

I. General Items

A. Financial Planning

1. The Treasurer of the Region shall assure that authorized person(s) prepare and file all necessary financial paperwork for the Region. This shall include, but not be limited to,
 - a) annual reports to the State of Michigan
 - b) federal and state information returns as required
 - c) an annual statement to the membership.
2. Additions to 'Property and Equipment' on the Balance Sheet will be approved by the Treasurer and one (1) member of the Finance Committee. The criteria for additions will include the cost, useful life and/or value to the administration/operation of the Detroit Region.

B. Purchasing Policy

1. Any purchase of new or replacement equipment valued at over \$2,500.00 shall require that three (3) detailed bids be submitted to the Region Board before such equipment can be purchased. A bid other than the lowest bid received may be accepted with the approval of the Board.
2. The Board recognizes that because of the nature of our sport, there may be some equipment that is so specialized that there may be only one or two suppliers of such equipment. In these rare cases, the Board would accept fewer than three (3) bids. In all cases the bids shall be on equipment that meets the same specifications.

C. Written Communications

1. Region Secretary will be sent copies of all written communications by the Regional Executive relative to Region business.

D. Membership Directories

1. Region Officials will be provided with current membership directories.

E. Workers at Regional Events

1. For all Region Events, except Detroit Grand Prix, the Region Chiefs of Specialty will have the first refusal to be the Chief of their specialty. If for any reason they decline, the Chief of Specialty for that event will be appointed by mutual agreement of the Region Chief of Specialty and the Event Chairman.
2. Detroit Region members will be given priority to work Region events. Non-Region members will not be allowed to work any position at Detroit Region events for which a qualified Region member is available and desires to work.

F. Rule Books

1. All necessary rule books will be provided to the Chiefs of Specialty and Race, Rally, RallyCross, and Solo Directors.

G. Senior Worker License Policy

The Senior Worker License has the same authority as a National Worker License, but it does not require the holder to work a minimum number of days in order to maintain it. The Senior Worker License can, therefore, be held for as many years as the holder desires. The Senior Worker License is available to all specialties. It is intended for those individuals who have proven to be both capable and valuable contributors to the specialty and who have moved on to a more senior position, e.g. a steward, or into semi-retirement from active or regular participation in the specialty. In this sense, it is an award, sort of a gold watch. The Senior Worker License enables the Region to retain and utilize the valuable expertise of such a person.

1. GUIDELINES FOR SENIOR WORKER LICENSE
2. Senior Worker License should only be awarded to individuals who have maintained a National License in the specialty for 10 years or more.
3. Senior Worker License should only be awarded to individuals who are capable of being a Chief of Specialty.
4. Senior Worker License should be awarded only to individuals for whom the need to work a minimum number of days is made redundant by their experience and knowledge of the specialty.

5. Senior Worker License can be requested by an individual or it can be recommended for an individual by another member.
6. The request or recommendation for a Senior Worker License should be approved within the Region by the applicant's Chief of Specialty, the Regional Executive and a Region member who is very familiar with the applicant's expertise in the specialty.
7. The Regional Executive should be responsible for requesting approval from SCCA NATIONAL OFFICE for a Senior Worker License for an individual.

H. Pro Competition Committee

1. It is the policy of the Detroit Region that for as long as the Region is involved with Pro Racing, there be established a standing Pro Competition Committee.
2. The members shall be a chairman, the past Regional Executive for one year only, and such members as the Committee shall select by their vote, subject to approval by the Board.
3. The Committee shall be empowered to do what is required to enable the Region portion of a Pro Competition to be done in the best possible fashion.
4. One Board Member shall act as Board Liaison and shall be fully conversant with the status of the events.
5. This person to be appointed by the Regional Executive.

I. Chiefs and Committee Members of the Detroit Grand Prix

1. Per the Region Bylaws, the Chairman of the Detroit Grand Prix is appointed by the Regional Executive with approval by the Board of Directors. The term of appointment is one fiscal year.
2. The Chairman will appoint committee members with approval of the Regional Executive. The term of appointment is one fiscal year.
3. The Committee will select the Chiefs of Specialty for the event. The term of appointment is one fiscal year.
4. The Region Chief of Specialty, if not chosen as the event Chief, will have the option to be Assistant Chief of that specialty for the event.

