

**CASCADE SPORTS CAR CLUB, INC.**  
**P.O. Box 4304**  
**Portland, Oregon 97208**

**BYLAWS REVISED AS OF SEPTEMBER 2016**

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## **ARTICLE I NAME, PURPOSE AND EMBLEM**

**Section 1. NAME:** The name of this club shall be The Cascade Sports Car Club, Inc. (also known as CSCC).

**Section 2. PURPOSE:** The general purpose of the club shall be to encourage the preservation, ownership, operation, and enjoyment of sports cars; to provide and regulate events and exhibitions for sports cars and their owners; to encourage careful and skillful driving on public highways.

**Section 3. EMBLEM:** The club emblem shall be a silver-colored gear with the words "Cascade Sports Car Club" printed in black. In the center of the gear shall be a snow-capped mountain against a blue background with a foreground of green hills and flanked on the left by an evergreen tree.

## **ARTICLE II MEMBERSHIP AND DUES**

### **Section 1. MEMBERSHIP QUALIFICATIONS:**

Any individual interested in the sport of motoring who shows sufficient interest in sports cars as well as all automobiles is eligible to become a member of this organization.

### **Section 2. APPLICATION PROCEDURE:**

- (A) All applicants for active membership in The Cascade Sports Car Club shall fill out a membership application form. This form must be submitted to the club Membership Chairperson along with the applicant's initiation fee and annual dues based on type of membership (INDIVIDUAL or HOUSEHOLD). This application shall be read at the regular meeting of the club and announced in the next club newsletter. Any member wishing to have the Board of Directors vote against an applicant must state his/her reasons in writing over his/her signature and submit them to the Membership Chairperson. The Membership Chairperson will present the applicant's name to the Board of Directors who shall, by majority vote, either accept or reject an applicant. The applicant shall then be notified by the Membership Chairperson either that he/she has been rejected and fees refunded, or that he/she has been accepted and will be received into the membership at the next club meeting and presented with a copy of the club roster, name tag, jacket patch and membership card.
- (B) No applicant may be turned down for membership in this club by reason of race, creed, color, religion or sex.
- (C) No applicant with an extensive record of criminal and/or immoral activities will be considered for membership.

### **Section 3. CLASSES OF MEMBERSHIP:**

- (A) Active -- Any individual 18 or over constitutes an INDIVIDUAL MEMBERSHIP. A HOUSEHOLD MEMBERSHIP consists of 2 INDIVIDUALS residing at the same address and having been accepted as provided by Section 2(A) of this Article.
- (B) Honorary -- Any non-member who has commended himself/herself to the club esteem or who has performed an outstanding service to the club, may be elected an honorary member for the next full year by the majority vote of the membership at the first business meeting of the year. Honorary membership shall not have the right to vote.
- (C) Lifetime -- Any member who has commended himself/herself to the club's esteem or who has performed outstanding service to the club over time may be elected as a lifetime member. Nominations shall be submitted to the Board of Directors. If accepted, the membership shall vote for approval after prior notice:
  - 1) by announcement at a preceding General meeting, and
  - 2) publication of the intended vote in the Auspuff. A two-thirds vote of the membership present shall be required. Lifetime members shall have the same rights as active members.

**Section 4. DUES AND INITIATION FEES:**

- (A) There shall be an initiation fee for new members equaling the cost of the membership packet, as determined by the Membership Chairperson.
- (B) Active members' club dues shall be determined by the current Board of Directors no later than December 1 of the prior year.
- (C) Honorary. No dues or initiation fee. Recipient shall receive honorary membership card.
- (D) Lifetime. No annual dues for the lifetime of the member. Recipient shall receive lifetime membership card.
- (E) Payment of Dues. Annual dues shall be payable on January 1st of each year. Renewal Membership shall automatically lapse for non-payment of dues as of February 1.
- (F) After determination of the annual dues amount for the coming calendar year by the Board of Directors, the Membership Chairperson shall prepare an annual dues to be paid by active members via Motorsportreg.com by January 1. The Membership Chairperson shall also send a dues statement to any member who has requested not to use Motorsportreg.com.

