SCCC Policies & Procedures @ May 1ˢᵗ, 2022

The SCCC is mainly governed by the club Bylaws which provide a framework for our organization. There are, however, instances that come up that are not covered in our Bylaws. Therefore, the creation of a policies and procedures document is warranted.

Expenses

A. All club expenses must be approved in advance by the Board of Directors or a majority vote of the club.

B. Proposals to create a new club expense should be submitted to the board or brought up at a club meeting.

C. In the past we had proposals brought up at meetings to send donations on behalf of a deceased former member. We also had members paying for flowers, gifts, etc. and asking for reimbursement. It was decided that to limit our outlay for this type of expense we would adopt (approved at SCCC meeting January 2016) the following:

1. When a current member or/spouse passes away: the club Secretary will be allocated up to $75 for purchasing a card and/or an appropriate acknowledgement. Receipts for all purchases shall be submitted to the Treasurer.

2. Regarding all serious hospitalizations/illness acknowledgements, etc. it is up to each individual member determine what if any acknowledgement they would like to extend to the person or family impacted. The club Secretary can and will, if made aware of the situation, send a card to the member/family. The club will not pay for or reimburse for any expenses such as flowers, gifts, etc.

Donations to Charitable Organizations

A. The SCCC may donate money, time, etc. to pre-approved Charitable Organizations each calendar year. Generally, these organizations will be not for profit 501 (c) 3 organizations.

B. Members can submit an organization for club consideration starting in October and ending in February of the following year. Members should submit their recommendation to the Board of Directors using the form that has been developed for this purpose (see attached). The B of D will review the form, ask qualifying questions, etc. to determine if the recommendation should be submitted to the club for a vote.

C. All B of D qualified recommendations will be presented at the March club meeting. The member who is sponsoring the recommendation can have officials from the charitable organization make a presentation at the March meeting which will allow members to ask questions etc.

D. The club will vote at the March meeting on which organizations to support and then how much money to provide to each approved organization.

E. The amount of club funds to made available for donation will be determined as of January 1 of each year. The formula to determine the amount of club funds available will be as follows:

1. All net funds that were derived from specific fundraising events such as car shows, auto cross, rallyes, etc. during the prior year will be available for donations.

2. Some fundraising events may be designated for a specific charitable organization and thus would be excluded from being donated to a different organization.

3. The club will set aside up to $200 of the total annual authorized donation funds to be used for any unplanned donations that may be brought to the B of D's attention during the year. These unplanned donations will still need club membership to approve the donation via a vote.

Revenues

A. The SCCC is currently organized and approved by the IRS as a not-for-profit corporation. The club is a 501 (c) 7 Social Club organization.

B. Revenue from member dues and any sponsor contributions will be used to fund the operation of the club. This will include normal operating expenses plus, if available, a sponsor's subsidy for the annual club anniversary picnic and the entertainment at the annual Christmas party.

C. Net revenue from fundraising events will be used for donations to club approved Charitable organizations.

D. Revenue from non-members who participate in a club event(s) is limited to the IRS requirements for 501 (c) 7 Social Clubs. Currently, this limit is 15% of the club's total annual revenue.