

Indiana Northwest Region  
Sports Car Club Of America, Inc.

BRIEF OUTLINE OF THE DUTIES OF OFFICERS, COMMITTEE CHAIRMAN, BOARD MEMBERS, AND EVENT CHAIRMAN.

(Ask any questions if you have any - there are many members who know the little details)

**REGIONAL EXECUTIVE:** Read over all the paperwork which is passed to you from the Ex-Officio.

Conduct all meetings, it is to your advantage to prepare an agenda.

Try to stay in touch with all of your Officers and Committee Chairman - they need to know that you will be there to help.

Keep up on what is going on in SCCA - keep your 'Sportscar' handy.

Be visible - you are leading a club and you should try to make it to all events sponsored by the Region.

We are a racing region - try to find time and people to support the race week-ends sponsored at our track, even the ones put on by fellow Regions---We need their support for our race(s). Submit an article monthly to the Autograph!

**ASSISTANT REGIONAL EXECUTIVE:** You are the Activities Chairman - you should be aware of what the committees are doing and also - you should attend their meetings.

You or your designate will arrange for Membership Meeting programs. Yep - it is up to you to come up with guest speakers, movies, etc.

Be ready to help out the R.E. if he can't be there, work closely with him and try to learn all you can, you are in training for his position.

**SECRETARY:** You may be required to do a lot of the Region's correspondence.

You will take minutes at all meetings, if you cannot attend - please find someone to take your notes.

Write a synopsis of the Board Meetings and submit it to the Autograph Editor.

The Club Elections will be your responsibility, it is up to you to distribute the nominating petitions, to write a brief history of all the candidates for the Autograph, to mail the ballots, and to form an election committee to count the votes. People running for office may not count ballots, be sure your committee is instructed on the procedure of the ballot counting.

**TREASURER:** You will keep a ledger on the Regions monthly 'credits' and 'debits'.

You will collect monies and pay the bills. You will collect and file all the receipts. You will report to the board on a monthly basis and briefly at the membership meetings. You will be filing taxes.

**EX-OFFICIO:** You will be the R.E.'s living handbook. You are there to help the R.E. through his transition period.

MEMBERS AT LARGE: To discuss and vote on all motions, budgets, etc. presented.

It is the responsibility of the B.O.D. to vote - not do all of the work. The R.E. will appoint Committee Chairman who should handle their specific areas. The Chairman should (will) form committees to plan the years specific events. Let them do their job - if at all possible, help the R.E. find people who are not on the B.O.D. The Board has a job which they have been elected to do. Work with, and think all active members and chairman- If someone volunteers to do a job - let them do it, but be ready to lend a helping hand. Be careful of 'burning out' a new member their first year - just because they volunteered to be an Event Chairman, it doesn't mean they want to do anything else - sometimes we all get so excited about a new

-----check for more

## Bylaws

### Article I - Name, Purpose and Emblem

#### Section 1 Name:

Indiana Northwest Region Sports Car Club of America Inc., abbreviated INR-SCCA or INR

#### Section 2 Purpose:

The purpose of the Indiana Northwest Region Sports Car Club of America is to promote the social welfare of the community through the promotion of regional, national, and international amateur sports competition through promoting an interest in owning and operating sports cars, and participation in and conduct of competitive events, education, and cooperation with similar groups in the United States and in foreign countries and, thereby, to further in some way the common good and general welfare of the people of the community.

#### Section 3 Emblem:

A circular white field outlined in black, grouped race flags, centered and curved inscription Indiana Northwest Region SCCA in black within the perimeter.

#### Section 4 Logo:

A rectangular white field outlined in blue or red with the inscription INR / SCCA in block letters in blue or red to contrast the border. This logo is to be used in conjunction with, not in place of the emblem described in Article I, Section 3.

### Article II - Membership

#### Section 1 Eligibility:

Persons interested in and capable of furthering the purposes of the Club and the Region may be eligible for election to membership subject to the rules contained in Article II, Section 2 of the SCCA Bylaws. Regional qualification requirements are set by the Board of Directors who have sole authority in electing candidates to membership.