J. Vendors at Events

1. Non-sponsor vendors who provide a service to our members will be given space at all our events on a first come-first served basis as paddock space allows.
2. Sponsor vendors, those who have paid a fee for exclusivity, will be handled on a case-by-case basis.
3. Any track charge for vendor access will be between the track management and the vendor.

II. Financial Policy - Region Events

A. Budgets

1. Budgets must be submitted to the Board of Directors by chairperson(s) of all events at least sixty (60) days prior to the event.
2. Events shall be budgeted from event generated income and shall be budgeted to have a surplus unless specifically approved otherwise by the Board.
3. No expenses paid until budget is approved. If budget is not received at least sixty (60) days prior to the event, expenses will not be paid until final budget has been submitted.
4. The Treasurer shall include copies of submitted budgets, pre-event and final, in the Treasurer's report each month for Board approval.
5. A final budget on the proper form, showing actual amounts spent, and indicating all bills received to date, shall be submitted to the Treasurer within thirty (30) days of the event.
6. Event Chairman must have Board approval to exceed OVERALL expense budget by more than 10%.
7. For Race, Rally, Rallycross and Solo Events, all money received shall be deposited in a Region bank account by the Event Registrar within 10 days of the event.
8. Entry refunds, minus any expense, will be approved by the Event Registrar and disbursed by the Treasurer. Refunds will not be made until checks have cleared the bank.

9. If a Region event is cancelled by the Region, the entry fee collected will be refunded in full, excluding any processing fees. In lieu of a refund, an entrant may elect to have the entry fee applied to a future event in that calendar year.
10. Special Events to submit post event budget.
11. Personal budgeted expenses for event chairmen or assistant chairmen that are allowed:
 - a) Telephone (long distance, event related)
 - b) Postage (event related)
 - c) Hotel rooms or banquet rooms when used as event registration, scoring or awards banquet
 - d) Other expenses with Board approval
12. For out of Region officials or experts required for event, Chairman should ask Board for approval in advance, of items to be covered, and advise such individual as to coverage. Statement of expense by individual must be approved by Event Chairman who has complete financial responsibility for the event.
13. Event Chairman must submit an approved expense report to the Treasurer for each check written and must have a bill or receipt for all expenses. If a bill must be paid in cash at the event, the chairman is allowed to pay from his own funds and be reimbursed for the bill or request a cash advance from Treasurer and supply detailed accounting to the Treasurer.
14. CASH INCOME AT AN EVENT MUST NOT BE USED FOR BILLS.
15. Damages to equipment or loss of equipment is to be charged on an event basis. For example, a discharged fire extinguisher will be charged to the event, a lost broom will be charged to the event, etc. Event Chairmen will need to include a budget item to cover lost or damaged equipment.
16. All events co-sponsored with another SCCA Region will be entirely financed by one Region.
17. Special Events will not be operated at a loss. As a minimum, fees shall be set to cover Region expenses to include but not limited to man hours, equipment, etc.
18. Any person(s) acting in an official capacity for the Detroit Region, that are due reimbursement for job duties performed for the Region need to submit a budget to the BOD for approval prior to expenses being paid.
19. Fuel/Mileage Reimbursement: When a suitable Region Vehicle is not available to support a Detroit Region event the following reimbursement rates will apply:
 - a) Use of a personal vehicle to tow the Region's race trailer to events will be reimbursed at prevailing IRS rates, plus 10 cents. For example, in 2018 the mileage reimbursement rate is 54.5 cents per mile. The Region will pay 64.5 cents per mile. This reimbursement covers fuel costs, depreciation and other costs associated with maintaining a vehicle.
 - b) The Detroit Region will reimburse actual fuel expenses incurred while establishing and measuring a Rally course.
20. All other reimbursements must be approved by the Board prior to the event. All event expenses must be outlined on a budget and submitted to the Board for approval in accordance with the Region's bylaws.

B. GUIDELINES FOR REIMBURSEMENT FOR NATIONAL CONVENTION and GLDIV Spring Training (to be reviewed each February)

Representation from Detroit Region at these meetings is encouraged to obtain new ideas and learn new techniques and to encourage communications between regions and with National office.

