

Atlanta Region Operations Manual 2022

Introduction

The Atlanta Region Operations Manual shall be the official operations guide for the policies and operating procedures of Atlanta Region (AR). The Operations Manual (OM) is subject to the Bylaws of both the SCCA and the AR; any conflicts shall revert to those bylaws. The OM shall be reviewed and updated annually. The OM may be amended as needed. A current version shall be maintained on the AR's website.

Legal Status

Corporate Affairs – The AR SCCA is a **nonprofit** non-stock corporation, incorporated in the State of Georgia as documented on July 15, 1983. The AR SCCA is organized and operated according to its current Bylaws.

Corporate Seal – The corporate seal may be used only in connection with AR business and for other purposes specifically authorized by the Board of Directors (BOD). The Seal is inscribed with the name of the club, the year of its incorporation and the word "Georgia".

Financial Status

Tax Exempt Status – The AR is operated as a **nonprofit** social welfare organization, exempt from Federal Income Tax under Section 501(c) (4). Exemption was obtained from the Commissioner of Internal Revenue, July 15, 1983. As a 501(c) (4) organization, contributions to the AR are generally not deductible as charitable contributions for federal income tax purposes.

Taxes - A Form 990 + 990-T, Return of Organization Exempt from Income Tax, is filed with the IRS annually.

Fiscal Year – The fiscal year is the same as the calendar year (January 1 through December 31).

Annual Financial Statement – The annual financial statement, prepared by a CPA, will be presented at the February Annual Membership meeting and published online.

Bank Accounts – Authorized signatures: Regional Executive (RE), Assistant Regional Executive, and Treasurer. All disbursements must be substantiated. Documentation for services such as utilities, insurance, etc. may consist of the billing statement. Approving officials are RE, Assistant RE, Treasurer, Race Director & Solo Chairperson. Copies of the monthly financial statement and check register will be presented at the monthly Board of Directors meeting. Bank Accounts are balanced monthly. Financial Position, Check Register and Year-to-date Budget Reports are reviewed by the Board of Directors monthly.

Reimbursement of Club Expenses – Members conducting official AR business may be reimbursed expenses associated with attendance at authorized meetings. The BODs must approve attendance and types of expenses allowed in advance. Requests for reimbursement by members shall consist of paid receipts along with approval from the responsible AR official.

Membership

Membership Dues – In addition to dues payable to the SCCA, AR dues are \$20.00 annually.

Membership Standing – SCCA members are required to maintain good financial standing by payment of annual dues, entry fees, and any other debt incurred with the organization.

Board of Directors Responsibilities

All elected and appointed officials shall be members of the Atlanta Region SCCA as specified in the published bylaws.

Board of Directors – The AR Bylaws prescribe the election of executive positions and their duties and responsibilities. The Board of Directors (BOD) consists of a Regional Executive (RE), Assistant Regional Executive (ARE), Secretary, Treasurer, six Directors, and the previous year's Regional Executive.

Executive Committee Meetings – The Executive Committee consists of the BOD and appointed positions. The annual schedule of monthly meetings will be developed at the January meeting, and published on the website. The Executive Committee Meetings are open to all members.

The RE is responsible for providing advanced notice through email of an upcoming meeting to all executive committee members; the Secretary will provide a copy of the draft meeting minutes for review at least one week prior to regularly scheduled Executive Committee meetings. The Treasurer is responsible for providing by email the current month's financial statement and check register. Any board member unable to attend will inform all other members of this via email and send along their monthly report. The RE is responsible for the preparation of an agenda to include reports from all elected and appointed positions and old and new business.

Members of the executive committee are expected to fulfill their commitment to their positions. This commitment includes performance of the assigned duties, meeting attendance, and participation. BOD members are expected to attend all executive committee meetings; other members of the executive committee are encouraged to attend and expected to provide a monthly report. Upon failure to fulfill these commitments, the BOD may request a renewed commitment or forfeiture of the position.

Minutes – The official minutes of the AR shall be maintained on the AR website. It is the responsibility of the Secretary to maintain an official copy of both the Executive Committee Meeting Agenda and Minutes.

