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ASCCA Policy # 1-1

Code of Ethics

Adopted 1940

1. To promote good will between the motorist and the industry.
2. To have a sense of personal obligation to each individual customer.
3. To perform high quality service at a fair and just price.
4. To employ the best skilled personnel obtainable.
5. To use only proven merchandise of high quality distributed by reputable firms.
6. To itemize all parts and adjustments in the price charged for service rendered.
7. To retain all parts replaced for customer inspection, if so requested.
8. To uphold the high standards of our profession and always seek to correct any and all abuses with the automotive industry.
9. To uphold the integrity of all members.
10. To refrain from advertisement which is false or misleading or likely to confuse or deceive the customer.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 2-1

ASC-CA Job Descriptions

Adopted October 24, 1996

The ASCCA Bylaws specify that certain positions be created within the association. The purpose of this section of the ASCCA Policy Manual is to clarify the responsibilities of those holding those positions.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 2-1A

ASCCA President

*Amended September 28, 2014
Adopted October 24, 1996*

Basic Functions

The President serves as the chief elected officer representing the entire membership and the best interests of the organization. The President exercises personal leadership in the motivation of other officers, board members, committee members, staff and membership. The President influences the establishment of goals and objectives for the organization during his/her term of office. The President acts as spokesman and inspirational leader and takes an important part in monitoring and evaluating organizational performance and effectiveness. The President works in partnership with the Executive Director as necessary.

Duties, Responsibilities and Authority

Within the limits of the Articles of Incorporation, Bylaws, and policies, the President is responsible and has commensurate authority to accomplish the duties set forth below:

1. Presides at and attends all meetings of the Board of Directors and the Executive Committee. Coordinates agenda material with the Executive Director.
2. Sees that the Board of Directors, Executive Committee, and officers are kept fully informed on the conditions and operations of the association.
3. Works with the Executive Director in seeing that basic policies and programs that will further the goals and objectives of the Association are planned, formulated, and presented to the Board of Directors.
4. Appoints chair and members of Association committees and task forces. Outlines the purpose and duties of these committees and monitors progress.
5. Sees that the organizational structure and policies of the association are reviewed annually with the Executive Director.
6. Supports and defends policies and programs adopted by the Board of Directors.
7. Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and the Association to members by means of letters, publications and speeches.
8. With the Executive Director, acts as spokesman for the Association to the press, the public, legislative bodies, and related organizations.
9. In cooperation with those with financial responsibilities, helps develop, recommends, and, upon approval, operates within an annual budget.

Relationships

1. Responsible to the Board of Directors and, through the appropriate body, to the membership for seeing that the programs and policies of the Association reflect the needs and aspirations of the membership.
2. The President will consult and advise with the Executive Director on all matters pertaining to association policies, programs and finances.

Policy Status: Approved
Last Policy Status Date: September 2014

ASCCA Policy # 2-1B

ASCCA President-Elect Vice President

Amended September 28, 2014

Amended June 2014

Amended October 2011

Adopted October 24, 1996

Basic Functions

The President-Elect (Vice President) serves as the second highest ranking elected officer ~~at~~ of the Association, and at the conclusion of the President's term of office, automatically succeeds to the office of President.

Duties, Responsibilities and Authority

1. In the absence or incapacity of the President, performs the duties and exercises the powers of the President.
2. Works closely with the current President and Executive Director to learn the duties of the Presidency to prepare to assume that office.
3. Serves as a member of the Board of Directors, Executive Committee, Budget & Finance Committee and the Chapter Representatives. Serves as a nonvoting ex-officio member of all other committees, standing or otherwise, except for those committees to which he/she is appointed a full member with voting privileges.
4. Represents the Association with other associations, industry groups, chapters or other organizations as requested by the President or Board of Directors.
- ~~5.~~
6. ~~7.~~ Serves as the presiding officer of the Board during those times the President desires to participate in a discussion of the Board.

Relationships

Works closely with the President so as to fully understand the duties of that office and to ensure a smooth transition.

Policy Status: Amended
Last Policy Status Date: September 2014

Chapter Representatives Committee Chair & Vice Chair

Amended September 28, 2014

Amended June 2014

Amended February 2012

Amended August 8, 2002

Adopted October 24, 1996

Chapter Representatives Committee Chair

Duties and Responsibilities:

1. The Chapter Representatives Committee Chair serves as a member of the Executive and Finance Committee and on the Board of Directors.
2. Serves as Chair of the Chapter Representatives Committee.
3. Serves on other committees as requested.
4. Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors.
5. Maintains a two way communication link between the Board of Directors and Chapter Representatives Committee.
6. Update Chapter Representatives and Chapter Leaders as needed after Team Weekends and phone conferences with any changes and information that affects the membership.
7. Serves on the task force for chapter compliance, as needed.

Chapter Representatives Committee Vice Chair

Duties and Responsibilities:

1. The Vice Chair will be elected by majority vote of the Chapter Representatives Committee.
2. The Term will be one year, with a term limit of no more than three (3) consecutive terms.
3. Shall serve on the Board of Directors & Executive Committee in an ex-officio (non-voting) capacity.
4. In the absence, or temporary inability of the Chair to act, the Vice Chair shall exercise the powers and perform the duties of Chair; include serve in a voting capacity on the Board of Directors and Executive Committee.
5. Shall be considered as a candidate for election to the Chair position, but will not automatically ascend to the Chair position.
6. Shall hold a one-year term with a term limit not to exceed three (3) consecutive terms.

Election Process

1. Both the Chair and Vice Chair positions will be elected by a majority vote of the Chapter Representatives Committee at the annual meeting.
2. The elections will be held independent of each other and in immediate succession in the order of Chair followed by Vice Chair.
3. Each term will commence with the Board of Directors.

Policy Status: Approved
Last Policy Status Date: September 2014

ASCCA Policy # 2-1D

ASCCA Treasurer

*Amended February 8, 2015
Adopted October 24, 1996*

Basic Functions

The Treasurer is a key member of the Executive Committee and assists the President in the performance of his/her duties and ensures compliance with all fiscal policies of the Association.

Duties, Responsibilities and Authority

- Serves as chair of the Budget & Finance Committee, as a member of the Executive Committee and the Board of Directors.
- In conjunction with the Budget & Finance Committee and management staff, ensures that the Association receives timely and financial statements.
- Monitor expenditures, income, and cash flow through the monthly statements.
- Help monitor the Association's long-term investments.
- In conjunction with the Budget & Finance Committee and management staff, reviews Association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Review all checks drawn on a monthly basis, in accordance with policy 2-12.
- Stay abreast of Association activities and be prepared to offer practical and philosophical suggestions and advice.
- Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.
- Consult with the Executive Director, as needed, in the preparation of a draft annual budget in accordance to policy 2-12.
- Reach out to the Chapters to verify financial compliance in accordance with the chapter affiliation agreement.
- Represents the Association with other associations, industry groups, chapters or other organizations as assigned by the President or Board of Directors.
- Performs other duties assigned by the President or Board of Directors, which may include serving as chair or member of other committees.

Relationships

The Treasurer works closely with the Executive Director and qualified staff to produce readable, useful financial reports for the Executive Committee and the Board of Directors.

Policy Status: Amended
Last Policy Status Date: February 2015

ASCCA Policy # 2-1E

ASCCA Secretary

Amended: September 28, 2014

Basic Functions

The Secretary is a key member of the Executive Committee and assists the President in the performance of his/her duties.

Duties, Responsibilities and Authority

1. Serves as member of the Board of Directors and Executive Committee.
2. Attends all meetings of the members of the Association, Board of Directors and Executive Committee and ensures that attendance, votes and the proceedings of the meetings are recorded and maintained in the permanent records of the Association.
3. Conducts roll call of Membership, Board of Directors and Executive Committee meetings for the official records and to establish the presence of a quorum.
4. Ensures that copies of the minutes of the Board meetings and Executive Committee meetings are approved by those bodies and provided to the officers and directors as appropriate.
5. Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors, which may include serving as a chair or member of other committees.

Relationships

Works closely with the Executive Director and other staff members to ensure the duties outlined above are carried out in a timely fashion.

Last Status Update: September 2014

ASCCA Policy # 2-1F

Chapter Representative

*Amended May 27, 2015
Amended September 28, 2014
Amended October 12, 2003
Adopted October 24, 1996*

Chapter Representatives Committee

The Chapter Representatives Committee is composed of Chapter Representatives selected by individual chapter boards.

This committee meets several times per year by conference call and in person at ASCCA Team Weekends. Occasionally special meetings may be called to address specific issues relative to the operation of the committee. It's recommended to the Chapter that the travel costs for one Chapter Representative to attend these meetings be paid by the Chapter. Chapters may ask the ASCCA Board of Directors to consider subsidizing their costs which will be evaluated on a case by case basis.

The Chapter Representatives Committee will evaluate written concerns presented by individual chapter representatives and decide by majority vote the action to be taken. In either case, a response letter will be drafted and returned to the chapter in a timely manner by the Chapter Representatives Committee Chair.

Chapter Representatives

Each association chapter board appoints a Chapter Representative who attends every meeting both state and local. Chapter boards should also appoint and make known an alternate in case the Chapter Representative is unable to attend a meeting. Chapter Representatives have a flexible term ultimately determined by the individual chapters although it is recommended that chapter representatives commit to a minimum of a two year term.

The recommended career progression for a Chapter Representative is a minimum of two years as a member of the chapter and having held a leadership position on the Chapter Board. Many chapters have their Past President in this position. Further advancement is up to the individual but many Chapter Representatives eventually serve on the ASCCA Board of Directors.

Duties and Responsibilities

Chapter Representatives must demonstrate the following:

1. Commitment to the position of Chapter Representative
2. Phone, fax and email capability.
3. Effective communication skills.
4. Ability to adhere to the Code of Ethics.
5. Ability to adhere to the *ASCCA Volunteer Leadership Pledge and Conduct Agreement*.

Specific responsibilities that fall to Chapter Representatives include:

1. Attendance at all meetings: Chapter Representative Committee Meetings, special meetings and chapter board meetings, ASCCA Board of Directors Meetings.
2. After attending Chapter Representatives Committee Meetings the Chapter Representative will provide their chapter board and chapter members with a report on the meeting.
3. The Chapter Representative communicates the following: chapter issues to the ASCCA Board of Directors and/or the state office; ASCCA Board of Directors and/or state office issues to the chapter; and issues, concerns, successes, ideas with other chapter representatives.
4. The Chapter Representative stays informed about all issues that will impact their chapter members including current activities regarding government relations, membership issues or endorsed benefit providers and can act as a resource to individual chapter members who may have questions regarding any of those.
5. The Chapter Representative disseminates information to their chapter boards, newsletter editors, members, and also contributes to state office communications as needed.
6. The Chapter Representative will vote on issues on their chapter's behalf and as part of the Chapter Representatives Committee as a whole.
7. The Chapter Representative will contribute to ongoing projects identified in the Long Range Strategic Plan in a positive manner.
8. The Chapter Representative will be involved with membership recruitment and retention at the chapter level.

In order to support the Chapter Representatives development the Association Office will assist in coordinating:

1. A yearly orientation.
2. Encouragement of the "buddy system" pairing a veteran chapter representative with a newcomer in order to show them the ropes.

Misconduct is identified as the following:

1. Consistent non-attendance at meetings.
2. Not fulfilling responsibilities, as defined above.
3. Not fulfilling chapter directives including voting contrary to the position of the chapter board on issues.
4. Breach of the ASCCA Code of Ethics as well as the *Volunteer Leadership Pledge and Conduct Agreement*.

Misconduct will be addressed in the following manner:

1. Attendance will be monitored by the Chapter Representatives Committee and those who were not in attendance will be reported to the Chapter President by the Chapter Representatives Committee Chair.
2. Further action will be the responsibility of the individual chapter.
3. Breach of the *Volunteer Leadership Pledge and Conduct Agreement* will result in notification to the Chapter President along with evidence of the supposed breach. Further action will be the responsibility of the individual chapter. However, repeated offenses will be brought before the association's Executive Committee for review.

Policy Status: Approved
Last Policy Status Date: May 2015

ASCCA Policy # 2-1G

Board of Directors

*Adopted October 24, 1996
Amended October 2010
Amended October 2011
Amended September 28, 2014
Amended 5/27/2015*

Basic Functions

The Board of Directors is the final authority for the Association. The Board is charged with establishing a strategic plan, setting policy, hiring a chief staff executive, and determining annual goals for the association. The Board approves the system for expenditure of funds. Once the broad policies are adopted and the budget is adopted, the Board delegates to the Executive Committee the responsibility of oversight of operations on a regular monthly basis.

