



# Operations Manual

**Sports Car Club of America**  
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# FOREWORD

## Operations Manual

According to Article VI, Section 5 of the SCCA Bylaws amended effective July 1, 2000:

The SCCA Operations Manual shall further the guiding principle of the SCCA: The ultimate direction of the Club rests with the Members. In furthering this guiding principle, the Operations Manual provides an equitable system of administrative due process.

The Operations Manual shall be published at least triennially and be distributed to all field staff, office staff, directors, and one copy to each Region. Changes to the Operations Manual may be made only by the Board of Directors and shall be published.

## Statement of Policy

From the Board of Directors - 1969, 1975 and 1977

"The Sports Car Club of America, Inc. is governed and operated by a large number of members in positions of authority and responsibility -- directors, officers, salaried executives, and many committee members and appointed officials. It is imperative that all members recognize the fundamental principle that, as in any other corporation, all of these people owe to the SCCA a duty of great loyalty in occupying such positions of trust, and should therefore direct their principal efforts towards advancement of the Club and its programs."

## Prime Objective

The Prime Objective of SCCA is to provide an enjoyable experience in a friendly environment at SCCA events. Each procedure and action of workers, officials and competitors shall emphasize and encourage this philosophy.

2004 Edition  
SCCA OPERATIONS MANUAL  
Updated through July 2004  
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# SPORTS CAR CLUB OF AMERICA, INC.

## OPERATIONS MANUAL

### I. STRUCTURE OF SCCA

#### A. CORPORATE ORGANIZATION AND ADMINISTRATION

##### 1. Legal Status

Sports Car Club of America, Inc. ("SCCA" or the "Club"), a not-for-profit, non-stock corporation, is incorporated in the State of Connecticut as indicated in the Amended Certificate of Incorporation, filed with the Secretary of the State of Connecticut. SCCA is organized and operated according to the Bylaws adopted by the members and placed in effect January 29, 1984 and amended effective July 1, 2000.

SCCA, Inc. is also the sole shareholder of two for-profit subsidiary corporations, SCCA Pro Racing, Ltd., and SCCA Enterprises, Inc.

##### 2. Corporate Seal

The SCCA Corporate Seal may be used only in connection with SCCA business and for other purposes specifically authorized by the Board of Directors. The Seal is inscribed with the name of the corporation, the year of its incorporation and the word "Connecticut".

##### 3. Fiscal

###### 3.1 Tax Exemption Status

The SCCA is operated as a not-for-profit corporation exempt from Federal Income Tax under Section 501(c)(4). Exemption was obtained from the Commissioner of Internal Revenue, March 27, 1953. The Vice President of Finance submits a Form 990, Return of Organization Exempt from Income Tax, for the Club's financial operations each calendar year.

###### 3.2 Fiscal Year

The fiscal year is April 1 through March 31.

###### 3.3 Annual Financial Statement

The Treasurer prepares condensed Annual Reports for presentation at the Annual Meeting of the members.

The audited Annual Financial Statement is published in the earliest possible issue of *SportsCar*.

###### 3.4 Bank Accounts

###### 3.4.1 Operating Account

Authorized signatures are: Chairman of the Board of Directors, Treasurer, President, Vice President of Finance and Administration, the Member Services Manager and the President's designee. Two signatures are required on all checks exceeding \$5,000. The department head, or their appointee, must approve check requests.



### 3.4.2 Savings Account

Withdrawals are limited to transfer to the checking or investment accounts, and require the signature of one of the following: Chairman of the Board of Directors, Treasurer, President, or the Vice President of Finance and Administration.

### 3.5 Operating Responsibilities for Treasurer

3.5.1 The Treasurer shall have care of all assets and liabilities of the Club subject to the direction of the Board of Directors.

3.5.2 The bank statement of the operating account may be sent each month with reconciliation to the Treasurer.

3.5.3 All financial records are audited by an outside CPA firm and are available to the Treasurer should he or she care to inspect them.

3.5.4 Any person authorized to withdraw from the savings account or the operating account shall be bonded at least in the amount of \$50,000.

### 3.6 Major Program Procedures

The Board of Directors established a procedure for approving all major program changes and/or initiation. To implement their policy, all major programs or changes to existing programs must have a detailed program plan including at least the following:

3.6.1 Program description

3.6.2 Program justification (needs, advantages)

3.6.3. Impact on resources

a. Staff

b. Capital

3.6.4. Impact on membership

3.6.5. Sponsor impact including possible conflicts

3.6.6. Future outlook

Effect on other programs

3.7 Reimbursement of Club Expenses

3.7.1 Directors and Committee/Board Members

Expenses will be reimbursed related to attendance at authorized meetings according to policies approved by the Board, as periodically revised. Reimbursement will generally consist of:

a. Reimbursement for expenses up to the authorized daily rate.

b. Round-trip airfare at the lowest advanced-booked price (i.e. super-saver, economy). In order to receive this reimbursement, the passenger coupon of the airline ticket and the number of meeting days involved must be submitted to the

relevant department head within 30 days of the date on which the meeting was held. Any expense accounts submitted after this deadline may not be paid.

Other expense requests will be decided on their merit.

National Field Staff: Approved, in advance, by the appropriate department head and/or President.

Board of Directors: Approved, in advance, by the Chairman of the Board of Directors and/or the Treasurer.

### 3.7.2 Staff Members

SCCA staff members will be reimbursed for actual expenses incurred on authorized Club business according to policies set forth in the Employee Handbook.

### 4. Indemnification

Article X of the Bylaws provides for the indemnification, in certain circumstances, of Directors, Officers, employees, or agents of SCCA with respect to legal actions or proceedings.

### 5. Finality of Rules Interpretation and Reservation of Rights

#### 5.1 Finality of Rules Interpretation

The interpretation and application by SCCA employees, agents, and officials of rules governing SCCA events and activities shall be final and binding. In order to promote the sport of automotive competition, to achieve prompt finality in competition results, and in consideration of the numerous benefits to them, all members and participants including competitors and officials, expressly agree that:

Determinations by SCCA officials are non-litigable; and

They will not initiate or maintain litigation of any kind against SCCA or anyone acting on behalf of SCCA to reverse or modify such determinations, or to seek to recover damages or other relief allegedly incurred or required as a result of such determination; and

If a member, participant, competitor, or official initiates or maintains litigation in violation of this provision, he/she agrees to reimburse SCCA for all costs of such litigation, including travel expenses and attorney's fees.

#### 5.2 Reservation of Rights

SCCA reserves the right to deny the issuance of any license or to revoke any license previously issued for any reason or no reason, except that it will not deny or revoke a license on the basis of race, creed, color, sex, or national origin.

### 6. Ban from Participation

Any person who signs the Club's or a promoter's/event facility operator's standard release and waiver agreement ("Release") upon admission to an SCCA event and who subsequently brings a legal action for damages against any of the "Releasees", as specified in the Release, shall be notified that they are banned from participation in any subsequent Club event requiring the execution of the Release for participation and/or admission, until the time it is resolved.

### 7. SCCA Trademarks

American Sedan



Can-Am  
Canadian American Challenge Cup  
Fast Five  
FasTrack  
Formula Atlantic  
Formula Continental  
Formula Mazda  
Formula Vee  
Formula Super Vee  
Matters of the Moment  
National Racing School  
Olympus Rally  
POR  
Press on Regardless  
ProRally  
ProSolo  
Runoffs  
SCCA  
SCCA Pro Racing  
Solo I  
Solo II  
Spec Racer  
Speed Freakz  
SportsCar  
Trans-Am  
United States RoadRally Challenge  
United States Road Racing Championship  
USRRC  
Wire Wheel  
World Challenge

## **B. ORGANIZATION**

### **1. Membership**

The SCCA Bylaws set forth rules regarding the classes, membership process, dues, responsibilities, suspension, expulsion, indebtedness, and resignation of members. The Club also has various administrative policies affecting membership.

#### **1.1 Classification of Members and Dues**

Article II, Section 1 of SCCA Bylaws establishes two classes of the SCCA Members: Regular and Associate.

##### **1.1.1 Regular Members**

Regular members must hold membership in the national organization and at least one Region, except for the provisions of Section 1.7. All Regular members in good standing are entitled to full privileges of membership.

- a. The types of Regular memberships are: Individual, Spouse, Family, Life, First Gear, and Military.
- b. An Individual member is one who pays full-prescribed annual dues. Dues include a subscription to *SportsCar*, SCCA's official publication.
- c. A Spouse member is the spouse of an Individual member and pays prescribed annual dues. A Spouse member does not receive *SportsCar* magazine. A Spouse member may hold a Competition License.

d. Under the Family Membership Plan, all Family members (Regular member and his or her spouse and children under the age of 21 residing at home) are entitled to full membership privileges. A family member who is not the individual or Spouse member may not hold a competition license. A Family pays full-prescribed dues, which include one subscription to *SportsCar*.

e. All who are Life Members prior to the adoption of the 1956 Bylaws requiring Regional affiliation are eligible to receive the Club publication and are considered members at the National level, exempt from the requirement of maintaining Regional affiliation.

Those who become Life members after the adoption of the 1956 Bylaws are required to maintain Regional affiliation and are entitled to full privileges of Individual Membership including voting, holding competition and officials' licenses and receiving *SportsCar*.

All past Directors/Governors are granted Life Memberships in the National organization upon the fulfillment of their term.

f. First Gear memberships are available to those under the age of 22 years, who pay prescribed annual dues. A First Gear membership includes a subscription to *SportsCar*, voting, and full membership privileges.

g. Military Members are full time active duty uniformed personnel whose national dues will be set by the Board of Directors. They are entitled to full membership privileges. Spouse and family members are not eligible for a reduced military rate. Regional dues amounts are determined by SCCA Regions and are not affected by this policy.

#### 1.1.2. Associate Members

a. Temporary Membership. Designed to enable individuals to receive certain Individual membership privileges (all except a permanent membership card, competition license privileges, voting privileges, Regional membership, current photo I.D.) and is valid for 90 days. The prescribed dues will be set by the Board of Directors.

b. Corporate Membership. Designed for organizations involved as sponsors, manufacturers, development agencies, and so on. Annual dues are prescribed by the Pro Racing Department. Corporate members are not entitled to Individual membership benefits, but the organization may be eligible for other benefits, as determined by the Pro Racing Department and/or the Board of Directors.

c. Employed Event Staff Memberships. Issued only by the Club Racing Department to Regions to enable employed event staff who will be in hazardous areas to receive SCCA insurance coverage for a period of 10 days. If, after use, all parts of the membership form are returned to the Club Racing Department, they will be replaced at no additional charge. These will not be used in lieu of Trial Memberships.

#### 1.2 Effective Date of Membership

Membership in SCCA becomes effective on the date the membership application is approved and processed.

#### 1.3 Membership Year



Membership in SCCA, for all classes of annual members, is until the last day of the month one (1) year from the date when a new member's membership application is approved, or for continuing members for one (1) year from their anniversary month provided current dues are paid.

#### 1.4 Reinstatement of Membership

Members who have not paid their current dues within one (1) month after their anniversary date are classified as inactive. Inactive members may have their membership reinstated without loss of their continuity of membership by payment of current dues within six (6) months of their anniversary date. Inactive members seeking reinstatement of their membership more than six (6) months after their anniversary date, based on the date their dues payment is received, lose their continuity of membership and have a new anniversary date based on their dues payment receipt date. Such members may re-establish continuity of membership with their previous period of membership, if such membership can be verified from Club records and/or definitive evidence submitted by the member (such as, but not limited to, copies of membership cards, canceled dues payment checks, competition licenses), by payment of one (1) year's current national dues for each full year of non-membership.

#### 1.5 Region of Record

The Bylaws require that membership is maintained in a Region, but it need not be the Region of Residence. A prospective member may join SCCA through any Region. That Region will be his Region of Record. For the purposes of voting, holding Regional, Divisional, or National office, competition, earning points, and so on, a member's Region of Record will determine eligibility. For such administrative purposes, a member will be considered to belong to a specific Region. A member may, however, affiliate for his own reasons with as many Regions as he wishes, with such non-Region of Record membership coordinated by the individual.

#### 1.6 Membership Supervision

Regions are primarily responsible for the supervision and maintenance of membership standards. The Board of Directors expects Regions to take initial action where suspension is indicated. The practice has been to support the action of Regions unless such action was arbitrary or capricious. Regional suspensions are followed by further action by the Club. If a hearing is requested, the Board of Directors or a subcommittee appointed by the Board hears the case. (Ref: Bylaws, Article II, Section 4).

#### 1.7 Overseas/Foreign Members

Persons not residing in the United States, whether or not U.S. citizens, may join SCCA, but such members are not required to belong to a Region unless they wish to do so or to obtain or hold an SCCA competition license.

### 2. Board Of Directors and Committee Composition and Responsibilities

#### 2.1 Board of Directors

**Membership:** The SCCA Bylaws and the Operations Manual prescribe the manner in which the Board of Directors is elected, and charge it with managing the affairs of SCCA.

**Responsibilities:** The Board exercises its responsibilities by acting primarily as a policy-making body. It is the only body which may establish or change SCCA policies. Since the Board of Directors' system was established (by a Bylaws amendment in 1958), the present method of operating the Club has evolved whereby the Board delegates some of the administration of SCCA to the National Office staff,

to a number of carefully appointed National and Divisional Officials, known as Field Staff, and to various boards and committees. Elected and appointed Officials are responsible to the Board of Directors and other boards and committees appointed by the Board. A Director shall have no Divisional level responsibilities that require Board of Directors' approval.

It is the practice for the Chairman of the Board to assign Board members as liaisons between certain Committees/Boards and the Board of Directors.

## 2.2 Board of Directors Meetings

### 2.2.1 Scheduling

Meetings of the Board of Directors are generally scheduled, in advance, by the Board itself four times each year. Conference calls are scheduled monthly or as needed. The Chairman must call a meeting upon the written request of one-third or more of the Directors in office.

### 2.2.2 Quorum

The Bylaws specify that a majority of the Board constitutes a quorum.

### 2.2.3 Agenda

By establishing a relatively complex system of SCCA committees and boards, the Board of Directors has, in effect, acknowledged that it needs the assistance and recommendations of members qualified in all diverse specialties in which the Club is involved, and that the Board cannot be expert in each of these activities itself. It follows, therefore, that the Board should normally accept new proposals in a given activity only from the appropriate committee, and likewise, should refer any suggestions of its own to the appropriate committee. The Board should approve, disapprove, or refer back with advice the proposals of committees.

Committee reports, minutes, prospective appointments or action items requiring a vote that will appear on the Board's agenda are normally circulated to the Board for study at least two weeks prior to the meeting.

### 2.2.4 Voting

Voting or balloting on any matter of SCCA policy may be conducted only in person at regular or special meetings of the Board of Directors. When decisions by the Board are necessary between meetings, voting may be conducted by mail, telephone conference call, or other means.

### 2.2.5 Minutes

The Official Minutes Book of the SCCA is maintained at the National Office. A signed copy of the Minutes of the Board of Directors and any Executive Sessions is required to be sent to the Club's auditors.

Minutes of the open sessions of the Board of Directors, Club Racing Board, RoadRally Board, Performance Rally Board and the Solo Events Board meetings are published in the FasTrack section of *SportsCar*. Minutes should contain a record of all proceedings, actions taken, 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.



Minutes should carry the names of the proposer and seconder of all motions passed, defeated, or tabled as well as amendments to motions.

Normally, a motion is recorded in the Minutes as either PASSED, DEFEATED, or TABLED and no record made of the voting score or whether the vote was unanimous. The Board may, of course, make exceptions to this practice when the occasion demands, and may even provide a roll call vote on certain issues to be recorded in the Minutes. It is always permissible for an individual member of the Board to have his or her vote or abstention recorded in the Minutes.

Minutes of each session of the Board of Directors will be distributed to each Board member as soon as possible following the session. Board members will review the Minutes and respond with additions or corrections by the suspense date. Corrected Minutes will be distributed to each Board member. The Minutes for regular sessions may then be published for the members in the FasTrack section of *SportsCar* and on the SCCA Web Site. Minutes for all sessions will be voted upon by the full Board of Directors at its earliest opportunity and prior to publication.

