



Our Vision:

Vision Statement: Automotive collision repairers are admired professionals.

Our Mission:

Mission Statement: To develop, implement and promote community-based initiatives that exemplify the professionalism and integrity of the collision repair industry.

The National Auto Body Council (NABC) is a not-for-profit organization committed to the goal of improving the image of all dedicated collision industry professionals, while ensuring the industry is recognized as essential in serving the community. The NABC also implements the programs and activities that define it and give shape to its mission.

The NABC's ongoing and continued success is a direct result of the efforts and support of our sponsoring companies and membership. We are made distinctive by the fact that as an organization we are focused solely upon this objective. Creating positive Industry image is our only priority, therefore, it gets all our attention.

NABC initiatives marry public relations and marketing principles to the concept of community service. The good works conducted by collision repairers and their inter-industry partners are always of concrete benefit to the recipient, setting a sincere and proper tone for our industry when the event attracts media attention. Over time, the professionalism, selfless nature, and exemplary character of the collision industry is brought into plain sight on a regular basis until it remains top of mind with the public.

Though unified in intent, the specifics of each NABC project differ and target diverse community needs. More information on these is provided on our website at www.nationalautobodycouncil.org.

The NABC is funded by membership dues and contributions from every segment of the collision repair industry including individual shop operators, automobile manufacturers, insurers, paint and equipment manufacturers, parts suppliers, trade associations and others. As a not-for-profit

organization it accepts memberships from both businesses and individuals that work in the collision repair industry. Membership levels range from Patron up to Level One, the highest level of NABC membership. Additional information on each level can be found on our website at www.nationalautobodycouncil.org.

In addition to membership, individuals and businesses can support the NABC through financial contributions and volunteer efforts for specific NABC projects.

For more specific information contact: National Auto Body Council at marketing@nationalautobodycouncil.org.

BYLAWS OF THE NATIONAL AUTO BODY COUNCIL, INC.

Adopted January 2015

ARTICLE I

Members

Section 1. Membership. The National Auto Body Council hereafter known as the Corporation shall have membership classifications with appropriate dues as established by the Board of Directors. Any action or vote required or permitted by law to be taken by members shall be taken by action or vote of the same percentage of the Directors of the corporation at times when the membership is not meeting. All members present at the Annual Meeting shall have the right to vote on all matters brought forth at that Meeting.

ARTICLE II

Directors

Section 1. Elections. Members seeking the position of Director must notify the corporation or the Executive Director at least 60 days before the Annual Meeting in writing in order to be included on the ballot. Any member wishing to nominate a person for Director must submit that nomination in writing to the Corporation or Executive Director. All nominees must be current individual members or the designated representative of a member company, in order to be considered a candidate for the Board of Directors. Said nomination must be submitted by a minimum of three members and must be received 60 days before the Annual Meeting.

The election notice for the Board of Director positions considered for election shall then be sent to all members at least 30 days prior to the Annual Meeting. The election notice shall include the number of Director seats to be voted on, the candidate's name, city and state, business address, and e-mail, and if they are an incumbent.

The election shall take place at the Annual Meeting at which time all members shall have the right to vote on any matter that may come before that Meeting. Members must be present at the Meeting to vote. Proxy votes are not allowed.

Section 2. Powers. The Board of Directors shall have the entire charge, control and management of the Corporation and its property, and may exercise any or all of its powers. The Board of Directors may secure the services of an Executive Director, an administrative office, or any combination of personnel needed to provide the needed services and work asked by the Board.

Section 3. Number and Election. Except as otherwise provided by these bylaws or in the Articles of Organization, the number of elected Directors shall be fixed at 21. In order to serve, Directors must be members in good standing.

Section 4. Vacancies. Any vacant term on the Board of Directors may be filled with appointment by the Chair, which must be ratified by a majority vote of the Board of Directors. The person filling that term shall remain as a Director until that term has ended and, at that time, is eligible to seek election.

Section 5. Expansion of the Board of Directors. The number of the Board of Directors may be increased by amendment to these bylaws by the membership at the Annual Meeting or a Special Meeting to be held for that purpose. The number of Directors as specified in Section 3 above may be increased in multiples of three. Those new terms shall be staggered to coincide with the other terms of Directors. When this increase takes place, one Director shall be appointed to fill the remainder of that year and then that position shall be elected at the next Annual Meeting. The second Director shall be appointed for the remainder of the current year plus the following year and then that position shall be elected at the Annual Meeting that year. The third Director shall be appointed to fill that position for the remainder of the current year plus two additional years whereupon that position shall then be elected at that Annual Meeting. This shall provide for an equal number of director positions to be voted upon every year.