Duties, Responsibilities and Authority

1. Board members have a duty to uphold policy, 1-1; Code of Ethics as well as the *Volunteer Leadership Pledge and Conduct Agreement, Board Pledge.*
2. Each Board Member shall adhere to Policy 2-2; *Conflict of Interest Policy for Officers and Directors.*
3. Employ a chief staff executive to carry out policy.
4. Attend regular meetings. Two consecutive absences of any regular or special meeting of the Board will result in a request to reaffirm the Director's board commitment and the Board Director may be asked to resign.
5. Ability to communicate by whatever means is deemed most appropriate by the majority of the Board.
6. Adopt programs to carry out the association's mission.
7. Provide the executive with appropriate resources to carry out the programs adopted and evaluate the executive based upon performance.
8. Establish and report to the President personal goals and objectives for length of service.
9. Prepare for each board meeting by carefully studying the agenda and supporting materials.
10. Attend the entire board meeting.
11. Participate effectively in the board meeting by voicing their opinions.
12. In instances where a Board member disagrees with an action taken by the Board, he/she agrees to pursue the matter through appropriate channels within the leadership of the organization.
13. Evaluate and follow up on actions taken at board meetings.
14. Fulfill any assignments made by the President as committee members, committee chairmen, board liaisons, or representatives of the association.
15. Serve as the "court of last resort" in any matters or issues affecting the Association.
16. Each Board Member agrees to be responsible for communicating with a new members signed up within a designated month to initiate contact, welcome the new member and ensure the new member is aware of benefits. This communication will take place 30 days after a new member signs up and will be coordinated through the Membership Committee Chair. The purpose of such communication is to fully engage new members as they sign up to ensure the longevity of their membership and relationship.
17. In the event of the sale of an automotive repair business or retirement, a Board member may complete his/her term of office, if approved by majority vote of the Board of Directors.

Relationships

Work closely with the President and Executive Director to assure fairness in the process and to ensure "majority rule and minority rights."

Installation

The installation of the Board of Directors will take place annually at the designated Team Weekend.

Misconduct will be addressed in the following manner:

1. Complaints about a Board Member's breach of the *Volunteer Leadership Pledge and Conduct Agreement* or *Board Pledge* will be addressed directly by the President. The President may recommend further action for review and approval of a 2/3 vote of the Board of Directors.
2. Conflicts of Interest will be handled according to Policy 2-2, Conflict of Interest Policy for Officers and Directors.

Policy Status: Approved
Last Policy Status Date: May 2015

ASCCA Policy # 2-1H

Executive Committee

*Amended September 28, 2014
Adopted October 24, 1996*

Basic Functions

The Executive Committee is comprised of the officers of the Association. Acting as the Budget & Finance Committee, the Executive Committee is charged with overseeing the financial well being and operations of the ASCCA on a regular basis.

Duties, Responsibilities and Authority

1. Make recommendations to the Board relative to the annual budget and any other matters affecting the fiscal operations of the Association
2. Review all committee recommendations for both their fiscal and policy impact on the Association and offer its own recommendation to the Board of Directors.
3. Serve as the initial court of appeal if any member, committee chair or Board member wishes to challenge a decision of the President, Treasurer and/or Executive Director.
4. Attend all Executive Committee meetings.
5. Attend all Board of Directors meetings.
6. Attend all Chapter Representatives meetings.
7. Participate effectively in the Executive Committee meeting by voicing their opinions.
8. In instances where an Executive Committee member disagrees with an action taken by the Board or the Executive Committee, he/she agrees to pursue the matter through appropriate channels within the leadership of the organization.
9. Evaluate and follow up on actions taken at board meetings.
10. Fulfill any assignments made by the President as committee members, committee chair, board liaisons, or representatives of the association.
11. Establish and report to the President your personal goals and objectives for their length of service.

Relationships

Work closely with the ASCCA President and Executive Director to assure fairness in the process and to ensure "majority rule and minority rights." As the elected leaders of the Association, Executive Committee members are responsible for bringing forth the thoughts and concerns of anyone and everyone within the association.

Policy Status: Amended
Last Policy Status Date: September 2014

ASCCA Policy 2-2

CONFLICT OF INTEREST POLICY FOR ASCCA OFFICERS AND DIRECTORS

Adopted May 27, 2015

ASCCA Officers and Directors (collectively referred to as "Directors") must act at all times in the best interests of the ASCCA. Moreover, they have an obligation to ensure that the ASCCA maintains an unbiased decision-making process. The purpose of this policy is to explain what constitutes a conflict of interest, assist in identifying and disclosing actual and potential conflicts, and help to avoid conflicts of interest where necessary. This policy may be enforced as described below.

1. Who is an ASCCA Director?

For purposes of this policy, ASCCA Directors include ASCCA directors serving on the Board, the ASCCA Immediate Past President and ASCCA Officers (President, Vice President, Chapter Representatives Committee Chair, Treasurer, and Secretary.)

2. What Is a Conflict of Interest?

A conflict of interest may arise when an ASCCA Director has some other interest that might suggest divided loyalty on the part of the ASCCA Director between obligations to ASCCA, on one hand, and to some other organization or cause, on the other. For example, the "other interest" may arise from a transaction between ASCCA and a third party, or an ASCCA Director's volunteer or paid relationship with a third party, which may compromise the Director's ability to provide unbiased and undivided loyalty to ASCCA. In addition, an "apparent" conflict of interest arises when a Director's interests or relationship creates an appearance of an actual or potential conflict even where no such conflict may actually exist.

3. What Are the Obligations Under the Conflict of Interest Policy?

In order to proactively address any potential conflicts of interest, each ASCCA Director is required to annually complete and submit a Disclosure Form detailing areas that may involve an actual or potential conflict with ASCCA interests. The Director also must update the Disclosure Form if any material changes or additions to the submitted information arise during the course of the year. The Disclosure Form is considered part of this policy.

On the Disclosure Form, the Director must disclose financial interests and relationships with third parties that reasonably involve the interests or potential interests of the ASCCA, including leadership roles in any other association, society or foundation; employment or compensation arrangements; and material financial interests of the Director or anyone within the Director's immediate family, or with whom the Director shares income. ASCCA Directors should disclose a relationship or interest if there is any uncertainty as to whether the relationship should be disclosed.

The Disclosure Form of each ASCCA Director will be retained by the Office of the Executive Director. Disclosure Forms are confidential and shall not be shared with anyone other than ASCCA Directors without the prior written consent of the individual Director who completed the Form.

In addition to completing the Disclosure Form, ASCCA Directors must orally disclose actual or potential conflicts of interest when a situation arises where the actual or

potential conflict may affect, or appear to affect, the ASCCA decision-making process.

4. How Should Actual or Potential Conflicts Be Addressed?

The first step in addressing conflicts of interest is for the ASCCA Director to disclose all material facts giving rise to an actual or potential conflict. The Executive Board (or its designee) may request additional information from the Director detailing the nature of the relationship or transaction. An initial determination as to whether a particular transaction or relationship may constitute an actual, potential or apparent conflict of interest shall be made by the Executive Committee with the assistance of legal counsel as appropriate, and with or without the presence of the individual Director whose involvement in such transaction or relationship is under consideration. This determination shall be made in any circumstance in which a credible potential for a conflict of interest is identified either by an individual Director (through mandated self-disclosure) or by a third party. The Executive Committee shall have final authority over the resolution of all conflict of interest matters involving ASCCA Directors, and the determination by any designee of the Executive Committee is subject to the Board's authority.

If the Executive Committee determines that a particular Director's interest, relationship, or a specific transaction represents an actual, potential or apparent conflict of interest, the Executive Committee shall resolve the matter in a manner deems appropriate, including, without limitation, in one or more of the following manners:

1. Waive the actual, potential or apparent conflict as unlikely to affect the Director's ability to act in the best interests of the organization, or to negatively affect the integrity or image of the ASCCA;
2. Determine that the individual Director should be recused from discussions and/or decision-making related to the particular transaction or matter at issue.
3. Recommend that the individual Director resign from his/her service to ASCCA because the actual, potential, or apparent conflict is so pervasive that the Director would seldom, if ever, likely be able to act in the best interests of the ASCCA.

5. What If an ASCCA Director is Directly or Indirectly Involved in a Transaction?

The following special procedures apply to all instances in which an ASCCA Director (or the Director's company, organization or other entity for which the Director serves in a leadership, employment or ownership capacity, or a company in which the Director has a material financial interest, or a member of the Director's immediate family) is directly or indirectly a party to a transaction involving the ASCCA. Under such circumstances:

1. The material facts of the transaction and the ASCCA Director's interest or relationship must be disclosed to the Executive Committee prior to its taking action on the matter.

2. The Director may make a factual presentation to the Executive Committee, but must recuse himself/herself from all deliberations and voting relating to the transaction.
3. If the value of the transaction exceeds \$15,000, ASCCA must have solicited proposals from other qualified vendors or contract recipients, and received (or attempted to receive) written bids from at least three such individuals/entities (including the Director).
4. The Executive Committee must determine (without the presence or participation of the Director) that the transaction is fair and in the best interests of the ASCCA based on all of the facts and circumstances.
5. The transaction must be approved or ratified by the affirmative votes of a majority of disinterested members of the Executive Committee, even if the disinterested members be less than a quorum.
6. The presence of the ASCCA Director who is directly or indirectly a party to the transaction may be counted in determining whether a quorum is present, but may not counted (if the Director is a member of the Executive Committee) when the Executive Committee takes action on the transaction.

For purposes of this Policy, an ASCCA Director is not "indirectly" a party to a transaction if the Director is an officer or director of both parties to the transaction and the transaction involves a grant or contribution, without consideration, from one entity to the other, provided the Director does not have a material financial interest in the entity that receives the grant or contribution.

6. How will the ASCCA document matters involving conflicts?

When a transaction or other matter arises that may involve an actual, potential, or apparent conflict of interest, the relevant meeting minutes shall document all proceedings relating to the conflict, such as the disclosure by the ASCCA Director, the determination by the Executive Committee the resolution of the conflict, and the Executive Committee's ultimate action regarding the agenda item at issue. If the relevant transaction or other matter does not arise during an Executive Committee meeting, the ASCCA Executive Director shall prepare a confidential memorandum that documents the same information that would appear in the meeting minutes.

7. Where Should Questions About this Policy be Directed?

All questions about this policy should be directed to the ASCCA Executive Director, who may consult with legal counsel as appropriate to respond to such questions.

Conflict of Interest Disclosure Form for ASCCA Officers and Directors

NAME: _____

Please answer the following questions or provide substantially the same information in some other form. Only report those relationships or interests that reasonably involve the interests of ASCCA. If you have no information to list in response to a specific question, answer "None."

1. Relationship with Other Organizations/Entities: Please list any current or prospective leadership role in, or other relationship with, any other association, society or foundation (e.g., board member, committee member, advisor, and contributor).

2. Employment, Consulting, and Honoraria: Please list any current or prospective employment or consulting arrangements, or honoraria or payments of more than \$5,000.00 per year or \$10,000.00 over a three-year period that are current, prospective or have occurred within the past three (3) years.

3. Material Financial Interests: Please list any material financial interests you, or anyone within your immediate family or with whom you directly share income, hold in a commercial entity that provides products or services to the ASCCA, or reasonably may be anticipated to conflict with the interests of ASCCA. Do not report dollar amounts or percentages. Material financial interests include stock ownership or options but exclude indirect investments through mutual funds and the like in a company the stock of which is not publicly traded.

4. Other Disclosures: Please list any other interests or relationships of yours or of an immediate family member or with whom you share income that you believe may potentially conflict with the interests of the ASCCA.

I represent that I have read, understand and agree to abide by the terms of the Conflict of Interest Policy for ASCCA Directors. To the best of my knowledge and belief, the information reported above is complete and accurate. I further acknowledge my understanding that failure to disclose a conflict of interest as defined in this policy may result in my dismissal from the ASCCA Board.

Signature: _____ Date: _____

NOTE: If this is completed electronically— by typing your name you agree that this is valid as your signature.

ASCCA Policy 2-2A

Volunteer Leadership Pledge and Conduct Agreement

Approved: February 8, 2015

I understand and acknowledge:

- All members of the Board of Directors, ASCCA Committees, Chapter Representatives, and Chapter Leaders are volunteer leaders of the association.
- All association volunteer leaders have taken an oath and pledge to direct all efforts to the betterment and advancement of ASCCA and its members, To Elevate and Unite Automotive Professionals and Give Them Voice.

I further understand and acknowledge the following regarding staff:

- ASCCA staff are not employees of individual members and are not to be treated as such.
- There should be no reprimands or other negative feedback directly from members to individual staff members.
- ASCCA staff shall be treated with respect.
- Demands on time or serious issues flow to individual staff members in the following pattern.
 - Policy & Board Matters: Executive Director or President
 - Committee Tasks: Staff Committee Liaison/Committee Chair or President
 - Financial: Staff Accountant, Treasurer or President

I further understand and acknowledge that I will conduct myself in the following manner at all Board meetings and any association business:

- I will always act in a professional manner and be supportive and respectful of my fellow board members, staff, and all volunteer and financial supporters of ASCCA.
- I will ask questions and offer comments in a non-accusatory and supportive manner, understanding that often it is not what is said, but how it is said that is communicated.
- I will allow others to complete their comments and questions without interruption and will expect the same.
- I will wait to be acknowledged by the Board President before asking questions or commenting.
- I will keep all discussion on topic.
- I will yield the floor to the Board President or committee chair when asked.
- I will keep argumentative discussion / debate on topic and will refrain from personal attack.
- If I forget these commitments, I will expect to be reminded in a constructive manner and will not take offense.
- If I continually forget these commitments, I fully understand that I will be excused from my volunteer position.
- Above all, I will be respectful.

