

Arctic Alaska Region, Sports Car Club of America  
Policies and Procedures  
Updated 01/30/2023

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
- For the Good of the Sport/Open Forum
- Date for next meeting
- 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 BoD 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 24 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.

#### 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.

VII. 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.

VIII. 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. Trophy quotes shall be reviewed by BOD for approval.~~

IX. 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.

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

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