#### 2.2.6. Policy/Rule Changes

Basic policies established by the Board of Directors ordinarily should not be materially changed more frequently than once a year. Insofar as possible, the Board will approve, no later than at its last scheduled meeting of the year, the rules and specifications for Club operations, including racing, rallying, and Solo events that will apply for the succeeding calendar year.

##### Board of Directors' Investment Policy

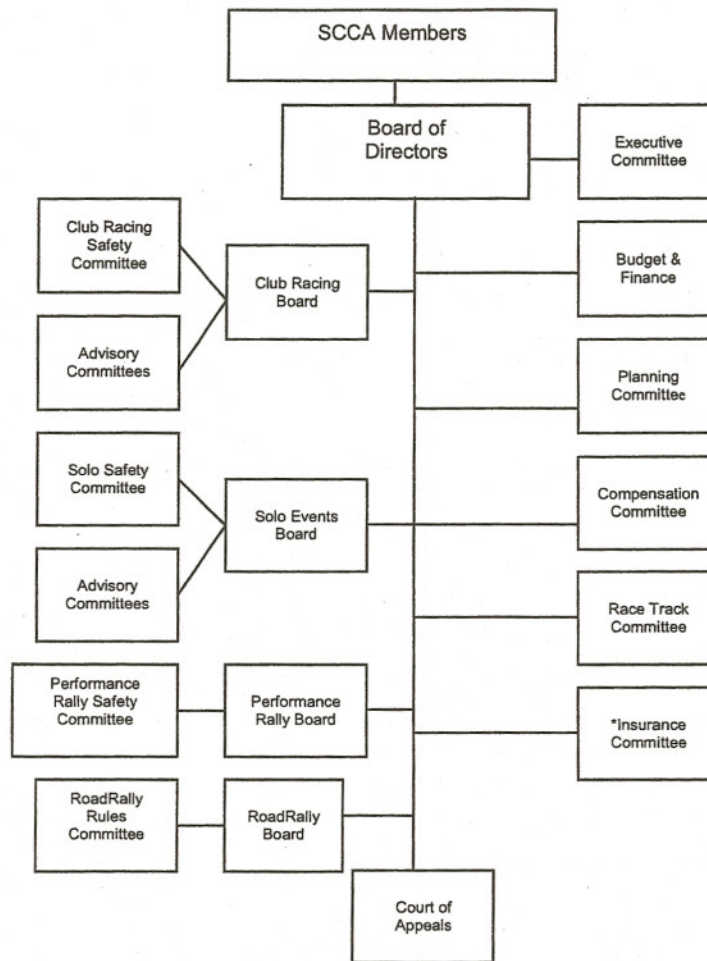
It shall be the policy of SCCA, Inc. that no Board of Directors member, officer, staff member or employee shall invest in (unless the opportunity to invest is available to the general public, or is a stock or bond publicly traded, or made available to the membership prior to investment), loan money to, or be employed by any organization or company that has any contractual or business relationship with SCCA, Inc. or its subsidiaries, while still employed by SCCA, Inc. or on the Board of Directors of SCCA, Inc. without approval of the Board of Directors of SCCA, Inc.

#### 2.3 Committees

The Board of Directors may appoint such Committees, as it deems useful from time to time to further the Club's purposes and shall define their membership and duties. There are two general types of committees --- Board of Director Committees and Field Staff Committees.

The Board will normally appoint the Chairperson and members of each standing and newly appointed Committee to take office for the calendar year commencing on the succeeding January 1.

The general relationship of SCCA Boards and Committees as shown in the following chart:



\*Appointed by and reporting to the Board of Directors but not composed of Directors.

## 2.4 Board of Directors Committees

### 2.4.1 Executive Committee

The Bylaws outline the method of electing the Executive Committee and specify its size and responsibilities. The Executive Committee "shall exercise the executive powers of the Board of Directors between meetings of the Board".

### 2.4.2 Planning Committee

**Membership:** Three to six members, one of whom is designated Chairperson. All members of the Committee are to be appointed by the Board of Directors.

**Responsibilities:** To make recommendations to the Board of Directors on matters relating to the future plans, directions, and goals of the SCCA.

### 2.4.3 Budget-Finance Committee

**Membership:** Three members or more, including the Treasurer who serves as Chair, who are appointed by and are responsible to the Board of Directors.



Responsibilities: To assist the President in the preparation of the annual SCCA budget and to advise the President and the Board of Directors on the administration of the budget and the finances of the Club.

#### 2.4.4 Insurance Committee

Membership: Three or more members, one of whom is designated Chair, who are appointed by and responsible to the Board of Directors.

Responsibilities: To make recommendations to the Board of Directors and the Risk Management Department on matters relating to the protection afforded by existing and prospective insurance policies for those risks that the SCCA has determined to address by the use of insurance products.

The Committee may also serve at the request of the Risk Management Department in an advisory capacity regarding the SCCA's negotiations with insurance brokers and such other insurance matters as it may request.

#### 2.4.5 Compensation Review Committee

Membership: Three or more individuals from the Board of Directors, including the Treasurer and Vice Chairman, who serves as Chair. All members of the committee are to be appointed by the Board of Directors.

Responsibilities: To conduct contract negotiations with the President and CEO of SCCA, Inc.; to assure that current and appropriate personnel policies are in place, particularly with respect to salary and grade levels; to be involved with any other compensation or personnel situation as the Chairperson of the Board of Directors may request.

#### 2.4.6 Race Track Committee

Membership: Three or more individuals from the Board of Directors, one of whom is designated Chair. All members of the Committee are appointed by the Board of Directors.

Responsibilities: To act as an information source for individual SCCA members and SCCA Regions interested in constructing race tracks for SCCA (and other) use and to assist in reviewing initial funding requests submitted to the SCCA, Inc. for track construction.

#### 2.5 General Field Staff Committee Appointment Procedures

These procedures should normally be followed:

An annual solicitation notice for candidates should be printed in *SportsCar*, preferably by the August issue, requesting them to submit their interest for appointment. The candidates should submit an appropriate resume of his or her background as directed by the notice in *SportsCar* magazine.

The full list shall be presented to the Board of Directors for its review and selection. All elected and appointed field staff and committee members shall be members of the SCCA.

- 2.5.3 The Board of Directors shall give full consideration to each candidate. The incoming Area Director, or incumbent, shall recommend appointees for that Area's or Division's field staff.
- 2.5.4 After the selection process is completed, the fully constituted Committee shall be given the application file as a resource to use in the formation of any special advisory groups in the course of their activities for the year.
- 2.5.5 All committees and/or boards should have a liaison representative from the Board of Directors assigned to them. A Director should not serve on a field staff committee or board except in a liaison capacity. A Board of Directors Liaison shall have full access to the group and its deliberations. The Liaison transmits the Board perspective, issues and concerns to the committee/board and communicates the committee/board's concerns back to the Board of Directors.
- 2.5.6 All individuals who are being recommended for appointments should be consulted about their willingness to serve before the appointment is made. Their job descriptions shall be reviewed with them, prior to their acceptance.
- 2.5.7 National Staff will not serve as members of committees or boards unless approved by the Board of Directors.

The Board of Directors reminds each and every Committee and/or Board that one of its prime missions is to develop its successorship to ensure the highest quality and continuity in its governance.

## 2.6 Board of Directors Election Procedures

Ref: Article IV, Board of Directors, in the SCCA Bylaws in the Appendix.

### 2.6.1 Nominations

Those persons who are members in good standing according to the National Office records on April 30 constitute the official population of an Area.

- a. The required 20 regular members of an Area who nominate a candidate must be members in good standing according to the National Office records at the time nominations are received.
- b. Those who are nominated for election to a seat on the Board of Directors must meet the following requirements according to the National Office records on October 1.
  - i. Be a member of good standing.
  - ii. Region of Record must be within the Area for which they are being nominated.
  - iii. Principal place of residence must be within the Area for which they are being nominated.
- c. Nominations must be written and physically received at the National Office no later than October 1. Should October 1 fall on a weekend, holiday or a day when normal postal service is not available, nominations delivered the next normal working day will be considered valid.



- d. Nominations must be in written form, signed and complete in all respects. No telephone calls or other substitute nominating forms will be recognized, nor will special trips be made to the Post Office for the purpose of checking late mail.
- e. Nominees will be advised of their nomination by letter and must accept or decline their nominations, in writing, to be received by October 10.

#### 2.6.2 Balloting

- a. Ballots will be sent, as closely as possible to the October 15 date required by the Bylaws, to all those members (Individual, Spouse, Family, Speed Freakz and Life) in good standing appearing on the membership lists maintained at the National Office.
- b. The National Office will make every attempt to ensure the membership list is accurate and up to date at the time of addressing the ballots.
- c. Members in good standing as of October 1 shall be eligible to vote. No one else shall be eligible to vote, regardless of his or her actual status at the time of mailing or any time thereafter.
- d. Ballots are to be mailed by the voters directly to the firm of Certified Public Accountants serving as SCCA's auditor for counting.
- e. Valid ballots are those delivered to the auditor via routine mail delivery no later than November 15, 5:00 P.M. Mountain Time. Should November 15 fall on a weekend, holiday, or a day when normal postal service is not available, the deadline will be extended until the next normal working day. Ballots must also be marked according to instructions on the ballot form and any accompanying instructions.
- f. The number of votes a member may cast may not exceed the number of vacancies.

Ballots which are marked for more candidates than the number which may be elected are considered invalid, as are those on which no vote is recorded.

Any other questions as to whether a ballot shall be counted will be determined by the auditor, in his or her sole discretion, who will abide by the Bylaws and these procedures.

#### 2.6.3 Election

- a. The count, made and certified by the Club's auditor, shall be considered official and the winners legally elected. No member, Region, officer, or employee of the Club shall have access to the ballots at any time, nor shall any of these parties have any knowledge of the balloting count during the balloting period. The Club's auditor shall be instructed routinely that such information is to be kept completely to himself or herself until the balloting period is completed and he or she is prepared to certify the official voting count. The auditor shall not reveal at any time to anyone how any member voted or whether any member actually voted.

- b. The Club's auditor shall retain ballots for a minimum of 30 days after all elected candidates are seated on the Board of Directors. The ballots may then be destroyed.
- c. Any candidate may, within 15 days after the results of an election have been certified, request that the Club auditor recount all ballots, provided that said candidate must deposit the funds needed to defray the expense of a recount with National Office within said 15-day period.

The open directorship shall be filled by the candidate receiving the highest number of votes of the regular members voting.

#### 2.6.4 Runoff Election

Whenever it is necessary to break a tie, the same shall be accomplished by a further Runoff election.

Runoff elections shall be conducted according to the Bylaws and these procedures, with the election to be completed by January 15 of the next year.

#### 2.6.5 Interpretation

The Board of Directors, Executive Committee, or should there not be time to convene either body, the Chairman of the Board, shall interpret these election procedures whenever interpretation is necessary and shall rule on any question which may arise involving the application of these rules or in connection with which no rule is in effect. Such interpretation or ruling shall be binding and conclusive on all persons and the Club.

### 3. SCCA Maps

#### 3.1 SCCA Regions, Areas, and Divisions

SCCA is illustrated geographically by the maps in the Appendices.

### 4. National Office Composition and Responsibilities

#### 4.1 Administration

The SCCA is a customer service organization specializing in automobile competitions, education and social interaction. The primary responsibility for developing competition programs rests with the member-based Boards/Committees with the input of the membership and the approval of the Board of Directors. The primary responsibility for implementing competition programs and managing membership resources rests with the Divisional/Regional officers and officials. The administration and coordination of those activities which cross Divisional, Regional and Program parameters is managed through the National Staff.

#### 4.2 National Office Staff Organization

All National Staff members who travel on Club business shall be members of SCCA.

##### 4.2.1 President and Chief Executive Officer

Basic Function: Directs the overall operation and administrative activities of SCCA under general direction of the Board of Directors. Provides leadership to both staff and membership in developing and implementing long-range organizational goals.

##### 4.2.2 Vice President, Finance and Administration



Basic Function: Oversees accounting and financial activities for the SCCA, including bookkeeping, budgets, investments, and financial reports. Assists the President in determining and meeting long-term goals. Provides supervision of office support functions.

5. Club Racing Administration

5.1 General Policies

At its July 1961 meeting, the Board adopted policies, which for the first time asserted the Club's interest in automobile road racing affairs outside the SCCA, and liberalized the Club's previous attitude on strict amateurism. The motions passed at this meeting and amended at later meetings have formed the spine of SCCA racing policies since January 1, 1962. A digest of these motions is as follows:

- 5.1.1 SCCA reaffirms its position as a member-oriented Club, interested in sports car activities; and will continue to organize, sanction, and conduct professional and Club automobile sports events to satisfy the needs and pleasures of its members. SCCA encourages the organizing, sanctioning, and conducting of Club races as public spectator events.
- 5.1.2 In SCCA National Championship and Regional events, participants shall compete for trophies and points, and organizers may offer or participate in the offering of financial awards based upon or affected by finishing position.
- 5.1.3 SCCA declares its interest in all forms of automobile road racing in North America and the offshore islands and desires to work cooperatively with recognized road racing sanctioning organizations in these areas.
- 5.1.4 SCCA may recognize the competition licensing procedure of certain other organizations.
- 5.1.5 SCCA National Championship races are open only to holders of SCCA National Competition Licenses and holders of SCCA Dual Competition licenses.
- 5.1.6 No qualified member of SCCA may be denied privileges at any SCCA-sanctioned event because of race, religion, sex, national origin, or color.
- 5.1.7 The Supplementary Regulations for Regional or Restricted events may provide for the participation of drivers holding Competition Licenses issued by other approved organizations.

The need for new policies to allow SCCA to assume a broader and more direct role in the administration and promotion of major events, and particularly major series of events, became apparent during 1965 when the organizers of major events approached SCCA for greater assistance than the Club had previously exerted as the sanctioning body. The Board of Directors responded in November 1965 by establishing the following additional general policies.

- 5.1.8 The SCCA shall seek and accept administrative responsibility in establishing and conducting major series of events, and may act as a promoter of a series.

The SCCA may enter into agreements with North American clubs and promoters for the administration and promotion of events outside the United States.

5.2 Competition Events

Regions must conduct their Club Racing events under the sanction of the SCCA. The SCCA may grant or withdraw such sanctions for individual events or for specific categories of events. An SCCA sanction is considered to be a privilege and responsibility. Regions that fail to conduct events within the policies, standards, rules, and regulations of SCCA are subject to penalties and restrictions ranging up to and including revocation of Charter as determined by the Board of Directors. Specific procedures for handling such cases are described in I.C.1.1.5 of the SCCA Operations Manual.

5.3 Speed Events

Speed events are defined as Driver Schools and races.

5.4 SCCA General Competition Rules (GCR)

All SCCA Club Racing sanctioned speed events are organized and conducted according to the current General Competition Rules. The GCR reflects the basic policies of the Club as adopted by the Board of Directors.

5.5 Automobiles

Descriptions of the automobiles eligible to compete in the various SCCA Club Racing competition events are carried in the GCR and category specification books, and their amendments and clarifications are published in SportsCar.

5.6 Club Racing Board

Membership: Three to seven members, including the Chairman, appointed by the Board of Directors.

Responsibilities: Planning and preparing rules, specifications, and standards for scheduling, organization, conduct, and supervision of Club Racing programs.

The Club Racing Board may, in addition, appoint Advisory Committees as necessary to undertake specific studies or projects. Any expense associated with such appointments must be pre-approved by the Director of Club Racing. The Advisory Committees review member input and recommend potential actions to the Club Racing Board. Members shall normally serve three to six years subject to annual appointment by the Board of Directors.

5.7 Club Racing Field Staff

All Field Staff shall be members of SCCA.

5.7.1 National Administrators

Appointment: The Club Racing Board subject to the approval of the Board of Directors shall select National Administrators. They are responsible to the Club Racing Board. National Administrators shall normally serve for three to four years subject to annual appointments and approval. A National Administrator shall be appointed for each of the following specialties;

- a. Driver Licensing
- b. Flagging and Communications
- c. Medical Safety
- d. Race Control
- e. Registration



- f. Scrutineering
- g. Sound Control
- h. Starters
- i. Timing and Scoring

Duties: Coordinate with the Director of Club Racing, the Executive Stewards, and the Chairman of the Stewards Program for the supervision of Divisional Administrators in their respective specialties; collect and disseminate information relating to their specialties, and develop manuals, training programs, and hold seminars for the improvement of the function and the competency of the members of their specialties.

