

CALIFORNIA SPORTS CAR CLUB BOARD OF GOVERNORS

OPERATING POLICIES

1.0 BOARD OF GOVERNORS ROLE: The Board of Governors (the Board) is the policy-setting body of the California Sports Car Club (CSCC or Cal Club). Individual members of the Club who are in good standing may be elected to the Board of Governors of the Club. The Board of Governors serves the same role as a corporate board of directors or a city council and is exclusively responsible for the conduct of the business of the Club. The Board of Governors may select a Regional Executive (RE) to serve as CEO. The RE may select, subject to board approval, Assistant RE(s) to assist the RE in his/her duties. Other officers may be appointed by the Board of Governors as needed and, at a minimum, shall include a Secretary and Treasurer.

1.1 The Board of Governors shall annually review and renew the mission statement, goals, and objectives of the CSCC. The Club generally has a mission of serving its members by providing a competitive environment for motorsports activities, including wheel-to-wheel racing, solo racing, Rally X racing, rally, and other activities suitable to serve the members. The Club also provides opportunities for members to engage in a number of specialty assignments that support members' interest in motorsports activities. The Club will endeavor to balance the interests of the membership and provide exciting events and environments for the members with the need to have a successful business plan that ensures the Club's fiscal health in order to serve the membership. Customer (member) services are of the utmost importance in this endeavor. The Board of Governors will ensure that the RE and other operational staff are using the latest methods of service to the customer (member) to achieve these goals.

CONDUCT OF BOARD MEETINGS

1.01 CSCC board meetings generally will be conducted under Robert's Rules of Order. The presiding officer shall be the RE, or the Assistant RE as directed by the RE, or such other officer as designated in the bylaws. The RE, as the CEO of the Club, shall normally be the presiding officer of board meetings. As stated in the bylaws, the RE shall not vote except to break ties. Assistant REs or other presiding officers will be able to vote on issues in the normal manner as dictated by their office. The presiding officer shall maintain order and, in the interest of time available, ensure that the discussion remains focused on the appropriate agenda topics.

The purpose of board meetings is to guide and direct the general business of the Club, including future planning of its operations. Lengthy discussions of issues should be limited to identification of options and review of pros and cons for each issue. New issues raised normally will be assigned to a board member(s) for development of recommendation(s) for board action at the following meeting or some other specified time.

1.011 Matters to be presented to the Board for decisions, action, or direction will generally be expected to be presented first to the RE, who will ensure that a full staff report is created that evaluates the issues fully, including all of the known options prior to such matter being placed on the agenda for a decision.

1.0111 Individual board members may present their own issues for the agenda without going through the RE first, but such issues are expected to be presented prior to the agenda if at all possible and in the form of a staff report so all members can be fully aware of an issue before the discussion begins.

1.012 Exceptions to 1.011 are made for pressing business and other reasons that are relevant to the individual board member, but it is expected that the Board of Governors will deal with issues, decisions, budgets, and the like in a businesslike manner and with the use of staff reports prior to developing the agenda. Debate and discussion on topics before the Board will generally be limited to discussion by board members and persons invited to join the discussion, such as the Race Chair, Admin Officer, chiefs, or other experts.

1.02 AGENDA AND CALENDAR: The Board Secretary shall prepare the board agenda and maintain the club calendar. Board agendas will follow a standard format that provides opportunity for all board members to address issues from their areas of responsibility and those issues they think need the deliberation of the Board. Board members may add additional items requiring supporting documents to the agenda by submitting a request and copies of supporting documents to the Secretary in advance of the next meeting. Additional agenda items may also be added by request at the beginning of the board meeting, when the RE asks for approval of the agenda. Staff reports, when required, from the RE, board members, or other persons normally will be distributed in advance of the agenda so as to provide ample time for consideration by the members of the Board before an item is placed on the agenda

1.03 TELEPHONE OR E-MAIL VOTING, TELEPHONE AND ONLINE MEETINGS: Telephone meetings shall be the normal method of conducting the business of the Club. Additional nonscheduled meetings may be called to deal with issues that must be voted on when neither a regular nor a special in-person meeting of the Board can be conducted in a timely manner.