ASCCA Policy # 2-4

ASCCA Committee Structure & Process

*Amended February 8, 2015
Amended October 24, 1996
Adopted December 10, 1994*

Appointment to ASCCA Committees & Task Forces - The President shall determine and form the committees and task forces necessary to fulfill the annual Program of Work as defined by the ASC Long Range Strategic Plan (LRSP). In accordance with bylaws, Article XIII, section 13-03, the President shall appoint the chair of each committee and task force with the exception of the Executive Committee and the Chapter Representatives Committee (CRC). It is recommended that the President consult with the President-Elect in the appointment of each committee and task force vice chair. The idea being that the vice chair can assume the committee chair when the President-Elect assumes the ASCCA Presidency the following year - provided the new President is desirous of changing the chair of the various committees and task forces. The Chair of each committee shall appoint the other committee members in consultation with the President, with the exception of the Executive Committee.

In accordance with Article XIII: Committees; Section 13-02. The Board of Directors may by resolution designate standing, ad hoc, and/or special committees of the Board. The Board may appoint an Advisory council and/or honorary groups. The terms of the appointment and expectations of service of any advisory or honorary group shall be determined by the Board of Directors.

[Difference between a "Committee" and a "Task Force" - A "committee" is a body that, for the most part, continues to exist year after year and its duties are fairly clearly defined by the objectives outlined in the LRSP. A committee may be charged with recommending policy to the Board on a variety of issues relative to a specified program area. A "task force" is more single issue oriented than a committee and, in many cases, serves more of a research function. Specifically, a task force may be asked to look deeply into an issue and make a recommendation to the Board whether to further pursue the issue (in which case a committee may be formed) or drop the issue (in which case the issue would be considered dead). Once the charge of a task force has been completed, it ceases to exist.]

Committee Powers - Each committee shall have power to the extent delegated to it by the Board of Directors and in accordance with the laws of the State of California.

Number of Members on Committees and Task Forces - Each committee shall consist of three or more members; at least one of whom shall be a voting member of the Board. It is recommended, but not required, that a committee or task force be comprised of an odd number.

Committee Members Expectations – Committee volunteers are expected to be active participants who attend regular meetings and follow through with assigned tasks.

Eligibility to Serve on ASCCA Committees & Task Forces - Any ASCCA member in good standing is eligible to serve on an ASCCA committee or task force. It is recommended that committee and task force members be recruited from the ranks of the Chapter Representatives, Chapter Presidents, and Chapter Boards of Directors to ensure an influx of new volunteer leaders into the organization.

Standing Committees - ASCCA shall have only one (1) standing committee: The Executive Committee. The need for all other committees and task forces will be determined annually by the President based upon the Long Range Strategic Plan and the annual Program of Work.

Committee and Task Force Budgets - More than one committee or task force may be working in a program area. Consequently, committees and task forces will not have budgets, per se. Individual programs will have budgets.

Committee Recommendation Form - All recommendations from committees and task forces shall be presented on the “ASCCAMBI Committee Recommendation” form. Staff will assist in the preparation of the forms.

The Process - Each committee shall keep minutes of proceedings and report to the Board of Directors. Committees will also keep accurate attendance records and action items. Action items will be reviewed for status update at the beginning of each committee meeting.

Attendance records may be used as a tool for the Committee Chair to determine each committee member’s future participation.

Following is an outline of the process to be used for bringing committee recommendations to the Board of Directors:

a.) Based on the Long Range Strategic Plan and the annual Program of Work, the President, working in conjunction with the Executive Director, will assign tasks and responsibilities to the various committees and task forces.

b.) The committees and task forces will be asked to thoroughly review their assigned areas of responsibility and bring recommendations for establishing and implementing policy back to the Board of Directors. In addition, the committee or task force submitting the recommendation will be asked to supply a fiscal impact statement (i.e. how much it will cost to implement the recommendation if adopted, how much revenue will be generated if adopted, and whether the recommendation is a budget item or not).

c.) In order for a committee recommendation to be brought before the Board of Directors, it must first be reviewed by the Executive Committee.

1.) The Chair or his/her designate will take the recommendation to the Executive Committee. The Executive Committee will initially review the recommendation for its FISCAL impact on ASCCA - not the policy issue involved. In addition, the Executive Committee will be asked to determine whether the recommendation: a) Is a budgeted item; AND/OR, b) Will require an allocation of staff resources not factored into approved budget programs, AND/OR, c) Will require an expenditure of funds not factored into approved program budgets.

2.) The Executive Committee will then review the recommendation on both its policy and fiscal merits. Based on its findings, the Executive Committee will make one (1) of three (3) recommendations to the Board of Directors: a) Support recommendation as presented; b) Deny recommendation as presented; or, c) Support alternate motion as follows (which the Executive Committee must provide). The Executive Committee also has the option of forwarding the recommendation on to the Board of Directors without a recommendation from them.

3.) The Chair or his/her designate will then take the committee recommendation to the full Board of Directors and either make a motion that the recommendation be adopted (if he or she is a Board member) or ask that a motion be made to adopt the recommendation (if he or she is not a member of the Board). At the Chair's discretion and provided the Executive Committee's alternate motion does not significantly deviate from the recommendation passed by the policy committee, the policy committee chair may ask that the Executive Committee's recommendation be the motion to be considered. If the Executive Committee's alternate recommendation is significantly different than the committee's original recommendation, then it is the responsibility of the individual presenting the policy committee's recommendation to present the motion as adopted by the committee and allow the Board, after discussion, to either vote for or against the recommendation. If the Board votes down the recommendation, it may then want to consider the Executive Committee's alternate recommendation.

Due to the need for expediency, periodically it may be necessary for the Board of Directors to circumvent the committee process outlined above and reach a decision on an issue or policy without the input of a committee or the Executive Committee. The goal of ASCCA is to keep those situations to a minimum. Unless deemed absolutely necessary, members of the Board are encouraged to refrain from making motions on issues and policies that have not been reviewed by a committee or task force. In addition, should a Board member make a

motion and get a second on an issue or policy that can and should go through the committee process, the Board as a whole is encouraged to make and pass an alternate motion to refer the issue or policy recommendation to the appropriate committee.

Policy Status: Amended
Last Policy Status Date: February 2015

ASCCA Policy # 2-5A

Election Policy – Candidates, Application and Nominating Committee

*Adopted 06/13/04
Amended October 2011
Amended May 2015*

Purpose

The purpose of this document is to set forth the policy and procedure to be used in the consideration, application and identification of candidates for annual election of the ASCCA Board of Directors.

Document History

This Policy, along with Policies 2-5B, 2-5C, 2-5D and 2-5E, replace/supersede Policy 2-5 Election & Voting Policy, originally adopted in February 1989 and last amended in March 2003.

Candidates

1. A regular member in good standing of ASCCA is eligible to become a candidate for a position on the Board of Directors.
2. A qualified candidate has served in one of the following volunteer leadership positions; as a chapter director, chapter officer-, a Chapter Representative and/or on an association committee or task force.

Application for Consideration/Candidate Profile Form

1. Any member requesting to run for a position on the board must complete an "Application for Consideration/Candidate Profile" form and a "Conflict of Interest" form. These forms shall be made available on the association's website and in the association's newsletter no later than March/April, by the Executive Director.
2. The application, candidate profile and Conflict of Interest Form must be submitted no later than July 1st or the nomination will not be considered complete.
3. In the event that there are not enough candidates prior to the deadline, the Nominating Committee may solicit for more candidates up to 45 days prior to the annual meeting.

Nominating Committee

1. The ASCCA Nominating Committee Shall be comprised of the following: The Immediate Past President of ASCCA who shall serve as the Chair; one Board member appointed by the President who shall not be a candidate in the election; and, two (2) volunteers from the Chapter Representatives Committee. Should the Immediate Past President not be available or be unwilling to serve on the Election Committee, the ASCCA President shall appoint the remaining member of the Election Committee who shall also serve as Chair.
2. The Nominating Committee's mission is to seek out and solicit candidates to run for the Board of Directors. Once candidates have been identified, the committee shall

work to ensure the candidates fill out and submit the appropriate forms prior to the deadline.

3. The Committee will review all nominations submissions to determine whether or not each candidate is eligible and meets the qualification stated above.
4. The Committee will notify candidates of eligibility. The Committee can take one of the following actions; accept the candidate or defer the candidate. Upon deferral of a candidate, it is the responsibility of the Committee to recommend leadership progression and a deferral period to the nominee.
5. Upon receipt of the slate of approved candidates, the Executive Director shall inform the membership of the candidates by:
 - A. Posting the names and written profiles of the candidates on the ASCCA website in the “members” section.
 - B. Posting the names of the candidates using one or more of the internet-based list serves generally available to all ASCCA members (i.e., TeamTalk, RepTalk, etc.).
 - C. Emailing the names of the candidates to all eligible voting members for which ASCCA has an e-mail address.

Policy Status: Approved
Last Policy Status Date: May 2015

ASCCA Policy # 2-5B

Election Policy – Ballots

Amended September 29, 2013

Amended June 21, 2013

Adopted 06/13/04

Purpose

The purpose of this document is to set forth the policy and procedure to be used in the creation and distribution of election ballots for annual election of the ASCCA Board of Directors.

Document History

This Policy, along with Policies 2-5A, 2-5C, 2-5D and 2-5E, replace/supersede Policy 2-5 Election & Voting Policy, originally adopted in February 1989 and last amended in March 2003.

Electronic Ballots

1. After receiving all applications and other required documentation from candidates the ASCCA Staff will create election ballots. Ballots shall contain the following:
 - A. Voting instructions include an explanation of how many candidates the voter may vote for and proxy voting instructions.
 - B. A listing of the candidates with a space to mark the vote adjacent to each name.
 - C. Appropriate space so the voting member can fill in the following required information: chapter name & number, voting member name, and voting member signature.
2. The ballot and the respective candidate profiles shall be provided to each member no later than 30 days prior to the annual meeting.
3. Ballots will be distributed to the membership electronically. Electronic voting will be conducted with polls closing by 5:00pm on the 15th day prior to the annual meeting. If the 15th day prior to the annual meeting falls on a weekend or holiday, then the polls will close at 5:00pm on the next business day.
4. Electronic ballots will be tallied in accordance with Policy 2-5E prior to the annual meeting. Any incomplete ballots cast will not be counted.
5. Ballots cast electronically will be recorded by Chapter. The total number of electronic votes received from each Chapter will be credited towards the chapter's total number of eligible votes.
6. The Chapter's remaining eligible votes will be cast by the Chapter Representative at the annual meeting.

Chapter Representatives Ballots

After tallying all electronic votes ASCCA Staff will create ballots for the Chapter Representatives to cast the remaining votes of the Chapter at the annual meeting. Ballots shall contain the following:

1. Voting instructions include an explanation of how many candidates the voter may vote for and proxy voting instructions.
2. A listing of the candidates with a space to write the number of votes adjacent to each name.
3. Appropriate space so the Chapter Representative can fill in the following required information: chapter name & number, Chapter Representative name, and Chapter Representative signature.

Policy Status: Amended
Last Policy Status Date: September 2013

ASCCA Policy # 2-5C

Election Policy – Proxy Voting

Amended June 2013

Adopted 06/13/04

Purpose

The purpose of this document is to set forth the policy and procedure to be used for proxy voting in the annual election of the ASCCA Board of Directors.

Document History

This Policy, along with Policies 2-5A, 2-5B, 2-5D and 2-5E, replace/supersede Policy 2-5 Election & Voting Policy, originally adopted in February 1989 and last amended in March 2003.

Proxy Voting

1. Proxy (or substitute) voting is allowed at the annual meeting, and the substitute must also be a voting member of the association.
2. If a Chapter Representative cannot be at the annual meeting, the chapter may assign a substitute or another Chapter Representative to cast the chapter's votes. To assign a substitute or another Chapter Representative to cast their votes the chapter must notify the Executive Director, in writing. This notification shall include: Chapter name and number, chapter president's name, and the substitute's name, such that the election committee may validate that the substitute is a voting member. This substitute must complete separate ballots for their chapter and the chapter they are substituting for during the election. Any substitute who represents another chapter may only substitute for no more than one chapter.

Policy Status: Amended
Last Policy Status Date: June 2013

ASCCA Policy # 2-5D

Election Policy – Election Committee

*Adopted 06/13/04
Amended October 2011*

Purpose

The purpose of this document is to set forth the policy and procedure to be used in the assignment of an election committee for annual election of the ASCCA Board of Directors.

Document History

This Policy, along with Policies 2-5A, 2-5B, 2-5C and 2-5E, replace/supersede Policy 2-5 Election & Voting Policy, originally adopted in February 1989 and last amended in March 2003.

Election Committee

1. The Election Committee members are comprised of the Nominating Committee as outlined in policy 2-5A.
2. The Election Committee and appropriate staff will oversee the counting of ballots. The Election Committee must have the latest member roster available to validate all ballots are eligible voting members.