Formulate policies and procedures in their specialties for recommendation to the Club Racing Board for implementation. Establish a national standard for performance and evaluation of performance in the specialty. In conjunction with the appropriate Executive Steward, and the Divisional Administrator, assist in resolving licensing disputes.

In executing their responsibilities, National Administrators shall:

- a. Review the performance of Divisional Administrators;
- b. Evaluate the state of the specialty in each Division; and
- c. Consult with each Executive Steward with respect to items a. and b. above.

#### 5.7.2 Divisional Administrators

Appointment: Divisional Administrators in each of the following specialties shall be selected annually by the Executive Steward of each Division, who shall assure that the designated individual is qualified, ready, and willing to serve; and they shall be approved by the area Director(s) for the Division. The performance of each Divisional Administrator shall be reviewed by the respective National Administrator for the specialty, who will consult with the Executive Steward in each Division.

- a. Driver Licensing
  - b. Flagging and Communications
  - c. Medical Safety
  - d. Race Control
  - e. Registration
  - f. Scrutineering
  - g. Sound Control
  - h. Starters
- Timing and Scoring

Duties: Assist in the recruitment and training of sufficient personnel to staff speed events in the Division; coordinate the supervision of workers in the specialty with the Executive Steward; develop and/or implement training to the national standard for the improvement of the level of competence of the members of the specialty; administer the licensing of members of the specialty.

### 5.7.3 Stewards Program

#### a. Chairman of the Stewards Program

Appointment: The Chairman of the Stewards Program shall be appointed by the Board of Directors with input from the senior executive in charge of Club Racing.

The Chairman of the Stewards will have authority over and responsibility for the Club Racing Stewards program.

#### b. Executive Stewards

Appointment: One per Division, selected by the Area Director(s) for each Division, upon advice from the Chairman of the Steward's Program and final acceptance by the full Board of Directors.

Duties: Responsible to the Chairman of the Stewards Program as follows:

i. Maintain close liaison with Chairman of the Stewards Program in the supervision, training and licensing of Stewards within his/her Division, and in the implementation of national level programs.

ii. Maintain a roster of National, Divisional, In-Training and National Series Chief Stewards in his/her Division.

iii. Assign Chief Stewards and Stewards of the Meeting and approve other key race officials for each National, Regional, or Drivers' School event held in the Division in accordance with the GCR.

iv. Maintain liaison with Scheduling and Licensing Representatives, Medical Director, and other Field Staff in the Division in the interest of maintaining high standards for speed event scheduling, organization, and conduct.

v. Monitor the condition of each racing facility in the Division, work with the Director of Club Racing, coordinate track inspections and reviews for the Division.

vi. Resolve all disputes concerning the licenses to be issued to any official in the Division and issue licenses for Divisional Administrators in the Division.

#### c. Deputy Executive Stewards

Appointment: By the Divisional Executive Stewards, upon advice from the Chairman of the Steward's Program, and if they cannot agree, with consultation with the Area Director

Duties: Responsible to the Executive Steward of the Division.

#### d. Stewards Program Advisory Committee



Appointment: Shall consist of the Board of Directors liaison to the Stewards, the senior executive in charge of Club Racing and others as appointed by the Chairman of the Stewards Program.

#### Divisional Safety Steward Administrator

Appointment: By the Divisional Executive Steward, subject to the approval of the Director(s) of the Division.

Duties: The Safety Steward Administrator in each Division shall receive copies of each incident report and shall compile such incident reports as requested by the Executive Stewards. In addition, if the Safety Steward Administrator becomes aware of any condition that may warrant immediate correction, he or she shall bring such condition to the attention of the Division Executive Steward. The Safety Administrator may be invited to participate in the inspection and/or approval of each racing facility within the Division facilities by the Executive Steward, the Director of Club Racing and the track inspector/reviewer.

#### Divisional Pointskeeper

Appointment: By the Divisional Executive Steward subject to the approval of the Director(s) of the Division.

Duties: As prescribed by the Divisional Executive Steward.

#### Divisional Scheduler

Appointment: By the Divisional Executive Steward subject to the approval of the Director(s) of the Division.

Duties: As prescribed by the Divisional Executive Steward.

#### 5.7.4. Club Racing Safety Committee

Appointment: Selected by the Club Racing Board.

a. Duties: Responsible to the Club Racing Board for the continuing review of the Club Racing Safety Program. This program will include:

1. Review of Club Racing Accident Reports for trend or indications of problem areas.
2. Interface with SCCA Risk Management on Club Racing safety matters.
3. Preparation of safety guidelines and procedures for event Safety Stewards.

#### 5.8 Club Racing National Court of Appeals

SCCA's judicial system conforms to the well-established civil principle that a person who believes he or she has not been given fair judgment by a first Court may have the opportunity to take his/her grievance to a second, higher court for disposition. No member of the second court - the Court of Appeals - may have been involved in the original dispute.

The Chairman of the Board of Directors shall, each year, appoint the National Appeals Court consisting of three members and an alternate, each of whom is an active, licensed steward. A Secretary to the Court of Appeals with non-voting privileges may also be appointed. No current member of the Board of Directors or Club Racing Board shall serve as a regular or alternate member of the National Court of Appeals. No member of the Court of Appeals shall have taken part as competitor or official in the event concerning, which the Court will render a decision, or shall have been directly or indirectly interested or involved in the matters under consideration. Club Racing shall be responsible for proper notices to all parties involved in the appeal or its aftermath.

Pro Racing, Solo, RoadRally, and Performance Rally use a separate Court, different set-up, and rules.

5.9 Club Racing Scheduling Procedures

The Board of Directors and Club Racing Board have adopted the following basic policies of event scheduling:

5.9.1 The competition year shall be the calendar year.

5.9.2 The National Championship racing season will be January 1 through Labor Day of each year.

5.9.3 Any speed event held by a Region in the physical territory of another Region requires the written approval of the host Region or the National Board of Directors as a condition of calendar listing or Sanction. Existing agreements contrary to this policy will continue in effect.

5.9.4 Normally, no two race events will be held on the same day within a reasonable day's driving distance unless the Regions involved agree. (This does not apply to National races.)

When a Region wishes to conduct a race in a different Division than the Region resides, it must get written approval from the home Region and also from the Scheduling Representative in the Division in which the Region wishes to hold the race event.

5.9.5 The SCCA schedules all races on a permanent basis: i.e. recognizes traditional dates as far as practical.

5.9.6 In conflicts involving a non-spectator and a spectator race, preference will be given to the spectator race.

5.9.7 The Scheduling Representatives must furnish the National Office, each month, a current schedule of speed events or changes to the previous schedule.

5.9.8 Principal SCCA Club events will not be scheduled on National Convention dates. All attempts will be made to not schedule a Pro Race on the same weekend as the Runoffs.

5.9.9 Exceptions to established scheduling policies may be recommended to the Board of Directors for its approval by the Chairman of the Club Racing Board along with the Director of Club Racing and the Scheduling Representative of the Division.

5.9.10 Calendar Listing Fees



A calendar-listing fee was established in 1968 for subsequent National, Regional, Restricted, and Driver School events as a condition for SCCA calendar approval. Change-of-date requests are considered as new applications, and a separate fee is required. Only one fee is required for each weekend of racing.

Calendar listing fees, payable to SCCA, are forwarded to the Scheduling Representative with date applications. On approval of the date, the fees are forwarded to the National office. If a date request is denied, the Scheduling Representative returns the fee to the applicant. The purpose of the calendar-listing fee is to bring about a more stable calendar as promptly as possible. The calendar listing fees are separate and distinct from the Sanction fees.

#### 5.10 Club Racing Sanction Procedures

To quote the General Competition Rules: "The sanction is the documentary authority, granted by SCCA, to organize and hold a competition".

Where there are two classifications of races during one event, it shall not normally be permissible for races of both classifications to be run simultaneously.

As specified by the Board of Directors, formal sanctions are required for all SCCA speed events. A Sanction Number and document will be issued only when all requirements listed below have been met and the application approved. Sanction Numbers will be issued only in writing or email, not via telephone, and application submission should be planned accordingly.

- 5.10.1 The event must be listed on the official SCCA calendar. To be considered a firm date request, the Region's request must be confirmed in writing by the circuit owner/manager.
- 5.10.2 The course must be approved by the SCCA.
- 5.10.3 Sanction fees payable to the SCCA must accompany the Sanction Application.
- 5.10.4 Upon approval of the Application, the National office will promptly assign a Sanction Number and issue a formal Sanction document to the organizers of the event. Refer to current edition of GCR for procedures.
- 5.10.5 There shall be no refunds of Sanction fees unless the National office receives notice of cancellation at least 15 days prior to the event.
- 5.10.6 Upon conclusion of a National race, the organizing Region will remit immediately to the SCCA the funds specified by the Board of Directors per paid entrant in National Championship classes only for a fund authorized by the Board of Directors to be distributed to entrants in the Interdivisional Championship event. No further sanctions will be issued to a Region until this has been paid.
- 5.10.7 The organizing Region will send Official Race Results to the National office within five days of the event. Additionally, the organizing Region will send one copy of all qualifying and Race Results to the publisher of *SportsCar* and one copy to the appropriate Divisional Pointskeeper within five days of the event.
- 5.10.8 Double National races will be run under the following conditions:
  - a. One per Division.

- b. Must have the agreement of all the Regions within the Division.
- c. Should be held on a three-day National Holiday weekend and should be a three-day event.
- d. No other events may be held in conjunction therewith.
- e. There must be a separate qualifying session for each event.

Standard points will be given for each event.

5.10.9 A Co-Sanctioned event is an SCCA racing program sanctioned by two or more SCCA Regions working together and conducted in accordance with the General Competition Rules.

5.10.10 Below are the guidelines for Cooperative Club events as approved by the Board of Directors February 8, 1993.

A Cooperative event is sharing a weekend of amateur road racing by an SCCA Region and a non-SCCA organization during which competitors from both groups may be on track at the same time.

A Cooperative event is defined as follows:

- a. SCCA sanctioned and insured Club event, cooperatively organized and conducted; and,
- b. SCCA and non-SCCA licensed competitors may occupy the track simultaneously; and,
- c. Both groups may provide workers for hazardous areas and each will be covered by its own insurance program.
- d. All competitors must be SCCA members
- e. The Club Racing Department must evaluate and approve the organizing bodies event operating procedures and their official and driver licensing credentials.
- f. SCCA's Club Racing Technical Manager must evaluate the safety requirements for the cars and must be assured that the safety guidelines that are in place for the cars are, in fact, checked.
- g. Risk Management must evaluate and approve the organizing bodies standards of insurance to ensure that they meet the SCCA minimums.
- h. The Club Racing Department on a case-by-case basis will evaluate the specifics of each of these items, and if any one of these issues is not up to standards, the event will not be approved.

5.10.11 Co-Scheduling Guidelines

Co-Scheduling is sharing a weekend of amateur road racing by an SCCA Region and a non-SCCA organization. During a Co-Scheduled weekend, a racing Region may expose others to the SCCA, our members, and our racing program in a setting where SCCA's strengths in organization and safety can be fully appreciated.



The intended consequences of Co-Scheduled events are an upgraded perception of the SCCA throughout the amateur motorsports community, increased SCCA membership, strengthened local racing programs through renewed interest and cross-pollination, and creation of a new (although limited) source of income for Regions.

A Co-Scheduled event is defined as follows:

- a. SCCA organized and conducted non-Pro weekends, where;
- b. The weekend schedule includes some SCCA classes and some non-SCCA groups; and,
- c. SCCA and non-SCCA groups do not occupy the track simultaneously; and,
- d. During non-SCCA sessions, SCCA workers continue to staff the course, and SCCA officials continue to oversee the safety of SCCA workers, and may also have other supervisory responsibilities.

Standards for Co-Scheduled Events:

- a. Regions with established road racing programs may Co-Schedule two weekends per calendar year with outside racing groups. The addition of outside groups to a weekend should not replace, limit, or reduce on track opportunities for Club racers.
- b. At least half of the event's race groups must be SCCA.
- c. SCCA participant accident coverage will be in effect for credentialed SCCA participants during the entire Co-Scheduled event subject to normal insurance policy conditions. The non-SCCA groups will be required to share in the cost of providing that coverage at a rate to be determined by the Risk Management Department on a case-by-case basis. The non-SCCA groups must also provide acceptable general liability coverage for their activities in accordance with the applicable GCR provisions regarding alternate liability insurance coverage or as otherwise determined by the Risk Management Department. Acceptable participant accident coverage for the non-SCCA group participants may also be required.
- d. Outside organizations must have a hold harmless and indemnity agreement in place with Risk Management prior to the event.

Non-SCCA cars must be prepared to a level of safety acceptable to the SCCA with respect to worker safety as determined by the SCCA Club Racing Board. Non-SCCA drivers must have licensure and/or training at a level acceptable to the SCCA, determined by the Club Racing Board.

- e. Events which fall within these standards may be handled automatically by staff. Those which are outside these standards must continue to be reviewed by the Board of Directors. Risk Management is instructed to monitor loss ratios to determine whether there is overexposure to risk and should, if needed, adjust rates accordingly.

5.10.12 Historic or Vintage cars may be included on SCCA programs under the following conditions:

Regions may include Historic or Vintage cars in their SCCA competitions in three ways:

- a. Cooperative event with a Historic or Vintage Group (see 5.10.10 above).
- b. Co-schedule with a Historic or Vintage Group (see 5.10.11 above).
- c. Include as any other SCCA group(s) under the following conditions:
  1. Inclusion of the Vintage or Historic Race event is specifically indicated in the SCCA sanction.
  2. The driver is an SCCA member.
  3. The driver holds an SCCA license (a Vintage SCCA logbook is considered an SCCA license for a Vintage Race event).
  4. The Chief Steward of the race event will set the standards for car preparation, classes (if any), and driver conduct and shall state these requirements in the Entry Form for the sanctioned event..
  5. Vintage/Historic cars shall not be allowed to be grouped with any other SCCA racing classes (except in a Drivers School).

5.10.13 Private Driving Schools can be accepted for credit towards a Novice Permit under the following conditions:

- a. Give acceptance for license purposes of one private Driving School in lieu of an SCCA school, at the discretion of the Chief Steward of the SCCA School or of the Divisional Licensing Representative.
- b. The Club Racing Department will list those private schools whose graduates may receive the above-mentioned SCCA acceptance.
- c. The private schools on the above list will pay SCCA a service fee.

5.10.14 Restricted Nationals are experimental events developed by the National office under the auspices of the Director of Club Racing. These events may include semi-Pro events during a National or fewer National classes than those listed in the GCR.

#### 5.11 Region/Sponsor Contractual Obligations

Any sponsor, circuit owner or other party who materially fails to live up to its contractual obligations with the SCCA or any of its Regions, or any Region that materially fails to fulfill its responsibilities may be refused Sanction for SCCA events. Evasion of such obligations or responsibilities by reincorporating or other subterfuge will not be permitted.

#### 5.12 Club Racing Safety and Insurance Requirements

Refer to current edition of General Competition Rules and Insurance Handbook.

#### 5.13 Track Inspection/Review Process

The SCCA Track Inspection/Review process is coordinated by the Executive Stewards, working with the Director of Club Racing. Inspections are conducted by professional track inspectors, and are reserved for new tracks, those which have undergone significant reconstruction, and those which are determined to present a potential, significant safety issue. Track Reviews are conducted by SCCA Track



Reviewers, who review previously inspected tracks perceived to have a particular safety issues. Event Reviews continue to be the responsibility of the event Safety Steward, as outlined in the Steward's Manual and the GCR. Difficulties arising from a particular event should be directed to the Executive Steward.

## 6. Solo I and II Event Administration

### 6.1 Solo I and II Events – Basic Policy

The SCCA has established rules for, and scheduled a program of, two types of Solo events: Category I and Category II. These rules reflect the basic policies of the Club as adopted by the Board of Directors to satisfy the needs and pleasures of its members.

Category I Solo Events are contests, such as hill climbs and time trials. All SCCA

Category I Solo Events are governed by the SCCA Solo Rules and must be sanctioned by SCCA. These are considered speed events.

