2020 - 2021

9/23/2020



Top Flight Corvette Club Standard Operating Procedure

Volume 1

Table of Contents

[Section 1: General Information 2](#_Toc43201926)

[Section 2: Operational Management 3](#_Toc43201927)

[Section 3: Top Flight Corvette Club Discretionary Spendings 5](#_Toc43201928)

[Section 4: Financial Management Information 5](#_Toc43201929)

[Section 5: Governance 8](#_Toc43201930)

[Section 6: Communications and Public Relations and Brand Management 13](#_Toc43201931)

[Section 7: Event Planning 1](#_Toc43201932)4

[Section 8: Top Flight Corvette Club Calendar of Activities: 2020 - 2021 16](#_Toc43201933)

Basics of Parliamentary Procedures (under separate cover)

***TOP FLIGHT CORVETTE CLUB STANDARD OPERATING PROCEDURE***

# Section 1: General Information

**Purpose**

Standard operating procedure (SOP).

This SOP is a set of step-by-step instructions compiled for the members of the Top Flight Corvette Club (TFCC), Incorporated; to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication. This document describes how the TFCC plans to execute and document its operations for the 2020 – 2021, operational year. It is intended that this document reflect and be consistent with the guidelines set forth by the TFCC membership and its Constitution and Bylaws.

***Special Note: Due to the Coronavirus (COVID-19) in person meetings and events have been altered, postponed, or canceled to practice social distancing and club member safety.***

**Top Flight Corvette Club History**

The TFCC of the District of Columbia, Maryland, and Virginia was founded in the Spring of 2006 by a group of individuals who had previously attended Corvette and “muscle” car gatherings. The small group began to organize “Corvette Rides”. After several rides, individuals became friends, and it was these friends that ultimately formed the fledgling Top Flight Corvette Club.

Our primary objective of the TFCC is to promote the Corvette automobile through sharing information and participating with like-minded individuals who love driving the Corvette and showing the car in organized events. We encourage preservation, restoration, and maintenance of our Corvettes. For that reason, members share information, experience, and resources.

We are an automobile club which contributes socially to our community. However, make no mistake, all our members consist of individuals who have a common interest in the true American sports car, the Chevrolet Corvette.

Our common bond is ownership and passion for the Corvette and the camaraderie we generate as an active social organization. Members are encouraged to plan and promote events for members and our guests to enjoy. We seek out opportunities to promote our club, our cars, and our mutual friendship through social activities that center around the Corvette lifestyle.

We participate locally in fundraisers and parades.

We also donate discretionary funds to selected charities.

# Section 2: Operational Management

**TFCC Meeting Date and Time**

The TFCC meetings are held the third Saturday of every month at 9:30am – 12:00pm throughout the operational year. If there is a change in the meeting venue, members are to be notified in advance of the meeting date by TFCC leadership.

The operational year currently begins in July and ends in June the following year. However, committees can meet at indiscriminate times throughout the operational year.

**TFCC Meeting Place**

The club meets at 7701 Penn Belt Place, Forestville, Maryland 20747.

Before the beginning of each operational year, it is the responsibility of the Sergeant-at-Arms to ensure that the meeting space is secured for the upcoming operational year.

**The TFCC Mailing Address, Email Address and Website**

The TFCC mailing address is as follows:

TOP FLIGHT CORVETTE CLUB

Post Office Box 126

UPPER MARLBORO, MD 20772

The TFCC email address is: president@topflightcorvetteclub.com

The TFCC website address is: https://www.topflightcorvetteclub.com/home.html

All three modes of contact are primarily monitored by the Secretary and the Vice President.

**Top Flight Corvette Club Listserv**

Additionally, there is a TFCC Listserve that enhances contact and communication with club members. The guidelines are outlined below:

The TFCC Active Listserve was developed to facilitate communication with the members of the club concerning TFCC and fraternity events. It was also designed to communicate significant milestones in the lives of our club members.

The TFCC Listserve is a “Moderated List” which means that all official messages are reviewed and approved before it is sent to the membership. This is done in an effort not to censor messages but to ensure that only messages that are official and in keeping with the purpose of the list are disseminated.