Policy Status: Approved
Last Policy Status Date: October 2011

ASCCA Policy # 2-5E

Election Policy – Election and Counting of Ballots

Amended June 2013

Adopted 06/13/04

Purpose

The purpose of this document is to set forth the policy and procedure to be used in the voting during the annual meeting for annual election of the ASCCA Board of Directors.

Document History

This Policy, along with Policies 2-5A, 2-5B, 2-5C and 2-5D, replace/supersede Policy 2-5 Election & Voting Policy, originally adopted in February 1989 and last amended in March 2003.

Election by Ballot

1. The election will be conducted by the ASCCA Immediate Past President and the Election Committee created in accordance with Election Policy 2-5D.
2. All ballots will be prepared and distributed as defined in Elections Policy – Ballots, 2-5B.
3. All announced candidates will be invited to participate in a "Candidate's Forum" held immediately prior to elections. While it is not required for a candidate to make a speech, it is encouraged. Candidates will be given a maximum of three minutes to address the voting members.
4. Candidates may not be in the voting arena once the election starts.
5. At the voting arena, the chapter nameplates will designate where each delegation, comprised of the Chapter Representative and/or his/her authorized substitute, will be seated. All other ASCCA members may be seated in the rear of the room if there is adequate space for them. The Immediate Past President in conjunction with the Election Committee conducting the election will decide any issues of space and seating for ASC members not seated in the voting area and guests.
6. A numerical roll call will be taken at the designated time set for voting. Substitutes will be acknowledged during the roll call. Five (5) minutes after the last delegation is called, the names of all absent delegations will be called once more and then the voting arena will be declared off limits and no one else will be allowed to enter the arena.
7. Voting for the State Board of Directors shall take place in one (1) round by written ballot. Each delegate or voting member will receive an official ballot on which to cast their votes.
8. Number of Votes:
 - A. The number of votes each delegate is entitled to cast shall be determined by multiplying the number of Regular Members represented by the delegate times the number of open seats on the Board. (For example 50 regular members in good standing for a chapter equals 50 votes for any one candidate. If there are seven open seats this chapter would have 350 total votes).

- B. The number of Regular Members will be determined by subtracting the total number of electronic votes cast by regular members in the Chapter prior to the annual meeting as set forth in policy 2-5B.
- C. No delegate may cast more votes for anyone candidate than the number of Regular Members he or she is representing.
- D. State Only Members and Chapter Members voting outside of their chapter are entitled to one vote.
- E. In the event of a tie vote for the final position(s) on the Board of Directors, there will be a ten (10) minute recess and a second vote will take place. If a second vote is necessary, the number of votes a delegate shall be entitled to cast shall be determined again by multiplying the number of Regular Members represented by the delegate times the new number of open seats on the Board (normally 1).

Counting of Ballots/Announcement of Results

1. Immediately upon receipt of all ballots, the Election Committee shall be excused for the purpose of counting the ballots. Upon completion of counting all valid ballots twice, the Chair of the Election Committee shall return to the Meeting and announce the names of the candidates elected to the Board.
2. Election result tallies will be made available upon written request.

Election by Acclamation

1. In elections where the number of candidates is less than or equal to the number of seats up for election, the presiding officer at the Meeting shall state the following:
"By way of application and nomination, we have [#] of candidates for [#] of seats up for election on the Board. We know of no other declared candidates. The chair will accept a motion to elect the candidates by acclamation."

Policy Status: Amended
Last Policy Status Date: June 2013

ASCCA Policy #2-7

Volunteer Expense Reimbursements

Amended : December 5, 2003

Amended: January 19, 1997

Adopted: September 21, 1991

Purpose: The purpose of this policy is to establish the need for pre-approval of expense reimbursements, to establish the timeframe for submitting reimbursement requests and to establish the responsibilities of each person involved.

1. All reimbursement of expenses must be pre-approved by the ASCCA Executive Director before the expense is incurred. It is the responsibility of the person incurring the expense to obtain pre-approval from the Executive Director or the reimbursement request will be denied. It is the responsibility of the Executive Director to ensure that the expense is related to ASCCA business and to insure that the expense is within the annual budget before pre-approving. Any questions or issues should be reviewed between the Executive Director and the Executive Committee.
2. All claims for reimbursement of expenses must be submitted to the Executive Director within three (3) months of the date the expense was incurred. Any claim for reimbursement submitted to the Executive Director after three months will be declined.
3. It is the responsibility of the individual submitting the reimbursement request to make sure the Executive Director receives his/her request. It is the responsibility of the Executive Director to ensure the reimbursement is paid, or declined, within thirty (30) days of receiving the reimbursement request.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 2-8

Internal Finance Policy

Amended: 08/31/04

Amended 05/16/03

Amended: 01/19/97

Adopted: 03/13/92

Purpose: The purpose of this policy is to outline the handling of ASCCA finances.

1. All checks of \$5,000 or more shall require two authorized signatures.
2. It is the responsibility of the Executive Director to establish the various accounts at the various banking institutions and to ensure the authorized signatures include the following:
 - A. President
 - B. Treasurer
 - C. Executive Director
 - D. A member in good standing, appointed annually by the President, who resides in the greater Sacramento area.
3. The transfer of funds between accounts at the same banking institution is the responsibility of the Executive Director. Any transfer of funds made from one banking institution to another will be reported to the Executive Committee within 24 hours of the transfer.
4. Periodically, it may be necessary to utilize a stamp signature. It is the responsibility of the Executive Director to ensure the stamp, when not in use by an authorized individual, is maintained in a safe and secure location and that adequate controls are maintained on its usage.
5. No check shall be signed by two individuals who are normally housed at the same geographic location.

Policy Status: Approved
Last Policy Status Date: August 2004

ASCCA Policy # 2-9

ASCCA Policy Manual

Adopted January 19, 1996

It is the policy of the Automotive Service Councils of California (ASCCA) to establish an *ASCCA Policy Manual* for the purpose of maintaining policy-related action taken by the ASCCA Board of Directors. It is also the policy of the ASCCA to have the *ASCCA Policy Manual* reviewed and reaffirmed annually by the Board of Directors of the Association.

In order for a policy to be added to the *ASCCA Policy Manual*, the following rules and restrictions apply:

1. A simple majority of the ASCCA Board of Directors present must vote in favor of the proposed policy.
2. The policy cannot be in direct conflict with the existing *ASCCA Bylaws*.
3. The issue being addressed in the proposed policy must be a policy-related issue.
4. All new policies adopted by the ASCCA Board of Directors shall be given a distinctive name and number and shall contain the date adopted by the Board of Directors.

In order for a policy to be amended in the *ASCCA Policy Manual*, the following rules and restrictions apply:

1. A simple majority of the ASCCA Board of Directors present must vote in favor of the proposed policy.
2. The policy cannot be in direct conflict with the existing *ASCCA Bylaws*.
3. The issue being addressed in the proposed policy must be a policy-related issue.
4. When an existing policy is amended by the Board of Directors, the policy, as amended, shall be the one maintained in the *ASCCA Policy Manual*. The prior version(s) of the policy shall be maintained at the State Office and used only for historical and/or reference purposes.
5. Amended policies shall include the date of the original policy adoption and the date(s) of any and all prior amendments.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 2-11

Contracts

Amended September 27, 2015

Amended May 2004

Adopted August 17, 1997

Purpose: Contracts are an integral and natural part of running a large trade association such as ASCCA. The purpose of this policy is to define and clarify who can enter into contracts on behalf of the Association.

1. Multi-Year Employment Contracts - Multi-Year Employment Contracts shall be negotiated by the Executive Committee and ratified by a majority vote of the entire Board of Directors.
2. Association Business Contracts - The Executive Director, after consultation with the President and President-Elect, shall have the authority to negotiate and enter into contracts necessary for running the Board approved general operations of the association (Examples - Hotel contracts for association-related meetings, hotel and convention center contracts for trade shows, decorator contracts for trade shows, hotel contracts for conventions, general office equipment maintenance contracts, etc.).
3. Multi-Year Contracts – Multi-year contracts shall be negotiated by the Executive Director, approved by the Executive Committee and ratified by a majority vote of the entire Board of Directors. Upon ratification by the Board, the Executive Director shall have the authority to sign multi-year contracts on behalf of ASCCA.
4. Budget Augmentations - Association purchases or contracts exceeding \$2,000 in expense and not included in the annual budget shall require a budget augmentation vote by the entire Board of Directors.
5. Executive Committee - Once a contract is approved, the Board grants authority to the Executive Committee to review any financial or other changes to said contract and make any appropriate or necessary changes within the approved budget.

Policy Status: Approved

Last Policy Status Date: Sept 27, 2015

ASCCA Policy # 2-12

Budget, Financial Projections & Expenditures

Amended: September 27, 2015

Amended: August 31, 2004

Amended: August 1998

Adopted: January 1987

Purpose: The purpose of this policy is to establish how the annual budget shall be adopted, the procedure for members to utilize when requesting financial information, budget augmentations, expenditure of funds, and the settling of disputes when they arise relative to the expenditure of funds.

1. Preparation and Adoption of Annual Budget
 - A. The Executive Director is responsible for annually preparing and presenting a Draft Budget to the Executive Committee during November.
 - B. The Executive Committee is responsible for reviewing the Draft Budget prepared and presented by the Executive Director and making changes to the Draft Budget for presentation to the full Board of Directors as a Recommended Budget during December.
 - C. The Board of Directors is responsible for reviewing the Executive Committee's Recommended Budget and making changes to the Recommended Budget. The Board must approve the proposed budget, by majority vote, prior to the end of the current fiscal year.
2. Members Requesting Financial Information
 - A. Requests for financial information can come from any member in good standing. This request shall be in writing and transmitted to the Treasurer and the ASCCA Executive Director. Members seeking financial information are asked to be as specific as possible when making their request. A member can review financial information during normal business hours at the ASCCA headquarters.
3. Budget Augmentations
 - A. Any established and recognized committee or task force may request the annual budget be augmented for a specific purpose. All requests for augmentation must be sent through the Executive Committee for their review and recommendation prior to being considered by the Board of Directors. In their recommendation to the Board of Directors for the budget augmentation, the requester shall explain what the augmentation of funds will be used for and give the amount they are asking the budget to be augmented.
 - B. Any member of the Board of Directors may request the annual budget be augmented for any purpose. All requests for augmentation must be sent through the Executive Committee for their review and recommendation prior to consideration by the Board of Directors. When making a motion for a budget augmentation, it is recommended the Board member explain what the augmentation of funds will be used for and give the amount they are asking the budget to be augmented.
4. Financial Reports
 - A. A complete list of checks drawn and all relevant documents received from the accounting office shall be transmitted to the Treasurer on a monthly basis for review.
 - B. The Treasurer or his/her designee (i.e., staff) is responsible for preparation of a monthly synopsis of the Financial Report. The synopsis and the full Financial Report

shall be submitted to the Executive Committee and the Board of Directors for review. A summary quarterly report will be given to Chapter Representatives four times a year.

5. Expenditure of Funds

- A. The Executive Director is responsible for authorizing routine expenditures that are within budget. Expenditures on behalf of committee activities shall be authorized through the staff liaison to the committee or the Executive Director.
- B. The Executive Director approves travel expense for staff, Chapter Representatives, Board members, and committee members. Special cases in dispute shall be settled by the Executive Committee.
- C. During the course of each year, there are cases which may not be clearly defined in ASCCA's policy statements or budget definitions. When there is a minor expenditure that falls into this definition, the discretionary decision making is left to the Executive Director. Should a question arise as to the Executive Director's decision, the issue shall be referred to the Executive Committee for resolution.

Policy Status: Approved
Last Policy Status Date: September 27, 2015

ASCCA Policy # 2-12A

Operating Funds Investment Policy

*Amended: 9/27/15
Adopted 12/3/2008*

DEFINITION:

Operating Funds are all ASCCA funds not restricted or designated. Operating funds at a minimum will be maintained in an amount equal to six months operating expenses. Operating expenses are ASCCA approved budget expenses for Board of Director meetings, General Administrative expenses and Professional Services expenses.

OBJECTIVES:

The objective of the ASCCA's operating funds investment policy is to obtain the maximum possible return on operating funds while assuring preservation of capital and maintenance of sufficient liquidity.

MANAGING COMMITTEE:

The investments will be administered by the Executive Committee. The ASCCA outside Investment Manager may be used as a consultant when choosing investment vehicles. The election of an outside Investment Manager will be determined by the Executive Committee.

INVESTMENT GUIDELINES:

1. The Executive Committee is authorized to invest operating funds in deposit accounts, certificates of deposit at commercial banks, savings and loans and money market funds that invest in U.S. Government backed securities with maturities of one year or less. The FDIC limits shall be observed for certificates of deposit.
2. The Executive Committee is authorized to invest short-term cash surpluses in United States Government obligations or federal agency obligations, which are backed, by the full faith and credit of the United States Government, with a maturity of one year or less.
3. All funds that are not part of the operating funds shall be invested as directed by the Long Term Non-Operating Fund Investment Policy.
4. Purchases of securities not outlined above require prior approval by the ASCCA Executive Committee.

