



Electric Auto Association

Chapter Handbook

ELECTRIC AUTO ASSOCIATION

P.O. Box 639

Los Altos, CA 94023-0639

electricauto.org

Revised August 2011

Electric Auto Association

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1) General Information about the Electric Auto Association

The Electric Auto Association, (EAA) was founded in 1967 by Mr. Walter Laski in San Jose, CA. Today, as then, EAA's mission is to: Act as a source of information to the public on the developments in electric automobile technology, to encourage experimentation in the building of electric autos, and to organize public exhibits and events featuring electric automobiles for the purpose of educating the public on the progress and benefits of electric vehicle technology. At present, our organization is the largest of its kind, with chapters representing members from the U.S., Canada, and Europe.

EAA actively promotes clean vehicles and a cleaner environment. EAA's activities include an annual EV rally and symposium that highlights transportation innovations. Current EVents, the EAA monthly newsletter, provides informative articles about happenings related to alternative transportation around the globe.

Many EAA chapters have organized or participated in events, like the Phoenix Electric 500, an all electric vehicle race, and the Disneyland Clean Air Road Rally. The latter presents three consecutive days of road rally and displays in three different locations in the Los Angeles, CA area. In addition, EAA has helped organize many annual Earth Day celebrations around the country. Many of these events attract tens of thousands of spectators, as well as television/radio coverage.

Regular meetings of EAA chapters give members and the general public a chance to learn about electric vehicles and how to get involved with them, from buying one to leasing to completing a do-it-yourself. Members and others also get a chance to exchange information on the latest technology surrounding electric vehicles and politics of electric vehicles, as well as a chance to interface with others with similar experiences and interests.

EAA also maintains a website with information about EAA, event information, chapter information, officer and contact listings, EAA items for sale, and links to related web sites. Our website address (URL) is: <http://eaaev.org/> or <http://electricauto.org>

2) EAA Chapter Affiliation

We encourage the creation of new chapters in outlying areas, provided the requirements are met as described on the Chapter Affiliation form. See Appendix A1 for a copy of this form. The completed form should be sent to the membership; EAA Affiliation, 323 Los Altos Drive, Aptos, CA 95003. A group of EAA members, generally in one geographic area, can submit an application to become a chapter of EAA. Below are the specific requirements for forming and maintaining an EAA chapter.

3) Requirements for an EAA Chapter

- 1) Each chapter must file (electronically preferred) a statement of affiliation with EAA by filling out the enclosed chapter information sheet and EAA membership roster. These forms must then be forwarded to EAA Board (membership) for approval and recording purposes. If a chapter fails to stay current, a new affiliation form will be required. It is recommended that a new affiliation form be sent each year after elections, to be sure that data on the chapter is current.
- 2) Each chapter must have at least two (2) elected officials who are current EAA members (dues must be current, failure to stay current could result in the chapter losing affiliation for the calendar year) -the President, Vice President, and/or Treasurer. Other suggestions would include a Secretary and Program Director. Variations on the above are acceptable; some groups have elected directors with no official title or duties. We are mainly concerned about having some forms of organizational hierarchy in place, to keep meetings focused and productive.



- 3) Each chapter will hold a minimum of two (2) meetings or other events/activities per year. These meetings must be open to the general public and visitors from other chapters, without the requirement of membership to attend.
- 4) Each chapter will have a minimum of five (5) currently paid EAA members to be considered an official (affiliated) EAA chapter.
- 5) Each chapter agrees to abide by EAA organizational bylaws as enclosed. These bylaws are subject to revisions over time, and are subject to California Non-Profit incorporation law changes. Chapter officers are encouraged to review these bylaws often.
- 6) Each chapter agrees to abide by EAA's Code of Ethics as enclosed.
- 7) Chapter identity (your unique chapter name) will include the designation "EAA" or the words "Electric Auto Association" or the statement "affiliated with Electric Auto Association" and should be included in the distribution of the chapter name and can include EAA logo.

4) Requirements for an EAA Education Chapter

The Electric Auto Association promotes the development and use of electric vehicles throughout North America and, to that end, encourages the establishment of EAA chapters to support the dissemination of technical information about EVs to the general public. In addition, EAA has established the special designation of Education Chapter for the purpose of ensuring that students in high schools and colleges have the opportunity to gain theoretical and hands-on experience with the design and development of electric-drive transportation. EAA seeks to partner with educational institutions which want to provide this sort of educational experience to their students who will be the next generation of EV enthusiasts and engineers.

