Bylaws
Inland Empire Chapter Model T Ford Club of America
(Revised December 2024)

Note: These club bylaws are not to be submitted to the Secretary of State. Only amendments to the Articles of Incorporation (dated 1974) need to be submitted to the Washington Secretary of State.

The name, place of business, objectives and policies, number of Directors, and other pertinent articles are listed in the Articles of Incorporation. The Bylaws will continue with Articles on Membership and Articles that should be contained in the bylaws.

Article I
Membership and Dues

Section 1. Any person possessing an interest in Model T Ford automobiles or their preservation may become a member of this organization upon payment of the required membership dues. Ownership of a Model T Ford automobile or major parts thereof is strongly recommended.

Section 2. There shall be three (3) classes of members.

a. Regular dues paying members.
b. Lifetime honorary membership for retired spouses of deceased members as voted upon by the general membership. The first year will be automatic; thereafter, the member will be given the opportunity to become a lifetime member.
c. Any regular member of the club for at least five (5) years upon reaching the age of eighty (80) shall be given honorary lifetime membership.

Section 3. Membership dues are due January 1 and shall be delinquent February 15 (See Standing Rule 4).

Article II
Officers and Their Election

Section 1. The officers of this organization shall be President, Vice President, Secretary, and Treasurer.

Section 2. There shall be five (5) members of the Board of Directors.

a. The four (4) officers of the club elected at the November meeting, along with the immediate past president, will constitute the Board of Directors and will serve for one (1) year.
b. Officer nominees shall be active participants the year prior to accepting nominations and meet minimum Model T Ford Club of America membership requirements.

Section 3. Nomination and Election Procedures

a. Nominations of officers shall be held during the October meeting and elections shall be held during the November meeting. Any member may decline nomination.
b. Election shall be by ballot. A mail-in ballot in the November newsletter and printable email ballot shall be provided for out-of-town members or those members unable to attend the regularly scheduled November meeting. All absentee ballots must be signed by the member(s) voting and mailed to the club Secretary prior to the November meeting date. The ballots shall be opened and counted at the November meeting with the regular ballots.
c. The ballot must have a detachable signature block to be separated before counting.

d. A majority of those absentee ballots and voting members present shall constitute election to the office for the ensuing year.
e. In the event of a tie vote on the first ballot, the members present shall cast a second ballot.
f. Nominations for and election of officers shall be conducted in the following order:
    a. President
    b. Vice President
    c. Secretary
    d. Treasurer
g. Members are only eligible to be nominated for one (1) office.
h. Transfer of duties / responsibilities wil be made during the January meeting (banquet).

Article III
Sessions and a Quorum

Section 1. Regular sessions shall be held once a month, excluding July (see Standing Rule 2). Standing Rule 3 (the order of business) will be suspended for the January meeting (banquet) and August meeting (picnic).
Section 2. See Standing Rule 1 (suspension of Standing Rules).
Section 3. Special sessions may be called by the President, or any three (3) members of the Board of Directors, or by ten (10) members petitioning that a special session be held. In all cases, there shall be a ten (10) day notice to the membership.
Section 4. Annual meeting(s) shall be prescribed in Standing Rule 2a.

Article IV
Board of Directors and Vacancies

Section 1. The four (4) officers and immediate past president shall constitute the Board of Directors. Three (3) members of the Board of Directors shall constitute a quorum.
Section 2. The Board of Directors shall have the power to fill all vacancies on the board with the exception of the Presidency, in which case the Vice President shall fill the vacancy.
Section 3. The Board of Directors may meet at a time and place decided by the President and any two (2) of the board members.
Section 4. The membership may disenfranchise a member by a two-thirds (2/3) vote, after investigation of charges against said member. No member shall be disenfranchised without previous notice and meetings before the Board, if the member requests such a meeting.

Article V
Standing Committees and Affiliiations

Section 1. There shall be the following standing committees:
    a. Tours
    b. Entertainment / Programs
    c. Refreshments
    d. Scrapbook / Photo Albums
    e. Name Tags and Patches
    f. Safety and Seminars
    g. Fender Chatter
    h. Greeting Committee
    i Sunshine Committee
Section 2. This organization may be affiliated with other automobile organizations.

Article VI
Amendments

These bylaws may be amended by a majority vote, after being read at two (2) regularly scheduled meetings, by the members present, provided, notice of the amendment was mailed in the notice of the meetings or emailed to the membership.

Article VII
Parliamentary Authority

Robert's Rules of Order, Revised, late edition, shall govern the proceedings of this organization except in cases covered in the Bylaws and Standing Rules adopted by this organization.