1.031 No financial matters in excess of \$1,500 and/or any financial item not already contemplated by the budgetary process can be determined by telephone or e-mail voting without discussion at a regular meeting, but it is acceptable to do so within the structure of a regular and formal telephone or online meeting. Board action must be taken only subsequent to such meeting wherein a quorum is present and the Board's action is recorded by the Secretary in the normal and formal fashion.

1.04 GENERAL MEMBER COMMENTS AT BOARD MEETINGS: Each general member speaking at a board meeting will be limited to 5 minutes of verbal discussion during the general member portion of the meeting. Any general member may submit written information for board consideration. Normally, board meetings held via conference call or online meeting process would not be attended by members. However, should a member of the Club request to be heard on an issue to be decided on a telephone or online meeting, provisions will be made to accommodate such a request, if possible.

1.041 Executive (closed) sessions of the Board may be called by any member for the purpose of confidential discussions regarding business, personnel, legal, or other matters that require a confidential discussion. Such events are expected to be rare, with most of the Club's business and most board decision making made in public sessions.

2.00 FINANCIAL MANAGEMENT

2.01 The Board shall adopt an annual budget reflecting anticipated revenues and expenses, and such budget shall be presented in conjunction with an update on the current budget and expenditures. Provisional budgets will be presented by the outgoing board and approved prior to their departure in December of each year. After the new board selects its RE and officers for the upcoming year, the provisional adopted budget will be reviewed as soon as possible for updating

or modification as needed and desired by the new board and its goals and objectives. The Club fiscal year (FY) shall be based on the calendar year.

2.02 For individual club members to be reimbursed for personal expenses that support club activities, the RE must approve such expenses. Some expenses must be approved in advance of their expenditure or, in emergencies, subsequent to their expenditure but by the RE and the Board. The following expenditures are examples of those requiring approval by both the RE and the Board in advance of the Treasurer's payment of expense claims:

A. Expenditures not specifically budgeted and approved as part of the normal CSCC budget process. If it was not contemplated or provided for in the FY budget, it requires approval.

B. Expenditures associated with budgeted and approved events covered by personal funds not submitted for payment within 30 days of the date of the expenditure.

C. Expenditures in excess of limits established by the adopted budget for that item. If it is over budget, it requires RE and board approval. RE and board review and approval are required for purchases exceeding \$500 and for purchases that are not within the adopted budget.

BIDS: Written proposals/bids are required for major purchases of capital items, services, and management and operating items of significant cost that are not within the budget process. Such bids must be submitted to the Board by the RE and **must** include:

A. A statement of the need and requirements to be met.

B. Alternative solutions considered, including cost and a discussion of the advantages and disadvantages for each alternative.

C. A recommended solution and supporting reasoning. Whenever possible, competitive bids must be submitted with the request. The Board may require competitive bidding prior to final approval of expenditure.

D. The RE or Assistant RE(s) or other board member, as designated, is responsible for reporting to the Board on all capital expenditures that have been approved.

2.03 INCOME AND EXPENSES: The Treasurer is elected and appointed by the Board of Governors and shall serve as the controller of the Club as well as Treasurer. The following general policies govern income and expenses: All revenue shall be deposited on a timely basis. A schedule of two deposits weekly when revenue is flowing for an event is recommended. All club expenses that are not within the approved budget will be presented to the Board for approval by the RE.

2.31 Expenditures within the approved budget are to be controlled and accounted for by the RE and the Treasurer.

2.311 Expenditure by Credit Cards

2.311.1 *Gas and general credit cards issued on behalf of and for the use of the Club for club activities.* It is the policy of the Board of Governors that there shall be a strict control on such cards and that they shall be used only as necessary and when issuing checks for purchases is not appropriate. Such cards are to be signed out by the Admin Officer to purchase fuel as needed for the Club's use. All such fuel to be purchased must be for club use only and must be within the budget adopted and approved by the RE, Assistant RE, Admin Officer, or Treasurer prior to purchase. All expenditures shall be fully documented by receipt and explanation, which shall be returned with the credit card to the Admin Officer. The Admin Officer shall immediately transmit such invoice or other related data to the Treasurer.