Section 6. Term of Office. Except as otherwise provided by law, the Articles of Organization, or these bylaws, the term of office to which each Director is elected is three (3) years or until a successor is elected. There shall be a limit of three consecutive terms for which a Director may be elected. After three successive terms and upon a replacement having been elected, a Director may seek election the following year or may be appointed as per the bylaws herein established.

Section 7. Resignation. Any Director may resign by delivering their documented notice to the Executive Director or the Chair. Such resignation shall be effective upon receipt unless it is specified to be effective at some other time.

Section 8. Removal. The Membership may remove a Director by a majority vote at the Annual Meeting or a meeting established for that purpose. The Board of Directors may remove a Director by a 2/3 vote if they deem it to be in the best interest of the Corporation. Such vote shall take place only after 30-days' notice has been given, thereby providing the Director an opportunity to speak before the Board of Directors. If requested by at least five members, a Special Meeting shall be convened to request the removal of one or more Directors by the general membership. A Director may be considered removed if their dues remain unpaid for more than 90 days.

Section 9. Annual Meeting. The Annual Meeting shall be held in the fourth quarter of the calendar year on a date determined by the Board of Directors and shall be open to all members and guests. The time and place shall be announced to all members in writing at least 30 days in advance of such Annual Meeting.

Section 10. Board Meetings. Board Meetings may be held at such times and places as shall from time to time be fixed by resolutions of the Board providing a 30-day notice to the membership. Board Meetings shall be open for attendance and participation by all members and guests. However, voting shall be limited to the Board of Directors and eligible Past Chairs.

The Board may go into executive session at the discretion of the Chair, Executive Committee or by vote of the Board.

For a Past Chair to be eligible to vote, they must have attended two meetings within the past 12 months prior to the meeting of the vote and be current members of the National Auto Body Council.

Section 11. Special Meetings. Special Meetings of the Directors may be called by the Chair, the Secretary, any two Directors, or the request of any five members who are not members of the Board of Directors.

Section 12. Notice of Special Meeting. Notices of any Special Meeting of the Board shall be provided to the membership via e-mail by the Chair, Secretary, or designee. If the Special Meeting is to be held via conference call, notification shall be provided at least 72 hours in advance of the Meeting. Otherwise, a 30-day notice shall be provided.

Section 13. Quorum. At any meeting of the Board, a majority of the elected or appointed Directors then in office shall constitute a quorum for the transaction of business. Past Presidents/Chairs eligible to vote, shall not be considered in the determination of a quorum.

Section 14. Action at Meeting. At any meeting of the Board at which a quorum is present, action on any matter brought before the meeting shall be decided by a majority vote of those present, unless a different vote is required by law, the Articles of Organization, or these bylaws.

Section 15. Committees. The Board may, by a majority vote, create committees and delegate some or all of their responsibilities to such committees except those responsibilities that the Articles of Organization or these bylaws prohibit from being delegated. Except as the Board may otherwise determine, any such committee may make rules for the conduct of its business and, unless otherwise provided by the Directors or in such rules, its business shall be conducted in the same manner as is provided by these bylaws for the Directors. The Directors shall have the power to fill vacancies in, change the membership of, or disband any such committee.

Section 16. Executive Committee. There shall be an Executive Committee comprised of the Executive Officers, the Immediate Past Chair, and one Director-at-Large to be selected by the Board of Directors as their representative to that Executive Committee. The Chair

and/or the Director-at-Large shall report to the Board any action they deem necessary since the last Board report.

The Directors shall fill any vacancy on the Executive Committee at any Board Meeting. Such successor shall hold office for the unexpired term of their predecessor.

Section 17. Telephone Conference Meetings. The Directors or the members of any committee may participate in a meeting of the Directors or such committee by means of a conference telephone or similar communications equipment that enables all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

ARTICLE III

Officers

Section 1. Officers. The Officers of the Corporation shall be a Chair, Vice Chair of Industry Involvement, Vice Chair of Community Involvement, Treasurer, and Secretary.