ADMINISTRATIVE REQUIREMENTS

1. Transfers from investment funds to operating funds must be approved by the Executive Committee.
2. The Executive Committee will review and manage the cash flow and transfers between funds.
3. A cash analysis of the operating funds projected below \$30K, may warrant a transfer.

INVESTMENT REPORTING:

1. The Executive Committee shall review monthly the status of investments and report such on a quarterly basis to the Board of Directors.
2. The Executive Committee shall review the investment policies at least annually with input from the outside Investment Manager. It is highly recommended that the annual review be conducted at the beginning of the fiscal year.

Policy Status: Approved
Last Policy Status Date: *September 27, 2015*

ASCCA Policy # 2-12B

Long Term Non-Operating Fund Investment Policy

Amended 9/27/2015

Adopted 12/3/2008

BACKGROUND

The funds covered by this investment policy statement are comprised of the following funds:

- Designated Reserve Funds
- Other Non-Operating Funds

Although there are no current needs for these funds, it is anticipated that these assets will be used in the future to meet the needs of ASCCA.

PURPOSE

The purpose of this statement is to establish a clear understanding regarding the investment policies and objectives of these assets between ASCCA, Executive Committee, association management staff and any outside Investment Manager(s) that ASCCA may engage.

MANAGING COMMITTEE:

The investments will be administered by the Executive Committee.

RESPONSIBILITIES

The Executive Committee is responsible for selecting an Investment Fund Manager, as defined in Policy 2-12C.

OBJECTIVES

Investments will be made for the sole interest and exclusive purpose of providing returns for the ASCCA. The assets must be invested with the care, skill and diligence that a prudent person acting in this capacity would undertake.

The objectives of the account should be pursued as a long-term goal designed to maximize the returns without exposure to undue risk. Knowing that ASCCA understands that fluctuating rates of return are characteristic of the securities markets, the Executive Committee and the Investment Manager's primary objects should be long-term appreciation of the assets and consistency of total portfolio returns.

The Executive Committee and Investment Manager, in consultation with the Board of Directors, have complete discretion over the timing and selection of securities following the investment requires within this investment policy.

ASSET ALLOCATION

This asset allocation policy has been developed after examining the historical relationships of risk and returns among asset classes, and is designed to provide a reasonable rate of return without undue risk.

TARGET ASSET ALLOCATION TABLE

<u>Asset Class</u>	<u>Max Percent</u>	<u>Target Percent</u>	<u>Min Percent</u>
Equities	30	25	15
Fixed Income	75	75	70

EQUITIES

In keeping with the general philosophy, ASCCA expects the Executive Committee and any Investment Manager to maintain the equity portfolio at a risk level roughly equivalent to that of the equity market as a whole, as represented by the Standard & Pooers 500.

FIXED INCOME

Investments in fixed-income securities will be managed actively to pursue opportunities presented in interest rates and maturity premiums. ASCCA has established the following guidelines for fixed income investments:

- Individual bonds will have credit ratings of A- or better.
- A maximum maturity of 10 years for an individual bond.
- An average maturity of 3-5 years for the portfolio.
- U.S. Government backed certificates of deposits with maturities of 2-5 years.
- Total return bond funds with AA rating

COMMUNICATIONS

Meetings will be held on an as needed basis between ASCCA, Executive Committee and any Investment Managers to discuss:

1. The performance and risk levels in light of the stated policies and objectives.
2. The effects of changes within any outside Investment Manager's organization on investment philosophy, strategy and performance.

INVESTMENT REPORTING:

1. The Executive Committee shall review monthly the status of investments and report such on a quarterly basis to the Board of Directors.
2. The Executive Committee shall review the investment policies at least annually.
3. The Investment Fund Manager will provide a report at least twice annually on the condition of the investment fund(s). The Executive Committee will review the report and will provide it to the Board of Directors.

Policy Status: Approved
Last Policy Status Date: *December 3, 2008*
Amended: September 27, 2015

ASCCA Policy # 2-14

Collection and Payment of Membership Dues

*Amended May, 2010
Amended March, 2010
Amended June, 2008
Amended March 20, 2005
Amended March 23, 2003
Adopted May 20, 2001*

The permissible methods and frequency by which membership dues are to be remitted to ASCCA (Association) and its Chapter Affiliates (Chapter) are as follows:

- I. **GENERAL MEMBERS: Members Who Do Not Belong to an ASCCA Chapter Affiliate** - All Association members, regardless of category, who are not members of a Chapter shall be invoiced annually and pay their membership dues to the Association office. The Association Office shall be solely responsible for invoicing these members and collecting the dues.

- II. **Annual Dues Billing Agreement** - By November 1 of each year, the Chapter will notify the Association office of their intent to either directly bill the Chapter dues or jointly bill with the Association. The Chapter's intent will be provided via the Annual Dues Billing Agreement on which any billing terms will be reported for the coming year. If the Chapter does not inform the Association of a change in billing amount, frequency or special items (e.g., donation lines or advertising) by November 1, then the billing terms will remain the same as the previous year.

- III. **CHAPTER JOINT BILLING METHOD: The Joint Billing Method shall be used by a Chapter that agrees to jointly bill members on a single invoice with the Association dues** - Members shall be billed annually, semi-annually, or quarterly, depending upon the directive of the Chapter Affiliate Board of Directors. The Association office shall be responsible for invoicing these members and shall work with the Chapters to facilitate collection of the dues. An individual may, with the approval of the Association office, convert from quarterly to semiannual or annual payments.
 - a. The Association office shall forward the chapter portion of the dues to the chapter, along with a report of paid and unpaid members on a monthly basis and retain the Association portion of the dues collected.
 - b. The Association office will report to the Chapter Treasurer monthly. The monthly report at a minimum will consist of all outstanding dues balances and payments received. Notice to the Treasurer of outstanding dues notices will serve as notice to the Chapter of delinquent dues to facilitate local dues collection efforts.

- IV. **CHAPTER DIRECT BILLING METHOD: If a Chapter invoices its members directly it is only permitted to bill for Chapter Dues** - All ASCCA members, regardless of category, shall be billed annually, semi-annually, or quarterly, depending upon the directive of the Chapter Board of Directors. The Chapter shall be solely responsible for invoicing these members and collecting the dues for Chapter dues only. The ASCCA office will bill separately for Association dues.
 - a. **Association Dues Remitted to Chapter in Error:** If a member erroneously sends association dues directly to the Chapters then the Chapter must forward Association

dues to the Association office on behalf of member. The failure of a Chapter to forward collected Association dues to the Association office within 60 days of receipt may be subject to the Association withholding the equivalent amount from any moneys due to the Chapter.

A Chapter-assumes the risk when submitting payment to the Association on behalf of unpaid members. No credits will be given for dropped members for whom dues have been paid by the Chapter.

V. BILLING SCHEDULES:

- a. **Quarterly Payment of Dues** – Members who pay their dues using the quarterly method shall have quarterly due dates of January 1, April 1, July 1, and October 1.
- b. **Semi-Annual Payment of Dues** - Members who pay their dues using the semi-annual method shall have a semi-annual due date of January 1, and July 1.
- c. **Annual Payment of Dues** - Members who pay their dues using the annual method shall have an annual due date of January 1.

VI. DELINQUENT DUES:

- a. Members who have not remitted their dues either to the Chapter or the Association within 90 days of the due date (the beginning of the dues cycle) shall have all of their rights and privileges of membership terminated until remittance is made.
- b. The Association and the Chapter have an obligation to follow the procedures outlined in policy 4-6 when cancelling a member. At a minimum the association and the Chapter will comply with California Corporations Code §7341(c) when notifying a member prior to termination of membership for nonpayment of dues.

Policy Status: Approved
Last Policy Status Date: *May 2010*

ASCCA Policy #2-15

Process for Signing a New Member

Amended 08/02/04

Adopted 03/23/03

Permissible methods by which members are brought into ASCCA are as follows:

Each year Chapters will be sent a Waiver Form to permit the Chapter Liaisons to operate within the chapter area. By not responding to a request to update their annual chapter waiver forms within 30 days of receipt of request, chapters will automatically waive both their right to provide a prospect list and also to the 7 day waiting period described below.

Prior to a Chapter Liaison soliciting membership in a certain chapter area, the CL will contact the chapter leadership for important information.

This will include: Potential members to contact.
Non-potential members to exclude.
Dropped members to re-sign.

The Chapter Leadership must provide this list within one (1) week before scheduled contact.

The Chapter may provide the Chapter Liaisons an annual renewable list anytime prior. The Chapter may also provide the CL a written waiver of its right to provide said list by filling out and signing the appropriate waiver form.

In the event a prospective member contacts the ASCCA Headquarters by either phone call, web site or other methods a prospective member routing form will be completed and routed to the appropriate chapter leadership by fax and/or email correspondence. The chapter leadership or designated representative shall have 7 working days to respond to the prospective member. Failure to respond within 7 working days will set association recruitment procedures in motion. The Chapter Liaisons will then contact that prospective member to verify chapter's response.

Prospective Members Who are Joining an ASCCA Chapter - All ASCCA prospective members of an ASCCA Chapter, regardless of category, shall upon completion of an application and all accompanying documents, and proper payment, have said application and all accompanying documents sent directly to the ASCCA Headquarters by a designee of the chapter or ASCCA Staff for processing.

Within 14 working days from the date that the ASCCA Headquarters receives the application, ASCCA will mail to the chapter their portion of the dues, accompanied by their copy of the application.

Policy Status: Approved
Last Policy Status Date: August 2004

ASCCA Policy # 2-15A

Process for Reinstatement a Member Cancelled for Non-payment of Membership Fees

Adopted June 2012

Should a previous member request to re-join the association after previously having association membership cancelled due to non-payment of membership fees, as defined in Policy 2-14, the following will apply:

- The previous member wishing to rejoin the association will be reinstated once all previously unpaid invoices are paid in full and a full-annual dues amount for the current year is paid.
- The reinstatement status will stay on the member's record for the first two years following the member's reinstatement.
- During the time that a member is on reinstatement status that member will not be eligible to pay dues on a payment plan, e.g., monthly, quarterly, or semi-annual.
- The Member will be provided with a copy of this procedure at the time of the reinstatement.

Policy Status: Approved
Last Policy Status Date: *June 2012*

ASCCA Policy #2-16

Policy for Electronic Voting

Amended: February 10, 2013

Adopted March 21, 2004

Purpose:

The purpose of this document is to set policy dictating the procedures to be used for electronic voting that will take place for ASCCA state appointed committees, the Board of Directors and the Executive Finance Committee.

Procedure:

The office staff will be responsible for creating, distributing, tallying, and posting the results of the Electronic Vote instructions when a Board Member or Committee Chair requests an electronic vote.

Included with each Electronic Vote Form, a Waiver of Formal Meeting must be signed by all directors and committee members. This waiver will be a standard part of every Electronic Vote Form and must be signed by the voter, as well as their electronic signature for the vote, as noted on the Electronic Vote Instructions.

The Electronic Vote Instructions will include statement of motion or motions and shall include the names of persons making and seconding the stated motion(s). The Electronic Vote is to be returned to the office staff with the required electronic of the voter.

The Electronic Vote Instructions will be distributed to each member of the committee at the same time. Each Electronic Vote may be accompanied by an attachment that will also include the time and date the vote is to be returned to the staff office. The Electronic Vote Instructions may include any discussion items deemed necessary by the committee chairperson or the President.

Voting members who have not submitted a vote to the office staff by the deadline will be called one time at their office phone number by staff. The name of the person contacted will be recorded by staff. Staff will notify the President and/or the committee chairperson of the results of the vote within 24 hours after the vote. Copies of the returned Electronic Votes will be maintained by the staff until the next meeting of the Board of Directors. Results of the Electronic Vote will be ratified by the Board of Directors at its next applicable meeting. Results will also be posted to the Board Talk email forum and any related committee email forums.

Policy Status: Approved

Last Policy Status Date: February 10, 2013

ASCCA Policy #2-17

Policy for Conflict of Interest

Adopted March 21, 2004

Purpose:

The purpose of this document is to set policy regarding the definition and handling of potential conflicts of interest within ASCCA.

Policy:

- The standard of behavior at ASCCA is that all employees and Board Members scrupulously avoid any conflict of interest between the interests of ASCCA on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.
- I understand that the purposes of this policy are to protect the integrity of ASCCA's decision making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of the employees and Board Members.
- Upon or before election, hiring or appointment, each Board Member and employee will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated when appropriate.
- In the course of meetings or activities, each Board Member will disclose any interests in a transaction or decision where the Board Member, including the Board Member's business or other non profit affiliation, the Board Member's family and/or significant other, the Board Member's employer or close associates will receive a benefit or gain. After disclosure, the Board Member will be asked to leave the room for the discussion and will not be permitted to vote on the question.
- Each Employee, Board Member and/or Board Member candidate will be requested to sign an acknowledgment of the policy at the time of hire, appointment and/or filing of intent to run for the Board position, as below.

"I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording."

