

Loma Prieta Region

Porsche Club of America



Policies and Procedures

Amended & Restated

2015

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A. POLICY STATEMENT

These Policies and Procedures are adopted by the Board of Directors of the Loma Prieta Region (LPR), Porsche Club of America (PCA), (which are reviewed and approved each year by the Board of Directors) compliment the By-Laws adopted by the membership. In case of conflict, The By-Laws take precedence.

B. DUTIES OF THE DIRECTORS

1. President

The duties of the President shall be as follows:

- a. Serve as Chairperson of the Board of Directors.
- b. Serve as Ex-officio of all standing committees and temporary committees except the Nominating Committee.
- c. Preside at all meetings of the members and of the Board of Directors.
- d. Execute all documents and correspondence in the name of the organization as authorized by the Board of Directors and/or the membership.
- e. Interface/coordinate with the PCA Zone 7 Rep and other Zone 7 Presidents as needed to facilitate the LPR Board and its members.
- f. Sign in the absence of the Treasurer all drafts upon the accounts of the organization and all documents financially obligating the organization.
- g. Appoint all committee chairpersons, event chairpersons and other officials as required and approved by the Board of Directors.
- h. The President shall prepare the monthly meeting agenda and distribute it to the Board of Directors no later than one (1) week prior to the Board meeting.
- i. The President shall ensure (personally, or through delegation to the appropriate Director or Committee Chair), that all club records both past and present are properly stored so as to maintain usefulness and legibility. These records should be reviewed annually as to their need for retention and storage. Copies of all E-mail votes by the Board of Directors must be maintained for three (3) years .
- j. The President shall be informed by the Treasurer or Advertising Chair (if one has been appointed) of any issues regarding advertisers.
- k. All LPR Board of Director business that is done electronically must be presented to the Board by the Region President or His/Her appointee in the form of an email. Any Board member who is wishing to make a motion must confer with the President to make a motion to the LPR Board of Directors. Once the Motion has been sent to the Board and has been seconded via email response to the complete Board, a separate email shall be used for discussion. After the email discussion has run its course, the President shall call for a vote in the original email. Quorum rules apply to any email vote.

2. Vice-President

The duties of the Vice-President shall be as follows:

- a. Preside at meetings of the Board of Directors in the absence of the President or when requested to do so by the President.
- b. Assist the President as needed, directed or required.

- c. Ensure arrangements are made for Good Time Gatherings, whether potlucks or formal affairs. Ensure thank you gifts (not to exceed \$50.00) are available and presented to event hosts.
- d. Organize the Family Picnic, Annual Awards Banquet, and any special events.
- e. Communicate with the Board for advice, assistance and approval for arrangements, funds required, and fees to be charged.
- f. Communicate with the Editor of the *Prieta Post*, *Social Media*, etc., to ensure the advance publicity is published in a timely fashion.
- g. Coordinate activities with LPR's President, the Activity Director, and the Editor(s) of the *Prieta Post*.

3. Treasurer

The duties of the Treasurer shall be as follows:

- a. Keep records and books of account reflecting the current financial condition and operation of the organization and provide a written monthly financial statement to the Board of Directors.
- b. Sign all drafts upon the accounts of the organization and all documents concerning the financial obligations of the organization.
- c. Receive all monies paid to the organization and deposit same to its credit with a bank approved by the Board of Directors.
- d. Furnish during the last four (4) weeks of term of office or upon request of the Board of Directors to the auditor designated by the Board of Directors, all Financial Reports and/or books and statements as provided by the By-Laws.
- e. File all necessary tax forms for year(s) served:
 - i. IRS 990-EZ-Return of Organization Exempt from income tax (Organization type 501(c) 7-Social Club);
 - ii. Form 199-California Exempt Organization Annual Information Return;
 - iii. State of California "Statement by Domestic Non-Profit Corporation" (from Secretary of State) This form is only required every other year (odd years).
- f. Ensure that billing of advertisers and dual members is accomplished by December 1st.
- g. Prepare a year end annual financial statement to be submitted for publication in the February edition of the *Prieta Post*.
- h. Maintain financial records for seven (7) years.

