

The VKA ✓

Organization and Operation

(Items in **BOLD** are new.)



The
Vintage Karting
Association
A Nevada Corporation

I. General

The Vintage Karting Association (VKA) is a Nevada NFP Corporation, organized to be the focal point for vintage kart activities, be both a technical resource and historical resource, and represent the VKA membership.

The VKA Board of Directors consists of **at least** nine members, including President, Vice President, Secretary, Treasurer and **at least** five Directors with specific responsibilities. The Board of Directors meet monthly to plan activities and resolve issues relevant to the VKA. The meetings are by tele-conference, scheduled for 8:00 PM EST and opened to the general membership at 8:30PM EST.

II. Responsibilities of Officers and Directors

The VKA Board shall consist of Officer and Directors. Officers and Directors are in positions of trust; to use good judgment in the interest of the membership.

III. Officers

PRESIDENT:

- Presides over Board of Directors meetings **and telephone conferences;**
- Ensures the promotion, growth, stability, and financial viability of the VKA organization;
- Oversees the activities of all Board members;
- Presents annual Operational Plan/Budget to Board **at January Board meeting for approval;**
- **Calls monthly telephone conference;**
- **Provides guidance and direction to the organization to fulfill the VKA Mission Statement;**
- **Establishes Committees as necessary and appoints Committee Chairperson and other volunteer designees;**
- **Signs official VKA documents, as required;**
- **As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;**
- **Notifies track owners/promoters of participants who are deemed “unwelcomed” at VKA events;**
- Casts an equal vote on the Board and has tie-breaking authority.

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VICE PRESIDENT:

- Presides over **Board of Directors** meetings in the absence of the President;
- Oversees **Committees established by the President**;
- **Keeps in contact with all Committee Chairpersons to be up-to-date with progress and issues**;
- **Provides guidance and direction to Committee as needed**;
- **Works closely with the President to ensure continuity of operation**;
- **As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals**;
- Casts an equal vote on the Board.

SECRETARY:

- Records the minutes and attendance at teleconference meetings;
- Distributes minutes to the Board of Directors;
- Maintains Board meeting minutes and other related documents;
- Collects and reports on voted issues;
- Presides over the election of Officers and Board members;
- **May receive** all monies and turns them over to the Treasurer and notifies Membership Director of memberships received;
- **Sends monthly meeting reminder to Board and Committee members**;
- **Prepares annual reminder to VKA Members of September 30 Board Application deadline. Works with VKA *FirsTurn*® Editor and VKA Forum to ensure timely notification/publication**;
- **Receives Board Applications by September 30**;
- **Submits Board Application to the Board within 3 days for the October meeting**;
- **Notifies all applicants of Board election decision**;
- **Ensures backup/alternate support is established and kept current on Secretary's duties**;
- **As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals**;
- Casts an equal vote on the Board.

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TREASURER:

- Maintains Association financial records of income/expenditures and reports monthly;
- Writes checks as necessary for VKA activities **with adequate supporting documentation;**
- Maintains and reconciles bank account **monthly** and gives copy to Secretary **and Board;**
- Reports against Presidents annual budget;
- **Files the annual corporate documents and ensures annual payments to maintain corporate status;**
- **Prepares annual tax and corporate documents;**
- **Submits a projected budget to the President for the next calendar year prior to the December meeting;**
- **Receives all monies and deposits into VKA account;**
- **Notifies Membership Director of any Membership Applications received;**
- **Ensures backup/alternate support is established and kept current on Treasure's duties;**
- **As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;**
- Casts an equal vote on the Board.

IV. Directors

EXECUTIVE DIRECTOR:

- **Over-sees Regional Coordinators;**
- **Chairs Event Committee and provides Editor VKA *FirsTurn*® with Event Schedule;**
- **With the assistance of the Event Committee, prepares annual updates of the Promoters' Package to Board in October for approval;**
- **Recruits VKA members, as necessary for the Event Committee, to assist in the development of Event Schedule and Promoter's Package;**
- **Coordinates the establishment of the VKA National Event Schedule;**
- **Provides pre- and post-event contact with Event Promoters and/or track owners to address any issues, including karters who may be deemed "unwelcome;"**
- **Provides the Board with input from Events;**
- **Provides updated Promoters' Package at the beginning of the year to Event Promoters with guidance and support;**
- **Ensures backup/alternate support is established and kept current on various duties;**
- **As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;**
- **Casts an equal vote on the Board of Directors.**

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GUIDELINES AND SAFETY DIRECTOR:

- Reviews current safety requirements;
- Recruits a committee **of VKA members** to recommend safety guidelines;
- Recommends implementation of proposed safety related issues;
- Reports safety status to the Board of Directors;
- **Chairs Guidelines and Safety Committee;**
- **With the assistance of the Guidelines and Safety Committee, prepares annual Guidelines updates to Board in October for approval;**
- **Ensures backup/alternate support is established and kept current on various duties;**
- **As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;**
- Casts an equal vote on the Board.

