



**Mustang Club of Central Pennsylvania
Bylaws October 1997
Amended April 2019**

**ARTICLE I
PURPOSE AND CLASSIFICATION**

Section 1. PURPOSE:

The general purpose of this club, hereinafter called the Mustang Club of Central Pennsylvania (MCCPA), shall be to preserve and maintain Mustang motor cars starting with the initial models manufactured in calendar year 1964 and up to and including current models, and to serve as an accurate and technical source of information concerning these automobiles for the benefit of its members as well as the general public.

Section 2. CLASSIFICATION OF MUSTANGS:

In order to facilitate the general purposes, automobiles shall be classified as follows:

Mustang: This classification shall include any vehicle utilizing a chassis manufactured by or marketed by the Ford Motor Company and incorporating a body, which is of unique design, outstanding features, or unusual factory custom styling with a Ford Motor Company power train. The identification number must be traceable to a vehicle built and marketed as a Mustang by the Ford Motor Company.

**ARTICLE II
OFFICIAL EMBLEM**

EMBLEM:

The current approved MCCPA emblem is attached as the page header.

- A. The official club emblem may be used and displayed by any member in good standing of the MCCPA.
- B. Groups and committees within the club are authorized to use the official club emblem in unaltered form on projects or products for the promotion of development of the club provided permission is first obtained from the club board through duly presented plans or drawings of the proposed project.
- C. The official club emblem is the property of the MCCPA and may not be used for any commercial promotion without the written permission from the MCCPA.

ARTICLE III EXECUTIVE OFFICES

OFFICE LOCATION:

The official mailing address shall be the current P.O. Box as published on the club's website. Access to the P. O. Box will be authorized by the board and may be amended by a board vote.

ARTICLE IV VESTED POWERS

CLUB POWERS:

The club powers of this organization shall be vested in an elected board, who shall promote active voting from members in good standing.

ARTICLE V OFFICERS

Section 1. TYPE OF OFFICERS:

The board shall consist of the officers of this club, which shall include the president, two vice-presidents, secretary, treasurer, and such other officers as the members may elect. During their term, officers will have the MCCPA membership renewal paid by the club and their Mustang Club of America (MCA) dues reimbursed.

Section 2. OFFICER TERMS:

- A. Officers shall serve for one (1) year or until their successors are elected.
- B. No member may serve more than four (4) consecutive full terms in the same office. A member may be reelected any number of times to an office in a lifetime.

Section 3. REMOVAL AND RESIGNATION:

Any officer or committee chairman may resign at any time by giving written notice to the board or to the president or secretary. Any such resignation shall take effect on the date of receipt of such notice or at any later time specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Any officer of this club may be removed from the board for good cause by two-thirds (2/3) vote of the entire club membership. Voting shall take place at a regular or special meeting of the membership. Voting may also be done electronically as approved by the board.

Section 4. VACANCIES:

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the bylaws for regular election or appointment to such office.

Section 5. ELECTION INTO OFFICE:

ELIGIBILITY FOR OFFICE: No person shall be eligible to hold office in this club unless he/she is an active member in good standing. The officers of this club must be members of the MCA.

- A. **NOMINATING COMMITTEE:** The president shall appoint a nominating committee in September which shall submit the names of candidates for the various club offices on the board at the annual meeting. At this meeting, nominations for all offices to be filled in the succeeding year may also be made from the floor. A majority vote of all members present at a meeting shall be required to elect officers.

- B. Results of the elections will be posted on the club's website and/or distributed by email to the membership.

Section 6. VOTING:

All officers shall have the right to vote with the membership and to debate questions the same as any other member.

**ARTICLE VI
DUTIES OF OFFICERS**

Section 1. PRESIDENT:

He/she shall be the chief executive officer of this club; preside at all meetings of the board and this club; issue the call for regular meetings and special meetings of the board and the club; appoint the standing and special committees of this club and cooperate with chairpersons to effect regular functioning and reporting of such committees; see that regular elections are duly called, properly announced and held. The president shall sign all contracts and other instruments in writing, provided, however, that all contracts and instruments in writing must first be approved by the board. The president shall appoint committee chairpersons.

Section 2. VICE-PRESIDENT(S):

The vice-president(s) shall perform all the duties of the president in the president's absence, and when so acting shall have all the powers and restrictions of the president set forth in section 1. The vice president(s) shall perform such other duties as from time to time may be prescribed by the board.

If the president is unable to perform the duties of his/her office for any reason, the two vice presidents shall co-lead and occupy his/her position and perform his/her duties with the same authority as the president, until the position of president is filled. Each vice president shall, under the direction of the president, oversee the functioning of such committees of this club as the president shall designate.

