

# MCVO Operations Manual

**The MCVO Operations Manual is intended to be a current and practical set of standards and definitions by which the club operates within the scope of the Motor City Viper Owners By-Laws.**

## **Affiliation:**

MCVO is affiliated with the Viper Owners Association (VOA):

**Viper Owners Association  
PO Box 585  
London, OH 43140**

## **Primary Member Classifications:**

### **MCVO Primary Member/VOA Member**

A member who has registered and paid the national club (VOA). Member has all privileges of the national organization in addition to the full privileges set forth by the MCVO. National privileges and annual dues are defined by the VOA. The Primary Member's official club mailing address shall be the address that is on file with the VOA.

### **Primary Associate Member**

A member who has registered and paid via MCVO. Member has full privileges set forth by the MCVO. Dues are established by the MCVO Executive Committee, currently \$85.00 per calendar year. The Primary Associate Member's official club mailing address shall be the address used when the current membership was paid.

### **Primary National Affiliate Member**

A member who is an active member of any national club affiliated with MCVO and who has designated another region as their primary affiliation, but who also wants to designate MCVO as a secondary regional affiliation. Dues are equal to the amount normally rebated by the national club to MCVO for standard members who designate MCVO as their primary affiliation (all dollar amounts will be rounded up to the nearest whole dollar). The Primary National Affiliate Member's official club mailing address shall be the address used when the current membership was paid.

If an official club mailing address change is requested, it must be submitted in writing by the Primary Member.

Primary Associate Members and Primary National Affiliate Members are not eligible for Executive Committee positions.

## **Director Positions:**

### **Membership**

Maintains MCVO membership records, database and club directory. Communicates general club information to registered, renewing and prospective members.

### **Motorsports**

Oversees and coordinates MCVO driving and/or track events.

### **Social**

Oversees and Coordinates MCVO Social functions/events.

### **Apparel**

Develops, orders and coordinates MCVO apparel and merchandise.

### **Technology**

Manages content and moderates contributor posts on MCVO social media platforms.

Maintains MCVO Club website ([www.MCVO.net](http://www.MCVO.net)) with club meeting, event notices, event registrations and general information concerning MCVO.

### **Newsletter**

Collects, edits and prepares articles/images for digital and printed versions of **Snake Bites**.

### **Photographer(s)**

Takes photographs at club events, coordinates solicitation of member photos, and maintains archives of digital photographs.

## **Meetings:**

### **Regular Club Meetings**

Regular MCVO Club meetings shall occur once a month on the first Thursday of each month from January through November. MCVO club meeting locations and times will be posted on the MCVO Club website ([www.mcvo.net](http://www.mcvo.net)) in advance of each scheduled meeting.

### **Special Meetings**

Special MCVO Club meetings may be called by the President, or in the President's absence, by any one of the three (3) Executive Officers. Any Primary member may make a request for a special meeting to the Executive Committee. Notice of such meetings shall be delivered via e-mail to the membership a minimum of three (3) days before a meeting.

## **Annual Meeting**

The MCVO Annual Meeting shall be held on the first Sunday of May each year, or at such substitute date as the Board of Directors may designate and publish notice thereof a minimum of thirty (30) days prior.

## **Fiscal and Administrative Matters:**

### **Official Addresses**

The official postal address for the MCVO shall be: **P.O. Box 311, Bloomfield Hills, MI 48303**

The official e-mail address for the MCVO shall be: **viper@MCVO.net**

### **Books and Records**

The Club shall keep the following documents:

1. Correct and complete books and records of all financial accounts.
2. Copies of the most recent five (5) years of tax returns.
3. An annual budget.
4. Copies of all current contracts and agreements with outside parties.
5. Minutes of the proceedings of all meetings of its Board of Directors,
6. A copy of the corporation's Articles of Incorporation.
7. A current membership list including contact information for all members.
8. Copies of the current By-laws and supporting documents. Such books and records shall be retained by the members of the Executive Committee of the Board of Directors until such time as they are conveyed to their elected successors. Custodians of documents shall produce those records within one (1) week of being requested by the Board of Directors.

### **Checks and Debit Cards**

The President, Treasurer, Social Director and Assistant Social Director (Cruise-in coordinator) shall have the power to incur financial obligations of the Club via the use of a debit card tied to the Club's checking account in accordance with policies established by the Executive Committee. The President and the Treasurer shall have the power to execute bank checks drawn on the Club's checking account in accordance with policies established by the Executive Committee.