1. To receive compensation per the guidelines, a member must submit to the Board at their next meeting following the Convention or GLDIV Spring Training: a written report on a minimum of three (3) sessions for the Convention and one (1) for the GLDIV Spring Training. Coverage of a particular session by more than one Region member is encouraged and recommended (where sufficient member attendance allows). Information from more than one report could be combined.
2. The Regional Executive, or designate, will organize the coverage of sessions at Convention.

3. Reimbursement will not be made for any meals other than those included in the registration fee, except as indicated in policy.
4. All reimbursement will occur only after submission to the Treasurer of a full expense report accompanied by all receipts.
5. Movement of persons between categories on reimbursement schedule will be at the Board's discretion.
6. All mileage reimbursements for travel on behalf of the Region will follow the current rate set as the federal guideline.
7. REIMBURSEMENT POLICY - NATIONAL CONVENTION
 - a) Voting Members of the BOD; Members giving presentations
 - (1) *Registration (plus any meals/banquets not covered in the registration fee where awards are presented) 100%*
 - (2) *Travel - budget airfare or per mile rate 100%*
 - (3) *Hotel 100%*
 - (4) *Per diem up to \$25.00 for meals not covered in registration fee.*
 - b) Non-Voting Members of the BOD and Specialty Chiefs/Chairs (i.e.: Member Services Chairman, Open Exhaust Editor, Merchandise Chief, etc.)
 - (1) *Registration (plus any meals/banquets not covered in the registration fee where awards are presented) 100%*
 - (2) *Travel - budget airfare or per mile rate 50%*
 - (3) *Hotel 50%*
 - c) Other Region Members
 - (1) *Registration (plus any meals/banquets not covered in the registration fee where awards are presented) 100%*
8. REIMBURSEMENT POLICY – GLDIV Spring Training
 - a) Regional Executive; Members giving presentations
 - (1) *Registration 100%*
 - (2) *Travel - car per mile rate 100%*
 - (3) *Hotel 100%*
 - (4) *Per diem up to \$25.00 for meals not covered in registration fee.*
 - b) Assistant Regional Executive, Secretary, Treasurer, Race, Rally, RallyCross, and Solo Directors, Member Services Chairman, Open Exhaust Editor, Chiefs of Specialty, Race Chairman, Pro Competition Committee Chairman, Public Relations Chairman, Merchandise Chairman
 - (1) *Registration 100%*
 - (2) *Travel - car per mile rate 25%*
 - (3) *Hotel 50%*
 - c) Other Region Members
 - (1) *Registration 100%*

III. Membership Policies

A. 50 Year Member Policy

1. Lifetime Membership Benefits
 - a) The Detroit Region of the SCCA will waive the annual Region dues for any member that has a SCCA National Lifetime Membership for any reason.
2. 50 Year Membership Anniversary Benefits
 - a) The SCCA National Office will provide a SCCA Lifetime Membership free of charge to any member who has achieved a 50-year membership anniversary. In addition to waiving the annual regional dues, the Detroit Region SCCA will present a memento to the individual at the banquet on their anniversary year (value approximately equal to the cost of one year of regular membership). Banquet entry for members receiving this recognition (and one guest each) will be provided free of charge to the member.

B. Detroit Region Worker Points and Awards Policy

1. Worker points will be reported to the Region Points keeper by chiefs/chairmen for all events. Points are based on work contributed, per day, as follows:
 - a) Chairman: 4 points
 - b) Special Events (Ride & Drive, HEV, etc.): 3 points

- c) Chiefs and Assistant Chairs (One Chief or Assistant per day): 2 points.
- d) All other workers: 1 point
- 2. Approved worker points for additional Region duties:
 - a) Open Exhaust Editor: 4 points each month that the Open Exhaust is published.
 - b) Original articles submitted and published by members will receive 1 point per article. Does not include articles submitted by Event Chairmen regarding their own event, Chiefs of Specialty, Board Members or those appointed positions.
 - c) Membership: 1 point per month
 - d) Points keeper: 1 point per month except for April through October when 2 points per month are awarded
 - e) Merchandise: 1 point per month
 - f) Equipment Chairman: 1 point per month

C. Carry over

- 1. Worker points may be carried over from year to year. Merchandise will be available in exchange for points. Points keeper cannot allow points to be redeemed that have not been submitted.

