This Committee is also responsible for enactment of any “*emergency rules*” which are needed and are implemented outside the normal course of rules revision.

The Executive Council retains the authority to override any and all proposals and decisions of the Parade Competition Rules Committee.

National Awards Committee

NB: This position has been transferred to the National Parade Committee. These duties are undergoing a review. Set forth are the current duties:

The **National Awards Committee** is responsible to the Club and to the PCA Executive Council for the solicitation, data compilation, and presentation to the Executive Council of all the nominations for the **Ferry Porsche Trophy (PCA Region of the Year)**, the **Porsche Family of the Year Award**, and the **Lazar-Blanchard Memorial Trophy (PCA Enthusiast of the Year)**. It is also the Chair's responsibility to coordinate the return of the following PCA perpetual awards/trophies:

- 1. Three (4) national Concours trophies (Preservation, Restoration, Preparation & Performance)**
- 2. Woolery Navigational trophy**
- 3. Hoffman Rally trophy**
- 4. Lazar-Blanchard trophy**
- 5. Ferry Porsche "Region of the Year" trophy**
- 6. Long Distance award**
- 7. President's Parade trophy**
- 8. William B. Sholar trophy**
- 9. Zone Representatives' plaque**
- 10. Parade Chairperson's Award**
- 11. Two (2) PCA membership Award trophies**

It is the Chairperson's job to maintain these awards and advise and assist the Executive Committee when changes or modifications are necessary. It is the Chairperson's responsibility to purchase, and have appropriately engraved for PCA, the following national "keeper" awards for the winners:

- 1. Lazar-Blanchard Memorial trophy**
- 2. Long Distance Award plaque**
- 3. President's Parade Award plaque**
- 4. Zone Representatives' Award trophy**
- 5. Engraving of the William B. Sholar Award plaque**

Each year, on or about, **March 15**, the Awards Committee Chair will prepare a communication to all Region Presidents to solicit nominees for the Ferry Porsche trophy, the Porsche Family of the Year award, and the Lazar-Blanchard Memorial trophy. The letter will include the nomination forms, a copy of some suggestions, and reference to further information to be found in the *RPM* or on the PCA website. The letter will include a deadline date that will allow sufficient time to review all of the data prior to the Parade. Additionally, the chairperson can work with *PANORAMA* and the website to have a news item posted about the upcoming National Award nominations. The Chairperson should submit all pertinent data on each nomination, to the Executive Council two weeks prior to the start of the Parade. The Executive Council will review the nominations and determine the recipients of the awards.

During the week of the Parade, the Chair will assist the Executive Council, the Parade emcee and others in the presentation of all awards. After the Parade, the Chairperson should coordinate with the *PANORAMA* editor for the “Parade edition,” and with the editor of *RPM* regarding the winners of the various national awards given at Parade.

Quarterly Reports

The Chairperson submits a quarterly report to the National Office and the Executive Council. The Chairperson should outline what has been done during the previous quarter and the status of any special requests or projects. The chairperson should also include any “action items” that may need discussion or approval by the Executive Council in this report.

Operational Timeline:

January- Quarterly report due.

February- Solicit from all PCA Region Presidents nominations for National Awards; Update National Award nomination information on PCA website, if necessary; Submit nomination information to *PANORAMA* and the PCA website; Distribute anniversary banners to Zone Representatives; attend National Board meeting.

March- Start solicitation for return of perpetual awards from previous year’s recipients; Quarterly report due; Remind Executive Council and the Zone Representatives to begin consideration for possible recipients of the Scholar and Zone Reps’ Awards.

May- Deadline for submission of several national awards. Secure perpetual awards from previous year’s recipients; Maintain, refurbish, or upgrade National Awards as necessary; Secure “keeper” awards for current year’s National Award recipients.

June-Submit nominations data to PCA Executive Council for review of National Award nominations; Finalize all National perpetual and “keeper” awards; Quarterly report due.

June or July – Attend Parade and assist in award presentations; Attend National Board meeting; Coordinate national award winners’ names with *PANORAMA* editor for Parade edition.

August – If not already done, submit list of National Award recipients to PCA website

September – Submit article for *PANORAMA* about current year National Award recipients.

October – Quarterly report due.

December – Send an advance letter to all PCA Region Presidents about the upcoming National Awards nominations.

Region Anniversary Banners (Historical Note)

Previously, the Chair was also responsible for the coordination, overseeing manufacturing of and distribution of the Region anniversary banners. Banners are provided to the Region by PCA for anniversaries of 25, 30, 40, 50 and 55 years. These duties have been transferred to the National Office.

PCA Club Racing Committee

The **PCA Club Racing Committee** and its Chairperson coordinate with each Region or Zone desiring to stage a PCA Club Race, providing initial guidance and incorporating the event into the overall annual Club Race schedule. Through the leadership of the Club Racing Chair, the Committee administrates various aspects of the Racing program, to include the National Staff of Stewards, Scrutineers, and Time Techs. The Chair also oversees the scheduling of each race, sponsorship guidelines, licensing procedures, rules, technical advice and support, and standard forms. Articles are submitted to *Panorama* on a regular basis, through the Club Racing Public Relations Coordinator.

The Chair oversees publication of *Club Racing News* and the operation of the Club Racing pages at pca.org website (go to “**Activities**,” then “**Club Race**.”) The Chair is a point of contact for the **Club Racing Program Coordinator** (a paid employee of PCA), the Technical Chair, Sponsor Coordinator, Medical Committee, and Public Relations Coordinator.

The total number of national Club Racing committee members usually numbers around 45 people. Current members are listed in the back of *PANORAMA*, under “*Any Questions?*” The Chairperson reports directly to the PCA President, and prepares a quarterly report on his/her activities and the Club Race program in general.

More detailed job and duties descriptions for the Chairperson and the Committee members can be found in the *PCA Club Racing Procedures Manual*.

Special Interest Group (SIG) Coordinator

The **Special Interest Group Coordinator**, also known as “**Register Coordinator**” is PCA’s point of contact for the many disparate organizations throughout the world which venerate the Porsche marque. Within PCA, this coordinator is responsible for sub-interest groups or “**Registers**” of specific model automobiles.

The primary goal is to encourage cross-Region and cross-Zone owner relationships and communications for PCA members with an interest in particular Porsche models and to foster these relationships by providing a forum and organizational support for communication among these members. It is felt such forums encourage membership with PCA as a whole, by offering and fostering contact between owners of unique-series Porsches, which otherwise might not occur. Registers offer potential benefits to PCA in three ways: 1.) Through Historic Displays at Parade and elsewhere, 2.) Providing articles for submission to *PANORAMA*, and 3.) As a means of exchanging information as to restoration, maintenance, parts, repair, and education relative to the groups of unusual Porsches.

The Coordinator solicits, collects and edits articles from various Register Advocates and submits these articles to *PANORAMA*. This is typically done when a new Register is formed, when it holds an event, or to elaborate on a Register that is already functioning. The Coordinator also maintains and updates the contact person(s) and contact addresses for each Register. A list of current Register coordinators is listed in the back of *PANORAMA*, under “*Any Questions?*”

At present time the following are approved Registers within PCA:

- **356 Register**
- **911 Carrera 1974-1975 Register**
- **911 Carrera Club Sport US Register**
- **1992 Carrera Cup US Edition Register**
- **911 Carrera RS 1973 Register**
- **911 Speedster**
- **911T 1969-1973 Register**
- **911 SC Register**
- **911 Turbo ('74- present) Register**
- **912 & 912E Register**
- **914 & 914-6 Register**
- **924/931/924S 1976-1982 Register**
- **928 Register**
- **944 S2/944S Register**
- **968 Register**
- **997 Club Coupe Register**
- **Boxster 986/987 Register**
- **Cayman Register**
- **RS America Register**

Driver Education Program Committee

The purpose of the **Driver Education (“DE”) Committee** is to disseminate information and experience learned from established driver education programs to the organizers of beginning programs and to provide a common continuity among all of the PCA driving schools. The Committee consists of a Chair, who is appointed by the Executive Council, and up to six (6) committee members who are also approved by the Executive Council. These committee members serve one-year, renewable terms. A list of current members of the Committee is listed in the back of *PANORAMA*, under “*Any Questions?*” The Chair will update this list with the *PANORAMA* editor, as needed.

The Committee is responsible for the development of “**PCA Driver’s Education Minimum Standards,**” around which a Region can build a DE program. These Standards are reviewed and updated by the Committee when appropriate. All revisions must receive approval from the PCA Executive Council. The Committee is also responsible for updating the Driver Education web page at pca.org, which contains sample documents, FAQ’s, informational items and contact persons for any and all questions and/or comments. (Currently on the website, go to “**Activities,**” then “**Driver’s Education,**” then “**Committee.**”)

The Committee is also responsible for the development and implementation of the **National Driver Educational Instructor Training program**. The execution of this program will provide consistency and continuity to Region instructor training.

Web Committee

The **Website Committee** Chair has the following responsibilities:

- Conducts Committee meetings
- Represents Website Committee at PCA Board meetings
- Recommends Website strategic directions and development priorities to Executive Council
- Quarterly reports on site performance and activities to EC
- Coordinates annual PCA website contest
- End user support
- Point person for all web related questions
- Selection and maintenance of Interactive Agency relationship and support contract
- Annual hosting contract
- Speaker at Website Seminar
- Content Updates for “PCA News” and “PCA Calendar” in *PANORAMA*
- Advisor and support for Tech Committee pca.org application

Web Master responsibilities:

- Responsible for development, updates and maintenance of pca.org
- User support
- Website Contest Judge
- Speaker at Website Seminar

Photo Editor responsibilities:

- Responsible for all digital images used on the site
- Maintains photographic content in the *PANORAMA* Gallery and the Photo of the Month
- Provide guidelines, suggestions, and helpful techniques to Regional webmasters on how to optimize digital images assets
- Website Contest Judge
- Speaker at Website Seminar

Hosting/Technical responsibilities:

- Responsible for hosting arrangements and contract for pca.org
- Responsible for Region and Special Interest Group hosting arrangements supported by PCA
- Responsible for providing monthly statistics to Committee Chair
- Responsible for operations and performance of pca.org
- Develops recommendation for hardware and operating systems for pca.org
- Maintains nightly update process between National Officer Server and pca.org
- Website Contest Judge
- Speaker at Website Seminar

Technical/Security responsibilities:

- Works with hosting resource to monitor/maintain the security of pca.org administrative server
- Makes recommendations with the hosting resource for the hardware, operating environment and the associated costs. These are recommended to the EC
- Monitors the performance of pca.org and tunes for optimum performance reliability.
- Technical resource for PCA Regions on security issues
- Website Contest Judge; Speaker at Website Seminar

Porscheplatz/PCA Corral Coordinator

The **Porscheplatz/PCA Corral Coordinator** works with Porsche Cars North America (PCNA) and IMSA representatives in setting up PCA membership tents, or meeting areas, for members during major race events in the American LeMans Series. It includes a Porsche-only car corral parking, visits and talks by race team members, Michelin tire company representatives, door prizes, and for some lucky participant, a “hot pit” tour during the race. At most race tracks, a pre-race tour is included for early registrants, on a first come, first served basis.

“**PCA Corrals**” are similar events held at GRAND-AM races. The Coordinator works with GRAND-AM, sponsors, and the tracks, on the logistics for the event, schedules, and other details.

Time Trial Committee

The Time Trial Committee is responsible for studying and making recommendations on Best Practices for PCA Time Trial events hosted or held by Regions and/or Zones. The Committee will formulate these recommendations, based on input from members, the Executive Council and other National Staff members, including the Insurance/Risk Management and Safety Committees, and will forward these recommendations to the Executive Council for approval before distribution.

Committee members will be chosen by the Executive Council and are expected to have relevant experience in autocross, PCA Club Racing and Driver's Education events.

The Committee Chair or its members may consider publishing articles in *PANORAMA*, *Regionfocus*, on relevant websites, in other publications, or replying to email inquiries, to disseminate its recommendations to the membership.

Historical:

The following Appointments have been withdrawn and those duties have been deleted or assigned elsewhere. These formerly assigned duties are set forth in the event such duties are resurrected and reassigned.

Legislative Liaison Committee

This Committee was created at the end of 1976, at a time when federal legislative and regulatory activity was perceived as likely to have a direct and adverse impact on Porsche owners' enjoyment of their Porsche cars. The Committee's purpose was informational: to inform the Club's National and Region leadership of pertinent federal legislative and regulatory activity. The scope of the Committee's informational interest at one point reached beyond federal activity that may adversely affect Porsche Club members' enjoyment of their Porsche cars to all federal and state government legislative and regulatory activity, which may be of interest to Porsche owners. Committee reports were circulated to the Executive Council four times per year and to the Regions as part of the Minutes of Executive Council meetings.

This committee was discontinued for several reasons, but primarily due to the amount of information currently available on the internet, from trade groups and elsewhere about any relevant pending or proposed legislation affecting automobiles.

Merchandise Chairperson

The Merchandise Chair duties were to solicit bids for the production, shipping and storage of PCA and Club Race clothing. Following the signing of contracts for production by the appropriate Club official, this Chairperson will work with the Executive Secretary and the *PANORAMA* Editor to advertise the entire clothing line to new and established PCA members. Such advertising will use the most cost effective means possible. The Chair was also to arrange, where possible, for direct shipping from the manufacturers to the purchaser to reduce storage costs and will engage in a series of long term testing of all clothing items before offering them for sale to the general membership. All merchandise offerings and purchase prices were to be established with the prior consent and agreement of the Executive Council. Where possible, the Chair was to work to make this merchandise line directly available to Regions.

The Chair was to also work with the PCA General Counsel to obtain appropriate authorization for use of PCA trademarks by manufacturers on any clothing items contracted for production, and was to make reasonable efforts to restrict sale of PCA and Club Race clothing to current PCA members.

These duties were transferred to the National Office, which now oversees the entire process, working with other staff members.

Treffen® Inquiry Committee

The Treffen® (*"meeting"* in German) Inquiry Committee was designed to promote the official PCA trip to the Porsche factories in Stuttgart and Leipzig, Germany, as conducted by the company that currently has a contract for this tour with PCA, Inc. The tour, besides visiting the Porsche factories, had many other features that have not been adequately promoted to the general membership of PCA.