Category II Solo Events are run on courses that emphasize the driver's ability and his/her car's handling and agility, rather than speed or power. All SCCA Category II Solo events are governed by the current SCCA Solo rules and must be sanctioned by SCCA. These are considered non-speed events.

Please refer to current edition of the Solo I and II Rulebook, Insurance Handbook, and FasTrack section of *SportsCar* for further details.

### 6.2 Solo Events Board

**Membership:** The Board of Directors annually shall appoint a Chairperson and seven other members to the Solo Events Board. Those appointed shall be one from each of the eight SCCA Divisions. Members shall normally serve three to six years subject to annual appointment by the Board of Directors.

**Responsibilities:** The Solo Events Board shall submit to the Board of Directors recommended rules and standards for the conduct of SCCA Solo Events. The Solo Events Board shall monitor the execution of approved rules and standards for SCCA-sanctioned Solo events and maintain liaison with the Divisional Solo Events Stewards.

### 6.3 Solo Events Field Staff

All Field Staff shall be members of SCCA.

#### 6.3.1 Divisional Solo I and Solo II Stewards

**Appointment:** One each per Division for Solo I and Solo II selected by the Solo Events Board, subject to the approval of the Board of Directors.

**Duties:** Responsible to the Solo Events Board for the supervision and administration of SCCA policies, rules and standards with respect to SCCA Solo Events conducted within their Division. Duties are specified and updated annually in the Solo I and II Rulebook.

#### 6.3.2 Solo Safety Committee

**Appointment:** Selected by the Solo Events Board, subject to the approval of the Board of Directors.

Duties: Responsible to the Solo Events Board for the continual review of the Solo Safety Program, recommending changes to the program to the Solo Events Board and implementing adopted safety rules, policies and procedures. Duties are specified and updated annually in the Solo I and II Rulebook.

#### 6.3.3 Divisional Safety Stewards

Appointment: A minimum of one per Division selected by the Solo Safety Committee, subject to approval by the Solo Events Board. However, if necessary, separate Stewards may be appointed within a Division for Solo I and Solo II.

Duties: Responsible to the Solo Safety Committee for ensuring that safety rules, policies and procedures are adhered to for all Solo events conducted in their Division. Duties are specified and updated annually in the Solo I and II Rules.

#### 6.3.4 Advisory Committees

Appointment: The Solo Events Board will appoint committees for specific purposes on an annual basis. The duration of term and the number of members will be determined individually for each committee.

The Solo Events Board will notify the Board of Directors upon the formation on any Advisory Committee.

#### 6.4 Solo Events Scheduling Procedures

Refer to current Solo rules.

##### 6.4.1 Any event held by a Region in the physical territory of another Region requires the written approval of the host Region or the National Board of Directors as a condition of calendar listing or Sanction. Existing agreements contrary to this policy will continue in effect.

#### 6.5 Solo Events Sanction Procedures

The specific requirements and procedures for Sanction are reviewed annually. Therefore, the current requirements and procedures are described in the current Solo I and II Rules and/or are included in the instruction portion of the current Sanction Application Form.

#### 6.6 Solo Events Safety and Insurance Regulations

Refer to the current edition of the Solo I and II Rulebook, Insurance Handbook, and FasTrack.

#### 7. Rally Events Administration

Road Rallies and RallyCross events are non-speed events while PerformanceRally events are speed events.

##### 7.1 Basic Policy

All SCCA Road Rallies, PerformanceRally, and RallyCross events are organized and conducted according to the SCCA RoadRally Regulations and PerformanceRally Rules. These rules and regulations reflect the basic rallying policies of the Club, as adopted by the Board of Directors.

SCCA will continue to emphasize, sanction and conduct National RoadRally and PerformanceRally programs to satisfy the needs and pleasures of its members.

##### 7.2 RoadRally Board



Membership: The SCCA Board of Directors annually shall appoint a Chairperson and up to six other members to the RoadRally Board. Members shall normally serve three to six years subject to annual appointment by the Board of Directors.

Responsibilities: The RoadRally Board shall be responsible for the development of rules and standards of conduct for all SCCA sanctioned RoadRally events and maintain a liaison with the Divisional RoadRally Stewards. The RoadRally Board shall monitor the execution of approved rules and standards for all National Championship RoadRally Events.

#### 7.2.1 RoadRally Field Staff

All Field Staff shall be members of SCCA.

#### 7.2.2 Divisional RoadRally Stewards

Appointment: One per Division, appointed by the RoadRally Board, subject to the approval of the Board of Directors

Duties: RoadRally Stewards shall be responsible to the RoadRally Board for developing, supervising, and administering a program of Divisional road rally events in accordance with the rules, standards and procedures established for the RoadRally Program.

#### 7.2.3 RoadRally Scheduling and Sanctioning Procedures

Refer to the current edition of the RoadRally Regulations and Rules for Organizers.

#### 7.2.4 Any headquarters for conducting an event held by a Region in the physical territory of another Region requires the written approval of the host Region or the National Board of Directors as a condition of calendar listing or Sanction. Existing agreements contrary to this policy will continue in effect.

### 7.3 PerformanceRally Board

Membership: The SCCA Board of Directors annually shall appoint a Chairperson and up to six other members to the PerformanceRally Board. Members shall normally serve three to six years subject to annual appointment by the Board of

Directors. The PerformanceRally Board itself may establish and appoint advisory positions to assist with special areas of concern.

Responsibilities: The PerformanceRally Board shall be responsible for the development of rules and procedures for the scheduling, organization, conduct and supervision of PerformanceRally events. To these ends, it shall establish, supervise and administer an annual program of events. The PerformanceRally Board shall work in concert with the Rally/Solo Department to ensure that both National and ClubRally rules and procedures mesh smoothly to the benefit of both programs and the many participants who are active in both programs.

The PerformanceRally Board shall further be responsible for the development and maintenance of a uniform plan, requirements, and procedures regarding event, competitor, marshal, spectator, and general participant safety in their capacity as the PerformanceRally Safety Committee.

The Performance Rally Board shall additionally be responsible for the development and conduct of RallyCross events.

#### Club Rally Field Staff

All Field Staff shall be members of SCCA.

#### 7.3.2. Divisional Club Rally Stewards

Appointment: One per Division, appointed by the Performance Rally Board, subject to the approval of the Board of Directors.

Duties: Club Rally Stewards shall be responsible to the Performance Rally Board for developing, supervising, and administering a program of Divisional performance rallies and RallyCross events in accordance with the rules, standards and procedures established for the Club Rally and RallyCross Program.

#### 7.3.3 Performance Rally Scheduling and Sanctioning Policies

Refer to the current edition of the Performance Rally Rulebook and Rules for Organizers.

#### 7.4 Rally Safety and Insurance Requirements

Refer to appropriate current Rulebook, Rules for Organizers, Insurance Handbook, and FasTrack.

#### 8. Strategic Planning

It is appropriate that the leadership of the Club develops, and share with the membership, long-range plans for the growth and well being of the organization.

#### 8.1 Business Plans

The President of the Club will prepare a Strategic Business Plan addressing the vision and priorities for the Club in those areas that are the responsibility of the Club staff. This will include member service, communications, finances and marketing.

This plan will be provided to the Board of Directors for review and approval. It will be made available to the Club membership through the Club's website.

The President will prepare an Annual Business Plan that will set the staff's goals and objectives for the year. This plan will be tied to the vision and longer-range objectives set forth in the Strategic Business Plan.

The Annual Business Plan will be reviewed with the Board of Directors at the beginning of each year. A report of performance to that plan will be provided at the end of year. These reports will be shared with the membership at the annual meeting. Additionally, the Strategic Plan will be reviewed annually to ensure it is kept updated and relevant.

#### 8.2 Competition Program Plans

Each of the four Program Boards (Club Racing, Solo Events, Performance Rally and Road Rally) will prepare a Strategic Program Plan addressing the vision and long-term objectives of its program.



These plans will be provided to the Board of Directors for review and approval. They will be made available to the membership through the Club's website.

The Program Boards will prepare an Annual Program Plan that will set their goals and objectives for the year. This plan will be tied to the vision and longer-term goals of the Strategic Program Plans.

The Annual Program Plans will be reviewed with the Board of Directors at the beginning of each year. A report of performance to that plan will be provided at the end of each year. These reports will be reviewed with the membership at the annual convention. Additionally the Strategic Program Plans will be reviewed annually to ensure they are kept updated and relevant.

9. Pro Racing Administration

For Pro Racing procedures, refer to a current copy of the Pro Racing Regulations. The Club will work cooperatively with FIA and ACCUS-FIA in sanctioning road races to be listed on the FIA calendar and to be held in the U.S.

SCCA members holding FIA competition licenses may participate in any FIA-scheduled road races under the conditions governing an FIA license holder set forth in the International Sporting Code.

SCCA members may participate in any form of FIA-scheduled automotive events other than road races, and in any automotive events outside the United States, subject to any restrictions applying to FIA license holders.

Events sanctioned by the SCCA and listed on the FIA calendar are open to holders of FIA entrant and driver licenses issued by any ASN, in accordance with the usual FIA practices.

- 9.1 Professional events are not conducted under a sanction with a Region. Working arrangements between SCCA Pro Racing and a Region are contracted on a case-by-case basis.

**C. REGION/AREA/DIVISION ORGANIZATION**

1. Regions

In addition to the Bylaws provisions concerning Regions, the Club operates according to the following policies:

1.1 Regional Charter

In order for a Region to be affiliated with the SCCA and to conduct SCCA sanctioned events, it must be chartered by SCCA, Inc. Following are the requirements for SCCA Charter.

1.1.1 Regional Bylaws

Every Region must adopt a set of Bylaws which will govern its operation. These Bylaws must conform to those of SCCA, Inc., and must be reviewed by the National Office before being adopted by the Region.

1.1.2 Regional Incorporation

In order to maintain its corporate status, each Region must be incorporated in the state of its domicile or major activity, and such incorporation must be maintained by such periodic reports, filings, and fees mandatory in that state.

#### 1.1.3 IRS Tax Status

SCCA, Inc. is incorporated as a 501(c)(4) not-for-profit corporation, exempt from Federal Income Tax. Regions should file for exemption under 501(c)(4) of the Federal Income Tax code, and should carefully maintain that status by completing required Federal and state tax forms annually.

#### 1.1.4 Annual Charter Renewal

Each Region must renew its SCCA Charter annually. Renewal requires that each Region must each year file proof of Incorporation; an affidavit signed by the Region Executive or Assistant Region Executive that the Region is operating by SCCA's Bylaws, policies, and rules; Directory information and documentation relative to IRS/Tax filing for the prior year. In addition, any time the Region's Bylaws are modified, a copy must be submitted to the National Office.

The deadline for submitting complete charter renewal documentation shall be February 15 of each year. Failure to comply with Charter renewal requirements may result in suspension of a Region's Charter, according to C.1.1.5 of the SCCA Operations Manual. Sanctions may be denied or cancelled for all events scheduled to be held on or after March 15 of that year. Reinstatement will be made upon receipt of the required material.

Questions or difficulties regarding Charter renewal compliance should be discussed with the Member Services Manager before the required deadline.

#### 1.1.5 Charter Suspension and Reinstatement

The Bylaws, Constitutions, Rules and Regulations of the Regions must conform to the Bylaws, policies, standards, rules and regulations established by the SCCA. Any Regional Bylaws, Constitutions, Rules and Regulations that are supplementary to those of the SCCA must be submitted to the President prior to adoption by the Regions for approval.

Any Region that effectively operates under Bylaws, Constitutions, Rules or Regulations not in conformity with the Bylaws, policies, standards, rules and regulations of the Club shall be officially informed by Certified Mail Return Receipt Requested of such non-conformity. Such notice shall be in the name of the Board of Directors or the Executive Committee, and may be sent and signed by the President. Such notice shall be mailed to all elected officers of the Region, and the Board of Directors' motion setting up this procedure shall be quoted in full therein. Lack of such notice shall not waive any provision of this Section.

If, at the end of 30 days from the date of the notice, the Region has taken no constructive action to discontinue any nonconformity(s) and to act cooperatively with the Club, the matter will be certified to the Board of Directors, which will take any action it deems appropriate and necessary, including termination.

Evidence of such constructive action to discontinue must be at least written acknowledgement to the President that any non-conformity(s) is no longer in effect and is being corrected.



Notice of termination of the Charter shall be published in *SportsCar* and all members of the Region shall be notified by mail. The specific reasons for termination of the Charter shall be stated in such notices. Members of the Region shall become members-at-large until such time as they can be assigned to a new or existing Region. The membership status of the elected officials of the Region shall be reviewed by the Board of Directors or the Executive Committee, to determine whether or not their membership should be suspended or terminated for cause.

1.2 Organizing a New Region

1.2.1 Following are the steps for organizing a new Region:

- a. Organize a group of a minimum of 25 SCCA members in a geographical area. If the group is new to SCCA, representatives should join the Club through an existing Region. (After the proposed Region receives its Provisional Charter, the Regional Executive may approve membership applications).
- b. Organize two to three local events and establish a newsletter or website to inform members of meeting dates, activities, event results, officers, National office mailing address, and so on.
- c. Elect officers who will serve as the first Regional officers.
- d. Name the proposed Region. Names should identify the location of proposed Region, such as Atlanta, Ohio Valley, South Jersey.
- e. Decide on the geographical limits of the proposed Region in county units. In no case shall Regional boundaries follow rivers, highways, and so on, unless the county line follows these boundaries.
- f. Obtain approval in writing for the annexation of specific counties from the Regional Executive(s) whose Region(s) will be affected by the proposed Region.
- g. Agree individually and collectively to abide by and obey the SCCA Bylaws and National policies of the SCCA.
- h. Obtain a 501(c)(4) Exemption.

1.2.2 Obtaining a Provisional Charter

Upon completion of the eight steps above, apply for a Provisional Regional Charter on the form developed by the National Office. If approved by the Board of Directors, a Provisional Charter will be granted.

1.2.3 Obtaining a Full Charter

The new Region shall take immediate steps to incorporate in the state of its domicile and to adopt Regional Bylaws. The Articles of Association (Incorporation) must include affiliation with the Sports Car Club of America, Inc. and must be consistent in purpose with those of SCCA. The governing rules of the Region shall not conflict with the SCCA Bylaws or these operating procedures. The Regional Bylaws must specify that membership in the Region shall be limited to members of the SCCA. Photostats or true copies of both the Articles of Incorporation and the Bylaws must be forwarded to the National office. Upon approval by the Board of Directors, a full Charter will be granted.

#### 1.2.4 Transfer of Regional Territory

The President may transfer counties routinely, with the approval of all Regions concerned and with the full disclosure of reasons. However, if a transfer affects a Division line or Area boundary, it must have Board of Directors approval.

#### 1.3 Guidelines for Establishing a Regional Chapter

1.3.1 Reasons for a Chapter: A group of SCCA members residing in one general area who are more than a reasonable distance from the city where regular Regional meetings are held.

1.3.2 Number of members: A minimum of 15 Regular category members are needed to form a Chapter.

1.3.3 The Chapter must adopt and abide by the SCCA Bylaws and the Bylaws of the Region.

1.3.4 Officers: A minimum of four members to coordinate with the Regional officials: suggest Chapter president, secretary, treasurer and activities chairman. At least one of these officers is to be a member of the Region's Board of Directors or Executive Committee and must be willing to attend several regular meetings of the Region.

1.3.5 All memberships solicited and received by the Chapter must be processed through the Region/National office. No membership will be unreasonably delayed or withheld.

1.3.6 Regional dues of the Chapter members must be maintained in the Region office with all expenses of the Chapter paid by the Region.

1.3.7 Chapter members are, at all times, considered members of the Region and extended the same courtesies, including receipt of the Region's publication, to which the Chapter is encouraged to contribute.

1.3.8 All Requests for Sanction, Calendar Listings, licensing of competitors and officials, and so on, are handled through the Region.

1.3.9 The Chapter may hold, without permission from the Region, events which are of a local nature, providing they do not conflict with the Region events, sanctioned or non-sanctioned.

1.3.10 The Chapter is encouraged to hold regular meetings and to participate and support Region events. Officers of the Chapter must be in continuous, regular communication with the Region's officers, and vice versa.