PROCEDURE REQUIRED FOR ESTABLISHING AN EDUCATION CHAPTER

- 1) Complete a proposal with the following information:
 - a) Letter of support from the hosting educational institution.
 - b) Name, title, position and contact information of an advisor for the chapter, who shall be an employee designated by the educational institution. NOTE: EAA will provide a complementary membership to the institution for use by the advisor. EAA membership includes voting rights and a subscription to Current Events (CE) and internet password access to the archives of past issues of CE.
 - c) Minimum of three students, including their names, ages, area of study or interests, and contact information. NOTE: Student members of Education Chapters are not required to be paid members of EAA, but they may gain full membership privileges upon payment of the student membership fee.
 - d) Proposed meeting schedule for the academic year.
 - e) Send the completed proposal packet to the following address:

EAA Membership Committee
323 Los Altos Drive
Aptos, CA 95003

2) REQUIREMENTS OF AN EDUCATION CHAPTER

- a) Conduct regular meetings which are open and free to the entire institution.
- b) Elect a president, treasurer, and secretary from student members and send notification of officers to EAA Membership Chair.
- c) Maintain financial records according to procedures established by the host educational institution.
- d) Maintain attendance records.
- e) Complete an annual report of chapter activities and projects.
- f) Submit an annual report including a copy of attendance records, to EAA Membership Chair within 30 days of the end of each academic year. Note: this documentation will serve as a renewal application for continued activity as an Education Chapter

3) EAA WILL PROVIDE THE FOLLOWING SUPPORT TO AN EDUCATION CHAPTER:

- a) Provide a complementary EAA membership for the host institution upon EAA approval of the initial proposal to establish an Education Chapter, or upon receipt of each annual report from the Education Chapter.
- b) List the Education Chapter and its officers in EAA organizational materials and on EAA website.
- c) Review for possible publication in Current Events any articles from an Education Chapter which are submitted with appropriate references and credits.
- d) Provide technical advice and support through its international network of EAA Chapters.

5) EAA Chapter Finances

As an EAA chapter, you are eligible for financial assistance from EAA. This assistance is provided through revenue sharing of a portion of membership dues.. Each EAA member is required to pay an annual membership fee (rate structure below) which entitles him/her to a minimum of six issues of EAA newsletter "Current EVents" per year, voting rights for the association's board of directors, and many other benefits. For each EAA member in your chapter a percentage of membership fees will be allocated to the chapter based on the number of chapter EAA members in February. In order for your chapter to receive credit for membership revenue sharing, the new member(s) must indicate your chapter name in the space provided on the membership application as the chapter he/she intends to support or select your chapter as the primary chapter when they register. Payments will be processed every two months.

- * EAA Board will budget funds for chapter activities on an annual basis
- * Budget will be based upon chapter membership and activities that support EAA mission
- * Type I chapters may request funds bimonthly, or annually
- * Type U chapters will submit expenses up to budgetary allowance
- * Funds not used six months after fiscal year will revert to EAA general fund
- * Board to provide 2011 chapter budgets in March
- * Existing chapter funds will remain separate until December 2012 and unspent funds will revert to EAA general fund in 2013

\$35 Regular Membership – electronic delivery of Current EVents (CE) (10 points)

\$45 Membership with paper CE mailed (\$48 for Canada; \$52 World) (10 points)

\$25 Student/Senior Member (>65) - electronic delivery of CE (6 points)

\$29 Student/Senior Member(>65) - with paper CE mailed (6 points)

\$120 Level One Supporter-Member (12 points), \$240 Level Two Supporter-Member (24 points), \$500 High Voltage Supporter-Member (50 points), these membership levels all include the paper CE. 10% points above this amount.

Treasurer's mailing address: *P. O. Box 639 Los Altos, CA 94024-0639*



6) EAA Tax Exempt Status

No chapter may use EAA's taxpayer ID (also known as the FEIN) under any circumstances. There are two types of EAA chapters. Type I chapters are incorporated 501(c)(3)s with their own taxpayer ID. Type U chapters are not incorporated.