The Committee's prime directive was to publicize Treffen as much as possible to the membership of PCA, to answer questions about Treffen and where necessary, provide feedback to the Executive Council and to the company that currently operates this tour. Methods included articles in *PANORAMA* and information provided at Parades.

Treffen highlights included a visit to Porsche Museum, tour of Porsche Factory in Zuffenhausen, lunch in the Porsche Casino in Zuffenhausen, "hot laps" at the Weissach R & D Center, shopping in the Porsche boutique, a tour of the Porsche Factory in Leipzig, lunch in the Porsche facility in Leipzig, a visit to the Autostadt in Wolfsburg, and visit to the Mercedes Museum in Stuttgart.

These duties were transferred to the National Office, who has contact with a licensed travel agent company with experience in arranging and hosting trips to the Factory and other Porsche-related venues. Marketing for these trips is conducted by this company, in conjunction with the National Office and ads are placed in *PANORAMA*.

SECTION I – THE NATIONAL ORGANIZATION

Part 7 – National Awards Announced or Won at the Porsche Parade

It is the custom of the Porsche Club of America, Inc. to make special national award presentations during various banquets at the annual Porsche Parade. Many of these awards were initiated by individuals or groups in memory of a deceased member, or honoring past accomplishments and/or associations with the Club.

Some of these awards are perpetual awards which are retained by the recipient for a period of one year, and then returned to the National Parade Committee's National Awards Chair for presentation to the following year's winner at the Parade. It is the responsibility of the recipient to maintain the trophy in good condition, and to return it clean, polished, and undamaged. The National Awards Chair will arrange for the annual engraving of the perpetual national awards listed below. Some of these perpetual awards will have "keeper" trophies awards to the winners.

In general, the National Awards Chair will take possession of the returned trophies from prior winners at the beginning of the Parade, to update them with plaques or engraving and keep them in readiness until the presentation is made. If the prior year's recipient does not intend to attend the following Parade, it is his/her responsibility to safely transport the trophy to the National Awards Chair, in time for safe arrival at Parade site or elsewhere, prior to the awards presentation.

Some of the recipients of the awards are determined by competitive event placing at Parade, such as in the Concours or Autocross events. Other awards are for achievements of members or Regions throughout the past year. A description of each of these awards is contained in the annual *Region Procedures Manual (RPM)*, along with the judging criteria, current entry deadlines, points of contact, and a listing of prior winners.

Creation or Modification of PCA National Awards

Occasionally, modification of existing awards, along with the creation of new awards is required. Modification or creation of any award on the PCA National level shall follow the procedure described below:

Award proposals shall be submitted on the "**Proposal Form for PCA National Award**" (see form at end of this section). One copy of this Proposal Form shall be submitted to each member of the Executive Council, the Executive Director and one copy to the National Awards Chair, within the Parade Committee. This form shall be submitted a minimum of nine (9) months prior to the proposed initial award presentation. This lead time is to allow scheduled meetings, revisions, clarifications, and approval of the award proposal.

Any member of the Executive Committee, Parade Committee or the National Awards Chair shall be available to assist the applicant in the preparation of the proposal prior to the formal submittal.

Members of the Executive Council, Parade Committee and the National Awards Chair shall review the proposal. Clarification or revisions may be requested by this group. The PCA National Secretary may be contacted for proposal review status of a previously submitted Award Proposal. The Award

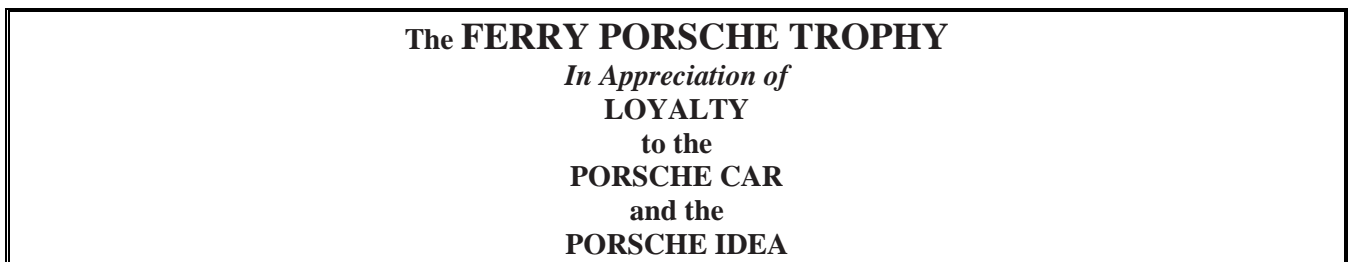
Proposal shall be reviewed and accepted, or denied by the Executive Council. The applicant shall be notified of decision by the PCA National Secretary.

If the Award Proposal is accepted and approved by the EC, an applicable Award shall be commissioned and obtained by the National Awards Chair, working with the Parade Committee. The *Manual of National Procedures* shall be updated to reflect the new or modified award. The Award shall be presented and maintained as prescribed in the **Proposal Form for PCA National Award**.

Currently awarded National PCA Awards- Set forth below are the current PCA National Awards. Details and deadlines regarding nomination procedures, deadlines, point of contact person and prior winners for each award are contained within the current edition of the *Region Procedures Manual*:

THE FERRY PORSCHE TROPHY- "PCA REGION OF THE YEAR"

This national award was first unveiled at the Victory Banquet at the Seventh Parade in 1961, and was a surprise at that time. Donated by the Porsche Factory, and called the "*Ferry Porsche Trophy*," it is awarded each year to the outstanding "Region of the Year" and is simply referred to as the "*Region of the Year*." Quoting from the original trophy, a huge and handsome punch bowl:



The selection of the award winning Region is based on growth, general improvement or maintenance of high standards in activities, meetings, newsletters, and adherence to, or the furtherance of, the objectives and ideals of the Porsche Club of America. There are five (5) categories for evaluation. The categories and criteria are:

- 1.) LEVEL OF ACTIVITY:** Provide a brief narrative of your Region's events, activities, meetings, during the year. Include the number and type of events and the approximate attendance at each event. How do you communicate with the membership about your activities? How do you solicit input from the membership about activities? How do you identify new and unique activities for the membership?
- 2.) MEMBERSHIP GROWTH:** Provide a brief narrative of your growth and membership retention during 2010. Please include the number of members in the current year compared to the previous year, the number of members who renewed and the number of new members. Your narrative should also include what your Region has done to retain or increase membership. Have you implemented any new and unique processes or programs to retain existing members and/or attract new members?
- 3.) COMMUNITY ACTIVITY:** Provide a brief narrative of your Region's activities that benefit the community. Please include the approximate attendance at each event and note if any other regions or organizations participated. Your narrative should also describe the positive impact these activities have had on the community, your Region, your membership and PCA.

4.) MULTI-REGION PARTICIPATION: Provide a brief description of your Region’s participation in or sponsoring of multi-region events. Describe how the Region facilitated surrounding Regions to participate in a variety of events that normally might not be possible. How did the Region help other Regions defray expenses or assist in administrative requirements? Please provide the approximate number of members from your Region and from the other participating Regions who attended the events.

5.) NEWSLETTER AND WEBSITE EFFECTIVENESS: Provide a brief narrative about how your newsletter and website support Region activities. How do they facilitate Region communication with the membership? What makes them unique? What is the membership’s impression or reaction to them? Do you make effective use of email or other mass communication methods in publicizing events and club activities?

SUMMATION: In summary, please provide a brief narrative about the goals and accomplishments of your Region. What made your Region stand out among all other PCA Regions? Why should your Region receive the Ferry Porsche Trophy?

ADDITIONAL SUPPORTING DOCUMENTATION: As a requirement for your submission, please provide the two Region newsletters that best support your submission. You may provide up to 5 photos that support each category of your submission.

Submissions should be no more than 3000 words and submitted as a Microsoft Word® document to the National Awards Chair. Solicitations for the submittals will be requested from all Regions during the spring of each year. The Regions will then provide their award submittal to the National Awards Chair prior to Parade, at which time they will be examined in detail. The information is presented to the Executive Council at a special meeting held just prior to the start of the Parade, and the Executive Council will make the determination of the winning Region.

THE LAZAR-BLANCHARD MEMORIAL TROPHY- “ENTHUSIAST OF THE YEAR”

This award, commonly known as the “*Enthusiast of the Year Award*,” is presented in memory of two PCA racing drivers, Glenn Lazar and Harry Blanchard, to the PCA member who is outstanding in his support of PCA.

Quoting from the trophy itself:

<p style="text-align:center">Glenn Lazar-Harry Blanchard Memorial Trophy <i>In Memory of</i> Two of the Finest Sportsmen and Porsche Production Car Racing Drivers <i>Awarded to</i> The Most Outstanding PCA Porsche Enthusiast of the Year <i>Donated By</i> Bruce R. Jennings, Chesapeake Region</p>

This pretty well speaks for itself as far as the criteria in general are concerned. The inscription implies that the individual should be a true “Porsche Enthusiast” as well as an outstanding member of PCA. Characteristics would probably be substantial evaluation criteria. The member should be active, have initiative, and be a good worker, organizer and competitor. He or she should have been exemplary in performance in the Region, in the Club, and in the community.

The submission criteria and evaluation categories are:

NOMINEE: Name; Region; Years in Region; Years in PCA.

1.) PARTICIPATION IN REGION EVENTS/ACTIVITIES: Describe the nominee's participation in Region events regardless of the type of event. Did the nominee participate in a wide variety of events? Has the nominee developed or proposed any creative new events or proposed creative revisions to existing events? What role did the nominee play in developing, planning, organizing and delivering the events? Was the nominee a chair or co-chair for any events or programs? Has the nominee served as an elected officer or an appointed event or activity Chair? Has the nominee supported the promotion and growth of the Region (new member activities, *PANORAMA* or newsletter articles, etc.)? Please describe the nominee's participation in Region events or activities benefiting the community or charities. Please describe any career and educational activities; and any extenuating or special circumstances that impacted the Region.

2.) PARTICIPATION IN NATIONAL, ZONE, AND MULTI REGION EVENTS: Describe the nominee's participation in multi-Region, Zone or National events. Did the nominee participate in a wide variety of events? What role did the nominee play in developing, planning, organizing and delivering the events? Was the nominee a chair or co-chair for any events or programs? If the nominee attended Parade or Escape, did the nominee volunteer?

3.) SUMMATION:

In summary, please provide a brief narrative about the goals and accomplishments of your nominee the supported the Region, the Zone and National and why this Region member should be awarded the Lazar-Blanchard Trophy.

ADDITIONAL SUPPORTING DOCUMENTATION: Please provide up to 5 photographs and/or five newsletter articles that support your nomination.

Details and deadline for submitting a nominee for this prestigious award are contained in the *RPM*.

THE PORSCHE FAMILY OF THE YEAR AWARD

The "*Porsche Family of the Year*" award is sponsored by the Porsche family and was first presented at the nineteenth Parade in 1974. It is presented to the family within PCA who demonstrated the highest qualification of certain evaluation criteria over the previous year. In general, the family nominated should be active members and as much a part of the Region as possible.

For purposes of this award, a "family" is defined as parents with children living at home, parents with no children living at home or a couple without children. The submission criteria and evaluation categories are as follows:

PERSON SUBMITTING AWARD: Name of Person submitting Award; Region; Position, if any, in Region; Contact information to include telephone numbers and email address

FAMILY INFORMATION: Names of all family members listed in the submission; Ages of all children, if any; Region; Years in Region; Years in PCA

LEVEL OF ACTIVITY: Provide a brief narrative of the family's participation in Region, Zone or National activities or meetings. Describe the participation of the family members in the activity

whether individually or as a group. Please include any Region, Zone or National activities benefiting the charities or the community. Please include any career or educational activities that benefit the Region. Include any extenuating or special circumstances that benefit PCA. Indicate whether or not a family member chaired or co-chaired an event or played some other type of role in the management or administration of an activity. How did the family's participation in Region events or activities benefit the Region?

MULTI REGION PARTICIPATION: Provide a brief description of family's participation in, or sponsoring of, multi-Region or PCA events or activities. Describe how the family worked with members from other Regions to facilitate their participation in Region or PCA events or activities. Did a family member serve as chair or co-chair of an event or activity or play some other type of role in the management or administration of such an event or activity? How did the family's participation in multi-region or PCA events benefit the Region(s), Zone(s) or PCA?

SUMMATION: In summary, please provide a brief narrative about the overall accomplishments of the family and why they should be awarded the PCA Family of the Year Trophy.

Note: This award replaces the **Leroy Spanjol Memorial Award** that was presented to the PCA Family of the Year from 1968 through 1973. Prior winners and details on submitting a nominee for this prestigious award are contained in the *RPM*.

PRESIDENT'S PARADE TROPHY

This award is presented to the Region having the greatest number of cars at the Parade, considering the *size of the Region* and the *distance traveled*. It was initiated by Dr. Earl Kirschbaum, then President of PCA, in 1959 and was first presented at the Fourth Parade at Nippersink Manor in Wisconsin. The winner is selected using a formula using size of the Region, number of Parade attendees, and distance traveled to the Parade. For more information and a list of former winners, see the *RPM*.

THE PCA PUBLIC SERVICE AWARD PROGRAM

The Porsche Club of America (PCA) Public Service award is sponsored by PCA and recognizes the Regions that have conducted the most outstanding charity or community service event or events during the year. The winning Regions demonstrate the highest standards in meeting the objectives and ideals of PCA in providing service and support to charities and the community. Awards are presented for first, second and third place and honorable mention. The award includes a trophy and cash award.

The submission criteria and evaluation categories are:

1.) PERSON SUBMITTING AWARD: Name of Person submitting Award Nomination; Region; Position, if any, in Region; Contact information to include telephone numbers and email address

2.) GENERAL CRITERIA: Regions may submit a description of a single community service or charity event; however Regions submitting multiple events or activities that occurred throughout the year will receive greater consideration unless the single event is of such a magnitude or significance to preclude submission of more than one event. While the narrative criterion for Community Service and Charity Events is similar, we request you provide narratives for both categories.