#### Section 2 Member:

An individual qualified and accepted under Section 1 of this Article who, with dues current, maintains concurrent membership in the Sports Car Club of America, is a member and is entitled to all privileges of membership.

#### Section 3 Honorary Member:

Particularly outstanding service to the Region may be recognized by granting Honorary Membership for one year by vote at an Annual Meeting conducted under Article IV, Section 2(c). Honorary Membership is gratis extension of Regional privileges exclusive of right to vote.

#### Section 4 Regional Lifetime Member:

Any member who has maintained uninterrupted membership in the Indiana Northwest Region for 25 years shall be recognized as a Regional Lifetime Member whose regional dues shall thenceforth be paid by the Region.

#### Section 5 Dues:

Annual dues are payable in conjunction with SCCA dues billing. Dues of new members must accompany application for membership. Dues are not refundable, nor are they deductible as a charitable contribution.

#### Section 6 Termination:

Membership may terminate under any of the following conditions.

- (a) A member may resign by directing written resignation to the Secretary, which is effective upon receipt.
- (b) For nonpayment of dues Regional membership terminates in conjunction with National membership billing.
- (c) The Board of Directors may suspend a member for infraction of any Regional rule or for other cause, if deemed to be in the best interest of the Region. The Board of Directors must immediately direct written notice of suspension to the member in question, providing reasonable opportunity for the suspended member to be heard in person or through written statement. The Board of Directors may then continue for a definite period, terminate or rescind the suspension or expel the member.

### Article III - Meetings of Members

#### Section 1 Membership Meetings:

Open meetings are generally held monthly to transact business of the region and to present programs of interest to the members and their guests. Such meetings are held at a time and at a place designated by the Secretary.

#### Section 2 Election Meeting:

The Annual election of the Board of Directors is held at the November Membership Meeting. The Secretary serves mailed notice to all members advising the date, time, place, and purpose of the meeting at least fifteen days prior to the meeting date.

#### Section 3 Annual Meeting:

The Annual Meeting is held in December for the installation of the Board of Directors and for the transaction of other business that may properly come before the meeting.

#### Section 4 Quorum:

Attendance of one-third of the eligible membership at scheduled Membership Meetings constitutes a quorum.

### Article IV - Voting

#### Section 1 Eligibility:

The voting privilege is reserved to members of the Region, except junior.

#### Section 2 Rules and Procedures:

The following governs all pulls of the membership.

- (a) Election to the Board of Directors is determined by simple majority of the votes cast.
- (b) Amendment of these Bylaws requires a two-thirds majority of the votes cast.
- (c) Other issues and questions before the Region are resolved by simple majority of the votes cast by members in attendance at scheduled Membership Meetings, with prior notification to members from the Secretary of the Board of Directors.

### Article V - Board of Directors

#### Section 1 Jurisdiction:

The affairs of the Region are managed by a Board of Directors who establishes policy in the regional purpose as stated and direct the implementation and execution of such policy. The Board of Directors meet monthly prior to the Membership Meetings to conduct the business of the Region. A majority of the Directors must be present at a meeting of the Board in order to constitute a quorum, which has authority to act within its jurisdiction by majority vote.

#### Section 2 Structure:

The Board of Directors shall consist of the Past Regional Executive, four elected Executive Officers who are: 1, Regional Executive: 2, Assistant Regional Executive: 3, Treasurer: 4, Secretary, and one Director At Large for 50 members or portion thereof.

### Section 3 Term:

The Directors take office at the Annual Meeting following their election and hold office until their successors are duly elected and installed at the subsequent Annual Meeting.

### Section 4 Vacancy:

A Director may resign by filing a written resignation with the Secretary, which is effective upon receipt. A resulting vacancy is filled by election of an interim Director for the unexpired term by simple majority of the remaining Directors.

