

Policy Statement

Sacramento Valley Region - Porsche Club of America

This Policy Statement enhances the Bylaws directives, and, is meant to be used as a companion document to the Bylaws of SVR.

As changes to this document are made through Board approved Motions, this Policy Statement will be updated on a continuing basis.

Beginning with the Motions from the Board Meeting of April 10, 2019, policy changes are noted at the end of the revised or new language, i.e., (Rev 4.10.19).

Motions passed through Board electronic votes are notated with the date of the President's email notification to the Board that the Motion passed, i.e. (eVote Rev. date).

Sincerely,

Gregg Plourde,
President, Sacramento Valley Region
Porsche Club of America

(REVISIONS 2.11.2020)

Policy Statement - Table of Contents

<u>CATEGORY</u>	<u>SECTION</u>
1. GENERAL	
Board of Directors and Bylaws Article 7	A
Complaint against member or Director	A-#1
Appointed Positions by Directors	B
Official club address	C
Board of Directors Traditional Activities	D
Social Director, Competition & Tour Chair Responsibilities	E
Member Acceptance of Others Property & Assets	F
Social Media Policy	G
Privacy Policy	G-1
Posting Guidelines	G-2
Policy Statement as Living Document	H
Membership Directory	I
2. MEETINGS	
Board of Director Meetings -Schedule & Method	A
Special and Emergency Meetings	B, C
3. MINUTES & AGENDA	
Distribution - Secretary & Drifter	A
President	B
Non-agenda items	C
Official Correspondence	D
Action Items	E
Electronic Approval	F
4. FISCAL	
Region Annual Financial Plan	A
Expenses in Excess of Financial Plan	B
SVR Checking Account	C
Filing State & Federal Income Taxes	D
SVR Credit Card	E
Expense Reimbursement - Rally & Tour	F
5. PCA NATIONAL INSURANCE	
Vice President & Directors	A
Request for Insurance Schedule	B

6.	EVENTS	
	Cancellation & Refund	A
	Ticket Price nearest dollar	B
7.	HIGH COST EVENTS	
	Definition	A
	Financial Plan	B
	Contracts	C
	Chairperson Responsibilities	D
	Event Program Sponsorship Advertising	E
	Profits	F
	Chairperson's Entry Fee	G
8.	CHARITABLE ACTIVITIES	
	Annual Charity Program	A
	Disbursement of Proceeds	B
9.	PRESIDENT	
	Filing of Reports	A
	Outgoing President & Treasurer	B
	Zone 7 Calendar	C
	Annual Budget - Gifts	D
10.	VICE PRESIDENT	
	Master Calendar - SVR, Zone 7, PCA	A
	February Board of Directors Meeting - Activities Plan	B
	Conflicts of Schedule	B - 1,2
	Insurance Requests Status	C
	Insurance Release Forms	D
	Annual Gift for President	E
11.	SECRETARY	
	Record Physical Assets locations	A
	Minutes at Board of Director Meetings	B
	Bylaws Committee processes	C
12.	TREASURER	
	Tax Returns Filing	A
	Status of Unclosed Books	B
	Expense/Income Submittal	C
	Event Chairs - Checks & Bills	D
	Electronic Assets	E
	IRS Mileage Reimbursement Rate	F

- | | | |
|-----|--|--|
| 13. | PAST PRESIDENT
Physical Storage of Records
Year End Assets - Locations | A
B |
| 14. | MEMBERSHIP
Member Records & PCA
Name Badges
New Member Information in Drifter
Dual Membership | A
B
C
D |
| 15. | COMPETITION & SAFETY
Safe Driving Responsibility
Safety Inspections
Designated Safety Chairperson
Auto Cross Trailer | A
B
C
D |
| 16. | DRIFTER & SVR WEBSITE
Publicizing Region & Zone Events
Online publication
Upcoming Events - Member Notification
E-Mail Blasts
Advertiser Requests & Fees
Print Copy
Renewal Billing
Unpaid Ads
Policy & Rate Approval
Post Event Articles | A
A-1
B
C
D, F, G
E
H
I
J
K |
| 17. | AWARDS
How paid
Categories
President's Trophy & Rookie of the Year
Hidden Hero
Presentation Schedule | A
B
C, D, E
F
G |

SACRAMENTO VALLEY REGION

PORSCHE CLUB OF AMERICA

The following SVR Policy Statement is adopted by the Board of Directors of the Porsche Club of America (PCA) Sacramento Valley Region (SVR). This Statement shall complement and not conflict with the Region's By-Laws. This Statement may be amended by a majority vote of the Region's Board. No effort has been made to restate provisions of the By-Laws unless it would help to clarify important parts of the Policy Statement. The general membership shall have access to this Statement by its publication on the Website.