3.) COMMUNITY SERVICE: Provide a narrative of the Region's community service events or activities. The narrative should include the objectives of the event(s). How was the event planned and how many Region members participated in the planning? How was the event delivered and where did the event take place? How many Region members assisted in delivering the event, how many Region members attended the event and how many members from other Regions attended? What were the results of the event and how did it benefit the Region, the Zone or PCA? Provide details about any pre- and/or post-event publicity. Describe any obstacles to planning or delivery of the event and how did the Region address these problems.

Was the event unique, and if so, *how* was it unique? To what extent did the general public participate in or benefit from the event? Were other groups outside PCA involved? How did the beneficiary participate? If the event was outside the Region how did the event contribute Region and PCA goals? Finally, did the event succeed in its objectives?

4.) CHARITY EVENTS: Provide a narrative of the Region's charity events or activities. The narrative should include the objectives of the event. How the event was planned and how many Region members participated in the planning. How was the event delivered and where did the event take place? How many Region members assisted in delivering the event, how many Region members attended the event and how many members from other Regions attended? What were the results of the event and how did it benefit the Region, the Zone or PCA? If this was a fund raising event, how much funds were raised and how and when were they delivered to the charity? Provide details about any pre- and/or post-event publicity. Describe any obstacles to planning or delivery of the event and how did the Region address these problems.

Was the event unique, and if so, how was it unique? To what extent did the general public participate in or benefit from the event? Were other groups outside PCA involved? How did the beneficiary participate? If the event was outside the Region how did the event contribute Region and PCA goals? Finally, did the event succeed in its objectives?

5.) SUMMARY: In summary, please provide a brief and concise statement describing what set the Region's Community Service and Charity Events apart from those of other Regions.

ADDITIONAL SUPPORTING DOCUMENTATION: Provide up to 5 photographs and/or 5 newsletter articles to support your nomination.

The President of each Region will receive a notice calling for written entries. Judging will be done by the PCA Executive Council, based on entries received by the National Awards Committee Chair. The number and amounts of awards given will be based on the number of entries received. Checks will be presented to the winning Regions during the Parade. Further information on this award can be located in the current edition of the *RPM*.

THE NATIONAL MEMBERSHIP COMPETITION

In order to stimulate Regions to focus on membership recruitment, PCA established a National Membership Competition with a perpetual trophy, and cash awards to be presented at the Porsche Parade. The winner is determined by a formula with the Region having the **highest index** being the winner. A second category was later added to recognize the Region with the **highest actual net growth**.

The **National Membership Committee** administers the contest. There are two categories: The **Index Category**: The winner is determined by a formula which equalizes the opportunity for any Region to win. The **Actual Growth Category**: The Region with the largest actual growth is the winner of the Actual Growth Category and is determined by a simple formula. **NOTE**: A Region can only win one category in any given year. Should the same Region actually have both the largest actual growth and the highest index, they will be declared ineligible for one, and only awarded the trophy/prize for the other category. For more information and a list of former winners, see the *RPM*.

THE PCA NEWSLETTER CONTEST & THE PAUL HEINMILLER MEMORIAL TROPHY

Annually, PCA conducts a contest in which competing Region newsletters are judged for editorial and design effectiveness. The **PCA Newsletter Committee** administers the contest.

All PCA Regions are invited to participate each year and to submit for judging two newsletter issues published in the preceding year as specified in the contest entry instructions. Details are contained in a solicitation letter sent each year to the Regions. Regions compete in one of five contest classes, based on membership size, as of December 31st of the specified competition year.

A group of judges, who are PCA members with distinguished writing, editing and design experience, evaluate each newsletter submitted and assign a score for each of eight identified categories.

In addition, points are given for the number of issues published by the Region during the year. The scores from the judges are totaled for each entry, and awards are given to the top three newsletters in each class. Judges also provide written feedback and suggestions for improvement to each Editor who enters the contest.

In addition to class awards, the **Paul Heinmiller Memorial Trophy** is awarded to the Region newsletter given the highest total score by the judges. This perpetual award was donated in 1970 by the Porsche+Audi Division of Volkswagen of America, in memory of Paul Heinmiller, past National Vice President, and Editor of *Porsche Panorama* who died in September 1969. This award does not duplicate any of the class winners. **The Paul Heinmiller perpetual award** is retained by the winning Editor until it is awarded again in the following year. The winning Editor also receives a “keeper” version of the Paul Heinmiller Memorial Trophy. For more information and a list of former winners of both awards, see a current edition of the *RPM*.

THE PCA REGION WEBSITE CONTEST

All PCA Regions with a website may enter into the website contest. The judging period is 6-8 weeks prior to the annual Parade. All sites will be evaluated for Mandatory Pages. (See current and past award winners below. *Is your Region listed?*) Awards will be given to the winners in each of five classes of the competition. The period covered is a calendar year. See the current edition of the *RPM* for entry details and lists of former winners.

THE PARADE LONG DISTANCE TROPHY

This award is presented to the member driving a Porsche the greatest distance to the Parade. It is based on Official Road Atlas mileages (as opposed to the member's record), between the member's recorded home city or town and the city or town of the Parade.

PARADE CONCOURS D' ELEGANCE AWARDS:

- **GROUP GRAND AWARDS**

The winners of the four major Concours d' Elegance Groups at Parade are each awarded a perpetual and keeper trophy in addition to their Class and Division awards. The four Group categories are:

Restoration, Preservation, Performance and Presentation.

- **EXCELLENCE IN RESTORATION GROUP, LEVEL OF ACHIEVEMENT AWARDS**

Three categories of Concours awards are given to entrants in the Restoration Group whose total judging scores are within specified high numerical ranges. The three categories are: **Weissach, Zuffenhausen** and **Gmünd.**

- **HONORARY CONCOURS JUDGES' CHOICE AWARD & PEOPLE'S CHOICE AWARDS**

These two awards are given on the basis of balloting during the Concours by the Honorary Concours Judges and by all Parade attendees. A separate People's Choice award also may be given to an entrant in the Historic Porsche Display.

THE HOFFMAN RALLY DRIVER TROPHY

The "*Hoffman Award*" is presented to the driver of the first place car in the Parade rally.

THE WOOLERY MEMORIAL RALLY NAVIGATOR TROPHY

The "*Woolery Trophy*" is presented in memory of W. F. "Bill" Woolery, and awarded to the navigator of the first place car in the Parade Rally. The award was first presented as such at the 1961 Parade, but previous Parade navigators received a similar award.

THE PARADE AUTOCROSS DRIVING TROPHY

This award is presented to the driver of the car with the fastest time of day ("*FTD*") in the Parade autocross. Prior to 1962, this award was presented to the gymkhana overall winner, since no autocross was held until 1962. Both Men's and Ladies' FTD are now recognized.

THE PARADE TECHNICAL & HISTORIC QUIZ

(Formerly known as "*The Robert Bosch Tech Quiz.*") For many years, this award was donated by The Robert Bosch Company and is now given to the person who receives the highest overall score on the **Parade Technical & Historic Quiz**. This award has been presented continuously since 1977. In 1988, a separate Ladies' Award was added for the ladies' highest score.

THE PCA ZONE REPRESENTATIVES' AWARD

This award is presented by the Zone Representatives to individuals within PCA whom, in the opinion of the thirteen Zone Representatives, have distinguished themselves by outstanding contributions to the Porsche Club of America, Inc. The PCA Zone Representatives' Award is made solely at the discretion of the Zone Representatives. This unique award may or may not be given annually.

THE BILL SHOLAR MEMORIAL AWARD

The "**Sholar Award**" was established at the Executive Council Meeting in Itasca, IL on April 17, 1982. Any PCA member who is NOT eligible for the **Lazar-Blanchard Award** ("**Enthusiast of the Year,**" see above) will be eligible for this award. Those eligible would include all members of National staff, Committee Chairperson, Zone Representatives, special appointees, honorary PCA members, etc. This award was conceived to recognize outstanding contribution to the Club, above and beyond the execution of normal responsibilities. This award may or may not be presented each year. Presentation of this special award will be made at the Porsche Parade during the year for which it is awarded. The recipient will be given a trophy to keep until the next recipient is named. A small

“keeper” trophy will also be given to each recipient. The Executive Council will determine when and to whom this award will be presented. If a member of the Executive Council should be considered for this award, that member must not be present during the deliberation. Bill Sholar, PCA's first President, passed away March 8, 1982. The Executive Council feels this award is appropriate in recognizing those who have given outstanding service to PCA.

PCA NATIONAL OFFICER & STAFF APPRECIATION CERTIFICATES

These award certificates are presented to those individuals at the end of their term of office who have served the Porsche Club of America, Inc. as a National Officer, or as a member of the PCA National Staff. It is intended as a formal “*Thank You*” for service rendered to the Club and to its Regions by members who have put in their personal time and effort, without compensation. These certificates are given out during the Porsche Parade, at one of the major award ceremonies, to the recipients in recognition and appreciation of their service to PCA.

PRIOR PORSCHE PARADE AWARDS:

- **Hoffman Parade Cup** (Discontinued 1978)

This award was presented to the person who accumulates the highest overall score in the Parade rally, autocross, and Concours d'Elegance. The award was presented for the last time at the 23rd Parade at Aspen, CO in 1978. The PCA Board of Directors voted to discontinue the award at the July 1978 meeting in Aspen and it is now on display in the Executive Office.

- **THE MANHATTAN CONCOURS D'ELEGANCE TROPHY** (Discontinued 1995)

This award, simply known just as “*The Manhattan*,” was presented to the owner(s) of the highest placing car in the Parade Concours d'Elegance. No Concours was held at the first Parade, but one had been held every year since, starting with the 1957 Parade. This award was discontinued by the Executive Council in April 1995, and was last awarded at the 1995 Parade in Portland, Oregon.

- **THE JOHN WILLIAMS TROPHY** (Discontinued 1978)

This award was presented to the woman who accomplishes the highest overall score in the Parade Rally, Autocross, and Concours d'Elegance. This award was first given at the 1970 Parade and was discontinued after the 1978 Parade.

- **PARADE CHAIRPERSON'S TROPHY** (Discontinued 2009)

This traveling trophy was awarded annually to the Parade Chair or Co-Chairs for their efforts in hosting that year's Porsche Parade. The trophy contains the engraved names of all Parade Chairs from 1956-2009. PCA retired this trophy in 2010, when the National Parade Committee took over responsibility for managing Parades. The trophy is now on display at the PCA National Office. See the current edition of the *RPM* for a complete list of former Parade Chairs.

Proposal Form for New PCA National Award

(Version 08/2010)

Proposed name for this new PCA National Award: _____

How often will this Award be given? Annually ; Quarterly ; Other

Which group within PCA will select the recipient of the Award? _____

For what time period will this Award cover? Lifetime ; Annually ; As needed

Will this Award have a perpetual trophy? Yes ; No ; Donated? Yes ; No

What type of activity is being recognized or honored? *Note: Be sure to read descriptions of other national PCA Awards in the Region Procedures Manual (RPM).*

What specific, objective criteria will be used to select a winner? (List in detail.)

If this Award is named for a person, who is it, and how is that person connected to this proposed award? Not applicable.

Name of submitter(s): _____ Region(s): _____

Date: _____

Additional supporting pages attached? No ; Yes , How many? _____.

Forward copies to the National PCA Executive Committee, the Executive Director, and the National Awards Chair (on the Parade Committee)

SECTION I – THE NATIONAL ORGANIZATION

Part 8 – Longevity Recognition – Active Membership/Region Anniversary Recognition

Active PCA Membership Anniversaries

- It is the practice of PCA to bestow special recognition for membership longevity. Following are examples of this recognition (see samples at end of this Part.):
- **Anniversary Decal** – The Porsche Club of America, Inc. issues to each qualifying Active Member and Family-Active Member a special window decal indicating **5, 10, 15, and 20 years** of membership and is sent to the qualifying members in the month of completion of their anniversary year. Members completing **25** years of longevity will receive a special silver decal indicating the length of longevity. Members completing **30, 35, 40, and 45** years of longevity will receive a special gold PCA decal indicating length of longevity. Replacement decals are available to qualifying members from the Porsche Club of America, Inc. Executive Office.
- **Anniversary Certificates- A Certificate of Membership** will now be sent to members, beginning with the **10** year anniversary and continuing for each **10** years of membership. This is sent along with the anniversary decals.
- **25th and 50th Year Membership Lapel Pin** – The Porsche Club of America, Inc. issues a lapel pin to each qualifying Active Member and Family-Active Member upon the completion of their **25th year and 50th anniversaries**. The Executive Secretary will send the pin directly to the member, although Regions may request the pin for local presentation to the qualifying member.
- **40-Year Name Badge** – Members who have completed forty years of membership in the Porsche Club of America, Inc. will be presented a gold PCA name badge in addition to the decal and certificate. These are sent automatically following annual renewal of membership.

Tenure

Should membership tenure not be continuous, it shall be the responsibility of the Active Member, in conjunction with the Region(s) to document tenure.

Region Anniversary Recognition: Decals and Banners

PCA recognizes Region Anniversaries beginning with the **20th** anniversary. The anniversary date is based on the Region's charter date (adjusted for any lapses that have occurred). Since 1994, PCA furnishes for each Region member a **2nd decal** commemorating the Region Anniversary. Decals will be distributed for every five-year anniversary, beginning with the 20th. These are sent to the Region President to distribute to Region members in whatever manner is considered appropriate.

PCA will send an **anniversary flag/banner** to all Regions for the anniversary years of **25, 30, 40, 50** and **55** years. Additional or replacement flags are available from the National Office.

If possible a PCA National Officer will visit the Region for the anniversary celebration and present the Region with a certificate recognizing the event.

