

MAPLE LEAF RALLY CLUB



MANUAL OF PROCEDURES

Version 1.2

21 January 2004

Original by Keith Hendy - 30 January 2002

1. INTRODUCTION	K. Hendy
2. THE MAPLE LEAF RALLY CLUB	
a. Mission	K. Hendy
b. Formed	R. Roaldi
c. Incorporated	R. Roaldi
d. Binding Documents – By Laws (Annex?)	K. Hendy
3. THE STRUCTURE OF RALLYSPORT	K. Hendy
4. THE EXECUTIVE	
a. Roles and responsibilities	K. Hendy
b. Essential activities of an incoming Board	
i. Transition	G. Hamilton
ii. Closure of the previous year's financials	G. Hamilton
iii. Transfer of signing authority	G. Hamilton
iv. Appointment of Officers to the Board	G. Hamilton
v. Appointment of the Tall Pines Coordinator	G. Hamilton
vi. Post box rental	E. Richardson
vii. Affiliations	R. Wood
viii. Incorporation update	R. Roaldi
ix. Autodate notification	G. Hamilton
x. Board meetings	
1. Dates	K. Hendy
2. Venue	K. Hendy
xi. Club meetings	
1. Dates	K. Hendy
2. Venue	K. Hendy
xii. Auto Show	G. Hamilton
xiii. Arrangements for the AGM	G. Hamilton
xiv. Handover of Documents.	K. Hendy
5. PERFORMANCE RALLYING	
a. CRC – Tall Pines	G. Hamilton
b. OPRS – Black Bear	G. Hamilton
6. ROAD RALLYING	
a. ORRC	G. Hamilton
b. Mini Rallies	G. Hamilton
c. Contract Rallies	G. Hamilton
d. YWRS	G. Hamilton

Introduction

This document provides guidance to the members and executive of the Maple Leaf Rally Club in exercising the responsibilities, procedures and processes associated with the conduct of the Club's business. This document updates and supersedes all previous versions. This Manual borrows freely from an earlier document prepared by Richard Thompson.

The Maple Leaf Rally Club is affiliated with the Fédération Internationale de l'Automobile (FIA) through its Canadian delegate the ASN Canada FIA. As such, the Club is part of a worldwide fellowship of motoring organisations. The hierarchical structure of motorsport is described in detail in Annex A of this document. Flowing down from the FIA are executive powers that are delegated to each level in the overall structure. FIA affiliation also brings the protections of worldwide influence and leverage through its association with the highest levels of motorsport such as the World Rally Championship (WRC) and Formula1.

The Maple Leaf Rally Club

Mission

The mission of the Maple Leaf Rally Club is:

- to promote among its members and other interested individuals and organizations an interest in motoring, motor sport, and fellowship;
- to promote and win public support for car rallying in order to encourage the development and improvement of standards of motoring and motor car production and to provide interesting, informative, and exciting entertainment for the members and the public;
- to encourage a closer contact among the motoring public in order to unite them in a common group to better their interests;
- to encourage safe, considerate driving and to support all efforts to make speed compatible with safety; and
- to encourage development of motor sports through co-operation with other motor sport clubs.

Formation

The Maple Leaf Rally Club was formed in 1965 by a Group of like-minded enthusiasts. Member Number 1 was Ed Golz.

Incorporation

Maple Leaf Rally Club was incorporated with the Ontario Ministry of Consumer and Commercial Relations on 8 February 1967. MLRC holds Ontario Corporation number C-0156112. The Board at time of incorporation was:

Gary Edwin Brown
Kenneth Alec Jones
Solomon Irving Mermolin

Richard James William Gregory, and
Norman Leslie Lange.

Affiliations

The club became affiliated with CASC Ontario Region (CASC-OR) on dd mmm yy and the Canadian Association of Rallysport (CARS) on 23 March 1993.. For details of the hierarchical structure of motorsport, and the linkage through affiliation to the FIA, see Annex A of this document.

Binding Documents

The business and affairs of the Maple Leaf Rally Club are bound by the Club By-Laws as attached at Annex B of this Manual of Procedures.

The Executive of the Maple Leaf Rally Club

Roles and responsibilities

The Board of Directors of the Maple Leaf Rally Club comprises:

- President
- Vice-President
- Secretary
- Treasurer
- Director-at-Large

The Board of Directors may appoint other officers to the Executive to assist in running the affairs of the corporation.