Type I EAA chapters shall receive revenue sharing via check or electronic transfer (e.g. PayPal) by invoicing EAA treasurer based on their membership reports using the form on page 7 of this handbook. They shall be responsible for all their own accounting and tax filing. They are independent organizations that are affiliated with EAA. Revenue sharing checks can only be mailed to persons who are paid EAA members.

Type U chapters shall maintain no independent accounts (e.g. banking). The chapter treasurer is responsible for all policy decisions, and EAA treasurer will do the banking and accounting transactions for the chapter, free of charge. Revenue sharing shall be credited to a virtual account for the chapter, maintained by EAA treasurer, in a manner similar to the Special Funds. Income to the chapter (e.g. donations, sales, or additional dues) shall be made payable to "Electric Auto Association" and forwarded to **EAA treasurer** using the form on page 6 of this handbook, who shall deposit the funds and credit the chapter's virtual account. Chapter expenses are first processed by the chapter treasurer or other officer, who certifies that the item is appropriate, categorizes it for tax filing purposes, and then passes it onto EAA treasurer, attaching the form on page 6 of this handbook. On receipt of such an invoice from a valid Type U chapter treasurer, EAA treasurer shall issue a check directly to the company or individual to be paid, and debit the chapter virtual account. EAA treasurer will send periodic account statements to Type U chapter treasurers (usually at two month intervals with the revenue sharing report).

7) EAA Non-Profit Status Information

In the Appendix of this document, you will find a copy of a letter from the IRS granting EAA its non-profit status as a 501(c)(3) corporation. This information is to be used ONLY for identification purposes. This information is often required by local governments when a chapter is organizing an event. Call or email EAA for EAA's tax ID number is. **DO NOT USE THIS NUMBER TO IDENTIFY YOUR CHAPTER ON ANY FINANCIAL, LEGAL, OR TAX FORMS, AS IT WILL CAUSE MAJOR CONFUSION AT THE IRS.** Past history has shown such actions to be regarded as fraudulent and may cause EAA to lose its 501(c)(3) status. If you have questions about the use EAA ID number, please contact the Board.

8) EAA Event Information

EAA Chapters, as well as individual members, are encouraged to participate in public events promoting the use of electric vehicles. Such events can include "Earth Day" events, "Clean Air" or "Alternative Energy / Transportation" events. If possible, information about EAA should be readily available at these events. Chapters may wish to organize their own events such as electric vehicle shows and rallies. One shining example is how the Silicon Valley (CA) chapter hosts a very large and successful rally / event each year. They can be contacted for some very useful event set-up information. The only significant limitation on an EAA supported or sponsored event is that EAA's insurance policy does not cover racing in any form. For information on racing events, contact NEDRA, at: <http://www.nedra.com>

9) EAA Insurance Coverage

EAA's current insurance policy covers meeting locations for all of our EAA chapters. It is basically a 3rd party liability insurance, which covers the meeting premises for fire and other damage and members for accidents, such as tripping or falling which occur at meeting sites regardless of the meeting purpose.

This insurance DOES NOT cover liable, slander, or physical attacks upon someone by an EAA member, nor does it cover any form of damage caused by improper representation made in any form of advertising. EAA's insurance policy provides EAA chapters with a means for purchasing inexpensive "event" insurance to cover a chapter, and EAA at an event for which we are required to provide our own insurance. Depending on the event size and location, event insurance can cost from \$50 to \$150 (much cheaper than individually purchased event insurance).

In order to take advantage of EAA event insurance, a chapter needs to do the following:

- 1 Contact Lovering Insurance Agency at least 2 weeks in advance of the event.
- 2 Identify yourself as an EAA chapter; they will want to know your location.
- 3 Follow Lovering Insurance Agencies instructions concerning information requirements.
- 4 Send payment for the policy rider as per Lovering Insurance Agency instructions.

Policy specification as follows:

Commercial General Liability by Travelers Property Insurance Policy # Term: 2/16/2007
to 2/15/2008

Coverage:

- 1,000,000 Each occurrence
- 100,000 Damage to rented premises
- 5,000 Medical / per person
- 1,000,000 Personal & Adv. Injury
- 2,000,000 General Aggregate

Covers the landlord of meeting facilities

For outdoor activities a special rider is obtained by Chapter for specific location.

