



**SACRAMENTO AREA MUSTANG CLUB**

# Sacramento Area Mustang Club

Updated March 2022

BYLAWS

POLICIES

GUIDELINES

CLUB CREDO

# Sacramento Area Mustang Club

## Bylaws, Policies & Guidelines

Established June 1994

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*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 charitable organization*

*Revision Date: March 16, 2022*

## ARTICLE I – CLUB NAME

The name of the club shall be “Sacramento Area Mustang Club,” a non-profit charitable organization. The term *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 designated by the Membership Chairperson with the approval of the Board of Directors. There shall be a principal office for the transaction of the business of the Club at the address of the current President.

## ARTICLE III – CLUB PURPOSE

- A. The purpose of the S.A.M.C is to make a positive difference in our community through the following activities:
  - 1. Raise funds from our annual car show, where a major portion of the net proceeds are donated to local and national charities selected each year by all Club members.
  - 2. Collect donations of food, clothes and toys from members attending membership meetings or other events to be donated to local food banks, healthcare facilities and/or homeless shelters.
  - 3. Raise funds for educational scholarships for local high school and community college students through scholarship programs.
  - 4. Support our local Veterans by donating time and resources to our local and national programs.
  - 5. Use our classic Mustangs to assist in raising funds for our local and national charities.
  
- B. Encourage the safe use of Ford Mustangs
  - 1. To encourage and promote the admiration, ownership, enthusiasm, care, maintenance, and the safe, courteous operation of the Ford Mustang Automobile.
  - 2. 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.
  - 3. 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.
  - 4. To provide a social group for the Club members to meet, socialize, and maintain a spirit of good fellowship, and to participate in fund raising activities including the use of their Mustangs.
  - 5. 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 – 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 S.A.M.C., or the Mustang hobby in whole, may be elected to honorary membership. If elected to this membership, no dues are required.
- D. Requirements:
  - 1. All licensed drivers participating in any function that involves the use of any motor vehicle shall have in possession a valid driver’s license, current registration of vehicle, and proof of current automobile insurance equal to the minimum requirements of the State of California Department of Motor Vehicles.
  - 2. The Board of Directors is hereby granted the exclusive power to reject the application for membership of any person, and to expel any member, when that person’s association with S.A.M.C. is not in the best interest of the Club.

### SECTION 2 – MEMBERSHIP DUES

- A. Member and Associate Member dues shall be reviewed by the Board of Directors bi-annually starting in 2024. Any revision to the current rate must be approved by a majority of Club members.
- B. 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. Dues become delinquent three months after renewal date and non-payment may result in termination of membership.
- C. Any dues paid 45 days prior to the end of said “fiscal year” shall be applied to the following year’s membership.

## ARTICLE V – BOARD OF DIRECTORS

### SECTION 1 – S.A.M.C. ADMINISTRATION & MANAGEMENT

- A. The administration and management of S.A.M.C. is hereby vested in the Board of Directors, subject only to the limitations provided in these Bylaws or by California law. The Board of Directors shall consist of President, Vice President, Secretary, Treasurer and Membership Chairman.
- B. The Board-appointed officers shall be Webmaster, Sergeant-of-Arms, Members-at-Large, and Committee Chairpersons.
- C. 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 with adequate notice.

## SECTION 2 – ELECTIONS

- A. Those members 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 the term of one year, beginning on January 1.
- F. No members shall run for more than one elected office during 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 possess a current roll of all Club members, and give notices of meetings five (5) days prior stating the place, date and time.
- 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 \$100 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 Chairperson:** The Membership Chairperson shall:
  - 1. Process all membership applications either by website or hard copy applications.
  - 2. Maintain the active Membership roster list and distribute to board members.
- F. **Webmaster: (Board Appointment)**
  - 1. Maintain website content and make basic routine updates
  - 2. Apply all security updates routinely as appropriate
  - 3. Ensure sites along with the pages attached to them are in working order
  - 4. Regulate and manage access rights of different users on websites
  - 5. Respond to support requests via phone or email
  - 6. Review each security update plugin and apply updates as they become available.
  - 7. Create, maintain, and provide user form and form reports as needed.

8. Coordinate with Club and end-users for troubleshooting issues.
  9. Analyze the site layouts and structures, HTML coding, navigation systems, etc. for optimizing the content with a view to and enhance content.
  10. Provide time estimates for project deliverables and adhere to deadlines.
  11. Add Club calendar items for Board meetings, general meetings and upcoming events.
  12. Coordinate with Club on subscription renewals for paid plug-ins (WP-Forms) and SSL security certificates.
- G. **Sargent-at-Arms: (Board Appointment)** The Sargent-at-Arms shall maintain order at monthly meetings and all Club-sponsored events.
- H. **Members-at-Large: (Board Appointment)** 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 VI – MONTHLY MEETINGS

### SECTION 1 – SCHEDULE

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

### SECTION 2 – QUORUM

At least three (3) members of the Board of Directors and fifteen (15) members of all membership must be present in order to constitute a quorum.

### SECTION 3 - ORDER OF BUSINESS:

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

1. President shall call meeting to order.
2. Reading and approval of the minutes of the last meeting by the Secretary.
3. Report by the Treasurer.
4. Committee and Chairperson Reports.
5. Old Business (unfinished from the last meeting).
6. New Business.
7. 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. The President, or majority of the Board of Directors, may call a special meeting of the members.

## ARTICLE VII – MISCELLANEOUS

### SECTION 1 – AMENDMENT OF BYLAWS

Any member in good standing by written notice of proposed bylaw changes submitted to the Secretary and communicated to all members 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.

### SECTION 2 – 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 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 3 – FISCAL YEAR

The fiscal year for S.A.M.C. is from January 1<sup>st</sup> through December 31<sup>st</sup>.

### SECTION 4 – DISPOSITION OF CLUB’S FINANCIAL ASSETS

If at any point in time the General Membership decides to dissolve the said Club (passed by three-quarters (3/4) of the membership,) all moneys remaining in the Club Treasurer, after payment of all outstanding debts, will be donated to a charity that is in agreement with the membership. No monies shall revert to any member.

## ARTICLE VIII - CLUB POLICIES

1. A copy of these Policies and Bylaws will be furnished to all current and new members.
2. General membership meetings are normally scheduled on the third (3<sup>rd</sup>) Wednesday of each month.
3. A person does not have to own a Mustang to become a member of S.A.M.C.
4. Primary members must be at least eighteen years of age.
5. S.A.M.C. cannot promote an individual business.
6. A business cannot join as such, and business owners must join as individuals.
7. Raffles may take place at monthly meetings at the discretion of the 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.
8. 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.

## GUIDELINES

1. 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.

2. 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.
3. No manifestations, banners, signs, or paraphernalia shall be exhibited with a car at a public display that may reflect negatively on S.A.M.C.
4. 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.
5. Any violations 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, is the positive influence we will make on our communities. It doesn't matter if we have a 64 ½ 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 are all pointed in the same direction. There shall be no idle complaints about fellow members. The motivation must be for us to succeed as a group.