2.311.2 *Personal credit card use.* From time to time, the RE, Assistant RE, Admin Officer, or Treasurer may approve the use of personal credit cards to purchase goods and services for the direct benefit of the Club. Such items generally would be rental vehicles for non-home track activities; foodstuffs and water, etc., for workers; or fuel for club equipment that is required to move the equipment on club business. No reimbursement for such purchases can be requested without a receipt detailing the use, money spent, and reasons. An expense without a receipt, while an unusual exception, will be approved if an appropriate memo accompanies the request for reimbursement explaining why no receipt is attached, what the purchase was made for, and who approved it.

2.32 Income and expense items shall be reported for the activity and in the format specified by the Treasurer and approved by the Board. The Board shall receive a regular report from the Treasurer on a monthly or bimonthly basis. The Treasurer will prepare a balance sheet and income statement, in addition to other documents thought to be useful, which reflect the Club's financial position and compare actual with budgeted amounts. Variances in actual versus budgeted results greater than or equal to 5% shall be explained by the Treasurer, with recommended corrective action, if necessary.

2.33 Race events and other income-producing (expense-incurring) events shall be reported in such a fashion as to provide an easy understanding of the cost versus economic benefit of each event. While Cal Club is a not-for-profit organization designed to provide a service to its members, it is necessary for the Board to have a clear understanding of the income versus expenses versus benefit of each event in order to properly manage the Club's activities. Format is the purview of the Treasurer in consultation with the RE and Assistant RE for Administration.

2.04 CSCC PUBLICATION OF FINANCIAL STATEMENTS: Financial information may, at the discretion of the Board, be posted on the Club's website or published or both. Financial reports of the Board are public information, and any member in good standing may obtain them from the Treasurer. A statement to this effect will be included in the Board minutes printed in the *SoPac News*. The Treasurer will log and report inquiries for financial information to the Board on a regular basis.

2.05 SUMMARY FINANCIAL INFORMATION: The Treasurer shall retain a certified public accountant (CPA) to conduct a review of the Club's books as frequently as necessary and at any change in the Treasurer position (i.e., new treasurer) and at least once every three years.

2.06 Applicable state and federal tax returns should be prepared by a qualified tax preparer on a timely basis on the recommendation of the Treasurer and the RE.

2.07 INDIVIDUALS WITH ACCESS TO CLUB FUNDS: Any individual with access to club funds or control of capital equipment will be covered with a bond provided at club expense for no less than \$50,000.

2.08 EVENT REFUNDS FOR PERSONS PAYING WITH CREDIT CARDS: Any person due a refund who paid by credit card will receive their refund by check. (updated 11/19/08)

2.09 CHECK SIGNING: No individual with access to club funds is allowed to sign for reimbursement of personal expenditures supporting club-related expenses. Such requests shall be made to another officer or member with check-signing authority.

2.09.1 There shall be a minimum of four (4) board members who can sign checks.

2.10 NATIONAL SCCA CONVENTION PLANNING: The SCCA National Convention can be a useful club tool. The Board of Governors may set aside a budget item in its annual budget to assist the RE, Assistant RE, Admin Officer, Race Chair, or other designated person(s) in attending. This is a budget decision and shall be made within the provisional budget and final adopted budget, if authorized.

2.11 SOUTHERN PACIFIC DIVISION CONVENTION: Division gatherings for coordination are very important meetings, and the Board of Governors may set aside a budget item to assist individuals in attending who represent important elements of the Club's position and who are designated by the RE. The Board may approve RE requests to mingle these funds; thus, unused National Convention funds may be used to further the Division Convention or vice versa.

2.12 PAYING THE CLUB'S BILLS: Bills from approved vendors for ongoing or specified services can be paid upon submission to the Treasurer (e.g., ambulance, water, track rental, etc.). Other bills for services, capital, or management and operating items shall be submitted to the RE for approval and then to the Treasurer for approval and payment.