**Section 5. EXPULSION AND RESIGNATION:**

- (A) Any member may be expelled for infraction of club rules or such causes contrary to the best interest of the club by majority vote of the Board of Directors. However, before such action is taken, the member shall have an opportunity to submit in writing or in person to the Board of Directors, his/her position, within 30 days, on any charge of which he/she shall be notified, and shall have the right to appeal to the membership.
- (B) Resignation. Any member may resign by directing a letter of resignation to the Secretary. His/her resignation shall be effective on receipt. Any indebtedness to the club shall be paid at the time of his/her resignation.

**Section 6. VOTING PRIVILEGES:**

- (A) Honorary members shall not have the right to be a board member or to vote.
- (B) Each INDIVIDUAL active member and each member of a HOUSEHOLD shall have one vote.
- (C) Each lifetime member shall have one vote.

**ARTICLE III CLUB MEETINGS**

The Cascade Sports Car Club shall hold one General meeting on the first Saturday of each month except when in conjunction with the annual picnic or otherwise announced. Committee Chairs shall be required to provide a report at each General meeting. A minimum of seven days prior notice shall be given of any change in published meeting dates.

**ARTICLE IV MANAGEMENT**

The control and management of the club, its properties and facilities, its business and affairs shall be entrusted to a Board of Directors consisting of eight members to be elected as hereinafter provided.

**ARTICLE V BOARD OF DIRECTORS**

**Section 1. POWERS:**

Subject at all times to these By-laws, the Board of Directors shall have the power to make, amend and enforce the rules regulating the operation and administration of the club; to elect new members; to appoint such committees as it may deem advisable and prescribe their duties; to make and enter such contracts as in its judgment and discretion may be deemed for the best interest of the club; to designate depositories for the funds of the club and the person or persons by whom checks drawn on such depositories shall be signed; to make, alter, amend and enforce rules for its own government and perform whatsoever it shall deem necessary to carry out the purposes of the club, in accordance with its Articles of Incorporation and these By-laws

The funds of the club shall be paid out only on the authority of the Board of Directors. Any action of the Board of Directors or club officers shall be subject to revision by a majority vote of the membership. Each Director shall have one vote, and be required to attend all meetings with the exceptions noted in Article V. Section 9. The Alternate will not have a vote until he/she assumes a director's position, but will be required to attend all meetings so that he/she will be current with Cascade business.

**Section 2. LIMITATION OF POWERS:**

The Board of Directors shall not have the power to obligate the club beyond its own term of office without prior approval of the membership.

**Section 3. TERM OF DIRECTORS:**

Four members of the Board of Directors and one alternate shall be elected each year, as hereinafter provided. Each shall serve two years and until his/her successor is elected and installed. The Alternate shall serve one year, or, in the event of a vacancy in the Board of Directors caused by death, resignation or other reasons, he/she will fill that position for the remainder of the term vacated. In the event of a second vacancy in the same year, the President will announce a special election to fill the vacancy. The existing nominating committee will present a slate of not less than two nominees at the next regular General meeting after the vacancy has been announced.

**Section 4. NOMINATIONS FOR DIRECTORS:**

A five-member nominating committee, with one member being the Membership Chairperson, shall be elected by the membership at the August General meeting of each year. This committee shall present, whenever possible, a slate of eight nominees at the September general meeting. There may be additional nominations from the floor at the September and October General meetings. A brief summary of each of the nominee's qualifications will be provided on the ballot by the Nominating Committee.

**Section 5. ELECTION OF DIRECTORS:**

Prior to October 15, the Nominating Committee shall prepare the ballot publication and deliver it to the Secretary for mailing at least two weeks prior to the November General meeting.

Elections shall be held at the November General meeting of each year. The Secretary shall mail a ballot to each Active and Lifetime member at least two weeks prior to the November General meeting. Each voter shall choose up to four of the listed nominees.