Minutes should contain a record of all proceedings, actions taken, and motions passed/defeated or tabled, but should not include any personal opinions or interpretations of the individual preparing them. Withdrawn motions, or those lacking a second, should not be recorded. The names of the individuals shall be listed who proposes and/or seconds motions or amendments. A motion is recorded in the Minutes as Passed, Defeated, or Tabled and no record made of the voting score or whether the vote was unanimous. The BOD may make exceptions to this practice when the occasion demands, and may provide roll call vote or secret ballot. It is permissible for an individual member of the BOD to have their vote or abstention recorded.

A draft copy of an executive committee meeting minutes should be distributed to members of the executive committee within one week of the meeting for review and comment on accuracy.

Policy Changes – the BOD may change the policies of the AR at any time during the year. Changes to policy contained in the OM or new policies shall be included in the OM during the year as an amendment.

New or Changed Programs – To facilitate good decision-making, new initiatives or changes to routine procedures must be carefully investigated. A proposal shall contain a detailed plan to include such items as: description, need, advantages/disadvantages, cost, benefits, impact on affected members, impact on sponsors, potential for future, and effect on existing programs. Before implementation, every attempt should be made to solicit member input.

Appointed Positions and Responsibilities

Program and Committee Chairpersons

Appointed by Regional Executive in accordance with Paragraphs 6.5 and 6.6 of the Atlanta Region By-Laws.

Race Chairperson

- Manage all aspects of race program.
- Secure race event chairman for race events.
- Appoint Chiefs of Specialty.
- Attend monthly BOD meetings reporting on program activities

Time Trial Chairperson

- Similar to Race
- Attend monthly BOD meetings reporting on program activities

Rallycross Chairperson

- Similar to Race
- Attend monthly BOD meetings reporting on program activities

RoadRally Chairperson

- Similar to above
- Attend monthly BOD meetings reporting on program activities

Solo Chairperson

- Similar to above
- Attend monthly BOD meetings reporting on program activities

Membership Committee Chairperson

Communication and Engagement Committee Chairperson

Operations Manual Committee Chairperson

Bylaws Committee Chairperson

Awards

Annual Awards Banquet

- Presentation of annual Region's awards
- Participation fee subsidized

Annual Awards

- Determined by Executive Committee.
- All Atlanta Region members in good standing are eligible.
- Presented at the Annual Awards Banquet.
- RE responsible for acquisition of and presentation.
- AR funds are used for purchase.

Atlanta Region Member of the Year

- Attendance and participation in club sponsored events:
- Membership meetings
- Social events
- Competitor in any Atlanta Region event
- Chair of special events or committees or chief of events

Atlanta Region Regional Executive's Award

- Chosen by the RE and presented to the non-officer member whose work and dedication exemplifies the contribution necessary for the success of the Atlanta Region.

Race Awards

Atlanta Region Race Worker of the Year

- Leadership and participation in Atlanta Region events.
- Acts as a Chief of specialty.
- Participation in Atlanta Region events.
- Participation in multiple specialties.

Atlanta Region Road Racing Rookie of the Year

Atlanta Region Road Racing Driver of the Year

Solo Awards

Tim Simon Worker of the Year

- Leadership and participation in the SEDIV Solo events.

Atlanta Region Most Improved Driver of the Year

- Demonstrated driving and handling skills improvement.

Benjamin Gray Rookie of the Year

- Limited to competitors in the annual Rookie program.
- Demonstrated driving skill with consistent improvement.

Atlanta Region Solo Driver of the Year

- Finishing positions in Regional, Divisional, and National events.

Atlanta Region Roy Herring Award

- Leadership and participation in the Solo program

Travel

Travel and Attendance to National Convention.

- BOD will determine selection of attendees.
- Attendees are expected to provide a written or oral report of participation in seminars and results of networking.

Travel and Attendance to annual Southeast Division Meeting.

- BOD will determine selection of attendees.
- Attendees are expected to provide a written or oral report of participation in seminars and results of networking.

Region Policies and Procedures

Policies and Procedures of the Region adopted by the BOD shall be maintained by the Secretary; and shall be appended to, and become a part of, this Operations Manual