

Director's Handbook

Organization

Congratulations on your election and welcome to the Board of Directors of the Pontiac-Oakland Club International (POCI). It is an association of members who are interested in:

1. Promoting the preservation and restoration of all Pontiac, Oakland, and GMC vehicles.
2. Educating the membership and the public about the historical significance of all Pontiac, Oakland, and GMC vehicles past, present, and future.
3. Supporting the formation of local and specialty groups in the form of chapters to ensure public display and promotion of the historical significance of all Pontiac, Oakland, and GMC vehicles.

This handbook provides information and guidelines for the organization and operation of the association.

Board of Directors

POCI is governed at the International level in accordance with the POCI Constitution and Bylaws by a Board of Directors (BOD). Regularly scheduled elections allow for the membership to choose directors to represent each of the seven divisions that comprise the organization. There are also six Directors Emeritus and two Appointed Directors. The Board of Directors (BOD) governs the organization by meeting at the Annual Convention and by electronic communication throughout the rest of the year. The BOD is responsible for developing a strategic vision, maintaining order, setting policies, providing guidelines, negotiating and executing contracts, supporting Specialty and Regional Chapters, electing officers to manage the organization, providing a point of contact for members to use for association business, providing a magazine and electronic sources to furnish information to the membership, planning and managing an International Convention, and overseeing the assets and financial health of the organization.

Directors Emeritus are the first six presidents of POCI, each of whom served three consecutive one-year terms as president. They are lifetime members who pay no dues and have the same privileges as divisional directors. Section IV, paragraph G of the Constitution provides the definition of the Directors Emeritus. The following are Director Emeritus:

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Note: Art Ruscher maintains his title and privileges as a Director Emeritus, but as of January 2016 has relinquished his right to participate in and vote on BOD matters.

Appointed Directors are approved by vote of the BOD. They are appointed because they have certain expertise that may be lacking among the other divisional directors. An example is the treasurer. Ideally this position requires accounting or financial experience. If Divisional Directors do not possess such experience then an appointed Director may be the solution.

Divisional Directors are elected by the membership in accordance with the POCI Constitution and Bylaws. The general election is usually in the Spring and newly elected Directors begin their term on June 1st of the election year. If a Director is elected to succeed a previous Director who has left the BOD, then that newly elected Director shall become a member of the BOD as soon as the election results are certified by the nominating committee or by an independent accounting firm hired by POCI.

The BOD is responsible for managing and overseeing the functions of POCI. The overall health of the organization depends on dedicated, committed Divisional Directors who comprise the BOD.

Duties and Functions of a Divisional Director

1. Shall keep a loose leaf folder, computer file, or tablet file for POCI Business containing at least the following sections.
 - A. POCI Constitution
 - B. POCI Bylaws
 - C. Board meeting minutes
 - D. Financials to include Balance Sheet, Income Statement, and check registers.
 - E. Judging Manual
 - F. Convention Manual
 - G. Director's Handbook
 - H. Annual Chapter Summary
 - I. Club office reports
 - J. Website data reports
 - K. Committee Assignments

2. Shall maintain current copies of the following publications
 - A. Constitution
 - B. Bylaws

- C. Director's Handbook
 - D. Judging Manual
 - E. Convention Manual
3. Shall respond to POCI emails on a regular basis
 - A. Keep an up-to-date address book of all Director email addresses and phone numbers
 - B. Use **REPLY ALL** when responding to all board matters including motions, discussions, votes, etc. so that all board members are aware of your response and keep the discussion within the same email.
 - C. Notify the BOD if unable to check emails for an extended period of time.
 4. Shall be thoroughly familiar with the POCI Constitution and Bylaws.
 5. Shall have a good working knowledge of Roberts Rules of Order.
 6. Shall be responsible for the health and well-being of assigned chapters
 - A. All Regional and Specialty Chapters shall be divided among the Directors.
 - B. Maintain regular contact with assigned chapter members and/or officers.
 - C. Receive an annual report from each assigned chapter to be filed with the POCI Secretary by **April 30**.
 - D. Provide an annual report to the BOD on the status of assigned chapters.
 - E. Insure that chapters maintain an archive of documents to include charter, constitution and/or bylaws, and other important documents. Copies should be on file with POCI.
 7. Shall serve on one or more committees.
 8. Shall attend the annual BOD meeting at the International Convention.