Only those ballots shall be counted which have been returned to the Secretary no later than 15 minutes past the scheduled meeting beginning time on the day of the election. On that day, not less than three tellers, appointed by the President for that purpose, shall count the ballots; none of the tellers shall be a member of the Board of Directors, a candidate, or a candidate's other HOUSEHOLD member. The four nominees who receive the largest number of votes will be declared elected by one of the three tellers. The nominee with the fifth largest number of votes will be declared the Alternate. The decision of the elected Alternate to accept or decline the position needs to be made by the convening of the new Board of Directors. If the elected Alternate declines the position, the nominee with the next largest number of votes will become the Alternate.

**Section 6. ELIGIBILITY FOR DIRECTOR:**

- (A) All board members shall be an ACTIVE or LIFETIME member in good standing for at least one year prior to nomination. Only one ACTIVE member from the same HOUSEHOLD will be eligible to be nominated.
- (B) No member may hold more than one position on the Board of Directors at one time.

**Section 7. MEETINGS OF DIRECTORS:**

The Board of Directors shall meet at least once each month. Meetings shall be held at the call of the President or any three members of the Board at such place as designated by the person calling the meeting. Six members shall constitute a quorum at any meeting. A quorum may consist of five members when a forced excused absence prevents the required six. A majority of those present voting for or against any proposition shall prevail except where otherwise specified by these By-laws. Minutes of each Board Meeting and each General meeting shall be made available to the membership.

**Section 8. CONDUCT OF DIRECTORS:**

No Board Member shall have any conflict of interest. In any circumstance where a director may have a personal or professional conflict, he/she shall abstain from any vote taken on the issue. Conflict of interest could be cause for removal from office per Section 9.

**Section 9. REMOVAL FROM OFFICE:**

- (A) Any director may be removed from office at any time by a two thirds vote of the regular membership of the club present at any meeting of the membership called for that purpose.
- (B) Any Director who fails to attend any two regularly scheduled meetings of the Board during each calendar year without prior excuse will be automatically removed from office. Any director who fails to attend any two regularly scheduled General meetings during each calendar year without prior excuse will be automatically removed from office. Prior excuse must be given to the President or the President’s appointed representative.

**ARTICLE VI OFFICERS**

**Section 1. ELECTION OF OFFICERS:**

Promptly following the annual election of Directors, the Board of Directors shall meet and elect by majority vote from its members, a President, Vice-President, Secretary, and Treasurer, each of whom shall hold office for one year and until his/her successor is elected and installed. A person ceasing to be a Director automatically ceases to be an officer of the club.

**Section 2. DUTIES OF THE PRESIDENT:**

The President shall preside at all meetings of the membership and of the Board of Directors. In the name of the club, the President, along with the Secretary, shall sign all written contracts and obligations of the club. If the Secretary is unavailable, another Board member may provide the second signature. He/she shall be an ex-officio member of all committees of the club . He/she shall exercise general supervision over the business and affairs of the club and at the Annual Awards Dinner of the membership, shall make a report relative to such business and affairs during the term of his/her presidency.

**Section 3. DUTIES OF THE VICE-PRESIDENT:**

In case of the absence, incapacity or inability of the President to perform the duties of his/her office, the Vice-President shall perform the duties of the President. If both the President and Vice-President shall be absent from any meeting of the Board of Directors or the membership, those present shall choose a presiding officer.

**Section 4. DUTIES OF THE SECRETARY:**

The Secretary shall be responsible for keeping the minutes of all meetings. He/she shall have custody of all its records, other than financial records. With the President, he/she shall sign all written contracts and obligations of the club. He/she shall maintain the official correspondence of the club and perform all such other duties as may be required of him/her by the Board of Directors. In the event of his/her absence, incapacity or inability to act, any other officer or director of the club may perform his/her duties and if he/she is not present at any meeting of the Directors or of the membership, a secretary pro-tem is chosen to perform his/her duties.

**Section 5. DUTIES OF THE TREASURER:**

The Treasurer shall be responsible for collection and disbursement of all club funds in accordance with the instructions of the Board of Directors. He/she shall be responsible for the maintenance of the financial records of the club. He/she shall make a monthly treasurer’s report to the members at each General and Board meeting. He/she shall make a detailed report at the March General meeting, accompanied by an audit report by the Auditing Committee. The treasurer's detailed report shall include a listing of total assets, total liabilities, and net profit or loss for the year. He/she shall be responsible for filing the club’s estimated income taxes each year.