1. The President, Vice President, and Secretary will have the ability to send messages.
2. All other members of the list will have the ability to send official messages, but they will be held in queue until they have been reviewed and approved for distribution by either the President, Vice President, or the Secretary.
3. Any official message that reflects on the prestige of the TFCC must have the TFCC list name in the bcc.
4. The following types of official messages are eligible to be sent to the TFCC active Listserve:
	1. Official TFCC business (i.e. meetings, invitations to TFCC functions, service projects, social functions).
	2. Significant milestones for TFCC members (deaths, births, significant career achievements, and prayer requests).
	3. Job Announcements.
5. Only members who are in good standing with the club will be

eligible for membership on the TFCC Listserve.

6. An Events email list has been established for those who want to share information about outside events as well as to communicate information to people externally who have an interest in TFCC activities such as inactive members.

# Section 3: Top Flight Corvette Club dISCRESIONARY sPENDING

Specifically, TFCC donates a specific amount of money voted upon by the club. The percentage of that spending follows:

Charitable Organization Donations 60%

Club Appreciation Activities Fund 25%

Sick and Shut In Fund 5%

Condolences Flowers Fund 5%

Emergency Fund 5%

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# Section 4: Financial Management Information

**Purpose**

It is important for all the TFCC financial officers to be familiar with the TFCC's financial standing including all TFCC accounts as well as accurately accounting for all financial members in TFCC. It is also important to note that our club believes in financial transparency. All proposed budgets for the TFCC are shared with members in good standing as well as with TFCC officers.

Our financial TFCC officers must be updated on all TFCC financial standings and must also be added as signatories at our current financial institutions to authorize financial transactions. The access to our TFCC checking account and granting of authorization to inquire about the status of the account will be handled by our TFCC's financial officers. The Executive Committee will be updated monthly at the Executive Committee meetings and the general body of the TFCC will be updated at the monthly TFCC meeting regarding the TFCC's current financial status.

The Financial Secretary and the Treasurer are required to report monthly to the TFCC. Due to the sensitivity of the financial information and the monthly change to the financial documents, these documents will be maintained under separate cover. No Personal Identifiable Information (PII) will be placed on the documents.

**Financial Secretary duties and responsibilities:**

It shall be the duty of the Financial Secretary to receive and deposit all monies of the club and maintain records of all monies received. He/she shall provide the Treasurer a record of all deposits made to the TFCC account. He/she shall submit to the Club a monthly report of monies received, their source, and the reason for the incoming payment. He/she shall maintain a list of all financial members and make said report available to the TFCC in November of each year. He/she shall submit an annual report at the end of the TFCC fiscal year. All records must be kept for audit.

**Treasurer duties and responsibilities:**

It shall be the duty of the Treasurer to receive a record of all money deposited by the Financial Secretary and make all disbursements after receiving a voucher as required. He/she shall keep correct accounting of all receipts and expenditures. He/she shall pay all bills as directed by the TFCC. He/she shall submit a written monthly financial report regarding the status of the TFCC. He/she shall submit an annual financial report. He/she shall submit a line item financial report for each club, committee, fundraising activities, etc. on a quarterly basis (September, December, March & June). He/she shall serve as the chair for the Budget & Finance committee. The Treasurer shall keep a complete and accurate record of all receipts and disbursements, and make a complete report to the Executive Board meeting held monthly and also the TFCC meeting held monthly of the current operational year, or at any time this information is requested by the duly appointed members of the TFCC or Auditing Committee.

**The Audit Committee:**

This committee is comprised of an Auditor and duly appointed members of TFCC that will prepare the required financial documents to be submitted to an independent auditor annually and report the findings at an official TFCC meeting.

**Budget Report:**

The Treasurer will maintain the Budget Report that will show the status of the TFCC budget.

**Deposits:**

All deposits will be made by the Treasurer within 3 business days of receipt of funds if possible. Deposit days are designated for Wednesday and Saturday. If the Treasurer is unable to make deposits the Financial Secretary will make the deposits.

**Disbursements:**

1. All checks written on behalf of TFCC TFCC will have two signatures.

2. No checks will be written without a completed disbursement request.

3. Disbursement requests must be submitted at least seven days (7 days) prior to the date needed.

4. An itemized receipt must be provided by the Requestor to the Treasurer for Reimbursements.

5. A copy of the contract is required for Advance Check Requests.

6. The Treasurer will complete the check register for every check written.

**Bank Statements:**

1. The Treasurer will obtain bank statements and keep hard copies monthly for accountability and auditing purposes

2. The Treasurer and Financial Secretary will reconcile the bank statements monthly and brief this to the Executive Board, the TFCC membership or at any time this information is requested by responsible authority of the TFCC or Auditing Committee.

