

# STANDARD OPERATING PROCEDURES MID-WEST CORVETTES, INC.

This will establish the Standard Operating Procedures for the Mid-West Corvette Club. The intention is to formalize and put into a written document the procedures or guidelines established by the Board of Directors and membership. This written procedure will be put into place to eliminate confusion and questions. These SOPs may be a one-time event or an ongoing event.

The Board of Directors, by a majority vote, will have the authority to establish, amend or delete SOPs without having the membership vote on them. Additions or changes may also be presented by members at a business meeting. These changes would be discussed and voted on during the meeting. To pass the change would require a simple majority of those in attendance at the meeting. They would not have to be read at a meeting and voted on at the next meeting as do Constitution and By-Law changes.

The President and Secretary will be responsible for keeping the SOPs up to date. The President will be responsible for taking the vote and identifying what items will be added to the SOPs.

## **SOP 1.0 Social Event Payment (February 3, 2015)**

The fee to the host of a social event has been re-established to be \$75.00 at a minimum. This payment will be given to the host and/or hostess who provide the home or other place to hold the event. In the event of a co-host, the host will be responsible to divide the money as they see fit. Depending on the size of the social event, it may be deemed necessary to request additional funds to cover the standard cost of supporting the event.

Requests for additional funds for a club sponsored event, over the standard minimum must be requested at a club business meeting prior to the event and must be voted on, and approved by the membership at that meeting prior to the additional disbursement of any funds. Receipts for additional funds for event expenses must be turned into the club's Treasurer along with any additional funds not used.

## **SOP 2.0 2 Way Radios Recommended for Club Drive-Outs (February 2014).**

The Board of Directors recommend, for the safety of all participants and communication, that all cars participating in drive-outs have operating Midland 2 Way Radios (recommend Midland GXT 1000 or newer model). We will use channel 7 and use privacy channel 17 with the CTCSS setting on high power (set up with an H next to channel 7). Radios must be fully charged before every drive-out due to when batteries are low on charge, radio will only send static.

## **SOP 3.0 Reimbursements for Governors' Meeting (February 3, 2015)**

When and if the Governor attends the National Council NCCC Governors' meeting, the MWC will reimburse travel expenses and up to two nights lodging.

## **SOP 4.0 Drive-Out Rules and Procedures (April 5, 2011) (Modified March 6, 2018)**

This will keep us safe, and keep us from getting lost and frustrated.

1. Every car needs a hand held 2-way radio. If you do not have one, borrow one from another member.
2. Use your radio for road communication only. Use your cell phone to chat with friends.
3. On drive-outs with more than 10 cars, we will pass road messages to the center car and then to the back.
4. The drive-out lead car should periodically slow down or stop to allow the cars to catch up and regroup. (This is especially important after a series of turns)
5. Every driver is responsible to keep up with the car in front of them using common sense and driving safely. If you fall behind you should use your radio or cell phone to request assistance if needed.

## **SOP 5.0 Vice President-Extended Duties-Club Communications Director (February 4, 2014) Modified (March 6, 2018)**

The Vice President will be responsible for the timely distribution of Club information to all active members within the parameters listed below:

1. Oversees and maintains the club's email and Facebook communications tools.
2. Determines whether the email information is club related and the information serves the best interest of its members.
3. Works in conjunction with the Membership Director to ensure accurate membership email information.
4. Maintains and updates the Facebook active members listing and ensures the communications posted are club related and serves the best interest of its members.

### **SOP 6.0 Sponsorships (March 6, 2018)**

This is to define the types of Sponsorships including the requirements and benefits.

1. Club Sponsor - Chevrolet Dealership that is actively selling new and used Corvettes.

The Club Sponsor should be reputable so they do not create financial or reputational risk to the Club. The Club Sponsor is entitled to a membership and invited to all business meetings and events. The dealership should be recognized at all major Club functions and events. The cost of sponsorship is \$600.00 per year.