The roles and responsibilities of the Maple Leaf Rally Club Executive are as follows (see also the By-Laws of the Club at Annex B from which the following descriptions have been extracted):

PRESIDENT: The President, shall when present, preside at all meetings of the members of the Corporation, but he may delegate the chairmanship of any meeting. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. The President with the Secretary or other officer appointed by the Board for the purpose shall sign all by-laws. The President with the membership chairman shall sign all membership certificates. During the absence or inability of the President, his duties and powers may be exercised by the Vice-President, or such other director as the Board may from time to time appoint for the purpose, exercising any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

VICE PRESIDENT: The Vice-President, in addition to the duties listed above (see the roles and responsibilities of the President), shall be responsible for the program at the general club meetings and shall be the liaison with companies seeking contract rallies.

SECRETARY: The Secretary shall be clerk of the Board of Directors. He shall attend meetings of the Board of Directors, and be responsible for recording all facts and minutes of all proceedings in the books kept for that purpose. He shall be the custodian of the seal

of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution.

TREASURER: The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all monies or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board an account of all his transactions as Treasurer, and of the financial position of the Corporation. He shall also perform such other duties as may from time to time be determined by the Board of Directors. The Treasurer shall sign all cheques on behalf of the Corporation, together with the President, or together with one other director/officer as designated by the Board of Directors.

DIRECTOR-AT-LARGE:

OTHER OFFICERS: The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the Board of Directors requires of them. Typically other officers has have been appointed to the Executive with the following portfolios:

Membership – responsible for all aspects of membership and the maintenance of the Micro Soft® Access membership data base.

Regalia – responsible for maintaining the Club’s inventory of regalia, bringing items to each monthly meeting for sale to members, and providing items to organisers for promotion at events.

On Route Editor – responsible for the monthly publication of the Club’s magazine.

Advertising -

Tall Pines Co-ordinator -

RSO Liaison -

Immediate Past President

Essential Activities of an Incoming Board

There are a number of items that an incoming Board of Directors must attend to without delay. They are as follows.

TRANSITION: The most important part of the transition from one year’s board to the next is the filing of the new Board of Directors with the Ministry of Consumer and Commercial Relations. That filing should be copied to CARS and ASN to reflect changes in insurance coverage offered to the board of Directors. Pay the CARS membership fee by Dec. 31 or voting at the AGM may be restricted.

CLOSURE OF THE PREVIOUS YEAR’S FINANCIALS: The presentation of the prior year’s financial statements is made at the reconvened AGM in March. A financial package outlining Balance Sheet, Summarized Profit & Loss, detailed event revenue statements

and other relevant financial disclosures are included in the package, a copy of which is kept on file by the Treasurer.

TRANSFER OF SIGNING AUTHORITY: When adding or deleting signing officers, all parties whether being added or deleted need to meet at a scheduled meeting at TD Canada Trust branch willing to execute the paper work. Our bank account 1880-0649126 is held at a branch in Erin Mills, Ontario. Since that branch is so difficult to attend at, an electronic banking card is available for the Treasurer to make bank deposits and obtain bank statement information from any TD ATM.

APPOINTMENT OF OFFICERS TO THE BOARD: The board can appoint board members as required with a majority vote of the existing board members.

APPOINTMENT OF THE TALL PINES COORDINATOR: as the premium event for the Club, a Tall Pines co-ordinator must be confirmed as early as possible. **ACTION:** President

POST BOX RENTAL: Ed Richardson handles the picking up of mail from the postal box. Mail is brought to the meetings and distributed by Ed. The box costs about \$200.00 per year and is at the Downsview postal outlet.

AFFILIATION FEES: The MLRC is affiliated with both CASC – OR and CARS. As of 1 January 2004 the affiliation fees stand at (during 2002 it is likely that the revenue sharing between CASC – OR and CARS will be reviewed):

CARS Annual affiliation fee	:\$100.00+GST
RSO Annual Affiliation fee	:\$300.00 + GST
CASC - OR Annual affiliation fee	:\$300.00 + GST

The annual affiliation fees should be forwarded to CARS and CASC – OR on or about 1 January of each year. The addresses are:

Canadian Association of Rallysport
595 Elm Road
Stouffville, Ontario
L4A 1W9
Ph/fax 905-640-6444
email: president@carsrally.ca

CASC Ontario Region
703 Petrolia Road
M3J-2N6
Phone: (416)667-9500
FAX: (416)667-9555
Toll Free: (877)667-9505
email: office@casc.on.ca

ACTION: Treasurer

INCORPORATION UPDATE: The Club Papers of incorporation must be filed annually following the AGM, detailing any changes to the By-Laws and including the names of the new Board of Directors. Contact:

Ministry of Finance
Corporation Tax Branch
P.O. Box 620
33 King St W
Oshawa, ON
L1H 8E9