Standing Rules

1. These rules may be temporarily suspended by a majority vote at any regular session, or these rules may be permanently suspended at any regular session by a two-thirds (2/3) votes of the members present and voting.
2. The regular sessions of this organization shall be held as designated by the members.
    a. The annual meeting shall be held in January.
3. The order of business shall be as listed:
    a. Call to Order
    b. Roll Call of Officers (if desired)
    c. Introduction of visitors and new members
    d. Reading of the minutes
    e. Treasurer's report
    f. Special committee reports and Officer's reports
    g. Unfinished business
    h. Announcements
    i. New business
    j. Adjournment
4. The dues of this organization shall be $20 per family annually as of the date of these Bylaws. Any member who fails to pay annual dues by February 15th will be considered delinquent and dropped from the active chapter roles. A new member who pays dues after July 1 will pay half the annual dues.
    a. The dollar amount of annual dues may be changed at a regular session by a two-thirds (2/3) vote of the members present and voting, provided notice of the vote on the proposed change was mailed in the notice of the meetings or emailed to the membership at least one month prior to the vote. A record of any change in dues will be appended to these Bylaws.
5. Duties of the officers shall be as outlined:
    a. President
        i. Shall appoint all committees and ad hoc committees deemed necessary.
        ii. Shall preside at all regular, special, and adjourned meetings, including the Board.
        iii. Shall be an ex-officio members of all committees.
        iv. Or designee shall be the official representative of the club.
        v. Shall co-sign all checks for expenditures ordered paid by the membership. If this item is suspended under Standing Rule 1, a vote should be taken annually, prior to transferring control of the bank accounts to the new officers, to continue the suspension.
        vi. Shall appoint an audit committee to review the Treasurer's books upon a majority vote of the members present and voting at a regular session. Said audit shall be completed and a report made to the general membership within 3 months.
        vii. If the President wishes to speak on a question, the President shall turn the chair over to the Vice President, or in the absence of the Vice President to the Treasurer. The President shall not retake the chair until the question has been resolved, either by voting on or tabling a motion, or at the end of the discussion if no motion is made.

b. Vice President
    i. Shall preside in the absence of the President or if the President is speaking on a question. If the Vice President is also absent, the Treasurer shall preside.
    ii. Shall be responsible for procuring and administering MTFCA promotional materials for club designated events.
    iii. Shall maintain a list of club owned items / equipment and track who has what items and coordinate transfer of items between members.
    iv. Shall organize and be in charge of the annual July swap meet booth.
    v. Shall oversee the regular session raffle ticket sales.
c. Secretary
    i. Shall keep a complete record of all regular, special and Board meetings.
    ii. Shall give the books to the incoming Secretary within sixty (60) days after the election.
    iii. Shall have a copy of the Bylaws and Standing Rules at all meetings.
    iv. Shall sign checks in the absence of the President or Treasurer.
    v. Shall be in charge of all correspondence and shall send correspondence as instructed by the membership or the Board.
    vi. Shall provide stationery for balloting.
    vii. Shall prepare mail-in ballots with a detachable signature block to be published in the newsletter and sent by email to members.
d. Treasurer
    i. Shall be custodian of all monies.
    ii. Shall provide receipts for all monies collected upon request.
    iii. Shall give a report of all monies collected and disbursed at regular sessions.
    iv. Shall be bonded by the organization if deposits are large.
    v. Shall not pay any bills unless ordered by the membership or Board. If the Board orders a bill paid, this is subject to ratification by the membership.
    vi. Shall make deposits to the bank agreed to by the Board of Directors.
    vii. Shall have a complete record of all paid members, and shall file all required reports and forms to government offices in a timely manner, making photostatic copies for the club's records.
    viii. Shall provide a welcome package to new members with items such as a club roster, copy of the bylaws, club patches, name tags, etc.
    ix. If the President is absent or speaking on a question, and the Vice President is absent, the Treasurer will preside over the regular session.

6. Duties of Committees:
    a. Tours – Tour Chairperson shall be responsible for promotion and scheduling of club tours.
    b. Entertainment / Programs – Coordinate entertainment at regular meetings and at specially designated events.
    c. Refreshments – Coordinate refreshments at regular meetings.
    d. Scrapbook / Photo Album – Gather all articles and photographs pertaining to club members and activities.
    e. Name Tags and Patches – Shall make name tags for members.
    f. Safety and Seminars – Shall organize seminars and the annual safety inspection.
    g. Fender Chatter – Editor shall publish the monthly newsletter.
    h. Greeting Committee – Welcome and introduce new guests.

i. Sunshine Committee – Tracks the health and wellbeing of the club members and sends cards as appropriate. All club members are considered Sunshine Committee members and are requested to report appropriate information to the Sunshine Committee chairperson.

7. Reimbursement for expenses: Any request for reimbursement of expenses for a club tour or event should be made at a regular session prior to the tour or event and approved by a majority of the members present and voting. The exact dollar amount of reimbursement is not required to request that a reimbursement be made. If members pay for tour or event expenses without pre-approval, it is with the understanding that a later reimbursement request may or may not be approved by the membership.
8. The primary vehicle utilized for touring and other functions involving antique cars by club members will be the Model T Ford. Any other vehicles shall bring up the rear of the tour.

Voted and approved by the general membership of the Inland Empire Chapter, Model T Ford Club of America in December 2024.