1. Premier Event Sponsor - Business or individual that is interested in promoting themselves at a Club event. The Premier Event Sponsor should be reputable so they do not create a financial or reputational risk to the Club. The Premier Event Sponsor does not have to be a Corvette owner and is not entitled to a membership. They may be invited to a business meeting(s). The Premier Event Sponsor may be recognized multiple times at the event. The minimum amount to be a Premier Event Sponsor is \$400.00 per event. A Premiere Event Sponsor's contribution can be monetary, merchandise, services or in the form of discounts,
2. Event Sponsor - Business or individual interested in promoting themselves at a Club event. The Event Sponsor should be reputable so they do not create a financial or reputational risk to the Club. The Event Sponsor does not have to be a Corvette owner and is not entitled to a membership. The Event Sponsor may be recognized at the Club event through public recognition or distribution of branded

merchandise or door prizes. An Event Sponsor's contribution can be monetary, merchandise, services or in the form of discounts.

## **SOP 7.0 Club Events Requiring Extensive Resources (March 6, 2018)**

The definition of a Club Event Requiring Extensive Resources is an Event that takes more than six months to organize and the support of a majority of the Club's membership to successfully execute. The Event may need seed money and requires its own bank account to properly account for financial activity. The Club Event Committee will:

1. Work with the Governor to register the event with the NCCC to insure the event is covered by the NCCC insurance.
2. Open a checking account to properly record all receipts and disbursements. After the event the account will be closed. If it is a recurring event the account is to be brought to a minimum balance to keep the account open and avoid service charges.
3. Request seed money from the Board of Directors if needed to start the event.
4. Follow the Club's Constitution for approval of expenditures.
5. Return seed money and net proceeds after event expenses (less a minimum balance to keep account open) back to the Club's operating account for distribution to beneficiaries of the event.
6. Provide full accounting of the event back to the Board of Directors and general membership.
7. The Chairman appointed by the President as described in Article VI of the Constitution are not required to serve in their appointed capacity for the event.

## **SOP 8.0 Charity Guidelines (March 6, 2018)**

The Director of Charity will follow these guidelines. All expenditures and donations will be approved by the membership. A maximum of \$100.00 will be allowed for expenditures without prior board approval due to the timeliness of an event. A maximum of \$200.00 in the form of a donation will be given to any one individual in need per request. Requests for charitable groups will be discussed at general business meetings to set amounts and approval.

## **SOP 9.0 General Business Meetings (March 6, 2018)**

The order of the business meetings will generally follow the agenda below. This can be modified by the President to meet the Club's needs.

Call To Order  
Pledge of Allegiance  
Moment of Silence, for Veterans, Fallen, Past and Current Military Personnel and First Responders.  
Opening Remarks  
Secretary's Report  
Treasurer's Report  
Governor's Report  
Membership Report  
Social Report  
Speed Report  
Communication Report  
Charity Report  
Chairmanship Reports:  
Webmaster Report  
Car Shows Report  
Publicity Report  
Parade Report  
Quartermaster Report  
Historian Report  
Sunshine Report  
Photo Report  
Old Business  
New Business  
Adjournment

### **SOP 10.0 Patronage of Members for Products and/or Services (March 6, 2018)**

This is to promote patronage of our members. When the Club is seeking products and/or services it should make every consideration possible to first patronize a member(s) for the product and/or service. The member(s) should be given the opportunity to competitively bid on the product or service in conjunction with the bids from within or outside the Club. Quality, timeliness and cost should all be considered before awarding the business. The Membership Director will be responsible for gathering and disbursing information related to products and services of the members.

### **SOP 11.0 Waivers (September 27, 2022)**

1. Every Event Requiring a signed waiver - All original waivers, both Adult and Minor are to be kept by the Host Club for two (2) years.
2. All Waivers Must Contain the Name and Date of the Event.
3. If a reportable incident occurs at an event, then the original, signed waiver for the Adult/s or Minor/s will be sent immediately to the current NCCC Business Manager. He/She will retain those waivers in the NCCC Claims Document File until the claim/s have been settled. Then the file will be kept in the NCCC Business Managers storage area provided by NCCC.
4. The Event Chairperson will collect the waivers and give them to the Club Governor, who will then be in charge of storing them for the required two (2) years in the Club storage area.

### **SOP 12.0 Sunshine Guidelines - gifts for deceased (August 18, 2023)**

1. Member, Spouse/Significant Other - up to \$150.00.
2. Immediate Family - Parents, Children and Grandchildren (including Step and In-Laws) - up to \$100.00.
3. Other - Grandparents and Siblings (including Step and In-Laws), Aunts, Uncles, Cousins, Former Members and Honorary Members - Card.