
2016 CSCC SOLO BOARD BYLAWS

CSCC SOLO BOARD

The membership shall be composed of car clubs with an express interest in Solo events. To join the CSCC Solo Board, a club must submit a completed Application for Club Membership form, pay the club recognition fee, and be approved at a CSCC Solo Board Meeting.

CLUB RESPONSIBILITY

In addition to Board membership, existing clubs shall host a minimum of 1 event per year. This will include co-hosted events in which all hosting clubs will receive equal credit. First year clubs will be expected to assist in event hosting for training purposes prior to hosting or co-hosting their first event.

RENEWAL

To renew membership, the above must be complied with prior to December 31 of the year preceding the membership year. Any club that joins or renews after December 31 of the previous year must pay an additional late fee.

MEETINGS

CSCC Solo Board meetings shall take place each month at a time and place agreed upon by the membership.

SCHEDULING

The CSCC Solo Board Chairman may call special meetings at any time, but must notify all club delegates at least two weeks in advance of such a meeting.

VOTING

DELEGATE

A club's vote may be cast only by the delegate or his alternate listed on the club's Application for Club Membership form. A delegate may represent only one club. Delegates must be SCCA and CSCC Solo members.

ABSENTEE

When a club is not represented by either its delegate or alternate for three months in a row, that club shall not be counted as having an eligible delegate for the purposes of a quorum until its delegate or alternate attends a meeting. This assures that non-active clubs do not prevent the conduct of business.

QUORUM

A quorum for voting on all matters is 50% of all eligible delegates.

VOTES

The following indicates criteria for approval or elections:

- a) Impeachment or expulsion = 80% of votes present.
- b) Over-ride of a sub-committee's action, sanction or removal of sanction, or request for rules deviation = 2/3 of votes cast.
- c) Election of sub-committee member = largest number votes cast.
- d) Election of Board Chairman, Assistant Chairman and Treasurer = a majority of votes cast (a run off shall be held if no candidate has a majority).
- e) All other matters = majority of votes cast (including appeals).
- f) Sub-Committee actions = majority of total sub-committee members (lack of a majority for a second vote indicates an automatic table of an item).

NUMBER OF VOTES

Each delegate has at least one vote on all matters; he may have more votes, up to a maximum of six, under the following conditions:

- a) One additional vote for each SCCA/CSCC Solo sanctioned Solo Open or Regional Championship event organized and operated by the club during the preceding calendar year.
- b) One additional vote for each five entrants the club has in Regional Championship events (averaged over the last three events) prior to the month of the meeting.

EXECUTIVES, OFFICERS AND PERMANENT COMMITTEE MEMBERS:

NOMINATIONS

All candidates (Officers and Permanent Committee members) shall be nominated at the September and October meetings.

ELECTIONS

All Officers and Permanent Sub-Committee members shall be elected by the CSCC Solo Board. The elections shall take place at the October meeting.

TERMS

Terms of office of all Officers and Committee members shall be one year, unless otherwise specified.

ATTENDANCE

Any Rules or Communications Chairman who misses two consecutive, or a total of three, committee meetings in one year shall be replaced (per 1.5.3.3).

RULES TERMS

The Rules Chairman serves a two-year term. .

UNEXPIRED TERMS

Unexpired terms shall be filled for the remainder of that term by election at the next CSCC Solo Board meeting or by appointment by the Board Chairman with approval by the membership.

SCCA and CSCC Solo MEMBERSHIP

All Officers and delegates must be SCCA and CSCC Solo members.

CONFLICT OF INTEREST

Club delegates may not be executive officers or committee chairpersons.

DUTIES

CSCC SOLO BOARD CHAIRMAN

The CSCC Solo Board Chairman presides over CSCC Solo Board meetings, makes appointments as necessary, attends open CSCC Solo Region meetings, attends closed CSCC Solo Region meetings as necessary, and fulfills other duties appropriate to the office.

CSCC SOLO ASSISTANT BOARD CHAIRMAN

The CSCC Solo Assistant Board Chairman fulfills the duties of the CSCC Solo Board Chairman in case of the Chairman's absence or incapacity, and other duties as required.

CSCC SOLO TREASURER

The CSCC Solo Treasurer maintains financial and legal records for the CSCC Solo Board; receives, disburses, and accounts for all monetary transactions; and keeps the membership informed of the current status of the treasury and any legal actions involving the CSCC Board. The CSCC Solo Treasurer shall make available a quarterly statement to the Executive Board and Committee members. The CSCC Solo Treasurer, by the third week of February each year, provides the CSCC Solo tax accountant with a

summary of income and expenses and copies of receipts as required.

SECRETARY

The CSCC Solo Secretary records Board and Executive Committee meeting minutes and provides minutes to be published for the newsletter and the web site no less than 1 week prior to the next Committee meeting.

REMOVAL

An Officer or Committee member may be removed from office by action of the CSCC Solo Board membership.