A Helpline is available Monday to Friday 8:30-5:00 on 1-800-263-7965. A suitable notification is shown at Annex C of this Manual. **ACTION:** Secretary

AUTODATE NOTIFICATION: The Toronto Star runs a feature called *Autodate* in their *Wheels* section each Saturday. They will publish a small amount of information publicising regular monthly club meetings. Fax to *Autodate* at (416) 865-3996. A Typical announcement is as follows:

MAPLE LEAF RALLY CLUB Meets 3rd
Tuesday of the month (except July and
August). Meeting starts at 8:00pm at
Musket Restaurant, 40 Advance Road,
Etobicoke. Rally videos commence at
7:00pm. Glenn 705-436-4417
www.mlrc.ca.

One month's notice is required. **ACTION:** Secretary

EXECUTIVE MEETINGS: the Board will meet regularly and as often as is necessary to conduct the affairs of the Corporation. Board meetings generally precede the monthly meetings by two weeks. That is on the Tuesday following the first Monday of the month, except when the first Monday is the 1st.

The Executive meets at the offices of:

CASC Ontario Region
703 Petrolia Road
M3J-2N6
(416)667-9500
(416)667-9555 (fax)
(877)667-9505 (toll-free)
office@casc.on.ca

The Executive gathers at 6:30PM to prepare the monthly magazine *On Route* for mailing. The Executive Meeting commences at 7:00PM. CASC – OR should be notified of the anticipated dates of Board meetings. **ACTION:** President

CLUB MEETINGS: according to the By-Laws a general business meeting for all members will be held on the Tuesday following the third Monday of each month. This is an opportunity for all members to get together in a more social atmosphere.

This meeting starts at 7:00 p.m. with the showing of rally videos, followed at 8:00 p.m. by the business meeting where the members are brought up to date on the status of the Club and the sport in general. The business meeting is usually followed by a presentation of some sort, technical or otherwise. Note that there are no General Meetings held in July and August.

The venue for the monthly meetings is:

The Musket Restaurant
40 Advance Road
Etobicoke, Ontario

The Restaurant should be advised of meeting dates. **ACTION:** Vice-President

AUTO SHOW: The Auto Show is being held Feb. 14 – 21. Free admissions, shirts and other gimme's are available for those willing to work at the RSO booth to promote MLRC and rallying in general. Please Mark Ockwell to register.

ARRANGEMENTS FOR THE AGM: For 2004, the CARS AGM is held in Montreal on Jan 10. The club should send at least 2 representatives for the Tall Pines to the CNRC meetings. Hotel fees and some travel costs are paid to the reps. For 2005, the AGM is in Toronto.

HANDOVER OF DOCUMENTS: We need to establish what is handed over, where it is stored and the length of time it is to be stored for. We should store any electronic files on the web site <http://mlrc.ca> behind a firewall so that we have access from year to year.

Performance Rallying

RALLY OF THE TALL PINES: The Rally of the Tall Pines is an event in the Canadian Rally Championship and is a showcase for the Maple Leaf Rally Club and its members. It is also the event that requires the greatest amount of planning and involves the largest financial commitment for the Club.

OPRS – Black Bear - Alan Ryall and Glenn Hamilton will be managing the 2004 edition of the Black Bear on the Sherborne Lake Road near Dorset, Ontario. Set to run on June 26, the Black Bear will draw about 20+ cars to the one road/4 pass event.

Rallysprint

Road Rallying

ORRC – The Maple Leaf Madness event is being managed by Tom Bartman in 2004. It will run out of the Shelborne area on Sept. 25 and will be the 10th event of the 2004 ORRC championship.

Mini Rallies – The Mini Rally series is held from April to October on the first Monday of each month. Start and finish are at the Hwy 400 Petro Canada service centre at Maple. Drawing about 25 cars per event, these rallies are the training ground for Road Rallyists. In 2004, Paul Henshall & Ed Richardson are the series managers.

Contract Rallies – From time to time, the club is asked to create, to manage, to provide insurance for and to run a rally on behalf of some other organization. In 2003, these were completed for the SVTOA Club of Toronto and the Bank of Nova Scotia. The rate for these rallies was \$1500.00 plus GST yielding about \$750.00 in profit. They are simple beginner type instructions of about 125km in length.

YWRS – The Yokohama Winter Rally Series was cancelled at the end of the 2002 season due to Insurance concerns by the organizer.

On Route

On Route is the official magazine of the Maple Leaf Rally Club. Since the inception of the Club it has played an essential role in communicating with the members. On several occasions the magazine has won ASN awards for its consistently high standard of presentation and content.