4. Secretary

The duties of the Secretary shall be as follows:

- a. Record and preserve minutes of the meetings of the Board of Directors. Present and read such minutes at the request of the President or any of the Directors. Also, e-mail minutes to the Board of Directors within (10) days after the Board of Directors meetings for review. Submit a copy of the minutes to the *Prieta Post* Editor/ Webmaster for publication. The Board of Directors shall approve the previous Board meeting minutes the following month.
- b. Record and preserve the minutes of the Annual Membership Meeting (Annual Planning Meeting), and to present and read such minutes upon demand.

- c. Distribute Ballots to Region members By Mail if necessary no Later than October 1st. Receive and validate mailed and electronic ballots against current PCA membership list. Count and provide all ballot results to the sitting Board of Directors and retain them for inspection for a period of thirty (30) days after the results are announced.
- d. At the January Board of Director's meeting the Secretary shall state for the record, the names and positions of newly elected Directors, and appointed Committee Chairs.
- e. Secretary shall record all email votes and report them to be read into the Loma Prieta Region Board of Director minutes in the next calendar Board meeting.

5. Activity Director

The duties of the Activities Director shall be:

- a. Compile, enforce, and interpret competition rules under which events are conducted.
- b. Schedule events, subject to approval of the Board of Directors. Most of this activity takes place at the Annual Planning Meeting at the end of the previous year. However, LPR's calendar is to be updated and maintained on a monthly basis. Because of the proximity of other regions in Zone 7, it is important to track the events that are occurring in other regions.
- c. Provide the *Prieta Post* Editor and the Webmaster with the LPR event information needed for the calendar in the February issue and throughout the year, keep it current and updated. Prepare Mid-Month Blast, inform Social Media of events to be published.
- d. Obtain insurance coverage for all events.
- e. Archive and maintain original signed insurance Liability Waivers and records of insurance coverage for seven (7) years.
- f. Ensure that event chairpersons have covered all the bases for their events in advance: e.g. liability release forms; site payment; worker requirements; publicity requirements, including press releases.
- g. Coordinate with other organizations which are participating in mutual and combined events.

6. Membership Director

The duties of the Membership Director shall be as follows:

- a. Distribute applications blanks to prospective members.
- b. Process and record applications blanks and membership data, if applicable.
- c. Provide all new members an email with a welcoming letter from the Membership Director and a link to the most current *Prieta Post* newsletter.
- d. Loma Prieta Data base Administer with reports as set forth in section E.5. below.
- e. Supply new members with a name tag forms. Individual name badges shall be provided free to new primary and affiliate members after attending two (2) events. Name Tag Forms shall be signed by the Event Organizer(s), and returned to the Membership Director.
- f. Notify the *Prieta Post* Editor of the names of the new members to be published.
- g. Greet new members and guests at all club functions.

- h. Work with the Hospitality Chair to ensure that new members are contacted and invited to attend events.
- i. Post or designate a member to promote the placement of extra copies of the *Prieta Post* and announcement on a monthly basis on advertiser boards (see section G.1.)

7. Member at Large

The duties of the Member at Large shall be as follows:

- a. Chair the Nominating and Awards Committee.
- b. Establish a committee to conduct an annual review of the By-Laws and the Policies and Procedures.
- c. Act in an advisory capacity to the Board of Directors.
- d. The Member-at-Large (MAL) chairs the Nominating and Awards Committee (NAC). As the Chair, he/she recommends a committee of no less than, but not limited to, 4 volunteers for the purpose of proposing members for election to the BOD at the July BOD meeting. In addition, the MAL/NAC solicits and gathers nominations for awards from the membership, according to the Policies and Procedures. The MAL/NAC then recommends a list of volunteers who are willing to run for the next year's Board of Directors to the Board of Directors at the September BOD meeting. Also in September, the MAL/NAC presents the collection of nominations for awards.. The MAL then provides an approved, print-ready ballot to Secretary and Webmaster no later than September 22nd.
- e. The Member at Large should be an active member familiar with all aspects of LOMA PRIETA REGION, PORSCHE CLUB OF AMERICA.

C. DUTIES OF CHAIRPERSONS & APPOINTED POSITIONS

All members appointed to committee positions are requested to attend monthly Board meetings. Chairpersons for autocross, charity, concourse, rallyes, tours, and tech sessions are responsible for ensuring that the events are successful, but not necessarily for conducting the event itself (see EVENTS below).

