



# **PCA Manual of National Policy and Procedures (MNPP)**

**11 November 2017**

**Information contained within this Policy and Procedures  
Manual is the property of the Porsche Club of  
America, Inc.**

The MNPP is considered "a living document" undergoing continual review and updating.  
The most current version of each MNPP section is posted on the PCA website.

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Historical

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## History of the PCA Manual of National Policy and Procedures

### Policy Committee Notes

The requirement for a Manual of National Policy and Procedures (MNPP) was approved at the 59th Porsche Parade at Monterey, California. The MNPP is the single point of reference for all National policy and procedures as derived from the Bylaws and approved by the Board of Directors and Executive Council. The MNPP is a living document. It contains the most current policies (as approved by the Board of Directors) and procedures (as approved by the Executive Council). (Typically, procedures that fall under policy will be created or modified based upon Executive Council approval.) The document also contains those guidelines that impact the National organization. The Policy Committee is responsible for maintaining and updating the document.

PCA's Manual of National Policy and Procedures was preceded by the Manual of Procedures and the Manual of National Procedures. The oldest known version of the Manual of Procedures of PCA was written in 1988 by Don Spaulding, the then-Chairman of the PCA National Procedures Committee.

In September 1988, this document was correlated by then-National Executive Secretary Ruth Harte and placed into a three-ring, blue binder. Copies were distributed to all PCA National Officers & Staff, and to all PCA Region Presidents.

In 1995, PCA National President Judy Boles requested the Chair of the Procedures Committee, Phillip Doty, to review this 1988 edition of the Manual of Procedures and directed that information on Region operations be extracted, and sent out thereafter on annual basis to the National Staff and all Region Presidents. This separate document became known as the Region Procedures Manual, or simply, "RPM."

In 2003-2004, the Manual of National Procedures was updated and compiled by Phillip Doty, PCA National Procedures Chair and Diana Tringali, the then-current National Executive Secretary for PCA. It was distributed to all National Staff and then-current Region Presidents. It was issued in a black three ring, view binder, with numerical dividers.

The last version of the Manual of National Procedures was compiled from late 2009 to spring 2011 by the then-Procedures Committee Chairman, Phil Doty, using documents from the PCA National Office and updates from National Officers and National Staff. RPM continues to be published separately on an annual basis.

Pursuant to the Executive Council's decision in 2014 to have the MNPP be the focal point for all National policy and procedures, the Policy Committee has coordinated with the Committee Chairs and Special Appointees to have their latest procedures included in the document. The MNPP now contains updated versions of these procedures, as well as all policies approved by the Club.

The RPM is updated annually by the Procedures Chair, head of the Procedures standing committee. It should not be considered a policy document- rather a document for Regions to utilize to improve their activities and operations and to adhere to PCA minimum standards and guidelines. The MNPP will be updated as new policies and procedures are adapted and approved by the Club. Only the latest posted version on the website should be used by the National organizations, Zones, and Regions.

#### PCA Policy Committee

Robert Gutjahr, Chair, Chesapeake Region  
Amber Door, Western Michigan Region  
Christopher Martella, Southeast Michigan Region  
Liz Shaw, Roadrunner Region

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#### Definitions and Terms:

If any organization is going to operate effectively, it must have some form of governance—policy and procedures that are approved and work. Similarly, every organization must have a common understanding of what is contained in those documents—so having consensus on what is meant by policy, procedures, standards and guidelines is just as important as following them. How can you be in compliance with something you don't understand? Hence, here are the essential definitions of those terms used in the MNPP and the RPM:

**Bylaws:** The over-arching rules adopted by PCA membership for the governance of its members and the regulation of its affairs. The bylaws contain the most fundamental principles and rules regarding the nature of how PCA functions as an organization. All approved policy and procedure must align to PCA Bylaws.

As established by the PCA Bylaws, the Executive Council, Board of Directors, or active and/or family active members in good standing constituting at least 3% of the then membership, of which not more than one-third shall be members of any one Regional Club, may propose amendments to PCA Bylaws. Revisions are written by the Policy Committee in adherence to established bylaws. Approval of the Bylaws is by a majority of the votes cast in a referendum of the membership.

**Policy:** A statement of PCA intent to guide decisions and achieve outcomes. Policy is implemented as a procedure or protocol.

Within PCA all Policies are written by the Policy Committee in adherence to the National Bylaws and governmental requirements for Non-profit entities. Policies are adopted by the Board of Directors in adherence to the PCA Bylaws.



**Procedure:** The process that is used within PCA to adhere to the National Bylaws and approved policy.

Procedures are created collaboratively by the Policy Committee and the responsible person(s) to ensure that all established procedures are realistic and manageable. Established procedures are to be a clear and concise detail of the responsibilities of the committee/coordinator/elected officer. Procedures are approved by the Executive Council.

**Minimum Standards:** PCA Region Minimum Standards are rules associated with moving car events. Moving car events have increased risk of member personal injury and hold increased financial risk for Regions and the Club as a whole. Those events within PCA are Tours, High Speed Drivers Education schools, Autocrosses, Time Trials, and Club Racing. Minimum Standards are established to facilitate safe events and to manage PCA risk.

Event Minimum Standards are written by the PCA committee responsible for the standards with review by the Policy Committee, to ensure no conflict with National Policy/Procedure, as well as other selected members of the National staff and Region leadership to ensure that the established minimum standards are realistic in nature and enforceable across the varied Regions that make up the Club. Minimum Standards are approved by the Executive Council.

**Guidelines:** Guidelines are not rules established by PCA, but are documents that are written to assist Regions in establishing best practices for activities/events, as well as to provide consistency across Regions if adopted.

Guidelines may be written by National Coordinators or other National staff as directed by the Executive Council. They are reviewed by the Policy Committee, to ensure no conflict with National Policy/Procedure, as well as other selected members of the National staff or Region leadership, as appropriate. Guidelines are approved by the Executive Council for membership access on the National website and for distribution.