### **Pro-rata Payment of Dues**

Pro-rated dues are available on a first time basis to new members who join the Club in the middle of the year. Existing members who have been active paid members in the last three (3) years are ineligible for the pro-rata discount.

For those eligible, the dues are pro-rated on a quarterly basis: 1<sup>st</sup> quarter of the year = full dues; 2<sup>nd</sup> quarter = 82% of regular dues; 3<sup>rd</sup> quarter = 65% of regular dues; and 4<sup>th</sup> quarter = full dues, but includes full next year. All percentages will be rounded up to the nearest whole dollar.

Current schedule of prorated dues for Primary Member Classifications:

		Associate	Std VOA	VOA Affiliate	Mamba VOA
	Cost	\$85	\$115	(50% of Std VOA-rounded up to nearest \$)	\$150
1st Qtr (through March)	100%	\$85.00	\$115.00	\$58.00	\$150.00
2nd Qtr (Apr-Jun)	82%	\$69.70	\$94.30	\$48.00	\$123.00
3rd Qtr (Jul-Sept)	65%	\$55.25	\$74.75	\$38.00	\$97.50
4th Qtr (Oct-Dec, includes next year)	100%	\$85.00	\$115.00	\$58.00	\$150.00

**Club Logotype**

The MCVO Club logotype may only be utilized under authorization by the MCVO Board of Directors. Club members who wish to utilize the logotype for a purpose outside the regular events and products scheduled by the Board of Directors must secure written authorization from the Board in accordance with the following:

1. A written request must be submitted to the Board illustrating the proposed use of the logotype and outlining the purpose and frequency of proposed utilization.
2. The logotype cannot be altered in any way. Any authorized use of the logotype must be an exact reproduction of the graphic provided by the Board of Directors. No wording or graphics can be added to the logo graphic, nor can there be any font substitutions.
3. The MCVO logotype cannot be utilized for personal profit.
4. The MCVO logotype must be utilized in a manner that promotes the Club and cannot be utilized in any manner that is detrimental to the image or interests of the Club.

**Current Board of Directors:**

**Executive Committee**

President – Bruce Heckman  
 Vice President – Gary Rappaport  
 Treasurer – Mike Kelly  
 Secretary – Rose Klutz

**Directors**

Membership – Martin Heitkamp  
 Social – Diane Cipponeri  
 Apparel – Lori Emerling

Technology – Gary Rappaport  
Motorsports – Jeff Morton  
Newsletter –Ann Rappaport  
Photographer(s) – Susan Andring  
Club Advisor – Mike Cipponeri

Revision 1/16/19

## Appendix A

### MCVO EVENT COORDINATOR GUIDESHEET

1. All events and their budgets must be approved by the MCVO Board of Directors. It is best if an event is approved at the beginning of the year when the Board sets its annual budget, but new events can be considered at any time.
2. Event Coordinator(s) must fill out the Event Template form and submit it to the Board of Directors for approval.
3. Event Coordinator(s) shall be responsible for making arrangements to secure the location(s), supplies and logistics for the event, including details relating to approvals, timing and costs.
4. Event Coordinator(s) shall supply the necessary information (date, time, location, cost and related details) to the Technical Director by at least five (5) weeks before the event. The Technical Director will then create and distribute e-mail, web and Facebook announcements for the event.
5. A Google Doc will be established by the Technical Director for each event after the e-mail, web and Facebook announcements are sent out. Event Coordinator(s) are expected to monitor the Google Doc for progress on member sign-ups and any necessary adjustments related to event promotion.
6. Event Coordinator(s) shall be available for membership questions related to their event.
7. Event Coordinator(s) are expected to attend their event, pay the required attendance fee and coordinate activities related to the event. If other members are necessary to facilitate the event, the Event Coordinator(s) are responsible for arranging their participation.
8. Event Coordinator(s) are responsible for accurate documentation of the members who attended their event. That documentation shall be recorded on the Google Doc for that event.
9. Event Coordinator(s) are responsible for writing a newsletter article summarizing their event.
10. In any situation where the Event Coordinator(s) are unable to perform any of their responsibilities above, it shall be the Event Coordinator(s)' duty to promptly find suitable alternates to fill their role.