Section 2. Election. The Chair, Vice Chair of Industry Involvement, Vice Chair of Community Involvement, Treasurer, and Secretary shall be elected by the Directors at the first Board Meeting following the Annual Meeting or a Special Meeting held specifically for that purpose.

Section 3. Qualifications. Officers must be Directors.

Section 4. Term of Office. Except as otherwise provided by law, the Articles of Organization, or these bylaws, the term of an Officer shall be one (1) year or until a successor is elected. There shall be a limit of three consecutive terms in the same office.

Section 5. Resignation. Any Officer may resign by delivering their documented notice to the Executive Director or the Chair. Such resignation shall be effective upon receipt unless it is specified and agreed to be effective at some other time.

Section 6. Removal. The Membership may remove an Officer by a majority vote at the Annual Meeting, or a Meeting established for that purpose. The Board of Directors may remove a Director by a 2/3 vote if they deem it to be in the best interest of the Corporation. Such vote shall take place only after 30-days' notice has been given, thereby providing the Director an opportunity to speak before the Board of Directors. If requested by at least five members, a Special Meeting shall be convened to request the removal of one or more Directors by the general membership.

Section 7. Chair. The Chair shall preside at all Board and Executive Committee Meetings and shall only vote in the event of a tie. They shall be the chief elected Officer of the Corporation. It shall be their duty and responsibility to ensure that all directions and

resolutions of the Board and membership are carried out. They shall present an annual report to the membership at the conclusion of each year. The Chair shall be an ex officio member of all committees.

In the absence of the Chair or in the event of their inability or refusal to act, the following shall perform the duties of the Chair in the order specified and, when so acting, shall have all the power of and be subject to all the restrictions upon the Chair; Vice Chair of Industry Involvement, Vice Chair of Community Involvement, Treasurer, Secretary.

Section 8. Vice Chairs.

Vice Chair of Industry Involvement

The Vice Chair of Industry Involvement shall be responsible for keeping the Executive Committee informed on any and all programs or initiatives of the Corporation directly related to the image of the greater collision industry. They shall be responsible for the leadership and results of the various efforts such as: the Awards program, Trade Shows and Conventions, Membership, Fund-Raising, and any other committees or programs as may be directed by the Chair with approval of the Board. They shall be an ex officio member of such committees.

Vice Chair of Community Involvement

The Vice Chair of Community Involvement shall be responsible for keeping the Executive Committee informed on any and all programs or initiatives of the Corporation directly related to the image that is being portrayed as a result of those programs to the media, community and others outside of the greater collision industry. They shall be responsible for the leadership and results of the various efforts such as: Recycled Rides First Responder Emergency Extrication (F.R.E.E), Distracted Driving Initiative, Operation Comfort, and any other committees or programs as may be directed by the Chair with approval of the Board. They shall be an ex officio member of such committees.

Section 9. Treasurer. The Treasurer shall have general charge of the financial affairs of the Corporation and the accurate books of accounts; shall have direct or indirect custody of all funds, securities, and valuable documents of the corporation, as the Board may request; shall perform such duties and have such additional powers and responsibilities as the Board may designate; shall ensure that an annual budget is prepared for approval by the Board; and shall ensure that a financial report is prepared to be presented at the Annual Meeting.

The Treasurer shall be an ex officio member of and be responsible for the leadership and results of the Finance Committee and the Investment Committee, in addition to any other duties requested and approved by the Board. The Treasurer shall also be an ex officio member of the Membership Committee and the Fundraising Committee.

Section 10. Secretary. The Secretary shall be responsible for the keeping of the minutes of all General Membership, Board, and Executive Committee Meetings. The Secretary shall perform such duties and have such additional powers and responsibilities as the Board may designate.

The Secretary shall be an ex officio member of and be responsible for the leadership and results of the Governance Committee, Personnel Committee, and any other Committees or Programs as directed by the Chair with approval of the Board.

Section 11. Immediate Past Chair. Upon completion of their term the Chair shall be designated as the Immediate Past Chair. They shall have a seat on the Executive Committee with vote. The Immediate Past Chair may be asked at any time to fulfill such duties as requested by the Chair.

