



***SACRAMENTO AREA
MUSTANG CLUB***

**BYLAWS
POLICIES
GUIDELINES**

Sacramento Area Mustang Club

Bylaws, Policies & Guidelines

Established June 1994

<u>ARTICLE I</u>	Club Name
<u>ARTICLE II</u>	Office Location
<u>ARTICLE III</u>	Club Purpose
<u>ARTICLE IV</u>	Membership Application
<u>ARTICLE V</u>	Membership
SECTION 1	Levels of Membership
SECTION 2	Membership Dues
SECTION 3	Expulsion
<u>ARTICLE VI</u>	Club Officers
SECTION 1	Definition
SECTION 2	Elections
SECTION 3	Duties
<u>ARTICLE VII</u>	Board of Directors
<u>ARTICLE VIII</u>	Miscellaneous
SECTION 1	Notice of Meetings
SECTION 2	Quorum
SECTION 3	Monthly Meetings
SECTION 4	Special Meetings
SECTION 5	Order of Business
SECTION 6	Advertising / Commercial Policy
SECTION 7	Appointment of Committees
SECTION 8	Amendment of Bylaws
SECTION 9	Personal Liability
SECTION 10	Fiscal Year
SECTION 11	Attorneys Fees
SECTION 12	Disposition of Treasurer
SECTION 13	Charities
SECTION 14	Disposition of Property

These bylaws are constructed and written to comply with the State of California in order to establish and operate Sacramento Area Mustang Club as a non-profit organization.

Revised March 2014

ARTICLE I - Club Name

The name if the club shall be “Sacramento Area Mustang Club” , a non-profit organization. The term the *Club* or *S.A.M.C.* may be used in this booklet in place of *Sacramento Area Mustang Club*.

ARTICLE II - Office Location

The principle mailing address for *S.A.M.C.* shall be P.O. Box 41081 Sacramento, CA 95841, or as so designated by the Membership Chairman with the approval of the Board of Directors.

ARTICLE III - Club Purpose

A. To encourage and promote the admiration, ownership, enthusiasm, care, maintenance, and the safe, courteous operation of the Ford Mustang Automobile

B. To serve as a medium of exchange for ideas and information for owners of the Mustang to aid them in restoring and preserving these automobiles

C. To unite in local organization, owners of Mustangs who are interested in restoring and maintaining their automobiles in a manner that will promote the hobby within the community

D. To provide a social group for the club members to meet, socialize, and maintain a spirit of good fellowship, and to participate in activities including the use of their Mustangs

E. To further the interest and enthusiasm of owners and drivers of Mustangs and to promote the safety and enjoyment of same in all phases of this organization

ARTICLE IV – Membership Application

A. Membership in *S.A.M.C.* shall require, as a pre-requisite, an interest in the Mustang, possession of public liability and property damage insurance on any owned vehicle equal to the minimum requirements; or be prepared to post a cash bond as required by the financial responsibility clause 3E of the State of California Motor Vehicle Code.

B. Membership applications are subject to approval by the Board of Directors. All applications must be approved by a majority vote of the Board of Directors.

C. Any person under the age of 18 years who wishes to become a primary member must have the written approval of a parent or legal guardian (signature required on membership form).

ARTICLE V - Club Membership

SECTION 1- Membership Levels

A. Primary Member: Any person owning or interested in Mustangs may become an active member in this organization and be entitled to all of its privileges upon payment and by due process as set forth in these bylaws.

B. Associate Member: Upon payment of the associate membership dues, family member(s) or significant others of a primary member shall be entitled to all privileges of the club by due process as set forth in these bylaws.

C. Honorary Member: Upon recommendation of the Board of Directors and approval of the membership, persons who have rendered important service of the membership or the cause of the *Sacramento Area Mustang Club*, or the Mustang hobby in whole, may be elected to honorary membership.

D. Charter Member: Those members who were on record prior to January 1, 1995, shall be designated as *Charter Members*.

SECTION 2 - Membership Dues

A. Primary Member dues shall be \$25.00 per year.

B. Associate member dues are \$10.00 per person.

C. Yearly dues shall be payable at the beginning of the *S.A.M.C.* "fiscal year." A completed and signed application form must accompany renewal fees.

D. Any dues paid 45 days prior to the end of said "fiscal year" shall be applied to following years membership.

SECTION 3 - Expulsion

Any member may be expelled from the *Club* for:

A. Non-payment of dues by 60 days after the beginning of a new fiscal year

B. Any breach of the bylaws of this club

C. For reasons deemed detrimental or injurious to this club by a three-fourths (3/4) vote of the Board of Directors, including but not limited to: drunk or disorderly conduct at any club event and reckless or exhibitionist driving at any club sponsored function

D. Flagrant and/or frequent violations of State and/or local traffic laws or ordinances

E. Lack of or infringement of a motor vehicle insurance policy of minimum legal requirements at or during a club sponsored function *immediately* invalidates his or her membership

F. Operating a vehicle at a club sponsored function without a valid vehicle operators license

ARTICLE VI - Club Officers

SECTION 1 - Definitions

A. The elected officers of the *S.A.M.C.* shall be: President, Vice President, Secretary, Treasurer, and Membership Chairman.

