

North Carolina Region
Sports Car Club of America
Operations Manual
Revised: December 18, 2002

1. Introduction.....	1
2. Additional Duties of Region Officers.....	1
2.1 Regional Executive.....	1
2.2 Assistant Regional Executive.....	1
2.3 Secretary.....	2
2.4 Treasurer.....	2
3. Additional Special Committees.....	2
3.1 Awards Committee.....	2
3.1.1 Traditional Region Awards.....	3
4. Appointed Officers and Their Duties.....	4
4.1 Membership Chairman.....	4
4.2 Region Publication Editor.....	4
4.3 Region Web Master.....	4
4.4 Annual Dinner Chairman.....	5
4.5 Chiefs of Specialty.....	5
5. Dual Membership.....	6

1. Introduction

This manual contains operational procedures adopted by the Board of Directors of North Carolina Region, Sports Car Club of America. Its existence is specified by the Bylaws of the North Carolina Region, Article VII, which reads as follows:

The Operations Manual shall constitute the standing rules of the Organization and will serve as the operating guide of the Organization. The Board of Directors shall be responsible for maintaining and distributing the Operations Manual and changes thereto. Additions, deletions, or alterations of the Operations Manual shall be proposed by the person or group charged with the responsibility of carrying out the specific provisions of the Operations Manual, or by the Board of Directors. The Board of Directors shall vote on the proposed changes in the manner provided in these Bylaws.

The contents of the Operations Manual may be changed at any time by a simple majority vote of the Board of Directors, provided that three-quarters of the Directors are present for the vote [Article V, sections 2 and 4].

2. Additional Duties of Region Officers

Additional duties are those over and above the duties of each officer as specified in the Bylaws, per Article III, Section 6.

2.1 Regional Executive

No additional duties are currently specified.

2.2 Assistant Regional Executive

No additional duties are currently specified.

2.3 Secretary

No additional duties are currently specified.

2.4 Treasurer

No additional duties are currently specified.

3. Additional Special Committees

Special Committees are those, in addition to the Elections Committee, created by the Board of Directors per Article VI, Section 2b of the Bylaws, which provides that,

The Board of Directors shall create, describe the duties, membership and term, and dissolve any Special Committees as it deems in the best interest of the Organization. The Regional Executive shall appoint members, and designate a Chairman, with the advice and consent of the Board of Directors.

3.1 Awards Committee

The Awards Committee is established to select members for year-end awards, subject to approval by the Board of Directors, to be given by the North Carolina Region in recognition of their achievements, whether as drivers, or volunteers, or members in service to the Region. The Region has certain traditional awards, listed below, but it may give any additional awards, that the Awards Committee and the Board see fit to bestow, at any time and for any reason. The Awards Committee shall be composed of the Past RE, and the Chapter Coordinators. The Chairman of the Awards Committee shall be the Past RE, unless he does not want that responsibility, in which case the RE may appoint another member as chairman. Among other responsibilities, the chairman or his designate will prepare a budget for year-end awards based upon past history, and submit that budget to the Budget and Finance Committee or to the Board of Directors.

The Awards Committee shall let it be known to the general membership that they are seeking nominations for the Traditional Region Awards at least a month in advance of the annual awards ceremony, which generally occurs at the same time and place as the Annual Meeting (though this is not required). If in the collective opinion of the Awards Committee, there is no member deserving of a particular awards for the past calendar year, it need not be given, and likewise, if in the collective opinion of the Awards Committee, more than one member is deserving of an award, multiple copies of any awards may be given. In addition, the Awards Committee may present special one-time awards, with the concurrence of the RE.

3.1.1 Traditional Region Awards

Member of the Year -- this award is usually given to the Region member to best exemplifies service to other members. The traditional award is an inscribed steering wheel.

Worker of the Year -- this award is usually given to the Region member who has put forth the most effort as a volunteer worker at Region events. The traditional award is a 9x12-inch plaque.

Driver of the Year (National Racing) – this award is usually given to the Region member who, while participating as a driver in the SCCA National Racing program, achieved the highest points total, and the highest placed finish in the annual National Runoffs, when compared to other Region members. The traditional award is a 9x12-inch plaque.

Rookie Driver of the Year (National Racing) – this award is usually given to the Region member who, as a driver, achieved the highest overall points total in his first year of National Competition, and achieved a top-ten finish in the annual Run-Offs. The traditional award is a 9x12-inch plaque.

Driver of the Year (Regional Racing) – this award is usually given to the Region member who, while participating as a driver in the SCCA Regional Racing Program, achieved the highest points total in the Southeast Division, when compared to other Region members. When more than one racing series is active in the Southeast Division at the same time, as is the case with the South Atlantic Road Racing Championship (SARRC) and the Enduro Championship Races (ECR), more than one of these awards is usually given, since some drivers in certain classes of cars are able to participate in both series and some are not. The traditional award is a 9x12-inch plaque.

Rookie Driver of the Year (Regional Racing) – this award is usually given to the Region member who, as a driver, achieved the highest overall points total in Regional Racing in his first year of competition. The traditional award is a 9x12-inch plaque.

Rookie Worker of the Year (in each volunteer worker specialty) – this award is given to members, who in their first year of volunteering for a particular worker specialty, such as Flagging and Communications, Registration, Pit and Grid, Timing and Scoring, Scrutineering, Sound Control, Emergency Services, and Start, demonstrated enthusiasm and mastery of that specialty beyond what their length of service would lead one to expect. The chiefs of each specialty in the Region shall propose such nominations to the Awards Committee. There may be multiple copies of these awards given as well. The traditional award is a 9x12-inch plaque.

Outstanding Service -- this award is given to any Region member that the Region wishes to honor for service of any sort during the past calendar year. The traditional award is a 5x7-inch plaque.

