

**SAN FRANCISCO REGION  
SOLO II POLICY STATEMENT**

**1. ORGANIZATION**

This organization shall be the duly recognized administrative body for all Solo II activities within the San Francisco Region of the Sports Car Club of America, with the exception of duly recognized San Francisco Region Chapters.

**2. NAME**

The name of the organization shall be the "San Francisco Region Solo II membership." The leadership organization for the Solo II membership shall be called the "Solo II Steering Committee".

**3. MEMBERSHIP**

The San Francisco Region Solo II voting membership is limited to members in good standing of the San Francisco Region, Sports Car Club of America. Members in good standing are defined as those who have been eligible for a trophy (on the basis of attendance) during at least one of the past two year's Championship series; and/or members in good standing of the Steering Committee.

**4. CHARTER**

The charter of the organization shall be, in conjunction with the San Francisco Region Chapters, to sponsor, organize, administer, and develop the Solo II program within the San Francisco Region.

**5. COMPETITION RULES**

San Francisco Region Solo II events will run under current SCCA Solo II Rules as amended by the Regional Supplementary Event Regulations.

**6. SUPPLEMENTARY REGULATIONS**

The Supplementary Regulations for the Region's Solo II events shall be administered by the Solo II Steering Committee. Amendment of the Supplementary Regulations requires approval by a two-thirds majority vote of the legally constituted Steering Committee.

**7. SOLO II STEERING COMMITTEE**

The affairs, property and financial resources of the Solo II membership shall be managed by the Solo II Steering Committee. The Solo II Steering Committee shall be comprised of:

- A. The Solo II Chairperson shall be elected by the Solo II Steering Committee, subject to confirmation by the Regional Executive. The Solo II Chairperson will serve at the discretion of the Region Board. The terms of the Chairperson shall be for one year

running from January through December. The Chairperson may serve for no more than three (3) consecutive terms. The Chairperson shall act as the chief executive of the Solo II organization and shall preside at all meetings. The Chairperson may appoint officers from the Steering Committee membership or the Solo II membership at large, individuals and committees to carry on the proper work of the organization. All appointees of the Chairperson serve at the pleasure of the Chairperson.

- B. The assistant Chairperson, appointed by the Chairperson and approved by the members of the Solo II Steering Committee, shall, in the absence or at the delegation of the Chairperson, assume the office and act in the capacity of the Chairperson.
- C. The Committee Treasurer, appointed by the Chairperson and approved by the members of the Solo II Steering Committee, and subject to such conditions set by the Solo II Steering Committee, shall have custody of all monies, debts, and obligations of the Solo II Steering Committee. The Treasurer shall make all payments of Solo II debts. All contracts, checks, drafts, notes, or other order of payment of money, shall be signed in the same of the Solo II Membership by the Treasurer and the Chairperson or designates. The Treasurer shall give a report of the financial status of the Solo II fund at each monthly meeting. A copy of this report is to be sent to the San Francisco Region office. The Treasurer shall, if requested by the Chairperson or a majority of the Steering Committee, submit books and records to an auditing committee composed of individuals or accountants selected by the Committee.
- D. The Solo II Committee Secretary, appointed by the Chairperson and approved by the members of the Solo II Steering Committee, shall keep the minutes of the meetings, record all votes and shall assist the Chairperson in the day-to-day running of the Committee's business. The minutes of all meetings shall be typed and submitted to *TheWheel* after approval by the Steering Committee for publication in a timely manner.
- E. The Steering Committee membership shall be made up from the active Solo II community (as defined in item 3) or others appointed by the Chairperson and approved by the Solo II Steering Committee. A prospective member, after attending three Steering Committee meetings may petition the Solo II Steering Committee for membership on the Committee. Acceptance on the Committee is determined by two-thirds majority vote of attending Steering Committee members. To remain a Steering Committee member, the member must have attended a minimum of 50% of the previous 12 meetings.
- F. The Solo II Committee shall request from the Regional Executive a person from the Regional Board of Directors to be the Solo II liaison.

**8. TERMS OF OFFICE**

Officers will serve for a term of one year or until their successors are appointed.

**9. APPOINTMENT CONFLICTS**

In the event there is a conflict between the Solo II Committee and the San Francisco Region's Board of Directors regarding any appointment by the Chairperson, the appointment may be over-ridden by a two-thirds majority of the qualified Steering Committee members. Should the Region's Board of Directors not confirm the elected Solo II Chairperson, a meeting of the Steering Committee and the Region's Board of Directors will be held to resolve the conflict.

**10. ROBERTS RULES OF ORDER**

Roberts Rules of Order shall govern all parliamentary proceedings of the Solo II Steering Committee.

**11. NOTICE OF MEETINGS**

A written notice stating the location, place, and time of the monthly meeting shall be submitted by the Secretary for publication in *The Wheel* in the edition prior to the meeting.

**12. BUSINESS MEETINGS**

There shall be a regularly scheduled Solo II Steering Committee meeting on a monthly basis. The location of the meeting shall be selected by the Chairperson. The regular meetings of the Steering Committee will be open to the membership. Specially called meetings may be held upon reasonable notice and can be restricted to the Chairperson, appointees, and Steering Committee members only. Members or guests wishing to address the Steering Committee on an item of business may do so after contacting the Chairperson and requesting to be added to the agenda. Only Steering Committee members may vote on issues discussed at the Steering Committee meetings. The Chairperson shall prepare the agenda for the meeting.

**13. QUORUM**

At all Solo II Steering Committee meetings, the minimum of either 10 members or 50% of the Steering Committee membership must be present to constitute a voting quorum.

**14. VOTING**

All actions except amendments to this Policy Statement, or as otherwise provided in this Policy Statement, shall be by majority of the Solo II Steering Committee present and voting provided there is a quorum, as defined in item 13.

**15. PROMISES, OBLIGATIONS**

No members of the Steering Committee shall incur any obligation, debts or other liability on behalf of the Solo II Steering Committee without the specific prior approval of the Chairperson and the Steering Committee. No member of the Steering Committee may incur any obligation of the San Francisco Region which exceeds the current Solo II operating funds or personnel without the specific prior approval of the Region's Board of Directors.

**16. AMENDMENTS OF THE POLICY STATEMENT**

Any member of the Solo II Steering Committee or any twenty-five (25) members of the Solo II membership by written petition submitted to the Secretary, may propose an amendment to the Solo II Policy. All petitions, in order to be presented to the general membership, must be approved by the Steering Committee. The Chairperson shall select a committee to draft the amendment in proper form for submission to the membership. The language being added shall be underlined and the language being deleted shall be shown in strikeout.

Upon such amendment being drafted, it shall be published in The Wheel for a referendum. The Steering Committee shall prepare a ballot for this referendum which includes the member's membership number. These ballots will be mailed to the Solo II membership during the month the amendment appears in The Wheel. Sixty (60) days from the date of publication of The Wheel shall be allowed for balloting. If two-thirds of the Solo II membership submitting ballots are in favor of the amendment, the amendment shall thereby be approved and adopted. This amendment, when approved by the general membership, shall take effect at the next regularly scheduled Solo II Steering Committee meeting unless two-thirds of the San Francisco Region Board of Directors override the amendments.