Print Name

Signature

Date

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 2-18

Policy Flow and Approval Process

Adopted: 08/31/04

Purpose

The purpose of this document is to set forth the policy and procedure to be used to create, modify and approve policies for the ASCCA.

Policy

1. All policies shall be created or modified by the Bylaws-Policies-Procedures (BPP) Committee, regardless of who initiates the creation or change. The initiator may write the policy or changes, but it shall be the responsibility of the BPP Committee to put the policy into the proper format and prepare for review.
2. The BPP Committee will assign a member of the committee to write/change the policy and forward to the proper committees and board for approval per the procedure below.
3. All policies will be reviewed and approved by the BPP committee prior to presenting to the Board of Directors for approval.
4. All Board approved policies will be made available on the association's website for members to review and download.

Procedure

5. Policy changes and new policies are assigned to the BPP committee during the annual LRSP meeting and throughout the year as needed.
6. The BPP committee writes/changes the policy and reviews it internally. During this time, it will be noted in the policy on the website that the policy is under revision. Also during this time, the policy may be viewed and printed from the website, but the file will not be available for download.
7. During the BPP committee review, other ASCCA members or committees may be requested to give their input. If a specific member or committee is affected by the procedure, they will be requested to give their input. This request will normally come from the chair of the BPP Committee or the specific committee member assigned to the policy.
8. If another member or committee is requested to give input, they will be given a minimum of one-two weeks to respond, depending on the complexity of the policy.
9. All input should be forwarded to the BPP committee member assigned to the policy, and/or chair of the BPP committee.
10. The BPP committee will make the appropriate changes and give all members who gave input or who are affected by the policy a minimum of three days to make any final comments.
11. After all changes and input have been incorporated, the BPP committee will hold a regular or teleconference meeting and vote on the final version of the policy. If approved by the BPP committee, the policy will be forwarded to the Executive Committee for review and approval and then will be forwarded to the Board of Directors for approval.

12. If the policy needs to be approved by the Board before the next quarterly meeting, a fax vote will be held per the Fax Voting Policy.
13. Once a policy is approved by the Board, it will be placed on the website and available to review and download within one week of being approved.

Policy Status: Approved
Last Policy Status Date: August 2004

ASCCA Policy # 2-21

Storage of ASCCA Important Documents

Adopted: 08/31/04

Purpose

The purpose of this document is to set forth the policy and procedure to be used to determine where important documents are kept for future use.

Documents Covered by This Policy

1. Documents pertaining to the ownership of ASCCA headquarters building and any storage facilities.
2. Any documents pertaining to the creation and or setup of ASCCA and MBI.
3. Any documents pertaining to the creation and set up to the ASC Insurance Services.
4. Any documents pertaining to the creation or set up of the ASCCA Political Action Committee (PAC).
5. Any documents pertaining to the creation or set up of the ASC Scholarship Foundations and Funds.
6. Any contracts with endorsed vendors.
7. Any documents pertaining to the filing and settlement of lawsuits involving the association.
8. The employment contract, with any attachments and/or exhibits, for the ASCCA Executive Director.

Placement of Document Copies

9. Signed original copies are to be maintained at the ASCCA office in Sacramento and the Law Offices of Jacobs & Gregory. These documents are the sole property of the ASCCA. If there is a change of relationship with Jacobs & Gregory, documents will be transferred to the President of the ASCCA.
10. Copies maintained at the ASCCA office will be in a permanent section of the filing system and will be kept in the office.
11. An electronic version of documents will also be created by the ASCCA staff, and copies will be given to each President, 1st Vice President, Executive Director and Jacobs & Gregory whenever there is a change of these offices and/or a change in the documents.

Access to Documents

12. Request for information can come from any member in good standing. The request shall be in writing and transmitted to the President and the ASCCA Executive Director. Members seeking information are asked to be as specific as possible when making their requests. By a majority vote the Board of Directors may deny a member's request for information if a majority of the Board believes the request either (1) asks for confidential information or (2) is unduly burdensome on staff.
13. Original documents may not be removed from the offices. Copies of original documents may be made and removed if necessary under the guidelines set forth in paragraph 12 above. All copies will have the designation "COPY" on each page.

Policy Status: Approved
Last Policy Status Date: August 2004

ASCCA Policy # 3-1

Minimum Standards for ASCCA Chapter Affiliates

*Amended 12/6/2014
Amended 2/8/2014
Reinstated with Amendments 12/9/12
Suspended 6/24/2012
Amended 06/13/2004
Adopted 4/27/97*

Purpose: One of the primary goals of the Automotive Service Councils of California is to promote professionalism within the independent automotive service industry. In order to promote the fact that ASCCA and its chapter affiliates are truly professional organizations comprised of the top professionals in the industry, the ASCCA Board of Directors has established the following minimum standards for all chapter affiliates. The purpose of these minimum standards is to ensure the ASCCA chapter affiliates are operating as professional organizations and to establish the minimum criteria for organizations desirous of becoming and/or maintaining their affiliation with ASCCA.

Each Chapter will comply with all of the elements outlined in the *Chapter Affiliation Agreement* and also provided in this policy. Specifically item no. 15 that states in part *“The Chapter will allow ASCCA endorsed vendors, corporate sponsors and benefit providers complimentary access to a chapter event at least once yearly,(at the chapter’s discretion) and member rates at other events (i.e. education/technical training).”*

A. Corporate Compliance

1. Bylaws
 - a. Each Chapter Affiliate of the ASCCA shall adopt and maintain Bylaws that conform with all laws of the State of California and have been affirmed by the ASC-CA Legal Counsel.
 - b. Chapter Affiliates shall provide the ASCCA office with a current copy of their Chapter’s respective bylaws and within thirty (30) days following any revisions, shall provide a copy of those revisions to the ASCCA office.
2. Accounting & Tax Filling
 - a. Each Chapter shall, at a minimum, follow the guidelines as described in the Chapter Tax Manual and as required by the Federal and State government.

Consequences for Non Compliance

When a chapter is given a request to reaffirm its affiliation or to provide corporate compliance information and the deadline of the request is not reasonably accommodated the association will begin steps towards deeming the chapter out of compliance. The association will make every reasonable attempt to assist the Chapter

to become compliant. If all reasonable attempts have failed the Board of Directors will, by majority vote, cease the Chapter's affiliation status.

The Chapter will receive written notice of the association's decision to cease the Chapter's affiliation and will be allowed an opportunity to appeal the Board of Directors' decision within 15 days. The appeal will be reviewed by a special task force made up of 2-3 Board members and 2-3 members in good standing not presently serving on the Board of Directors. The total number of Task Force members will be no more than six (6). The Chapter Representatives Committee Chair and Vice Chair will be members of this Task Force. The Chapter Representatives Committee Chair will serve as the Chair of the Task Force and will appoint its remaining members.

If the decision of the Board of Directors is upheld upon appeal the Chapter's affiliation status will be null and void. The Board of Directors will make every attempt to refer the chapter's members to a feasible alternative, which includes referral to a neighboring chapter or becoming an association only member. The following actions will also be taken:

- Removal from association's group IRS exemption
- Removal from association's D&O and Liability Insurance
- Cessation of the use of association approved logo
- Cessation of billing and collection of the chapter's dues
- Access to the Chapter Leadership portal of the website will be revoked

Policy Status: Amended
Last Policy Status Date: December 6, 2014

ASCCA Policy # 3-2

New Chapter Formation & Minimum Requirement of an Existing Chapter

*Amended October 2009
Amended April 27, 1997
Adopted April 1, 1993*

Purpose: The purpose of this policy is to define “new” and “split” chapters and establish the ground rules for the formation of both.

I. New Chapter - Defined as formation of a chapter in an area not currently being served by an existing chapter. Before the ASCCA Board of Directors charters a new chapter, the following information must be submitted to the ASCCA President.

- A. A list of a minimum of ten State Members desirous of starting and managing a chapter in a given geographical area.
- B. A zip code list of the area to be served.
- C. The proposed name of the chapter.
- D. The proposed numerical designation, as assigned by the Executive Director, of the chapter.
- E. The names of the officers and their positions in the proposed chapter.
- F. The proposed date, time and location for the charter meeting as well as a schedule of any other planned meeting dates and locations.

II. Split Chapter - Defined as formation of an additional chapter in an area already served completely or partially by an existing chapter. Before the ASCCA Board of Directors charters a “split” chapter, the following steps must be taken and the information submitted to the ASCCA President.

- A. A list of a minimum of ten State Members desirous of starting and managing a chapter in a given geographical area.
- B. A zip code list of the area to be served.
- C. The proposed name of the chapter.
- D. The proposed numerical designation, as assigned by the Executive Director, of the chapter.
- E. The names of the officers and their positions in the proposed chapter.
- F. The proposed date, time and location for the charter meeting as well as a schedule of any other planned meeting dates and locations.
- G. A Request for Permission to Split a Chapter with the reasons for the split. This request shall contain at least one of the following:
 - 1. Signatures of the entire current chapter board of directors on a Statement of Agreement to split.
 - 2. Signatures of a majority of the members requesting that a split occur.
 - 3. Signatures of a majority of the chapter board of directors and at least one-third (1/3) of the local members requesting the split.

ASCCA Policy # 3-2, Page 2

Amended April 27, 1997

II. Role of ASCCA in "Split" Chapter

- A. Upon receipt of the Request for Permission to Split a Chapter, the ASCCA President shall appoint a task force comprised of at least five (5) members in good standing from throughout the state. Included on this task force shall be at least one (1) member representative from the parent chapter and one (1) member representing the proposed new chapter.
- B. The task force shall thoroughly study the issue and present, in writing, the facts regarding the advisability of the requested split to the ASCCA Executive Committee.
- C. The ASCCA Executive Committee will take two votes:
 - 1. Whether or not to make the task force study available to any ASCCA member.
 - 2. Basing their decision on factors which assure the professional image and well-being of the association and its members, recommend to the ASCCA Board of Directors accept or deny the Request for Permission to Split a Chapter.

IV. Service Area - New Chapter

- A. A new chapter requesting charter may request any zip codes deemed appropriate for proper membership servicing.

V. Service Area - Split Chapter

- A. Proposed chapter splits in an existing area will be decided by:
 - 1. Agreement with the existing chapter Board of Directors regarding appropriate division to service their members, or,
 - 2. In cases where agreement cannot be reached between the existing chapter and the newly formed chapter, such divisions shall be decided by the ASCCA Board of Directors.
- B. In no situation shall a chapter's service area preclude the member's free choice as to chapter membership. Any member may request membership in a particular chapter and, upon acceptance by that chapter, remain a member thereof.
- C. Solicitation of potential members by a chapter may only take place in their predetermined area or "open" areas not currently service by an existing chapter. A guideline for determining a service area shall be maintained by the ASCCA State Office and be made available to any member upon request.
 - 1. Violation of this provision regarding solicitation will be reviewed by an ad hoc committee of the ASCCA Board of Directors, as appointed by the President. This ad hoc committee shall be comprised of at least five (5) members who shall bring forth a recommended course of action to the ASCCA Board of Directors.
 - a. A written warning shall be issued to a chapter violating the solicitation provision of this policy when the violation has been confirmed by the ASCCA Board of Directors.

ASCCA Policy # 3-2, Page 3

Amended April 27, 1997

- b. A chapter that continues to violate the solicitation provision of this policy, after a warning letter has been issued, is subject to having its ASCCA charter revoked.

VI. Minimum Numbers to Retain an Existing Chapter

- A. An existing Chapter must maintain membership of at least five (5) members.
- B. At which time the enrolled number of members in an existing Chapter fall below five (5) members the ASCCA President shall appoint a task force to review the current standing of the Chapter.
- C. The task force shall thoroughly study the status of the Chapter and present, in writing, the advisability of closing the Chapter or a proposed plan to revitalize the Chapter to the ASCCA Board of Directors.
- D. The ASCCA Board of Directors will vote on the task force recommendation.
- E. If the Board of Directors determines that the Chapter will be closed, then it will make every attempt to refer the closed Chapter's members to a feasible alternative Chapter.

Policy Status: Approved
Last Status Date: *October 2009*

ASCCA Policy # 3-4

Chapter Manuals

Adopted August 17, 1997

Purpose: The purpose of this document is to establish the distribution policy of ASCCA Chapter Manuals and subsequent updates to that manual.