## 2. Divisions

### 2.1. Purposes for Divisions

SCCA has established eight geographic Divisions throughout the United States encompassing all Regions of the Club. The purposes for which these Divisions exist are:

2.1.1 Convenience in scheduling and sanctioning events and in maintaining high standards for their conduct.



- 2.1.2 Qualifying and licensing of officials and competition drivers through delegation of specific responsibility and authority to designated officers in each Division.
- 2.1.3 Determining the geographic limits within which a series of National Championship races, Solo I and II, and Rally events for each recognized class and category of automobile.

2.2 Boundaries

The present Divisional boundaries are indicated on the map in the Appendix. Only the Board of Directors has authority to change Divisional boundaries. As new circuits are constructed, others go out of business, or population shifts occur, there is a natural tendency for Regions and competitors to petition for changes in Divisional boundaries. The Board of Directors relies on recommendations of the Club Racing Board, Performance Rally Board, RoadRally Board, Solo Events Board, National officials, and members in each Division for guidance in approving such changes.

2.3 Divisional Councils

The Board of Directors recognizes that Divisions may organize themselves into councils or committees for the purpose of improving communication, programs, schedules, and member, participant, and official training on a Division-wide basis. Divisional organizations must uphold and enforce the policies, rules, and procedures of the SCCA without changing them.

3. Areas

Through a revision of the Bylaws, adopted July 1, 2000 the number of Areas has been set between at 13. These Areas exist only for purposes of determining the voting districts for election of Directors. The Appendix contains a map showing the geographic boundaries of Areas, which may be changed by the Board of Directors only to accommodate Regions formed since adoption of the current Bylaws.

4. National Office Administrative Procedures

a. SCCA Mailing List

SCCA's mailing list may be used by members, Regions, Committees, Boards, and National Staff for Club activities, including SCCA events of all kinds, approved news releases, questionnaires, announcements, election circulars, and so on.

The President or his designee is authorized to enter into agreements with commercial firms to use the SCCA mailing list and to negotiate remuneration to the Club for the use of the membership list. However, the membership list itself will be sold on a one-time use only basis to commercial interests, the number of purchases unlimited.

b. Public Relations

Press releases or statements designed to be widely distributed concerning SCCA activities other than individual events are usually handled by the National Office. The Board of Directors have instructed all Boards and Committees that any such releases must be cleared through the Director of each Department or the President.

c. Questionnaires

No questionnaire or other type of opinion poll may be distributed in the name of SCCA without the approval of the President. The President is authorized to defer approval of such matters in order to consult with the Board of Directors. This policy does not apply to questionnaires that Regions may wish to send to their members on matters of Regional or Club interest.

d. Convention

The Member Services Department is responsible for the most effective and attractive convention schedule and program of activities. The Member Services Department, with the advice and consent of the Board of Directors, is also responsible for choosing the site of each convention and the conduct thereof. Regions wishing to host a National Convention should make that known to the Member Services Manager.

5. Insurance

5.1 SCCA Master Insurance Plan

The SCCA Master Insurance Plan has been specifically designed to protect SCCA, its members, officials, specialists, participants, and employees. It is based upon experience and information gathered over a period of many years. The Plan is reviewed and adjusted annually to improve the protection. The Risk Management Department monitors the performance of the Plan, its insurers(s), and the authorized insurance representative with periodic reports to the Board of Directors.

The Plan is divided into two sections: event liability coverage and participant accident coverage. Specific details of the SCCA Master Insurance Plan and instructions for ordering insurance are sent to the Regions each year in the Insurance Handbook.

Every SCCA sanctioned event is required to carry certain coverage. The specific coverage and minimum limits are outlined in the current Insurance Handbook, GCR, and various Rulebooks.

Promoters and organizers of SCCA events may submit alternate liability insurance in lieu of the SCCA Master Insurance Plan. Such alternate liability insurance submissions must be equivalent to the SCCA Master Insurance Plan. Specific procedures for submission of alternative liability insurance plans are outlined in the GCR or various rulebooks.

5.2 SCCA Group Insurance Plans

The Board of Directors has authorized the President to explore fully the question of Association Group Life Insurance as well as other Association Group Insurance benefits for SCCA members and their families.

6. Involvement in Political Activity by SCCA Staff

Members of the SCCA National Staff are reminded that they serve all the membership of SCCA and that they therefore cannot be associated with any individual's political campaign at either the Regional or Area level. It is important not only for their individual effectiveness, but also for the effectiveness of the entire National Staff, that their support not be offered or sought and that there be not even the appearance of association with any individual running for office. Of course, this policy would not affect a staff member's right to vote, if eligible, but it is recommended that staff members' votes remain secret for the same reasons.

Business Involvements for Board of Directors, Officers and Staff

It shall be the policy of SCCA, Inc. that no Board of Directors member, officer, staff member or employee shall invest in (unless the opportunity to invest is available to the general public, or is a stock or bond publicly traded, or made available to the membership prior to investment), loan money to, or be employed by any organization or company that has any contractual or business relationship with SCCA, Inc. or its subsidiaries, while still employed by SCCA, Inc. or on the Board of Directors of SCCA, Inc. without approval of the Board of Directors of SCCA, Inc.



## II. RELATIONSHIP WITH OTHER ORGANIZATIONS

### A. ACCUS-FIA

The Automobile Competition Committee for the United States (ACCUS), FIA, is a non-stock, non-profit organization. ACCUS is recognized by the FIA (Federation Internationale de l'Automobile) as the National Club, or National Sporting Authority (ASN) of the United States in all international motor sports affairs and is accordingly represented on the CSI, the "contest board" of the FIA.

At this date, ACCUS is composed of a number of individual members and seven member clubs: CART, IRL, NASCAR, NHRA, PSCR, SCCA, and USAC, each of which is represented by two ACCUS Directors or delegates. The ACCUS Board of Directors manages the affairs of the organization. The Board consists of the representatives of the member clubs plus seven unaffiliated members.

SCCA's delegates to ACCUS, like those of the six other member clubs, are not only Directors but individual members of ACCUS. The President appoints SCCA's two delegates and one alternate to ACCUS. As a Member Club, SCCA pays annual dues to ACCUS.

Each of the ACCUS member clubs conducts a large domestic program for its members, staging events under its own rules. It is when these clubs wish to organize an FIA-listed event that they request ACCUS to arrange listing on the FIA calendar. When this occurs, the international rules take precedence; but ACCUS assigns responsibility for proper conduct of FIA-listed events to the member clubs based on the experience and resources they have in their own specialties. In other words, ACCUS itself does not organize or sanction the events.

SCCA is strongly committed to support and cooperate with ACCUS. SCCA has sanctioned nearly every World Championship FIA event held in the United States from 1962 to date and has initiated and developed several successful series' of events, usually FIA-listed, as well as other random events. In addition, the SCCA has repeatedly acknowledged the authority of the FIA as the world regulatory body for international motor sports, and ACCUS as the ASN of the United States. (Ref: SCCA General Competition Rules and Pro Racing Regulations.)

#### 1. ACCUS-FIA Representatives

**Membership:** ACCUS delegates and alternate, normally appointed for the following year by the President, subject to election as members of the ACCUS Board of Directors at the ACCUS Annual Meeting.

**Responsibilities:** To represent the best interests of SCCA in all matters pertaining to international competition and to report thereon to the SCCA Board of Directors.

### B. VOTING OF SHARES HELD BY SCCA

When SCCA, Inc. is an equity holder entitled to vote shares in a business entity, such vote or votes shall be cast by the Chairman of the Board of SCCA, Inc., whether or not the Chairman is the sole registered shareholder. The Chairman shall obtain the specific consent of the Board of Directors of SCCA, Inc. as to each such vote to be cast, as evidenced by a majority vote of said Board, prior to casting said vote, provided, however, the Chairman may cast any vote without prior approval of said Board if, in the sole opinion of the Chairman, time and/or circumstances do not permit Board approval.

**C. SCCA ENTERPRISES**

SCCA Enterprises was created in 1986 as a for profit, wholly owned subsidiary of SCCA, Inc. with its own Board appointed by the Board of SCCA, Inc.

**D. SCCA FOUNDATION**

The SCCA Foundation, Inc. was formed in 1986 as a Colorado Corporation, eligible for charitable contributions under IRS Code 501(c)3. The guiding principles of the foundation are:

"To collect and preserve the history of sports car in America with a museum or library, and to encourage the sane use end enjoyment of motor vehicles."

**E. SCCA PRO RACING, LTD.**

SCCA Pro Racing, Ltd., was created in 1992 as a for-profit, wholly owned subsidiary of SCCA, Inc. A minimum three-member Board, appointed by the Board of SCCA, Inc., provides direction and sets policy. Pro Racing, Ltd. offers a variety of professional road racing series, including sedans, sports racers, open wheel, and showroom stock.

**III. AWARDS**

The SCCA is pleased to identify and recognize outstanding performance by presenting the awards described below. These may be presented annually, or may be rested, as appropriate. Board of Directors' awards will be reviewed at their December meeting and all nominations should be submitted at least two weeks prior to that meeting to ensure proper review

**A. CLUB WIDE AWARDS**

**1. Woolf Barnato Trophy**

SCCA's highest award. Presented to the member who has made the most outstanding long-term contribution to the Club and its competition programs. First presented in 1948; this award was retired from 1995-2002 and replaced with the Carl Haas Cup. In 2002, the name of SCCA's highest award was returned to the traditional name of the Woolf Barnato Trophy.

Winner is approved by the Board of Directors, upon nomination by a committee composed of the last three recipients of the award.

**2. Tom McKean Award**

To an SCCA member for a single, outstanding act of sportsmanship, involving self sacrifice. First presented in 1949.

Winner is selected by the Board of Directors, based on nominations submitted by Regional Executives to the Area Director(s).

**3. Gordon Smiley Memorial Award**

This Award is presented to the SCCA racing enthusiast who has done the most in the past year to promote motorsports, both nationally and internationally.

The winner will be chosen from nominees set forth by a panel of motorsports journalists, then approved by the Board of Directors and the Smiley family or its representative. First awarded in 1983.



4. Tom Burke Award

Selected and presented annually by the Chairman of the Board of Directors to a Region for outstanding membership recruiting based upon recommendations from the Member Services Manager and the SCCA Archivist/Historian.

**B. CLUB RACING AWARDS**

1. Kimberly Cup

To be awarded to the most improved driver in SCCA Club Racing during the year. First presented in 1954. Winner is selected by the Club Racing Board.

2. Val D. Scroggie Memorial Award

To an SCCA race physician who has made the greatest contribution to the sport. First presented in 1962.

Winner is selected by the National Administrator of Medical Safety based on nominations submitted to the Divisional Medical Directors by SCCA members.

3. Martin W. Tanner Trophy

To the SCCA field corner worker in an Interdivisional, National, or Regional SCCA speed event showing unusual courage under exposure to danger. First presented in 1963.

Winner is selected by the Club Racing Board based on nominations submitted by the Chairman, Stewards of the Meeting, Chief Steward, or the Chief of Specialty.

4. John McGill Award

This Award is presented to the SCCA member who has made a significant contribution to the SCCA Club Racing Program. First presented in 1975.

Winner is selected by the Director of Club Racing and the Club Racing Board from nominees submitted before October 1 by Divisional Executive Stewards, Regional Executives and Regional Competition Chairmen.

5. David Morrell Memorial Award

This Award is presented to encourage continued participation in the Steward's Program by recognition of an active National or National Chief Steward who has exhibited outstanding performance, dedication to the sport, and the highest principles. First presented in 1981.

The winner is selected by the National Administrator of Stewards, Chairman of the Stewards Program and the Executive Stewards.

6. George G. Snively, MD. Memorial Award

This Award is presented to the SCCA racing enthusiast for outstanding contributions to safety in motorsports. First presented in 1988.

Selected by the President, President of Pro Racing, and the Director of Club Racing from nominations by the Club Racing Board, Executive Stewards, and National Administrators of Medical and Scrutineering.

7. President's Cup

To the driver demonstrating ability, competitiveness, and success at the Interdivisional Championship event. First presented in 1954. Selected by the Chief

Steward and the Chairman of the Stewards of the Meeting of the interdivisional Championships along with the President and CEO, and the Director of Club Racing of SCCA, Inc., based upon nominations from the Stewards of the Meeting and other interested observers.

8. National Class Champions

Winners of the individual class races at the Interdivisional Championship event.

9. Jim Fitzgerald Rookie Of The Year

To the competition driver showing greatest promise, based on driving ability demonstrated during the first season of national competition.

Winner selected by the Club Racing Board, based on nominations submitted by the Executive Stewards.

**C. ROADRALLY AWARDS**

1. Arthur J. Gervais Award

Selected annually by the RoadRally Board for the Region which organizes the best National Course Rally of the year.

2. Norman W. Hill Award

Presented in recognition of the outstanding National Touring Rally of the year.

3. National Course Rally Championship

To the top finisher in Class E, Class U, and Class S in the SCCA National Course Rally Championship based on annual point standings in each of the three classes.

4. National Touring Rally Championship

To the top finisher in Class E, Class U, and Class S in the SCCA National Touring Rally Championship based on annual point standings in each of the three classes.

5. National Rally Manufacturers Championship

To the marque compiling the highest total points in all National Road Course Rallies.

6. Divisional Achievement Award

Presented in recognition of a division's activities in RoadRally for a new or ongoing program. Recipient is selected by the RoadRally Board from nominations made by rally participants.

7. Best New National Rally

Awarded for the best new RoadRally in either National series. Regions, after three years of absence, will be eligible.

8. Regional RoadRally Achievement Award

Presented in recognition of a Region's activities in RoadRally for a new or on-going program. Recipient is selected by the RoadRally Board from nominations submitted by rally participants.

9. Robert Ridges Memorial Trophy

This award is presented to the SCCA member who exemplifies the highest degree of dedication and sportsmanship in the sport during the preceding year who has made an outstanding contribution to the success of an event during its execution; who has made an outstanding contribution to the program as a whole; who has exhibited



exceptional sportsmanship involving personal sacrifice; or who has undertaken physical risk for the preservation of life or property.

First presented in 1965. Winner is selected by the RoadRally or Performance Rally Board based on recommendations of rally workers, contestants, rallymaster, official observers, or members of the Rally Boards.

**D. PERFORMANCE RALLY AWARDS**

**1. National ProRally of the Year Award**

Selected annually by the SCCA Rally/Solo Department for the group which organizes the best National ProRally of the year, that best represents the intent of the National ProRally Series.

**2. ClubRally of the Year Award**

Awarded annually to the Region which organizes the best ClubRally of the season. The Performance Rally Board makes the selection from a maximum of eight events (one event from each Division--each selected by the ClubRally Steward of that Division as its individual ClubRally of the Year).

**3. ClubRally Program of the Year**

Award is established to honor and recognize the efforts of ClubRally Stewards, their event organizers, participating SCCA Regions, and event participants. Selection is made annually by the Performance Rally Board from the ClubRally programs which most closely meet established goals for a well-balanced, successful program.

**4. ClubRally Region of the Year**

This award is established to promote the involvement of individual SCCA Regions and their members in the growth of the ClubRally Programs. Selection is made annually by the Performance Rally Board to honor one SCCA Region which has conducted a balanced and successful ClubRally Program. Selections are made from recommendations submitted from ClubRally Stewards, Regional Executives, the Performance Rally Board, and members of the Performance Rally community at large.

**5. National ProRally Championship**

To the top drivers and co-drivers in the National ProRally Championship based on annual point standings in each class.

**6. National ProRally Manufacturer Championship**

To the marque in the overall, Open, Production, Production GT, Group A, and Rally Truck classes compiling the highest number of points in all National ProRally Series Championship events.

**7. ClubRally Championship**

Awarded to the top finishing driver and co-driver in each of the eight ClubRally Championships based on season point standings.

**8. Promoter Of The Year Award**

Given by the SCCA Rally/Solo Department to the organizer who best exhibits the 'extra effort' in fulfilling sponsor service, event awareness, creativity, and a harmonious association with the National Series for their specific event.

**9. Robert Ridges Memorial Trophy**

This award is presented to the SCCA member who exemplifies the highest degree of dedication and sportsmanship in the sport during the preceding year who has made an outstanding contribution to the success of an event during its execution; who has made an outstanding contribution to the program as a whole; who has exhibited exceptional sportsmanship involving personal sacrifice; or who has undertaken physical risk for the preservation of life or property.