ARTICLE IV

Inspection of Records

Books, accounts, documents and records of the Corporation shall be open to inspection by any member during business hours. The original or attested copies of the Articles of Organization, bylaws, and records of all meetings of the Directors, and records which shall contain the names of all Directors and their record addresses, shall be kept at the principal office of the Corporation. Said copies and records need not all be kept in the same office.

ARTICLE V

Contracts, Indebtedness, Deposits, Gifts

Section 1. Execution of Documents. The Board may authorize any Officer(s), agent(s) of the Corporation, in addition to the Officer authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances.

Section 2. Execution of Debt Instruments. All checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such Officer(s), agent(s) of the Corporation and in such manner as shall from time to time be determined by resolution of the Board.

Section 3. Depository. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may select.

Section 4. Acceptance of Contributions. The Board may accept on behalf of the Corporation, any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation.

ARTICLE VI

Seal

The Seal of the Corporation shall be circular in form, bearing its name, the word “Massachusetts” and the year of its incorporation. The Treasurer shall have responsibility for the custody of the Seal and may have it affixed (as may any other Officer if authorized by the Board) to any instrument requiring the corporate Seal.

ARTICLE VII

Fiscal Year

The fiscal year of the Corporation shall be the year ending with December 31st in each year.

ARTICLE VIII

Indemnification

The Corporation shall, to the extent legally permissible, indemnify any person serving or who has served as a Director, Officer, employee or other agent of the Corporation, or at its request as a Director, Officer, employee or other agent of any organization, or at its request in any capacity with respect to any employee benefit plan, against all liabilities and expenses, including amounts paid in satisfaction of judgment’s in compromise or as fines and penalties, and counsel fees, reasonably incurred by them in connection with the defense or disposition of any action, suit or other proceeding, whether civil or criminal, in which they may be involved or with which they may be threatened, while in office or thereafter, by reason of their being or having been such a Director or Officer (or in any capacity with respect to any employee benefit plan), except with respect to any matter as to which they shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that their action was in the best interests of the Corporation (or, to the extent that such matter relates to service with respect to an employee benefit plan, in the best interest of the participants or beneficiaries of such employee benefit plan); provided, however, that as to any matter disposed of by a compromise payment by such person, pursuant to a consent decree or otherwise, no indemnification either for said payment or for any other expenses shall be provided unless such compromise and indemnification therefore shall be approved.

ARTICLE IX

Amendments

The general membership may amend these bylaws at any time by a two-thirds (2/3) majority of those voting in favor of such an amendment, provided 30 days written notice of the proposed wording, as well as the prior wording, has been sent to each member at their last known address. Such notice shall be sent by both US mail and e-mail. Executive Committee and Board of Director recommendations may or may not be included, as they see fit. However, lack of such a recommendation shall not prevent the amendment from being voted upon.

Special Meetings – Membership

There shall be a provision to allow for Special Meetings at times and locations other than that of the Annual Meeting. Such Special Meetings for the membership may be called for by the Chair, three Directors, or five general members. Such notice for a meeting shall be sent to the Executive Director who must then make such appropriate plans as to have that meeting take place within the next 45 days, provided no notice of time or location has been expressed in the request for such a meeting.

Survey Capability

There shall exist an opportunity for membership to also be asked survey-type questions. Any such request must be implemented within a 30-day time frame, provided such a request has been first approved by three-quarters (75%) of the Board members voting to have such a “polling or survey” take place. Report of all such results shall go forth to the general membership immediately upon determination.

Policies of the National Auto Body Council

Board of Directors Attendance Policy

Purpose: This policy is intended to support full contribution of all board members; therefore all board members will receive a copy of this revised board policy. The policy is to be reviewed once a year by the Governance committee. The policy has been reviewed and authorized by the board (see signature and date below).