IT SHALL BE THE STATED POLICY OF THE BOARD OF DIRECTORS OF THE PORSCHE CLUB OF AMERICA, SACRAMENTO VALLEY REGION THAT:

1. GENERAL

A. The President and other members of the Board will make a conscious effort to comply with and fulfill the responsibilities and duties of each officer as spelled out in Article Seven, Section 1 of the By-Laws.

I. Complaint against a member or a Director, and Resolution:(Rev 10.9.19)

When the BoD receives a complaint against a member or sitting Director the BoD will hold a closed meeting with the individual(s) to discuss the complaint. If that meeting results in the BoD considering a corrective action to include a change to a member or Director membership status, (i.e. suspension or loss of membership or Directorship), the BoD will vote to either:

- a. Declare the complaint has been resolved, or,
- b. The BoD will take the complaint to PCA for guidance on how to proceed.

B. Elected directors of the Board as defined in Article Seven of the By-Laws may propose to the Board the appointment of other positions as deemed necessary to the operations of the Region. Upon appointment, these positions are not empowered and may not vote on issues requiring a majority vote of the Board. In no case will appointments be made which diffuse and dilute the responsibility and accountability of each officer enumerated in the By-Laws.

C. The Club's official address shall be the PO Box maintained by the Club. A person of record is required on the PO Box and has the key. The Treasurer and Advertising Manager shall each hold a backup key (Rev.7.10.19). There shall also be both a physical and electronic storage facility.

D. The Board of Directors shall endeavor to continue and preserve the traditional activities of the region.

E. It is the Competition, Social Director and Tour Chairs' responsibility to provide proper guidance to Event leaders in conducting events and to provide each leader with an event procedures packet NO LATER THAN 120 DAYS prior to the event.

F. No member shall accept for SVR's benefit others property or assets (whether member, dealer, or sponsor) without written agreement on responsibilities for safekeeping and without property damage coverage. To be valid any and all such agreements must be approved by the SVR Board prior to the agreement being acted upon.

G. Social Media Policy

1. SVR has various media accounts, and the members who operate those will abide by the privacy policies as found in the Regional Procedures Manual and National PCA bylaws.

2. All postings will abide by the PCA National policy. "Posting photos and videos (YouTube, Flickr, etc.) can be fun and encourage the use of a Region website or social media page, but be mindful of what kinds of photos and videos are posted. Inappropriate postings which depict embarrassing situations, or that show damage to person or property can be used as evidence in lawsuits against individual members, PCA, and its Regions. Be mindful of what photos you allow to be posted and which ones become public on your Region's site/page."

H. This policy statement is a 'living document' and it is the responsibility of the Secretary to update the document as each policy vote is taken during the year. The policy document as a whole should be reviewed in conjunction with the bylaws update.

I. The Board, Chairs, Event Chairs, shall be provided a complete Membership Directory in either printed form or PDF format, annually, at the individuals discretion (eVote Rev. 6.17.19). The Directory shall not be made available to any person outside SVR or to any organization. The Directory is not intended, and shall not be used for commercial purposes by the members.

II. 2. MEETINGS (Rev.4.10.19)

A. The Board of Directors meeting will be held each month in any of the following forms of communication:

In person, telephonically, videoconference, webcast or email communication (Rev.4.10.19)

B. Special or emergency meetings may be called by the President or by three (3) directors at any time with the appropriate advance notice to all officers.

C. Special or Emergency Board meetings may be conducted in person, telephonically, videoconference, web cast, or e-mail. Except for emergency meetings, the date, time and place of the Board meetings shall be published in the DRIFTER and on the website calendar.

3. MINUTES AND AGENDA

A. The Minutes of each Board Meeting shall be distributed by the Secretary to each Board Member as soon as practical after the Board Meeting. The minutes are published in the DRIFTER and every effort should be made to achieve that goal.

B. The President shall prepare and distribute to each Board Member an agenda.

C. Last minute, non-agenda items are subject to time constraints. Items on the Agenda take precedence.

E. Action items for subsequent Board Meeting discussion will be added to the minutes. The Agenda for the next Board meeting will include these items.

F. Minutes can be approved electronically.

4. FISCAL

A. There will be an annual financial plan for the Region showing expected income and expenses. Projected Plans from each Director will be submitted to the Treasurer by the February Board Meeting to be summarized into an annual Plan. This annual plan shall be reviewed and approved by the Board not later than the April Board Meeting of each year, and thereafter reviewed and revised quarterly at the July and October Board meetings.