MEMBERSHIP DIRECTOR:

- Recruits a committee of **VKA** members to design recruitment programs;
- Maintains the membership roster and issues Membership Cards upon the direction of the Secretary;
- Leads recruitment of new members;
- Reports membership status to the Board of Directors **at monthly meeting;**
- **Receives Membership Applications and fees;**
- **Advises Officers and Directors of volunteer interests expressed on Applications;**
- **Sends Application fees to Treasurer; Chairs Membership Committee;**
- **With the assistance of the Membership Committee, prepares annual Membership policies and procedures updates to Board in October for approval;**
- **Ensures backup/alternate support is established and kept current on various duties;**
- **As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;**
- Casts an equal vote on the Board.

JUDGING/KART SHOW DIRECTOR:

- **Recruits VKA members, as necessary, to assist in the development of Kart Show guidelines;**
- **Establishes Kart Show guidelines and submits to Board for approval;**
- **Establishes Kart Show guidelines regarding Kart Show evaluation criteria;**
- **Prepares and distributes Kart Show Award Certificates;**
- **Chairs Judging/Kart Show Committee;**



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- With the assistance of the Judging/Kart Show Committee, prepares annual updates to the policy and procedures to Board in October for approval;
- Provides Editor, VKA *FIRSTURN*® with show results;
- Ensures backup/alternate support is established and kept current on various duties;
- As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;
- Casts an equal vote on the Board of Directors.

PUBLIC RELATIONS DIRECTOR:

- Recruits VKA members, as necessary, to assist in the development of public relations policy and procedures;
- Chairs Public Relations Committee;
- With the assistance of the Public Relations Committee, prepares annual updates to the policy and procedures to Board in October for approval;
- Promotes VKA through written, electronic and personal efforts;
- Works with Event Promoters to promote their event via radio, TV and/or newspaper;
- Informs Board of all public relation activities;
- Ensures backup/alternate support is established and kept current on various duties;
- As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;
- Casts an equal vote on the Board of Directors.

ENDURO DIRECTOR:

- Recruits VKA members, as necessary, to assist in the development of Vintage Enduro Events;
- Promotes vintage Enduro Events;
- Chairs Enduro Committee;
- With the assistance of the Enduro Committee, prepares annual *Guidelines for Vintage Enduro Karts* to Board in October for approval;
- Acts as liaison between VKA and promoters of Enduro Events;
- Recommends Enduro Event dates for vintage karters;
- Provides established Enduro Event dates to Executive Director and Editor, VKA *FIRSTURN*® ;
- Ensures backup/alternate support is established and kept current on various duties;
- As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;
- Casts an equal vote on the Board of Directors.

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DIRECTOR *EMERITUS*:

- Provides historical perspective on VKA operation, management, events and other VKA activities;
- Submits periodic reports regarding operation, management, events and other VKA activities;
- As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;

V. COMMITTEES

- Committee Members may be designated by any Officer/Board Members. Officers and Board Members should notify the Board at the next scheduled Board Meeting of the designated individuals and the task, mission, study, or other effort the individual(s) will be undertaking. Each Committee Chairperson should ensure backup/alternate support is established and kept current on various Committee duties;

EVENT COMMITTEE:

- Consists of Regional Coordinators and other volunteers;
- Supports Executive Director in coordinating event schedule and venues;
- Works with Event Promoters
- Report to Executive Director

SAFETY COMMITTEE:

- Supports Safety Director in receiving safety-related issues;
- Supports Safety Director in recommending and implementing safety-related issues;
- Reports to the Safety Director;

MEMBERSHIP COMMITTEE:

- Supports Membership Director in the regular management of the current list of Members;
- Distributes Membership Applications;
- Receives Membership Applications and fees

JUDGING/KART SHOW COMMITTEE:

- Supports JUDGING/KART SHOW Director in the preparation and running of kart shows;
- Assists in the design and distribution of Show Certificates/Awards/etc.;

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ENDURO COMMITTEE:

- Supports Enduro Director in promoting Vintage Enduro involvement in other enduro events;
- Provides promotional material to persons interested in Vintage Enduro activities;
- Provides articles and pictures to VKA *FirsTurn*® Editor after Vintage Enduro event;

Editor, VKA *FIRSTURN*®:

- Responsible for gathering of information, editing and publishing of the VKA publication, *FIRSTURN*®;
- Sends pdf issue to printer;
- Recruits authors of articles;
- Reports Newsletter *FIRSTURN*® status to the Board of Directors;
- As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals.

ARCHIVIST:

- Gathers vintage kart documentation;
- Is focal point for vintage kart identification and history;
- Maintains files of technical articles, kart tests, *etc.*;
- As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals.

