



AHSCS Operations Manual

The purpose of the AHSCS is to develop a system of competitive Hare Scrambles in Arkansas, where by a point accumulation process will determine awards for overall and for all classes. The season will be a calendar year. Hopefully, Mother Nature will keep the dust down while we keep the fun factor up by maintaining a simple format run on first-class fun tracks. This guide contains the information needed by officers, staff, riders, and promoters to maintain the series, compete in it, and put on the kind of races that will keep riders coming back. This document should serve as a operational handbook and addendum to the AHSCS Rule Book.

ORGANIZATION:

The organization of the Arkansas Hare Scramble Championship Series will consist of a Series President, Vice- President, Treasurer, Director of ATV Scoring , Director of Motorcycle Scoring , Director of Contingency and Director of Technology and Website. There will also be one representative from each event promoter. The AHSCS will follow all Arkansas laws governing its corporation.

MEETINGS:

Roberts Rules of Order shall govern the proceedings of the organization unless provided in these bylaws. <http://www.robertsrules.com/>

1. Annual Meeting: There will be an annual meeting of the Series Officers and Promoters prior to the start of each season OR on the AHSCS Promoter/Officer Message board as needed to formulate or revise any new or previous rules or policies that are in the best interest of the AHSCS. Most series business is conducted on the series message board, so in the event that a formal in person meeting is not deemed necessary, then it can be canceled with a majority vote of the series officers and promoters. The President or the Board of Directors may call a special meeting at any time by advance notice. If announced in advance by the President or Board, certain Club activities can substitute for a regular business meeting.
2. Series Representative: A Series Representative meeting can be called by the President or Vice-President, exclusively, to all event promoters.
3. Quorum: A quorum will consist of 70% of the series officers and event promoters.
4. Officers and Promoter Votes: Each individual that fills an officer or promoter position will have one (1) vote. All eligible voters may select a proxy to cast their vote. The President shall vote only in the event of a tie.
5. Adding events: Event promoters must be voted on by quorum vote before they can be added as an AHSCS event. In the event a promoter drops out of AHSCS, they must be voted on again before an event is scheduled for the following season.
6. Officer's Terms: The terms of the Officers will commence on January 1 of each year and end on December 31 of the same year. All officers shall hold offices for twelve months or until their successors are elected. In the event not enough volunteers are willing to serve as an officer, the vacant officer position may be filled by another officer for the length of the term. The series officers will also act as the BOARD OF DIRECTORS.

BOARD OF DIRECTORS:

The duties of the Board of Directors shall be:

1. To act for the corporation in all matters ordered by the corporation.
2. To properly investigate and present to the corporation all business or important activity situations.
3. To make final decisions upon member expulsions.
4. To have general control over all AHSCS affairs.

SERIES OFFICERS:

Officers of AHSCS shall be: President, Vice President, Treasurer, Contingency Chair, Director of Motorcycle Scoring, Director of ATV Scoring, and Director of Technology and Website. These officers shall form the Board of Directors.

All officers will receive one free series membership; this can not be applied to any immediate family. It only applies to the person holding a series officer position. That person must have been either a paid member or officer the preceding year. Officers will also receive one free gate entry, and one free race entry, that may be applied to an immediate family member. Scoring Directors will receive the same as above plus a second free gate entry for immediate family.

The duties of the President shall be:

1. To preside at all meetings of the AHSCS.
2. To have general supervision of the affairs of the AHSCS.
3. To act as Public Relations contact and first contact of all matters regarding AHSCS
4. To make sure the proper Registered agent and contact information is updated with the Secretary of States' Office.
5. To appoint any person or committee not otherwise ordered by the AHSCS.
6. To personally represent the AHSCS on proper occasions and business contacts.
7. To assist all other officers of the AHSCS in their records, correspondence and other activities.
8. To vote only when necessary to break a tie.
9. To file appropriate contact changes with the State of Arkansas.
<https://www.ark.org/sos/ofs/docs/index.php>

The duties of the Vice President shall be:

1. To perform the duties of the President in his absence.
2. Public Relations to aid promoters in promoting AHSCS events.
3. To keep a record of the meetings of the AHSCS.
4. To send out notices of regular meetings of the AHSCS.
5. To perform such other duties as generally fall to that office.
6. To act as Secretary of AHSCS

The duties of the Treasurer shall be:

1. To collect dues from all the AHSCS members.
2. To collect all other moneys due the AHSCS.
3. To pay all bills incurred by the AHSCS.
4. Act as Insurance Communications Officer (ICO).

The duties of the Director of Contingency shall be:

1. Responsible for all competitive awards and AHSCS championships
2. Obtain sponsors for year end awards banquet, and series sponsors.
3. Report race results to manufacturers.
4. Assist President at Awards Banquet.

The duties of the Director of Motorcycle Scoring shall be:

1. Manage Series Memberships.
2. Coordinate and manage the "Scoring Staff" make sure there are enough "Scoring Staff" for sign ups and scoring on race day.
3. Make sure there are enough transponders on hand.
4. Print and bring plenty of copies of the following...
 - a. race release form (signup)
 - b. new membership form
 - c. check point backup sheet.
 - d. Temporary number plate stickers and magic marker
 - e. Blank printer paper for printing results
 - f. Printer ink cartridges.
5. Collect new Membership Forms and Fees.
6. Collect Transponder Fees and hand out transponders.
7. Send or Deposit all monies collected and inform the Treasurer.
8. Enter the rider (membership and race entries) into the computer.
9. Provide AA (Pro) Payout amounts to the promoter.
10. Printout Starting Line check/info sheets to the promoter before each race.
11. Coordinate the back check, might need some assistance from the promoter.