3.0 PUBLICATION OF INFORMATION: There are five principal methods by which the Club's leadership can communicate with and hear from the members. They are:

In-person meetings—Open sessions for members to discuss issues with the Board and the RE shall schedule a minimum of two such meetings per year at race events.

Website—The website is a product of the Club and, as such, is restricted to those items and activities that benefit the Club or the Club's members. It is suitable for one-way and two-way communications and generally is subject to specific rules approved by the Board of Governors for its use and control.

SoPac News—The *SoPac News* is a house publication and, as such, is responsible for communications of the events taking place within the Cal Club and other regions of the world. It is an advocate for the role of the Club(s) and, as it relates to the Cal Club, a vigorous advocate for the Club and its membership and programs.

Blast e-mail from the RE or the Board—Blast e-mails to the membership or portions of the membership for the purpose of communications may be initiated by the RE or designee for the purpose of advertising, communications, soliciting feedback, or other purposes that serve the Club and its membership

Mailings from the Club—Mail to members may include voting, information, and the like and must be approved by the RE and/or the Board.

3.01 PUBLICATION OF LETTERS TO THE EDITOR IN *SOPAC NEWS*: All letters to the editor published in *SoPac News* must include the name of the writer. Pen names or pseudonyms are not acceptable. In the interest of space, the editor may limit the number of letters published to a reasonable level and may choose to publish single letters that represent multiple letters. Letters that are, in the judgment of the editor, in poor taste or contain unconfirmed information may be referred to the Assistant RE or the RE for review prior to publication.

3.02 BOARD MINUTES FOR *SoPac News* AND WEBPOSTING: Minutes submitted to *SoPac News* shall be in abbreviated form. They shall consist of brief phrases identifying topics discussed and all motions and votes on motions. They shall be labeled (“approved” or “unapproved” as appropriate) and shall be signed by the Secretary. Minutes of the Competition Committee (Comp. Committee) will be published as written by the individual responsible and, when approved by the Committee, sent to the website and *SoPac News* to be published.

3.03 REQUESTS FOR MAILING LISTS: CSCC does not provide its mailing list for non-region business. Cal Club members requesting a mailing list will be assisted by the Club in acquiring such a list. Non-club members will be referred to the SCCA for such purchase.

3.04 PUBLICATIONS OF THE MEMBERSHIP ROSTER: A membership directory may be prepared at the discretion of the Board and will be made available to all members in good standing. This is a matter of club policy and is the exclusive purview of the Board of Governors, which is the only body that may set policies for the Club.

4.0 MISCELLANEOUS

4.01 REGISTERED AGENT: The role of the RE is that of CEO of the enterprise. As such, the RE is responsible for organizing the work of the Club for the Board of Governors. The RE reports to the Board in the same manner that a company CEO reports to the company’s board of directors or a city manager reports to a city council. The RE serves at the sole pleasure of the Board of Governors and may be removed with or without cause at any time by the Board in accordance with the bylaws of the organization.

Role of the Assistant RE. The RE is responsible for appointing Assistant RE(s), and such appointments become effective upon approval of the Board of Governors. Assistant RE(s) will serve at the pleasure of the RE. Removal requires approval of the Board of Governors. Assistant RE(s) shall serve in such roles as directed by the RE and under the RE’s leadership and with the approval of the Board of Governors.

The RE is responsible for ensuring that the budget is prepared and delivered to the Board by the Treasurer and that periodic expense versus budget presentations are made to the Board of Governors so they might be fully aware of the operations of the Club and fulfill their fiduciary responsibilities. The RE, unless otherwise designated by the Board, shall serve as the Registered Agent for the CSCC.

4.02 SPECIALTY CHIEFS AND OFFICIALS: Chiefs of the specialties and other Cal Club officials will be approved by the RE upon recommendation of the Race Chair and the Assistant RE(s) and then appointed by the Board of Governors on an annual basis. All appointed officials serve at the pleasure of the RE and the Board of Governors. All employees serve at the pleasure of the RE.