**ARTICLE VII COMMITTEES**

All Committees shall be chaired by an ACTIVE member – other committee members are not required to be an ACTIVE club member.

**Section 1. RACE COMMITTEE:**

Chairperson to be appointed by the Board of Directors to handle any and all races.

**Section 2. ACTIVITIES COMMITTEE:**

Chairperson to be appointed by the Board of Directors.

**Section 3. MEMBERSHIP COMMITTEE:**

Membership Chairperson shall be responsible for all matters concerned with new membership applications and membership renewal.

**Section 4. AUDITING COMMITTEE:**

The auditing committee shall consist of two members appointed by the Board of Directors on or before January 1 of each year to audit and sign the books as of the close of the current year end. The audit committee shall present their report at the March General meeting.

**Section 5. SPECIAL COMMITTEES:**

The Board of Directors may appoint any additional special committees that it deems necessary.

**ARTICLE VIII METHOD OF CHANGING BY-LAWS**

**Section 1.** These By-Laws may be changed by amendment at any regular General meeting of the club. A two-thirds vote of members present is required to change the By-Laws. There must be prior notice:

- A) by announcement at a preceding meeting and
- B) publication of the intended change(s) in the Auspuff.

**Section 2.** Standing Rules and Policies and Procedures may be changed at any General meeting by a majority vote of members present. There must be prior notice:

- A) by announcement at a preceding meeting and
- B) publication of the intended change in the Auspuff.

**ARTICLE IX PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order, revised and Robert’s Parliamentary Law shall apply on all questions, procedures and parliamentary law not specified in the By-laws.

**ARTICLE X RIGHT TO OBLIGATE**

Any member must have approval of the Board of Directors to obligate the club.

## **ARTICLE XI DISSOLUTION**

In the event of dissolution, all remaining assets will be distributed to The Doernbecher Children's Hospital after all liabilities have been paid.



# STANDING RULES

1. Newly elected officers and directors of the club will be announced and installed at the club meeting in December, which is the Annual Awards Banquet.

2. Perpetual trophies will be presented at the Annual Banquet. These will be retained until the following Annual Banquet. At this time, the previous winners will be presented with a trophy, which they may keep.

(A) BUD KINDER MEMORIAL TROPHY FOR OUTSTANDING MEMBERSHIP: A committee consisting of the President, Membership Chairperson and a member selected from the floor, will be formed at the first General meeting of the year. The committee will be responsible for presenting a list of nominees and their contributions to consider for presentation of the nominations for the Board of Directors.

This list will be published prior to their presentation to the club. At this time, nominations will be accepted from the floor when accompanied by a written statement of the candidates' contributions. Balloting procedures, except the results, will be kept secret until announcement at the Banquet. The following criteria are to be considered in nominating outstanding membership candidates:

- (1) The candidate's contribution for the current calendar year.
- (2) Participation in a variety of club activities.
- (3) Loyalty and dedication to Cascade Sports Car Club.
- (4) The prior year's contributions are not to be considered for this award.

(B) PRESIDENT'S CUP: This is a President's choice award presented annually.

(C) ANNUAL DRIVER OF THE YEAR AWARD: To be selected by current ICSCC licensed drivers who hold a membership with Cascade Sports Car Club. This award to be presented at the Annual Awards Banquet to the one Cascade driver that best fits the following criteria:

- (1) Current membership and licensing with Cascade Sports Car Club.
- (2) Sportsmanship on and off the track.
- (3) Driving ability and performance.
- (4) Loyalty and dedication to Cascade Sports Car Club

(D) WORKER OF THE YEAR: This is a Race Chairman's choice award presented annually.

(E) EVERETT JOSSY MEMORIAL TROPHY: To be determined by being the high point CSCC driver in ICSCC point standings and by participating in at least three Conference point races in one season. Novices are eligible for championship trophies.

(F) WILLIAM DUNNICK MEMORIAL TROPHY: To be awarded to the CSCC driver showing the most improved performance during the past racing season. The winner will be chosen by secret ballot by CSCC race drivers holding ICSCC licenses.