B. Expenses in excess of the approved financial plan may not be incurred without the prior approval of the Board. The Treasurer shall not issue checks over the SVR limit without an approved budget or approval by the Board. Expenses over and above the approved financial plan exceeding \$25.00 may not be incurred without the prior approval of the Board. The Treasurer shall not issue checks over \$25.00 without an approved budget or approval by the Board.

C. The club's checking account will be an interest-bearing checking account. Amounts in excess of the club's normal cash flow should be kept in higher interest types of accounts. The Treasurer and the President have signing authority on all club accounts. Both have on-line access to the accounts. The President shall have access to checks in the absence of the Treasurer.

D. The Treasurer shall be responsible for the completion and filing of the club's Federal and State income tax returns prior to the deadlines.

E. The Club Credit card should be used whenever possible to pay for event costs such as dinners and expenditures for approved events. The maximum charge allowed is per bank agreement subject to event guidelines for expenditures. Bank credit card rules cover risk of loss. The administrator of the cards is the SVR Treasurer.

The Credit cards are issued to President, Vice President, Treasurer and Social Director. (Rev 2.11.20) Cards should be returned to the current Treasurer at the time the holder ceases to be one of the named card holders due to: no longer a Board member, membership expires, leaves the region, or is unable to perform the duties associated with using the credit card.

F. Tour and Rally Masters may request reimbursement for their expenses not to exceed the allowable reimbursement per IRS regulations. Mileage reimbursement will be allowed for two set-up trips per tour and four set-up trips per rally, if specified in the event budget. The annual IRS reimbursement rate will be given to the Tour and Rally Masters each January by the Treasurer. (Rev 2.11.20)

5. PCA NATIONAL INSURANCE

A. It is mandatory that the Vice President establish an absolutely positive system to maintain advance notice. It is the responsibility of each Director to report events needing insurance in a timely manner.

B. The request for insurance shall be sent no sooner than 45 days, or no later than 10 days before the event (in accordance with the PCA insurer's requirements).

6. EVENTS

A. People who make reservations and then cancel after the deadline or who do not attend the event will not receive a refund of the cost of the event if an expense is incurred by the club. It is not the club's responsibility to cover such costs.

B. Actual cost for an event fee or dinner should be rounded up to the nearest dollar.

7. HIGH COST EVENTS

A. An event whose Budget is expected to exceed \$10,000 is subject to high cost event policy. High Cost Events with anticipated expenditures greater than \$10,000 will be subject to special accounting procedures.

B. No later than six months before a high cost event, the Chairperson shall present to the Board of Directors a projected financial plan which shows expected income and expenditures in sufficient detail so as to permit an evaluation of the potential net profit or loss. The Board shall limit its concern to the broad policy and to the financial plan of the event and will not involve itself with the details of event operation.

C. Contracts associated with a high cost event should be reviewed by at least one other person prior to being signed. The Chair of the event should review contracts negotiated by leaders in the event. If the contract is negotiated by the Chair of an event either the President or Social Director should review the contract if it exceeds \$10,000.

D. A High Cost Chairperson will maintain a record of all income and expenditure. 90 days before the event date the Chairperson shall report to the Board on the event's financial status and monthly thereafter. After the event, the books will be closed as soon as possible with the Chairperson and the Treasurer submitting a jointly signed closing.

E. If there is a Program for an event, all Sponsorship whether for goods and services or payment for High Cost events must be received or be paid in full prior to advertising in publication unless other mutually agreeable arrangements have been made.

F. High cost events may produce a profit to the region; however entrant registration fees shall be kept at the lowest possible level.

G. The high cost event Chairperson's fully paid entry may be refunded by the Board, if by doing so will not cause a loss to the club as of the closing date of the events books.

8. CHARITABLE ACTIVITIES

A. The region shall maintain an annual charity program.

B. Disbursement of gross proceeds raised by charity activities to a charity shall be recommended by the Charity Chairperson subject to approval by the Board. It is the region's intent that any expenses incurred in the charity program shall be borne by the region, but the PCA Charity rebate and/or an entry fee may be charged participants to offset expenses. Any excess is also donated to the Charity.

9. PRESIDENT

A. The President shall ensure that all reports are filed by their respective due dates and shall personally file all non-tax related forms.

B. The outgoing President and Treasurer will discuss thoroughly with the incoming President and Treasurer the State and Federal tax reports, State Corporation report, PCA regional report, and their respective annual due dates.