Certificates are issued by:

ISU Lovering Ins. Services, Jorge Teotico <jteotico@isulovering.com>

P.O. Box 699 1121 Laurel Street San Carlos, CA 94070-0699

Ph.: (650) 593-7601 Fax: (650) 593-7410

10) EAA Membership Data

Membership information is for EAA business only (tracking renewals, elections, meeting notices, and for mailing of CE) and will not be used for any other purposes. Chapter officers may request from EAA board (membership@eaaev.org) a **list of members in their area** but are responsible for keeping this list private. EAA never releases its membership information to commercial organizations in consideration of members' privacy. For organizational purposes, a list of current EAA members in your geographical region may only be requested by chapter officers. Some members may have no current chapter affiliation and may wish to join the local efforts. They might be contacted by your area chapter for support at meetings, events etc., if they choose such involvement. If there are questions about the use of this data -please contact the current Board via EAA website.

11) APPENDICES:

Membership form: See web site for current form in PDF, MSWord and HTML format.

<http://eaaev.org/eaamembership.html>

Affiliation Form:

STATEMENT OF AFFILIATION FORM

Electric Auto Association Chapter Information

To: Electric Auto Association Board of
Directors

Date: _____

Please register _____ (chapter name) as a Chapter of the Electric Auto Association. We agree to abide by the Bylaws and Code of Ethics of the Association. Chapters may be formed for general interest in a geographic area or to advance specific areas of interest of its members.

Date chapter formed: _____

Elected Officers (two must be paid EAA members):

President: _____ Address / Contact info: _____

Vice President: _____ Address / Contact info: _____

Treasurer: _____ Address / Contact info: _____

Secretary: _____ Address / Contact info: _____

Primary Contact: Name: _____

Address: _____ Phone: _____

Email: _____

Each Chapter must hold a minimum of two (2) meetings or other events/activities per year. These meetings should be open to visitors from other chapters and members of the public.

Meeting date and time: _____

Meeting location: _____

Note: Please send this form to the membership chair, 323 Los Altos Drive, Aptos, CA 95003

Type U Chapter Income/Expense Submission

- Income, enclose check(s)
 - EAA Gift Received (Special Fund _____)
 - Chapter Gift Received
 - Sale of goods (attach documentation)
 - Ad Revenue
 - Additional chapter membership dues
 - Other _____

- Expense, enclose receipt(s) and designate Payee
 - Internet services
 - Ads Bought
 - Events / activities (e.g. rentals)
 - Postage, Shipping
 - Insurance
 - Printing and Reproduction
 - Publishing
 - Legal fees
 - Other _____

I am an officer of _____ chapter

Signature _____ Date _____

Print Name _____

Address _____

Phone _____

Email _____

Send Check PayPal _____



Type I Chapter Member Revenue Sharing Request

Please send member revenue sharing for the enclosed member reports Check PayPal

I am an officer of _____ chapter,
my EAA membership is current,
and my chapter has made no use of EAA taxpayer id this year.

Signature _____ Date _____

Print Name _____

Address _____

Phone _____

Email _____



IRS NON-PROFIT STATUS CONFIRMATION LETTER:

NOTE: This is a historical document referencing our original incorporation by the late John Newell, whose former address is referenced below.

Internal Revenue Service

14 April 1976

L-178, Code 428

EO-7273:d:AProfumo SF:EO:76-451
(415) 556-7963

Electric Auto Association 1249 Lane Street Belmont, California 94002

Based in information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are in an organization described in Section 170(b)(1)(A)(vi) and 509(a)(1).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 17 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990. Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000 for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code.

If you are subject to this tax, you must file an income tax return in Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.



You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely Yours,

* Signature * District Director

Our determination letter of August 27, 1975 is modified to conform to this determination. This determination extends to your prior, unincorporated entity, Electric Auto Association.

ID number (call for number)

Frequently asked questions & answers

What is an EAA chapter?

An EAA chapter is an extension of the national EAA organization designed to make EAA accessible to members of the general public who have an interest in building or promoting electric transportation. A chapter consists of EAA officers/members dedicated to this purpose. In order to be a sanctioned chapter, the chapter must have at least five EAA members and at least two of the elected officers must be current EAA members. Membership means that an individual belongs to the national organization and has paid his/her annual dues. A sanctioned chapter must also have a minimum of two annual general meetings, which are open to the public.