Winner is selected by the RoadRally or Performance Rally Board based on recommendations of rally workers, contestants, rallymaster, official observers, or members of the Rally Boards.

**E. SOLO AWARDS**

1. National Solo II Champions

Winners of the individual class competition at the Solo II National Championship event.

2. Solo Cup

To the SCCA member who has made an outstanding contribution to the Solo Events Program. The winner is selected by the Solo Events Board from nominations submitted by the membership at large.

3. Solo II Driver of The Year

To the Solo II driver who has demonstrated exceptional skill or has overcome major obstacles to produce outstanding performances at the National Championship. The winner is selected by the Solo Events Board from nominations submitted by the membership at large.

4. Solo II Rookie Of The Year

For outstanding performance at a first Solo II National Championship by a driver with limited competition experience.

5. Solo Driver of Eminence

To the Solo I or Solo II driver who has consistently demonstrated excellence behind the wheel, and an exemplary degree of sportsmanship, dedication, and unselfishness. The winner is selected by the Solo Events Board. Previous winners may not be presented the award again.

6. Solo I Event of The Year

The Chairman of the event of singular high quality, including inventive and enjoyable concept, smooth organization and execution, and consideration for the competitor. The winner is selected by the Solo Events Board upon recommendations of the membership.

7. Solo II Divisional of The Year

To the Chairman of the event of singular high quality including inventive and enjoyable concept, smooth organization and execution, and consideration for the competitor. The winner is selected by the Solo Events Board upon recommendation of the membership.

**F. REGIONAL AWARDS**

1. Regional Achievement Awards



Based on the mandatory Annual Report, submitted by Regions and determined by Regional and Member Relations. There are five classes of Regional Achievement Awards, according to the membership size of the Regions:

Small	1- 99
Medium	100 - 249
Medium – Large	250 - 599
Large	600 - 1400
Jumbo	Over 1401

## 2. Regional Participation

Awarded for participation at the Solo II National Championship and the SCCA Runoffs. Presented to a Region which is not the host Region or a previous winner of a participation award for that category of event, which has the highest percentage of its membership participating in that particular event.

## 3. Best Regional Publication

Regional Publication awards are presented in the five member size categories. Judging of participatory Regional publications is conducted by a panel of the publication editors from prior years along with SCCA staff.

## 4. Best Regional or Divisional Web Site

Regional Web Site awards are presented in the five member size categories. Judging of participatory Regional or Divisional web sites is conducted by the Technology Committee along with SCCA Staff.

# G. SPORTSCAR AWARDS

Recognizing regional publication excellence in six areas. Selected by the editors of SportsCar, for the following categories:

1. Best Feature Article
2. Best Racing Article
3. Best Rally Article
4. Best Solo Events Article
5. Best Photography
6. Best Cover

# H. PRO RACING AWARDS

## 1. Trans-Am Championship

- a. Series Manufacturer Champion
- b. Series Driver Champion

Other series of races may be established in which the driver leading the championship points standings at the end of the season will normally be considered Series Champion.

## 2. Trans-Am Pro Rookie Of The Year

The Trans-Am Rookie of the Year is determined on the basis of Driver's Championship points earned during the course of the season, with the rookie earning the most points winning the award. To be eligible, a driver must have competed in no more than three Trans-Am races in a prior season and no more than five in a career.

## 3. John Timanus Award

Awarded for significant long-term contribution to SCCA professional racing. Based on recommendations from the SCCA Pro Field Staff. First presented in 1997.

**APPENDIX A – BYLAWS**

**SPORTS CAR CLUB OF AMERICA  
INCORPORATED**

**BYLAWS**

**Effective July 1, 2000**



## ARTICLE I

### Name, Purpose, Emblem and Seal

**Section 1. Name.** The name of the Club shall be SPORTS CAR CLUB OF AMERICA, INCORPORATED.

**Section 2. Purposes.** The nature of the activities to be conducted and the purposes to be promoted and carried out are as follows: To promote interest in sports cars and other fine automobiles and to encourage their safe and skillful operation, by developing, arranging and regulating closed circuit road racing, rallying, and other forms of automotive competition, by dissemination of information through news releases and Club publications, and through related social and recreation activities for the instruction and enjoyment of its members.

**Section 3. Emblem.** The Club's emblem shall be a design of knock-off-hub type of wire wheel with tire, on which shall be inscribed the words "Sports Car Club of America," as set forth below:



**Section 4. Seal.** The Club seal shall be circular in form and inscribed with the name of the Club, the year of its incorporation and the word "Connecticut."

**Section 5. Exempt Organization.** No part of the net earnings of the Club shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in Article 1, Section 2 hereof. No substantial part of the activities of the Club shall be the participation in, or intervention in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the Club shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income tax under Section 501(c)(4) of the Internal Revenue Code of 1986.

## ARTICLE II

### Membership

**Section 1. Classes of Members.** The Club shall have two classes of Members. The designation of such classes and qualifications of the Members of such classes shall be as follows:

- (a) **Regular Members.** Any individual interested in and capable of furthering the purposes of the Club shall be eligible for Regular Membership. The types and privileges of Regular Members in good standing are specified in the SCCA Operations Manual. In addition, all Life Members in good standing shall be considered Regular Members.
- (b) **Associate Members.** Any person, corporation, organization or association interested in and capable of furthering the purposes of the Club shall be eligible for Associate Membership. The types and privileges of Associate Members in good standing are specified in the SCCA Operations Manual.



## **Section 2. Membership Process.**

- (a) **Regular Members.** Any person eligible for Regular Membership may apply according to procedures specified in the SCCA Operations Manual. A person accepted for Regular Membership shall also become a Member of the Region of his or her choice. Regular Members of the SCCA must continue to hold membership in a Region unless specifically exempted from this requirement by the Board of Directors.
- (b) **Associate Members.** Any person, corporation, organization, or association eligible for Associate Membership may apply according to procedures as specified in the SCCA Operations Manual. An Associate Member need not be a member of a Region.

**Section 3. Dues.** Regular and Associate Members' dues shall be payable annually in such amounts as the Board of Directors establishes. Varying levels of dues for particular categories of Regular and Associate Membership may be established by the Board of Directors, and will be described in the SCCA Operations Manual. Regular Members who have previously paid dues for life shall not be required to pay annual dues or to pay subscription fees for Club periodicals distributed to the membership at large. No refund of dues shall be made under any circumstances. Regions may also establish Region membership dues.

## **Section 4. Termination, Suspension and Renewal.**

- (a) Any Regular or Associate Member may resign by letter addressed to the Club. The resignation shall be effective upon receipt of the letter.
- (b) The Membership term is 12 months from the end of the month during which dues are received. Membership shall automatically lapse for non-payment of dues.
- (c) The membership of any Member indebted to the Club or to any Region and delinquent for more than 60 days shall automatically lapse and the Member shall forfeit all dues and fees already paid.
- (d) The Board of Directors or the governing body of a Regular Member's Region may suspend a Member at any time for infraction of any Club rule or any other cause if the suspending body deems the action in the best interests of the Club, provided that the body will afford the Member a reasonable opportunity to be heard by it or a committee appointed by it, in person or through a representative, prior to taking any action, unless it deems it imperative to suspend the Member before a hearing can be held. The suspending body shall immediately notify a Member who has been suspended, in writing, of the suspension. The suspended Member shall then be entitled to a reasonable opportunity to be heard, in person or through a representative, by the Board of Directors or a committee appointed by it. The Board of Directors may thereafter continue for a definite term, terminate, or rescind the suspension, or expel the Member, and its decision shall be final. In addition, if the Board of Directors is the original suspending body, and a hearing is held prior to any action, then the Board of Directors may suspend for a definite term or expel the Member without affording a second opportunity to be heard.
- (e) A Regular Membership automatically lapses if the Member ceases to be a Member in good standing of a Region, unless the Member has specifically been exempted from this requirement according to Section 2(a) of this Article.

# **ARTICLE III**

## **Meetings of the Members and Voting Rights**

**Section 1. Annual Meeting.** The annual meeting of the Club shall be held each calendar year on a date designated by the Board of Directors for presenting the reports of officers, committees and boards, and such other business as may lawfully come before the meeting. The time and place of the annual meeting, which may be held either within or outside the state of Connecticut, shall be established by the Board of Directors which shall also arrange for an annual convention for the Members to be held in conjunction therewith.



**Section 2. Special Meetings.** Special meetings of the Club may be called at any time by the Board of Directors on its own motion, and must be called by the Board of Directors on petition of at least 6 per cent of the total Regular Members of the Club. For purposes of determining if the required number of petitioners has been met, no more than 2 per cent of the local Club membership may be counted from any one voting district. The basis upon which the 6 per cent and 2 per cent shall be calculated shall be the local Club membership count on the April 30 preceding the petition. Such meetings shall be held at such times and places, either within or outside the state of Connecticut, as the Board of Directors shall determine.

**Section 3. Notice.** A written notice of each annual and special meeting stating the place, hour, date and purpose thereof shall be mailed by the office of the Club to every Member not less than 14 nor more than 45 days before such meeting. No action shall be taken at any annual or special meeting of the Members unless the intention to consider the subject matter has been set forth in the notice of the meeting.

**Section 4. Voting.** Each Regular Member shall have one vote on each and every matter submitted to a vote of the Members. Associate Members shall have no voting rights except as otherwise provided by law. At all meetings except as otherwise provided by law, the Members entitled to vote who are present shall constitute a quorum. All actions except as otherwise provided by law, by the Club's certificate of incorporation or bylaws, shall be by majority of those Regular Members present and voting. Presence and voting by proxy may be allowed at the discretion of and in accordance with rules prescribed by the Board of Directors.

## **ARTICLE IV**

### **Board of Directors**

**Section 1. Jurisdiction.** The affairs and property of the Club shall be managed by a Board of Directors consisting of 13 Regular Members of the Club elected in the manner set forth below.

**Section 2. Areas.** For the purpose of electing Directors, the membership of the Club shall be divided into 13 voting districts called Areas, consisting of Regular Members of Regions within the Areas illustrated on the map included in these Bylaws. The Board of Directors may change the boundaries of these Areas in order to accommodate newly formed Regions, or Regions, which may petition the Board of Directors for a change of Area.

**Section 3. Terms.** Directors shall be elected from the various Areas in the indicated year and each third year thereafter as follows:

2003	___	Areas 1, 5, 7, 8 and 13
2004	___	Areas 2, 6, 10 and 12
2005	___	Areas 3, 4, 9 and 11

The normal term for Directors shall commence on January 1st following their election and shall terminate on the third succeeding January 1st. No person shall be elected to more than two consecutive terms as a Director.

In the year 2001, for the purposes of the transition to 13 Directors, the currently seated Director from Area 3 will remain in office for one additional year in order to stagger the Area 3/Area 12 elections by one year.

**Section 4. Nominations.** Any 20 Regular Members of an Area may nominate a Regular Member of that Area to be a candidate for election to the Board of Directors for that Area. All nominations shall



be made in writing signed by the Members making the nomination, and delivered to the office of the Club by October 1 of the year preceding the year when the term of office is to start.

**Section 5. Election.** The secretary of the Club shall prepare ballots for each Area listing in alphabetical order all duly nominated candidates for Director in such Area and shall mail such ballots on or before October 15 to all Regular Members of the Area. Each Regular Member may cast as many votes as there are Directors to be elected but no more than one for any one candidate.

Ballots shall be mailed for counting to the certified public accounting firm selected by the Board of Directors as the Club's auditor of elections and shall not be available for inspection by any officer, Member or employee of the Club. Only ballots received at the address designated in the ballot on or before November 15 of the same year shall be counted.

The open Directorship or Directorships shall be filled by the candidate or candidates receiving the highest number of votes of the Regular Members voting, but if two or more candidates are Members of the same Region only the candidate from that Region who receives the greatest number of votes shall be eligible for election. Whenever it is necessary to break a tie the same shall be accomplished by a further election to be completed as soon as possible.

If an elected Director dies or resigns prior to the commencement of his or her term, a further election shall be held to fill the vacancy to be completed as soon as possible. If a vacancy occurs during the term of a directorship, the majority of the Board of Directors shall fill the vacant directorship by appointment of a Regular Member in good standing from the Area in which the vacancy exists, provided, however, the appointee may not be a Member of, or reside in the same Region as any incumbent Director. No such vacancy shall remain unfilled for more than 90 days.

If with respect to any Area, the number of valid nominations received does not exceed the number of directorships to be filled, the procedures set forth in the first three paragraphs of this Section will not apply. In such case, the secretary of the Club shall designate a Regular Member from that Area as empowered to cast one vote for each nominee, and, upon casting of such vote, such nominee or nominees shall be elected.

A Director must maintain his or her principal place of residence within the Area from which he was elected. Upon vote of the Board of Directors that this requirement is not being met, a vacancy shall be deemed to exist and it shall be filled in the manner described in this Section.

**Section 6. Quorum.** A majority of the Board of Directors shall constitute a quorum, which may act in any manner within its competence by vote of a majority of the Directors present while a quorum is present.

**Section 7. Removal of Director.** The Board of Directors may, at any regular or special meeting, by the affirmative vote of at least two-thirds (2/3) of those Directors voting, remove a Director from office on the basis of physical or mental incapacity to serve, conflict of interest, conviction of a felony or behavior detrimental to the Club or deemed not in the Club's best interest. Written notice of the proposed action is sent to all Directors at least 30 days before the meeting. The Director whose directorship is in question shall be given an opportunity to be heard at such meeting, but shall have no vote on the question.



## **ARTICLE V**

### **Officers**

**Section 1. Election.** A special meeting of newly elected and continuing Directors shall be held between the time of the annual election and the next January 1st for the purpose of electing officers. The newly constituted Board of Directors shall elect from its number a chairperson and a vice-chairperson, and from the regular membership of the Club a treasurer and a secretary and such assistant treasurers and secretaries as it deems desirable. All such officers shall serve at the pleasure of the Board of Directors and until their successors shall qualify.

**Section 2. Chairperson and Vice Chairperson.** The chairperson shall preside at all meetings of the Members and of the Board of Directors. In the absence of the chairperson, or in the case of death, resignation, or inability to act, his or her duties shall be performed by the vice-chairperson. The chairperson shall be a non-voting ex-officio member of all boards and committees except as provided in Article VI, Section 2.

**Section 3. President.** The Board of Directors shall select a President who will serve at the pleasure of the Board of Directors at a compensation to be set by the Board. In the event of a vacancy in the office of President, or in the event of the inability or refusal of the President to act, the Board of Directors shall forthwith proceed to select a new President, and in the interim, shall provide for the performance of the duties usually pertaining to the office of President. The President will be the chief executive officer of the Club and will perform his or her duties under the policies established by the Board of Directors. The President shall, in general, supervise and control all of the day-to-day business and affairs of the Club. The President shall present at each Annual Meeting of the Members, a report of the activities of the Club for the preceding fiscal year and shall periodically make reports of the Club's activities to the Board of Directors. The President shall have responsibility for the general supervision of all other officers, agents and employees of the Club, and in case where the duties of the officers, agents or employees of the Club are not specifically prescribed by the Bylaws or by Board resolution, they shall be supervised by the President.

The President may sign, as authorized by the Board of Directors and as specified in the SCCA Operations Manual, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Club, or shall be required by law to be otherwise signed or executed; and in general, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

The President shall designate one or more members of the staff to (a) give or cause to be given notices of Board of Directors and Member meetings in accordance with the provisions of the Bylaws or as otherwise required by law; (b) supervise the keeping of a current roll of all Club Members; and (c) be custodian of the Club Records and of the Seal of the Club and see that the Seal of the Club is affixed to any documents requiring the Seal.

**Section 4. Vice President.** The President shall select one or more Vice Presidents who will serve at the pleasure of the President at a compensation to be set by the President in accordance with the compensation plan approved by the Board of Directors. In the absence of the President, or in the event of the President's death, inability or refusal to act, a Vice President may be designated to perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. If more than one Vice-President is selected, a Vice President shall be designated by the Board of Directors as Executive Vice President to act in the President's absence. Vice Presidents shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.



The Club shall employ at least one Chief Financial Officer who shall, in general, supervise the receipt, custody, control and expenditure of all the assets and liabilities of the Club and shall give bond at Club expense. In the event of a vacancy in the position of the Chief Financial Officer (who may also carry the title of Vice President for Finance), the President shall forthwith proceed to employ a Chief Financial Officer, and in the interim, shall provide the performance of the duties of the Chief Financial Officer.