C. The President shall maintain a calendar of Zone 7 Presidents meetings and other administrative matters.

D. The President will include in his annual budget an amount appropriate for a gift for the event Chairs (CRAB, Charity Auction) and other annual awards, subject to Board approval.

10. VICE-PRESIDENT

A. The Vice President shall maintain a master calendar of all SVR events, activities, dinners, and other gatherings such as Zone 7 and Regional events. The planning period will be January of the current year through through the next year as needed. (Rev.10.9.19)

B. The Vice-President shall prepare and present to the Board by the February Board meeting each year an overall plan of activities and events to be conducted during the planning period. Such plan shall give recognition to the various interests of the membership and shall provide for a reasonable number of events.

1. The Vice President will also take care to avoid, in so far as possible, scheduling events which conflict with Zone 7 series events or significant events to be conducted by other Zone 7 Regions and PCA National events such as the Porsche Parade, Werks Reunion, Rennsport Reunion, and Treffen or other events deemed significant by PCA.

2. The Vice President will attempt to resolve or reschedule events which are in conflict with the annual activity plan approved by the Board. Activities cannot be scheduled or rescheduled unless cleared by the Vice President.

C. The Vice President shall include the status of requests for insurance in the Board meeting report each month.

D. The Vice President is to provide insurance release forms for all activities (autocross, tours, rallies, competition events, etc.) which require them. The completed release forms are to be kept by the Vice-President during the calendar year before being sent to storage.

E. The Vice-President will include in his annual budget an amount appropriate for a gift for the President, subject to Board approval.

11. SECRETARY

A. The Secretary is responsible during the term of office for recording the location of all physical assets including but not limited to the backup P. O. Box key, and physical storage, insurance, the pink slip and registration of the Trailer.

B. A copy of the minutes of all Board meetings for the year shall be made available at the Board meetings for reference.

C. Bylaws Committee to be organized as soon as January of the new term year. Committee needs to have a minimum of three members plus the Secretary and President. The committee will meet as often as needed through out the year to accomplish the work of verifying the current Bylaws are in compliance with PCA National, legal and SVR requirements and best practices. During the revision process the committee will also verify the Policy Statement and Procedures documents conform to the current, revised Bylaws.

When the committee has a finished draft of Bylaws revisions, it will be sent to SVR membership, in electronic and print form, for a two week comment period. The resulting comments will be taken by the committee and incorporated as agreed by committee members. The commented draft will then be sent to PCA National for their comments. This draft will be adjusted, as needed by PCA requirements and SVR practices, by the committee.

The SVR membership/PCA commented draft will then be presented to the SVR Board of Directors for discussion and a voted to approve. The BoD approved draft will then be sent to the SVR membership, in electronic and print for, for a vote. If approved the revised Bylaws become effective as of the date the approval vote is confirmed.(Rev.add "C". 11.16.19)

12. TREASURER

A. The Treasurer, unless another person is appointed by the Board, shall file all tax return forms.(Rev.10.9.19)

B. The Treasurer reports on the status of any event which has unclosed books at the monthly BOD meeting

C. The Treasurer will not close an Expense/Income Submittal Form pending receipt from the requester of a "paid invoice" or other receipt of payment from the vendor.

D Event Chairs may not pay bills from income received. All checks will be made payable to PCA-SVR and given to the Treasurer for deposit in the Region's bank account.

E The Treasurer is responsible during the term of office for maintaining a record of all electronic assets including but not limited to passwords, software licenses, login credentials. Electronic assets will be backed up into a Cloud account.

F. Each January the Treasurer will consult the IRS website to confirm that year's approved mileage rate for reimbursement, and advise the Board of Directors at the January Board meeting (Rev. add "F" 2.11.20)

13. PAST-PRESIDENT

A. The Past President will have responsibility for the physical storage of the club's records at year end in accordance with the Document Retention Procedures and current Federal and State law.

B. The Past President shall confirm at year end the location of Club assets such as the trailer and contents including pink slip, credit cards, PO Box keys, passwords, software licenses, physical storage keys, or such others as may be acquired.

14. MEMBERSHIP

A. Membership records of permanent members, including dual members, as defined in the Bylaws Section 2f, shall be maintained by the Membership Director. Membership records are reconciled with those of PCA so that our records and theirs agree.

B. Membership collects fees and arranges to have all name badges made. Primary and affiliate new members are to be supplied with a name badge at no cost to the member, if requested.

C. The DRIFTER Editor shall publish information on new members in the DRIFTER .(Rev.7.10.19) The Membership Director is responsible for providing this information to the Editor.