All members in good standing will receive a copy of our newsletter the Current EVents, which includes articles about general EV news, political happenings, a calendar of events, want ads and advertising from EV related businesses.

How is a chapter organized?

Chapter leadership consists of elected officials (volunteers); those who choose to help organize and provide a focus for the meetings based on the local membership interests. Officer elections are usually held annually (December) and there are no term limits imposed. Meetings generally follow a loose interpretation of Robert's Rules of Order for business purposes, but also allow for guest speakers, demonstrations, movies, general discussion of current events, event planning, etc.

The most common hierarchy may include the following officers to handle routine aspects of the meetings:

- 1) **President:** The person who presides over and sets the tone/ direction of the chapter meetings. This officer generally sets up a meeting agenda, introduces guest speakers, keeps the meeting under control and offers guidance to the other officers/members. He/she may also handle the annual election procedure.
- 2) **Vice-President:** Takes control when the President is not available and helps the president with the general chapter organization.
- 3) **Treasurer:** Handles chapter finances including bank accounts, ledgers to account for income/expenses and provides reports to the membership. Generally, the chapter operates on a budget proposed and agreed upon by the officers/members. Since volunteers provide most of our effort, reimbursements are generally limited to goods provided by officers/members. Records income from dues and keeps track of membership.
- 4) **Secretary:** Keeps meeting minutes in either written or recorded form for use in the president's agendas, etc. Also responsible for sending meeting notices to the membership and supplying news articles for circulation at the meetings. May also share in membership record keeping.
- 5) **Program Director:** Makes arrangements for guest speakers and organizes meeting programs, rallies and other events.

Where and when should we hold meetings?

Most chapters have chosen to hold monthly meetings on weekends, generally Saturdays, as this seems to be more convenient and productive. Some chapters have chosen to have quarterly meetings since their members are widely disbursed and have difficulty attending meetings that are more frequent. The decision of meeting frequency should be based on a consensus of your local membership as well as geographical location of your membership.

Your meeting site should also reflect the above concerns; an improperly situated meeting site can severely limit your membership's ability to attend meetings. Meeting sites are numerous, some chapters use local library facilities; others use donated office space from utilities, local business meeting rooms, members' homes, etc. Regardless of when and where you decide to have your meetings, remember that consistency helps keep people focused and interested.

What about membership information and privacy?

Your national organization keeps a database on our total membership. This database can be accessed to provide your chapter with information about EAA members in your geographical region that may not belong to a local chapter, but might be interested in doing so. Membership information is available on demand from the membership chair. Please refer to it for information about EV enthusiasts that we know of in your area. This list is updated monthly and you may request copies whenever you wish. The information can be in hardcopy form or can be as a comma delimited file by email. Your list can also be updated from the monthly report currently being sent with dues revenue sharing checks on a monthly basis.

Can we hold an event?

Chapters are encouraged to hold as many public events as they feel comfortable doing. Events can take many forms, from static displays to rallies to symposia. The type of events you may be able to hold relates directly to how many volunteers you can muster and how much effort each is willing to exert. To make an event successful requires a lot of planning. A good rule of thumb is to start planning at least six months in advance. Many event sites may require insurance coverage to protect those involved, this insurance can probably be purchased under our national insurance policy as a rider to the existing policy. Please contact one of your board members for information.

What type of event can we hold?

Rallies are events that show electric cars on city streets. They are usually held at some highly visible location, such as a park, mall parking lot, or fairgrounds. The intent is to attract the general public to come and ride in an electric car, while at the same time providing a competitive atmosphere for the vehicle owners. These are usually distance competitions (miles per charge) where the vehicles run laps around a designated course/route. Lap distances are normally between 2-4 miles and each car must carry a new passenger (general public) on each new lap attempt. These events generally get a good turn out, since the public can be directly involved.

Shows are events like local car shows where electrics can be a static display and owners/volunteers can field questions from the general public. These types of events are also very popular since a large number of the general public can be introduced to electric cars with minimal effort on the part of the chapter. Many chapters simply participate in existing auto club/Earth day/Alternative energy shows. Once these other organizations find out about your cars and see a few, they can be very eager to have you attend, since an electric car provides a novel attraction to their event. These types of shows can turn into annual events for your chapter.

