

Fox Valley Region  
Porsche Club of America  
Board Governance Guidelines

These Guidelines have been established by a majority vote of the Board of Directors' in order to consistently apply the By-Laws of the Club. The By-Laws are the governing document, and these Guidelines are a working extension for day to day operations.

Changes to these Guidelines can be approved by a majority vote of the Board of Directors.

Charitable Contributions

- Requests for a donation from FVR-PCA to a charity must be submitted to the President of the Region in writing or electronically. It must state the name of the charity, what the money will be used for, the amount of the request, and the reason the requesting members feel it falls within our guidelines.
- The charity must be a recognized, verified, non-profit, non-denominational, non-political, charity that benefits the well-being of the local region, or be of interest to the FVR-PCA members or activities as decided by the Board.
- The charity cannot be controversial. It must be a 3/4 majority decision for the Board to support the charity, and the amount of money that will be donated.
- The charity will be required to explain in writing to the Board their intended use of the FVR-PCA money and acknowledge receipt of it in writing. When possible, photos should be submitted of the charity accepting the donation.
- Upon the death of a member/associate, the Board may elect to make a donation to a charity designated by the family. The charity does not have to meet the above criteria, but still requires a  $\frac{3}{4}$  vote.

## Dinner Host Reimbursement

- Members who host an activity will be given a \$25 gas gift card for consideration of their time and effort on behalf of the club.
- Members hosting a dinner or day tour events may request reimbursement for the actual cost of door prizes, or other extraordinary expenses. Requests should be made to the President, electronically if possible. If the request is within the guidelines, the President will direct the Treasurer to reimburse the member.
- The amount of door prizes should be limited to one-quarter the number of members attending the function and should be no more than \$5.00 each.
- Donors of raffle items should be acknowledged at the time of the raffle, and sent a thank you card signed by the member accepting the donation on behalf of FVR-PCA.
- Extraordinary items must be approved by a  $\frac{3}{4}$  majority of the Board.
- Members hosting an event may request reimbursement for up to  $\frac{1}{2}$  of their out of pocket costs (with an estimate given the Board in advance).
- The host member of “Coffee and Donuts” at Bergstrom Porsche may request reimbursement for the costs.

## Tour Host Reimbursement

- Because of the time, effort, and expense of leading the Spring and Fall Tours a separate expense guideline has been established.
- For those members mapping, arranging hotels and restaurants and tour stops, the Club will reimburse them for one night’s lodging during the tour.
- Door prize and raffle guidelines are as stated above.

### Labor Day Picnic and Christmas Party

- The club will supply food and beverages for the annual picnic. Members will be asked to bring a dish to share.
- Members and their Associates, or significant other, plus one guest are admitted free with additional guests being charged \$10.00.
- Discounts to the Annual Christmas Party are for Members, Associates and Spouses. Other guests must pay full price.

### Member of the Year Criteria

- Attendance and participation at FVR-PCA events
- Hosting of events
- Level of club involvement
  - Board Membership
  - Website management
  - Whaletales management or article contribution to Whaletales and/or Panorama
  - Hosting tech sessions
  - Behind the scenes activity and work
- Positive contributions the member made to the club