

**SNAKE RIVER REGION, SPORTS CAR CLUB OF AMERICA, INC.**

**OPERATIONS MANUAL**

ARTICLE I - Name, Purpose, Affiliation, and Organization

SECTION 1 – Name: The name of the club shall be the Snake River Region, Sports Car Club of America, Incorporated (SRRSCCA, club).

SECTION 2 – Purpose: The general purpose of the club shall be to promote interest in sports cars and other fine automobiles and to encourage their safe and skillful operation, by developing, arranging and regulating closed circuit competitions in accordance with SCCA rules and regulations, by dissemination of information through club publications, website, social media, and through related social and recreation activities for the instruction and enjoyment of its members.

SECTION 3 – Affiliation: The club is a duly constituted Region, Region #106, of the Sports Car Club of America, Inc. (SCCA).

SECTION 4 – Organization: The club is a not-for-profit corporation, incorporated pursuant to the Idaho State Not-For-Profit Corporation Law.

ARTICLE II – Membership and Dues

SECTION 1 – Members: Any individual person interested in and capable of furthering the purposes of the club shall be eligible for membership in SRRSCCA. A member in good standing is entitled to all the privileges of membership including the rights to vote and hold office. Requirements for joining the SRRSCCA are: (1) completion and submittal of an SCCA membership form; and (2) payment of such dues and fees as may be required. Such acts, and acceptance of membership in the SCCA, shall constitute membership in the SRRSCCA.

SECTION 2 – Dues: Annual membership dues and the date of annual membership renewals shall be established by the national SCCA.

SECTION 3 - Fees: SRRSCCA club fees may be established/approved from time-to- time by the SRRSCCA Board of Directors for participation in events and for use of facilities in connection with events.

SECTION 4 – Membership Suspension/Termination: Any SRRSCCA member may be suspended for infraction of club rules by vote of the Board of Directors of the club, or for other cause if the officers shall deem such suspension to be in the best interests of the club. Upon such suspension, the member shall be so informed in writing and shall be given reasonable opportunity to be heard thereon.

ARTICLE III – MEETINGS OF THE MEMBERS

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SECTION 1 – Annual Meeting: The annual meeting of the members shall be held each year for the election of officers, reports from the Board of Directors and committees, and such other business as lawfully may come before the meeting.

SECTION 2 – General Membership Meetings: Meetings open to all club members shall be held at a time and place designated by the Board of Directors and shall be held on the third Tuesday of each month, conditions permitting. Special meetings can be called by the Board of Directors and in such case the Secretary shall give notice to the members not less than seven (7) or more than thirty (30) days before such meetings.

Operational guidelines, policies, and proposed club financial expenditures may be determined by a majority vote of the members in attendance. Members may make, second, and/or vote on motions for proposed actions. Motions passed by a majority vote of the attending members may be approved by the Board of Directors during the general membership meetings, or a vote may be postponed until the next Board of Directors meeting.

SECTION 3 – Board of Directors Meetings: Meetings of the Board of Directors shall be held regularly immediately prior to the general membership meetings to discuss and adopt club-related financial expenditures.

SECTION 4 – Quorum: At all meetings of the members, 20% of the membership shall constitute a quorum. No actions of the Club shall require a quorum except as specially stated by the Regional Executive.

SECTION 5 – Voting: All proposed actions shall be passed to the Board of Directors who may call for Approval or Rejection by majority of those members present and voting. With the exception of officer elections, voting by proxy or absentee ballot shall not be allowed. Ballots for the election of officers may be submitted at club meetings or by mail.

**ARTICLE IV – OFFICERS**

SECTION 1 – The elected officers of the club shall be Region Executive, Assistant Regional Executive, Secretary, Treasurer, and Director. Officers must be members, as defined above, for the duration of their term. They shall serve for one “term” unless re-elected. The term length is defined in Article VII Fiscal Year. All reasonable attempts must be made to hold officer elections at or around the December Annual Meeting each calendar year.

SECTION 2 – The Board of Directors may establish temporary or standing committees with an appointed chairperson as needed.