1. Advertising Chair

- a. Solicit and obtain advertising for the newsletter
- b. Obtain "Camera Ready" or digital copy from the corporate advertisers and submit to the Newsletter editor by the 10th of the month.
- c. Maintain an advertising rate schedule. Propose rate changes to the Board of Directors, if needed.
- d. Coordinate editorial and advertising inputs with the *Prieta Post* Editor.

2. Autocross Chair

- a. Schedule Autocross event dates, reserve sites. Execute site/venue paperwork with prior Board approval (if required) and notify Activities Director for scheduling and insurance purposes. Request Treasurer to make site/venue or other necessary deposit payments, if required.
- b. Coordinate with neighboring regions and Zone 7 autocross chair to minimize conflicts regarding event dates.
- c. Notify Activity Director of event dates and identify Zone events if any.
- d. Arrange for the trailer and equipment to be on-site.
- e. Maintain supplies, safety equipment, timing system and P.A. system.
- f. Set-up registration table, assign workers' tasks and collect payments.
- g. Set-up course, timing and scoring equipment.
- h. Ensure Instructors are available for beginners.

- i. Conduct a drivers' meeting and identify sponsors.
- j. Review the safety rules and the sequence of events
- k. Transmit number of drivers at event to site manager/owner for final invoice. Ensure that money collected for each event is delivered to the Treasurer. Transmit final invoice to Treasurer for payment with check request form. Confirm with Treasurer that payment has been made.
- l. Arrange for a volunteer to handle the event scoring for the year posting times on the website for each event.
- m. Provide the list of winners by class to the Member at Large in time so that awards may be given at the Annual Awards Banquet.

3. Charity Chair

- a. Ensure that LPR Board is aware of potential charity events by presenting opportunities at the Annual Planning Meeting.
- b. Planning for charity events or activities shall not encumber existing established LPR annual events or activities. In other words, charity events must be separately established.
- c. Provide a written description of the event for advance publication in the *Prieta Post*.
- d. Provide an article after the event for the *Prieta Post* and also provide a copy to the Public Relations Chair for submission to the Panorama.

4. Goodie Store Chair

- a. For items that are sourced to PCA National web store, provide a link to the web store to the members via various media and promote awareness of changes in the process. Procure and promote the items offered in the Goodie Store at LPR events.
- b. Advertise these items in the *Prieta Post* and on the Website (Via the Webmaster).
- c. Make recommendations to the Board to add, change or delete items offered in the Goodie Store.
- d. Provide periodic inventory reports of inventory to the board.
- e. Report transactions to the board .
- f. Endeavour to attend Board Meetings.

The LPR Logo is the property of the Loma Prieta Region, Porsche Club of America. All rights remain with the Loma Prieta Region, Porsche Club America. All rights to use or produce copies of the LPR Logo require the Loma Prieta Region Board of Director approval. Any and all reproductions of the LPR logo without the Loma Prieta Region Board of Directors' approval shall not be allowed.

4. Hospitality Chair

- a. The Hospitality Chair's role is to welcome new members to make them feel comfortable and introduce them to others in the region that share their interests. To invite them personally to upcoming events.
- b. Coordinates welcoming activities at events.
- c. Arrange for cards or flowers when Region members are in need.

5. Prieta Post Editor

- a. Create monthly newsletter (AKA The *Prieta Post*) using Adobe Creative Cloud Suite platform or any other available publishing software, until another platform is utilized.
- b. Edit, layout and format newsletter content including: paid advertising, board and committee reports, monthly columns and features, event articles, selected PCA, PCNA and Zone 7 news, future LPR event promotions, classified ads, and links to website, activities calendar, Facebook, YouTube and online photo albums. Deadline for content submission is determined by the editorial calendar.
- d. Collect articles and pictures from events, as provided by the LPR author designated, the national PCA Newsletter Chairperson and utilize clip art and content filler from other Porsche regions as well as PCA National.
- e. The editor is not responsible for writing event articles unless desired.
- f. Advertising content should be delivered to the Prieta Post Editor in an electronic format suitable for publishing. Advertising Chair will notify the Prieta Post Editor of each partner's paid commitment level which determines advertising placement in the Post.
- g. Ensure electronic archives of the Prieta Post are available on the web site for electronic submission to the PCA National Newsletter Contest Chairperson.