EXECUTIVE COMMITTEE

The Executive Committee includes the current Chairman, Treasurer, Secretary, and Chairmen of the existing Committees. It also includes the past CSCC Solo Board Chairman and any Special Activity Chairmen as recognized by the current CSCC Solo Chairman. This Committee shall meet a minimum of quarterly to discuss CSCC Solo general business and to propose appropriate fees.

INFORMATION AVAILABILITY

The Executive Committee will make available an "information package" including but not limited to the SCCA rule book, the supplementary regulations and a newsletter. The Executive Committee will set the fee for this package.

PERMANENT COMMITTEES

COMMUNICATIONS

The CSCC Solo Communications Chairman shall be responsible for overseeing, making suggestions for and maintaining the web site, the message board, the newsletter, flyers, telephone hot line and other communication functions as necessary. Members shall include the newsletter editor, web site manager(s) and volunteers up to a total of 7 members.

PERMANENT COMMITTEE ACTIONS

Any rulings or proposals initiated by or through a permanent CSCC Solo Committee to change, revise, interpret or amend these rules or their appendices must be discussed and voted upon at a minimum of two sub-committee meetings, and entered into the minutes of an interim CSCC Solo Board meeting. In order to be included in the printed rules for the following year, all items must be completed by the December meeting of the CSCC Solo Board.

EMERGENCY ACTION AND PROTESTS

Emergency rules changes or actions on protests become effective at the following

CSCC Solo Board meeting.

MEMBERSHIP

The Committee Chairman must have participated in at least 50% of the Regional Championship Events during the previous 24 months.

COMMITTEE CHAIRMEN

The sub-committee members shall elect from their number, and work with, their respective Chairmen, who preside over the sub-committee and report all actions and decisions to the CSCC Solo Board.

COMMITTEE ACTIONS

Any action of the above committee is binding. Such action can be over-ridden only by action of the CSCC Solo Board. Rules changes are not effective until announcement at a CSCC Solo Board meeting.

VOTES ON PROTESTS

Any Committee member who is a principal in a protest is not allowed to vote on the disposition of that protest. A principal includes the protester(s), the protestee(s), and, in the case of a protest against an event, all event officials for that event.

FINANCE

FUNDS

There shall be separate funds within the CSCC Solo Treasury as follows:

- a) General Fund: From membership dues, decals, patches, points cards, guest fees, SCCA rule books, CSCC Solo Supplemental. Regulations, sanction fees, and income not otherwise specified; to be used for operating expenses, points card and rules printing expenses, Year-end Awards, banquet, public relations and any other expenses approved by the CSCC Solo Board.
- b) Other Funds: From time to time, temporary fund designations may be set up to clearly show the financial status of specific major activities taking place within a calendar year, but which are not carried from one year to the next.

INSPECTION REVIEW

A member of the Rules Sub-Committee shall review the safety inspection procedures at each SCCA/CSCC Solo Board sanctioned event.

EVENT SANCTION

Granting of sanction requires CSCC Solo Board approval. The organizing group(s) of Event Officials must apply for sanction to the CSCC Solo Board. Event Officials from only one club will be granted a sanction.

SANCTION FEE/INFORMATION SHEET

The Solo Event Information Sheet must be filed with the CSCC Solo Board Chairman at least two weeks prior to the event.

SCCA & CSCC SOLO NAMES/LOGOS

No Event may use the SCCA or CSCC Solo names/ logos in connection with that Event unless it is sanctioned by the SCCA and the CSCC Solo Board.

I - Regional Leadership

In an effort to encourage member participation in key regional leadership roles, the CSCC Solo incentive program has been established. After having completed one (1) year in the following jobs, that person is eligible for the discount listed in every CSCC Solo Regional Championship event the year following. (NOTE: The applicable discount may only be taken on a primary entries, not additional entries or x-runs, which shall be paid at the full price). The discount will be rounded up to the next whole dollar. Competitors are eligible for multiple discounts (served in more than one capacity, or performed a task more than once) up to 100%. The Treasurer is responsible for approving each eligible person's discount and will maintain a list documenting the discounts awarded. It is the responsibility of each eligible person to request the discount and show proof of his/her service (i.e., results) to the Treasurer. The following positions and discounts are in effect.

CSCC SOLO BOARD CHAIRMAN* 50%

CSCC SOLO ASSISTANT BOARD CHAIRMAN* 50%

CSCC SOLO WEBMASTER(S) 50%

CSCC SOLO POINTS KEEPER 50%

CSCC DIVISIONAL CHAIRMAN 50%

CSCC EQUIPMENT MANAGER(S) 50%

CSCC SOLO MEMBERSHIP CHAIRMAN 50%

CSCC SOLO TREASURER** 50%

OTHER EXECUTIVE BOARD MEMBERS** 25%

CSCC RULES MANAGER** 25%

CSCC COMMS CHAIRMAN**25%

CLUB REPRESENTATIVE* 25%

* Must attend 10 of 11 General Meetings

** Must attend 9 of 11 General Meetings

