

Policies and Procedures

Board of Directors

The following members shall be elected by the SRQ BMX, Inc. parents group from a pool of qualified current voting members. No two people from one family shall serve on the board during the same interim term. The Board of Directors shall make all financial decisions of major and permanent track improvements.

Chairman/President - Shall preside over all board and parent's organizational meetings, act as mediator with County Parks and Recreation.

Vice Chair/Vice President - Shall assist the Chairman with all of the duties and assume all responsibilities of the Chairman in his/her absence.

Secretary- Keep accurate records, roll call, attendance, agenda, voting eligibility, minutes of meetings, keep these records available for inspection upon request. Shall have ballots available at each meeting. Handle incoming and outgoing correspondence related to this position. Prepare an Agenda for all monthly and or special meetings.

Treasurer- Should be bonded with bonding provided by SRQ BMX. Must be responsible for registration cash. Must have cash available at the opening of registration and concession. The treasurer along with one other officer of the organization must count and record all monies immediately following the event. It is the responsibility of the Treasurer or his/her assistant to attend all practice/race days and any other special events where cash on hand will be needed.

The Board of Directors are responsible for raising funds to use in accomplishing the SRQ BMX business mission through community connections. It is their sole responsibility to hire/fire any contract laborer doing business with SRQ BMX. The Board of Directors will vote on any major track improvements or investments over \$5,000.00 such as track rebuilds, new buildings or structural changes.

Board Track Officials

Track Operator – Be responsible for all aspects of track operations, including scheduling and promoting races. The Track Operator shall work with the Track Manager on any track construction and maintenance. It is the responsibility of the Track Operator for race and or practice day staffing of officials, track grooming and repair (before and during the event). Shall be the representative and local spokesperson with the SSA and the USA BMX.

Assistant Track Operator – Shall assist the Track Operator with his duties and assume all responsibilities of the Track Operator during his absence. Shall assist the Track Manager with setting up the equipment on practice/race nights. Should confirm all stickers/arm bands, number plates and safety equipment.

Track Clerk of Course - Should know all rules of competition or know where to find them. Is responsible for all of the tracks practice and race day administrative needs, including new and renewal license applications. Will be responsible for sending moto sheets along with applications and race reports to the National Office within 48 hours after race.

Track Head Official - Should know all rules of competition or know where to find them. Must receive and rule on all protests. Is responsible for conducting the new riders meetings prior to each race. Will hold officials meeting as needed with the officials. Co-operate with all State and National Officials. Will be responsible for directing and controlling the actual practice and race on race day

Track Head Scorer- Should know all rules of competition related to scoring and be able to perform all scoring duties at each race competition.

Volunteer Positions and Staff appointed by the Board of Directors

Track Volunteer Coordinator- Duties shall consist of staffing officials for each race and track events under the guidance of the Track Operator, such as Local/State/National races. Should be present on the practice night to assist all other volunteers. Responsible for volunteer hours if and when applicable.

Track Award Chair - Award Chairpersons duties will consist of ordering all race awards with Track Director's approval. Shall organize all award presentations and distributions of the awards after the competition.

Public Relations – Duties shall be communicating with the public, radio, newspaper, TV and all Social Medias on daily and current track activities. Must manage the track's website and all Social Media sites. Additional duties to provide promotional material for daily and special activities. This position is a nonpaid position appointed by the Board. Shall recruit others to assist with all the above duties.

Bookkeeper - Shall render at each regularly scheduled meeting a copy of the bank statement, an account of the finances of the organization using financial software, and such reports shall be affixed to the minutes of each meeting. Should be bonded with bonding provided by SRQ BMX, Inc. Shall be responsible to have the annual tax return filed by a certified accountant. File/Pay the annual Articles of Corporation report. This person shall be appointed by the board and could be a paid certified accountant.

Track Manager – Shall be hired/fired by the SRQ BMX, Inc. board of directors. The track manager will receive a salary to be determined by the board of directors. TM has authority to spend up to \$500 without a vote for facility maintenance only. Anything over \$500 has to be voted on by the board of directors. The responsibilities of the TM are in a separate Business Plan.

Concessionaire – Could be a hired company who would pay the track a percentage of income from each event or pay a standard monthly rental fee. Plus a percentage of sales from all State or National events. Second option would be to pay a stipend to a volunteer who will be in charge of all purchases and sales of our food along with a team of volunteers. Must abide by all Health department requirements and should be certified for all food standards.

Restroom Cleaning – A volunteer who could clean weekly in exchange for child's practice/race fees.

Track Grass Cutting Maintenance – A volunteer who for a monthly fee will maintain the grass mowing. The monthly fee will be approved by the Board of Directors. Under current County Lease Agreement.

COMMITTEES

The Track Director shall appoint members of the Parents organization to form committees as necessary for events. A List of possible committees are: State/National/International events, special events, Bike-A-Thon, Lock-In, Fun Days, picnics, and recruitment. Organize, schedule and recruit workers for track repairs, etc.

ORDER OF BUSINESS

Meeting Agenda passed out to all members
Roll Call- Board and Officers from preceding meeting
Roll Call of eligible voters from General Membership (list provided by secretary)
Reading and Approval of the Minutes of the preceding meeting (must be kept for track records)
Approval of Treasurers Report (copy to be kept for track records)
Rider and Volunteer of the Month
Report of Board Members, Officers and Standing Committees
Report of Special Committees
Unfinished Business and General Orders
New Business
Other
Adjournment

Check Endorsement- No two people from the same family shall be allowed check endorsement. The President, the treasurer and one other board member may have check endorsement privileges.

Approved 10/11/2017