**Section 5. Secretary.** The Secretary or designated assistant shall;

- (a) attend all meetings of the Members and the Board of Directors;
- (b) record minutes thereof in a book kept for that purpose;
- (c) in general perform all duties incident to the office of Secretary and such other duties as from time to time be assigned by the Board of Directors.

**Section 6. Treasurer.** The Treasurer shall have care of all assets and liabilities of the Club, subject to the direction of the Board of Directors.

## **ARTICLE VI**

### **Administration**

**Section 1. Board of Directors.** The Board of Directors shall establish the policies of the Club and shall oversee and direct the implementation and execution of such policies and the administration of the affairs of the Club by the executive committee, such other committees as it determines to appoint and authorize, and the staff of the Club.

**Section 2. Executive Committee.** The Board of Directors shall elect annually from its own members an executive committee consisting of not less than three nor more than five members, one of whom shall be the chairperson of the Board of Directors who shall also serve as chairperson of the executive committee. The executive committee shall exercise the executive powers of the Board of Directors between meetings of the Board.

**Section 3. Appointment of Committees.** The Board of Directors shall appoint such other committees and boards as shall be necessary to regulate the competition activities of the Club and to advise and assist the Board of Directors concerning the affairs of the Club, and shall appoint the chairperson thereof.

**Section 4. Committees.** The jurisdiction and procedures of such committees shall be established by the Board of Directors, which shall also specify the tenure of committee members and establish rules for the determination of quorums and voting for all committees.

**Section 5. Operations Manual.** The SCCA Operations Manual shall be the official operating guide for all areas of SCCA administration. It shall further the guiding principle of the SCCA: The ultimate direction of the Club rests with the Members. In furthering this guiding principle the Operations Manual provides an equitable system of administrative due process.

The Operations Manual shall be published at least triennially and be distributed to all field staff, office staff, Directors, and one copy to each Region. Changes to the Operations Manual may be made only by the Board of Directors and shall be published.

**Section 6. Conflict of Interest.** No officer, Director or employee of the Club may participate in, or attempt to influence any decision by the Club affecting his or her own personal business interests, or otherwise use his or her official position for personal gain.



## **ARTICLE VII**

### **Subsidiary Organizations**

**Section 1. Regions.** The Club shall promote, encourage, and sponsor the organization and operation of Regions, which shall be subsidiary affiliated organizations of the Club, participating in and subscribing to its purposes and activities, operating within its rules, and having rights and privileges within geographical boundaries, as stipulated by the Board of Directors.

**Section 2. Standards.** The Board of Directors shall set, and from time to time may modify the standards which such organizations shall be required to meet in order to qualify as Regions. Such standards shall be uniform and consistent for all Regions, and shall require that Regions operate in accordance with the general policies established by the Club, that their constitutions and bylaws or similar instruments not be inconsistent with the bylaws, policies, and regulations of the Club, and that Members of the Regions be Members of the Club.

**Section 3. Charters.** Each such duly qualified Region shall receive a charter in the name of the Board of Directors authorizing it to use the name of the Club, the Club emblem, and the Club initials, which are service marks, trademarks and/or tradenames of the Club, as stipulated by the Board of Directors. Each such charter shall specify that the Region shall carry out the general purposes of the Club, and shall conform to the provisions of those bylaws and the policies and standards which the Board of Directors may from time to time promulgate. Every such charter shall expire at the end of the calendar year for which it is issued, and shall be renewable only if the Board of Directors shall be satisfied that the Region has functioned and will continue to function in accordance with its charter, the provisions of these bylaws, and the policies and standards set by the Board of Directors. Such charter shall be subject to suspension or revocation at any time by the Board of Directors if the latter shall be satisfied, in its sole discretion, by evidence it deems credible that the Region has failed to function in accordance with its charter, the provisions of these bylaws or the policies and standards set by the Board of Directors, and such suspension or revocation shall be final.

**Section 4. Requirements for Charter.** Any group desiring to become affiliated with the Club as a Region must be a functioning corporation with at least 25 Members, who would qualify as Regular Members of the Club, with a governing body that is elected periodically by the Members, holding membership and business meetings, and conducting events and activities of its Members in general accordance with the purposes of the Club. Any such organization may make application to the Board of Directors in such form as the Board of Directors may prescribe requesting a charter as a Region. The formation of any Region shall be with the approval of the Region ceding the territory for the new Region, provided, however, that if one or more Regions shall fail or refuse to give such approval, the organization requesting charter as a new Region may appeal such action to the Board of Directors. If the Board of Directors finds that this failure or refusal is not in the best interests of the Club, the Board of Directors may grant a Regional charter to such organization without this approval.

**Section 5. Responsibility.** Under no circumstances shall the Club be responsible for any debts incurred by any Region unless, prior to incurring such debt, the Board of Directors has voted to guarantee payment thereof.

**Section 6. Intermediate Organizations.** The Board of Directors may, in its discretion, permit the association of Regions in divisional or area councils, or other such groupings, for mutual assistance and cooperation in order more effectively to carry out their objectives as subsidiary organizations of the Club, and such councils or groupings, no matter how denominated, shall have such powers, rights, and privileges as the Board of Directors may specify but no such powers, rights, and privileges shall contravene these bylaws.

**Section 7. SCCA Pro Racing, Ltd.** SCCA may not divest itself of any interest in SCCA Pro Racing, Ltd. without the approval of a majority of the membership of the Club.



## **ARTICLE VIII**

### **Fiscal Year**

The fiscal year of the Sports Car Club of America and its subsidiaries shall be for the year ended December 31.

## **ARTICLE IX**

### **Personal Liability**

All persons or corporations extending credit to, contracting with, or having any claim against the Club or the Board of Directors shall look only to the funds and property of the Club for the payment of any debt, damages, judgment, or decree, or any of other money that may otherwise become due or payable to them from the Club or the Board of Directors, so that neither the Members of the Club, nor the Board of Directors, past, present or future, shall be personally liable therefore.

## **ARTICLE X**

### **Indemnification**

The Club may indemnify a Director, Officer, employee or agent of the Club against liabilities, including judgments, settlements, penalties, fines and reasonable expenses and legal fees incurred with respect to any threatened, pending or completed action, suit or proceeding whether civil, criminal, administrative or investigative and whether formal or informal. Such indemnification is permitted by the Club if the person seeking indemnification:

- (i) conducted himself in good faith,
- (ii) reasonably believed,
  - (A) with respect to conduct in his or her official capacity for the Club, that his or her conduct was in the Club's best interests, or
  - (B) with respect to conduct in other capacities, that his or her conduct was, at least not opposed to the Club's best interests, and
- (iii) with respect to criminal proceedings, that he or she had no reasonable cause to believe his or her conduct was unlawful. The termination of a proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not be determinative of whether the foregoing standard of conduct has been satisfied.

The Club shall not indemnify a Director, Officer, employee or agent in connection with

- (i) a proceeding by or in the right of the Club, in which such person is adjudged liable to the Club, or
- (ii) any proceeding charging improper personal benefit to that person, in which he or she is adjudged liable or, the basis that he or she improperly received personal benefit(s).

However, the Club shall indemnify a Director, Officer, employee or agent who was wholly successful, on the merits or otherwise, in defense of any proceeding to which he or she was a party, against reasonable expenses incurred by him in connection with the proceeding.

The indemnification of a person, permitted by the foregoing provisions, must be authorized in the specific case after a determination has been made that indemnification is permissible under the



circumstances because the applicable standard of conduct was met. This determination shall be made by:

- (i) the Board of Directors by majority vote of a quorum, which quorum shall consist of Directors not parties to the proceeding, or
- (ii) if a quorum cannot be obtained, by a majority vote of a committee of the Board of Directors designated by the Board, which committee shall consist of two or more Directors not parties to the proceeding; except that Directors who are parties to the proceeding may participate in the designation of Directors for the committee.

If the quorum cannot be obtained or the committee cannot be established, or if such quorum or committee so directs, the determination shall be made by:

- (i) independent legal counsel selected by a vote of the Board of Directors or the committee, or if a quorum of the full Board cannot be obtained or a committee cannot be established, by independent legal counsel selected by a majority vote of the full Board, or
- (ii) by the Members.

If the determination that indemnification is permissible is made by independent legal counsel, the authorization of indemnification and evaluation as to reasonableness of the expenses shall be made by the body which selected that counsel.

A Director, Officer, employee or agent of the Club who is a party to a proceeding may apply for indemnification to the court conducting the proceeding or to another court of competent jurisdiction. On receipt of such an application, the court, after giving any notice it considers necessary, if it determines that such person is entitled to mandatory indemnification pursuant to these Bylaws or law, the court shall order indemnification in which case the court shall also order the Club to pay such person's reasonable expenses. If the court determines that such person is fairly and reasonably entitled to indemnification in view of all of the relevant circumstances, whether or not such person meets the standard of conduct set forth in these Bylaws as a condition of indemnification, or whether such person was adjudged liable in such circumstances which would ordinarily prohibit the Club from making indemnification, the court may order such indemnification as it deems proper.

The Club may pay for, or reimburse, the reasonable expenses incurred by a Director, Officer, employee or agent of the Club, who is a party to a proceeding, in advance of the final disposition of the proceeding, if

- (i) the Club is furnished with a written affirmation of such person's good faith belief that he or she has met the applicable standard of conduct,
- (ii) such person furnishes the Club with a written undertaking, executed personally or on his or her behalf, to repay the advance if it is determined that he or she did not meet such standard of conduct, and
- (iii) a determination is made that the facts then known to those making the determination would not preclude indemnification under this paragraph. The foregoing undertaking shall be an unlimited general obligation of such person and need not be secured and may be accepted without reference to financial ability to make repayment.

The Club may purchase and maintain insurance on behalf of an individual who is or was a Director, Officer, employee, fiduciary or agent of the Club and who, while a Director, Officer, employee, fiduciary or agent of the Club is or was serving at the request of the Club as a Director, officer, partner, trustee, employee, fiduciary or agent of any other foreign or domestic corporation or of any partnership, joint venture, trust, or other enterprise or employee benefit plan against any liability

asserted against or incurred by him in any such capacity or arising out of his or her status as such, whether or not the Club would have the power to indemnify him against such liability under the foregoing provisions.

If an indemnification or advance of expenses to a Director arises out of a proceeding by or on behalf of the Club, such indemnification, if made pursuant to the foregoing provisions, shall be reported in writing to the Members with or before notice of the next meeting of the Club.

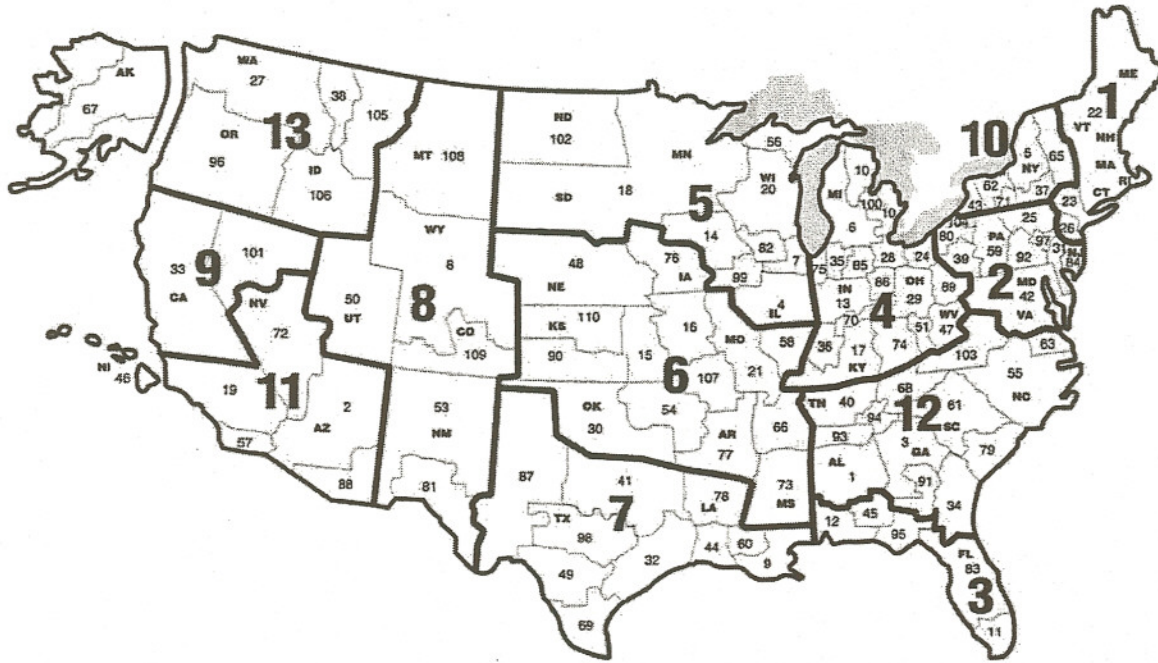
## **ARTICLE XI**

### **Amendment**

The Board of Directors, or three per cent or more of the Regular Members, of whom no more than one-third shall be from the same Area, may propose an amendment to the certificate of incorporation or bylaws by submitting such proposal in writing to the secretary. A proposal submitted by the Members shall be reviewed by a committee of five Regular Members, consisting of four Members appointed by the Board of Directors, two of whom are Members proposing the amendment, and a fifth Member appointed by these four Members, who shall act as a chairperson. The committee shall consider the propriety of the proposal, taking into account the intent of the Petitioners and the suitability of the inclusion of the proposal in primary instruments such as the certificate of incorporation and bylaws, and shall draft the proposed amendment into suitable language. Proposals of either origin shall be submitted to the vote of the Regular Member by mailing notice of the proposal and a form of ballot to all Regular Members. Each Regular Member shall be entitled to one vote on each proposal submitted to the membership. At least 30 days shall be allowed for voting. Ballots shall be mailed for counting to the firm of certified public accountants serving as the Club auditor, and shall not be available for inspection by any officer, Member, or employee. If at least two-thirds of the Regular Members voting are in favor of the amendment, it shall be adopted. The secretary shall cause the result of the balloting to be published for the information of the entire membership.