**Section 5 Nominations:** Members are nominated for election by written petition containing the endorsement signatures of six members, executed by the candidate, and filed with the Secretary prior to the close of the October Membership Meeting, if the nominee has maintained uninterrupted membership for the previous year. Nominations open four months previous to the Election Meeting.

### Section 6 Election:

Administration and conduct of the election is the responsibility of the Secretary who prepares the official ballot and distributes said ballot to eligible members with notice of the Election Meeting. Sealed ballots must be returned to the Secretary prior to the scheduled close of the election in order to be counted.

### Section 7 Structure Changes:

The composition of the Board of Directors and the number of Executive Officers may be altered as deemed necessary by proposal adopted by the Board of Directors, if passed, when submitted to a vote of the membership under Article IV, Section 2(c).

## Article VI - Order of Business

Meetings of Members and Meetings of the Board of Directors are conducted under the following order of business:

Roll Call or Registration

Reading of the minutes of the preceding Membership and Board of Directors Meetings and actions thereon.

Reports of Officers

Reports of Committees

Unfinished Business

New Business

## Article VII Amendments

The Board of Directors, or any twenty members by written petition submitted to the Secretary, may propose an amendment to these Bylaws. Printed copy of the proposed amendment is then included with the notice of the next Meeting of Members accompanied by an official ballot upon which the members may vote for or against the

amendment proposed. Sealed ballots must be returned to the Secretary prior to the close of the subject meeting in order to be counted.

## Indiana Northwest Region Standing Rules and Procedures

### Items Relative to Bylaws:

#### Art. I, Sec. 3:

The grouped racing flags are black-white checkered, green, yellow, and white.

#### Art. I, Sec. 4:

The letters shall be red or blue to contrast to the border and shall be angled to the right.

#### Art. II, Sec. 5:

Regional Membership Classifications and Dues:

Regular - \$10.00 annually

Spouse - \$2.50 annually

Family - \$12.50 annually

Junior - \$2.50 annually

A Spouse member must be the legal spouse of a regular member.

A Junior member must not have reached their 18th birthday.

A Family membership consists of one Regular member, one Spouse member, and one or more Junior members. The region will assume regional dues for those members in the active armed forces, if they maintain their national membership.

#### Art. III, Sec 1:

Membership meetings are usually held during the second week of the month, preferably on Thursday or Friday, at a time and place designated by the Secretary and approved by the Board. At membership meetings a quorum is required to transact any business (i.e., to take a vote on any question before the membership).

#### Art. III, Sec. 3:

The annual meeting is held in December and has been traditionally a "DIYC" Christmas party. Time must be reserved for transacting any business that may properly come before the membership, to induct the new Board and to present the reports of Officers and Committees. An annual awards banquet is traditionally held in January to recognize the members who have exhibited outstanding performance in their chosen competitive environment.

#### Art. IV, Sec. 2(a):

Election to the Board of Directors is determined by a simple majority of votes cast.

Art. IV, Sec. 2(c):

The Regional Executive shall ascertain the presence of a quorum prior to any votes by the membership by means of a count of hands of the members present in the meeting room. The meeting room should be "sealed" to exit at the time a quorum is established immediately prior to the vote being taken, until the tabulation of the vote is completed.

Art. V, Sec. 1:

Board Meetings shall normally be held monthly at a time and place established by the Board on or before the January Board Meeting. Deviation from established time or location set by the Board may be accomplished by a majority vote of the Board with all Board Members being polled. The Secretary shall notify all Board Members, in writing, five days prior to the date of the Board Meetings. The Secretary may use the Autograph to perform such notification.

