

# ***Northwest Mustangs and Classic Fords Car Club By-Laws***

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Revised 01/11/11 (address updated)

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Amended Article VIII, Section 1, 11/13/2013 (added two new positions)

Amended May 2015 (Article IV, Sections 1, 2, 4, 5, 6. IX, Section 1)

Amended June 2016 (Article VI, Sections 1 & 2)

Amended October 2017 (Article VI, Section 2)

## **Article I ~ Name and Location**

### **Section 1**

The organization shall be known as ***Northwest Mustangs and Classic Fords Car Club***. The headquarters for this organization shall be in the Vancouver, Washington area.

## **Article II ~ Purpose**

### **Section 1.**

The purpose of the Northwest Mustangs and Classic Fords Car Club (referred to as "*The Club*") is to encourage and promote the enjoyment, preservation, restoration, and maintenance of Ford automobiles for educational, recreational, and historic interest.

### **Section 2.**

It is intended to provide and regulate family oriented events, tours, rallies, shows and meetings for its members. It is in hope that these activities will encourage members to share their expertise and experience on working with automobiles.

### **Section 3.**

This organization is not created for profit, but solely and exclusively for the enjoyment and betterment of its members and the community in which it functions. Its net income shall not be for the benefit of any individual and no distribution of its property or income shall be made to any individual or individuals.

### **Section 4.**

All funds above that which is needed to operate *The Club's* basic needs, that are raised through various avenues such as but not limited to; 50/50 pots, raffles, car show events, road rallies, cruises, etc., will be donated to local non-profit charities.

### **Section 5.**

The recommendation of which local non-profit charity(s) *The Club* decides to support can come from any member in good standing. Recommendations can be given to any Officer to be brought up at the next general meeting. Decisions as to which charity will be chosen will be determined by a vote of the majority at a general meeting.

## Article III ~ Mailing Address

*The Club* shall maintain a mailing address at:  
PO Box 872182  
Vancouver, WA 98687

## Article IV ~ Membership and Dues

### Section 1.

New applicants will be required to have a current NWMCF member of good standing as a sponsor. There will be a 90 day probation period. After 90 days, the sponsor will present the Board with a review of the probation period. The Board will then either approve or deny the applicant. If the applicant is denied, a full refund of the dues will be issued. The conditions of the probation period will require the applicant to show up for at least one club function within the 90 day probation period. Examples include: NWMCF monthly club meeting, a club-sponsored event, garage day, etc. If the applicant is unable to participate, the sponsor will be required to present a case on why the applicant should be considered for an exception to these conditions. If the applicant applies for membership without sponsorship, one of the Board members will be appointed by the President to take on the responsibilities of welcoming them to the club and get to know them as their sponsor.

If the applicant elects to leave the club within the 90 probation period, a full refund will be issued minus setup fees.

Any person in alignment with the interests and purposes of *The Club* and interested in Ford automobiles may apply for membership. Ownership of a Ford automobile is not a prerequisite. All persons who are willing to abide by the rules and regulations of these By-Laws shall be entitled to apply for membership in *The Club*.

### Section 2.

Membership shall be considered "Individual" or "Household". Applicant(s) can choose "individual" membership or "household" membership when applying to the club. Members in good standing can change their membership at any time with a new application and appropriate fees paid. Original membership will be rescinded with no refunds. Individual membership carries full voting rights for one (1) vote. Household membership carries full voting rights for two (2) votes. Membership shall not be transferable or assignable. Companies may join as an "Industry Member". Industry Members are non-voting and may not hold an Officer or Board position. "Individual" Members must be eighteen (18) years of age or older and hold a current valid driver's license.

### Section 3.

Membership requires payment of annual dues. Any person(s) paying the required dues shall be considered a member with full rights and privileges. The membership year runs January 1st through December 31<sup>st</sup>. Renewal dues shall be payable on or before January 15<sup>th</sup> of each year.

### Section 4.

Annual dues will be in the amount set by the membership, due each January. Household membership dues will be 1.5 times the cost of an individual membership. Any member who has failed to pay his/her dues within 45 days after they have become due shall cease to be a member. First-time members joining after July 1<sup>st</sup> shall pay 1/2 the annual dues. In addition to the yearly membership fee, there shall be a one-time initiation fee of ten dollars (\$10) for individual and twenty dollars (\$20) for Household.

## Section 5.

Payment of individual membership/initiation dues shall entitle new member to one (1) membership card, one (1) club window cling and one (1) club nametag. Payment of Household membership/initiation dues shall entitle new members to two (2) membership cards, two (2) club window clings and two (2) club nametags. In addition, both memberships will include a copy of The Clubs By-Laws and notices and announcements to all club activities. All members of a family/household are allowed admittance to all of The Club's meetings and activities.

## Section 6.

Any member may be expelled and his/her membership terminated for conduct, which the majority of the officers deem to have disturbed the order, dignity, business or harmony of the club, or to have impaired it's good name, good will or prosperity, or to have knowingly violated any rules and regulations of the club. Notification of cancellation shall be presented in writing to the member concerned.