PCA 25 Year Member Window Decal:



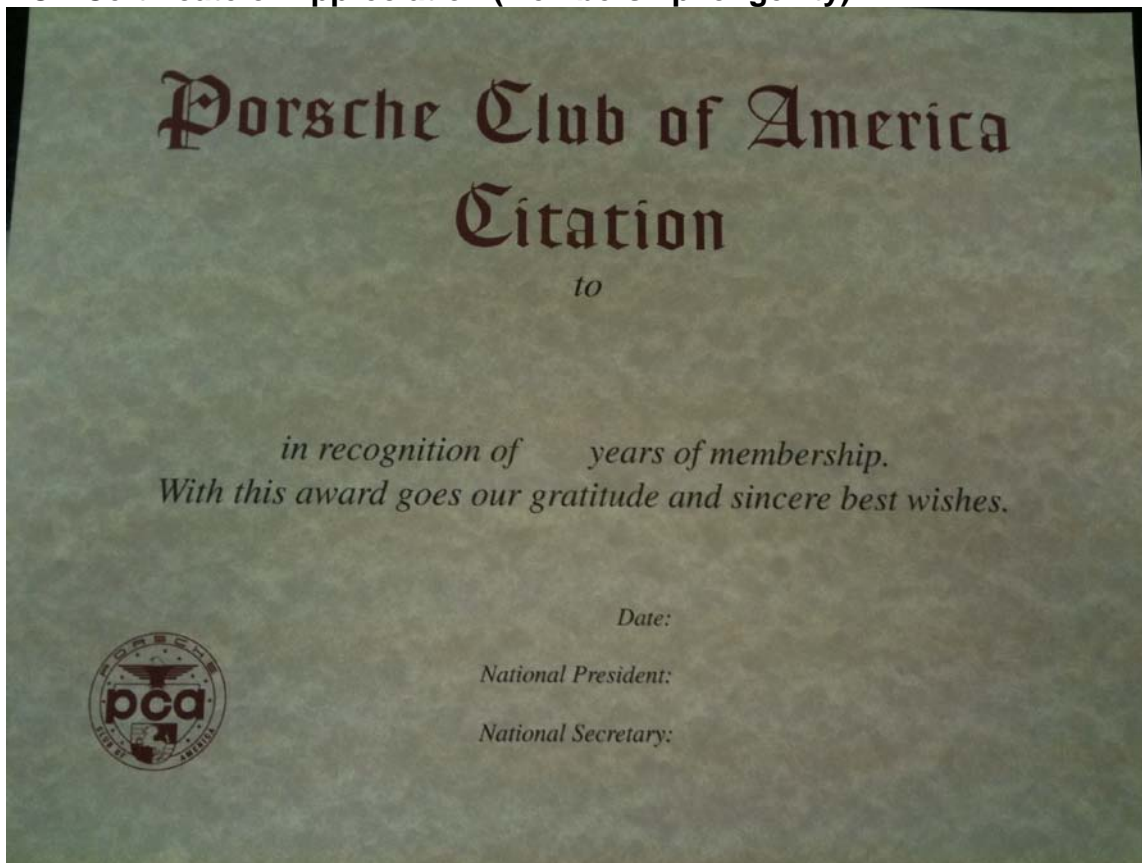
PCA 30 Year Window Decal:



PCA 25 and 50 Year Lapel Pins



PCA Certificate of Appreciation (Membership longevity)



SECTION I – THE NATIONAL ORGANIZATION

Part 9 – Supportive Historical Data

- A. The Bylaws of PCA (as amended, January 2003)
- B. The Charter Members of PCA
- C. PCA Executive Council members
- D. PCA Zone Representatives through the years
- E. PCA Regions in Chronological Order of Chartering
- F. PCA Regions in Alphabetical Order, with Charter Dates
- G. Other National Appointees: *PORSCHE PANORAMA* Editors, Executive Secretaries, Executive Director
- H. **PCA National Policies**
 - **The PCA Code of Ethics and Conduct** (In the *RPM* and online.)
 - **The PCA Privacy Policy** (In the current edition of the *RPM* and online.)
 - **Porsche Parade Oversubscription Policy** (As amended, 06/2005; in the current edition of the *Parade Competition Rules*, online at pca.org.)
 - **The PCA Policy on Financial Oversight of Multi-Region & Zone Events** (In the *RPM* and online.)
 - **The PCA Raffle Policy** (Enacted 06/2007.) (In the *RPM* and online.)
- I. ***The Region Procedures Manual***

This manual is sent yearly to all PCA Region Presidents and National Staff and is incorporated by reference here. Copies are available from the PCA National Office or online at pca.org.

A. The Bylaws of PCA (as amended, January 2003)

PORSCHE CLUB OF AMERICA, INC.

ARTICLE I: NAME

The name of the Club shall be the Porsche Club of America, Inc.

ARTICLE II: GENERAL OBJECTIVES

The general objectives of the Club, to which its members are joined together and mutually pledged, shall be the furtherance and promotion of the following:

- A. The highest standards of courtesy and safety on the roads.
- B. The enjoyment and sharing of goodwill and fellowship engendered by owning a Porsche and engaging in such social or other events as may be agreeable to the membership.
- C. The maintenance of the highest standards of operation and performance of the marque by sharing and exchanging technical and mechanical information.
- D. The establishment and maintenance of mutually beneficial relationships with the Porsche Works, Porsche Dealers, and other service sources to the end that the marque shall prosper and continue to enjoy its unique leadership and position in sports car annals.
- E. The interchange of ideas and suggestions with other Porsche Clubs throughout the world and in such cooperation as may be desirable.
- F. The establishment of such mutually cooperative relationships with other car clubs as may be desirable.

ARTICLE III: POWERS, CORPORATE SEAL, AND BADGE

Section 1 – Powers

The Club shall be empowered to do all things and conduct all business, not for profit, necessary to carry out the general objectives of the Club as set forth in the Certificate of Incorporation, issued under the statutes of the District of Columbia, and in these Bylaws.

Section 2 – Corporate Seal

The corporate seal of the Club shall be circular in form, being inscribed with the name of the Club and the year and place of its incorporation.

Section 3 – Badge

The badge of the Club shall be circular in form, being inscribed with the name of the Club and the initials “PCA”. The colors of the badge shall be red, white, blue, and black and shall be of a design symbolic of the United States of America.

ARTICLE IV: MEMBERSHIPS, DUES, AND FEES

Section 1 – Membership

Membership in the Club shall be restricted to owners, lessees, or co-owners of Porsches who are 18 years of age or older, and to such other persons interested in the Club and its objectives as provided in Section 2 (B), (C), and (D) of this Article. A Porsche is defined as an automobile body and suspension which is, basically, as manufactured by or designated as a Porsche automobile by Porsche, Porsche KG or its successor, which is powered by an engine which is, basically, one which was installed in such bodies by the manufacturer of such automobiles, although not necessarily in the body concerned. The word “co-owner”, in addition to its usual meaning, shall include a person who holds a substantial stock ownership in a franchised Porsche dealership or distributorship.

Section 2 – Classes of Membership

A. ACTIVE – Any owner, lessee or co-owner of a Porsche acceptable to a Region, who is 18 years of age or older, having paid Club dues and fees as required, and may include (if requested by the active member) as a family active member, one other person of the active member’s immediate family, also 18 years or older, restricted to wife, husband, brother, sister, son, daughter, mother or father, whether otherwise qualified for active membership by ownership of a Porsche or not.

B. ASSOCIATE – Any active member who ceases to own, lease or co-own a Porsche while in good standing, or any person, employed by a Porsche-oriented business, interested in the Club and its objectives having paid Club dues and fees as required. A person of the associate member’s family who has been a family-active member as in (A) above, may continue as a family-associate member similarly.

C. HONORARY – Any person who, on the affirmative vote of the Executive Council, is deemed to merit recognition for outstanding interest in or service to the Club. Such membership shall be limited to one year, but may, upon the affirmative vote of the Executive Council be renewed.

D. LIFE – Any person who, on the affirmative vote of the Board of Directors, is deemed to have performed such extraordinary service to the Club as to warrant this signal honor. Each National President, upon termination of the President’s elected term, shall automatically be a life member without such vote. A life member shall be considered as an active member, may name a family member under (A) above, and the Regional refund under Section 6 shall be made by the Club in the amount refunded for an active member.

E. AFFILIATE MEMBER – A person, 18 years of age or older, named by the active member at the time of joining or at any renewal of membership in lieu of a family-active member.

Section 3 – National and Regional Club Membership

No active, family-active, associate, nor family-associate member may hold membership in the National Club without at the same time being a member in good standing of a Regional Club. Similarly, no active, family-active, associate, nor family-associate member may hold membership in a Regional Club without being a member in good standing of the National Club.

Section 4 – Membership Application

All applications for membership shall be submitted to a Region which shall either accept or reject the application. In case of rejection the applicant or a member on behalf of the applicant may appeal to the National Executive Council whose decision, unless overruled by a vote of at least two-thirds of the Region’s members, shall be binding on the Region.

Section 5 – Dues

Annual dues for the various classes of membership shall be determined from time to time by the Board of Directors. National dues shall be collected by the National Club, which shall refund to the member’s Region such part thereof as shall have been set by the Board of Directors. Annual dues shall be due and payable at the end of the month in which the member joined or in which the member last renewed.

Section 6 – Membership Year

The manager of the Executive Office shall send each member one billing for renewal dues about 45 days prior to their membership expiration. Members who do not renew shall be dropped from membership and their Regions so notified. Subscriptions to PANORAMA shall begin with the issue of the next month after receipt of application for membership.

Section 7 – Privileges

Members, including family members, in good standing shall be entitled to all the privileges of the Club, except that honorary members, associate members and affiliate members shall be entitled neither to vote nor hold elective National office, and except further that family-active members, affiliate members, and family associate members shall not be entitled to receive Porsche PANORAMA or any duplication of any mailing to the active member. Ballots will be mailed to active members only, with space for the vote of the family-active member. Only active members and family-active members, in good standing, shall be eligible to be nominated for elective National office. A member may cast only one vote in any election or referendum.

Section 8 – Suspension

Any member may be suspended by a two-thirds vote of the Board of Directors of the National Club or by a Regional Club in accordance with its Bylaws for infractions of National or Regional rules or regulations or for action inimical to the general objectives or best interests of the National or Regional Clubs. Upon written notice of such suspension, the suspended member shall be afforded reasonable opportunity to be heard, in person or through a representative, by the Board of Directors or a committee appointed by it for the purpose, concerning the alleged misconduct. The Board of Directors may thereafter continue the suspension for a definite time, terminate the suspension, or expel the

member, and its decision shall be final. Suspensions of active and associate members are also applicable to family-active, family-associate and affiliate members.

Section 9 – Resignations

Any member may resign by addressing a letter of resignation to the Secretary of the Regional Club or to the manager of the Executive Office. The recipient shall inform the other of the resignation. The member's resignation shall become effective upon receipt and all Club privileges shall terminate as of that date. An active member may terminate the membership of an affiliate member named by written notification to the manager of the Executive Office.

ARTICLE V: ELECTED OFFICERS AND SPECIAL APPOINTMENTS

Section 1 – Elected Officers The elected officers of the Club shall be a President, Vice President, Secretary, and Treasurer. Their terms of office shall be two years, and shall end on December 31. No officer shall serve in the same office more than two consecutive terms. No officer may continue in office if the officer shall move the officer's residence beyond the borders of the United States or Canada.

Section 2 – Special Appointments

The Executive Council shall appoint for an indefinite term a manager of the Executive Office and an Editor of the Club's official magazine at such salary and expense arrangements as it shall determine. It may appoint an Executive Vice President and such other persons as it may deem advisable to insure the proper operation of the Club. These appointments may be terminated by the Council or by the Board of Directors.

ARTICLE VI: EXECUTIVE COUNCIL AND BOARD OF DIRECTORS

Section 1 – Executive Council

The President, the Vice President, the last Past President continuing to be an active member of the Club, the Secretary, the Treasurer, the Executive Vice President, if any has been named, shall constitute the Executive Council in which the government of the Club shall be vested. The manager of the Executive Office, unless otherwise requested by the Executive Council, shall attend its meetings. It shall be responsible for the proper conduct of the administrative affairs of the Club, the proper functioning of the several committees, and shall insure compliance with these Bylaws. All decisions of the Executive Council shall be by a majority vote unless otherwise provided in these Bylaws.

Section 2 – Board of Directors

The elected officers, chairs of the standing committees, last Past President continuing to be an active member of the Club, Executive Vice President, if one has been appointed, and Regional Club Presidents of Regions in good standing shall constitute the Board of Directors of the Club. It shall be the responsibility of the Board of Directors to determine all matters of Club policy. The Board of Directors shall insure the proper conduct of the administrative affairs of the Club by the Executive Council, the fulfillment of duties by the officers, and compliance with these Bylaws. All decisions of the Board of Directors involving major policy considerations shall be arrived at by mail, telephonic or electronic canvass of the entire Board, to the fullest extent permitted by law.

All decisions of the Board of Directors to be arrived at by mail, telephonic or electronic canvass shall be by majority vote of the Board members voting, to the fullest extent permitted by law. All decisions of the Board of Directors at any called meeting of the Board shall be by a majority of the votes cast by those members present, to the fullest extent permitted by law. At any meeting of the Board of Directors, representation of one-fifth of the Chartered Regional Clubs shall constitute a quorum, provided that a majority of those Board members (or their duly authorized representative) present are not members of the Executive Council. Any Regional Club President who gives a proxy to a member of the Region, or to the Zone Representative, must do so in writing. The written proxy must be presented to the chairperson of the meeting, if requested, in order for the proxy to be valid.

ARTICLE VII: DUTIES OF OFFICERS

Section 1 – Duties of President

The President shall preside at all meetings of the Executive Council and the Board of Directors, and shall perform the duties usually appertaining to the President's office. The President shall call at least 2 meetings of the Board of Directors per calendar year, one of which shall be during the Parade if one be held. The President may call meetings

of the Executive Council as the President may see fit and shall call such a meeting at the request of any 3 members of the Council. The President shall cause to be published in the Club's official magazine a semi-annual report on the status of the Club, its plans and programs, policy decisions reached by the Board of Directors and other pertinent matters dealing with the affairs of the Club. In the absence of the President, the Vice President shall preside, and act as President. In case of the President's death, resignation or disqualification, the Vice President shall become President.

Section 2 – Duties of Vice President

The Vice President shall assist the President in the conduct of the administrative affairs of the Club and perform such other duties as may be assigned to the Vice President by the President.

Section 3 – Duties of Secretary

The Secretary shall attend all meetings of the Executive Council and the Board of Directors and shall keep full and complete minutes of the proceedings and of all votes cast thereat. The Secretary shall cause to be published in the Club's official magazine notices of proposed and adopted amendments of these Bylaws and other matters relating to the proper conduct of the Club. The Secretary shall have custody of or cause to be kept by the manager of the Executive Office the corporate seal at all times as well as the Club's records. The Secretary shall issue charters to Regional Clubs which are duly authorized under the provisions of the Bylaws. The Secretary shall perform all duties incident to the Secretary's office required by law.