IT SPECIALIST:

- Maintains VKA web site;
- Responds to electronic inquiries and directs to proper Director;
- As an Ambassador of vintage karting, provides outreach to karters, guests, spectators, and potential members to promote VKA organizational goals;

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VI. Election of Officers and Board of Directors

A. Board Member Application Process

- **Members interested in becoming a Board Member are encouraged to participate as a “guest” at VKA Board Meetings prior to submitting their application, and/or volunteer to be an “assistant” on one of the Committees.**
- Any member in good standing may run for a Board position by submitting their application to the Secretary by September 30.
- Applications shall be made in writing to the Secretary by September 30 and shall include:
 - **The specific position [President, Vice President, Secretary, Treasurer, or specific Board of Director position (see Sections III and IV, above)].**
 - Name, member number, address, telephone number, email address;
 - A short personal non-karting biography;
 - A summary of karting activity, interests and points-of-view relative to vintage karts **and karting**;
- **Board Members at the end of their term are not required to submit an application, but should indicate their intention to run/not run in the September Board meeting.**
- Applications are distributed **to the current Officers and Board** by the Secretary **within three days of receipt for the October Board meeting** and reviewed for approval **at that meeting**. (*Note: This is a two-week window for distribution and review.*)
- The Secretary shall notify all applicants of the election decision.
- In the event an insufficient number of candidates are nominated, the Board may directly solicit applications from the membership.

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B. Election Process

- Secretary distributes applications to Board within three days of receipt;
- At the October Meeting, **Officers and Directors** are voted into positions by the Board of Directors for the following Terms of Office (see Sec. C);
- The Current Board reviews and discusses applicants;
- The Current Board shall vote by voice vote for each position.
- The Secretary shall count the votes and report **the applicant with the most votes for each position**;
- The Secretary shall notify all applicants of the election results;
- **November and December** will be the transition period for the newly elected **and former Officers and Directors**. **New Board Members are encouraged to participate in those meetings as non-voting members.**

C. Term of Office

- All Officers (President, Vice President, Treasurer and Secretary) shall serve a one-calendar-year period. Officers may serve for two consecutive terms.
- The non-Officer Board Member shall serve for one-calendar-year with no term limits.
- A Board member may resign at any time for good reason.

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VII. General Requirements for Board of Director Meetings

All meetings shall be chaired by the VKA President. If the President is unable to preside, the Vice President shall preside. If the VP is unable to preside, a Board member may preside over the meeting, provided a quorum is present. Five Board Members constitute a quorum. Board members may not have more than three excused absences from Board meetings during the year. Meetings shall be on the second Sunday of each month at 8:00 PM EST, or sooner, and specially convened in which case the date and timely notice will be given to all Board members.

The agenda of the meeting shall include:

- Call to order by the President
- Roll call by Secretary.
- Review/Approval of previous minutes.
- President's Report
- Old business
- Treasurer's Report/Review/Approval
 - Previous month's Beginning Balance
 - Previous month's Income
 - Previous month's Expenditures
 - Previous month's Ending Balance
 - Approval
 - Approval of Pending Expenditures
- **Directors/Committee Reports/Status of VKA *FIRSTURN*®**
- **New Business/General Discussion**
- Closing comments by President
- Adjourn

VIII. Process for Determining "Unwelcome" Participants

A. General

The Board, by majority vote, may determine a participant at a VKA Event is in "unwelcome status at future events" if that person demonstrates "unwelcome behavior" on or off the track. "Unwelcome behavior" consists of behavior that is unsafe, unlawful, or otherwise potentially libelous to VKA.

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B. Documentation/Verification

An individual or a group of individuals must submit a written report regarding the unwelcome behavior to the VKA Executive Director. The report should fully describe the incident and the reasons the person or persons feel the participant's behavior is sufficient to establish "unwelcome behavior" status.

The Executive Director will establish a committee of VKA Members to assess the validity of the report and recommend what action the Board should take. After review, the Board will discuss and take action. If the Board determines not all issues are satisfactorily addressed by the committee, additional investigation, documentation and verification may be necessary.

The recommendation of the committee shall be that "unwelcome status" should or should not be conveyed to the subject participant.

C. Resolution/Determination/Action

Once all issues are resolved, the Board will vote on whether the committee recommendation should be upheld. If the participant's behavior is not determined to be "unwelcome," then no further action is required.

If the Board determines a participant's behavior is "unwelcome," then the participant will be placed in an "unwelcome status at future VKA events."

The Executive Director will prepare a letter for the President's signature detailing the findings of VKA and putting track owners/operators and VKA Promoters on notice of the participants "unwelcome status at future VKA events." These letters should be sent Certified Mail to all track owners/operators who host VKA events and to all VKA Promoters.