

# WHEELTRACKS GUIDELINES

Approved by the NBAAC Executive January 21, 2007

## **PUBLICATION & CONTENT**

The Wheeltracks will be issued four (4) times per year, February, May, August and a November issue, which will accompany the Roster.

<b>Final date for submissions</b>	<b>Issue and Mailing date</b>
December 31	February
March 30	May
June 30	August
September 30	November

Each issue will contain the following standard items:

- Front & Back Cover
- Inside Front Cover will identify contact information for the Executive, Directors, Reporters and information on Wheeltracks.
- President's Message
- Reports from the regional reporters
- NAAACC Report
- Upcoming Events page (meetings/events of the provincial club will be listed)
- Classified Ads
- Membership Form (insert)
- Inside Back Cover - advertising

Other items may include:

- Upcoming Events (regional meetings may be included)
- Flyers for shows/events from the region to be included as inserts
- Articles from any member of the club.
- Member's memorials / Member's weddings
- Milestone Anniversaries (40, 50, 55, 60 +) and Birthdays (80+)

Final dates for submission of articles will be identified on the inside front cover of the Magazine. Articles received after the final date for submission of articles may not be included.

### ***February Issue:***

Final date for submission of articles is December 31. In addition to 'standard items,' this issue will include

- reports for:
  - Jamboree
  - Annual Tour
  - Flea Market
- excerpts from the minutes from the fall meeting, and
- a list of upcoming shows/events for the year in each region - dates confirmed in May issue.

This issue may also include a copy of the Jamboree and Tour application forms.

### ***May Issue:***

Final date for submission of articles is March 30. In addition to 'standard items,' this issue must

contain:

- detailed information from the Chair of the Jamboree Committee,
- detailed information from the Chair for the NBAAC Annual Tour, and
- detailed information from the Chair for the Sussex Flea Market

This issue will include the detailed list of all upcoming shows/events for the year in each region (if available: date, location, event name, times, and contact name and phone number).

Each region will be asked to identify any shows or events that are:

- organized solely for their members (i.e. tours, picnics, and the all important cruise night)
- organized to include an invitation to other clubs, hobbyists or the general public (i.e. car shows, rallies, fund raisers), and
- *not* organized by the club but the region will have 'official' club representation at the event (this may be as simple as lets get together and drive to this event).

#### ***August Issue:***

Final date for submission of articles is June 30. In addition to 'standard items,' this issue must contain:

- excerpts from the minutes of the spring meeting
- reports/photos from the regions highlighting their events over the summer months
- reports/photos from the:
  - Scholarship Committee
  - Other reports on provincial club events
  - Article/report on Tin Tours, if available.

#### ***November Issue:***

Final date for submission of articles is September 30. In addition to 'standard items,' this issue must contain:

- seasonal photos and reports from regions
- reports/photos from the:
  - Jamboree
  - NBAAC Annual Provincial Tour
  - Sussex Flea Market, and
  - scholarship Submission Form.

### **RESPONSIBILITIES**

Articles/reports will normally be limited to two (2) pages, including photos, and must be received by the Editor prior to the deadline date. It is the responsibility of the regional reporters and committee chairs to submitted their reports/articles prior to the deadline dates identified.

The Editor will have final approval on content, length, and language of the Magazine. No financial (or otherwise sensitive) data will be printed in the Wheeltracks. Material that could be viewed as political, religious or offensive in nature will not be included in the Magazine.

### **ADVERTISING**

Advertising will be in keeping with the nature of the club (related to the antique automobile hobby).

### ***Classified Advertising***

The classified ads space will be limited to a maximum of two pages per issue. NBAAC members may place one free advertisement per category. Any vehicles advertised for sale must be at least 25 years old.

Classified ads will be limited to a maximum of 150 words. Ads must contain your name, telephone number and/or email address. With items for sale, it is recommended that your price be included in your ad. If a member has more than one classified ad in any category, those ads will be combined in order to maximize usage of space. The new ad must be within the 150-word maximum.

A classified ad may run for one issue unless specifically requested by the submitter, but may be renewed, if requested, in writing or email. Maximum number of issues an item may run will be limited to three (3).

Members, who own business, may advertise in the Classified Ads as long as they meet the above Advertising guidelines.

### ***Other Advertising***

Businesses owned by club members may submit business card sized ads at the cost of \$20/year. Larger ads may be purchased by members; prices to be negotiated at the time of request and will be dependent on the size and placement of the ad.

### **Other Issues**

The number of copies printed per issue will be 10% greater than the current number of members at the time of printing plus the number of required copies for sister clubs and provincial/national archives.

The Wheeltracks will be mailed to current members of NBAAC to the addresses. Back issues will be made available at the spring/fall meetings until they are gone. Back issues will not be mailed to members who have not renewed in time to be on the current membership list at time of printing. Issues will not be reprinted unless requested or approved by the Executive.

An area director may bring forward a motion for change(s) to these policies/guidelines, from their region, to any meeting of the Executive.

The Editor may request changes to these policies/guidelines at any meeting of the Executive.

Respectfully submitted,

Heather J. Cull  
Wheeltracks Editor  
January 21, 2007