

# **Proposed changes to 395 Concourse Bylaws by the Executive Committee Meeting held on 2-5-11**

## **ARTICLE XI - OFFICERS DUTIES**

### **SECTION 1. EXECUTIVE OFFICERS**

All Officers of the 395 Concourse will be elected for a period of one (1) calendar year. Officers will be compensated as set by the membership during the annual general membership meeting. Any officer's term may be terminated early at the will of the majority vote of the delegates.

The Executive Officers of the 395 Concourse are as follows: President, Vice President, Secretary, Treasurer and Race Secretary.

As additional officer positions are added – the titles and position descriptions will be added to the 395 Concourse bylaws addendum, under “additional officers”.

Additional Concourse Officers may include but are not limited to: Sgt. at Arms, Web Master and Assistant Race Secretary. Any additional officer positions may at the will of the concourse delegates be added or removed as needed at the annual December General Membership meeting.

### **SECTION 2. PRESIDENT**

The President shall be the Chief Executive Officer of the Concourse and shall preside at all meetings of the Concourse.

The President shall be an ex-officio member of all standing committees, including the executive committee, if any, and shall have the general powers and duties of management usually vested in the office of President. (I.E. shall have general supervision, direction and control of business and officers of the 395 concourse.)

The President shall conduct all meetings in accordance with the customary rules of order and may vote only to break a tie vote.

In the case that an executive office should become vacant; the President has the authority to appoint a member in good standing of the 395 concourse to that office, until the next concourse meeting is held. At that time the concourse delegates shall approve or disapprove of the appointment. If the delegates disapprove of the appointment, they shall select a different person to complete the term of the open office at the current meeting. The president shall appoint all committees; he/she shall choose committee members from the general membership. Committee members must be members in good standing with the concourse.

### **SECTION 3. VICE PRESIDENT**

The Vice President; shall in the absence or disability of the President, perform the duties and exercise the powers of and be subject to the restrictions of the office of the president.

#### **SECTION 4. SECRETARY**

- (a) The Secretary shall keep or cause to be kept a book of minutes of all meetings with the time and place of holding, whether regular or special, and if special, how the notice was given.
- (b) The Secretary shall maintain the seal of the corporation. (Upon incorporation)
- (c) The Secretary shall have a copy of the previous meeting(s) minutes ready for review by the Concourse President within 10 days of the meeting.
- (d) The Secretary shall by March 1<sup>st</sup> of each year produce the annual roster showing all the new officers, member clubs and individual members of the concourse.- Any member's dues that are not paid prior to March 1<sup>st</sup> may not appear on the current year's roster.

#### **SECTION 5. TREASURER**

- (a) The Treasurer is the "Chief Financial Officer" of the concourse and as such shall receive, keep and as set forth below dispense all funds of the Concourse.
- (b) The Treasurer shall make all non-race related payments only after the delegates have authorized such payment, on a check of the Concourse.
- (c) All race related payments will be made on a weekly basis to the transporter and to the race secretary, (including the cost of printing a race report) on a check of the Concourse.
- (d) The Treasurer shall keep a record of all receipts, disbursements of the Concourse, and shall submit them for Bi-Annual audit in a general ledger format (similar to a check book along with bank statements). The delegates may at any time request a review of the financial records at the next regular meeting.

The Treasurer shall maintain in a general ledger format a book showing all transactions of the concourse. The ledger shall show all outgoing and incoming funds. The ledger shall also have separate columns showing all balances for special funds (I.E. Trophy funds, city of hope funds, trailer funds, ECT.).

- 1) All adult Trophies shall be equal in size and shall not exceed    ?    dollar amount.
- 2) All junior trophies shall be equal in size and shall not exceed    ?    dollar amount.
- 3) All left over trophy monies shall be moved to the general fund as of Dec. 31<sup>st</sup> of each year.
- 4) All City of Hope funds collected by the 395 Concourse shall be disbursed to the "City of Hope" at the annual City of Hope Race.

Example of ledger format to be used:

Date	Notes	outgoing funds	incoming funds	Adult trophy fund	Junior trophy funds	City of Hope funds	total

(e) The Treasurer shall issue 1099 forms to anyone being compensated at an amount greater than \$600.00, by the 395 Concourse. Prior to Jan 31, of each year, for any compensation received in the prior tax year.

(f) The Treasurer shall be responsible to file all appropriate tax forms (state, federal and corporate) on an annual basis.

(g) The 395 Concourse check book shall be maintained by the Treasurer. All Executive Officers of the Concourse shall be signers on the account. Checks of the 395 Concourse shall require two signatures, signers shall not be from the same club). No signer shall sign a check where they are the recipient (receiving the funds).

**SECTION 6. RACE SECRETARY \*No changes made\***

The Race Secretary shall prepare all race arrangements and conduct the races of the Concourse within Concourse Bylaws, Concourse Race Rules, and ARPU Official Club Race Rules, including its Addendum. Race Secretary's additional duties are found in the 395 Concourse Race Rules.

## **Recommended changes to 395 Concourse Race Rules**

### **ARTICLE I - RACE SECRETARY - DUTIES**

#### SECTION A. Responsibility

The Concourse Race Secretary shall have full responsibility for all concourse races.

#### SECTION B. Race Reports - Business

(a) The Concourse Race Secretary shall make all race arrangements, shall prepare a race report after each concourse race and shall upload the race report to the national data base prior to the next scheduled race during a regular season. The race will also be submitted to the 395 concourse web master for posting. The race secretary shall prepare a race report after each concourse race and have sufficient copies of same made to distribute to the Racing Membership.

(b) It shall be the Race Secretaries duty to secure and award all Diplomas, Trophies and prize awards to those entitled to same.

(c) The Race Secretary shall keep a record of all monies received from the Treasurer and expended for concourse races (example: producing race reports, purchasing of trophies and prize awards, ECT.) and present a detailed report at the first meeting of the concourse following a series of Concourse Races.

(d) It is the Duty of the Race Secretary to manage and conduct the Concourse Races on a business like basis so as not to operate at a loss or burden to the membership with unnecessary expenses or obligations.

(e) It shall be the duty of the race secretary (assisted as necessary by the race committee) to recommend a driver(s) for all concourse trailers. This shall include verification of proper licensing (commercial driver's license, with proper endorsements), health screen verification (when necessary) and proper insurance coverage.

### **ARTICLE X - REPORTS**

#### SECTION B. Club Race Secretary

Deliver or mail to Concourse race secretary all regulation entry forms, tapes or clock print outs with countermarks attached.