4.03 ANNUAL AWARDS: A series of annual and competition awards will be presented upon approval of the Board of Governors upon recommendation of the RE. Special awards may be considered for presentation as necessary and desirable for actions or service to the Club and its members. A list of those non-competition awards is provided elsewhere, as are their requirements. It shall be the responsibility of the RE to ensure that the budget approved for such awards is adequate and met with regard to the presentation of awards. The Board shall approve all of the awards to be presented as to individuals named and their suitability for such awards. The

Board shall receive the recommendation of specialty chiefs and the Comp. Committee as they make recommendations for the awards for which they are responsible.

5.0 CLUB JOB DESCRIPTIONS

OVERVIEW: The CSCC has attempted to develop a new approach in the very competitive world in which we find ourselves. Having one person responsible for so many jobs, as we did prior to the end of February 2008, created a series of difficult and troublesome situations. As a result, we have hired, on contracts, two individuals to perform to basic tasks essential to the future of the Club. They must work in concert and with a maximum of cooperation and coordination for this to be a successful effort. Together, they represent a team approach to the Club's business and can secure a bright future for the Club. They are key personnel and hold the most responsible positions within the Club.

Race Chair: The Race Chair is a paid contract position within the Cal Club and is basically responsible for each racing event from scheduling and registration to ordering trophies, food, and the like and providing for the race day events, concluding with the final event of the weekend. The SCCA General Competition Rules (GCR) provides a complete description of the duties of the Race Chair.

The Race Chair is the chair of the event scheduling committee. As such, the chair is responsible for assembling a committee of workers, drivers, and others to design events and provide the RE, Assistant RE(s), and the Board with draft schedules for each event for their approval or modifications. The scheduling committee shall be staffed by representatives from the Comp. Committee as well as experienced individuals from the worker community and its leadership.

The Race Chair is responsible for ensuring that the schedules and other information needed, once approved, are sent to the Admin Officer. The Admin Officer will ensure they are properly configured and forwarded, along with Insurance Requests and the like, to the SCCA well in advance of the event.

The Race Chair is responsible for details of the event including but not limited to acquiring ambulances and trophies, providing staffing for the various specialties, developing the online registration package, staffing volunteers for registration, developing the data for the Admin Officer for the reconciliation, and providing the Audit Report to the SCCA.

In the absence of a Cal Club Admin Officer, or in those circumstances where one is not appointed or being used, the Race Chair shall assume the title and duties of the Admin Officer as well as Race Chair. Such combined position may be titled Admin Officer/Race Chair or Club Manager but the duties are the same as those of the combined position of Race Chair and Admin Officer.

Cal Club Admin Officer: The Cal Club administrative position (Cal Club Admin Officer) is a paid position on contract, and may or may not be in place based upon the needs of the

Club. In addition to working in the Cal Club office during the week and coordinating the inflow and outgo of information, the Admin Officer must coordinate with the Race Chair. The Admin Officer is responsible for taking the information provided by the Race Chair and the scheduling committee (once approved by the RE or Assistant RE) and obtaining sanction numbers and insurance certificates and ensuring that the proper SCCA rules and deadlines are met. The Admin Officer will then assist the Race Chair with acquiring trophies and other items at the direction of the Race Chair and in order to assist the Race Chair. The Admin Officer will handle and be responsible for the final records of the race weekend, including reconciliation and developing and sending the required SCCA audit report within the required time. The Admin Officer will be assisted as needed by the Race Chair to obtain the information.

The Admin Officer will operate the Cal Club office and coordinate with the Assistant RE(s) and the RE as required, as well as the Treasurer and Secretary. The Admin Officer will assist the Race Chair in the pre-event “Chief’s Meeting” (via conference call) to ensure effective coordination between both halves of the event. While other club officials will frequently communicate with the SCCA HQ staff in Topeka, it is the role of the Admin Officer to be the principal conduit for such communications and ensure that our working relationship with Topeka is at its highest possible state of effectiveness for Cal Club’s benefit.