(F) DAVID DEHAVEN MEMORIAL NOVICE OF THE YEAR AWARD: This award is chosen by a vote of the CSCC licensed drivers. It is presented to the first year Novice who has gained recognition through his or her driving abilities, sportsmanship on and off the track, and overall club participation.

(H) CRASH AND BURN AWARD: This award is chosen by a vote of the CSCC licensed drivers.

(I) RALLY DRIVER AND NAVIGATOR TROPHY: To be determined by a point system as proposed by the GearGrinders, for the annual Friday Night Rally Series. Only club members are eligible to earn points toward perpetual trophies. The point system shall be based on a rally year beginning November 1 and ending October 31.

3. ANNUAL AWARDS: Suitable recognition may be given to event chairpersons and committee heads for services to the club for the past year.
4. CLUB PUBLICATION:
  - (A) The club publication shall be called the "Cascade Auspuff".
  - (B) The Editor shall be appointed by the Board of Directors and the Editor shall appoint his/her own staff.
5. ANNUAL EVENTS: All annual events shall be open to members and invited guests
  - (A) Picnic and/or Campout
  - (B) Annual Awards Banquet

# POLICIES AND PROCEDURES

This section is intended to record continuing policies of the club. Its purpose is to supplement, not to supercede the By-laws and to help define committee responsibilities and Board policies.

## 1. **CLUB LOCKER:**

- (A) Unused trophies and supplies from events will be stored in the club's locker for possible use at future events.
- (B) Keys to the locker will be given to four designated officials. The designated officers are:  
President, Race Chairperson, Course Marshal and Equipment Steward.
- (C) The club Treasurer will be responsible for payment of locker rental fees.

## 2. **COMMITTEES:**

### (A) Race Chairperson

- 1. Shall have overall responsibility for planning and conducting the racing events on dates scheduled and approved by the Board of Directors.
- 2. Shall present a proposed budget for Board approval prior to each event. Upon approval of the proposed budget, funds will be made available to the Race Chairperson as necessary for handling pre-event expenses.

### (B) Activities Calendar Chairperson

- 1. Shall be present or represented at all General meetings and give a report to the membership.
- 2. Shall furnish the Auspuff editor(s) with a current calendar of events prior to each publication.
- 3. Shall schedule after-meeting events, when requested.
- 4. Shall maintain a calendar of events in order to avoid conflicting event dates.

### (C) Activities Planning Committee

Any member wishing to organize a social event must contact the Activities Planning Committee

- 1. Shall arrange for the Picnic and/or Campout and annual banquet.
- 2. Shall submit a budget for each social event to the Board of Directors for approval prior to obligating funds.
- 3. Shall assist with organization of any additional social events in addition to the Picnic and/or Campout and annual banquet.

### (D) Drivers Training Chairperson

- 1. Shall be responsible for organization of Drivers Training.
- 2. Shall present a proposed budget to the Board of Directors for approval prior to conducting Drivers Training
- 3. Shall keep track of points and eligibility for year-end driver awards and submit a budget for Board approval before purchasing awards.

### (E) GearGrinders

Anyone wishing to set up a rally must contact GearGrinders

- 1. Shall be responsible for organization of GearGrinders sanctioned rallies.
- 2. Shall present a proposed budget to the Board for approval prior to obligating club funds for events or supplies.
- 3. Shall keep track of points and eligibility requirements for year-end awards and submit a budget for Board approval before purchasing awards.
- 4. Shall create and maintain "Road Rally Rules" guide. This guide shall include general procedures, term definitions, classes of competition, timing and scoring, and Friday Night Rally Series championship explanations. These rules shall govern operations of all club rallies and be reviewed and/or reprinted annually prior to the first event of the rally year as described in Standing Rule 2 (I).

### (F) ICSCC Executive Board Representative

The ICSCC Executive Board Representative and Alternate will be elected by the CSCC Board of Directors and will be empowered by the Board to carry out the duties of the office as

described in the ICSCC Policy and Procedures Manual. The representative will take directions from the CSCC Board prior to the Spring and Fall meetings of the ICSCC and prior to special meetings when possible. He/She will be authorized to make necessary ICSCC Board decisions on matters as they arise and will report these to the CSCC general membership in a timely manner.