Section 4 – Duties of Treasurer

The Treasurer shall have responsibility for all monies, debts, obligations and assets belonging to the Club. The Treasurer shall cause all monies of the Club to be deposited to the Club accounts in a bank or banks insured by the Federal Deposit Insurance Corporation. The Treasurer shall have direct control over, and supervision of, all Club assets and of all payments of Club debts and obligations. The Treasurer shall insure strict compliance with these Bylaws in all matters pertaining to the financial affairs of the Club. The Treasurer shall give bond at the Club's expense, in such amount as may be determined by the Executive Council. The Treasurer shall cause to be published in the Club's official magazine a full and correct report semi-annually on the financial status of the Club. The Treasurer shall also give a full and correct report on the financial status of the Club at any meeting of the Board of Directors. The Treasurer shall cause to be maintained double-entry books of account which shall properly reflect the true and correct financial status of all receipts, disbursements, balances, assets and liabilities of the Club. All checks or other orders for the payment of monies in the name of the Club shall be signed by the Treasurer. The Treasurer shall submit the Treasurer's books of account and records to a certified public accountant, at Club expense, at the close of the fiscal year.

Section 5 – Interim Appointments

In the event of the death, resignation, disability or disqualification of the Vice President, Secretary, or Treasurer, the Executive Council shall make an interim appointment to the office so vacated for the balance of the unexpired term.

ARTICLE VIII: COMMITTEES

There shall be ten standing committees of the Club, as follows:

- | | |
|----------------------------|---------------------|
| A. Public Relations | F. Parade |
| B. Procedures | G. Policy |
| C. Nomination | H. Insurance |
| D. Technical | I. Safety |
| E. Membership | J. Historian |

The Executive Council may create such other committees from time to time, to exist at its pleasure, as it may see fit. The President, with the advice and majority consent of the Executive Council, shall appoint the chairs of the standing and other committees and their members, and may, in like manner dismiss or replace the chairs and members, except that the consent of the Council shall be required for the appointment of the chair and members of the Nominating Committee and for their dismissal or replacement.

ARTICLE IX: ELECTION OF OFFICERS

Section 1 – Nominating Committee

The Nominating Committee, which shall consist of three members, each representing a different Regional Club, shall submit to the Secretary at least seven (7) months before the end of the fiscal year in which any elected office is

about to be vacated, a slate of one or more nominees for those offices about to be vacated. Within ten (10) days after receipt, the Secretary shall cause a copy of the Nominating Committee's report to be sent to each Regional President. The report shall subsequently be published in the Club's official magazine.

Section 2 – Nominations by the Members

Active members and/or family-active members in good standing constituting at least 3% of the then active membership, of which not more than one-third shall be members of any one Region, may nominate a slate consisting of not more than two nominees for each office. Such nominations must be submitted to the Secretary in writing and must include each member's signature, printed name and printed name of Region, and must be received by the Secretary at least one hundred forty (140) days prior to the beginning of the fiscal year.

Section 3 – Notice of Elections

In the official magazine for the Club for October of any election year, the Secretary shall cause to be published a notice of election and the names of all nominees for office. During the first fifteen days of October of any election year, the Secretary shall cause to be mailed to all active members a notice of election and a ballot containing the names of all nominees for office. The notice of election shall set a return date for the ballot which shall be at least 30 days before the end of the year.

Section 4 – Ballots

A. All balloting may be by mail, with name and Region printed. Mailed votes shall be cast on standard size postcards, indicating the member's choice of candidates and the offices for which they stand, and must be signed by the member. The ballot shall provide a space for the vote of the family-active member. Any member shall be entitled to write in the name of any member in good standing as their choice for any office. All mailed ballots shall be mailed to an independent certified public accounting firm or other independent firm which is in the business of handling stockholder and member votes, named by the Secretary, and must be received no later than the date set forth in the notice of election.

B. In addition, the Executive Council may investigate procedures for electronic elections and voting, giving due consideration to methods of voting which are reasonably secure, non duplicative, and convenient, and which provide the essence of the ability to write in additional candidates and to have the votes sent to and recorded by the same certified public accounting firm or a separate electronic voting company, either of which shall be independent of any affiliation with the Club, named by the Secretary. If the Executive Council is satisfied that it has arrived at procedures that are efficacious and suitable for balloting, it may, with approval of the Board, adopt electronic voting procedures that may supplement mailed balloting procedures, and that may supercede mailed voting procedures for members preferring to vote by email or other electronic means.

C. Votes submitted in accordance with procedures adopted under Article IX, Section 4, A or B above shall be valid, and all other votes shall be invalid.

Section 5 – Tellers

The accounting firm shall tabulate the votes cast within fifteen days of the return date and shall make a written report to the Secretary. In the event that electronic votes are sent to a separate electronic voting company, such company shall report the results within seven (7) days to the selected independent certified public accounting firm or other firm in the business of handling stockholder and member votes, which shall include in its tabulation all electronic votes properly and timely cast. The member who receives the greatest number of votes cast for the office for which the member is a candidate shall be declared elected.

Section 6 – Notice of Election Results

The Secretary shall cause to be published the results of the election in the Club's official magazine.

Section 7 – Powers of Newly Elected Officials

Upon tabulation of the votes the Secretary shall immediately notify the persons elected of their election. The President-Elect shall, as soon as feasible, call a meeting of the newly constituted Executive Council for the purpose of appointment of committee members and Zone Representatives whose terms are to start at the first of the next year, as well as other appointments which may be required. Where Zone Representatives are to be appointed this procedure shall constitute compliance with the provisions of Article X, Section 2A. At the discretion of the President-Elect, the meeting described above may be by telephone or mail.

ARTICLE X: ZONES AND ZONE REPRESENTATIVES

Section 1 – Zones Established

The Board of Directors may, from time to time, establish Zones by geographic divisions and may redefine the boundaries of existing Zones as needed.

Section 2 – Zone Representatives

Before each calendar year new Zone Representatives shall be appointed by the Executive Council as follows to serve for two years:

A. Prior to the commencement of an odd-numbered year the President shall seek the advice of the Regional Presidents within the odd-numbered Zones and shall accept nominations therefrom as to candidates for their Zone Representatives. Prior to the commencement of an even numbered year the President shall do the same thing as to the even-numbered Zones.

B. By a date to be set by the President, the Executive Council shall appoint a Zone Representative for each Zone. Such appointment shall be of an active member residing within the Zone, except for the corresponding Zone 11 Representative who may reside within the borders of the contiguous United States or Canada and whose residence shall be considered part of the Zone.

Section 3 – Power of Zone Representatives

The Zone Representatives shall be responsible for the welfare and progress of Regions within their Zones. They shall attend all meetings of the Board of Directors and, prior thereto, shall solicit and be entitled to vote the proxies of Directors not attending. Such proxies shall be in writing. They shall be entitled to reimbursement for any reasonable and ordinary expenses incurred in the fulfillment of their duties. Travel reimbursement to the corresponding Zone 11 Representative shall normally be limited to travel within the contiguous United States or Canada to attend meetings of the Board of Directors unless otherwise provided for in the “PCA Procedures Manual.”

Section 4 – Disabilities

In case of disability of any Zone Representative, the Executive Council shall appoint a replacement to serve the unexpired term. Removal of residence beyond the Zone shall constitute such disability. Such appointment shall be in accordance with Section 2(A) and (B) above.

ARTICLE XI: FISCAL YEAR

The fiscal year of the Club shall be the calendar year.

ARTICLE XII: OBLIGATIONS AND INDEBTEDNESS

Section 1 – Authority to Incur Obligations or Indebtedness

A. Only the elected Officers or persons authorized by the Executive Council to act on behalf of the Club shall incur any obligation or indebtedness in the name of the Club. All obligations or indebtedness incurred in accordance with the provisions of these Bylaws shall be incurred solely as corporate obligations. No personal liability whatever shall attach to or be incurred by any member or Officer of the Club by reason of any such corporate obligations or liability.

B. No elected officer or any other person authorized by the Executive Council to act on behalf of the Club shall incur any obligation or indebtedness in the name of the Club in excess of the sum of \$25 without approval of a majority of the Executive Council, except for expenses related to the Club’s official publications, the normal operation of the National Office and other appropriate purposes determined by a majority of the Executive Council to be for the benefit of the Club.

C. Notwithstanding the foregoing, if any elected Officer proposes incurring an expenditure or obligation of the Club for other purposes that would exceed a sum that is one (1%) percent of the revenues from dues of the Club in the preceding fiscal year, the Executive Council must advise the Zone Representatives in writing or by fax, email or other electronic transmission at least fourteen (14) calendar days before incurring such expenditure or obligation. Either a majority of the Executive Council or a majority of the Zone Representatives, after consultation with their respective Regions, may within such fourteen (14) day period, require in writing to the President and the Secretary

that such proposed expenditure or obligation be submitted for approval by a majority of the Board of Directors. If such requirement for submission to the Board of Directors is not communicated in writing by a majority of the Executive Council or a majority of the Zone Representatives to the President and the Secretary within such fourteen (14) day calendar period (or such longer period, if any, stated in the advice to the Zone Representatives), the proposed expenditure or obligation is deemed approved.

D. Any expenditure or obligation of the Club that would exceed a sum that exceeds five (5%) percent of the revenues from dues of the Club in the preceding fiscal year, other than those involved in the ordinary operation of the Club's official publications or of the National Office, must be approved by a majority of the Board of Directors.

Section 2 – Unauthorized Obligations

No elected Officer or any other person authorized to act in behalf of the Club shall incur any obligation or indebtedness in the name of the Club which is not for the general benefit of the entire membership of the Club nor shall the Executive Council or the Board of Directors approve the incurring of any such obligation or indebtedness.

Section 3 – Personal Liability for Unauthorized Obligation

The incurring of any obligation or indebtedness in the name of the Club by any elected Officer or member in contravention of these Bylaws shall be an ultra vires act. The person or persons responsible for such act or acts shall be personally liable, individually and collectively, to the Club in an amount equal to the obligations or indebtedness which the Club may be required to pay.

ARTICLE XIII: REGIONAL CLUBS

Section 1 – Charters

Under normal circumstances the Executive Council may, in its discretion, grant a charter to any group of twenty-five (25) or more eligible Porsche owners, lessees or co-owners desirous of establishing a Regional Club, and who subscribe to the general objectives of the Club and agree to adopt no rules, regulations or bylaws inconsistent with these Bylaws. Under unusual circumstances a charter may be granted to a group of less than twenty-five (25). The geographic boundaries of a Regional Club shall be determined jointly by the proposed Regional Club and the Executive Council. In the event of a jurisdictional dispute between two or more Regional Clubs, the majority vote of the Executive Council shall resolve the dispute. The Regional Clubs, however, may appeal to the Board of Directors and the decision of the Board shall be final.

Section 2 – Regional Dues

Regional Clubs may provide in their own Bylaws for Regional dues greater than those set by the Board of Directors. The National Club will not assume responsibility for the collection and refunding of Regional Club dues in excess of those set by the Board of Directors.

Section 3 – Suspension

Any Region may be suspended or have certain specified privileges revoked by a two-thirds vote of the Executive Council or the Board of Directors of the National Club for infractions of National rules, regulations, recommendations or for action inimical to the general or best interest of the National Club. Upon written notice of such suspension or revocation of privileges, the Officers of the affected Region shall be afforded reasonable opportunity to be heard, in person or through a representative, by the Executive Council, the Board of Directors, or a committee appointed by the Council or the Board for this purpose, concerning the alleged misconduct. No suspension or revocation action by the Executive Council shall continue beyond the next regularly scheduled Board of Directors meeting where it shall be reported. The Board of Directors may then continue the suspension and/or revocation for a definite time, terminate the suspension and/or revocation or recall the Regional Charter, and its decision shall be final. Recall of a Regional charter shall result in the members of that Region having their membership transferred into an adjoining Region as well as the geographic territory of the terminated Region being assigned to adjoining Regions by the Executive Council. Any residual assets of a terminated Region are to be transferred proportionately to adjoining Regions accepting their members.

ARTICLE XIV: DISPOSITION OF SURPLUS FUNDS

At the close of each fiscal year all surplus funds of the Club as may exist, other than for such amount deemed desirable and necessary as a minimum working balance by the Executive Council shall be distributed among the chartered Regional Clubs and members in the following manner:

A. The pro rata share of any surplus shall be based on the number of Club members in good standing at the close of

the fiscal year.

B. Regional Clubs shall receive from the Club's surplus an amount equal to the pro rata share of the Regional Club's memberships at the close of the fiscal year.

ARTICLE XV: AMENDMENT OF BYLAWS

Section 1 – Amendment of Bylaws

These Bylaws may be amended by a majority of the votes cast in a referendum of the membership.

Section 2 – Proposed Amendments

The Executive Council, Board of Directors, or active and/or family active members in good standing constituting at least 3% of the then membership, of which not more than one-third shall be members of any one Region, may propose amendments to these Bylaws. Amendments proposed by such members shall be submitted to the Secretary in writing and shall be signed by each member.

Section 3 – Notice of Proposed Amendments and Referendum

The Secretary shall cause to be published in the Club's official magazine any proposed amendment submitted to the Secretary within sixty (60) days thereafter, together with an explanation of the proposed amendments and the need therefore by its sponsors. Before the deadline for the third succeeding issue of the Club's official magazine, any member may submit statements of reasons against the adoption of any amendment to the Editor. In the said third succeeding issue the proposed amendments and the explanations and needs shall again be published, together with a summary of any reasons against adoption which may have been submitted. Within fifteen days (15) following the mailing of said third succeeding issue, the Secretary shall cause to be sent by mail (or, if electronic means shall have been approved in accordance with these Bylaws, then by mail, by electronic means or any combination thereof), to all active members a ballot and a copy or facsimile of the initial publication of the proposed amendments and their explanations. The ballot shall specify a final return date of not less than 30 days nor more than 45 days from the date of the initial mailing. In addition, the Executive Council may investigate procedures for electronic voting on such referenda, giving due consideration to methods of voting which are reasonably secure, non-duplicative, and convenient, and which provide the essence of the ability to have the votes sent to and recorded by the Secretary. If the Executive Council is satisfied that it has arrived at procedures that are efficacious and suitable for balloting, it may adopt with the consent of the Board, electronic voting procedures that may supplement mailed balloting procedures, and that may supercede mailed voting procedures for members not objecting to voting by email or other electronic means.