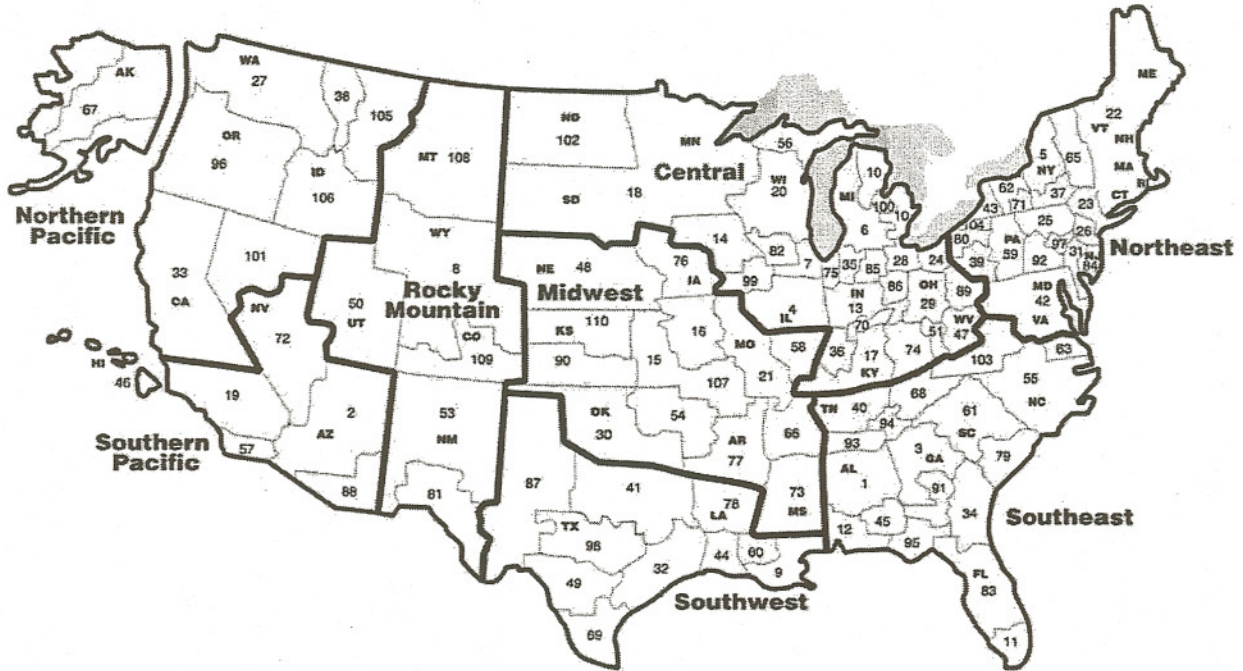
APPENDIX B – MAP WITH AREAS



REGIONS:

- |                            |     |                          |      |                      |
|----------------------------|-----|--------------------------|------|----------------------|
| 1. ALABAMA                 | 38. | BIG SKY                  | 75.  | INDIANA NORTHWEST    |
| 2. ARIZONA                 | 39. | STEEL CITIES             | 76.  | DES MOINES VALLEY    |
| 3. ATLANTA                 | 40. | TENNESSEE                | 77.  | ARKANSAS             |
| 4. CENTRAL NEW YORK        | 41. | TEXAS                    | 78.  | RED RIVER            |
| 5. WESTERN MICHIGAN        | 42. | WASHINGTON D.C.          | 79.  | SOUTH CAROLINA       |
| 6. DELTA                   | 43. | WESTERN NEW YORK         | 80.  | MAHONING VALLEY      |
| 7. DETROIT                 | 44. | SOUTHWEST LOUISIANA      | 81.  | PAN AMERICAN         |
| 8. INDIANAPOLIS            | 45. | WIREGRASS                | 82.  | BLACKHAWK VALLEY     |
| 9. KANSAS                  | 46. | HAWAII                   | 83.  | CENTRAL FLORIDA      |
| 10. KANSAS CITY            | 47. | SOUTHERN WEST VIRGINIA   | 84.  | SOUTH JERSEY         |
| 11. CALIF. SPORTS CAR CLUB | 48. | NEBRASKA                 | 85.  | FORT WAYNE           |
| 12. NEW ENGLAND            | 49. | ALAMO                    | 86.  | WESTERN OHIO         |
| 13. NE OHIO                | 50. | UTAH                     | 87.  | WEST TEXAS           |
| 14. NORTHEASTERN PENN.     | 51. | RIVER CITIES             | 88.  | ARIZONA BORDER       |
| 15. NORTHERN NEW JERSEY    | 52. |                          | 89.  | NORTHERN OHIO VALLEY |
| 16. NORTHWEST              | 53. |                          | 90.  | WICHITA              |
| 17. NORTHWESTERN OHIO      | 54. | RIO GRANDE               | 91.  | MIDDLE GEORGIA       |
| 18. OHIO VALLEY            | 55. | NORTHEAST OKLAHOMA       | 92.  | SUSQUEHANNA          |
| 19. CALIF. SPORTS CAR CLUB | 56. | NORTH CAROLINA           | 93.  | TENNESSEE VALLEY     |
| 20. MILWAUKEE              | 57. | LAKE SUPERIOR            | 94.  | CHATTANOOGA          |
| 21. ST. LOUIS              | 58. | SAN DIEGO                | 95.  | DIXIE                |
| 22. NEW ENGLAND            | 59. | SOUTHERN ILLINOIS        | 97.  | BLUE MOUNTAIN        |
| 23. NEW YORK               | 60. | CENTRAL PENNSYLVANIA     | 98.  | LONE STAR            |
| 24. NE OHIO                | 61. | CENTRAL LOUISIANA        | 99.  | GREAT RIVER          |
| 25. NORTHEASTERN PENN.     | 62. | CENTRAL CAROLINAS        | 100. | SAGINAW VALLEY       |
| 26. NORTHERN NEW JERSEY    | 63. | FINGER LAKES             | 101. | RENO                 |
| 27. NORTHWEST              | 64. | OLD DOMINION             | 102. | BADLANDS             |
| 28. NORTHWESTERN OHIO      | 65. | COLUMBUS SPORTS CAR CLUB | 103. | BLUE RIDGE           |
| 29. OHIO VALLEY            | 66. | MOHAWK-HUDSON            | 104. | MISERY BAY           |
| 30. OKLAHOMA               | 67. | MID-SOUTH                | 105. | MONTANA              |
| 31. PHILADELPHIA           | 68. | ARCTIC-ALASKA            | 106. | SNAKE RIVER          |
| 32. HOUSTON                | 69. | EASTERN TENNESSEE        | 107. | OZARK MOUNTAIN       |
| 33. SAN FRANCISCO          | 70. | SOUTH TEXAS BORDER       | 108. | YELLOWSTONE          |
| 34. BUCCANEER              | 71. | CINCINNATI               | 109. | CONTINENTAL DIVIDE   |
| 35. SOUTH BEND             | 72. | GLEN                     | 110. | SALINA               |
| 36. SOUTHERN INDIANA       | 73. | LAS VEGAS                |      |                      |
| 37. SOUTHERN NEW YORK      | 74. | MISSISSIPPI              |      |                      |
|                            |     | CENTRAL KENTUCKY         |      |                      |

APPENDIX C – MAP WITH DIVISIONS



REGIONS:

- |                            |                              |                          |
|----------------------------|------------------------------|--------------------------|
| 1. ALABAMA                 | 38. BIG SKY                  | 75. INDIANA NORTHWEST    |
| 2. ARIZONA                 | 39. STEEL CITIES             | 76. DES MOINES VALLEY    |
| 3. ATLANTA                 | 40. TENNESSEE                | 77. ARKANSAS             |
| 4. CENTRAL NEW YORK        | 41. TEXAS                    | 78. RED RIVER            |
| 5. WESTERN MICHIGAN        | 42. WASHINGTON D.C.          | 79. SOUTH CAROLINA       |
| 6. DELTA                   | 43. WESTERN NEW YORK         | 80. MAHONING VALLEY      |
| 7. DETROIT                 | 44. SOUTHWEST LOUISIANA      | 81. PAN AMERICAN         |
| 8. INDIANAPOLIS            | 45. WIREGRASS                | 82. BLACKHAWK VALLEY     |
| 9. KANSAS                  | 46. HAWAII                   | 83. CENTRAL FLORIDA      |
| 10. KANSAS CITY            | 47. SOUTHERN WEST VIRGINIA   | 84. SOUTH JERSEY         |
| 11. CALIF. SPORTS CAR CLUB | 48. NEBRASKA                 | 85. FORT WAYNE           |
| 12. NEW ENGLAND            | 49. ALAMO                    | 86. WESTERN OHIO         |
| 13. NE OHIO                | 50. UTAH                     | 87. WEST TEXAS           |
| 14. NORTHEASTERN PENN.     | 51. RIVER CITIES             | 88. ARIZONA BORDER       |
| 15. NORTHERN NEW JERSEY    | 52. RIO GRANDE               | 89. NORTHERN OHIO VALLEY |
| 16. NORTHWEST              | 53. NORTHEAST OKLAHOMA       | 90. WICHITA              |
| 17. NORTHWESTERN OHIO      | 54. NORTH CAROLINA           | 91. MIDDLE GEORGIA       |
| 18. OHIO VALLEY            | 55. LAKE SUPERIOR            | 92. SUSQUEHANNA          |
| 19. CALIF. SPORTS CAR CLUB | 56. SAN DIEGO                | 93. TENNESSEE VALLEY     |
| 20. MILWAUKEE              | 57. SOUTHERN ILLINOIS        | 94. CHATTANOOGA          |
| 21. ST. LOUIS              | 58. CENTRAL PENNSYLVANIA     | 95. DIXIE                |
| 22. NEW ENGLAND            | 59. CENTRAL LOUISIANA        | 97. BLUE MOUNTAIN        |
| 23. NEW YORK               | 60. CENTRAL CAROLINAS        | 98. LONE STAR            |
| 24. NE OHIO                | 61. FINGER LAKES             | 99. GREAT RIVER          |
| 25. NORTHEASTERN PENN.     | 62. OLD DOMINION             | 100. SAGINAW VALLEY      |
| 26. NORTHERN NEW JERSEY    | 63. COLUMBUS SPORTS CAR CLUB | 101. RENO                |
| 27. NORTHWEST              | 64. MOHAWK-HUDSON            | 102. BADLANDS            |
| 28. NORTHWESTERN OHIO      | 65. MID-SOUTH                | 103. BLUE RIDGE          |
| 29. OHIO VALLEY            | 66. ARCTIC-ALASKA            | 104. MISERY BAY          |
| 30. OKLAHOMA               | 67. EASTERN TENNESSEE        | 105. MONTANA             |
| 31. PHILADELPHIA           | 68. SOUTH TEXAS BORDER       | 106. SNAKE RIVER         |
| 32. HOUSTON                | 69. CINCINNATI               | 107. OZARK MOUNTAIN      |
| 33. SAN FRANCISCO          | 70. GLEN                     | 108. YELLOWSTONE         |
| 34. BUCCANEER              | 71. LAS VEGAS                | 109. CONTINENTAL DIVIDE  |
| 35. SOUTH BEND             | 72. MISSISSIPPI              | 110. SALINA              |
| 36. SOUTHERN INDIANA       | 73. CENTRAL KENTUCKY         |                          |
| 37. SOUTHERN NEW YORK      |                              |                          |



## APPENDIX D – CHANGES TO OPERATIONS MANUAL

<u>Section</u>		<u>Date</u>
I.	STRUCTURE OF SCCA	2/02
A.	CORPORATE ORGANIZATION AND ADMINISTRATION	2/02
1.	Legal Status	2/02
2.	Corporate Seal	2/02
3.	Fiscal	2/02
3.1	Tax Exemption Status	2/02
3.2	Fiscal Year	2/02
3.3	Annual Financial Statement	2/02
3.4	Bank Accounts	2/02
3.5	Operating Procedures for Treasurer	8/03
3.6	Major Program Expenditures	2/02
3.7	Reimbursement of Club Expenses	8/03
4.	Indemnification	2/02
5.	Finality of Rules Interpretation	2/02
5.1	Reservation of Rights	2/02
5.2	Ban From Participation	2/02
6.	SCCA Trademarks	2/02
B.	ORGANIZATION	2/02
1.	Membership	2/02
1.1	Classification of Members and Dues	2/03
1.2	Effective Date of Membership	2/02
1.3	Membership Year	2/02
1.4	Reinstatement of Membership	2/02
1.5	Region of Record	2/02
1.6	Membership Supervision	2/02
1.7	Overseas/Foreign Members	2/02
2.	Board of Directors and Committee Composition and Responsibilities	2/02
2.1	Board of Directors	2/02
2.2	Board of Directors Meetings	2/02
2.3	Committees	2/02
2.4	Board of Directors Committees	12/02
2.5	General Field Staff Committee Appointment Procedures	2/02
2.6	Board of Directors Election Procedures	2/02
3.	SCCA Maps	2/02
3.1	SCCA Regions, Areas and Divisions	2/02
4.	National Office Composition and Responsibilities	2/02
4.1	Administration	2/02
4.2	National Office Staff Organization	2/02
5.	Club Racing Administration	2/02
5.1	General Policies	2/02
5.2	Competition Events	2/02
5.3	Speed Events	2/02
5.4	SCCA General Competition Rules (GCR)	2/02
5.5	Automobiles	2/02
5.6	Club Racing Board	2/02
5.7	Club Racing Field Staff	2/02
5.8	Club Racing National Court of Appeals	2/02
5.9	Club Racing Scheduling Procedures	2/02

5.10	Club Racing Sanction Procedures	2/02
5.11	Region/Sponsor Contractual Obligations	2/02
5.12	Club Racing Safety and Insurance Regulations	2/02
5.13	Track Inspection/Review Process	2/02
6.	Solo Events	2/02
6.1	Solo I and II Basic Policy	2/02
6.2	Solo Events Board	2/02
6.3	Solo Events Field Staff	2/02
6.4	Solo Events Scheduling Procedures	2/02
6.4.1	Solo Events Region Territory	3/04
6.5	Solo Events Sanction Procedures	2/02
6.6	Solo Events Safety and Insurance Regulations	2/02
7.	Rally Events Administration	2/02
7.1	Basic Policy	2/02
7.2	RoadRally Board	12/02
7.3	Performance Rally Board	2/02
7.2.4	RoadRally Events Region Territory	3/04
7.4	Rally Safety and Insurance Regulations	2/02
8.	Strategic Planning	5/04
8.1	Business Plans	5/04
8.2	Competition Program Plans	5/04
9	Pro Racing Administration	2/02
C.	REGIONAL/AREA/DIVISION ORGANIZATION	2/02
1.	Regions	2/02
1.1	Regional Charter	5/03 & 5/04
1.2	Organizing a New Region	12/03
1.3	Guidelines for Establishing a Regional Chapter	2/02
2.	Divisions	2/02
2.1	Purposes of Divisions	2/02
2.2	Boundaries	2/02
2.3	Divisional Councils	2/02
3.	Areas	2/02
4.	National Office Administrative Procedures	2/02
5.	Insurance	2/02
5.1	SCCA Master Insurance Plan	2/02
5.2	SCCA Group Insurance Plans	2/02
6.	Involvement in Political Activity by SCCA Staff	2/02
II.	RELATIONSHIP WITH OTHER ORGANIZATIONS	2/02
A.	ACCUS-FIA	2/02
1.	ACCUS-FIA Representatives	2/02
B.	VOTING SHARES	12/02
C.	SCCA ENTERPRISES	2/02
D.	SCCA FOUNDATION	2/02
E.	SCCA PRO RACING, LTD.	2/02
III.	AWARDS	2/02
A.	CLUB WIDE AWARDS	2/02
1.	Woolf Barnato Trophy	12/02
2.	Carl Haas Cup	12/02
	DELETED	
2.	Tom McKean Award	2/02



3.	Gordon Smiley Memorial Award	2/02
4.	Tom Burke Award	8/03
B.	CLUB RACING AWARDS	2/02
1.	Kimberly Cup	2/02
2.	Val D. Scroggie Memorial Award	2/02
3.	Martin W. Tanner Trophy	2/02
4.	John McGill Award	2/02
5.	David Morrell Memorial Award	2/02
6.	George G. Snively, MD Memorial Award	2/02
7.	President's Cup	2/02
8.	National Class Champions	2/02
9.	Jim Fitzgerald Rookie of the Year	2/02
C.	ROADRALLY AWARDS	2/02
1.	Arthur J. Gervais Award	2/02
2.	Norman W. Hill Award	2/02
3.	National Course Rally Championship	2/02
4.	National Touring Rally Championship	2/02
5.	National Rally Manufacturer's Championship	2/02
6.	Divisional Achievement Award	2/02
7.	Best New National Rally	2/02
8.	Regional RoadRally Achievement Award	2/02
9.	Robert Ridges memorial Trophy	2/02
D.	PERFORMANCERALLY AWARDS	2/02
1.	National ProRally of the Year Award	2/02
2.	ClubRally of the Year Award	2/02
3.	ClubRally Program of the Year Award	2/02
4.	ClubRally Region of the Year Award	2/02
5.	National ProRally Championship	2/02
6.	National ProRally Manufacturer's Championship	2/02
7.	ClubRally Championship	2/02
8.	Promoter of the Year Award	2/02
9.	Robert Ridges Memorial Trophy	2/02
E.	SOLO AWARDS	2/02
1.	National Solo II Champions	2/02
2.	Solo Cup	2/02
3.	Solo II Driver of the Year	2/02
4.	Solo II Rookie of the Year	2/02
5.	Solo Driver of Eminence	2/02
6.	Solo I Event of the Year	2/02
7.	Solo II Divisional of the Year	2/02
F.	REGIONAL AWARDS	2/02
1.	Regional Achievement Awards	2/02
2.	Regional Participation	2/02
3.	Best Regional Publications	2/02
4.	Best Regional or Divisional Web Site	2/02
G.	SportsCar AWARDS	2/02
H.	PRO RACING AWARDS	2/02
1.	Trans-Am Championship	2/02
2.	Trans-Am Pro Rookie of the Year	2/02
3.	John Timanus Award	2/02
APPENDIX A	Bylaws	8/03

APPENDIX B	Maps With Areas	8/00
APPENDIX C	Maps With Divisions	7/00
APPENDIX D	Changes to Operations Manual	1/04