SECTION 3 – The above-name officers, duly elected at the Annual Meeting, together with the chairpersons of the standing committees shall constitute the Board of Directors of the club. Members of the Board of Directors holding more than one elected or appointed position shall only be allowed to cast one (1) vote in the Board of Directors decisions.

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SECTION 4 – In case a vacancy shall occur in any of said offices, the Board of Directors shall elect a person to fill the said vacancy until the next Annual Meeting, except as provided for the office of Regional Executive in Article V, Section 2.

**ARTICLE V – DUTIES OF ELECTED OFFICERS**

The primary duties of the Board of Directors are to conduct SCCA sanctioned Solo events in accordance with SCCA and SRRSCCA rules and in a manner consistent with the club's purpose. The basic duties of each member of the Board of Directors are identified below.

**SECTION 1 – Duties of the Regional Executive (RE):**

- Preside at all meetings of the general membership and Board of Directors.
- Maintain order at meetings, while ensuring that all members have an opportunity to make motions and/or have their concerns and views heard.
- The RE may not make motions and does not have voting rights in general membership meetings, except to decide tie votes. The RE has the right to postpone a vote by requesting the vote be conducted by a quorum or a majority of members.
- The RE has voting rights at the Board of Directors meetings.
- The RE is authorized to sign and execute all contracts and agreements approved by the Board of Directors.
- Serve as the Chief Executive Officer of the club and be responsible for maintaining the executive records file, ensuring all required data is current with the SCCA National office, and sanction forms are submitted for upcoming events.
- Conduct inspections of the financial records as appropriate, including an annual review.
- Support activity on social media and other public information or educational efforts to promote the purpose of the club as defined in Article I, Section 2.
- Support the designated Event Master prior to and during each event.
- The RE's duties include any and all matters which arise requiring action to ensure that all SCCA Solo events hosted by the club are safe and successful. Specific duties may be delegated to members in good standing.

**SECTION 2 – Duties of the Assistant Regional Executive:**

- Support the RE in all duties listed above and other duties as assigned.
- Assume the duties of the RE in their absence, or in case of their resignation or inability to ac.
- Attend Board of Directors and general membership meetings. Preside over said meetings in the absence of the RE, and remain informed about club related initiatives, and topics or issues of importance to the club and its membership.
- Assist RE in addressing all matters requiring action to ensure all SCCA Solo events hosted by the club are safe and successful. Specific duties may be delegated to members in good standing.
- Arrange special events as assigned, including the annual banquet, and approve all social media activity and other public information or outreach efforts to promote the purpose of the club as defined in Article I, Section 2.

**SECTION 3 – Duties of the Secretary:**

- Attend all Board of Directors and general membership meetings and keep a permanent record of meeting minutes including all motions, votes, and significant discussion.

- Arrange for a Secretary pro-tempore if absent from a meeting and remain informed about club related initiatives, and topics or issues of importance to the club and its membership. A pro-tempore may be appointed by the presiding Board member.
- Promptly transmit the minutes of each meeting to the Editor to post on the SRRSCCA web page.
- Maintain a master copy of the By-Laws, including amendments, and provide copies to members upon request.
- Maintain SRRSCCA club membership and email lists, support mass mailings, notify new officers of their election, and have custody of the club's meeting records.
- Support social media activity and other public information or outreach efforts to promote the purpose of the club as defined in Article I, Section 2.
- Assist other club officers in matters requiring action to ensure all SCCA Solo events hosted by the club are safe and successful. Specific duties may be delegated to members in good standing.

