

Arctic Alaska Region, Sports Car Club of America  
Policies and Procedures  
Updated 03/18/2023

I. Format for BoD and General Membership Meetings.

- Establish quorum, call to order
- Attendance, introductions for guests and members
- Opening Comments (regional executive or assistant RE)
- Review and approval of agenda.
- Review and approval of prior meeting minutes.
- Treasurers Report: Monies in all accounts, monthly deposits, expenses, accounts due and accounts receivable, profit and loss for recent events.
- Program Reports
  - Membership
  - Road Rally
  - Rallycross
  - Autocross
- Old Business
- New Business
- Date for next meeting
- For the Good of the Sport/Open Forum
- Adjournment

II. Meetings shall generally be limited to 90 minutes for general meetings and 60 minutes for BoD meetings.

III. BoD voting outside of monthly meetings: Any member of the Board of Directors may initiate, or forward a request from any member to initiate, a request to expeditiously consider an issue via electronic messaging. The request must include the reason for expedited consideration. The BoD shall consider within 48 hours whether to consider the issue on an expedited basis and, if so, whether to address the issue via electronic messaging or in a special meeting of the BoD. If the BoD does not vote for expedited consideration, the issue shall be placed on the agenda for the next regularly scheduled meeting. A quorum, as defined in the current bylaws, must respond to consider the issue on an expedited basis. If the BoD votes to expedite consideration of an issue, any vote on the issue shall only be valid if a

quorum of BoD members votes. The secretary shall record the voting process as regularly required.

#### IV. BoD and Committee Tasks, in supplement to the Bylaws:

##### Regional Executive:

Charter Renewal – annually, by calendar year

Assure a slate for appointed positions, in concert with the incoming BoD, is in place before the final BoD meeting of the calendar year.

Assure that all accounts and administrative privileges are passed over to the new BoD, and that all former BoD have their privileges removed.

##### Assistant Regional Executive:

Van Inventory – annually, at end of racing season

##### Secretary:

Biennial Report filed with the State of Alaska in May of even years  
Notice of Change of Officials (by mail), Alaska Division of Corporation  
Form 08-446

Change of Registered Agent (by mail), Alaska Division of Corporation  
Form 08-447

Update Regional Officers with SCCA

##### Treasurer:

IRS Form 990N

At the first BoD's meeting, assemble a budget for the year, taking input from program chairs for those budget lines.

##### Trustees:

Annual audit

##### Activities Chairperson:

Standing chair to provide year-to-date income and expenses to the incoming appointee at the last BoD meeting of the calendar year.

Appointee to prepare and submit a budget for the January BoD meeting.

Membership Chairperson:

Standing chair to provide year-to-date income and expenses to the incoming appointee at the last BoD meeting of the calendar year.

Appointee to prepare and submit a budget for the January BoD meeting

Road Rally Steward:

Standing chair to provide year-to-date income and expenses to the incoming appointee at the last BoD meeting of the calendar year.

Appointee will form a committee of at least three members in good standing to administer the Road Rally Program.

Appointee to prepare and submit a budget for the January BoD meeting.

Solo Steward (Autocross):

Standing chair to provide year-to-date income and expenses to the incoming appointee at the last BoD meeting of the calendar year.

Appointee will form a committee of at least three members in good standing to administer the Autocross Program.

Appointee to prepare and submit a budget for the January BoD meeting.

RallyCross Steward:

Standing chair to provide year-to-date income and expenses to the incoming appointee at the last BoD meeting of the calendar year.

Appointee will form a committee of at least three members in good standing to administer the RallyCross Program.

Appointee to prepare and submit a budget for the January BoD meeting.

Determine Season Champion using points-based scoring. Points are assigned by class, 10-8-6-5-4-3-2-1, by order of finish in that class. Additionally, 0.1 points are added to the entrant's event score based on the number of competitor's placed behind said entrant. Example: 2<sup>nd</sup> Place in All Wheel Modified with 6 entrants would score 8.4. In the event of an unlikely tie, the final Season Champion will be determined by the flip of a coin with both participants present.

#### Public Relations Chairperson:

Standing chair to provide year-to-date income and expenses to the incoming appointee at the last BoD meeting of the calendar year.

Appointee to prepare and submit a budget for the January BoD meeting.

Newsletter shall be published monthly or quarterly and distributed by email and online. Program stewards shall submit updates. Other members are encouraged to submit content. The newsletter can be proofread by at least one other BoD member prior to distribution if requested. Advertising in the newsletter can be decided on a case-by-case basis by the BoD.

Maintain, or direct to be maintained, a memorial page in the region website as a tribute to those who passed during their active membership. By nomination, others may be added after approval by the BoD.

#### V. Recordkeeping

The club shall provide cloud-based storage for storage of important documents, in perpetuity.

Include the event, published, or recorded date in electronic filenames, e.g. 2023 10 05 Annual Meeting Minutes.pdf. This format will allow ready file sorting by date.