**TFCC Dues**:

The TFCC dues are due as soon as possible once the operational year begins. The goal is to have all members that are serving within the TFCC to be in good financial standing. Good financial standing includes prompt payment of TFCC dues. TFCC dues are $100.00 each year.

**Developing of the TFCC Budget:**

The development of the TFCC budgets each year will be the responsibility of the current Treasurer and the Financial Secretary along with input by selected members of the TFCC. The budget should be produced prior to the beginning of the operational year and shared with those on the Executive Committee for review. Once approved by the Executive Committee, the budget should also be presented and voted on by the general membership body of the club at the first TFCC meeting of the operational year for final approval.

2020-2021 TFCC Budget Attached

# Section 5: Governance

**TFCC Profile:**

Total Number of members: XX Dues Paying; XX on the roles

TFCC Theme for 2020-2021: ***Riding Above the Virus***

The theme for the operational year is to be decided by the sitting TFCC president and presented to the members of the TFCC at the beginning of each new operational year.

**TFCC Membership Requirements:**

Any TFCC member that is in good standing with the general body may be deemed eligible for TFCC membership. To be considered active within our club, each member must meet the following requirement:

***Be in good moral standing and***

***Payment of TFCC Dues****.*

As a club, we also encourage all members to serve on at least one committee each operational year.

**TFCC Benefits:**

There are various benefits to being a member in good standing with the TFCC. All members that are in good standing can take advantage of the following:

Access to exclusive TFCC Listserve.

Access to TFCC roster with professional and personal contact information of active members.

Ability to fellowship with a concentrated membership committed to serving our communities.

**Membership Roster:**

The current membership roster for TFCC should be distributed and made available to the members within sixty days after the beginning of the operational year in electronic form. These rosters will only be made available to TFCC members in active financial standing according to the most current TFCC records maintained by the financial officers of the TFCC.

**TFCC Officers and their roles: 2020-2021**

President:

* Serves as the Chief Executive Officer of the club
* Presides over all club meetings unless authority is delegated
* Responsible for executing all the laws of the club
* Appointment of all committee chairs in consultation with the leadership team
* In collaboration with the Parliamentarian, the President will provide guidance and final decision on all debates and questions of interpretation of the constitution unless questioned by the full general body

Vice President:

* Chair of Executive Board
* Monitors Committee Activities
* Oversees TFCC administrative functions (organizational effectiveness)
* Oversees all programming
* Establish, maintain & distribute monthly TFCC calendar

Secretary:

* Accurate and complete records (TFCC/Executive Board meetings)
* Maintain up-to-date roster of TFCC membership and committee chairs to include email addresses
* Collect and maintain committee reports
* Receive and report all correspondence
* Forward information to officers and committee chairmen unable to attend Executive Board meetings

Treasurer:

* Receive a record of all monies deposited by the Financial Secretary
* Make all disbursements after receiving a voucher as required by the TFCC Constitution and Bylaws
* Make deposits within seven working days of receipt
* Keep correct accounting of all receipts and expenditures
* Pay all bills as directed by the Club
* Submit a written monthly financial report regarding the status of the TFCC
* Submit an annual financial report
* Submit a line item financial report for each TFCC, committee, fundraising activities, etc. on a quarterly basis (September, December, March & June)
* Serve as the chair for the Budget & Finance committee. The Treasurer
* Shall keep a complete and accurate record of all receipts and disbursements
* Make a complete report to the Executive Board meeting held monthly and also the TFCC meeting held monthly of the current operational year, or at any time this information is requested by the duly appointed members of the TFCC or Auditing Committee.

Financial Secretary:

* Receives and deposits all monies of the club
* Maintain records of all monies received
* Provide the Treasurer a record of all deposits made to the TFCC account
* Submit to the TFCC a monthly report of monies received, their source, and the reason for payment
* Maintain a list of all financial members and make said report available to the TFCC in November of each year and as changes occur
* Shall submit an annual report at the end of the fiscal year
* Keep all records for audit
* Custodian for all financial records/give voucher for all TFCC financial obligations
* Maintain current balance of funds (all accounts)
* Prepare monthly & annual financial reports (w/Treasurer)

Parliamentarian:

* Advise President on interpretation of club Constitution, other laws of club and Roberts Rules of Order
* Chairman of Constitution & Bylaws Committee

Historian:

* Preparation/publication of annual report of significant club milestones
* Preparation of club exhibit of significant events
* Document all club activities
* Custodian for all club paraphernalia
* Chair of Archival Committee

Sergeant-At-Arms:

* Secure meeting place
* Maintain order during meetings (w/Parliamentarian)

Chaplain:

* Prayer
* Consoling members, families
* Organize Funeral/Memorial response services for deceased members family members

Immediate Past President:

* Non-elected officer
* Acts as consultant to the current Executive Board
* Has no vote on the Executive Board.