The Admin Officer is additionally responsible for club outreach for new members and for assisting in the development of new membership opportunities. The Admin Officer shall also be responsible for identifying racing opportunities within the club membership and reaching out to members and encouraging their participation in club events. Examples include but are not limited to calling racing members of undersubscribed classes to encourage their participation in upcoming events.

The Admin Officer will be responsible for other duties as assigned by the RE or Assistant RE.

Assistant RE for Admin. The Assistant RE for Admin (ARE Admin) is appointed by the RE and approved by the Board of Governors. The position may be filled by a member of the Club and often will be filled by a member of the Board of Governors serving in the role of Assistant RE. The ARE Admin reports to the RE. The ARE Admin is responsible for oversight of the registration process and all elements of the operations of the office of Cal Club and its relationships with SCCA related to sanctions, insurance, reports, and the like. The ARE Admin is additionally responsible for the supervision of the Admin Officer and the Race Chair as it relates to the above issues. The ARE Admin will serve as acting RE in the absence of the RE and when appointed. The ARE Admin will supervise the membership development process and provide leadership for the person or persons serving in the role of membership and recruitment and retention roles.

Assistant RE for Operations. The Assistant RE for Operations (ARE Ops) is appointed by the RE and approved by the Board of Governors. The position may be filled by a member of the Club and often will be filled by a member of the Board of Governors serving in the

role of Assistant RE. The ARE Ops reports to the RE. The ARE Ops is responsible for providing leadership for all of the chiefs of specialty and assisting them in working with others to ensure that physical plant and equipment needs are met quickly, effectively, and at a reasonable cost versus the budget. The ARE Ops will work with and serve as liaison with Buttonwillow Raceway Park (BRP) track personnel via any system that is approved by track leadership to obtain work and services needed by the chiefs, the Race Chair, or the Admin Officer. Additionally, the ARE Ops will serve as acting RE in the absence of the RE and when appointed.

Assistant RE for Competition/Director of Competition. The Assistant RE for Competition (ARE Comp) is appointed by the RE and approved by the Board of Governors. The position may be filled by a member of the Club and often will be filled by a member of the Board of Governors serving in the role of Assistant RE. The ARE Comp reports to the RE. The ARE Comp is a member of the Comp. Committee and often is the chair of the committee. The ARE Comp is responsible for bringing forward Comp. Committee ideas and recommendations to improve the racing product of the Club and making sure the racer's point of view is heard within the Club. The ARE Comp is responsible for working with the stewards and the other Assistant RE(s) to improve the racing environment and, in this role, represents the racers and the Comp. Committee to the stewards running the weekend events.

6.0 SCHEDULE OF THE YEAR'S ACTIVITIES:

6.1 The Club's racing activities begin with the first race in January and run until December, with the seating of the new Board of Governors. The Club takes a hiatus from racing from the end of June to the end of August, but not from operations of the Club itself, including planning for the races within the year and the following year.

Below are listed several time lines and goals for major activities of the Club that are designed to help facilitate the Club's activities and should be viewed as strongly recommended time line goals.

January

Finalize elements of Reg/Nat at
Fontana

Continue planning for Long Beach
Renew worker food services contract
Review/Renew SoPac News
Make sure Charter documents, board
member list, etc. submitted to SCCA

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Sales tax, quarterly, due

Include AMA requirements in mailing
for workers for LBGP

talk to Fontana about dates for
following
year to be sure that we are at the head
of the queue

February

SCCA Banquet / Convention

Continue LBGP planning including
Board member participation for Friday
night dinner and pizza delivery, etc.
Financials to accountant for tax filings
Club vehicle registration due by end
of month
Workers for AMA event, make
arrangements
Secure next years banquet facility now

March

Review second half race package
LBGP - final review of plans including
promotional activities, etc.
Pay fee to retain Cal Club name to
state
Verify AMA and LBGP workers are
adequate to meet needs, make sure
that you have equipment, lunches, etc.
taken care of for both events