Officers

POCI officers are elected annually in the Spring by vote of the Board of Directors. On May 1st the President will advise the Board of Directors that the floor is open for nominations for President, Vice President, Secretary, and Treasurer. Directors shall have up to two weeks to make nominations. At the end of the period the President shall close nominations and direct the Secretary to prepare a ballot listing all nominees for each executive position and email the ballot to all directors. The Secretary shall count the votes and provide the results to the Board of Directors.

At the request of two or more Directors the ballots will be printed, mailed to each Director and returned to an independent auditing agency for counting. The independent agency will provide the results and the ballots to the Secretary who will provide the results to the Board of Directors. Newly elected officers assume their duties at the end of the next Board of Director's meeting at the annual convention. The exception is that the newly elected secretary shall supervise the taking and transcription of the minutes of the meeting allowing overlap with the outgoing Secretary.

If an officer other than the President is unable to complete his or her term, the President shall appoint a Director to fill the remaining term until the next election. The Vice President shall succeed the President.

Duties and functions of the President

1. Shall enforce the Constitution and Bylaws
2. Shall ensure that the Constitution and Bylaws are current

3. Shall preside over all Board meetings in accordance with Roberts Rules of Order
4. Shall appoint, direct, and supervise committees
5. Shall appoint the following positions:
 - A. Chief Tech Advisor
 - B. Historian
 - C. Chaplain
 - D. Legislative Affairs Coordinator
6. Shall answer official correspondence representing POCI
7. Shall be responsible for all POCI property
8. Shall prepare a monthly "President's Message" for *Smoke Signals*
9. Shall prepare the agenda for the annual Board of Director's Meeting at the Convention
 - A. Advise non-directors of the approximate time for their presentation
 - B. Advise Convention bidders of the approximate time for their presentation
10. Shall prepare a President's Report for the annual report at the BOD meeting
11. Shall prepare an annual report containing material for review prior to the Annual Board Meeting
12. Convention duties
 - A. Present awards at Chapter Night Banquet
 - B. Master of Ceremonies for Awards Night Banquet
 - C. Present awards at Awards Night Banquet
 - D. Introduce new President at the end of the Awards Banquet
 - E. Plan Director's "Ice Breaker" Dinner for the evening prior to the BOD meeting

Duties and functions of the Vice President

1. Work closely with the President and other Officers and Directors of POCI.
2. Assume the duties of President if the President is incapacitated or otherwise unable to execute his/her duties.
3. Shall prepare a monthly "Vice President's Message" for *Smoke Signals*
4. Shall prepare a Vice President's Report for the annual report at the BOD meeting
5. Choose members for the Chapter Awards Committee.
6. Chair and provide the guidelines for the Chapter Awards Committee.
7. Maintain contact with Chapter newsletter editors to receive all copies of Chapter newsletters.
8. Keep Chapters informed about the members of the Chapter Awards Committee so they understand to whom to send newsletters.
9. Responsible for the following awards:
 - A. Newsletter Editor Awards
 - B. Website Awards
 - C. Newsletter Awards
 - D. Chapter Awards
10. Master of Ceremonies for Chapter Night Banquet.

Duties and functions of the Secretary

1. Answer official correspondence.
2. Work with a hired stenographer (as needed) to take minutes at the Board of Director's Meeting.
3. Take minutes at Board of Director's Meeting for verification and publication.
4. Within two weeks after the convention send a copy of the minutes to all Director's for review and acceptance.
5. After the minutes have been reviewed and accepted send them to the Club Office for publication on the POCI website and email to each director.
6. Prepare an annual report for the BOD meeting at the convention.