Definition of a Board Attendance Violation: A violation of the Board Attendance policy exists with any of the following conditions:

1. The member has more than one absence in a calendar year
2. The member has two consecutive absences during November and January
3. Frequent tardiness or early departure of multiple board meetings

Response to a Board Attendance Violation: If a board attendance violation exists, the Chairman of the Board and Executive Director will contact the board member in order to obtain the reason(s) for the attendance violation. The Chair and Executive Director will then inform the Board member in question that their recommendations will be presented to the Executive Committee at which time the said Board member may also present their position. A vote will take place amongst the Executive Committee of whether or not said board member should remain on the Board of Directors. If a Board member is removed, the termination will be conducted per the following policy:

1. The board Chair will notify the terminated Board member in writing
2. This written notification will request the Board member provide a letter of resignation to the Board of Directors within two weeks
3. Any vacancies thereby created by a violation of the board policy and terminated board member shall be filled in the same manner as provided in the bylaws

Date October 30, 2018 _____ (Board Policy Last Revised)

Standing Committees and Task Forces

The Chair and/or Board of Directors may create such standing committees and task forces as are necessary for the work of the Organization. The Chair shall appoint these workgroups with the approval of the Board of Directors. A standing committee is defined as having a long-term ongoing responsibility. A task force is a time-limited assignment and may be disbanded at the conclusion of its assigned task or at any time as determined by the Board of Directors. For any committee or task force, the Board shall approve a written charge or charter that shall include an expiration date or review date for their work.

Conflict of Interest

The Directors, contractors and committee members (“Parties”) of the National Auto Body Council (NABC) shall avoid any conflict between their personal, professional, or business interests and the interests of the NABC, in any and all actions taken on behalf of the NABC in the Parties’ respective capacities.

In the event that any of the Parties shall have any direct or indirect interest in or relationship with any individual or organization which proposes to enter into any transaction with the NABC including but not limited to transactions involving:

- a. The sale, purchase, lease or rental of any property or other asset;
- b. Employment or rendition of services;
- c. The award of any grant, contract, or subcontract;
- d. The investment or deposit of any funds;

Such person shall give notice of such interest or relationship and shall thereafter refrain from voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the NABC to affect a decision to participate or not participate in such transaction.

Code of Ethical Standards

The National Auto Body Council Board members must be responsible for maintaining ethical behavior in relation to their work for the Council. Members may be in possession of sensitive information while engaging in business related activities such as reaching out to prospects, working with the Committees and members, fundraising and monitoring donations.

The National Auto Body Council Code of Ethical Standards provides guidance to Board members as they complete their work for the Council. Violation of the standards may subject the member to disciplinary sanctions by the National Auto Body Council Board.

Members shall:

1. Protect the confidentiality of all privileged information.
2. Effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
3. Not exploit any relationship with a donor or prospect for the benefit of the member or the member's organization.
4. Ensure that all solicitation and communication materials are accurate and correctly reflect the organization's mission and use of solicited funds.
5. Adhere to the principle that all donor and prospect information created by, or on behalf of National Auto Body Council is the property of National Auto Body Council.

I agree to this code of ethics.

(Name)

(Date)

National Auto Body Council Assets and Investment Policies

I. NABC's cash assets are apportioned as follows:

(A) Operating funds (from such revenue sources as membership dues, fundraising receipts, etc.) provide a pool of assets to support NABC's management and services. The NABC Treasurer Executive Director and Finance Committee shall determine the distribution of operating funds, preferring interest-bearing accounts and arranging for any necessary transfers of funds into the active checking account. The Finance Committee shall determine, after the close of each fiscal year, the asset allocation of any year-end surplus net income (e.g. leaving all net income in Operating funds; an apportionment between the Operating funds and the Reserve Fund; a crediting to the Speakers Fund; etc.).

(B) Restricted Funds provide the basis for various NABC grants, special events, new initiatives, awards, and honoraria.

(C) The Reserve Fund ensures that adequate resources shall be available to bridge possible budget shortfalls and cover unexpected expenses. Unrestricted gifts to NABC are credited to the Reserve Fund. Any earnings from investment accounts are distributed among the Restricted and Reserve funds, as determined by the NABC Finance Committee.

II. Investment pools/goals

Since the three purposes vary in goals and investment time horizons, they have been considered in this policy as separate investment pools as illustrated below. In establishing the policies and procedures that follow, the concept of asset allocation is regarded as the primary component of investment planning that governs the National Auto Body Council's three investment pools. Preservation of capital is of the highest importance. Funds may be pooled for greatest investment efficacy.

Operating funds

Time horizon: 0-12 months

Through study and analysis of cash flow the NABC Finance Committee establishes a plan to combine liquidity with maximum yield for idle funds. This plan will be evaluated annually by the Treasurer and NABC Finance Committee. Checking, money market, and savings accounts may be combined with short term certificates of deposit with staggered maturity dates and other cash management systems to satisfy the need for higher yields, and appropriate liquidity.