**SECTION 4 – Duties of the Treasurer:**

- The Treasurer shall, subject to such conditions and restrictions as may be made by the Board of Directors, have custody of all monies, debts, financial records, and obligations belonging to the club.
- Receive all moneys of the club and deposit same in the SRRSCCA club's account and shall promptly make all payments of the club's debts. All contracts, checks, drafts, notes, or other orders for payment of money shall be signed in the name of the club by the Treasurer or RE.
- Maintain accounting records in accordance with generally-accepted accounting principles and, upon request by the Board of Directors, or at the end of his or her term, shall return any and all records to the RE.
- Present reports on the financial status of the club at the Board of Directors meetings and at the annual meeting.
- Submit all required financial documents and reports to external organizations; coordinate the annual review of the SRRSCCA club's books; obtain tax exemption certificate if required; and prepare and file club tax returns in accordance with the Internal Revenue Code of the United States and other controlling jurisdictions.
- No obligations, debt, or other liability shall be incurred by any member other than an elected officer without specific approval of the Board of Directors.
- The Treasurer is authorized to reimburse an Event Master for expenses incurred to support an event (e.g. ice, water, radio batteries, etc.). Expenditures shall be limited to up to \$100 and must be documented with purchase receipts.
- Exercise care for, maintain custody of, and be responsible for all funds, merchandise, and assets of the SRRSCCA club.
- Attend Board of Directors meetings and remain informed about club related initiatives, and topics or issues of importance to the club and its membership.
- In general, the Treasurer shall perform the all duties incident to the office of a treasurer of a corporation, and such other duties as are from time to time assigned by the RE or the Board of Directors.

**SECTION 5 – Duties of the Director:**

- Attend Board of Directors and general membership meetings, and remain informed about club related initiatives, and topics or issues of importance to the club and its membership.

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- Maintain inventory of all the property belonging to the SRRSCCA club and to be responsible for the assignment of said property.
- Maintain supply of blank forms (waivers, minor waivers, minor sole custody forms, wristbands, worker chief forms, weekend membership forms, tech and helmet stickers, etc.) are available for each club Solo event.
- At the end of each Solo event, ensure property belonging to the club is accounted for and properly stored in the trailer.
- Oversee a committee assigned by the Board of Directors to identify and select calendar dates for club events for the following year.

**ARTICLE VI – APPOINTMENTS, COMMITTEES, AND DUTIES OF THE EDITOR AND EVENT MASTER**

SECTION 1 – Appointment of Committees: The Board of Directors shall create committees as they find desirable by appointing a committee chair and providing the same with an outline of the duties and responsibilities of the committee. The committee chair shall be responsible for recruiting committee members, fulfilling the outlined duties and responsibilities, and providing progress reports when requested.

SECTION 2 – Election Committee: The Election Committee Chair shall appoint a committee consisting of at least three (3) members in good standing, for the purpose of preparing a list of candidates for the club offices. The Election Committee must meet at least sixty (60) days before the date of the annual meeting and deliver such nominations to members at least (30) days before the date of the Annual Meeting. The members shall be notified of the existing nominations prior to the meeting. Additional nominees will be accepted subject to their acceptance of their nomination prior to the election through notification to the RE. Nominees must be members in good standing and can be nominated for only one office each calendar year. The Election Committee shall provide a written ballot for use in the election.

SECTION 3 – Election of Officers: Elections shall be held by written ballot distributed to the general membership. Only those members nominated under Article VI, Section 2 shall be eligible for election. Members of the Election Committee shall act as “Judges of the Election” to collect and tabulate the ballots. The newly-elected officer’s names shall be announced immediately upon proper tabulation of the ballots.

SECTION 4 – Duties of the Editor: The Editor shall be appointed by and support the Board of Directors. Duties of the Editor are described below.

- Keep the club website current and accurate. The website will be the main tool for distribution of official SRRSCCA club information for members and non-members.
- Remain informed about club related initiatives, and topics or issues of importance to the club and its membership. Attend Board of Directors and general membership meetings or obtain updates as necessary.
- Oversee social media activity and other public information or outreach efforts to promote the purpose of the club as defined in Article I, Section 2.
- Publish event results on club website as soon as possible.
- Provide training to willing volunteers to assist with website maintenance.
- Assist other club officers in matters requiring action to ensure all SCCA Solo events hosted by the club are safe and successful. Specific duties may be delegated to members in good standing.

SECTION 5 - Duties of the Event Master: An Event Master shall be a member in good standing selected by the RE to oversee each individual Solo event hosted by the SRRSCCA club. Duties of the Event Master, as approved by the Board of Directors, are described below.