County Fairs are also a good place for static displays, although they are generally a longer event and require more organization and man power on a chapters part, since they usually prefer that the display be manned at all times. Expositions/symposiums are events that are normally of longer duration and generally include many other things to see or do. Alternative energy fairs, electronics shows and environmental shows are just a few of the types of expositions you may wish to attend.

What types of promotional materials are available?

The national EAA group can provide some printed material for you. We periodically print a special issue of our newsletter, which contains information about EAA and membership forms, which can be used as promo handouts. In addition, extra copies of past issues can be purchased for distribution at meetings, events etc. We also have a limited number of copies of the EV Buyers Guide, an EAA funded publication that lists manufacturers, component suppliers, dealers, and converters. The buyers guide can also be purchased by a chapter. There are hats, mugs, newsletters for handouts at meetings and other miscellaneous items available on the merchandise page of the organization's web page:

<http://www.eaaev.org>

I joined EAA and want to support a chapter since I'm not close to one where I live. How can I do that?

I'm supporting PIA, and they have a cheaper membership fee. What's the downside?

Those who join PIA are paying for PIA membership only. They do not get the CE Newsletter. All the monies go to PIA directly to support their efforts. Those monies are still tax deductible.

I want to support two chapters which are close to me. How to do that?

Sign up under one of the two as a supporting member and contribute an additional \$10 to support (or more) other chapters as well.

I'm an officer in our local EAA chapter. How can I see which members are members of the national organization?

Request a report from EAA membership chair to reconcile differences in your local membership and the revenue sharing you receive from the national organization in support of our mission.

Of the \$39 membership, how much goes to support the chapter of my choosing?

For regular memberships (\$39/yr) ten dollars gets returned to the chapter treasurer annually. For senior and student memberships (\$25/yr) only \$6 gets returned to the treasurer.

Our treasure has chosen not to join the national organization. Is that a problem.

No, except we will send revenue sharing monies to the President since he needs to be a national member. We don't send unsolicited funds to non-members.

Our chapter officers changed at our recent election. We haven't seen our revenue sharing since then. It's been months.

On a yearly basis chapters are requested to re-fill a chapter affiliation form. Without that (and its updated officer contact information) we have no clue as to where to send revenue sharing to. We will hold them until you do update the information. This is one of the few requirements for maintaining a chapter.

Why don't you publish a list of members in each chapter?

Privacy concerns and no demonstrated need for this continue to drive our direction on this issue. When we have an on-line password protected user modified profile, we can allow individuals to open their access information if they so choose.

What types of things should we consider when organizing an event?

- 1) Set a target date/time/location as early as you can. Small events may take the place of a regular meeting.
- 2) Set up an organizing committee.
- 3) Make up flyers/posters to promote your event.
- 4) Notify media of your event approx. 3 months in advance and give them reminder calls approx. 2 weeks prior.
- 5) Make up rally maps, numbers to ID vehicles, rally/event registration/info forms, handouts, etc.
- 6) Make up a mailing list of people to invite to the event & mail an invitation/flyer 2 weeks prior to event.
- 7) Set up a food booth? This can be a good way for your chapter to earn the money needed to fund the event! Keep it simple!
- 8) Set up timetable and invitations for guest speakers, exhibitors.

- 9) Set up booth space, power, etc for exhibitors.
- 10) Arrange for portable toilets, tables, seating, and garbage.
- 11) Organize a set up and teardown crew, should start set up at least 2 hours prior to the event.
- 12) Provide a power source for hot plates, coffee makers, and vehicle charging.
- 13) Use this list as a guide only, as there are many variables dependent upon the type of event.

Do we have any say in what our national organization does?

YES! Chapters are encouraged to get involved in what their organization does. You can contact the members of the Board of Directors directly to express your concerns and viewpoints. A list of the board members and their phone numbers is available on the web site <http://www.eaaev.org> or a recent issue of CE. You can nominate board members for the annual board election, and each current EAA member in good standing has one vote that can be cast for the board members of his/her choice. Generally, three or four of your eleven board members are up for re-election each year. Each board member is elected for a term of 3 years. Election ballots are enclosed in our monthly newsletter prior to the election to encourage participation from all members. Each chapter also has an opportunity to tell the rest of the membership about themselves, by writing articles for our monthly newsletter the Current EVents. Technical articles as well as articles about general chapter news are welcomed. Due to limited space, we cannot guarantee that an article will be featured in the newsletter, however all will be considered. The web site has submission information. Periodically a listing of all of our chapters, including a list of contacts for each, will be published in the newsletter as a way to promote individual chapters. We will not sell or otherwise use the membership information for purposes not directly ties to EAA.

