

NORTHWEST REGION SPORTS CAR CLUB OF AMERICA

MANUAL OF BOARD POLICIES AND PROCEDURES

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Last Updated: 3 December 2012

Northwest Region SCCA
Manual of Board Policies and Procedures

I. Election Procedures

Elections may be conducted by mail and/or internet mechanisms deemed appropriate by the Board of Directors.

Ballot procedure: At least 10 but not more than 30 days before an election requiring official ballots, the Secretary shall cause a written notice of such election to be sent, by mail and/or email, to each Full Member. Mailed notice shall contain an official ballot, along with voting instructions. Emailed notice shall indicate the items and candidates to be voted upon and the procedure for competing and filing a ballot via the internet.

Instructions for Voting: Eligible voting members are per the bylaws.

Only votes on official mailed ballots or complying with the internet voting procedures defined in the notice of election will be counted. Mailed official ballots should be marked, placed in the provided envelope, and mailed or delivered to the "Teller Committee."

M/S/P 7/09

II. Position Descriptions for Elected Officers:

- a) **Regional Executive:** The RE shall serve as Northwest Region's primary liaison with National and other Regions within the Northern Pacific Division and shall organize and coordinate all aspects of the activities of Northwest Region. The RE, or with the approval of the Board of Directors, a designee, shall be Northwest Region's designated representative at the National Convention and all Division meetings; the Region shall reimburse all reasonable travel and lodging expenses associated with attendance at such meetings. The RE shall appoint and supervise all appointed officers with input from relevant committees and approval of the Board of Directors. The RE shall be a member of all committees. Along with the other Officers, The RE shall present a budget for submission to the Board of Directors for approval not later than February of each year. The RE shall preside over all Board meetings and General Membership meetings. The RE shall write a column on the status of the Region for publication in the Northwest Sports Car News. The RE shall chair the annual banquet and appoint an awards committee to select recipients for annual Region awards and trophies. The RE (or designee) shall authorize and sign sanction applications for each venue event held in the Northwest Region.
- b) **Assistant Regional Executive:** The Assistant Regional Executive shall perform such duties as may be delegated to him/her by the Regional Executive. He/she shall preside at meetings in the temporary absence of the Regional Executive. In the event the Regional Executive is unable to complete a full term of office, the Assistant RE shall become the RE for the remainder of the RE's term of office. The Board of Directors shall then appoint a Board Member at-large to fill the position of Assistant Regional Executive.
- c) **Secretary:** The secretary will be responsible for obtaining an up to date roster of all Northwest Region members from the Chair of the Membership committee for all mailings required of the secretary by the Bylaws. The Secretary shall prepare and distribute a Board of Directors telephone and mailing list, and shall distribute this

list to the SCCA national office by January 15th of each year. The Secretary shall give all notices of meetings required by law or the Bylaws and shall perform all duties incident to the office, required by the law or by a majority of the Board of Directors. The Secretary shall have custody of Northwest Region records, and shall conduct Northwest Region correspondence as required. The Secretary shall collect, summarize and submit a timely report to the SCCA national office each year regarding Region activities for consideration in the SCCA regional achievement awards program. The Secretary shall prepare minutes of the monthly Board meetings and shall update this manual each January.

- d) **Treasurer:** The Treasurer shall at all times maintain adequate financial records and shall prepare a monthly report to the Board and to the Regional Executive showing, at a minimum, the following: cash on hand, accounts receivable, and accounts payable; Northwest Sports Car News, Racing, Rally, and Solo program's expenses and receipts (year-to-date and month); and such other information as the Board and/or Regional Executive from time to time request. The Treasurer shall cause an approximate year-end financial report to be available by request to any member in good standing after the fiscal year ends. The Treasurer shall execute all contracts after prior approval by the Board of Directors. The Treasurer may, with approval of the Board and the concurrence of the Assistant RE of the venue involved, appoint Assistant Treasurers of Race, Rally, and Solo to assist the Treasurer in performance of the Treasurer's duties in each of those activities. The duties of the Assistant Treasurers shall be limited to receiving funds and making regular disbursements for ordinary recurring expenses necessary for conducting the activities of each respective group. The Treasurer may, with the approval of the Board, draft a form to be used by all members of the Region in seeking reimbursement or expenditures of the Region's funds. The Treasurer shall maintain an asset list of all property owned by Northwest Region.
- e) **Director:** Directors shall attend meetings of the Board of Directors, act as liaison between members and the Board and Region Officers, and perform committee assignments and other special projects as assigned by the Regional Executive.

III **Position Descriptions for Appointed Officers: Appointed Officers serve at the pleasure of the RE.**

- a) **Assistant Regional Executive Race:** The Assistant Regional Executive/Race (Asst. RE Race) shall be responsible to the RE for administration of all Northwest Region race related activities, including but not limited to budget preparation, site procurement, scheduling, coordinating, organizing and supervising all racing events of the Region, coordination of supplemental rules and regulations, and sponsorship. The Asst. RE Race shall chair the Race Committee.
- b) **Assistant Regional Executive Solo:** The Assistant Regional Executive/Solo (Asst. RE Solo) shall be responsible to the RE for administration of all Northwest Region solo activities, including but not limited to budget preparation, site procurement, scheduling, coordinating, organizing and supervising all solo events of the Region, coordination of supplemental rules and regulations, and sponsorship. The Asst. RE Solo shall chair the Solo Committee.
- c) **Chair of the Membership Committee:** *The Membership Chairperson shall maintain a complete Roster of members. A Roster of members, including their names, interests, and city may be made available for the use of officers of the region on request. Copies of the roster may not be disclosed to any other parties without prior approval of the board. Contact information for individuals may be*

shared by board members but disclosure to non members for any other purpose than region business should be discouraged. The Membership Chairperson shall cause updates of new members to be published in the Northwest Sports Car News.
M/S/P 11/09