Expelling a member from the club:

- 1) The member in question will be contacted by the President or Vice President to have a conversation about the concerns. A follow up document of the infraction will be sent to the Secretary to be kept with the club records. (1<sup>st</sup> warning - verbal with write up)
- 2) If the problem isn't corrected to the Boards satisfaction, then the member is brought before the Board for further discussion. A follow up document of the infraction will be sent to the Secretary to be kept with the club records. (2<sup>nd</sup> warning)
- 3) If further action is required, the Board will present the facts to the membership to seek input before the Board casts their votes to either retain or expel the member. This vote will be conducted in front of the membership at a general meeting.
- 4) This vote will be conducted in front of the membership at a general meeting whether or not the member is present.

## Section 7.

A member may resign at will, and dues for the current year shall be forfeited. Resignations may occur in two manners:

- 1) The member may submit a written letter of resignation to an officer of the club. Such resignations will be deemed effective as of the next meeting.
- 2) Failure to pay dues constitutes resignation of membership.

# Article V ~ Meetings

## Section 1.

**General Meetings:** There shall be a meeting of members and guests each month at a time and place agreed upon by the membership. The general meetings of the members shall be held each month for the purpose of transacting business and informing membership of upcoming events. The date of the general meeting can be changed at any time by the decision of the Officers when it is necessary.

**Special Meetings:** The President, upon reasonable written notice to the membership may call special meetings of the membership.

**Officer/Board Meetings:** The Officers/Board may meet prior to the general meeting for the purpose of planning the monthly meeting and conducting business.

## Article VI ~ Voting

### Section 1.

Voting of general business may be done without prior club member notification at any general meeting. This voting may be done by a show of hands. A simple majority will carry the vote. Only members present may vote, no proxy voting. Exception to this will be the election of Officers, which will be voted by ballots emailed to all members in good standing.

### Section 2.

Elections are to be held annually at the November general meeting. Elections for President, Treasurer and Sergeant At Arms will be held in even years. Elections for Vice President and Secretary will be held in odd years. Newly elected Officers will begin their positions in January of the following year, for a term of two years.

### Section 3.

Nominations shall be made from the current membership starting at the September general meeting. Nominees will be given the opportunity to address the membership at the October general meeting. The Secretary will assemble a ballot containing the names of the nominees for each elected office and an additional space for a write-in candidate. Ballots will be emailed at least three weeks before the November general meeting in which the elections will be held. Ballots will be counted and announced at the November general meeting.

## Article VII ~ Club Positions

### Section 1.

*The Club* shall have as its Officers, a President, Vice President, Treasurer, Secretary, and Sergeant at Arms. The Officers of *The Club* shall be responsible for the overall direction and guidance of The Club.

### Section 2.

Optional club positions shall be considered advisory positions to the Officers of *The Club*. These positions are not elected, but are appointed by a quorum of the Officers, they are: Member at Large, Events Chair, Newsletter Editor, Web Master/Social Media Manager, and Club Historian/Photographer.

### Section 3.

All Officers and Optional Club positions must be members in good standing. To be eligible to run for President – need to be active member in good standing for at least 2 years. To be eligible to run for other positions - need to be an active member for at least 1 year. Any Officer, who fails in his/her duties as set forth in Article VIII, may be removed from the office in which they were entrusted by two-thirds of votes of all members at a general meeting. Such action may be taken only after Notice of Intent is delivered to the Officer in question. Any member holding an elected office, upon ceasing his/her membership shall also terminate the term of office for which they are elected.

## Article VIII ~ Duties

### Section 1.

**President** ~ The President shall be the principal Executive Officer of *The Club* and shall supervise and conduct all of its business and affairs. The President shall preside at all meetings and cast the deciding vote in case of a tie, and may, together with the Secretary, sign any document or instructions. The President shall be the official club spokesperson, encourage club activities and promote the club. The President shall be personally responsible for the functioning of all committees, to delegate any specific powers to any other office, officer or members of *The Club*. The term of this office shall be two (2) years.

**Vice President** ~ In the absence of the President, the Vice President shall perform the duties of the President and shall have all the powers and be subject to all the restrictions upon the President. The Vice President shall also be responsible, in the absence of the Secretary or Treasurer, to perform the duties of the Secretary or Treasurer. The term of this office shall be two (2) years.

**Treasurer** ~ The Treasurer shall have custody of, and be responsible for, all funds and securities of *The Club*. The Treasurer shall collect dues and other funds, issue receipts, write the necessary checks for all payments on behalf of *The Club*, and deposit all such payments in the name of *The Club* in such a bank or other depository as the Officers may designate. The Treasurer will also maintain the club checking account, complete annual audits as required by the State and report the current balance at the monthly meetings. Another current officer, one not related to or residing in the same household, shall countersign all checks. The term of this office shall be two (2) years.