1. It is the responsibility of the ASCCA to establish and maintain a “Chapter Manual” for use by the various ASCCA Chapters. The “Chapter Manual” shall be designed to assist the affiliate chapters Boards of Directors govern and manage their local chapter. Topics to be covered in the “Chapter Manual” include (but are not limited to) the following: Automotive Service Councils of California Background Information, Chapter Board Position Descriptions, Treasurer’s Handbook for Dues Billing and Record Keeping Procedures, Chapter Secretary’s Board Book, Chapter Committees, Programs to Promote Attendance, Membership Retention, Membership Expansion, and Public Relations.
2. Distribution - Chapter Manuals shall be distributed as follows:
 - A. New Chapter Affiliates - Upon being granted a charter by ASCCA, a new ASCCA Chapter Affiliate shall be provided ten (10) Chapter Manuals without charge. Additional manuals may be purchased by the chapter for a \$20 per manual fee.
 - B. Existing Chapter Affiliates - Upon written request, existing Chapter Affiliates shall be provided up to three (3) Chapter Manuals during any one calendar year without charge. Additional manuals may be purchased by the chapter for a \$20 per manual fee.
 - C. Updates to Chapter Manual - Whenever there are edits and/or amendments to the Chapter Manual, each chapter shall be provided ten (10) copies of the sections that were amended or edited for distribution to those individuals who have a copy of the manual. This shall be provided at no charge to the chapters. Additional copies of the amended or edited sections may be purchased from ASCCA for \$5 each.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 3-5

Financial Support for “Super Shop” Program

Adopted May 30, 2009

Purpose: The purpose of this policy is to provide financial support for the “Super Shop” program. The amount of up to \$3000.00 is available to qualified Chapters for the sole purpose of conducting a “Super Shop” event.

1. To request funding, an application must be submitted and reviewed, then approved by a three member Task Force of Board members assigned by the President.
2. An outline or agenda must be attached to the “Super Shop” funding application. It is recommended that careful planning and ample lead time is considered for a successful event.
3. “Super Shop” funding is a loan; re-payment in full is due at the next Chapter Dues billing cycle following six months after receipt of funds.

ASCCA Policy # 3-5A

Chapter / Association Joint Corporate Sponsorship Program

Policy # Assigned 12/2014
Adopted 9/25/12

The ASCCA Corporate Sponsorship program will work with individual Chapters that refer a potential Corporate Sponsor to the association. In exchange for the Chapter's referral, the Chapter will receive 20% of the Corporate Sponsorship amount.

In exchange for the 20% referral fee the Chapter agrees to extend to the Corporate Sponsor the following minimum tiered benefits based on the Corporate Sponsorship amount.

- \$5K – 1 year Chapter Membership + Listing as a Corporate Sponsor for 1 year + Literature distribution at Chapter Events.
- \$7,500 – 1 year Chapter Membership + Listing as a Corporate Sponsor for 1 year + Literature distribution at Chapter Events + 2x newsletter half page ads (and/or website)
- \$10K - 1 year Chapter Membership + 2x newsletter half page ad (and/or website) + Speak at Chapter Event + Table at Chapter Event

In cases which the Corporate Sponsorship spans multiple years or the Corporate Sponsor renews after one year, the Chapter will continue to receive the 20% referral fee, as long as the Chapter continues to provide the minimum benefits.

Corporate Sponsorship Criteria

The association is interested in developing corporate sponsorship relationships with businesses that can provide goods and services on a state-wide level. These minimum criteria must be met by the vendor before a corporate sponsorship will be considered.

ASCCA Policy # 4-1

Potential Chapter Members and State Members

Amended June 13, 2004
Amended: January 19, 1997
Amended: March 19, 1995
Adopted: August 14, 1993

Purpose: The purpose of this policy is to define the procedure to be used in recruiting Regular and Associate Members desirous of becoming either Chapter Affiliate Members or State Members. For purposes of this policy:

- A. Potential Regular Members** are defined as automotive service businesses validly and currently registered with the California Department of Consumer Affairs/Bureau of Automotive Repair as an Automotive Repair Dealer (ARD).
 - B. Potential Associate Members** are defined as those businesses which supply goods, equipment or services to the automotive repair industry and/or those automotive repair businesses, regardless of type, not located in the State of California.
 - C. State Member** is defined as either a Regular or Associate Member not belonging to one of the Chapter Affiliates.
 - D. Chapter Affiliate Member** is defined as a Regular or Associate Member belonging to at least one of the Chapter Affiliates.
1. **Geographic Location** - Any potential Regular or Associate member may join and belong to any Chapter Affiliate of his or her choice regardless of the geographical location of his or her business.
 2. **Chapter Recruitment Within Chapter Boundaries** - Chapter Affiliate volunteer members and/or Chapter Affiliate paid employees (hourly, salaried or commissioned) recruiting a potential member operating his or her business within the boundaries of the recruiting chapter shall not be subject to any restrictions.
 3. **Chapter Recruitment Outside Chapter Boundaries and Within Boundaries of Another Chapter** - Chapter Affiliate volunteer members and/or Chapter Affiliate paid employees (hourly, salaried or commissioned) recruiting a potential member operating his or her business outside the boundaries of the recruiting chapter but within the boundaries of another chapter shall be subject to the following restrictions:
 - A. The potential member must be made aware of the existence of the chapter where the potential member's business is located.
 - B. The potential member must be made aware of the date, time and location of that chapter's monthly meetings.
 - C. The potential member must be provided with the name, address and phone number of that chapter's president.

D. The dues amount and entry fee charged by the chapter.
E. Any chapter engaging in the following activities may be charged with unethical behavior and is subject to sanctions, as determined by a 2/3 majority vote of the ASCCA Board of Directors, up to and including the revocation of their chapter's charter:

1. Recruiting the members of another chapter.
2. Recruiting potential members in a manner that is demeaning or degrading to another chapter in general, the leadership of another chapter or the members of another chapter.

4. Chapter Recruitment Outside Chapter Boundaries and Not Serviced by Another Chapter - Chapter Affiliate volunteer members and/or Chapter Affiliate paid employees (hourly, salaried or commissioned) recruiting a potential member operating his or her business outside the boundaries of the recruiting chapter and not serviced by any chapter shall be not be subject to any restrictions.

5. ASC-CA Employees Recruiting Within One Chapter's Boundaries - Employees of ASCCA (hourly, salaried or commissioned) recruiting a potential member operating his or her business within the boundaries of an area serviced by only one chapter shall make every effort to recruit the potential member to join both the local chapter servicing the location of the potential member's business and ASCCA. At his or her discretion and depending upon the individual circumstance, the ASCCA employee may encourage the potential member to join another chapter or become a State Member. Instances where this may be necessary include, but are not limited to the following:

- A. Recognized and known personality conflict between the leadership of the Chapter Affiliate and the potential member.
- B. Meeting location of another chapter in closer proximity to either the potential member's home or business location.
- C. Financial considerations.
- D. Recognized and known conflict with meeting dates and times.

6. ASCCA Employees Recruiting Within an Area Serviced by Two or More Chapters - Employees of ASCCA (hourly salaried or commissioned) recruiting a potential member operating his or her business within the boundaries of an area serviced by two or more chapters shall not encourage or discourage the potential member from joining one chapter over another and shall provide the potential member with the following:

- A. The date, time and meeting location of all chapters servicing the area where the potential members' business is located.
- B. The name, address and phone number of all chapter presidents servicing the area where the potential members' business is located.
- D. The dues amount and entry fee charged by all of the chapters servicing the area where the potential members' business is located.

At his or her discretion and depending upon the individual circumstance, the ASCCA employee may encourage the potential member to join yet another chapter or become a State Member. Instances where this may be necessary include, but are not limited to the following:

- A. Recognized and known personality conflict between the leadership of the Chapter Affiliates and the potential member.

- B. Meeting location of another chapter in closer proximity to either the potential member's home or business location.
 - C. Financial considerations.
 - D. Recognized and known conflict with meeting dates and times.
7. **ASC-CA Employees Recruiting Within An Area Not Serviced By A Chapter** - Employees of ASCCA (hourly, salaried or commissioned) recruiting potential members in an area not serviced by a chapter have three options:
- A. Chapter Formation** - The employee may recruit within the area with the intention of forming a new chapter and holding the Chapter Charter Night within four (4) months of signing up the first member. The amount of dues to be collected shall be established by the ASCCA Executive Director.
 - B. Nearest Chapter** - The employee may recruit the potential member to join the chapter nearest his home or business location.
 - C. State Member** - The employee may recruit the potential member to join ASCCA as a State Member.

Policy Status: Approved
Last Policy Status Date: June 2004

ASCCA Policy # 4-2

Multiple Locations

*Amended June 24, 2012
Amended April 27, 1997
Amended March 13, 1992
Adopted June 25, 1988*

Purpose: Frequently, a member of ASCCA owns more than one facility. The purpose of this policy is to define the membership rights and obligations of an owner of multiple locations (Branches) as well as to define his/her dues obligations. This policy applies to both Affiliate Chapter Regular Members and Affiliate Chapter Associate Members as defined below.

Voting Rights: Only full paying members of the association have voting rights. Therefore, Branch memberships must pay association dues for each location desirous of voting rights.

Regular Members

1. An owner of multiple Branches desirous of Affiliate Chapter Regular membership is required to join the chapter where his/her corporate headquarters is located. The chapter and association dues are the responsibility of the headquarters location.
2. If a shop owner's additional branch(es) (i.e. non-headquarters shop) is located in an area serviced by a different chapter, he/she must pay chapter dues to the second chapter if he/she wants his/her other branch listed as an ASCCA member. He/She does not have to pay state dues for any more than the headquarters location.
3. If a shop owner's additional branch(es) are within a single chapter area, the additional branch(es) will not be required to pay state dues and it is left to the discretion of the chapter whether or not to collect chapter dues for the additional branch (es).
4. Franchises - In a franchise operation, each location will be treated as an individual firm and shall be given the option to join ASCCA and pay dues for each franchise. The fact that one franchisee joins ASCCA has no bearing upon the treatment of other franchise shops.

Associate Members

1. Associate members, statewide or larger, desirous of maintaining multiple memberships for locations or representatives throughout the state are required to maintain separate membership for each location/representative at both the chapter and association levels. The only exception is with relation to a Corporate Sponsor, which is further defined below.
2. Associate members, City/County wide or regional. If a single associate contact person wishes to maintain multiple chapter memberships, he/she is required to

maintain one association membership and memberships with the chapters of their choosing.

3. Corporate sponsor of the association may or may not be required to maintain multiple association memberships. These relationships will be reviewed on a case-by-case basis and approved by the Board of Directors. It is left to the discretion of the chapter whether or not to collect chapter dues for association Corporate Sponsors.

Policy Status: Approved
Last Policy Status Date: June 2012

ASCCA Policy # 4-5

Ethics & Standards

*Amended June 30, 2003
Adopted August 17, 1997*

Purpose: The purpose of this policy is to establish the basic criteria for accepting, rejecting and expelling members in the Automotive Service Councils of California.

1. Each Chapter shall have sole jurisdiction over the composition of their own membership. At their discretion, a Chapter may deny Chapter membership to any prospective member or may expel an existing Chapter member.
2. By way of this policy, ASCCA has made all Chapters aware that ASCCA and/or the Chapter(s) in question could lose their tax-exempt status if prospective new members are arbitrarily excluded from membership. Any prospective member who qualifies for one of the membership categories has a competitive right to belong to ASCCA and its local chapters provided the owner/manager meets the provisions of the ASCCA Bylaws and abides by the ASCCA Code of Ethics. With an approved membership, the member is entitled to enjoy the benefits provided by the Association.
3. The ASCCA Board of Directors shall have jurisdiction regarding membership over all State Members as provided in the ASCCA Bylaws.
4. All members of ASCCA are encouraged to notify the appropriate Chapter Board of Directors, or the ASCCA Board of Directors in the case of State Members, when they find another member in violation of the ASCCA Bylaws and/or Code of Ethics. Once notified, it is the sole responsibility of the accused members' Board of Directors to investigate the allegations and render a decision relative to his/her continued membership.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 4-6

Membership Cancellation Procedures

Adopted July 2, 2010

Purpose: The purpose of this policy is to establish the basic criteria for cancelling a member's active membership status and the procedures by which a member and the member's Chapter are notified of the termination.

1. Per ASCCA Policy 2-14, Collection and Payment of Membership Dues, when a member's dues become 90 days delinquent their membership rights will be cancelled.
2. At 60 days past due a member's Chapter will be notified that the Chapter has 30 days to contact the delinquent member to collect past dues and the member will be notified via email or mail (if an email address is not on file) that their membership will be cancelled within 30 days of the date of the email or letter.
3. At 90 days past due if no payment for outstanding dues is posted to the member's record their status will be changed to inactive the date of cancelation will be entered in membership records, all past due amounts, if any, will be annotated as uncollectable at this time. A letter will be mailed to the member notifying them of their cancelled membership requesting a return of the ASCCA sign to either their local Chapter or to the Association office within 30 days.
4. A Chapter's Leadership will be provided a list of cancelled members on a monthly basis with their monthly membership reports.
5. The Board of Directors will be provided a list of all cancelled members on a quarterly basis.

Last Policy Status Date: *Approved July 2, 2010*

ASCCA LEGISLATIVE POLICY MANUAL
Revised July 28, 2003

POLICY #9-1

ASCCA PLEDGE TO ELECTED OFFICIALS SERVING SAME SAFETY INTERESTS

Adopted March 19, 1995

ASCCA is interested in safety. We are concerned about air pollution, noise pollution, and the environment. We are dedicated to the improved welfare and advancement of our employees. We recognize the need to constantly upgrade our technical skills. We are committed to consumer satisfaction, for a good reputation is the basis for our survival. We are outraged by fraud in our industry and we want the guilty punished. We recognize that the intent of the elected officials is to serve these same interests. We pledge to help them succeed.

