

OPERATING RULES AND PROCEDURES FOR THE KANSAS REGION SCCA

Amending Operating Rules and Procedures

Adopted April 9, 2008

1. Operating Rules and Procedures can be amended at any regular or special meeting of the Board of Directors where there is a quorum. A simple majority (51%) present in person or by proxy will be needed to amend the Operating Rules and Procedures.
2. It is the responsibility of the Secretary to update and distribute the updated Operating Rules and Procedures.

Illness & Condolence Policy

Kansas Region

Adopted September 24, 2008

Admended Nov.10, 2010

NOTIFICATION TO CLUB MEMBERSHIP BY EMAIL

If a Club member wishes to have the membership notified of a death, illness, or accident, please notify the Regional Executive by email with detailed information as to what you want shared. The information will then be forwarded to the Club membership by email or placed on the Club Web Site.

MEMORIAL CONTRIBUTION (To be sent by the Treasurer)

Instead of flowers/plant the Board has decided to contribute a \$25.00 donation to the family's memorial choice.

Should there be no designated family memorial, a \$25.00 donation shall be made to the SCCA Foundation in the individual's name. The person providing the notification must provide the family member's mailing address. Then a check along with the family information (name, address, etc.) shall be sent to the SCCA Foundation asking the Foundation to send a notification to the family that a donation has been made in the individual's honor on behalf of the Kansas Region.

A memorial contribution will be sent for the following, provided the notification is made within the month of the death.

Active Member

Past Member

CARDS (To be sent by the Secretary)

All other family related deaths of a club member would justify a sympathy card providing there is notification within a week of the incident.

Kansas Region members will be sent a card for illness or injury, providing notification is within one week of the related incident.

Solo II

Adopted April 9, 2008

Amended Nov 14, 2017

Site Acquisitions

The Board of Directors must approve any contractual agreements for site acquisition, along with expenses exceeding **\$300.00**, and any contractual agreements are to be signed by the RE or their appointee. The Solo Director or their appointee may sign all contractual agreements not exceeding the aforementioned amount.

Event Site Set Up Expenses

Normal event site set up expenses but limited to porta-potties, batteries, chalk, oil dry, fuel, ice/water, office supplies, and other miscellaneous expenses for the performance of the event exceeding **\$250.00** per event shall require Board of Directors approval.

Divisional Events

Any contractual agreements along with the Friday evening welcome party expenses exceeding **\$400.00** and the Saturday night banquet expenses exceeding **\$2,500.00** shall require approval by the Board of Directors and all contract agreements be signed by the RE or their appointee.

KU Events At KU

An event financial estimate must be prepared and given to the current KU FSAE Group Representative to present to the office of the KU Activities Board to be put on their agenda for approval. The financial statement shall show a 50/50 split of the net profit with the KU FSAE Group with a minimum amount of **\$250.00**

Entry Fees

The Solo Director and the Board of Directors shall determine entry fees for Regional and Divisional events based on event expense projections. FSAE Students entry fee has been set at **\$20.00** per event, per student competing in the school competition vehicle. This fee is determined by the Board of Directors.

Event Reports

An expense report shall be prepared by the Solo Director after each Regional and Divisional event and must be presented to the Board of Directors.

NATIONAL & MID DIV CONVENTION REIMBURSEMENT POLICY

Adopted: April 15, 2009

Regional Executive or Board Approved Designate---Pay expenses related to attendance including transportation, registration, hotel, and meals less the bar tab subject to Board review and approval.

Kansas Region Members---Upon demonstration to the Board of a need to attend, the Board may provide full or partial reimbursements. The Region member is required to attend and participate in a reasonable number of meetings and seminars with a report given to the Board.