6. Public Relations Chair

- a. Notify Porsche Club of America (National) of LPR events by writing articles (or submitting articles written by others), for publication in the Panorama Magazine.
- b. Work with the Charity Chair to promote LPR's charity work.

7. Rallye Chair

- a. Schedule Rallyes for LPR and the Zone by attending the Annual Planning Meeting, arranging dates with the other zone members' schedules.
- b. Oversee the planning, preparation, and execution of all LPR Rallyes.
- c. Ensure scoring is properly conducted and records are maintained and published for inclusion in the *Prieta Post* and on the web page.
- d. Maintain records throughout the year, and submit class winners to the Awards Committee in time to be awarded at the Annual Awards Banquet.

8. Safety Chair

- a. Periodically check the Club Autocross Trailer for safe operation (tires, brakes, lights).
- b. Verify the safety equipment (e.g. fire extinguishers), is properly maintained prior to events.
- c. Monitor event operation for compliance with PCA rules and regulations (or assign a monitor).

10. Tech Chair

- a. Arrange for Technical sessions of different subject matters, Porsche related throughout the calendar year.
- b. Make contacts, get agreement on dates, times (usually Saturday mornings), solicit sponsors - Ask sponsors for their preference on

SUBJECT MATTER (allows them the opportunity for their "strengths" to be "sold")

- c. Prepare necessary publicity, flyers, and ads for the *Prieta Post*/Website. Arrange for - or prepare the "write up" for release in the *Prieta Post* or other media.
- d. Ensure that insurance coverage is arranged by the Activities Director for any tech events that involve moving cars (including lifts). Have insurance waivers signed by all participants.
- e. Be available, encourage participation and attendance. Have a check list that includes: coffee, refreshments, cups, supplies.

10. Tour Director

- a. Oversee all tours to be sure they are properly planned, advertised, and executed.
- b. Assist the organizers as needed.
- c. Attend tours whenever possible.
- d. Ensure that insurance coverage is arranged by the Activities Director for any tour events that involve moving cars, and have insurance waivers signed by all participants.

12. Webmaster

- a. Publish the *Prieta Post* on the website.
- b. Update the autocross page.
- c. Maintain the website with updates as required (e.g. Autocross scores, GTG, special events, etc...).
- d. Maintain website photo albums.
- e. Maintain website calendar in cooperation with the Activity Director.
- f. Alert the Board of desired changes and make design updates as needed.
- g. Post on administration website current membership list.
- h. Post on administration website current newsletter mailing list.
- i. Monitor incoming email requests sent via the website and forward to appropriate party.

D. EVENTS

1. LPR Board members should wear their official LPR nametags at all club, regional, Zone and national functions. This is done as a courtesy and to encourage other LPR members to wear their nametags.
2. Insurance waivers must be completed by all entrants, workers, and guests for car-use events.
3. LPR will make its best effort to conduct at least one charity event per year. The exact nature of the event will be determined by the Charity Chairperson, with approval of the Board.
4. The Board has established the following **suggested** fee schedule for events:
 - a. **Rallye:** \$10.00 minimum per car.
 - b. **Autocross:** \$55.00 per person (\$10 discount for members with early registration)
 - c. **Tours:** \$5.00 per car Per Day
 - d. **Tech sessions:** \$2.00 per person.
 - e. **GTG:** \$10.00 per person (minimum), except at restaurants or otherwise stated
 - f. **Local Parades:** no cost.