7. Record all motions made during the year and subsequent votes.
8. Include motions and votes in the annual Secretary Report and add to the minutes of the appropriate year (after BOD approval).
9. Prepare ballots for the Director Elections.
10. Verify the election results with the independent accountant (if used) and safeguard and store the ballots. Furnish the results to the Board of Director's and to the candidates.
11. If required, prepare ballots for officer's election. Count the ballots and furnish the results to the Board of Directors.
12. Prepare and send out Annual Chapter Reports.
13. Collate and prepare summary of Annual Chapter Reports.
14. Receive and read Chapter Newsletters each month: maintain excel spreadsheet to help when judging for newsletter awards.
15. Serve on the Chapter Night Awards Committee.
16. Order and prepare awards and certificates for the annual Chapter Night Banquet at the Annual Convention .
17. Maintain storage of some club items such as club contracts, club seal, Chapter sign-in book, award strip book.

Duties and functions of the Treasurer

1. Check all invoices for accuracy.
2. Pay all bills within ten days of receipt.
3. Ensure that questionable expenses are approved by the Executive Committee prior to payment.
4. Maintain accurate ledger and checkbook balances.
5. Send monthly checkbook registers, income statement, and balance sheet to the Directors.
6. Prepare annual budget and Treasurer's report for the annual BOD Meeting.
7. Maintain certificates of deposit, money market accounts and investment funds to gain reasonable returns.
8. Advise on the financial stability of the club as required.
9. Fill out credit applications for vendors when required.

Committees

POCI relies on committees to research problems and recommend solutions, collect data, oversee operations, and provide guidance to the BOD. Committees report to the BOD and their recommendations must be approved by the BOD prior to implementation. There are two committee types: Standing and Ad Hoc. Standing committees are established by the BOD on a permanent basis for a specific purpose. Ad Hoc committees are formed by the President on a temporary basis to tackle a specific problem. The President shall appoint members and a chairman for each committee. The committee list of members and chairman shall be updated at the BOD annual meeting. Committee Chairman are responsible for notifying the Secretary of any changes among committee members. The Secretary shall notify the BOD if there are any changes during the year.

Standing Committees

1. Executive Committee Shall consist of the President, Vice President, Secretary, and Treasurer. It is responsible for preparing an annual budget to be approved by the Board of Directors at its annual meeting, for overseeing club contracts, and for approving expenditures of less than \$500. The committee is also responsible for the overall operation and direction of the club.

2. Convention Committee Shall be chaired by the Convention Coordinator. It is responsible for overseeing all aspects of the Convention; coordinating with the local Convention Committee, if available; locating suitable facilities for a car show, concours judging and drag racing; providing for proper registration of members and vehicles; providing proper locations for meetings, seminars and other events; providing suitable accommodations at attendee's expense; and providing convention banquets at the attendee's expense. The committee should also provide input for the Office Manager Request for Proposal (RFP) and contract.

3. Grievance Committee Shall accept and review all written grievances from the general membership or Chapter Officers representing a Chapter. The committee is responsible for reviewing and verifying all information supplied in the grievance; formulating a suitable remedy to resolve the issue; presenting the committee's remedy to the BOD for approval; and finally presenting the Board's decision to the Member or Chapter President of record that originally submitted the grievance. All Board decisions in these matters are final and are not appealable.

4. Judging Committee Shall be chaired by the Chief Judge. The committee is responsible for establishing and supervising judging standards, classes and all matters concerning the judging of vehicles; overseeing the recruiting of judges, awarding of prizes, and decisions regarding authenticity; publishing and maintaining a current judging manual to be distributed to the Board of Directors and other members as appropriate.

5. Publications Committee The committee is responsible for overseeing the quality of the Club publications, the performance of the editor and to recommend publication policy to the board for their consideration. This may be, but is not limited to, establishing editorial and content policy, display advertising and classified advertising policy, and fees charged for these services. The editor shall be a non-voting member of the committee. It shall provide input for the *Smoke Signals* Editor (RFP) and contract.

6. Tech Advisor Committee Shall be chaired by the Tech Advisor Coordinator and include as members as many tech advisors as deemed necessary. Tech advisors shall provide vehicle restoration, technical and service information to members upon request.