**Secretary** ~ The Secretary shall keep the minutes of *The Club* meetings, be responsible for the development and upkeep of *The Club's* Membership Directory, Membership Applications and members email addresses. The Secretary shall be responsible for the record of By-Laws, direct all necessary correspondence with all national affiliations, and perform other duties incident to the office of Secretary, including preparing correspondence for publication or mailing and the collection of member dues which will be forwarded to the Treasurer for deposit. The term of this office shall be two (2) years.

**Sergeant at Arms** ~ The Sergeant at Arms shall be responsible for proper behavior of members at all gatherings of the club. Other duties as assigned. i.e. social media, etc. The term of this office shall be two (2) years.

**Events Coordinator** ~ The Events Coordinator, with help from club officers and members, shall coordinate and orchestrate the annual calendar of events for any social or motor events as desired by *The Club*. The Events Coordinator will be responsible for posting/listing *The Club's* events in all appropriate Car Club event and show calendars to maximize attendance and exposure, this includes sending weekly to bi-weekly updates to the Secretary to forward to members with events, dates, etc. The term of this office shall be two (2) years.

**Member at Large** ~ The Member at Large will attend various club functions and interact with club members to get a feel for the general membership on issues of interest or concern and represent the interests of the membership at Board meetings. The term of this office shall be two (2) years.

### Section 2.

**Newsletter Editor** ~ The Newsletter Editor shall be responsible for *The Club's* newsletter. The Editor shall receive new membership data from the Membership Chair for publication in the newsletter. The Editor will also solicit, review and include submissions from club members for inclusion into *The Club's* newsletter. The Editor will be responsible for ensuring continuity and professionalism throughout each publication.

**Webmaster/Social Media Manager** ~ The Webmaster/Social Media Manager will be responsible for the development of and consistent updating of *The Club's* website and Social Media account(s), ensuring continuity, accuracy and professionalism at all times.

**Club Historian/Photographer** ~ The Club Historian shall be responsible for the memorabilia and collection and storage of historic club paraphernalia. They shall keep and maintain a scrapbook of *The Club's* activities, which will include pictures and any other related documents that are pertinent to *The Club* and its associated functions. The scrapbooks are to be made available for viewing by the membership at the general meetings. The Historian will also be responsible for ongoing assembly of photos onto a flash drive, which may be run as a PowerPoint presentation at each general meeting.

## **Article IX ~ Resignation and Vacancies**

### **Section 1**

Any Officer and/or Board Member may resign by giving notice to the President or Secretary. Resignation shall take effect on the date of such notice or at any later time specified in the resignation.

Any officer and/or Board Member that resigns or forfeits their position will not be eligible to run for a position until after their forfeited term is up; unless it is to fulfill an open elected position.

Any officer and/or Board Member may take a leave of absence up to 3 months due to personal circumstances, medical, family, etc. which may take them away from their club duties. Leave of absence must be approved by the Officers. Should the 3 month time frame be exceeded, then the Officer and/or Board Member must resign their position for best interest of Club.

### **Section 2.**

A vacancy in any office because of death, resignation, removal, or any other cause may be filled for the un-expired term by a majority vote of the members present at a general meeting.

## **Article X ~ Rules of Procedure**

### **Section 1.**

Robert's Rules of Order, revised, shall prevail at all general meetings for *The Club* unless those are contrary to these By-Laws, in which case these By-Laws will take precedence.

## **Article XI ~ Personal Liability**

### **Section 1.**

Liability shall be limited to funds and property of the club. The members and officers of *The Club* shall not be personally liable for any debt incurred by the club. Further, the club shall not be liable for any debts in excess of \$100 incurred in its name by any member, office or committee without prior approval of the Officers.

### **Section 2.**

Each member of The Club will be required to carry liability insurance on their automobile when participating in club sponsored events, and show proof of such coverage to the Officers if requested. Each member's vehicle must comply with state and local motor vehicle laws currently in effect.

## Article XII ~ Dissolution

### Section 1.

In the event the number of voting members becomes ten or less, the remaining members may vote to dissolve *The Club*.

### Section 2.

After all outstanding debts have been paid; the assets of the club shall be distributed as determined by a two-thirds majority of the remaining members. The assets may not benefit anyone associated with the organization.

## Article XIII ~ Amendments

### Section 1.

Members in good standing of *The Club* may propose to amend the By-Laws as follows:

- a) The Officers may propose an amendment to the By-Laws by setting forth and directing that it be submitted for adoption by the members at a general meeting, or
- b) Any fifteen (15) members, or 10% of the current membership, whichever is less, may set forth a proposed amendment by petition, to be filed in writing with the Secretary of *The Club*.

### Section 2.

The Secretary shall then submit the proposed amendment to the Officers for their review. Notice of the proposed amendment will be emailed to the club. At the general meeting, members may adopt the amendment with a two-thirds majority vote.