5. Hosts of Good Time Gatherings in their home are exempt from the event fee and may have up to four non-member guests without charge. The event host is responsible to make certain that event breaks-even financially for LPR events. The above fees are only guidance and may be increased to cover all related event expenses based upon expected participation (example: 22 GTG participants with food/drink expense of \$330 would require a minimum fee of \$15 each, $22 \times 15 = 330$). A refund or transfer of the registration fee of an LPR event may be allowed after the deadline if approved by the event organizer.
6. LPR member acting as event organizer must submit receipts for expenses to the Treasurer for reimbursement. This would primarily be for members incurring costs to put on Tech sessions, GTG, tours, rallies, autocrosses, and concourse; The Activities Director will determine whether an expense is justifiable and can be claimed for reimbursement. If the Activities Director determines that the expense should not be reimbursed, then the event organizer may present the expense with appropriate justification to the Board of Directors for their approval for reimbursement.
7. Any events with costs expected to exceed \$1,000 or if the Board determines that the cost of staging an event represents a significant risk to LPR's treasury, the event organizer may be required to submit a budget expense plan sixty days prior to the event for Board approval.
7. Committee Chair will submit a pre-publicity flyer or announcement-information for planned events to the Activities Director and Editor of the *Prieta Post* and facebook Chair no less than two months in advance of the event.
8. Volunteers often want to organize and conduct an event. The respective Chair is responsible for ensuring that the volunteer plans and organizes the event and obtains the level of support needed to be successful. No matter who agrees to stage the event, the Chair must ensure that all necessary preparations are complete. This includes, but is not limited to:
 - a. Plan the event including necessary dry runs for rallies and tours.
 - b. Ensure that the Activities Director, Facebook Chair and *Prieta Post* Editor have all necessary information for the Calendar section of the *Prieta Post and Website calendar*, for advance publicity and for an article covering the event.
 - c. Prepare the publicity flyer information well in advance (2 or 3 months before the event) and send the information to the Activities Director, Facebook Chair, and *Prieta Post* Editor.
 - d. Provide input to the Public Relations Chair for the publicity in Panorama or for event coverage after the fact.
 - e. Arrange for the Hospitality Chair to encourage participation through telephone calls, email or other form of publicity.
 - f. Ensure that enough workers are available and that they know their roles.
 - g. Prepare a budget and request Board approval for expenditures.
 - h. Ensure that deposits are paid for meals or hotel reservations.
 - i. Coordinate with the Activities Director concerning insurance coverage and release forms.
 - j. Test equipment and have it maintained or repaired as necessary.

E. PRIETA POST NEWSLETTER

1. The *Prieta Post* shall be prepared and mailed by the 1st of each month, in time to notify the membership of upcoming events. Material deadline is the 20th of the preceding month.
2. Members of the Board and committee chairs are expected to provide monthly articles for the *Prieta Post*.
3. The Editor is responsible to the Board (which may provide guidance), for content, quality, and adherence to budget.
4. Copies of the *Prieta Post* will be emailed to all members, and other parties as determined by the Board, such as Zone 7 regions, National officers, other reciprocating regions, advertisers, and interested parties.
5. The Membership Director will provide the Loma Prieta Data base Administer with two monthly reports formatted in either Microsoft Excel or as a Comma Separated Values (CSV) file listing First Name, Last Name, City, State and Region affiliation of all member changes. The two files will consist of 1) Mailing list additions and 2) mailing list deletions. The *Prieta Post* Editor is responsible to take the monthly membership updates and upload the additions list into the email database and manually remove the deletions from all mailing lists. This process will ensure that the *Prieta Post* email list remains current at all times with minimal burden on any one LPR position.
6. Advertising Renewals will be billed by December 1st, with a due date of December 31st of each year. The advertising year begins in January and ends in December. Mid-year advertising rates will be pro-rated to end in December.
7. Classified advertising for non-members costs \$10/month and must be paid at the time of submission. Classified ads will run month-to-month on a space available basis.
8. Past issues of the *Prieta Post* are available online through links provided on the LPR website.
9. The Member-at-Large is responsible to supply all pre-election materials to the *Prieta Post* Editor for publication in the October issue.
10. Publishing Order of Precedence:
 - a. Columns: Editors, President, Editor, Membership, Autocross, Committee Reports, etc.
 - b. Advertising placement is determined by each advertiser's partner level. Advertising is dispersed evenly throughout the Post, with ad placement rotated within each level.
 - c. Zone 7 information on a space available basis.
 - d. Placement of other content is left to the discretion of the *Prieta Post* Editor.
11. The annual financial statement shall be published in the February issue of the *Prieta Post*.

F. FINANCIAL

The Board has adopted the Generally Accepted Accounting Procedures (GAAP) for keeping the region's financial books. The Treasurer will provide an income and expense reconciliation form and budget guideline to the persons responsible for the planning of an event.