Score ATV event if Director of ATV Scoring is unable to attend.

The duties of the Director of ATV Scoring shall be:

12. Manage Series Memberships.
13. Coordinate and manage the "Scoring Staff" make sure there are enough "Scoring Staff" for sign ups and scoring on race day.
14. Make sure there are enough transponders on hand.
15. Print and bring plenty of copies of the following...
 - a. race release form (signup)
 - b. new membership form
 - c. check point backup sheet.
 - d. Temporary number plate stickers and magic marker
 - e. Blank printer paper for printing results
 - f. Printer ink cartridges.
16. Collect new Membership Forms and Fees.
17. Collect Transponder Fees and hand out transponders.
18. Send or Deposit all monies collected and inform the Treasurer.
19. Enter the rider (membership and race entries) into the computer.
20. Provide AA (Pro) Payout amounts to the promoter.
21. Printout Starting Line check/info sheets to the promoter before each race.
22. Coordinate the back check, might need some assistance from the promoter.

Score Motorcycle event if Director of Motorcycle Scoring is unable to attend.

The duties of the Director of Technology and Website:

1. Provide technical support and assistance to the Scoring Directors as needed/necessary.
2. Shall maintain and update the Series web site. The person selected must possess the skill to perform this task. The responsibility of the Webmaster will be to maintain and update the Series web site as data is forwarded by the Board of Directors. Only advertisements, notices, announcements, and other correspondence forwarded by the Board shall be posted on the web site. It shall not be the task of the director to forward e-mail communications from a member to the membership, unless requested to perform said task by the Board.
3. Maintain and Manage the web site message boards.
4. Perform sql database tasks as necessary.
5. Maintain, monitor and update the web site.
6. Create and distribute event calendars.
7. Manage and maintain message board access.

SERIES MEMBERS:

Active members shall be riders of motorcycles or atv, persons actively concerned with the trade, or motorcycle enthusiasts with an interest in wholesome family activity. Active members in good standing shall be entitled to run for elected officer positions, vote in AHSCS affairs AS A PROMOTER OR OFFICER and to win any prizes in AHSCS activities.

Youth members shall be riders of motorcycles or quads, persons actively concerned with the trade, or motorcycle enthusiasts under the age of 18 that form the AHSCS and submit their names to the AHSCS for initial sanctioning. Youth members can participate in all activities but do not have a vote on AHSCS business, nor can they hold office in the AHSCS.

Honorary members shall be any other persons as the AHSCS may decide by a quorum vote at any regular meeting.

Annual Banquet:

An awards banquet will be held each year for the purpose of presenting the year-end awards to the riders that qualified. The banquet will be held at a location and time determined during the annual meeting of the officers and promoters – generally the day prior to the first scheduled event and at a location near the first scheduled event. It is the responsibility of the current year president and the next years president to facilitate and coordinate the banquet. The officers who were in office in the prior year will assist as necessary.

OTHER:

In the event of a vacancy in any of the elective offices, the President shall, nominate one of members to fill the vacated office. If there are no willing nominees, the vacant officer position may be filled by another officer for the length of the term.

All AHSCS correspondence regarding business should be referred to a AHSCS officer.

A member may be expelled for violation of the by-laws or conduct unbecoming a member of the AHSCS, but charges must be first be made in writing and the accused member given a hearing before the Board. The Board shall take evidence and report its findings to the AHSCS with the recommendation that the charges be considered proven and the accused member be expelled, or the charges be considered not proven and the accused member remain a member of the AHSCS.

Amendments to the adopted constitution and bylaws may be added, if such amendments in no way supersede or contradict the articles and bylaws of the organization.

DISBANDMENT:

Funds existing in the treasury will be donated to RIDER DOWN FOUNDATION.

Definition: To dissolve or break up the membership of the Arkansas Hare Scrambles Championship Series, Inc. to a state of non-existence. Sale or loss of AHSCS, Inc. property shall not constitute dissolving of the membership.

Disbanding the AHSCS organization shall require advance notice to all current members in writing of the special meeting for that purpose.

The notice shall be announced at least 30 days prior to the special meeting. The AHSCS shall be disbanded only by unanimous vote of all the Board of Directors and eligible voting Promoters.

The Board of Directors shall convert all AHSCS properties and assets to cash; collect all money owed to the AHSCS; make final payment on all AHSCS debts; donate all remaining cash and assets to the RIDER DOWN FOUNDATION as long as they remain a 501(c)3* organization. In the event that the RIDER DOWN FOUNDATION is no longer a 501(c) 3* Organization, all remaining cash and assets shall be donated to another 501(c)3* organization, as determined by a majority vote of the members present at the disbandment meeting. A quorum must be present.

* A 501(c)3 organization is a tax exempt, charitable organization as recognized by the IRS.