Restricted funds

Time horizon: 1-2 years

These funds must be invested conservatively enough to protect the principal and accrue a guaranteed annual yield to meet specific obligations, yet aggressively enough to maintain the National Auto Body Council's ability to meet those obligations. Allowable investments: fixed income funds (bonds), and money market mutual funds.

Investment Objectives

The principal objectives of the National Auto Body Council's investment program shall be:

- Preservation of capital on an absolute basis.
- Generation of income to fulfill the mission of the National Auto Body Council.
- Growth of asset value at a rate greater than inflation (as measured by the Consumer Price Index).

Achieving these objectives will require assuming a moderate level of risk, a long-term investment horizon and diversification among assets. The funds will be invested to maximize interest and dividend income consistent with a prudent level of risk.

Return Objectives

The National Auto Body Council's compound annual total return objective for the total portfolio is an absolute return, net after all expenses, of the Consumer Price Index (CPI) of the beginning of year asset value. Returns will be measured over a three year period.

Although investment objectives are long term, performance and activities of the investment fund manager is responsible to report on the various investments to the National Auto Body Council Controller, Executive Director, Treasurer and Chairman at a minimum of a quarterly basis in addition to any scheduled meetings of the Finance Committee.

Reserve Fund

Time horizon: 3+ years

Allowable investments: fixed income funds (bonds), mutual funds (stock- and/or money market).

**These funds can be placed into more aggressive funds seeking higher returns than noted within the Return Objectives Statement

III. Forbidden investment instruments

Small cap funds, junk bonds, commodities, derivatives, individual stocks and bonds. If mutual funds are chosen, preference will be given to those without loads or 12b-1 fees.

IV. Investments Review

The Treasurer and NABC Finance Committee shall review the NABC's investment profile in consultation with the Executive Director and the Executive Committee each time an investment matures, or as deemed necessary by the Finance Committee. In any case, such review shall take place at least once a year.

National Auto Body Council Brand Names & Logo Usage Policy

The mission of the National Auto Body Council is to develop, implement and promote community-based initiatives that exemplify the professionalism and integrity of the collision repair industry.

The National Auto Body Council encourages its members to use the National Auto Body Council logo and its associated program logos to actively promote NABC-sponsored programs and initiatives.

The following brand names and logos are the sole and exclusive property of the National Auto Body Council:

National Auto Body Council



NABC Recycled Rides®



NABC First Responder Emergency Extrication (F.R.E.E.™)



NABC Distracted Driving Initiative



NABC Award of Distinction



NABC Body Shop Image Award



Who can use the National Auto Body Council brand name and logos?

- Current members, in good standing with the National Auto Body Council, can use and reproduce all of the above brand names and logos in conjunction with events, promotions, etc. that fulfill the NABC's mission to develop, implement and promote community-based initiatives that exemplify the professionalism and integrity of the collision repair industry.
- Non-profit organizations participating in the NABC Recycled Rides®, NABC F.R.E.E.™, and NABC Distracted Driving Initiative programs are also free to use the above brand names and/or logos.

How can the National Auto Body Council brand name and associated program logos be used?

National Auto Body Council brand names and logos may be used in a professional manner on program participant business cards, stationery, literature, advertisements, collateral, announcements, banners, web site, etc. as long as the participating organizations adhere to brand name and logo usage guidelines outlined below.

National Auto Body Council Logo Usage Guidelines

The registered trademark ™ and registration mark ® must be used during the first usage of the following program names as shown below:

NABC Recycled Rides®
NABC First Responder Emergency Extrication™ - NABC F.R.E.E.™

Please observe all the following guidelines when using the logos:

- Use only the approved digital artwork.
- Never change fonts on the logos.
- Never reproduce the logo in colors other than black/white and the approved PMS colors specified for each logo.
- Never outline the logo.
- Never distort the logo. Always scale it proportionately.
- Never place any graphics in or around the logo that could be interpreted as part of the logo.
- Anytime the term F.R.E.E. is used the trademark logo “TM” must be used appropriately
- Anytime the term Recycled Rides is used the registration mark “®” must be used appropriately
- Reference to NABC F.R.E.E.™ or NABC Recycled Rides® on any materials (print of digital) must at minimum referenced “A Program of the National Auto Body Council”