B. The appointed officers shall be: Editor/Public Relations, Sergeant-at-Arms, Members-at-Large, and Committee Chairpersons. The Board of Directors may combine certain appointed positions at its discretion.

SECTION 2- Elections

A. Those people who wish to hold office must be nominated or submit their name in writing at or by the October membership meeting.

B. Election of officers by majority vote shall be held at the November meeting. No absentee ballots will be made available.

C. All officers of this club shall be primary or associate members in good standing.

D. Should an officer resign or become unable to hold office before the end of the elected term, the President shall appoint a member in good standing.

E. The officers of *S.A.M.C.* shall be elected by the members for a term of one year, beginning on January 1.

F. No members shall run for more than one elected office during any one election.

SECTION 3 – Duties

A. President: The President shall preside at all monthly meetings and perform the duties of the office. The President may call special meetings of the members or Board of Directors, and may appoint special committees.

B. Vice President: In the absence of the President, the duties of that office shall be performed by the Vice President. The President may delegate to the Vice President other duties which are deemed necessary for efficiency of the Club.

C. Secretary: The Secretary shall attend all meetings and shall record all minutes and votes. The Secretary shall maintain a current roll of all club members, and give notices of meetings.

D. Treasurer: The Treasurer shall:

1. Have custody of all financial obligations concerning the club.
2. Receive all funds for the Club to be deposited in the Club bank account.
3. Pay only those debts or liabilities incurred by the Club or members, with approval of the Board of Directors
4. Sign, in the name of the Club, all checks for payment of debts; these checks must also be countersigned by one other officer.
5. Ensure that the Board of Directors does not incur any obligation, debt or liability greater than \$50.00 without the specific approval of a majority vote of the general membership.
6. Give a report as to the status of the Club's financial position at the monthly meetings and, if so requested, at any other meetings of the Board of Directors.

E. Membership Chairman: The membership chairman shall:

1. Receive all membership applications for processing.
2. Be listed on advertising to answer calls about information concerning the Club.
3. Maintain the active membership list.

F. Editor/Public Relations: This officer shall compile the newsletter, secure advertising and insure the newsletter is mailed once each month to each primary member. In addition to the newsletter, the editor shall be responsible to write articles and press releases to local and/or national publications promoting the Club and its events.

G. Sergeant-at-Arms: The Sergeant-at-Arms shall maintain order at monthly meetings and all club sponsored events.

H. Members-at-Large: Two (2) Members-at-Large shall be appointed by the President and approved by the elected officers to serve on the Board of Directors. The Members-at-Large may be removed and replaced at the discretion of the Board with the approval of the General Membership majority vote.

ARTICLE VII - Board of Directors

The Board of Directors of the Club shall be composed of seven (7) officers and two (2) Members-at-Large, all of whom must be members in good standing.

Supervision of the affairs and interests of the *Club* shall be vested in the Board of Directors. The general duties shall also include consideration of all official business presented.

The Board of Directors shall meet monthly at such time and place that may be determined by the President. The President may call special meetings of the Board of Directors at any time. A special meeting may be called upon written or telephoned request of any two (2) Board Members. Advance notice of two (2) days by mail or one (1) day by phone of such meetings, must be given to the members of the Board of Directors. The notice must state the object of such special meetings.

ARTICLE VIII - Miscellaneous

SECTION 1 - Notice of Meetings

The Secretary, not less than five (5) days before, shall give notice of meetings stating the place, date and time of the meeting.

SECTION 2 - Quorum

Five (5) members of the Board of Directors present at all board meetings and fifteen (15) of all membership present at all membership meetings shall constitute a quorum.

SECTION 3 - Monthly Meetings

The meetings shall occur as scheduled at least once a month. This date is subject to change upon approval of the majority of the membership present at a meeting.

SECTION 4 - Special Meetings

The President or a majority of the Board of Directors may call a special meeting of the members.

SECTION 5 - Order of Business

The order of business at a Board and/or Membership meeting shall be as follows:

- A. President shall call meeting to order
- B. Reading and approval of the minutes of the last meeting by Secretary
- C. Report by the Treasurer
- D. Committee and Chairman reports
- E. Old Business (unfinished from the last meeting)
- F. New Business
- G. Adjournment

The order of business may be suspended or modified by the President or membership where applicable. Elections shall take place immediately after Committee Reports and before Old Business.