1. The Treasurer is responsible to ensure all appropriate forms are filed on-time.

2. Dues for dual members will be free of charge unless they want a printed POST which will be charged to dual-members at the regular member rate.
3. The updating of bank records, including the transfer of signatures of outgoing to incoming officers (President or designated officer, and Treasurer), shall be accomplished during the month of January. The incoming Secretary may be required to sign as witness. The bank will require a copy of club minutes showing the transfer of leadership. The outgoing Treasurer shall identify the location of all Club funds to the incoming Treasurer.
4. The Board controls the allocation of the Region's funds. It is advisable to invest any savings in 2 CD's timed to allow access to funds during critical periods (such as the end of the year for parties and awards).

G. TECHNICAL

1. LPR will promote the placement of PCA information boards at advertisers, including authorized Porsche dealers, repair shops, and parts facilities involved with the Porsche marque. Members or other persons designated by the Membership Director will post extra copies of the *Prieta Post* and announcements on a monthly basis.
 - a. LPR equipment is to be engraved or permanently marked to aid control, identification and loss prevention. This equipment is available for use in LPR events only. Organizations may borrow LPR equipment only after providing proof of their legal existence and proof of insurance coverage. The Region may charge a user fee or a deposit on certain expensive items. While accepting accidental damage and normal wear-and-tear, LPR will not tolerate abuse of equipment. The borrower is responsible for return of equipment upon demand from the President or his/her designate.

H. AWARDS

The Nominating and Awards Committee is chaired by the Member-at-Large.

If no nominee can be found that meets the qualifications and/or requirements of any award, the award need not be given.

1. The **Ken Iles Competition Driving Award** will be given to a recipient who reflects the spirit of competition and good sportsmanship as determined by the Activities Director, Autocross Chair and Rallye Chair.
2. The **Harry Reed Memorial Award** for the outstanding **Worker of the Year** was commissioned in honor of the late Harry Reed, a friend, contributor, and honorary member of LPR.
3. The **Jim Kershaw Memorial Tour Awards** for the best single-day and multi-day tours of the year are to be voted on by the membership.
4. The **Kathy Reed Memorial Award** will be given to the **Enthusiast Woman of the Year**, to be voted on by the membership.
5. The Nominees to be included on the ballot are recommended to the Board of Directors at the September Board meeting.
 - a. The Member at Large will solicit nominations from the **Membership for Newcomer of the Year, Event of the Year** (e.g. GTG), **Specialty Event of the Year** (e.g. AX series, Rallyes, Tech Sessions, Family Picnic, etc.),

and **Jim Kershaw Tour Awards**(1 day and multi-day) . The Nominating Committee will prepare the membership's nominations for these candidates that will be placed on the general election ballot for membership vote. The Nominating Committee may nominate several (more than one), worthy members for each award. These nominations may be included in the ballot review at the September BOD meeting.

- b. The Board of Directors and Committee Chairs will select the nominees for **Man of the Year, Kathy Reed Woman Enthusiast of the Year** and the **Harry Reed Memorial Worker of the Year Awards**. The Nominating Committee may also make recommendations to the Board for these awards.
 - c. The Member at Large will gather these nominations and include them in the ballot review. The Member at Large will solicit nominations for the **Ken Iles Competition Driving Award** from the Autocross Chair, Rallye Chair, and Activities Director. The final recipient(s) will be decided by the Competitive Driving Chairs.
6. The President can opt to give a President's Award to any member who has contributed to the success of the Region, but was not recognized with these other awards.
 7. No changes to the ballot are allowed to be made after the ballot has been approved by the Board of Directors.

Version	Adopted by Board of Directors	Revisions
2015	November 5, 2013	<p>1. Incorporates all amendments made in the following years: 2001 2004 2005 2007 2008 2009 2011 2012 2013</p> <p>1. Amended as follows: 2. Global changes to revise formatting, order of contents, capitalization, bold type, consistency of references correction of typos and numbering convention consistency 3. Duties of Directors, Chairpersons & Appointed Positions revised to reflect current activities, material changes: a. President: Clarified; retention of e-mail votes b. Vice-President: Changed c; Host/Hostess gift for GTG to not to exceed \$50.00 c. Secretary: Clarified c; process of General Election results d. Member at Large: d; duties re-written/clarified as per findings of 2014 Special Committee e. Membership, added LPR Database references 4. F. Financial, changed dual member fee to \$0.00 5. H. Awards, Re-stated/Clarified Awards and Award Nomination process and deadline per recommendations of 2014 Special Committee.</p>