April

Review 2nd half race season package
mailing, advertising arrangements, etc.
Verify LBGP and AMA arrangements
Notify Comp Comm that beginning
in May Board will begin reviewing
Race Schedule, Supplemental
Regulations and classes for next year
Set date for scheduling meeting for
summer – June if possible if not Aug.
First Quarter sales tax return due

May

Distribute 2nd half race package
Pay 2nd half sanction and ins. Fees
Begin discussion for next years

race schedule, class additions or
eliminations and changes to Supp
Regs and ask for worker input
Make sure that tax return has been
submitted
Make sure that fee has been submitted
to state to retain club name

June

Review Comp Comm
recommendations
for next years schedule, etc,
Review input from drivers, worker, etc.
regarding next years schedule, etc.
so that you can vote on these items
at next Board meeting
[Discuss Div. Scheduling meeting and
who will attend](#)
Discuss how you will handle soliciting
for new Board members and if you will
make space in paper for those
interested
in running for the Board. Also publish
what a Board member does, etc.

July

Review first half of the year and
identify
problems or strengths and work on
those
things that require attention
Vote on next years schedule, Supp
Regs, etc.
Review election plan and implement
Insurance, vehicle, club liability and
board
member and officer coverage due in
August
and September
Chief elections happen at same time
as
Board elections so be sure to discuss
with
current chief on how they plan on
holding
nominations and elections, informal
usually

Second quarter sales tax due

August

[Scheduling Meeting](#)

Nominations for Board starts Sept.
By-law review

September

Make sure insurance for vehicles
Board and Officers is paid
Nominations for next years Board
members
If Div. calendar approved submit with
fee to SCCA
Begin soliciting nominations for clubs
annual awards for banquet
Nominations for worker Chiefs
Determine if you are going to advertise
next
years schedule, where, how and when
Begin budget review and input for next
year
including input from all chiefs, office,
etc

October

Begin Banquet planning
Begin December Board meeting
planning
Begin preparing first half race
schedule paper work
for submission to SCCA
Begin updating Board member binders
for new
Board members
Advertising submitted for Jan.
Reg./National
Budget review for final review next
month
Third quarter sales tax due

[Submit sanction paper work for the
first half
races of the coming year](#)

November

Elections for BoG
Chief elections
Names of 100% worker winners

for jackets, etc.
Review preparations for Fontana and banquet
Make sure everything is set for Annual Dec. Board meeting
Mail first half race schedule packages or distribute via e-mail or both
Finalize budget for next year and vote on it
make sure sanction paper work is submitted
to SCCA for January thru June races
December

Annual Board meeting
Review banquet, trophies, awards, announcer, etc.
New signature cards for check signing
Vote on officer for next year
Distribute budget to all Board members
Review Fontana and Willow
Submit paper work to SCCA which includes names of new board members including membership numbers, phone, address and e-mail
Submit Charter paper work to SCCA

7.0 Use of club equipment, including vehicles, computers, etc.

- 7.1 Club equipment is for the exclusive use of the Club and its members and purpose. Equipment will not be used for personal or commercial benefit unless approved by the RE or Assistant RE and/or the Board of Governors.
- 7.2 7.2.01 Charity Work and Cal Club
The following was approved by the board of governors at a meeting in July of 2009 and applies to the racing side of the organization and not to the solo / rally / rally cross elements directly but is designed to offer guidance.
 - 1 All monies given of a charity raised as a result of the efforts of Cal Club members will be done by volunteers. No Cal Club monies can be donated (tax implications).
 2. Cal Club members who aide in charitable fund raising do so as volunteers.
 3. The Racing side of the club desires to help develop relationships within the Kern County, Bakersfield and related areas and as such will confine its charitable efforts to those communities unless approved by the Board of Governors.
 4. Charitable organizations with which the Club associates must provide staffing for events or activities