Road Captains:

* Arranges all road trips
* Acts as the Safety enforcement officer
* Briefs the safety rules to all participating TFCC members

***Membership Training***

**Officer Training:**

All our TFCC officers must complete a full transition of their offices at the time of a new election, including training new officers as well as sharing important information.

**Review of the TFCC Bylaws:**

Periodically conduct reviews of the TFCC Bylaws. Annually provide training to officers and committee chairmen on the execution of the duties and responsibilities of their respective offices or committees.

**New Members Training:**

Sponsors continue to educate new members about the history and culture of the TFCC.

Provide opportunities throughout the operational year for review of information that was introduced during the probationary period.

**Risk Management:**

Sponsors continue to provide information opportunity and education through risk management training which covers the seven areas designed to reduce behaviors which could lead to liability for the organization and its members. These areas include history; road safety while in formation; TFCC operations; consumption of alcohol.

# Section 6: Communications and Public Relations and Brand Management

**Purpose:**

To train and prepare members of TFCC to be able to address the media. When addressing the media, the challenge will be to present TFCC and its programs in the most positive light.

**TFCC Mission Statement:**

To seek out opportunities to promote our club, the corvette automobile, and our mutual friendship through social activities that center around the Corvette lifestyle.

# Section 7: Event Planning

Committees & Timelines for Completion:

Every event should have a full and actively participating committee to support both the chair and the planning of the event. The committee should be delegated tasks that will hopefully assist the chair with planning and executing a successful event.

It is recommended that each committee have a documented plan along with documented responsibilities and a timeline of tasks to complete to make the event a success. It is also suggested that the committee have regularly scheduled meetings, and/or telephone conference calls which will assist the committee and the chair with remaining on schedule to complete their assigned tasks. It is also recommended that the chair set forth a timeline, which will assist the committee with completing their tasks in a timely manner.

**Budget Submission:**

While planning any program for the TFCC, the chair of the committee must submit a budget to the TFCC President that outlines any expenses that will be incurred as well as any projected revenue that may be received. The budget must be shared with the Executive Committee by way of the TFCC Treasurer and final decisions will be made and shared with the chair of the committee to the TFCC President.

**Event Checklist:**

There are certain tasks that should be addressed when planning an event. The committee should make sure each item has been completed to ensure a well-attended, successful, and hopefully profitable event. All items that require-a budget must be in the budget proposal. Each committee chair must complete an expense voucher with receipts for items purchased.

TFCC Event Budget (attachment)

***TFCC Event Planning Checklist***

* Discuss ideas with others.
* Develop event purpose and present proposal to Executive Board Committee.
* Do research: costs; sites; location; logistics; support.
* Form a committee and schedule meetings
* Have a co-chair or back up lead.
* Keep in mind committee work is not done until the activity is over and the final report is given.
* Remember you are a trusted representative of TFCC.
* What you and your committee do, will reflect upon TFCC.
* Develop budget & plan tentative dates.
* Create list of all tasks - assign at least one task to each committee member.
* Visit potential sites (collect cost estimates); secure a venue
* Decide on admission costs (calculate breakeven)
* Develop Advertisement Strategy for event
	+ Other Auto Clubs
	+ Dignitaries, family, friends, co-workers, etc.
* Ensure event is advertised on other media.
* Secure TFCC Insurance
* Coordinate with other Car clubs. Begin promotion of event at least two months ahead.
* Review TFCC Media Plan.
* Prepare for documentation of event, i.e., photos, videos, etc.
* Schedule Final Committee Meeting 1 to 2 weeks prior to event (...final walk-thru of event).
* Remember to provide caterer final numbers (...if applicable)
* Secure TFCC Banner for Display at event
* Assign volunteers to collect tickets and greet guests.
* Arrive early to take care of any last-minute issues that may arise.
* Save all receipts for items purchased for the event.
* Present Final Report showing all income & expenses of the event.
* Provide artifacts (photos) to TFCC Historian
* Create a "TicUTock" for the events
* Create a feedback/evaluation form to collect feedback on the event.
* After event is done, have a lesson learned meeting with committee members.

# Section 8: Top Flight Corvette Club Calendar of Activities: 2020 - 2021

**(TBD)**