- Prior to each event, ensure a member in good standing has been assigned to oversee positions critical to operating the event as required by SCCA and SRRSCCA rules. These positions include but are not limited to the following: Chief of Safety, Course Designer, Tech Inspector, Registration, and Chief of Timing.
- Arrive at the event site early to provide direction and ensure event setup is smooth and timely.
- Prior to the event, ensure the support/timing trailer has been placed at the event site and located in a safe location for event operations.
- Ensure that lavatories have been ordered and placed in a safe and functional location for event operations.
- Ensure that course has approval from the Chief of Safety. Course designer should be encouraged to arrive on site early to address questions and coordinate with the Chief of Safety.
- Ensure the registration table is set up, necessary forms are available, registration is open early, and that registered drivers are entered into the timing system.
- Verify that event worker radio batteries are charged.
- Hang sponsor signs around event perimeter.
- Ensure that course cones are marked with chalk and course outline is chalked if needed.
- Ensure that water, ice, batteries, and blue tape are available as needed. Note: The Event Master has the authority to spend up to \$100 to support the event and will be reimbursed by the Treasure upon submittal of purchase receipts.
- Ensure a Novice walk is conducted.
- Select the Worker Chiefs and, based on the number of drivers registered, identify the number of run groups. Have Worker Chiefs break out driver classes equally into selected run groups and help identify club members capable of performing timing, grid, and start duties. Notify Worker Chiefs of the number of course stations.
- Help Chief of Safety and Chief of Timing identify club members capable of performed these duties in each run group and report selection to the Worker Chiefs.
- Complete the drivers meeting, ensuring all additional safety notices are covered.
- Regulate the number of runs for the morning.
- Determine lunch time if needed.
- Regulate the number of runs for the afternoon.
- At the end of the event make sure everything is cleaned up and equipment is put away as required. This includes ensuring the support/timing trailer is closed and locked.
- Most importantly, handle issues during the event in a positive, professional manner as they arise.

#### ARTICLE VII – FISCAL YEAR

The fiscal year of the club shall be the calendar year, beginning January 1, and ending December 31.

#### ARTICLE VIII – PERSONAL LIABILITY

All persons or corporations extending credit to, or contracting with, or having any claims against the corporation or the officers shall look only to the funds and property of the corporation for payment of

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any such contract or claim or for any payment of debt, damage, judgment, or decree, or any other money that may otherwise become due or payable to them from the corporation or the officers, so that neither the members of the corporation nor the officers, present or future, shall be personally liable therefore.

**ARTICLE IX – EVENT OPERATIONS**

**SECTION 1 – Supplemental Information (Supps) for events.** Prior to each event, the Event Master shall coordinate the distribution of the “Supps” prior to the event. This information shall include Event details, such as event officials, event start time, location, safety meeting time, key worker position assignments, run/work group order, and any other pertinent information.

**SECTION 2 – Novice Coach worker position – TBD**

**SECTION 3 – Safety Manual and Cold Areas – TBD**

**SECTION 4 – “Fun Runs” – Fun Runs are non-timed, non-competitive runs that happen outside of a scheduled event. These runs typically occur after a scheduled event has ended, and should be extended to all participants of that day’s event. The requirements for Fun Runs to take place are the following:**

- Must have a Safety Official present (non driving)
- Should be announced prior to the end of the day’s event so all participants are aware
- The course should be cleared of people, unless they’re fixing cones that were out of place
- It’s recommended to have a person designated to launch cars to ensure that the course is clear
- The agreement with the site owner/manager must be observed. ie. – if there are restrictions to driving past a specific time of day, the runs must end prior to that time.

In some cases, there may be an additional fee per run (determined by whoever is coordinating the Fun Runs). This fee cannot be more than \$5 per run. Additionally, there may be a maximum number of runs per driver which is based on number of drivers and available time for fun runs.

Lastly, if the Fun Runs are being held the day before an event (Saturday afternoon/evening), then the course designer must agree to delay setting up the new course until after the Fun Runs end. This same consideration is to be taken for anyone performing official Event duties, so that Fun Runs don’t infringe on their time (ie. Removal of trailer or securing the race site).