The Membership Chairperson shall:

- 1) Respond to inquiries from members and prospective members.
 - 1) Receive applications for transmittal to the SCCA national office.
 - 1) Prepare an annual report of membership and licenses by category for inclusion in a Regional report to SCCA national office for consideration in the regional achievement award program.
 - 1) Provide mailing lists for mailings as required by regional officers and directors.
 - 1) Mail Northwest Sports Car News to members as requested.
 - 1) Assist members with questions concerning membership or license status including contacting the SCCA national office when required.
 - 1) Provide membership materials to Region officers, directors, and members.
 - 1) At each meeting of the Region, the Membership Chairperson shall have available a current Regional membership roster including names, etc. as listed above;
 - 1) And shall also have available sufficient quantities of Region membership applications and shall assist prospective members in submitting such applications.
 - 1) Attempt to renew lapsed members.
- e) **Archivist:** The Archivist shall be responsible for collecting, maintaining, organizing, and researching materials which record the history of the Northwest Region.
- f) **Regional Editor:** The Regional Editor shall be responsible for publishing and distributing the Northwest Sports Car News magazine as well as such other Regional publications as may be required or authorized by the Board. The editor of Northwest Sports Car News shall:
- 1) Give priority to club news, events and member participation and performance.
 - 2) Insure that personal opinions expressed in the newsletter be confined to an editorial section or page. M/S/C 5/93

Northwest Sports Car News shall be the official publication of the Northwest Region and shall be primarily devoted to reporting on the activities of the Region and its members.

M/S/P 5/4/2009
Updated M/S/P 12/3/2012

IV. GENERAL OPERATIONAL POLICIES AND PROCEDURES

- A) The Region's form of organization shall be as a Washington State Corporation. M/S/C 11/02
- B) The Region's Bank shall be Bank of America M/S/P 4/09
 - 1) The Race's Bank account shall be Bank of America M/S/P 12/12
 - 2) The Solo's Bank account shall be Wells Fargo Bank M/S/P 12/12
- C) The time for regular Board meetings shall be 7:00 pm. M/S/C 11/02
- D) NW Region shall be a member of Northwest Rally Council at a cost of \$10 per year. M/S/C 10/91
- E) The Board of Directors shall approve not only the membership, but the operating procedures for the Venue committees. M/S/C 11/02
 - 1) Solo Committee shall be comprised of any NW Region member in attendance at the monthly Solo meeting.
 - 2) Rally Committee shall be comprised of any NW Region or PRG member in attendance at the monthly Rally meeting.
 - 3) Race Committee shall be comprised of any NW Region member in attendance at the monthly Race meeting. M/S/P 11/98
- F) Advertising links and/or banners posted on the Region Web Site (<http://www.nwr-scca.org>) must have approval by the Board for each agreement. M/S/P 11/02
- G) Venue committees and Chapters shall be instructed to meet monthly or notify the membership in advance, if meetings are to be held otherwise. M/S/P 12/12
- H) Each venue committee shall pay an event participation fee to support general fund activities of \$ 2.00 per entry per event beginning January 1, 1999. M/S/C 11/98
- I) The Northwest Region dues for a regular type membership remain at \$20.00 for the each year. M/S/P 4/09
- J) The Northwest Region dual member dues are \$20 each.
- K) Each venue shall do an annual inventory of all equipment no later than December 31 of each year. Copies of this inventory shall, at a minimum, go to the region Treasurer and the Regional Executive who may then give copies to the rest of the Board.

The inventory will include any equipment that is out-of-date or no longer usable with appropriate notations of these items. A list should also be provided of those items belonging to other organization that we are storing. A complete count need not be kept of forms, office supplies etc although the type of forms should be noted. Medical kits and other equipment that has expiration dates should be regularly inventoried to be sure that all supplies are current. M/S/P 11/09

TIMETABLE OF ADMINISTRATIVE DEADLINES
WITH BYLAW REFERENCES (12/19/94)
Updated 12/3/2012

Annually Bylaws to be published on the region's website (Article 11)

An Annual Meeting will be held each year – (Article III. Section 1)

January of each year - The Secretary shall update this Manual of Policies and Procedures and cause said Manual to be published in NWSCN (Article V, Section 6)

January of each year - Each venue Assistant RE shall appoint the membership contact of the venue committee. (Article VI, Section 1 a, b, and c).

January 15th of each year - The Secretary shall prepare and distribute a Board of Directors telephone and mailing list to SCCA National Office.

February 15th of each year - Submit Charter renewal with appropriate schedules and supplements to SCCA National office. (Note: a copy of Tax Form 990 must be submitted also).

May 15th of each year - Tax form 990 w/ schedules and supplements are due to the IRS. If needed, file extension of time to submit.

September at the BOD Meeting nominations for Officers shall open (Article III, Section 6)

October of each year - During regular membership meeting, nomination of Officers will close. (Article III, Section 6)

October or November of each year - Each venue committee publishes notice that its November or December meeting shall be for the purpose of holding an election to nominate a candidate for Assistant RE of the venue. (Article VI, Section 1 a, b, and c).

November or December of each year - Each venue committee holds an election to nominate a candidate for Assistant RE of the venue. (Article VI, Section 1 a, b, and c).

September, October, or November, of each year - 10 to 45 days in advance of the Annual Meeting, written notice is to appear in NWSCN with notice of any official business to be conducted. (Article III, Section 2)

December of each year - The Secretary shall collect, summarize, and timely submit a report to the SCCA national office regarding Region activities for consideration in the SCCA regional achievement program.

December of each year - Turnover meeting with old and new officers. (Article V, Section 8).