(G) Contest Board Representative

The Contest Board Representative and alternate (if any) will be elected by the CSCC Board of Directors and will be empowered by the Board to carry out the duties of the office as described in the ICSCC Policy and Procedure manual. The Contest Board Representative shall submit proposed ICSCC rule changes at two separate race driver's meetings each year. Voting on CSCC rule change proposals will take place at the first meeting. Voting on ICSCC rule changes will take place at the second meeting. All ICSCC drivers licensed through CSCC may vote.

(H) Historian

1. Shall be present or represented at CSCC events for the purpose of recording club history.
2. Shall be responsible for compiling and maintaining the CSCC Yearbooks. Shall include in those yearbooks all club social events and a representation of races, rallies and drivers training.

(I) Club Newsletter Editor

1. Shall be responsible for the printing and distribution of the club newsletter known as the "Auspuff".
2. Shall be responsible for submitting a proposed monthly budget to the club Board of Directors for general operating expenses before receiving funds. Prior Auspuff Editor will submit the January Proposed operating budget.

(J) Parliamentarian

Shall be in attendance at any general meeting where previously announced proposed By-laws, Standing Rules or Policies and Procedures changes are being discussed or voted on.

(K) Pointskeeper

1. Keep track of points earned by volunteer workers who are members of CSCC (per membership list provided by Membership Committee)
2. Obtain "earned points" from Chiefs of Specialties and Committee heads on a monthly basis. Provide quarterly reports of points earned to be published in the Auspuff for first 3 quarters.
3. Determine total year-end points and present budget for awards cards at November Board of Directors meeting. Obtain and distribute awards cards at the banquet. Mail cards to members who do not attend the banquet.

3. **COMMITTEE CHAIR JOB OUTLINE:**

All committee Chairpersons will compile and keep current, an outline of job responsibilities to be turned over to incoming chairperson.

4. **CONDUCT OF BOARD MEETINGS:**

Board meetings are generally reserved for Board of Directors to transact the business of the club. Views, observations and suggestions of club members will be welcomed when appropriate and when time allows. The President shall indicate such times when member contributions will be accepted. At all other times, debate is limited to members of the Board. Committee Chairpersons may be asked to present reports and provide advice. Attendance by committee heads is welcome. Members are encouraged to submit their ideas and views on specific issues in writing and to request time for oral presentation in advance of meetings.

5. **GENERAL REIMBURSEMENT OF EXPENSES**

- Have to be pre-approved by the CSCC Board unless outlined below
- Committee chair persons should submit a budget to the CSCC Board of Directors
- All reimbursements requests for travel/meals/lodging shall include dated receipts.
- Complete, date and sign Expense Reimbursement Form and submit to CSCC treasurer with receipts
- Reimbursements are made via check (no cash reimbursements )

## **REIMBURSEMENT GUIDELINES- ICSCC Fall, Spring and RATS Meetings**

CSCC will reimburse our members for gas, hotel and meals where attendance is required at an ICSCC meeting.

### **E-board Representative and Alternate (Fall and Spring meetings) Spring Meeting is one (1) day; fall meeting plan for (2) days**

1. Gas
2. Hotel & parking: one (1) night for spring meeting; two (2) nights for fall meeting
3. Meals: two (2) meals for spring meeting; three (3) meals for fall meeting

### **RATS Meeting (Spring meeting)**

1. Gas
2. Meals: one (1) meal

### **ROD Representative or Alternate (Fall Meeting) and Contest Board Meeting Representative or Alternate (Fall Meeting)**

1. Gas
2. Hotel & parking: one (1) night with parking included
3. Meals: two (2) meals

### **CSCC Members who attend ROD (fall meeting)**

1. gas

## **6. CSCC RACE VOLUNTEER GUIDELINES AND BENEFITS**

### **Race Points:**

- Worker points are accrued throughout the year as reported by the Chief of each specialty or head of a Committee
- You must be a CSCC member to accrue year-end points. One point is awarded for each 1 hour of work (Note: time required for getting to and from events does not count towards race points). Awards based on accrued points are presented at the CSCC banquet.