POLICY #9-2

POLICY SUPERSEDES PREVIOUS ASC LEGISLATIVE POLICIES

Adopted March 19, 1995

All legislative policies adopted prior to March 17, 1995 shall be considered null and void.

POLICY #9-3

SERVICE INFORMATION AVAILABILITY

Amended July 28, 2003

Amended January 14, 1996

Adopted March 19, 1995

It is the policy of the Automotive Service Councils to actively and aggressively support legislation and proposed regulations which would require new car manufacturers to make all service, repair, parts and tools information that they provide to their dealers available to the independent automotive aftermarket industry at a fair and equitable price.

Policy #9-4

LEGISLATIVE COALITION BUILDING

Amended January 14, 1996

Adopted March 19, 1995

It is the policy of the Automotive Service Councils to form alliances with other associations for the purpose of jointly supporting or jointly opposing legislative bills and proposed regulations that affect our industry.

Policy #9-5

BOARD OF DIRECTORS LEGISLATIVE POLICIES

Revised January 14, 1996

Adopted March 19, 1995

It is the policy of the ASCCA Legislative Committee to take positions on bills and proposed regulations based upon legislative policies that have been previously adopted by the Board of Directors.

ASCCA LEGISLATIVE POLICY MANUAL – Page 2
Revised July 28, 2003

Policy #9-6

POSITION BILLS REVIEW BY BOARD OF DIRECTORS

Amended July 28, 2003

Adopted March 19, 1995

After an opposed, neutral or support position has been assigned to legislative proposals, it is the policy of the ASC that the Board of Directors shall review all positioned bills semi-annually or as needed.

Policy #9-7

CONFLICT OF INTEREST

Amended January 14, 1996

Adopted March 19, 1995

It is the policy of ASCCA to support bills and proposed regulations, after Board approval, sponsored by other aftermarket associations unless there is a conflict with our members' interest.

Policy #9-8

IMPOSITION UPON MEMBERS

Revised January 14, 1996

Adopted March 19, 1995

It is the policy of ASCCA to support legislation and proposed regulations that lessens the bureaucratic and financial load upon its members.

Policy #9-9

PROFESSIONAL CERTIFICATION AND LICENSING

Amended January 14, 1996

Adopted March 19, 1995

It is the policy of ASC to support legislation and proposed regulations meant to bring about increasing skill levels, professional certification and licensing of technicians of all types or adding to the educational levels of our industry.

Policy #9-10

PRICE SET OPPOSITION

Amended July 28, 2003

Amended January 14, 1996

Adopted March 19, 1995

It is the policy of ASCCA to oppose any and all bills and proposed regulations that attempt to set prices charged for any automotive service, including diagnosis and repair, and any bill or proposed regulations that attempt to change how prices for services are derived.

ASCCA LEGISLATIVE POLICY MANUAL – Page 3
Revised July 28, 2003

Policy #9-11

OFFICIAL CORRESPONDENCE

Adopted March 19, 1995

It is the policy of ASCCA that official legislative and regulatory correspondence in the name of ASCCA shall be approved by our state office. By no means is the intent to restrict in any way a member communication their shop's interests to the Legislature.

Policy # 9-12

FUNDRAISING

Adopted March 19, 1995

ASCCA shall maintain a policy of not participating in political action committee fundraising.

Policy #9-13

INSPECTION AND MAINTENANCE PROGRAMS

Amended July 28, 2003

Adopted March 19, 1995

ASCCA has adopted the following articles as policy in regards to inspection and maintenance programs.

Article I

ASCCA shall endorse an effective inspection program that will measurably improve the air quality of California and meet Federal standards. It shall enable our members to have access to repair information and the opportunity to repair failed vehicles that qualify for waivers. Program elements should include methods to minimize the consumer ping-pong effect.

Article II

Program enhancements that encourage motorists to drive safe, well-maintained emissions-clean vehicles shall be endorsed. Likewise, programs that offer less effective alternatives to certification shall not be endorsed.

Article III

Cost minimums for waivers shall be adopted which permit all polluting vehicles to be brought into compliance. Programs that do not target GPS's for maximum effectiveness shall not be endorsed.

Article IV

I/M legislation or regulations that endorse decentralized I/M programs and those programs that permit test and repair at one location will be supported.

Article V

Program elements that include improved education and in-service training verification and mandatory stepped licensing shall be endorsed.

ASCCA LEGISLATIVE POLICY MANUAL – Page 4
Revised July 28, 2003

Policy #9-14

WORKERS' COMPENSATION

Amended July 28, 2003

Amended January 14, 1996

Adopted May 6, 1995

It is the policy of ASCCA to support legislative and regulatory proposals that reform the workers' compensation system in California and in particular those bills and proposed regulations that provide greater protection to the employer from unfair, unproven or frivolous workers' compensation claims.

Policy #9-15

HEALTH COVERAGE

Amended January 14, 1996

Adopted May 6, 1995

It is the policy of ASCCA to support those bills and proposed regulations that make available to small employers more affordable health coverage or broaden health coverage for the owners of the business and/or its employees with the exception of government sponsored health plans.

Policy #9-16

SMALL BUSINESS REGULATIONS

Amended July 28, 2003

Adopted May 6, 1995

It is the policy of ASCCA to support those bills which exempt small businesses from regulations and would result in less stringent compliance criteria than those regulations that apply to larger companies.

Policy #9-17

TRAINING PROGRAMS

Amended January 14, 1996

Adopted May 6, 1995

It is the policy of ASCCA to support bills and proposed regulations that promote training programs that could impact the automotive aftermarket industry or that make funding available for such programs.

Policy #9-18

MANDATED EQUIPMENT

Adopted June 11, 1995

It is the policy of ASCCA to oppose any mandates that would require its members to purchase unnecessary equipment, which has yet to be proven effective.

ASCCA LEGISLATIVE POLICY MANUAL – Page 5

Revised July 28, 2003

Policy #9-19

ON-BOARD DIAGNOSTICS

Adopted August 18, 1996

It is the policy of ASCCA to support legislation and proposed regulations that affect on-board diagnostics, providing the following criteria are met:

- A. The manufacturers make available to aftermarket vendors, at a reasonable price, diagnostic tool design information so that independent's tools can function in the same manner as tools made available to dealers.
- B. Standard reprogramming of approved EEPROM at a reasonable cost.
- C. Standard electronic access to all OE emission-related service information at a reasonable cost.
- D. Standard electronic access to vehicle identification numbers and on-board program (calibration) identification. Tamper resistant requirement that do not permit manufacturers to unduly restrict access to diagnostics and approved programming are removed from current OBD II regulations (for reprogrammable vehicles).

Policy #9-20

RENEWAL NOTICES

Adopted August 18, 1996

It is the policy of ASCCA to support regulations and/or legislation that requires the BAR to send a renewal notice to each ARD two months prior to the renewal date of the annual registration and, further, to limit the penalty for late registration to \$20.

Policy #9-21

ARC PARTICIPATION

Amended July 28, 2003

Adopted January 24, 1999

It is the policy of the Automotive Service Councils that ASCCA participate in Automotive Repair Coalition meetings and that the representative provide regular reports on ARC activities at Team Weekends and Government Relations Committee meetings, and on Leg Talk.

Policy #9-22

GOVERNANCE OF THE BAR

Adopted January 23, 2000

It is the policy of the Automotive Service Councils of California to support legislation that would change the governance of the California Bureau of Automotive Repair from strictly a governmental agency governed by bureaucrats to a governmental agency governed by a Board.

ASCCA LEGISLATIVE POLICY MANUAL – Page 6
Revised July 28, 2003

Policy #9-23

LEGISLATIVE DAY

Adopted January 23, 2000

It is the policy of the ASCCA to annually promote, support and participate in an automotive aftermarket “Legislative Day.”

Policy #9-24

INDUSTRY BUSINESS PRACTICES

Adopted July 28, 2003

It is the policy of the Automotive Service Councils to support legislative and regulatory proposals that promote successful business practices of automotive aftermarket businesses.

ASCCA Policy # 10-1

Chapter Co-Sponsorship of Educational Programs

Adopted April 27, 1997

Purpose: The purpose of this policy is to establish a recommended plan of action for ASCCA and the ASCCA Chapter Affiliates to work together to provide increased professional, managerial, and technical education opportunities for automotive service professionals throughout the State of California.

General Financial Philosophy Governing Co-Sponsorship of Educational Events: All education events will be minimally budgeted on a “break-even” basis, although a twenty percent (20%) excess revenue over expense objective is considered desirable. ASCCA and chapter affiliates (when working on joint efforts) will share equally all revenue and expenses, including any excess revenue over expense.

ASCCA reserves the right to cancel its joint participation in a co-sponsored event should actual pre-registration revenues not at least equal eighty percent (80%) of the course break-even point within one business week from the date of the course.

I. Chapter Affiliate Responsibilities

- A. Allowing eight to ten weeks lead time prior to the actual course date and checking to avoid possible conflicts with previously scheduled ASCCA events, make a request of ASCCA to co-sponsor an educational program with a predetermined date, time, and location (location must meet ASCCA’s minimum facility standards).
- B. Complete an estimated Education Program Budget Sheet incorporating ASCCA estimates for such items as speaker fees, production and promotion, etc.
- C. The final course fee is decided by the affiliate chapter and must cover all estimated expenses for the course.
- D. Make the appropriate arrangements, with the aid of ASCCA, for meeting room, equipment rental (e.g. audio/visual), meeting room set-up, and food and beverage reservations if applicable. In addition, secure any special equipment that be requested by the course instructor (transparencies, flip charts, pets, etc.). Whenever possible, ASCCA will make the arrangements for direct billing to ASCCA of meeting room costs.
- E. Use instructors for the course who are either pre-approved by ASCCA or jointly agreed to by ASCCA and the chapter affiliate.
- F. Forward all registration forms and course fees to ASCCA for registration processing. Retain registration forms and fees within 72 hours of the actual date of the course. Provide a list of late registration names over the telephone to ASCCA so course attendance rosters, name badges, and certificates of attendance are properly completed.
- G. Aggressively promote the course within the chapter via chapter newsletters, personal phone calls, member mailings, etc.
- H. Pay any expenses incurred over and above registration income within 30 days of receiving a complete course income and expense statement from ASCCA.

Adopted April 27, 1997

II. ASCCA Responsibilities

- A. ASCCA will work with the chapter affiliate in estimating expenses. ASCCA will include no staff or travel expenses in course budgets without prior agreement from the chapter affiliate.
- B. ASCCA will coordinate the selection of an instructor with the affiliate chapter. ASCCA will make arrangements for securing the course instructor.
- C. ASCCA will process all registration information and course fees. ASCCA will provide name tags and certificates of attendance to all course attendees. ASCCA will maintain a historical record by course title, instructor, general nature of the course, and the names of course registrants.
- D. ASCCA will provide a complete financial report to the affiliate of all income and expense and will disburse to the affiliate its share of any excess course revenue.
- E. ASCCA will assist the affiliate chapter in promoting co-sponsored educational events. This assistance may include production of a promotional brochure, targeted mailings, etc.
- F. ASCCA will provide a course evaluation. Course evaluations shall be forwarded to ASCCA for analysis. ASCCA will also attempt to provide either staff or volunteer support to the educational event on-site to help in the introduction of instructors, registration check-in, and administration of course evaluations.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 10-2

School Certification Programs

Adopted January 23, 2000

It is the policy of the Automotive Service Councils of California to endorse two educational institution certification programs - CATTs (administered by the California Automotive Teachers Association) and NATEF (administered by ASE) and that the ASCCA chapters institute the Adopt-A-School Program in their areas as a vehicle to implement these certifications to local high schools and community colleges with the ASCCA Education Committee auditing their progress.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 10-3

Automotive Teacher Support

Adopted April 16, 2000

It is the policy of the Automotive Service Councils of California to provide support for special classes for teachers at both the ASCCA Trade Show & Educational Conference and at the annual California Automotive Teachers Association conference.

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 11-1

Support of Youth Groups

Adopted April 28, 1996

It is the policy of the Automotive Service Councils of California to support youth groups, clubs, and organizations that promote and foster automotive repair technology as a career (i.e. Boy Scouts of America/Automotive Explorer Posts, Vocational Industrial Clubs of America, etc.).

Policy Status: Approved
Last Policy Status Date: May 2004

ASCCA Policy # 11-2

Mailing Lists

*Amended July 23, 2003
Adopted August 17, 1997*

Purpose: Occasionally, the ASCCA State Office receives requests from individual members, chapters, and businesses regarding obtaining the ASCCA membership list or labels for mailing. The purpose of this policy is to establish costs and parameters for distribution of the ASCCA membership list.

1. Membership list distribution is limited to the ASCCA Membership Directory only. I.e. Name, business, address, city, state, and zip.
2. A nominal fee will be assessed to recover media and postage costs that may be incurred in the process of providing a copy of the ASCCA mailing list.
 - a. No other information contained on the ASCCA database shall be provided.
 - b. Membership lists shall not be provided to non-members.

Policy Status: Approved
Last Policy Status Date: May 2004