- 8.0 Long Beach Grand Prix Expo (LBGP), LA Auto Show, and other club events.
- 8.1 The Club should make every effort to provide recruiting booths at the above events and any other event suitable within our area and in concert with other regions and partners within their areas when possible. Only through the constant effort of keeping Cal Club and the SCCA on the highest possible level of recognition within the motorsports community will we find success, and these booth events are one successful way to achieve that.
 - 8.2 Six months before an event, a booth chair should be appointed by the RE or Assistant RE.
 - 8.3 A budget shall be provided for the event within the annual budgeting process.
 - 8.4 Schedules and staffing shall be developed using volunteers, partners, and other persons suitable to assist the Club.
 - 8.5 Booth size is key to developing the booth presentation and to determine if race cars, pace cars, or static displays provide the best opportunity to draw persons to the booth.
 - 8.6 SCCA and Cal Club handouts will be provided by the Club. The best of these is often the *SoPac News* with a special 2- or 4-page insert that describes the Club and its efforts to prospective members who might be interested in the Club's activities. Papers must be ordered from Green Dot or the current publisher a month in advance of the event. An order of 1,000 would be considered a minimum order for an event such as the LBGP, but a larger order might be necessary to ensure adequate coverage depending upon the size of the booth, its location, the strategy of the booth design, and other factors.
 - 8.7 partnerships with professional organizations in which Cal Club has an interest, including SCCA Pro, Buttonwillow Raceway Park, Speed Ventures, and Fast Lane Racing School, are sensible and appropriate and should be considered if such partnership works to the advantage of each organization.
- 9.0 Personnel
- 9.1 The Club may employ those persons necessary to perform its duties.
 - 9.2 Each person employed will be hired by the RE or Assistant RE, and the position will be budgeted by the Board of Governors. No person will be employed, except as casual labor, without the position having been approved by the Board of Governors and/or budgeted.
 - 9.3 Persons employed either as a full-time employee or as contract labor (1099) shall be provided an evaluation of their performance as follows:
 - 9.3.1 *Annual Report:* A written document by the RE, to which Assistant RE(s) and other persons have had an opportunity to contribute, which covers at a minimum the employee's conduct, productivity, and ability to accomplish the missions assigned. The Annual Report shall be provided to employees each year.
 - 9.3.2 *Annual Report for non-employees:* An Annual Report that serves the same purpose for non-employees (contract labor) shall also be provided to ensure the Club is getting proper value for the work contracted. This report is required prior to the renewal of any contract labor contract.

9.3.3 *New Employees or New Contracts:* Three months after the initial employment or agreement of contract labor services, a written evaluation of the services provided as described in the Annual Report will be written by the RE and provided to the firm or individual concerned (employee or contract labor).

10.0 Functions of Club Activities (How To)

10.1 CAL CLUB'S RACING REFUND POLICY January 1, 2009

Fees will be refunded **ONLY** if a car does not pass technical inspection or does not put a wheel on the track. The driver must notify Registration promptly in writing explaining the facts of the withdrawal at the event or via fax/email no later than five (5) business days from the date of withdrawal to receive the refund.

If a driver withdraws or fails to show for the entire weekend, their full entry fee will be refunded, provided the proper notice is given.

If the entry is for a double sanctioned weekend and the second day's event is not run (meaning not a wheel was turned on the track), the fee for a single entry is subtracted from the entry fee for a double entry, the remainder is the refund amount.

10.1 (a) Examples (using fees from BRP):

Single Regional: \$220, practices/qualifies on Saturday, withdraws from Sunday's race. Driver receives no refund as the car was on the track for Saturday's sessions which are a part of of the overall sanctioned event.

Double Regional: \$320, raced on Saturday, withdraws from Sunday's events without putting a wheel on the track. \$220 single entry fee is subtracted from \$320, driver receives a \$100 refund.

Double/Double: Double Regional event, one car running 2 classes. \$480, raced Saturday, withdraws from Sunday's events without putting a wheel on the track. \$320 double entry fee is subtracted from the \$480 Double/Double fee, driver receives a \$160 refund.

***** ALL THE ABOVE DEPENDS ON PROMPT, WRITTEN NOTIFICATION TO REGISTRATION*****

The following was approved by the board of governors at a meeting in July of 2009 and applies to the racing side of the organization and not to the solo / rally / rally cross elements directly but is designed to offer guidance.