D. Continuous Membership

- 1. Worker points will only be awarded to Region members who maintain continuous membership in the Detroit Region of SCCA.

E. Late submission of earned points

- 1. Loss of points for event by any chairman or chief not submitting list of workers and points earned to Points keeper within 30 days following event.

IV. Equipment

A. Non-Region Use

Region equipment and/or vehicles may typically be used only for Region business, any non-Region use must be approved by the BOD and be tracked via contract whether there is a fee involved or not.

B. Physical Inventory

Area Directors will be responsible for taking a physical inventory of their area's equipment on a yearly basis with a written record submitted to the Treasurer during the fourth quarter of each fiscal year. (Treasurer to provide the prior year's inventory.)

C. Vehicle(s) and/or equipment borrowed in the name of the Detroit Region SCCA

- 1. Any Region member borrowing vehicle(s) and/or equipment with a value of \$1,000 or more in the name of the Detroit Region must have Board approval to borrow vehicle(s) and/or equipment prior to use.
- 2. Vehicle(s) borrowed in the Region's name may only be operated by a properly licensed Detroit Region member, 21 years of age or older.

D. Region Vehicle(s)

- 1. The purpose of the Region's vehicle(s) will be to support any Region run, sponsored, or supported event. Uses will include, but not be limited to, transport of equipment, storage, and event operations.
- 2. All drivers of the Region's Equipment Vehicle(s) MUST be approved beforehand by the Board of Directors. State of Michigan Driver Record will be obtained each year for potential drivers. To be approved, the driver must:
 - a) Have a clean driving record for the past three (3) years (1 ticket in the past 3 years, provided not DWI);
 - b) Be at least 21 years of age.
 - c) Any change in driving record will cause automatic cancellation of this privilege.
- 3. While driving the vehicle, the driver must:
 - a) Comply with all driving laws (including seatbelt use);
 - b) Fill up with gas before returning the truck;
 - c) Keep the truck clean.
- 4. A Logbook will be kept in the vehicle. For each trip, the driver must:
 - a) Enter name of driver, date, time and business purpose;
 - b) Enter date and time of return;
 - c) Enter beginning and ending mileage;

- d) Enter any fuel added, with mileage and cost;
 - e) Enter any oil added.
5. At each fuel stop, the driver must:
 - a) Record amount of fuel added and mileage in Logbook;
 - b) Check the oil, add as necessary;
 - c) Check the transmission fluid, add as necessary;
 - d) Check the tire pressure;
 - e) Record any of the above.
 6. Reimbursement with receipt for normal vehicle expenses (gas, oil, tolls, etc.) must be made through the Event Chairman. The expenses involved will be counted as part of the cost of the event. Reimbursement for abnormal vehicle expenses must be made through the Equipment Chairman and will be counted as an equipment cost.
 7. There will be a card taped to the dash that will say, "CALL EQUIPMENT CHAIRMAN (name and phone number) WHEN MILEAGE XXX,XXX IS REACHED." The driver must call the Equipment Chairman when this mileage is reached, or if any problems or concerns crop up.
 8. The Equipment Chairman will be responsible for the maintenance of the vehicle. The manufacturer's suggested maintenance schedule will be followed for each vehicle, including but not limited to battery, coolant, tire, and brake maintenance.
 9. The vehicle will be stored in a secured location and locked between events.
 10. All Designated Drivers and the Equipment Chairman will have keys.
 11. The Equipment Chairman will be responsible for "winterizing" the vehicle before any long-term storage periods.
 12. Since the presentation of the vehicle will reflect on the professionalism of the Region, the vehicle must always be kept clean.
 13. All modifications to the vehicle must be presented to the Board of Directors for approval.
 14. The Equipment Chairman will be responsible for scheduling use of the vehicle. Dates for use to be submitted to the Equipment Chairman.

V. Board of Directors Online Decision-Making Policy

With the introduction of the new Detroit Region SCCA website, and the discussion forums area of said website, the opportunity to conduct some business matters online can allow decisions and discussion to happen quicker than waiting for a monthly Board of Directors meeting. It will also allow BOD members more time to consider proposals and review budgets before being asked to vote on the proposal or budget.