- When logos are used in reference to NABC F.R.E.E.[™] or NABC Recycled Rides[®] the NABC, F.R.E.E.[™] or the Recycled Rides[®] logo must be used as well with proportionate size to other logo(s) in/on the piece

The logos may NOT be used in any of the following ways:

- Altered, revised, combined or merged with any other logos or graphic elements.
- On any product or items for sale, such as T-shirts, mugs, golf balls, etc., without the express, written consent of the National Auto Body Council.
- In any manner that, in the sole discretion of the National Auto Body Council, discredits the organization and/or its programs and initiatives or tarnishes its reputation and goodwill.
- Is false or misleading.
- Violates the rights of others.
- Violates any law, regulations, or other public policy.
- Mischaracterizes the relationship between the National Auto Body Council and the user to construe endorsement, approval, sponsorship, or certification by the National Auto Body Council of the user's business or organization, or the user's products or services.

NATIONAL AUTO BODY COUNCIL Logo Standards

<p>National Auto Body Council</p> <p>Dark Blue: Pantone 308 C C100, K76 R0, G87, B97</p> <p>Light Blue: Pantone 7461 C C95, M37, Y0, K5 R0, G130, B92</p>	
<p>NABC Recycled Rides®</p> <p>Light Green: Pantone 367 C47, Y77 R142, G209, B105</p> <p>Dark Green: Pantone 350 C70, M45, Y65, K29 R74, G96, B82</p>	
<p>NABC First Responder Emergency Extrication (F.R.E.E.™)</p> <p>Light Red: Pantone 1797 C8, M97, Y100, K0 R220, G41, B230</p> <p>Dark Red: Pantone 188 C0, M90, Y106, K66 R11, G18, B0</p>	
<p>NABC Distracted Driving Initiative</p> <p>Yellow: Pantone 109U C0, M10, Y100, K0 R255, G221, B0</p> <p>Black:</p>	

Where can I find the National Auto Body Council logos?

Please request a copy of all Brand Standards from the National Auto Body Council's Public Relations/Marketing agency – Victory Management Group at: 312.505.4336 or email Deborah Robinson at drobinson@vmg1.com

Compliance

The logos shall remain at all times the sole and exclusive intellectual property of the National Auto Body Council.

The National Auto Body Council shall have the right to request samples of use of the logo from which it may determine compliance with the above logo guidelines.

The National Auto Body Council reserves the right, at its sole discretion, to modify these logo usage guidelines at any time and to take appropriate action against any use without permission or any use that does not conform to these requirements.

The National Auto Body Council shall be held harmless for any claim resulting through the improper display or usage of its logos by members, sponsors, non-profits, etc.

Whistleblower Policy

Reporting Responsibility

It is the responsibility of all directors, officers and employees of the National Auto Body Council (the Organization) to comply and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Policy shall suffer harassment, retaliation or adverse employment consequence. A director, officer or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment and/or removal from board. This Whistleblower Policy is intended to encourage and enable concerns within the Organization to be raised prior to seeking resolution outside the Organization.

Reporting Violations

This policy addresses the Organization's open door approach and requires that directors, officers and employees share their questions, concerns, suggestions or complaints so they may be addressed properly. In most cases, the Compliance Officer is in the best position to address an area of concern. However, if you are not comfortable speaking with the Compliance Officer or you are not satisfied with their response, you are encouraged to speak with someone on the Executive Committee or the Executive Director. Should such concern involve the Chair of the organization, such notification must be reported to the Executive director.

Compliance Officer

The Chairman shall appoint a Compliance Officer with the approval of the board of the directors. The Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations, and shall advise the Board of Directors. The Compliance Officer has direct access to the Board of Directors and is required to report to the Board of Directors at least annually on compliance activity as needed.

Accounting and Auditing Matters

All reported concerns or complaints regarding the Organization's accounting practices, internal controls or auditing shall also be reported to the Compliance Officer who shall immediately investigate and notify the Board of Directors of any such complaint.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of policy has taken place. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense which could include removal as a Director or termination if an employee.

Confidentiality

Violations or suspected violations may be submitted to the Compliance Officer on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the complainant and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the results of the investigation.