### **Race Volunteer Benefits:**

- Race points earned (for CSCC members only)
- Meals: (1) \$8 gift card for each day worked (signed for by volunteer each day upon check-in) and (1) free dinner ticket for Saturday night .
- Water is provided at all safety stations around the track
- Drink tickets each evening ( 2 tickets per person)
- Gift card drawings at race worker morning meeting. (On race day-usually on Sunday)

### **Long Distance Reimbursement Guidelines:**

Long distance expenses are reimbursed by CSCC; make sure the CSCC Treasurer gets the required dated receipts and signed expense forms as soon as possible. The CSCC Treasurer will supply reimbursement via check; no cash will be dispersed.

NOTE: This is for Race Event Weekends only, not “driver training” weekends.

1. If distance traveled is between 50-99 miles one way, you can be reimbursed for:
  - Gas: dated receipt for gas paid to and from the track - **OR** -
  - Hotel: one (1) night lodging up to \$75 maximum (only race event weekends)
2. If distance traveled is over 100 miles one way, you can be reimbursed for:
  - Gas: dated receipt for gas paid to and from the track - **AND** -
  - Hotel: one (1) night lodging up to \$75 maximum (only race event weekends)

### **Geargrinders Rally Reimbursement Guidelines**

The Geargrinders Chair will typically act as liaison for passing reimbursement requests to CSCC Treasurer **Friday Nighter Rally-masters** -These expenses typically incurred by the rally-master, all require dated receipt excluding fuel stipend.

- \$40 Fuel Stipend
- Costs of non-novice event trophies, with receipts
- Costs of printing rally materials (route instructions, checkpoint slips, control logs, etc.) with receipts
- Other incidental costs (e.g. checkpoint batteries) with receipts

## **Mountains to the Sea Rally**

These expenses may be incurred by rally-master or appointed delegate, all require dated receipt excluding fuel stipend.

- \$100 Fuel Stipend
- Printing for rally materials (same as above, but may include event specific flyers)
- Mountain to the Sea Trophies
- Supplies for finish location dinner, typically BBQ
- Other incidental costs, similar to above.

## **Worker Hours**

Worker points for CSCC members are acquired by writing a rally, performing the pre-check, working a control, or performing administrative tasks (e.g. website maintenance, flyer creation). In lieu of exact hours, the following standard work hours can be used as an estimate:

1. Rally-master: Friday Nighter-40 hours, MttS- 80 hours
2. Pre-check: 5 hours
3. Control worker: 4 hours

## **7. CASCADE SPORTS CAR CLUB "OTHER" GUIDELINES**

### **General Meetings**

- Occurs on the first Saturday of each month
- General meeting schedule to be reviewed each year to see if meetings should be held at the track (i.e., if a race weekend falls on first Saturday of the month)
- One regularly scheduled general meeting in the summer will be scheduled as the annual CSCC picnic
- Regularly scheduled general meeting in December will be held at the CSCC Awards Banquet

### **Board Meetings**

- Occurs on the second Tuesday of each month
- December board meeting is rescheduled to end of November so board can meet to elect new officers before the CSCC Awards Banquet

### **Awards Banquet**

- Gifts are given to CSCC Board members and Committee chairs
- Gifts are given to CSCC race workers/members for accrued points

### **Outgoing President**

- Hands over gavel to the new President at the awards banquet
- Engraved gavel presented to the outgoing President at the awards banquet

### **Points**

- Points are awarded 1 point per hour of work (partial hours are rounded up or down to full hour).
- Board members and Committee chairs get points for attending the General and Board meetings
- CSCC members who volunteer event weekends or are designated on a CSCC committee will receive points for each hour worked.
- Time required for getting to and from events does not count towards race points

### **Flowers & Cards**

- If a CSCC member is sick or passes away, flowers and cards are usually sent
- If the family requests a donation to a charity the Board members will discuss
- Contact the CSCC Secretary or a Board member