

Arctic Alaska Region, Sports Car Club of America  
Policies and Procedures  
Updated 3/2019

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 prior meeting agenda.
- 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. 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.

V. 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.

VI. 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. Trophy quotes shall be reviewed by BOD for approval.

VII. 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.

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

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