Car Numbers: Numbers are reserved for actively participating Arctic Alaska Region Members who are in good standing and have a fully paid annual membership. If the member is a member in good standing,

then their number will be reserved for one year from the date of the last event that they participated in. There are no permanently reserved numbers in the Region other than the #1. The Season Champion for each program regardless of Class, in memoriam of our members who have passed away, is encouraged to run #1 in the following season. During that following season, the previously reserved number of the member running the #1, will be reserved also. Season Champion in each program is defined as the Road Rally winner, PAX Champion in Autocross, and Points Champion in Rallycross. For any actively participating member that perishes, their number will remain unavailable for one year unless requested otherwise by the next of kin. In the case where a deceased ran the #1, this one year unavailability supersedes the recommended memorial use by Season Champions.

## VI. Member Conduct

### Conduct Unbecoming a Member, Unsportsmanlike Conduct:

The SCCA is dedicated to the highest standards of safety and sportsmanship. Any form of misconduct that undermines the integrity of the SCCA can negatively impact the perceptions or beliefs about the SCCA, debilitate morale, and interfere with safety, work effectiveness and fun. Whether they occur in-person or online, these behaviors are in direct opposition to the Code of Member Conduct and the SCCA Mission, Vision and Values and the Welcoming Environment and will not be tolerated.

Unsportsmanlike conduct is an offense that violates generally accepted SCCA rules of good sportsmanship and participant conduct and includes any behavior that unreasonably or negatively impacts another's experience with the SCCA, even outside of events. Members whose appearance, associations, or affiliations at or away from an event are deemed inappropriate or who exhibit conduct that is offensive, abrasive, in bad taste, or otherwise inappropriate or exhibiting conduct unbecoming a member may result in suspension from official SCCA online (social media) sites, events and other Club activities. The most severe infractions could result in revocation of membership.

Persons who have been convicted of criminal activity may be denied

membership or may have their existing membership suspended or revoked.

Conduct unbecoming a member, in order of severity:

- a. Illegal acts include, but are not limited to, harassment, discrimination, retaliation, sexual harassment, sexual assault, stalking, bullying and creating a hostile or offensive environment. An act is illegal (civil or criminal) if it relates to some protected characteristic such as gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities or veteran status and is so frequent or severe that it creates a hostile or offensive environment.
- b. Unsportsmanlike conduct includes, but is not limited to, taunting, sarcasm, innuendo, obscene or offensive slogans on clothing or exposed body art, foul or profane language, offensive jokes or other verbally abusive comments that reasonably could be viewed as threatening, intimidating, demeaning or that disparage members or guests, visitors, partners or vendors. This could also include unethical behaviors by volunteer or appointed leaders and officials if they knowingly violate the rules or their fiduciary responsibility to the Club and its members.
- c. Boorish behaviors include, but are not limited to, general rudeness, insensitivity, interrupting, a raised voice, and other incivility or lack of common decency. Passion and enthusiasm do not excuse such behaviors. While they do not necessarily constitute unsportsmanlike conduct, these behaviors can embarrass members and make guests uncomfortable, and they negatively impact another's experience with the SCCA.

Reporting Conduct Unbecoming a Member

The SCCA takes very seriously all reports of misconduct and is committed to treating both those reporting and those accused with the utmost care, sensitivity and confidentiality. Violations may be reported confidentially to the Region Development team Toll Free by calling 800-770-2055 or 785-357-7222, or by email at

[reportconduct@scca.com](mailto:reportconduct@scca.com). The reporting mechanism ensures the respect of privacy while alerting the SCCA to the situation.

For illegal acts such as sexual or other physical assault, local authorities should be contacted immediately. Region Officials and the National Office should also be contacted. Specifics such as date, time, location/site and where the incident occurred and names of those involved including potential witnesses should be shared.

For situations related to unsportsmanlike conduct, Event or Region Officials should be notified and a full report made including date, time, situation, and names of those involved including potential witnesses.

For lesser examples of poor behaviors (i.e., not illegal or unsportsmanlike), those armed with the proper tools and comfortable with addressing the issue, situation or behavior with the accused can have a positive impact for all involved. If one chooses to do so, and if no issues of safety or harm are present, the behavior should be stated clearly along with the impact of such behavior, and opportunities for correction should be provided. A lack of ownership or correction or sincere apology for the behavior may require the situation to be escalated. For those uncomfortable with addressing behaviors in person, reporting it to someone in authority (Region Leaders or Event Officials) ensures proper and timely attention is paid to the situation, issue, or behavior.

In those cases where unwelcome, inappropriate or unethical behavior occurs at an event, an Official should be notified, and the procedures outlined in the Program Rules and Region Bylaws should be followed. Region leaders must take responsibility to investigate and follow-up with all parties involved, and to include the SCCA National Office Region Development team in any and all correspondence. The National Office must be contacted in the event of alleged illegal acts.