In closing –

We realize that this introduction and handbook doesn't answer all of the questions that may arise, but hope that it helps get you off to a good start. If you have suggestions to improve it, please contact one of the organization's board members, via the web site address: <http://eaaev.org>/ Good luck in your endeavors, and thank you for your help in the effort to make electric cars a reality.

EAA Board of Directors

Electric Auto Association By-Laws (rev. 11/17/2001)

Separate file, see web site



Electric Auto Association Code of Ethics (1/15/1994)

Separate file, see web site for a current copy.



RALLY COMMITTEE MEETING _____ date

Rally date: _____ Symposium date: _____

Rally Duty

Rally officers -(person in charge) Rally Master Chief of Judges Communications Setup Crew Cleanup Crew Photographer/Video camera person Symposium Organizer

1 Publicity -person in charge.

Prepare "FLIERS", Course map, driver's-registration forms.

Send info to Magazines first. Mailing to EV owners first, then to interested parties.

Send to Newspapers.

Send to Radio and TV stations.

2 ACTION REQUIRED

Contact property owners affected. Get approval.

Order portable toilets if required. Get insurance rider on EAA policy

Advise local police, and request traffic cones, & safety barricades.

Set up P.A. system, if desired.

Set up time clock, if lap timing is desired.

Order participation plaques and awards, if to be given.

Set time and location of next meeting.

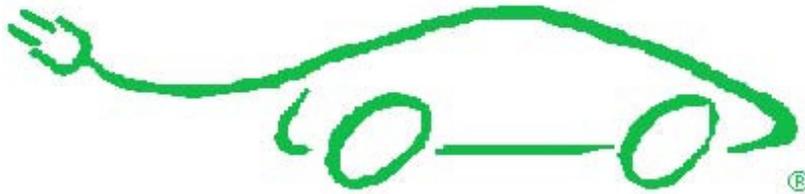
Person calling committee meeting: _____

Date _____

EAA LOGO

This is the official registered, service mark of EAA. Please do not alter by adding text, coloring or distorting it in any way without written approval of the Board of Directors.

A .gif file is available electronically. Contact the current board members on our website: <http://eaaev.org/> for further information. Formats that follow; smooth, original, & web button



Electric Auto Association February 11, 2006



Date: _____ CAR NUMBER _____

RALLY REGISTRATION FORM

Electric AUTO association

Vehicle type: _____ Basic Mfg. Yr. Seating Capacity First run (as electric) Yr. _____ Payload if truck (lb.) _____ Frontal area, in sq. ft. (height x width) _____ Curb Weight _____ lb.

Batteries: _____ Number of Drive batteries Mfg. _____

Voltage Battery model: _____

lead/acid NiCad other (please specify) Battery rating: _____

_____ Minutes @ 75 amps

or Amp Hr.

No DCtoDCconverterYes No AccessoryBattery:Yes

Mfg. _____

Tires (brand & model): _____ front rear

Size _____ front rear Fiberglass Metal

Body: _____ Other (please specify) _____

Color: _____ Number of doors _____ Transmission: (Circle) Manual

3 4 5 speed Automatic 3 4 speed

Clutch used:

No Yes

Drive Axle

Ratio: _____

Differential Chain Motor: _____

_____ Mfg. & Model Continuous HP rating Peak rating

Shunt Serieswound DC AC PM Compound

Control System: Electronic Chopper (Mfg. / Model) _____ -Chop-Freq. _____

Relay DiodeSwitching

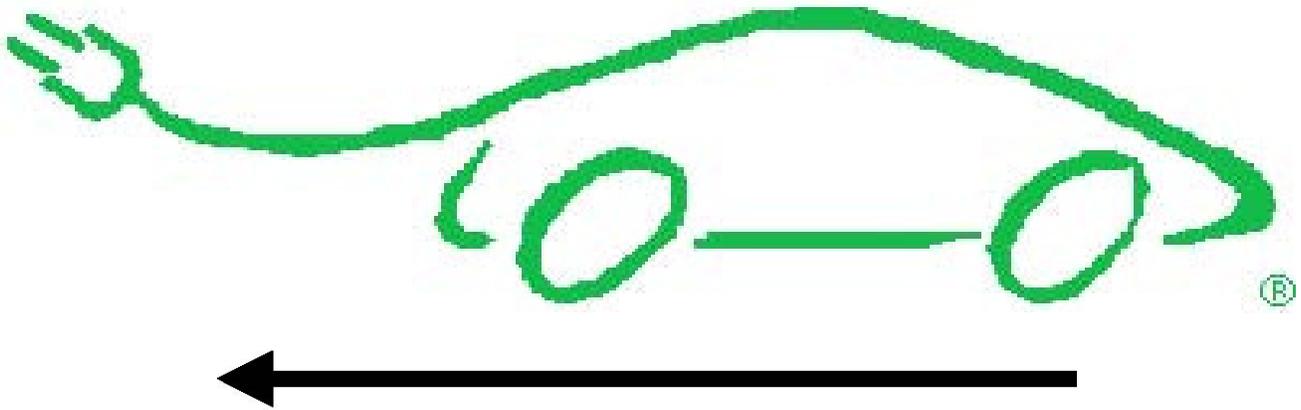
Liability Statement

I hereby absolve the Electric Auto Association, all officers of EAA, rally officials, and any city or corporation permitting use of its property for conducting the rally, of any responsibility for problems, accidents or damages caused or created as a result of my participation in the rally. It is my responsibility to abide by the applicable Motor Vehicle Code.

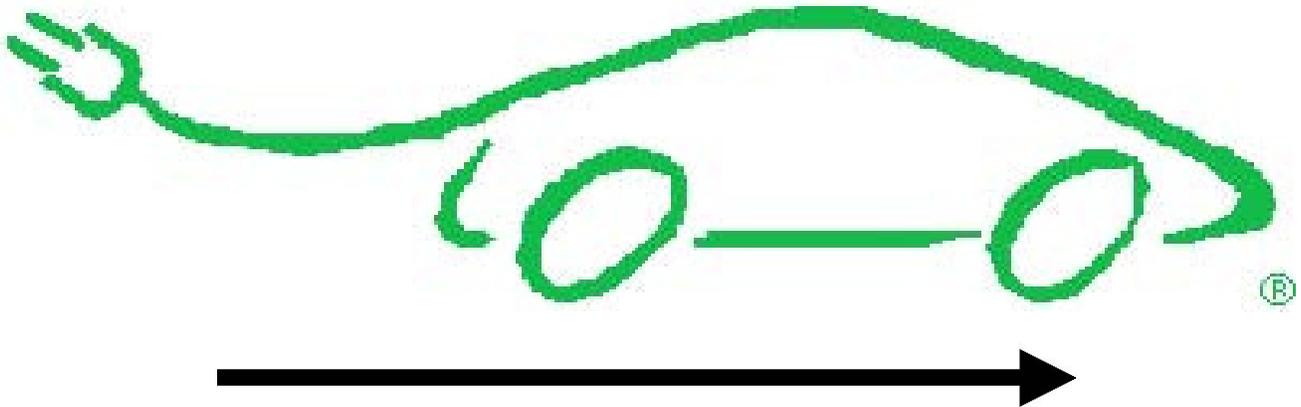
License number: _____ Insurance carrier: _____

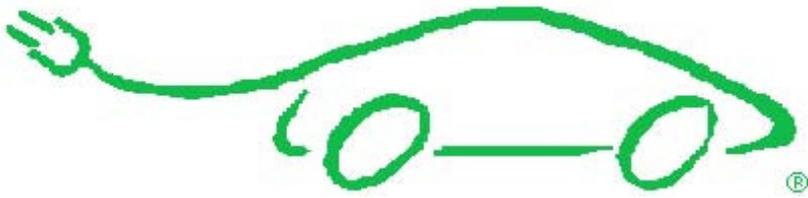


Electric Auto Association Meeting



Electric Auto Association Meeting





Electric Auto Association

Facsimile Cover Sheet

To:

Company:

From:

Company: Electric Auto Association

Phone:

FAX:

Date:

Comments:

Pages: (including this cover page)