7. Scholarship Committee Shall accept applications in accordance with criteria set by the BOD; evaluate the applications; choose the most qualified applicants for approval by the BOD; and award the scholarships at the annual International Convention.

8. Museum Committee Shall oversee POCI's literature and historical collections housed at the Pontiac Oakland Museum and Research Center (POMARC) and coordinate with POMARC on mutually beneficial projects.

9. Membership Committee The Chairman shall be the Membership coordinator. The committee is responsible for developing and overseeing programs to promote membership in POCI. Chapters shall submit quarterly reports of the names and contact information of chapter members who are not members of POCI.

10. Nominations Committee Shall recruit candidates for the BOD and oversee the nomination process as specified by the constitution.

11. Website and Social Media Committee Shall oversee the development and performance of the POCI website and other social media sites.

12. Advertising Committee Shall set display advertising rates for POCI publications; coordinate

with the *Smoke Signals* editor on the rules for member advertising; oversee the duties and responsibilities of the Advertising Coordinator; and provide input for the Advertising Coordinator RFP and contract.

13. Original Owner's Award (OOA) Committee Commencing in 2017, POCl has recognized those who have continuously owned, from new, a Pontiac or GMC vehicle for at least 25 years. This committee is tasked with identifying those owners, collecting documents to verify their qualifications, and producing the wall plaque awards. The Committee should coordinate with the Convention Committee to set aside a separate space for OOA vehicles to be displayed together at conventions, when feasible. The Committee Chair shall present the awards at the International Convention.

Ad Hoc Committees

Please refer to the current Committee list as published from the last BOD meeting, since these committees are temporary.

Contracts

Due to the size of the organization, some of the jobs and duties of POCl are beyond the time and capabilities of volunteers. The BOD has determined that hiring contractors is the most efficient method of conducting business in these instances. The areas that the BOD has determined require paid contractors are

1. *Smoke Signals* editor
2. Publishing Company for *Smoke Signals*
3. Advertising Coordinator
4. Club Office
5. Website and Social Media Manager
6. Club Store

The Contracts should be written for periods of three years and staggered, so that no more than two contracts must be renewed in any particular year.

One year prior to each contract expiration date the Executive committee and the applicable committee with oversight responsibility should begin to review the previous Request for Proposal (RFP) and update it so that it can be advertised for at least three months prior to the annual BOD meeting. The Executive and applicable Committees will review the applications and determine which applicants meet the requirements of the RFP. Successful applicants will be invited by the President to make a presentation at the BOD meeting. Directors at the annual BOD meeting will award the contract by majority vote.

Awards

Maintaining a dynamic, vibrant organization requires regular acknowledgement of exceptional performance. POCl, during its history has established a number of awards to meet this goal. In recognition of their importance they are awarded annually at the POCl national convention. Awards are presented at both Chapter Night and the Awards Banquet.

The following awards are presented at the Chapter Night Banquet:

1. Chapter of the Year This award is given to the Junior (Under 50 members) and the Senior (50+ members) Chapters that are deemed to be the best of the best during the year. These awards are done by vote of the Chapter Awards Committee (CAC). Criteria that is considered includes charitable projects, successful car shows, increase in membership, work at convention, chapter displays, chapter newsletters, website, etc.
2. Best Chapter Display Awards of Excellence, Distinction and Merit. Displays at the Convention are judged by a team appointed by the VP at the convention. Each Chapter is encouraged to have a display showing unique events, projects or awards of their local Chapter. The Displays allow other members to see what is happening around the country and is an excellent way to show off success. The displays are for Regional and Specialty Chapters.
3. Most Improved Chapter This award is given to the chapter deemed by the CAC to be the most improved. Criteria considered include timely chapter reports, number of meetings, increase in membership, special projects, social media presence, etc.
4. Chapter Certificates of Recognition Milestones of Chapters are honored at the Chapter Night with a Certificate prepared by the BOD Secretary. These milestones are 10, 15, 20, 25, 30, 35, and 40 year certificates.
5. Chapter with Highest Number of Members Voting in BOD Election To encourage members to take part in electing the Board of Directors, a cash award is given each year to the Junior and Senior Chapters having the highest percentage of members voting in the current year's election.
6. Newsletter Awards Monthly and non monthly frequency. These awards include Certificates of Excellence, Distinction, and Merit. These awards are determined by a 3 person committee consisting of VP, Sec and another person appointed by the VP. Newsletter editors are required to send their newsletters to the committee all year. The committee keeps Excel worksheets with judging criteria including content, timely publications, promotion of POCI and the convention, presentations, club event coverage, etc.
7. Website/Social Media Award This award is given to the Chapter deemed to have the best website and/or Facebook page. The judging is done by the VP and a committee appointed by the VP. Judging criteria includes ease of access, attractiveness, content, coverage of events, promotion of POCI and convention, timely updates to site, etc.
8. Newsletter Editors Awards Each Newsletter Editor receives a Certificate of Appreciation each year stating the number of years that the person has served as the Chapter Newsletter Editor. These are presented individually at the Chapter Night Banquet and are prepared by the Board Secretary
9. Original Owners Award (OOA) Recognizing their loyalty to the marque, POCI presents at each convention an award to those who have continuously owned, since new, a Pontiac or GMC vehicle which is at least 25-years old. While it is preferred that recipients of the OOA attend the convention for the presentation at the Awards Banquet, exceptions can be made for those unable to do so, in which case the award will be mailed at the owner's expense.
10. POCI International Scholarship Award This award is given to a student with a recommendation from a current POCI member and chosen by the Scholarship Committee each year. Applications for the award are solicited and reviewed by the Scholarship Committee. The Scholarship Committee chooses the recipient of this award.

11. John M. Sawruk Memorial Scholarship This award is provided by the Sawruk family for the POCI membership. Student Must Be Majoring In Engineering, Sciences or History The Scholarship Committee is responsible for choosing the recipient of this award.

12. Red Feather Award This award is presented to any POCI member who has demonstrated dedication and service to POCI over and above what is expected. This award is not presented each year. It is very special and is presented only when a person has gone over and beyond normal duties to help preserve and promote POCI. Any POCI member is eligible to receive this award and also any POCI member can nominate a person for this award. This is an award that is voted on by the Board of Directors.

13. POCI Promotion Award This award is presented to an individual or Chapter that has been outstanding in promoting POCI. Any member or Chapter can nominate a person or Chapter for this award. The award recipient is chosen by a team, appointed by the VP at the convention, from the nominations received throughout the year. Nominations can be submitted to the Board Vice President and Board Secretary and should include contact information for nominee and person nominating and the reasons that this nominee should receive this award.

14. Chapter Voting Participation Award Two awards will be given to the chapters with the highest percentage of members voting in the biennial BOD election.

A. \$100 to the chapter with the highest %of members voting (50 members or less)

B. \$100 to the chapter with the highest %of members voting (more than 50 members)

Chapters

There are two types of chapters recognized by POCI. They are Regional and Specialty Chapters. The Regional Chapters are divided into two divisions – Junior and Senior Chapters. The Junior Chapters are those Chapters that have less than 50 members. The Senior Chapters have 50 members or more. These are the local chapters that have regular meetings and shows. The Specialty Chapters do not have specific locations; they are designed to have members from any country that have a specific interest such as Professional and Commercial Vehicles, Firebirds, Overhead Cammers, etc. The Specialty Chapters are required to have an annual meeting/event at the convention.

Chapters are responsible for maintaining chapter records, constitution, and bylaws as applicable. The chapter should keep a copy of their most current constitution and/or bylaws and original charter on file with club office and club secretary. Chapters shall publish regularly scheduled newsletters, hold regularly scheduled meetings, maintain a stable financial foundation, support POCI, and file quarterly membership reports with the Membership Committee Chairman.