A. Steps to Create, Discuss, and Amend Motions

1. To put a motion before the board using the online BOD discussion forum, a BOD member must create a new thread with a subject that announces the thread as a motion, and a brief description of the details of the motion.
 - a) An example of a proper thread subject for a motion would be, "MOTION: Approve Season Opener Solo Budget"
 - b) In the text area of the initial MOTION post, the author should type the motion as it would be read in a meeting. Please use as much detail as necessary to accurately describe exactly what is being proposed. If the motion is for a budget approval, a copy of the budget should be attached to the original post.
 - c) A copy of the budget in Microsoft Excel format should also be provided to the treasurer, who will forward it to others that may want the excel file for easier modification.
2. After a MOTION thread has been started, a different board member will need to second the motion by simply replying to the MOTION thread that they second the motion.
3. Once a motion has been seconded, the topic is open for discussion.
4. The minimum amount of time for discussion is seven days. If less time for discussion is to be allowed due to a required quick response, each BOD member

must be notified by email that they need to review the MOTION thread. That email should also provide a timeframe that the MOTION thread needs to be reviewed.

5. Amendments to the original motion should be made within the same thread with a new reply. All amendments will also need to be seconded by a person other than the one making the amendment motion.
6. If you are involved in the discussion on a motion, please try to visit the website often to keep the discussion moving. If you cannot visit the website often, but still have some questions/concerns, please try to discuss your concerns with whomever is appropriate in a more expedient forum (email, phone, etc.).
7. When appropriate (typically within seven days), any BOD member may call for a vote.

B. POLL Thread Creation

1. Once a motion has been posted, seconded, discussed, and a vote has been called for, a second thread should be started, with a poll question included to count BOD member votes. All BOD members may start a POLL thread once a member has called for a vote on a motion. If you need help starting a POLL thread, please contact one of the discussion forum moderators.
2. The subject of the new POLL thread should briefly describe the subject of the motion. As space for the thread subject is limited, the entire motion is not required to be in the subject, only a brief description.
3. In the text area of the POLL thread, the exact motion that has been called on for a vote should be replicated in detail.
4. The agreed upon event budgets must be attached to the initial POLL post.
5. Any additional supporting files may also be attached to the POLL post.
6. A web link to the supporting MOTION thread should also be included in the POLL post.
7. The poll question should always read "Do you approve the motion described in this post, including any attachments that attached to this post?"
8. The answers for the poll question should always be "Yes", "No", and "Abstain".
9. Active POLL threads will be assigned a "sticky" by a forum moderator to keep the POLL thread at the top of the discussion forums.

C. Voting on a motion in a POLL Thread

1. BOD members should select the appropriate answer to the poll question as it pertains to their opinion of the motion seeking approval.
2. For record keeping purposes, each BOD member that votes should also reply to the thread stating which way they voted.
3. 7 votes are required to approve or reject a motion. Once at least 7 "Yes" or 7 "No" votes have been collected, the Region Executive will reply to the post with a note about whether the motion has passed or failed, and the date of the motion passing or failing. Once that is complete, a discussion forum moderator will lock the POLL thread and remove the "sticky", allowing the thread to fall from the top of the page as newer threads are started.
4. Any POLL threads that are not approved or rejected within 30 days will be locked. A re-vote on a previously locked POLL thread may be called for in the corresponding MOTION thread.
5. Any active POLL threads may be voted on in a BOD meeting. If that happens, the vote from the BOD meeting is final, and any voting in the POLL thread will be disregarded. The results of the vote from the BOD meeting will be posted in the POLL thread, along with a note stating the vote was completed during the meeting. Once this is done, the POLL thread will be locked.

D. Review of Online Motion Approvals

1. All motions discussed and voted on online will be reviewed at next appropriate Board of Directors meeting and results of the online voting will be recorded in the minutes of that meeting.