### Anti-Retaliation

The SCCA strictly prohibits any form of retaliation against a member, guest, partner or vendor who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that they reasonably believe to

be in violation of the Code of Member Conduct or other policies (including, without limitation, the Mission, Vision, Values or Welcoming Environment, or the Social Media and Logo Usage policy), or applicable laws, regulations or contracts. SCCA prohibits anyone from being retaliated against even if their underlying complaint is eventually unsubstantiated, unless that person knowingly made a maliciously false allegation, knowingly provided maliciously false or misleading information in the course of an investigation, or otherwise acted in bad faith.

This policy is designed to ensure that anyone can feel comfortable speaking up when they see or suspect unlawful, unethical or unsportsmanlike conduct (and/or when they participate in an investigation relating to such concerns) without fear of retaliation. No one should be discharged, demoted, suspended, threatened, harassed, intimidated, coerced, or retaliated against in any other manner as a result of their making a good faith complaint (or assisting in good faith in the handling or investigation of a complaint).

Any complaint or concern about a possible violation of this policy should be reported to Region Development through one of the channels identified. Complaints will be promptly reviewed and, if appropriate, investigated with respect of privacy while alerting the SCCA to the situation.

## VII. Social Media and Logo Usage

The SCCA encourages its members, Region Leaders, Officials and Volunteers to be champions on behalf of the Club, and social media allows you to do that easily. The use of social media also presents certain risks and carries certain responsibilities, including how and where the SCCA name, official logo and other branding is used. Members, Region Leaders, Officials and Volunteers are expected to abide by the Code of Member Conduct both at SCCA-sanctioned events and away – including online – and strive to uphold the SCCA Mission, Vision and Values and the Welcoming Environment.

Nothing in this policy is meant to discourage Members, Region Leaders, Officials and Volunteers from exercising their right to use



social media. In fact, the opposite is true. Social media plays an integral role in reaching out to, communicating with, growing and retaining your Membership. It is a way to give automotive and motorsports enthusiasts direct interaction with the SCCA, including its events and its Partners and Sponsors. This policy, if used correctly, will only enhance this experience for all parties involved. Any conduct in the use of social media that violates this policy or otherwise adversely affects Members, Partners or anyone who works on behalf of SCCA or SCCA's legitimate business interests may result in disciplinary action up to and including expulsion from SCCA.

### Definitions and Responsibilities

a. Social Media

Social media includes all means of communicating or posting information or content of any sort via digital applications or on the Internet, including, but not limited to, any social network, blog, podcast, journal or diary, personal website, web bulletin board, forum or chat room – whether associated or affiliated with the SCCA or not – as well as any other form of electronic communication.

b. Privacy

No one should have any expectation of privacy while using the Internet or social media. Postings may be reviewed by anyone. Ultimately, they are solely responsible for what they post online. Before creating online content, they should consider some of the risks and rewards that are involved.

c. Pseudonyms

Pseudonyms (aliases or other fictitious names) are not allowed to post on any official SCCA site or those associated with any SCCA Region, Division or event. Internet "trolls" often use aliases with impunity to avoid being held responsible for their socially unacceptable behavior and comments. Social media users should be themselves and use their real name.

d. Behavior

Social media users should be respectful to Members and Guests at all times, show appreciation to Volunteers who give their time

and energy to the Club, and behave in such ways as to enhance the image of the SCCA. Avoid offensive posts meant to poke fun at or intentionally harm someone's reputation and statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating or that disparage Members, Guests, Visitors, Partners or Vendors. Think before posting! Never make a post that could be construed as conduct unbecoming a member under Section B.1.7 of this Operations Manual.

e. Accurate Information

Be honest and accurate when posting information or news. Never share your opinions as fact. And if you make a mistake, correct it quickly. No one should ever post any false information or rumors that are known to be false about SCCA or its Staff, Members, Partners, Vendors, Suppliers or anyone working on behalf of SCCA or its competitors.

f. Confidentiality

The confidentiality of SCCA's trade secrets and private or confidential information must be maintained. Trade secrets may include information regarding the development of systems, processes, products and technology. Never share internal reports, policies or other internal confidential communications.

For further guidance on Social Media Policy, including violations, see SCCA's Operations Manual.

VIII. Pylon and equipment Loaning Policy – to be considered on an as-needed basis. A deposit and fee can be decided by the BoD. Timing equipment shall not be loaned aside from sharing in a cooperative event.

IX. An awards Ceremony can be organized after the last annual event for a given program and shall be arranged by the Program Steward, program committee (if one is in place) and assisted by the Activities Chairperson. Funding will be allocated by the BoD on a per event basis. Awards and trophies will be determined by the Steward and program committee. A combined awards ceremony for all programs is encouraged to contain expenses.

X. Communication: email will be the official means of communication for the region. Additionally, news and events will be distributed online including on the region website, Facebook, and Motorsportreg as indicated. For elections, the club shall attempt to send communication by mail to members known not to use electronic communications.

XI. The club bank account shall have 3 current BoD members as signers, including the Treasurer.

XII. The club's registered agent with the state of Alaska shall be a current AAR SCCA member who is designated by the BoD.