Art V, Sex 1: (Operation Procedures for the Board of Directors)

1. The Board of Directors shall be responsible to the general membership for the proper operation of the Region as outlined in the Bylaws and the Standing Rules of Procedures.
2. The Regional Executive shall have an agenda prepared and available to distribute at the beginning of all Board Meetings.
3. A budget for all Regional events shall be approved by the Board.
4. All expenditures shall be approved by the Board prior to commitment and payment.
5. The Board shall appoint an auditor (preferably a past treasurer) to audit the Treasurer's books quarterly at the end of March, June, September, and December.
6. Members of the Board shall be expected to attend meetings of the Board and meetings of the members. They shall also be expected to attend events of the Region as their personal schedule allows.
7. Members of the Board who are unable or unwilling to perform their duties of their office shall be expected to resign their office.
8. In case a member of the Board fails to fulfill the duties of their office and elects not to resign their office, they may be removed from office by approval of three-fourths of the entire membership of the Board.
9. The Board shall see that the "Autograph" is published in a timely manner so the membership is informed of future events and meeting. The "Autograph" shall be published monthly with the exception of the combination of the January/February and also the August/September issues.
10. The Board shall see that an average of at least one Regional activity is provided per month.

Art. V, Sec. 2: (Duties of Officers)

1. Regional Executive: The Regional Executive (President) shall direct the affairs of the Region in accordance with the purposes and the Bylaws of the Indiana Northwest Region and the Sports Car Club of America, Inc. He shall preside at all meetings and

with his fellow officers he shall plan the activities for the Region. In every way, it is his duty to promote the affairs of the Region in accordance with the desires of the members and his own best judgement.

2. Assistant Regional Executive: The Assistant Regional Executive, as Chairman of the Activities committee, shall be responsible for the planning, administration, and coordination of the Region's activities, working under the direction of the Board of Directors and shall assume the duties of the Regional Executive when the Regional Executive is absent, including presiding at meetings of the members and of the Board of Directors.
3. Secretary: The Secretary shall make and keep the records including the minutes of all meetings of the members and of the Board of Directors, shall conduct the correspondence of the Region subject to the general directions and supervision of the Board of Directors and shall keep an active and current membership roster. Polling of the members of the Board of Directors for any purpose, at any time other than at a Board Meeting, shall be the responsibility of the Secretary. The Secretary shall be responsible for the annual election as outlined under Election Procedures.
4. Treasurer: The Treasurer shall collect all dues and assessments and shall keep accurate and concise records of all monies received and disbursed by the Region; present a complete financial report to the members quarterly at the end of March, June, September, and December; prepare and file tax returns required by governmental agencies; and shall annually file with the Indiana Secretary of State the annual report as required by Indiana State Law.
5. Past Regional Executive: The immediate Past Regional Executive shall lend continuity to the Region's activities and carry over experience from the previous year's Board.
6. At Large Board Members: No specific duties are specified for the At Large Board Members, but they should actively participate in the organization and management of the Region's affairs and expect to assume responsibilities deemed necessary by the Regional Executive and the Board, by filling positions on committees and serving as liaison to the Board of Directors.

#### Art. V, Sec. 5 & 6: (Election Procedures)

1. As of the July Membership Meeting, nominating petitions will be available and nominations will be accepted by the Secretary for the following election. Nominating petitions shall include: 1) name of the nominee, 2) signature of six members endorsing candidate and, 3) signature of nominee. (Execute shall be interpreted to mean signed by nominee.) Nominations may be withdrawn, by the nominee in writing to the Secretary, prior to the close of the nominating meeting (9:00 p.m.) At the close of the nominating meeting, no changes shall be made to the list of nominees. Nominations are for election to the Board at large, they shall not be modified to reflect a nominee's choice of position, such petitions shall be construed as to be for the Board at large. The number of and the names of Nominees shall be announced during the Secretary's report and at the close of the business portion of the Membership Meetings and during the Secretary's report at Board Meetings.