VI. Sponsorship

A. Sponsorship Submission and Approval Process

1. Interested parties should email the completed "Sponsorship Request" form (available in the "Downloads" area of the Region website (Downloads_Detroit Region Business Information_Forms_Sponsorship Request)) to sponsorship@detroit-scca.org.
2. Questions may also be submitted to sponsorship@detroit-scca.org. Please include in your note the most convenient way to contact you.
3. A representative of the Board of Directors will contact interested sponsors and develop a proposed sponsorship agreement.
4. The Detroit Region Board of Directors must approve all sponsorship agreements.
5. Sponsorships must be renewed no less than annually.

B. Forms of Sponsorship

1. Cash
2. Merchandise - cash equivalent value to be suggested by vendor, requires approval from the Detroit Region Board of Directors.
3. Services - cash equivalent value to be suggested by vendor, requires approval from the Detroit Region Board of Directors.

C. Available Sponsorship Opportunities

1. Region Sponsor
 - a) Sponsor's name will be displayed on the Detroit Region's website www.detroit-scca.org (exact location/sizes to be determined based on sponsorship agreement).
 - b) The sponsor will be promoted at Region events, and be given the opportunity to provide flyers, coupons, or product for participants.
 - c) A link to the sponsor's webpage can be added to the "Links" section of the Detroit Region SCCA website.
 - d) Sponsor may be entitled to free driver entries to competition events, pending sponsorship agreement.
 - e) Sponsor will be entitled to two free tickets to the Detroit Region SCCA Annual Awards Banquet and will again be promoted during the Banquet event.
2. Title Sponsorship for Solo, RallyCross, or TSD Rally series
 - a) Series will be titled as shown in the example below: "The 2007 Detroit Region SCCA Solo Series (Championship) presented by _____".
 - b) Sponsor's name will be displayed on the Detroit Region SCCA website
 - c) www.detroit-scca.org in the forum related to sponsored series, on the event series information web page, and on each event-flyer posted on the website.
 - d) Sponsor's name will be included in the series title displayed on the series year-end trophies.
 - e) The sponsor will be promoted at each sponsored series event, and given the opportunity to provide flyers, coupons, or product for participants.
 - f) A link to the sponsor's webpage can be added to the "Links" section of the Detroit Region SCCA website.
 - g) Sponsor may be entitled to free driver entries to competition events, pending sponsorship agreement.
 - h) Sponsor will be entitled to two free tickets to the Detroit Region SCCA Annual Awards Banquet and will again be promoted during the Banquet event.
3. Event Sponsorship for a Detroit Region SCCA Event
 - a) Event will be titled as displayed in the example below:
 - b) "The Detroit Region SCCA Dawnbuster Rally presented by (sponsor name)"
 - c) Sponsors name will be displayed on the Detroit Region SCCA website www.detroit-scca.org on the sponsored event flyer posted on the website.
 - d) The sponsor will be promoted at the sponsored event, and given the opportunity to provide flyers, coupons, or product for participants. link to the sponsor's webpage can be added to the "Links" section of the Detroit Region SCCA website.

- e) Sponsor may be entitled to free driver entries to event being sponsored, pending sponsorship agreement.
4. Contingency Sponsor
- a) Sponsor's name will be displayed on the Detroit Region SCCA website
 - b) www.detroit-scca.org in the appropriate series forum area in a topic announcing the contingency program. The topic will be kept on the front page of the specific series forum for the duration of the contingency program.
 - c) Contingency sponsor's name will also appear on a one page .pdf document describing the contingency program which will be available in the downloads section of the Region website. A link to this document will be provided in the contingency program topic in the forum.
 - d) The sponsor will be promoted at the sponsored event, and given the opportunity to provide flyers, coupons, or product for participants.
 - e) A link to the sponsor's webpage can be added to the "Links" section of the Detroit Region SCCA website.
5. Associate Sponsor
- a) Sponsor's name will appear on the Detroit Region SCCA website www.detroit-scca.org (exact locations/sizes to be determined based on sponsorship agreement).
 - b) The sponsor will be promoted at region events, and given the opportunity to provide flyers, coupons, or product for participants.
 - c) A link to the sponsor's webpage can be added to the "Links" section of the Detroit Region SCCA website.
 - d) Sponsor may be entitled to free driver entries to competition events, pending sponsorship agreement (to be determined based upon sponsorship agreement).
 - e) Sponsor will be entitled to two free tickets to the Detroit Region SCCA Annual Awards Banquet and will again be promoted during the Banquet event.