4. Appointed Officers and Their Duties

4.1 Membership Chairman

The Membership Chairman is appointed by the RE, with the consent of the Board of Directors, and serves until he or she resigns or is asked to do so by the RE. It shall be the duty of the Membership Chairman to keep the roll of members of the Region based upon the monthly listings provided by the National Office of the SCCA and the list of currently active dual members (dual membership is defined elsewhere in this document). The Membership Chairman shall provide this roll of members when called upon for all official purposes, such as to the Region Publication Editor for use in distributing the region publication, to the Secretary for use in mailing official ballots and certifying membership of those returned, and to the Annual Dinner Chairman for use in mailing invitations. The roll of members remains the property of North Carolina Region and may not be used for non-official purposes without the express consent of the Region Board of Directors.

4.2 Region Publication Editor

The Region Publication Editor is appointed by the RE, with the consent of the Board of Directors, and serves until he or she resigns or is asked to do so by the RE. It shall be the responsibility of Region Publication Editor to solicit articles for, and to edit and format them for the Region Publication. The editor shall also produce an annual budget and provide it to the Budget and Finance Committee or to the Board of Directors.

The Region Publication, currently known as The Bulletin, is the official publication of the North Carolina Region, and it's content is subject to approval by the Board Of Directors. The editorial policy of the Region Publication shall be set by the Board of Directors, and enforced by the editor. It is the duty of Region Publication Editor to forward to the Board of Directors any letters to the editor critical of the Region, its Board, or its policies, in advance of its publication in The Bulletin.

In so far as possible, The Bulletin is to be published monthly and distributed to all current members of North Carolina Region.

4.3 Region Web Master

The Region Web Master is appointed by the RE, with the consent of the Board of Directors, and serves until he or she resigns or is asked to do so by the RE.

It shall be the responsibility of Region Web Master to create and maintain the Region Web Site. The Web Master shall also produce an annual budget and provide it to the Budget and Finance Committee or to the Board of Directors.

The Region Web Site, which is currently located at <http://www.ncrscca.com>, is the official web site of the North Carolina Region, and it's content is subject to approval by the Board Of Directors. The editorial policy of the Region Web Site shall be set by the Board of Directors, and enforced by the Region Web Master. It is the duty of Region Web Master to forward to the Board of Directors any electronic correspondence he or

North Carolina Region
Sports Car Club of America
Operations Manual
Revised: December 18, 2002

she receives which is critical of the Region, its Board, or its policies, in advance of its publication on the Region Web Site.

In so far as possible, the Region Web Site is to be updated monthly.

4.4 Annual Dinner Chairman

The Annual Dinner Chairman is appointed by the RE, with the consent of the Board of Directors, and serves until he or she resigns or is asked to do so by the RE. The duties of the Annual Dinner Chairman are as follows:

- To organize the Region's annual dinner, obtaining a site, planning the menu, and coordinating the entertainment.
- To mail invitations of all current members of the Region.
- To collect fees to cover the expenses of the dinner from the attendees and forward that money to the Treasurer
- To solicit and collect door prizes
- To submit a budget for the annual dinner for the current fiscal year to the Budget and Finance Committee or to the Board of Directors.

The Annual Dinner Chairman may select a committee of volunteers to assist in the performance of these duties.

4.5 Chiefs of Specialty

The Chief of Specialty are appointed by the RE, with the consent of the Board of Directors, and serve until they resign or are asked to do so by the RE. The duties of the chiefs are as follows:

- To serve as chief of that specialty at Region racing events
- To organize volunteer workers in that specialty at Region events
- To maintain a National license from the SCCA in that Specialty
- To attend meetings of the Region's Competition Board
- To submit a budget for that specialty for the current fiscal year to the Budget and Finance Committee or to the Board of Directors.

The North Carolina Region recognizes chiefs in the following specialties and specifies additional duties for them below.

4.5.1 Race Event/Chairman

No additional duties are currently specified.

4.5.2 Chief of Emergency Services

No additional duties are currently specified.

4.5.3 Chief of Grid

No additional duties are currently specified.

4.5.4 Chief of Medical

No additional duties are currently specified.

4.5.5 Chief of Pit

No additional duties are currently specified.

4.5.6 Chief of Start

No additional duties are currently specified.

4.5.7 Chief of Sound

No additional duties are currently specified.

4.5.8 Chief of Tech (Scrutineering)

No additional duties are currently specified.

4.5.9 Chief of Timing and Scoring

No additional duties are currently specified.

4.5.10 Flag Chief

No additional duties are currently specified.

4.5.11 Chief Registrar

No additional duties are currently specified

4.5.12 Steward liaison to the Competition Board

No additional duties are currently specified.

4.5.13 Driver Representative to the Competition Board

No additional duties are currently specified.

5. Dual Membership

The North Carolina Region recognizes that there may be individuals who have joined the SCCA and hold membership in another Region as their primary region, or Region of Record, and who nevertheless wish to hold membership in the North Carolina Region as well. In keeping with the National Office of the SCCA and its Operations Manual, the North Carolina Region designates such persons as dual members, and specifies that such persons may become dual members upon payment of the then-current regional dues to the Membership Chairman of North Carolina Region. The Membership Chairman shall forward such payments to the Treasure of the North Carolina Region and see to it that the

North Carolina Region
Sports Car Club of America
Operations Manual
Revised: December 18, 2002

membership roll of the club record such members and that they be accorded the same rights and privileges of other Regular Members, including the right to vote in Region elections, and to be considered for Region awards. Dual membership shall last for one year after payment of the Regional dues and it shall be the responsibility of the dual member to renew that membership annually by additional payments or it shall lapse. The Membership Chairman need not provide dual members with any notice of that their term dual membership has lapsed.