NABC BOARD MEMBER ROLES AND RESPONSIBILITIES

ROLE OF NON-PROFIT BOARDS

A Board of Directors of a non-profit corporation is legally responsible for the organization. Technically, a Board may act in any area of the corporation's business, however, prudence and good management call for the Board to delegate much authority and responsibility to the Executive Director, to the Board Executive Committee and to committees. Board leadership requires, above all, that the Board provide vision. To do so, the Board must first have an adequate vision of its own job. That role is best conceived neither as volunteer-helper nor as watchdog, but as trustee-owner.

General duties of an NABC Executive Committee member include:

1. Function and adhere to all duties of a board member at large
2. Attend all meetings or teleconferences as requested by the Chairman and/or Executive Director
3. Fulfill all obligations to your office as mandated by the By-Laws
4. Chair or oversee at least one major event or function per term
5. Be available to assist, or advise any member with a reasonable request
6. Expand all communications with the Board, Executive Director or Administrators
7. Hold and value your office with a level of prestige that will entice other members to seek election to your position upon expiration of your term
8. With the support of the Board, select, support and evaluate chief staff

General duties of an NABC Board member include:

1. Establish the mission and purpose of the organization
2. Drive the organization's planning efforts
3. Approve the organization's program of work and evaluate effectiveness
4. Ensure the financial solvency of the organization
5. Help raise resources
6. Select, support and evaluate staff through the Executive Committee
7. Advance the organization's public image
8. Strengthen its own effectiveness as a Board and seek continuous improvement of its own operations and that of the organization

NABC BOARD MEMBER RESPONSIBILITIES

- Define and oversee the mission and vision of the organization, keeping it relevant to the needs of the day
- Set the overall policy for the organization
- Set goals through its approved program of work and provide strategic guidance
- Help raise the necessary financial resources the organization needs
- Provide adequate funding through the annual budget to carry out the program of work
- Assure compliance with relevant government regulations
- Assure compliance with normal standards of fiscal responsibility

- Review periodic reports of financial condition and develop plans to resolve any problems that may arise
- Elect officers, in accordance with the By-Laws
- Recommend and approve changes to the By-Laws
- Fill all vacancies that occur in its membership
- Meet as required by the By-Laws
- Actively serve on at least one Board Committee
- Advance the organization's public image
- Participate in an annual review of the Board's effectiveness

AS INDIVIDUALS, EACH NABC BOARD MEMBER SHOULD:

- Be a dues paying member of the organization
- Attend all meetings of the Board, be on time, and stay through the duration
- Read materials and information sent to the Board and come prepared to participate in meetings
- Seek clarification on any matters or material that is not understood before making decisions
- Listen carefully to other Board members and staff with an open mind and an objective perspective
- Actively work together towards decisions and solutions that are in the organization's best interests
- Consult with the membership in order to be truly representative and communicate Board action
- Maintain relationships with staff so as to develop trust and respect
- Offer suggestions of persons who may be willing to serve on the Board and on committees and task forces
- Mentor new Board members
- Nominate, as appropriate, people, groups or companies for the annual NABC Awards
- Perform such other duties, within his/her capabilities, as may be requested by the Board Chairman

2019 NABC Board of Directors

Executive Committee

Darren Huggins, Chairman
Keith Egan, Vice Chair of Community Involvement
Kerry Angers, Vice Chair of Industry Involvement
Elizabeth Clark, Treasurer
Doug Schlueter, Secretary
Barry Barbee, Director At-Large
Domenic Brusco, Immediate Past Chair

Board Members

Keith	Bell
Kristle	Bollans
Kevin	Creegan
Brian	Driehorst
Luke	Harris
Arlo	Johnson
Michael	Jordan
Gene	Lopez
Clint	Marlow
Bill	Mayer
Anthony	Natale
Gerry	Poirier
Liz	Stein
Debbie	Teter
Randy	Wittig

Past Presidents

Domenic Brusco (2016-2017)
Nick Notte (2014-2015)
Brandon Devis (2013)
Stacy Bartnik (2011-2012)
George Avery (2009-2010)
Russell Thrall III (2007-2008)
Guy Bargnes (2005-2006)
Doug Webb (2003-2004)

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Marco Grossi (2001-2002)

Ed Dollar (1999-2000)

Lorene Lombardi (1998)

Tom Welsh (1997)

Chuck Sulkala (1995-1996)