Section 4 – Ballots

Mailed votes for or against a proposed amendment to these Bylaws shall be cast on a standard size postcard and must be signed by the members, with name and Region printed. Each mailed ballot shall provide a space for the vote of the family-active member. All mailed ballots shall be mailed to the Secretary and must be received no later than the date set forth in the notice of referendum. Ballots cast electronically must be in accordance with procedures adopted by the Executive Council under this Article XV. Ballots cast in accordance with procedures adopted under this Article XV shall be valid, and all other ballots shall be invalid.

Section 5 – Tellers

The Secretary and any two members or Officers designated by the President shall serve as tellers and shall tabulate the votes cast in the referendum within 15 days of the return date.

Section 6 – Notice of Vote or Referendum Results

The Secretary shall cause to be published the result of any vote or referendum on a proposed amendment in the Club's official magazine.

B. The Charter Members of the Porsche Club of America

<p>Floyd Action Columbus, OH</p> <p>Frank Adams Toronto, Can.</p> <p>Jesse Adams Vallejo, CA</p> <p>S.C. Agnew Raleigh, NC</p> <p>Grand Anderson Fernley, NV</p> <p>Eugene Annabel Detroit, MI</p> <p>Frank Beckett Alexandria, VA</p> <p>A.E. Beling Zephyrills, FL</p> <p>James Bernardin Philadelphia, PA</p> <p>R. Bortzfield White Plains, NY</p> <p>Frederick Bradley Pittsfield, MA</p> <p>Otto Bresky, Jr. W. Newton, MA</p> <p>Eugene Broberg Westfield, NJ</p> <p>C. Pitt Brown, Jr. New Orleans, LA</p> <p>H. L. Brundage Miami Springs, FL</p> <p>Gene Bussian Milwaukee, WI</p> <p>John Case Levittown, PA</p> <p>Joe Chan Sacramento, PA</p> <p>Stephen Clarke Syracuse, NY</p> <p>Everett Compher Baltimore, MD</p> <p>Philip Cowan Phoenixville, PA</p>
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<p>Parker Cumings Roanoke, VA</p> <p>John Donahue Sacramento, CA</p> <p>Norman Dunn Holland, MI</p> <p>Allen Fine Richmond, VA</p> <p>Paul Fontaine Chicago, IL</p> <p>Frederic Ferdette Barre, VT</p> <p>Richard Hall Falls Church, VA</p> <p>James Healey, Jr. Takoma Park, MD</p> <p>Louis Hilton Greenville, ME</p> <p>Hal Horton Buffalo, NY</p> <p>Robert Jamison Trenton, NJ</p> <p>Paul Madigan La Mesa, CA</p> <p>Gamble Mann Alexandria, VA</p> <p>John Markon New York, NY</p> <p>John Metcalfe Washington, DC</p> <p>Howard Miles Tacoma, WA</p> <p>Norman Milliard E Hartford, CT</p> <p>Wesley Mock, Jr. Paterson, NJ</p> <p>Peter Pearman Washington, DC</p> <p>O. E. Pennington, Jr. Sanford, FL</p> <p>Ray Pitts Alexandria, VA</p>

<p>David Preis Hillsdale, NH</p> <p>William Rhodes Baldwin, NY</p> <p>Eugene Rideout Bellingham, WA</p> <p>C.V.S. Roosevelt Washington, DC</p> <p>Norman Rose Paramus, NJ</p> <p>Clarence Schmahl Milwaukee, WI</p> <p>Bill Shaffer San Diego, CA</p> <p>William Sholar Alexandria, VA</p> <p>Robert Stern San Francisco, CA</p> <p>G G Stonehouse Grand Rapids, MI</p> <p>Eric Strom Hamden, CT</p> <p>Harold Swan, Jr. Pelham, NY</p> <p>William Swett Chicago, IL</p> <p>James Syze Detroit, MI</p> <p>G. Tannenbaum Milwaukee, WI</p> <p>George Tuttle San Francisco, CA</p> <p>Kendall Twigg Alexandria, VA</p> <p>William VanNest New Smyrna Beach, FL</p> <p>Joseph Viele Elm Grove, WI</p> <p>Eugene Vonton Youngstown, OH</p> <p>Don Wester Flint, MI</p> <p>Lucas Ziluca Weston, CT</p>

C. PCA Executive Council Members

Besides a vision, others must step up and carry that vision forward, year to year, expanding the role of PCA to fit new generations and their needs, without forgetting from whence we came as an organization. Set forth is the list of National officers of PCA since its beginning:

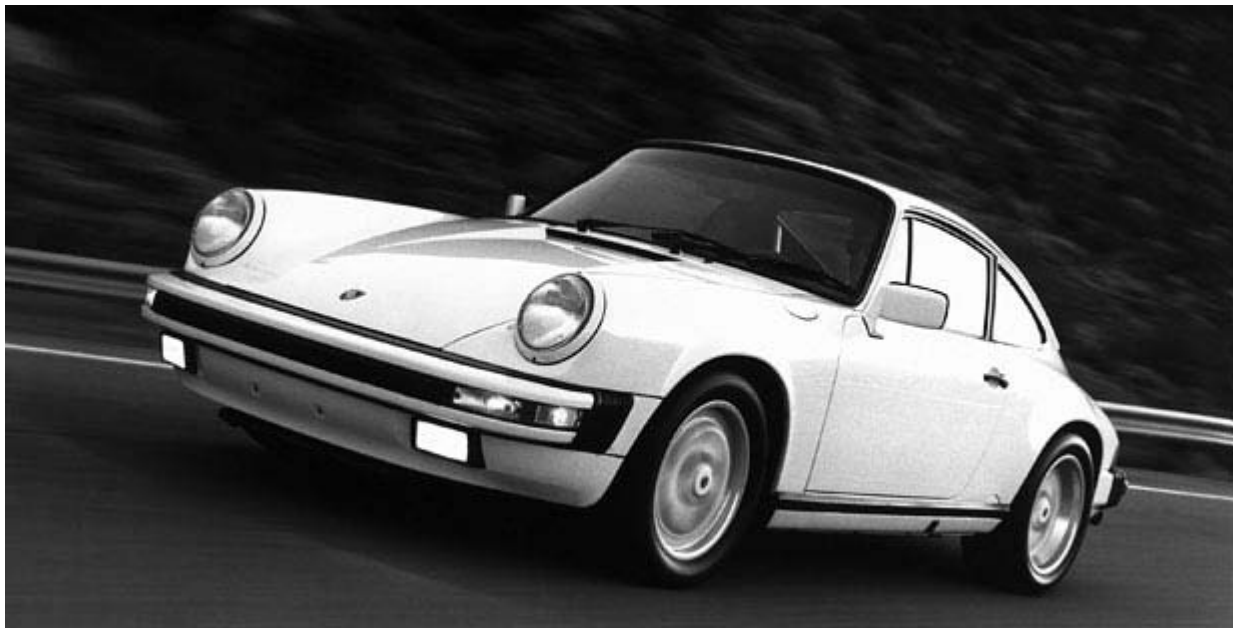
<u>Date</u>	<u>President</u>	<u>Vice President</u>	<u>Secretary</u>	<u>Treasurer</u>
8/55-12/55	William J. Sholar	Karl Grimm	T. Kendall Twigg	J.P.T. Pearma
1957	William J. Sholar	Karl Grimm	T. Kendall Twigg	T. Kendall Twigg
1958	Max Bunnell	Earl Kirschbaum Philip Troth (2 nd) John Case (Exec. V.P.)	Hans Forster	T. Kendall Twigg
1959-1960	Earl Kirschbaum	Eugene Bussian Charles Beidler, Jr. Clarence Rutbell June Syze Joseph Marsey	Hans Forster *William A. Andrews	Thomas R. Lusk
1961-1962	Charles Beidler, Jr.	Howard Blake	Ken Button	Philip A. Liautaud
3/62-12/62	Charles Beidler, Jr.	Burton M. Propp	Charles Dow	Philip A. Liautaud
1963-1964	T. Kendall Twigg	Burton M. Propp	Michael Robbins	Charles Dow
1965-1966	Burton M. Propp	Paul R. Heinmiller	Harry J. Willwerth	Charles M. Kuell
1967-1968	Leroy J. Spanjol	Charles M. Kuell	William Henry	A. Ashley Carroll
**7/67-12/68	Charles M. Kuell	William Henry Paul R. Heinmiller (Exec. V.P.)	John R. Kent	A. Ashley Carroll
1969-1970	Charles M. Kuell	John R. Kent Paul R. Heinmiller (Exec. V.P.) ***Louis B. Marable (Exec. V.P.)	Kenneth Lundgren	A. Ashley Carroll
1971-1972	Charles M. Kuell	Louis B. Marable Wallace M. Cole ****	Charles Weller	Georgeanna Tutrow
1973-1974	Louis B. Marable	Wallace M. Cole Tom Hauseur, Sr. (Exec. V.P.)	Ernest E. Groves	E. Daniel Rowzie
1975-1978	M. B. Williams	Charles A. Stoddard ***A. Ashley Carroll (Exec. V.P.)	James Perrin	H. A. Malter
1979-1980	Charles A. Stoddard	Hank Malter	Norm Martin	James Perrin
1981-1982	Hank Malter	James Perrin M. B. Williams (Exec. V. P.)	Sandi Misura	Robert A. White
1983-1984	Hank Malter	James Perrin	Sandi Misura	Dennis Thovson
1985-1986	James Perrin	Dennis Thovson	Lew Moorman	Burt Misevic
1987-1988	Dennis Thovson	Michael Springer	Drayton James	Burt Misevic
1989-1990	Dennis Thovson	Burt Misevic	Drayton James	Judy Boles
1991-1992	Burt Misevic	Drayton James	Wilma White	Judy Boles
1993-1994	Burt Misevic	Drayton James	Judy Boles	Charles F. Misura
1995-1996	Judy Boles	Dave Lumpkin	Robert A. Miller	Charles F. Misura
1997-1998	Judy Boles	Charles A. Misura	Robert A. Miller	Dave Lumpkin

PCA Executive Council Members (continued)

Date	President	Vice President	Secretary	Treasurer
1999-2000	Robert A. Miller	J. Paul Jones	Thomas J. Provasi	Thomas J. Bobbitt, II
2001-2002	Robert A. Miller	J. Thomas Bobbitt, II	Thomas J. Provasi	Monte Smith
2003-2004	J. Thomas Bobbitt, II	Thomas J. Provasi	Kurt Gibson	Judy Hendrickson
2005-2006	J. Thomas Bobbitt, II	Kurt Gibson Prescott Kelly (Exec. V.P.)	Manny Alban	Botho von Bose
2007-2008	Prescott Kelly	Kurt Gibson	Manny Alban	Ruben Ledesma
2009-2010	Kurt Gibson	Manny Alban	Caren Cooper	Ruben Ledesma
2011-2012	Manny Alban	Ruben Ledesma	Caren Cooper	# Ruben Ledesma # Tom Gorsuch

Notes:

- * June, 1959
 - ** Officer changes at death of Dr. Leroy J. Spanjol, June 1967
 - *** October, 1969
 - **** October, 1971
 - ***** November 1976
- #: Tim Fleming was nominated for National Treasurer in late 2010, but passed away on November 21, 2010, while voting was ongoing. For more background, see the letter sent to the Board of Directors, reprinted in January 2011 *PANORAMA*, pages 70-71. Ruben Ledesma was elected National Vice President, but also was held over as National Treasurer, pending a replacement being located and installed. The Nominating Committee was reconvened by the Executive Council, and nominated Tom Gorsuch, who was selected as interim National Treasurer by the Executive Council. He was elected National Treasurer by the PCA Board of Directors, February 19, 2011.



D. PCA Zone Representatives through the Years

The Zone Representative position was created in 1969, to further communication between the Regions and the Executive Council.

Zone 1:

1969-1970- John Kent	1987-1993- Bob Moir
1970-1972- Ernie Groves	1994-2001- Pete Tremper
1972-1974- Dennis Thovson	2002-2006- Henry Hoeh
1975-1982- Doug Troyer	2007-2010- Botho von Bose
1983-1986- John Boles	2011- Jennifer Webb

Zone 2:

1969-1971- Joe Berger	1980-1981- Rubye Woodhead	2000-2004- Manny Alban
1972- D. Rowzie	1982-1985- Bob Holland	2005-2008- Jim Becker
1973- J. Perrin	1986-1989- Alan Friedman	2009- Tom Zaffarano
1974- L. Lynch	1990-1994- Maury Hammill	
1975-1979- Steve Chronister	1995-1999- Chuck Drake	

Zone 3:

1969-1988- Leonard Turner	2005-2008- Allan Cox
1989-1994- Dave Lumpkin	2009- Bob Saville
1995-1998- Danny Saxton	
1999-2004- Dick Kjellsen	

Zone 4:

1969- 1973-Mike Robbins	1980-1984- Lew Moorman	2000-2004- Denis Moore
1974- Jim Perrin	1985-1986- Bruce Pickering	2005-2009- Roy Wilkinson
1975- 1976- Bob White	1987-1991- Steve Southard	2010- Ron Carr
1977- Lew Moorman	1992-1997- Phillip Doty	
1978-1979- Bob White	1998-1999- Paul Jones	

Zone 5:

1969-1970- Roger Chaney	1995-1996- Laura Olsen	2006- Bryan Henderson
1971-1976- Bob Gelles	1997-2002- Jan Mayo	2007-2008- Caren Cooper
1977-1984- Don Spaulding	2003-2004- Brooke Van Horn	2009- James Shoffit
1985-1988- Charlie Davis	2005- Ted Kelly	
1989-1994- Bob Miller	2005- Brooke Van Horn	

Zone 6:

1969-1970- Ken Ludgren	2004-2008- Linda Bein
1971-1973- Gerry Weyer	2009- Dave Cooley
1974- Mick Williams	
1975-1991- Don Murray	
1992-2003- Dick Grant	

PCA Zone Representatives through the Years (continued)

Zone 7:

1969- Lou Marable	1983-1986- Gene Gilpin	2001-2004- Tim Fleming
1970-1974- Hank Malter	1987-1991- Bud Behrens	2005-2008- Larry Sharp
1975-1978- Dwight Mitchell	1992- Charlie Arolla	2009- Sharon Neidel
1979- P. Bates	1993-1998- Tom Provasi	
1980-1982- Terry Zaccone	1999-2000- MaryAnn Behrens	

Zone 8:

1969-1971- Wally Cole	1986-1993- Joe Stonskas
1972-1973- Ed Yates	1994-1999- Ernie Paschoal
1974-1977- Don Krewig	2000-2003- Mike Mansolino
1978-1981- Burt Misevic	2004-2007- Bev Giffin-Frohm
1982-1985- Mike Springer	2008- Michael Dolphin

Zone 9 (formed in 1974):

1974- J. Stubbs	1985-1988- Alan Worrell	2005-2006- Howard Burr
1975-1976- Jim McConnell	1989-1992- Cal Hensen	2007-2008- Dale Thero
1977- M. Tiemam	1993-1996- Dale Thero	2009- Sean Cridland
1978-1979- Mavis Hampton	1997-2000- Larry Pittsley	
1980-1984- Frank Barrett	2001-2004- Kathy Fricke	

Zone 10 (formed in 1974):

1974-1976- Sam Ancona	1996-1999- Rob/Barb Reese
1977- C. Barrett	2000-2002- Kurt Gibson
1978-1987- Sid Jepson	2003-2004- Joe Rothman
1988-1991- Hank Godfredson	2005-2006- John Phillips
1992-1995- Oak Allen	2007- Doug Pierce

Zone 11 (formed in 1977):

1977-1980- Bob Garretson	1993-1996- Larry Pittsley	2009-2010- Chris Ingot
1981-Dave Mills	1997-1998- Tom Bobbitt	2011- Aaron Ambrosino
1982-1986- Drayton James	1999-2002- Paul Young, Sr.	
1987-1990- Wilma White	2002-2004- Botho von Bose	
1991-1992- John Adam	2005-2008- Tim Fleming	

Zone 12 (formed in 1985):

1985-1994- Bill Riley
1995-1999- Anita Canfield
2000-2003- Ruben Ledesma
2004-2007- Bob Barren
2008- Jennifer Barrows

Zone 13 (formed in 2001):

2001-2004- Butch Raiha
2005-2008- Chris Ingot
2009- Ken Hold

E. PCA Regions in Chronological Order of Chartering

Potomac (Porsche Club of America)	9/13/55	Tennessee (<i>Rechartered</i>)	4/15/61 9/26/70
Chicago (Was Chicago-Milwaukee)	5/25/57	Sequoia (Was Fresno and Was San Joaquin)	4/21/61
Central New York	8/24/57	Heart-O-Dixie (<i>Rechartered</i>)	3/28/61 6/19/68
Northern New Jersey	8/24/57	Lone Star	6/28/61
Riesentoter (Was Eastern Pennsylvania)	8/24/57	Suncoast Florida	2/15/61
Gulf Coast (<i>Disbanded 4/30/60</i>)	9/00/57	Cascade	10/15/61
Connecticut-Westchester (<i>Disbanded 6/16/59</i>)	11/00/57	Columbus (<i>Disbanded 1963</i>)	11/25/61
San Diego	12/26/57	Ohio Valley	11/28/61
Penn-Ohio (<i>Disbanded 4/22/69</i>)	7/28/58	Longhorn	11/10/62
Southeast Michigan (Was S.E. Michigan-Detroit)	5/15/58	Sacramento Valley	5/07/62
Rocky Mountain	7/15/58	Inland Empire (<i>Disbanded 4/4/64</i>)	8/26/62
Metro New York	7/28/58	Niagara	11/11/62
Akron (<i>Disbanded 4/17/66</i>)	1/01/59	Maverick	12/24/62
St. Louis	1/15/59	Lincoln Trail	6/15/63
Northeast	2/04/59	Germany	8/02/63
Arizona	2/15/59	Gold Coast	12/14/63
Nord Stern	3/28/59	Santa Barbara	6/15/64
First Settlers (Was Richmond)	4/22/59	Sierra Nevada	6/15/65
Conn Valley	6/08/59	Central Pennsylvania	9/15/65
Hudson Champlain	7/17/59	Mid Ohio	3/28/66
Hawaii	9/15/59	Carrera	6/29/66
Pacific Northwest (Was Washington)	11/15/59	Llano Estacado	7/03/66
Delaware	1/15/60	Silver Sage	10/24/66
Peachstate	1/23/60	Kentucky (<i>Rechartered</i>)	11/05/59 11/05/66
Yosemite (Was Central Valley) (<i>Rechartered</i>)	12/05/59 1/25/60	War Bonnet	12/28/66
Wichita (<i>Rechartered</i>)	3/15/60 3/20/69	Great Plains	6/23/67
Golden Gate	4/30/60	Southern Arizona	6/23/67
Los Angeles	4/30/60	Roadrunner	10/13/67
Milwaukee	4/30/60	Space Coast (Was Cape Canaveral)	2/12/68
Kansas City (<i>Rechartered</i>)	5/15/60 3/28/66	Dakota (<i>Rechartered</i>)	3/30/68 7/17/73
Florida Crown (Was Central Florida)	6/16/60	Riverside	3/30/68
Jersey Shore	6/16/60	Redwood	1/20/69
Oregon	9/15/60	Calif. Central Coast	3/12/69
Intermountain	10/21/60	Palmetto	5/23/69
Northern Ohio (Was Greater Cleveland)	11/09/60	Central Iowa	7/22/69
Western Michigan	11/26/60	Loma Prieta	3/18/70
Carolinas	12/03/60	Swampland (<i>Disbanded 4/21/01</i>)	7/02/70
Orange Coast	1/18/61	Alabama	8/15/70
Monterey Bay	3/10/61	Alaska	1/23/71
Chesapeake	3/20/61		
Central Indiana	3/20/61		
Allegheny	3/29/61		

E. PCA Regions in Chronological Order of Chartering (continued)

North Florida	11/18/71	West Texas	11/15/80
Inland Northwest	3/30/72	Grand Prix	2/07/81
(Was Can-Am Region)		Wild Rose	10/16/82
Maumee Valley	3/12/72	Musik-Stadt	11/10/82
Ark La Tex	4/04/73	Big Cypress	2/19/83
Motor-Stadt	4/04/73	(Disbanded 7/31/91)	
Michiana	5/01/73	Valley Oak	7/31/83
(Was Michigan-Indiana)		(De-chartered 2/22/2003)	
Down East	5/14/73	Diablo	2/18/84
Schattenbaum	10/06/73	Whiskey Bay	7/01/85
Las Vegas	4/20/74	Central Wisconsin	2/01/86
Smoky Mountain	4/20/74	Mid South	8/03/86
Florida Citrus	7/14/74	Calif. Inland	10/11/86
Pocono	7/17/74	Green Mountain	11/08/86
Big Sky	1/25/75	Cimarron	2/21/87
Hudson Valley	2/06/75	(Was Weissach)	
Alpine Mountain	4/04/75	Coastal Bend	7/04/87
Schonesland	4/04/75	Magnolia	10/31/87
Canada West	4/26/75	Silver State	2/18/89
Ocmulgee	4/26/75	(Absorbed into Las Vegas 2/17/01)	
San Gabriel Valley	7/04/76	Polar	5/06/89
Upper Canada	7/21/76	Sudenvolk	7/23/89
Ozark	4/11/77	Fox Valley	6/23/90
Ozark Lakes	4/23/77	Mardi Gras	7/28/91
Rennsport	6/06/77	BC Interior	5/04/91
(Was Ottawa)		Ozark Mountain	10/19/91
Hill Country	7/18/77	Puerto Rico	7/10/94
Yellowstone	8/09/77	Hurricane	2/18/95
North Country	2/13/78	Shenandoah	8/06/95
Eastern Buckeye	3/02/78	Vancouver Island	2/10/96
Wilderness Trail	7/09/78	Rally Sport	2/10/96
Absaroka	7/11/78	Finger Lakes	2/10/96
Shasta	7/11/78	Keystone	6/15/97
Acadia	10/14/78	Everglades	10/25/97
Sonnenschein	11/30/78	Up-N-Maine	2/06/99
(Was Gulf Coast)		(De-chartered 2/22/2003)	
Ramme	1/27/79	Southern Indiana	5/15/99
(Disbanded 12/31/85)		Red River	11/06/99
Golden Empire	8/14/79	High Desert	4/29/00
Blue Ridge	5/20/80	Coastal Empire	12/15/01
Mizzou	7/31/80	Bluegrass	2/22/03
(Disbanded 7/23/89)		Olympic Peninsula	10/04/03

F. PCA REGIONS IN ALPHABETICAL ORDER WITH CHARTER DATES:

Absaroka	7/11/78	Fox Valley	6/23/90
Acadia	10/14/78	Germany	8/02/63
Akron	1/1/59	Gold Coast	12/14/63
<i>(Disbanded 4/7/66)</i>		Golden Empire	8/14/79
Alabama	8/15/70	Golden Gate	4/30/60
Alaska	1/23/71	Grand Prix	2/07/81
Allegheny	3/29/61	Great Plains	6/23/67
Alpine Mountain	4/04/75	Green Mountain	11/08/86
Arizona	2/15/59	Hawaii	9/15/59
Ark-La-Tex	4/04/73	Heart O'Dixie	6/19/68
BC Interior	5/04/91	<i>(Original charter 3/28/61)</i>	
Big Cypress	2/19/83	High Desert	4/29/00
<i>(Recalled 7/31/91)</i>		Hill Country	7/18/77
Big Sky	1/25/75	Hudson Champlain	7/17/59
Bluegrass	2/22/03	Hudson Valley	2/06/75
Blue Ridge	5/20/80	Hurricane	2/18/95
California		Intermountain	10/21/60
Central Coast	3/12/69	Inland Empire	8/26/62
California Inland	10/11/86	<i>(Disbanded 4/4/64)</i>	
Canada West	4/26/75	Inland Northwest	3/30/72
Carolinas	12/03/60	<i>(Originally Can-Am)</i>	
Carrera	6/29/66	Jersey Shore	6/16/60
Cascade	10/15/61	Kansas City	3/28/66
Central Indiana	3/20/61	<i>(Original charter 5/15/60)</i>	
Central Iowa	7/22/69	Kentucky	11/05/66
<i>(Original charter 11/28/61)</i>		<i>(Original charter 11/15/59)</i>	
Central New York	8/24/57	Keystone	6/15/97
Central Pennsylvania	9/15/65	Las Vegas	4/20/74
Central Wisconsin	2/01/86	Lincoln Trail	6/15/63
Chesapeake	3/20/61	Llano Estacado	7/03/66
Chicago	5/25/57	Loma Prieta	3/18/70
Cimarron	2/21/87	Lone Star	6/28/61
<i>(Originally Weissach)</i>		Longhorn	11/10/62
Coastal Bend	7/04/87	Los Angeles	4/30/60
Coastal Empire	12/15/01	Magnolia	10/31/87
Columbus	11/25/61	Mardi Gras	7/28/91
<i>(Disbanded 1963)</i>		Maumee Valley	3/12/72
Connecticut Valley	6/08/59	Maverick	12/24/62
Connecticut-Westchester	11/00/57	Metro New York	7/28/58
<i>(Disbanded 6/16/59)</i>		Michiana	5/01/73
Dakotas	7/17/73	<i>(Originally Michigan Indiana)</i>	
<i>(Original charter 3/30/68)</i>		Mid Ohio	3/28/66
Delaware	1/15/60	Mid South	8/03/86
Diablo	2/18/84	Milwaukee	4/30/60
Downeast	5/14/73	Mizzou	7/31/80
Eastern Buckeye	3/02/78	<i>(Recalled 7/23/89)</i>	
Everglades	10/25/97	Monterey Bay	3/10/61
Finger Lakes	2/10/96	Motorstadt	4/04/73
First Settlers	4/22/59	Musikstadt	11/10/82
<i>(Originally Richmond)</i>		Niagara	11/1/62
Florida Citrus	7/14/74	Nord Stern	3/28/59
Florida Crown	6/16/60	North Country	2/13/78
<i>(Originally Central Florida)</i>		North Florida	11/18/71

F. PCA REGIONS IN ALPHABETICAL ORDER WITH CHARTER DATES (CONTINUED)

Northeast	2/04/59	Shasta	7/11/78
Northern New Jersey	8/24/57	Shenandoah	8/6/95
Northern Ohio	11/09/60	Sierra Nevada	6/15/65
<i>(Originally Greater Cleveland)</i>		Silver Sage	10/24/66
Ocmulgee	4/26/75	Silver State	2/18/89
Ohio Valley	11/28/61	<i>(Recalled 2/17/01)</i>	
Olympic Peninsula	10/04/03	Smoky Mountain	4/20/74
Orange Coast	1/18/61	Sonnenschein	11/30/78
Oregon	9/15/60	<i>(Originally Gulf Coast)</i>	
Ozark	4/11/77	Southeast Michigan	5/15/58
Ozark Lakes	4/23/77	<i>(Originally SE Michigan-Detroit)</i>	
Ozark Mountain	10/19/91	Southern Arizona	6/23/67
Pacific Northwest	11/15/59	Southern Indiana	5/15/99
<i>(Originally Washington)</i>		Spacecoast	2/12/68
Palmetto	5/23/69	<i>(Originally Cape Canaveral)</i>	
Peachstate	1/23/60	Sudenvolk	7/23/89
Penn-Ohio	7/28/58	Suncoast Florida	2/15/61
<i>(Disbanded 4/22/69)</i>		Swampland	7/02/70
Pocono	7/17/74	<i>(Recalled 4/21/01)</i>	
Polar	5/06/89	Tennessee	9/26/70
Potomac	9/13/55	<i>(Original charter 4/15/61)</i>	
<i>(Founding Region)</i>		Up-N-Maine	2/6/99
Puerto Rico	7/10/94	<i>(Recalled 2/22/2003)</i>	
Ramme	1/27/79	Upper Canada	7/21/76
<i>(Recalled 12/31/85)</i>		Valley Oak	7/31/83
Rally Sport	2/10/96	<i>(Recalled 2/22/2003)</i>	
Red River	11/6/99	Vancouver Island	2/10/96
Redwood	1/20/69	War Bonnet	12/28/66
Rennsport	6/06/77	West Texas	11/15/80
<i>(Originally Ottawa)</i>		Western Michigan	11/26/60
Riesentoter	8/24/57	Whiskey Bay	7/01/85
Riverside	3/30/68	Wichita	3/20/69
Roadrunner	10/13/67	<i>(Original charter 3/15/60)</i>	
Rocky Mountain	7/15/58	Wilderness Trail	7/09/78
Sacramento Valley	5/07/62	Wild Rose	10/16/82
Saint Louis	1/15/59	Yellowstone	8/09/77
San Diego	12/26/57	Yosemite	1/25/60
San Gabriel Valley	7/04/76	<i>(Originally Central Valley)</i>	
Santa Barbara	6/15/64		
Schattenbaum	10/06/73		
Schonesland	4/04/74		
<i>(Originally Eastern Pennsylvania)</i>			
Sequoia	4/21/61		
<i>(Originally Fresno & San Joaquin)</i>			

If a Region was originally founded in another name, that name appears in parenthesis.