2. All members in good standing are encouraged to nominate any candidate they feel is qualified for the Board following the nominating procedures set forth in Item 1.
3. It shall be an obligation of the incumbent Board of Directors to ensure that there shall be a contest for election to the Board. (i.e., a minimum of at least one more candidate than there are positions open for election.)
4. The Regional Executive should announce the close of nominations at 9:00 p.m. at the October Membership - Nominating Meeting. There will be recess of thirty minutes during the business meeting prior to adjournment.
5. Following close of nominations the Secretary, with the assistance of the Membership Chairman, shall determine that all candidates are eligible for election to the Board. If a candidate is ineligible, the Secretary shall notify the candidate of the reason for such ineligibility by mail.
6. The ballots shall be published as soon as possible after the close of the October Nominating Meeting and shall be mailed to conform with the requirements set forth in Art. III, Sec. 2 of the Bylaws.
7. The Board of Directors shall at the November Board Meeting select a ballot counting committee which will consist of four persons, none of whom are candidates for the Board of Directors.
8. The ballots, enclosed in a sealed return envelope with a place for a validating signature and membership number, shall be returned to the Secretary who shall turn all sealed ballots over to two members of the ballot counting committee with a list of qualified voters and a ballot check-off sheet at the close of elections, which shall be 8:00 p.m. at the November Membership Meeting.
9. The ballot counting committee, upon receipt of the seal ballots and the check-off sheet from the Secretary, shall check off the names from the envelopes, open the envelopes and deposit the ballots in the ballot box before departing to count the ballots, leaving the envelopes with the Secretary.
10. The Chairman of the ballot counting committee shall, upon completing the count and the tally, return to the Secretary the ballots in a sealed envelope. The Secretary shall read the results of the election using the tally sheet. Only the names of the successful candidates shall be read, the number of votes each candidate received shall not be disclosed to anyone for any reason.
11. The ballots and tally sheet shall be held in a sealed envelope by the Secretary for a period of 10 days, at that time the Secretary shall hand over the sealed envelope to the current Regional Executive who shall see that they are destroyed.
12. In the unlikely event of a request for a recount, the person requesting such recount shall make the request in writing to the Secretary and to the REgional Executive. The request must be made within 48 hours of the announcement of the results of the election. The request shall be accompanied by a Cashiers (Back) Check made payable to the Indiana Northwest Region SCCA or cash in the amount of \$100.00 U.S. (one hundred dollars). The recount shall take place at a location agreeable to the person disputing the election and to the Board of Directors as soon as possible. If no change in the outcome occurs from the recount, the person requesting the recount shall be held liable for all expenses whether ordinary of

extraordinary, incurred by all parties concerned. In no instance shall the fee for the recount be returned, it shall remain the property of the Region.

13. The newly elected Board of Directors shall meet as soon as possible after their election to elect from their own the Executive Officers. They may approve the chairmen of committees and other business that is deemed necessary to continue the business of the Region. They may approve expenditures of funds, but may not actually disburse those funds until they have been installed at the Annual Meeting in December.

#### Art. VI:

Roberts Rule of Order shall be the authority on rules of procedure for meetings of the members and of meetings of the Board of Directors except as otherwise specified in the Bylaws or the Standing Rules and Procedures. All meetings shall normally be conducted in as informal a manner as possible.

#### Standing Committees:

Indiana Northwest Region shall have seven standing committees: Activities, Race, Rally, Solo, Public Relations, Membership, and Autograph. All standing committee chairmen shall be approved by the Board of Directors. The chairmen of all standing committees shall automatically be members of the Activities committee. Other committees may be designated at such time and for such purpose as approved by the Board of Directors. Additional members of any committee may be determined at the discretion of the chairman of the committee.

#### Events:

1. Event Chairmen as normally selected by the appropriate standing committee.
2. All Event Chairmen shall be expected to prepare a budget for approval by the Board of Directors at least one month prior to the event.
3. Events shall not normally be budgeted for a fiscal loss.
4. Requirements for entering and working events shall be governed by the limitations of the current SCCA insurance master plan.
5. As regards points championships: The calendar as published at the beginning of the year shall include all events which shall count for the various points championships. Additional events scheduled during the course of the year shall not be counted. Every effort shall be made not to vary from the calendar as published.