Each Chapter, including Junior, Senior and Specialty Chapters must send an annual report to their responsible Director to be forwarded to the POCI Vice President and Secretary – these reports are sent out in email format by the POCI Secretary in February to the President and Secretary/Treasurer of the chapter and should be returned by the end of the month prior to the annual convention. Any Chapter that needs a paper copy can contact the Secretary or VP to have one mailed to the Chapter.

The Annual Report includes:

1. Number of POCI members/ # of voting members/# of e-members
2. List of officers

3. Frequency of meetings
4. Newsletter frequency and Editor
5. Activities

Chapters may compete for chapter awards at the International Convention. In order to compete for the Chapter of the Year Awards, a chapter must have a chapter display at the International convention.

Specialty Chapters Only: The Specialty Chapters are required to have a presence at the annual convention. Specialty chapters are required to host a Chapter Meeting/Event at the Annual Convention. This requirement can also be met by hosting a speaker at the convention.

Publications

The first publication was the Pontiac Owners Roster published in 1971 listing 83 individuals, their cars and for sale and want ads.

The Pontiac Owners Club International was officially formed January 1, 1972 and published a quarterly "magazine" in 5 1/2" x 8 1/2" format. The name of the publication was The Silver Streak News. Effective January 1, 1973 the name of the club was changed to the Pontiac-Oakland Club International to include Pontiac's parent car the Oakland and maintaining the initials POCI. Years later, at the request of the Pontiac Motor Division, POCI chose to include the GMC truck line in the scope of coverage. The GMC logo has been incorporated into the POCI logo, however, the club name was not changed to include GMC.

As the magazine was only a quarterly publication, the board voted to publish a monthly newsletter. This untitled publication was first mailed to members in October 1974 and adopted the name *Smoke Signals* in January 1975.

In August 1979 the two publications were merged into an 8 1/2" x 11" format monthly magazine titled *Smoke Signals and Silver Streak News*. Effective with the January 1982 issue this publication became known solely as *Smoke Signals*.

The POCI Roster was published from 1972 thru 2005. Due to the high cost of printing and mailing, and the accessibility provided by the internet, the roster became available only online.

Current Advertising Policy:

POCI member classified advertising One of the major benefits of POCI membership is the privilege to place a free 50 word advertisement plus a free picture in each monthly issue of *Smoke Signals*. Please refer to the most recent issue of the magazine for current rules and procedures for submitting an advertisement. POCI reserves the right to charge for additional words or ads in the classified section. The rate per word shall be established by the board of directors.

Display Advertising POCI offers individuals and businesses the option to create display ads in *Smoke Signals* to promote their business. Please refer to the most recent issue of the magazine for current rules and procedures for submitting a display ad. The Board of Directors has the responsibility to set display advertising rates and shall, from time to time, review those rates.

Convention

The POCI Convention Coordinator and his/her assistant contact chapters or organizations to help plan future POCI Convention locations. There is a minimum workers list given to the potential hosting group along with a basic schedule of events surrounding the convention activities and requirements from POCI. For a possible site visit from the Convention Coordinator, (CC) and assistant, the local group must make contact and investigate the area for possible locations that can have the needed requirements for all the show fields, swap meet area, trailer parking, tech inspection and visitors parking. Once there are options meeting the POCI requirements, a visit is arranged with the area to do an inspection of all areas needed to host the convention. Meetings are arranged with hotel personnel, local Convention Visitors Bureau, (CVB), and persons from the local hosting group. Travel expenses and hotel are covered by POCI for the CC and Assistant if needed including return convention meetings and charged to the convention account.

All negotiations concerning any contracts associated with the convention are handled by the POCI CC. Unless previously arranged for smaller items, all bills associated with the convention are paid by POCI. POCI will also furnish a paid contractor to handle the registrations associated with the convention. Once the POCI Board has accepted the location, the local group will assist the POCI CC and Assistant with all planning associated with the convention. The local group will also work with any POCI official and assist on any item associated with the convention. The local group will hold regular planning meetings and keep the POCI CC and Assistant updated with all items associated with the convention. One lead Chair is recommended to host these monthly meetings and other chair positions appointed to handle other key areas of the convention. An overall work schedule of volunteers will need to be established and overseen by the local group during the week of the convention, for various duties, from set-up on day one to the end of convention concluding with the Awards Banquet.