D. Dual Membership will be granted upon payment of an annual fee. Dual Membership will be granted upon payment of a \$25.00 annual fee (effective 10/12/2016). Billing for dual members shall be mailed as required.

15. COMPETITION AND SAFETY

- A. The Competition Director or specific designee shall be responsible for the safe conduct of driving events. They shall have the right to prohibit participation if, in their judgment, the individual's involvement would be disruptive or inappropriate. For the purposes of this section, "specific designee" shall include the Event Chairperson or Event Leader.
- B. The Competition Director or specific designee is responsible for any necessary safety inspection to vehicles in connection with competition events conducted by the region.
- C. For purposes of regional reporting forms, the Competition Director shall be designated as the Safety Chairperson.
- D. The Competition Director or designee is responsible for the Autocross Trailer. The Autocross trailer or its contents shall not be loaned without prior Board approval, and if such approval is given, it shall be with the provision that a damage deposit be required and a use fee be charged in addition to replacement of expendable supplies. Insurance is also required. Damage Deposit: \$250.00, Use Fee: \$300.00 + entry fee of support staff. Driver must have min. \$100k/\$300k comprehensive/collision to cover trailer while in tow. Renter agrees to furnish transportation to/from storage location currently in Fair Oaks.

16. THE DRIFTER AND THE SVR WEBSITE

- A. The DRIFTER and the SVR website shall be the principal means of publicizing activities of the Region, Zone and, as space permits, those of other Regions.
 - 1. The first 2020 Drifter publication will be an online publication and will cease print subscriptions as of October 10, 2019. (Rev 10.9.19)
- B. The DRIFTER shall be prepared monthly in time to notify the membership of upcoming events. Event Chairs will notify the DRIFTER in time for the deadlines to be met.
- C. E-mail blasts will be used to update members on a regular basis. Additional e-mail blasts may be sent on an "as needed" basis for last minute reminders and updates, including cancellations of events. The SVR email blast list will be used to notify the membership of the availability of the DRIFTER on the Region's webpage.
- D. Requests made advertisers for inclusion in e-mail blasts to SVR members will be put before the Board of Directors for approval via e-mail or at a Board meeting.
- E. The printed copy shall be by subscription for a fee and is for an annual subscription that runs from January to December. The charge for the printed DRIFTER subscription is \$20 effective 1/1/2017. Membership collects the fee and keeps track of members who want the DRIFTER hard copy mailed to them.
- F. The DRIFTER and Website classified advertisements for SVR members and other PCA members will be free. All DRIFTER ads including Sponsor ads will appear on the website at no charge. (Rev 7.10.19)
- G. Ads from non-members will be accepted on a first-come, first-served space available basis for an additional fee. All ads will run for two months unless cancelled.
- H. DRIFTER annual advertising renewals will be billed in November by the Treasurer at the direction of the Advertising Manager with a due date of January 1st. The Treasurer will bill the advertiser clearly stating the billing

period. The normal billing cycle is 12 month period is January through December of each subsequent year. The Treasurer shall maintain a copy of all billings.

I. The Treasurer will be responsible to confirm with the Advertising Manager the status of paid advertisers to allow sufficient time before the March issue is printed to delete the unpaid ads from the DRIFTER.

J. Advertising Policy and Rates will be approved by the Board.

K. The Editor of the DRIFTER shall encourage articles to be written for the PANORAMA to provide post -event coverage of significant activities by the Region, including but not limited to CRAB and the Annual Charity Auction.

17. AWARDS

A. Awards for events shall normally be paid from the proceeds of such events.

B. At year end, the region may present an award in recognition of the "President's Trophy," the "Rookie of the Year," "Event of the Year," and "Hidden Hero" or other categories, as determined by the Board. The President, with consultation from the Board, may select the "President's Trophy." Elected Board members whose offices are authorized by the By-Laws are not eligible for the President's award. The Board, by majority vote, shall select all other awards.

C. Individual members or couples may receive the President's Trophy and Rookie of the Year Awards. The Event Chairperson will normally receive the Event award. The Board may make multiple awards to event "teams," at its discretion.

D. Rookie is defined as a member who joined the region within 24 months of the year-end.

E. The Membership Director will present Rookie of the Year. The President or Vice President will present all other awards.

F. The "Hidden Hero" award is intended for the member or members that work behind the scene and do not normally get any recognition for their efforts. The nomination can be made by any SVR member to the Board.

G. Awards will be presented at the Annual Christmas Party or as determined by the Board.