If a Region was chartered, then disbanded, and later chartered again, the original charter date appears in parenthesis.

G. Other National Appointees:

Editors of *PORSCHE PANORAMA*

1955-1956	R. Gamble Mann
01/57-11/57	John R. Snyder
12/57	William J. Sholar
01/58-12/60	Charles D. Beidler, Jr.
01/61-12/61	T. Kendall Twigg
01/62-09/69	Paul R. Heinmiller (deceased September 26, 1969)
10/69	Emily Ross
11/69-	Betty Jo Turner

PCA Executive Secretaries

1959-1962	William J. Sholar
1962-1980	Jane H. Nestlerode
1980-2001	Ruth Harte
2001-2006	Diana Tringali

PCA Executive Directors

2005-	Vu Nguyen
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H. PCA National Policies and Codes (Copies below.)

- **The PCA Code of Ethics and Conduct** (In the *RPM* or online.)
- **The PCA Privacy Policy** (In the current edition of the *RPM* or online.)
- **Porsche Parade Oversubscription Policy** (As amended, 06/2005; in the current edition of the *Parade Competition Rules*, online at pca.org.)
- **The PCA Policy on Financial Oversight of Multi-Region & Zone Events** (In the *RPM* or online.)
- **The PCA Raffle Policy** (Enacted 06/2007.) (In the *RPM* or online.)

I. The *Region Procedures* Manual

- This manual is sent yearly to all PCA Region Presidents and National Staff and is incorporated by reference here. Copies are available from the PCA National Office or online at pca.org.

The PCA National Policies and Codes:

The PCA Code of Ethics & Conduct

This document is presented to define the standards and ethics to which the organization holds itself, its elected and appointed representatives, its employees, and its members. It supplements but does not replace our established Bylaws and procedures, which are documented elsewhere. The following represents the way we want to be and to do business. PCA is not a political organization. It exists for the benefit of its members, to further their enjoyment of their cars. In the performance of this mandate, it must operate under the rule of law, adhering to the laws of the various countries and jurisdictions under which it exists. This means that illegal behavior is not tolerated, and that close attention is paid to the requirements of the law in the actions of all involved, national and regional officers, individual members, and those within the national office. Beyond this, we accept the obligation to do what is right. An ethical system is based on the mutual benefit of the involved parties; the corollary of this is that we treat neither fellow members nor non-members in a way that is demeaning, embarrassing, derogatory, or otherwise inappropriate. This, of course, extends to our concept of respect and equal treatment for all, regardless of gender, race, religion, national origin or other such protected status. Our natural competitiveness does not extend to taking unfair advantage of others, be they individuals, clubs, or businesses. Actions and words about which there may be some question are undertaken, when possible, only after careful thought and perhaps consultation. Decisions affecting PCA should be either self-obvious or readily explained. Particular attention should be paid to potential conflicts of interest involving special treatment or gifts from individuals or companies possibly hoping to gain something in return. Other potential conflicts of interest, in which an officer, employee, or member must weigh his immediate and personal potential for gain against the best interests of PCA, require special thoughtful attention. Transparency in all actions is desirable. Nothing must be allowed to compromise the integrity, credibility, and best interests of PCA in the making of decisions that affect the club. The culture of PCA is founded on doing the right thing to the best of our ability. Without this, we lose our self-respect both as an organization and as individuals, a price that we will not pay. Non-adherence to these principles will not be tolerated; behavior or actions damaging to PCA will be dealt with by the established club Bylaws, and may result in permanent loss of membership.

Porsche Club of America Privacy Policy

We will tell you the sources for personal information we collect on our members. We will tell you what measures we take to secure that information. We use some terms that are defined near the end of this policy.

THE CONFIDENTIALITY, SECURITY, AND INTEGRITY OF YOUR PERSONAL INFORMATION

We do not provide to anyone outside of PCA personal information about our members, their interests, their cars, their home or email addresses, their personal information or data. Our members' personal information is not made available for mailing lists or to businesses, even if they are involved in Porsche® car related activities. It is not made available to Porsche Cars North America, Porsche, A.G., or any of its affiliate companies. We do NOT disclose any personal information about you to anyone outside of PCA, except as required by law. Our members' personal information is used within PCA only on a need to know basis. For example, we do not provide one Regional Club with the personal information about another Regional Club or its PCA members. We restrict access to personal information about members to those employees who need to know that information to perform their jobs, and to our officers, committee members and staff who need to know that information to serve in their roles with us. We maintain reasonable safeguards to guard your personal information.

FORMER MEMBERS

If you cease to be a PCA member, we will follow our then-current privacy policies and practices with respect to your personal information.

DEFINITIONS OF TERMS

“We”, “us” and “our” refers to Porsche Club of America, Inc. The Regional Clubs are related but separate entities, and “we”, “us” and “our” do not refer to the Regional Clubs. “Personal information” means information about you that we collect in connection with your application for membership, your communications with us, your participation in our activities or in the activities of the Regional Clubs, your use of our website, or any other nonpublic means in which we come about information about you. Personal information does not include information that is available from public sources, such as telephone directories or government records.

CHANGES TO PRIVACY POLICY

We reserve the right to amend or modify this privacy policy at any time. If we do, we will post notice on our website of such changes at least 30 days before any changes are implemented.

PRIVACY POLICIES BY REGIONAL CLUBS

We encourage the Regional Clubs to adopt privacy policies for their members, and consent that they may use any or all of this Privacy Policy for their purposes if they find it useful.

Porsche Parade Oversubscription Policy

The PCA National Board of Directors previously determined that the current Parade format should be retained with minimal change. This will, on occasion, require limiting registration due to food service, lodging accommodations, and/or maximum number of cars at the various events. The basic philosophy of Parade registration shall be "first come, first served". In the event of oversubscription, i.e., a greater number of applications for registration than there are openings available, the lottery system, or "luck of the draw", is determined to be the most equitable system to use. The Parade Committee shall determine the maximum number of Parade registrations that will be available for the Parade.

The following is a detailed description of the oversubscription procedure as adopted by the Executive Council on October 14, 1978, and as amended in June 2005:

- 1. Announcement.** Details regarding Parade registration shall be published in Panorama at least six to eight weeks prior to the earliest eligible registration postmark date. The registration period shall not begin on a Saturday, Sunday, or Federal holiday.
- 2. Region Presidents and National Staff.** Region Presidents and members of the National Staff, as listed in the back of Panorama shall have registration preference if their individual applications are postmarked or correctly filed electronically on the first eligible day.
- 3. Four Applications per Region Guaranteed.** Each Region shall be guaranteed acceptance of four (4) applications, provided they are postmarked or correctly filed electronically on the first eligible day. This guarantee shall be over and above the preferred acceptances for Region Presidents and members of National Staff.
- 4. Region of Record.** The Region of Record for Parade registration shall be the Region shown on the member's mailing label for the issue of Panorama containing of Region on the mailing label is via a two or three letter code.
- 5. Oversubscription Calculations.** If the maximum allowable registration is oversubscribed with applications postmarked, or correctly files electronically, as specified by the host Region(s), on the first eligible day, they shall first be sorted by Region and the applications from Region Presidents and National Staff members shall be accepted. All Regions having four or less applications shall be allowed to enter in full. The remaining applications postmarked or correctly filed electronically, as specified by the host Region(s), on the first eligible day shall then be counted and the pro-rata percentage of remaining available registrations shall be applied to each individual Region's remaining applications, to be drawn by lot according to the following example:

Maximum allowable registrations (excluding workers)	400
First day Applications received or electronically filed (total)	580
First day Applications received or electronically filed Region Presidents	35
First day Applications received or electronically filed National Staff	25
First day Applications, 4 or less per Region	80
Total first day applications received or electronically filed	580
Less Region President, National Staff, and 4-or-less per Region	140
Total remaining applications	440
Maximum available registrations	400
Less Region President, National Staff, and 4-or-less per Region	140
Spaces remaining	260
Spaces remaining, divided by remaining applications results in a "pro-rata" percentage allocation: 260/440 =	59%

In this example, 59% of the remaining applications from each Region shall be drawn by lot until that Region's allocation, or the minimum allocation of four (whichever is greater) has been filled.

- 6. National Pool.** After registration is filled, all remaining applications postmarked, or correctly filed electronically on the first eligible date (580 in the above example) shall go into a National Pool, regardless of Region, and they shall then be drawn by lot and assigned a standby number. Each applicant on this standby list shall be notified of their position on the list.
- 7. Standby List.** As and when cancellations are received from those originally accepted, applications will be accepted from the standby list of the National Pool, in numerical order. Applicants on the standby list shall be notified every 30 to 60 days of the status of the list.
- 8. Refunds.** Applicants on the standby list shall be entitled to a full refund of their entry fee if their written withdrawal request is received by the Parade Registrar at least 30 days prior to the first official day of the Parade. Applicants who remain on the standby list during the last 30 days prior to the first official ay of the Parade shall be entitled to a refund only if the applicant has not been offered the opportunity to register during this final 30-day period. In other words, if an applicant is on the standby list in the 30- day period preceding the Parade and is not allowed to register because of a lack of openings by cancellation, then that applicant will receive a full refund.
- 9. Exchange or Transfer.** There will be no exchange or transfer of registrations permitted.

PCA Policy on Financial Oversight of Multi-Region and Zone Events

In PCA, every financial undertaking necessarily puts members' funds into use. Because the Club must maintain the best possible practices for accountability in the use and distribution of any member funds, it is required that:

A. Every multi-Region or Zone run event have a financial report (to include profit and loss (P&L) and balance sheet) reviewed by peers in the group, defined as:

1. For multi-Region events: The Presidents or Boards of Directors of those Regions lending their names to the event. The Region Presidents should sign the financials as verification that they have been reviewed.

2. For Zone events: The Region Presidents in the Zone, either in forum at a regularly scheduled Presidents' Meeting or by emailed/mailed copies of the financial statements for the event. The Region Presidents should sign the financial reports as verification that they have been reviewed; if the oversight was executed via email, confirming emails from the Region Presidents should be filed with the reports. Zones may continue their independent banking accounts.

3. For multi-Region events, it is highly recommended that one of the sponsoring Regions use its Treasurer and its bank account(s), and not an independent bank account and accessed by the organizers of the event. Put another way, it is desirable to have member-elected officials with vested financial responsibility manage all funds. Use of an independent account will be considered outside policy. In the rare instance when one is used, post-event scrutiny must be very thorough and detailed, as per A.1., above.

B. Documentation submitted for review should include:

1. An accounting of revenues by source that ties to number of entries, unit sales, contributions, sponsor income, etc.

2. An accounting of costs by type of expenditure.

3. A roster of all disbursements by cash and check.

4. A copy of all bank statements for account(s) used, if not a Zone or Region's usual bank account.

Enacted by the PCA Executive Council, June 29, 2007

The PCA Raffle Policy

PCA has conducted a successful raffle of a new Porsche automobile on a national level annually since 2006, and it is anticipated that PCA will continue to conduct such raffles on an annual basis, assuming that statutory law and market conditions continue to make such raffles beneficial to the Club. The annual PCA automobile raffles have proved beneficial to PCA in the following ways:

1. Providing direct economic benefit to the Club, which in turn supports operations, membership, and national programs.
2. Stimulating broad interest among the Regions and membership.
3. Providing a highlight of the Porsche Parade when the winner is announced.
4. Reinforcing PCA's continuing relationship with Porsche Cars North America (PCNA) and Porsche AG.
5. Providing an additional and interesting dimension to the work schedule of the national office staff and Club management.

It has come to PCA's attention that others may wish to emulate PCA's raffles and in so doing may request assistance from PCA. Other raffles could have the following consequences:

1. Over-saturation of the market for automobile raffles.
2. Confusion in the marketplace as to whose raffle is being advertised and promoted.
3. Implication (negative) of PCA's raffle, if others did not adhere to the significant and material statutory and regulatory requirements for such raffles, noting that others may not have the resources to fully research and implement such requirements.
4. Dilution of PCA National's relationship with Porsche Cars North America (PCNA) and Porsche AG - raffle cars, contractual relationship, goodwill, etc.
5. Creation of potential legal, tax, accounting, and insurance problems within Regions that could negatively impact PCA.

PCA has therefore determined as a matter of policy that it is not in PCA's best interest to support automobile raffles organized and conducted by its members, Regions, Zones or any other persons or entities inside or outside of PCA.

Having established the foregoing policy, PCA has determined that it will not:

1. Advertise other automobile raffles in *PANORAMA* or on the www.pca.org website.
2. Provide access to the national membership database to create a mailing/contact list.
3. Act as a conduit for access to Porsche Cars North America, Porsche AG or any authorized Porsche dealer.
4. Provide legal counsel or other advice with regard to the statutory and regulatory requirements related to automobile raffles.
5. Allow access to PCA's Executive Director or the National Staff to assist with any aspect of an automobile raffle.
6. Support any other activity as PCA's Executive Council may from time to time deem to be inconsistent with the above stated policy.

Should a Region, Zone or other PCA affiliated person or group of persons nevertheless decide to move forward with an automobile raffle on its/their own, PCA National does now declare that it will not be responsible for any legal, tax, or accounting liabilities that may arise.

Enacted by the PCA Executive Council, June 29, 2007