SECTION 7 - Advertising / Commercial Policy

A. Those who want to promote car related products or services at club functions must have approval from the Board of Directors as to what will be promoted, and how it will be promoted.

B. Paid advertising for the club newsletter will be accepted by payment and by approval by the Board of Directors. The payment schedule for advertising will be approved by the board.

C. The *Club* will not endorse an individual business.

SECTION 8 - Appointment of Committees

The President shall appoint such committees as deemed necessary and shall outline the duties and responsibilities of such committees. A majority of the entire committee must sanction all reports and/or action taken by the committee.

SECTION 9 - Amendment of Bylaws

Any member in good standing, by written notice of proposed bylaw changes submitted to the Secretary and published in the official newsletter of the club thirty (30) days prior to the regularly scheduled membership meeting, may propose an amendment to the bylaws. Ballot voting shall be controlled by the same rules relating to the election of officers. If two thirds (2/3) of the members are present, qualified to vote, and vote in favor of the proposal at the meeting, the proposal amendment shall thereby be approved and adopted.

SECTION 10 - Personal Liability

All persons or corporations extending credit to, contracting with, or having a claim against the club or the officers, shall look only to all the funds and property of the club for payment of any such contract or claim for payment of any debt, damage, judgment, or decree of any other money that may otherwise become due or payable to them from the officers, so that neither the members of the club, the officers (present or future), or sponsors, shall be personally liable therefore.

SECTION 11 - Fiscal Year

The fiscal year for *S.A.M.C.* is from January 1st through December 31st, of any given year.

SECTION 12 - Attorneys Fees

All members agree that if a dispute should arise between a member and *S.A.M.C.* resulting in the institution of legal action, the prevailing party shall be entitled to recover attorney fees and costs arising from said action.

SECTION 13 - Disposition of Treasure

If at any point in time the General Membership decides to dissolve the said club (passed by three-quarters of the membership), all moneys remaining in the club treasury, after payment of all outstanding debts, will be donated to a charity that is in agreement with the membership.

SECTION 14—Charities

All requests for charitable contributions must be submitted in writing to the Board of Directors for their investigation and verification, then the Board will submit their recommendations to the General Membership.

SECTION 15– Disposition of Property

All properties of *S.A.M.C.* in the possession of officers (or members) will be turned over to their successors upon completion of their term or termination of office.

CLUB POLICIES

- A copy of these Policies and Bylaws will be furnished to all current and new members.
- A brief code of conduct will be included in the membership packet presented to each new member.
- General membership meetings are normally scheduled on the third (3rd) Wednesday of each month.
- A person does not have to own a Mustang to become a member of *S.A.M.C.*
- Primary members must be at least eighteen years of age.
- Only car related products can be promoted at the meetings, where approved by the Board of Directors, by placing catalogs or flyers on a table.
- No advertising can be placed with a membership application or invitation to join *S.A.M.C.*
- *S.A.M.C.* cannot promote an individual business
- A business cannot join as such, business owners must join as individuals.
- Any business can advertise in the *S.A.M.C.* newsletter in accord with current rates and board approval.
- Raffles will take place at monthly meetings at the discretion of Board of Directors. Raffles at club events are subject to discretion of event chairman. Amounts of prizes or funds spent shall be determined by the Board of Directors.
- Club regalia such as name badges, patches, jackets, T-shirts, etc... shall be available to members where and when the Board of Directors requisitions the availability of such.
- Petty cash funds shall be established by the Board for Chairpersons who may request them. Each fund cannot exceed \$30.00 without membership approval.
- People nominating officers for an election cannot be candidates for any other office.

GUIDELINES

- Conduct guidelines apply to any and all club functions where members are representing the *S.A.M.C.* both to its members and to the general public.
- Members shall adhere to proper decorum to reflect favorably upon the club. No alcohol shall be consumed on the premises of a car show, display or in an identifiable club area at a civic event.
- No manifestations, banners, signs, or paraphernalia shall be exhibited with a car at a public display that may be offensive to sight, creed, doctrine or that may reflect negatively on *S.A.M.C.*
- No personal items or services shall be sold or offered for sale without express approval of the Board of Directors, unless the event is geared for such transactions.
- Any violations to the foregoing may subject a member to expulsion from *S.A.M.C.* after recommendation by the Board of Directors.

CLUB CREDO

More important than the Mustangs are the new friendships each of us as members will make. It doesn't matter if we have a '64¹/₂ or modified late-model Mustang. It doesn't matter if our car is concourse quality or marred with rock chips. What does matter, is that we all are pointed in the same direction. There shall be no idle complaints about fellow members. The motivation must be for us to succeed us a group.