An agreed percentage of the profits, after all convention bills have been paid, will be divided between POCI and the local group.

Judging

The judging committee is responsible for overseeing the car show judging at each convention. It publishes the Judging Manual, which contains the classes and rules that apply. All show cars are required to pass a technical and safety inspection prior to show entry. There are two separate car shows at each convention:

1. Popular Vote – The Popular Vote Show is under the jurisdiction of the Convention Committee. Stock, Modified, Race and FX (factory experimental, prototypes, concept vehicles) classes are available for every model year of Oakland, Pontiac or GMC. Vehicles compete against others in their class for votes cast by convention registrants. They are eligible to win “Most Outstanding” or “Outstanding” awards. In addition to the class awards, there will be trophies for “Best of Show Pre-WWII” and “Best of Show Post-WWII” vehicles.
2. Points-Judged – under the jurisdiction of the Judging Committee. Typically the rules are more stringent as compared to the Popular Vote show. Vehicles entered in Stock or Modified classes must be at least 15 years old. Survivor class vehicles must be at least 25 years old. Vehicles do not compete with others in their class, but are judged against a standard of excellence. Any deductions are made from a 400-point maximum, as determined by an inspection of a Judging Team. Awards may be earned at the Bronze, Silver or Gold level. Returning Gold Award winners are eligible to achieve Junior, Senior or Champion status. The maximum point-winner at each convention is presented the “Concours d'Elegance Award”.

Club Office

The Club Office is responsible for the day-to-day operation and specific functions of POCI. The Club Office shall be under contract to POCI to perform the following duties:

1. Maintain and answer a dedicated telephone line and toll-free telephone line. An answering machine shall be available for after-hours or times when the office manager is not available.
2. Maintain and answer, in a timely fashion, a dedicated email address.
3. Maintain a mailing address and answer all incoming correspondence in a timely fashion, or forward to the appropriate person
4. Provide monthly reports to the BOD and Executive Committee concerning membership totals, sources of new members, club office contacts, and monthly accomplishments.
5. Accept and process membership renewals to include weekly reports to the treasurer.
6. Accept and process new member applications to include weekly reports to the treasurer.
7. Send out welcome letter, membership card, and current copy of *Smoke Signals* to new members.
8. Track membership longevity and recognize members with appropriate year pins.
9. Notify members by email or postcard of the need to renew their membership.
10. Represent POCI in a professional and courteous manner at all times.
11. Provide requested support to Directors.

Other Pontiac, Oakland, and GMC Resources

Pontiac Oakland Museum

The Pontiac Oakland Museum and Resource Center (POMARC) is located in Pontiac, Illinois and houses POCI's literature and memorabilia collections. POCI supports the museum with a monthly stipend to support the museum and allow it to display the POCI collections and make them available to the membership. Directors should make an effort to spend a couple of days at the museum to familiarize themselves with both collections.

The literature collection contains thousands of pieces, many of which are cataloged and stored in archival boxes by year. Some of the literature from recent years may not be cataloged yet. The collection includes: dealer sales albums, sales brochures and catalogs, service manuals, owner's manuals, service reminders, flat rate manuals, pictures and specifications, press release packages, and much more.

PHS Automotive Services, Inc.

PHS (formerly Pontiac Historical Services) is a private company that can provide original factory build information for 1961-1986 Pontiacs. The information available depends on the year and the factory where a vehicle was assembled. The main information provided is a copy of the factory invoice or billing history with a letter decoding the option codes plus other applicable information.

Documents

1. Constitution
2. Bylaws
3. Minutes
4. Financials

- A. Check Register
 - B. Convention Check Register
 - C. Income Statement
 - D. Balance Sheet
 - E. Taxes
- 5. Convention Manual
 - 6. Judging Manual
 - 7. Director's Manual

(revised 6/1/21)