Section 3. SECRETARY:

- A. Minutes of all meetings will be compiled and duplicated by the secretary following each meeting and copies distributed to the board. After the minutes have been approved, the minutes will be posted on the club website.
- B. The secretary shall compile copies of the minutes of all previous meetings filed in such a way as to be available for reference during meetings and other times.
- C. The secretary in fulfillment of their duties, he/she shall:
 - 1. Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; and elections.
 - 2. Deliver, in a timely manner, at the conclusion of his/her term in office, the general records of the club to his/her successor in office.
 - 3. In the absence of the secretary from any meeting of the members or of the board, the presiding officer shall appoint a secretary pro-tempore.

Section 4. TREASURER:

- A. FISCAL YEAR. The fiscal year of this club shall be January 1 through December 31.
- B. The board shall appoint a bank or banks for the deposit of the funds of this club.
- C. AUDIT PROCEDURE. The board shall have the books, accounts and operations of the club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.

The treasurer in fulfillment of his/her duties shall:

- A. Receive and account for all monies received by the club and deposit the same in a bank or banks recommended and approved by the board.
- B. Disburse monies in payment of club obligations only on approval given by the board or club membership at a regularly scheduled meeting.
- C. Have custody and keep and maintain general records of club receipts and disbursements.
- D. Prepare and submit monthly financial reports at the regularly scheduled meetings of this club.
- E. Prepare and submit in a timely fashion the required IRS reports and maintain a record of such reports.

- F. Deliver, in a timely manner, at the conclusion of his/her term in office, the financial accounts, funds and records of the club to his/her successor in office.

ARTICLE VII MEMBERSHIP

Section 1. CLASSES:

There shall be two (2) classes of members of this club as follows:

- A. **ACTIVE MEMBER:** Any person interested in promoting the purpose of this club. Active members are entitled to all club privileges, including the right to vote.

- B. **HONORARY MEMBER:** This membership category is reserved for appointment by the president and approved by the board. Honorary memberships may be offered to:
 - 1. An individual having performed outstanding service for the community or for this club and upon whom this club desires to confer special distinction.

 - 2. A member of this club who has been an active member for fifteen (15) or more years and can no longer actively participate in club activities.

 - 3. An honorary member may not vote on club matters nor hold elective office within the club. An honorary member may fully participate in all club activities. An honorary member shall not be required to pay dues.

Section 2. APPLICATION:

Application for membership shall be in writing and/or through the website, filed with the treasurer and accompanied by dues for the current year. New applications taken on or after Labor Day weekend shall cover the next calendar year. Application for membership shall be presented to the membership at the monthly meeting.

Family membership includes two (2) adult members of the same family. One (1) family member must attend the required number of club events in order to be eligible for any attendance awards.

Section 3. SUSPENSION AND REINSTATEMENT BY THE TREASURER:

Any member may be suspended by the treasurer for non-payment of dues within sixty (60) days after federal tax day, April 15. Suspension of any member shall be at the discretion of the treasurer. Upon payment of back dues, a member suspended for non-payment shall be automatically reinstated once the delinquent amount that caused the suspension is paid.

Section 4. SUSPENSION, EXPULSION, REINSTATEMENT BY THE BOARD:

The board shall have a summary power by vote of a majority of its members, to suspend or expel and terminate the membership of any member for conduct which in its opinion disturbs the order, dignity, business or harmony or impairs the good name, popularity, good will or prosperity of the organization, or which is likely to endanger conduct in violation of these Bylaws or the rules and regulations of the club which may be taken at any meeting of such board. The proceedings of the board in such matters shall be final and conclusive. After the expiration of the time set forth in any suspension by the board, the suspended member may petition the board for reinstatement. A three-fourths (3/4) affirmative vote of all board present at any regularly called meeting shall be required to pass upon such reinstatement. This provision shall apply to all classes of membership.

Section 5. RESIGNATIONS:

Any member may resign from this club, and said resignation shall become effective upon acceptance by the board. The board may withhold acceptance, however, until all indebtedness has been paid and/or all club funds and property have been returned. All right to the use of the name "MCCPA," the emblem and other insignia of this club and the association cease when membership is terminated.

Section 6. GOOD STANDING:

Upon the resignation, suspension, or expulsion of a member, the member shall forfeit his/her good standing and the member's rights and privileges shall cease. Only members in good standing may exercise the voting privilege and hold office in this club. This shall apply to all classes of membership.

**ARTICLE VIII
MEETINGS OF THE MEMBERS**

Section 1. ANNUAL MEETING:

The annual meeting of the members of this club shall be held at a location to be announced. This announcement shall be posted on the club website, and shall state date, time and location.

ATTENDANCE. The club shall encourage regular attendance at club meetings and activities. Any annual attendance awards, as determined by the board, shall be awarded at the annual meeting.

Section 2. SPECIAL MEETING:

A special meeting of the members may be called at any time by the President. Written notice must be provided to all members in good standing ten (10) days prior to the meeting date. The notice shall be posted on the club website and state the purpose, location and time of the meeting.

Section 3. BOARD REGULAR MEETINGS:

Regular meetings of the board shall be held at such times and places as the board shall determine.

Section 4. BOARD SPECIAL MEETINGS:

Special meetings of the board shall be held when called by the president, or when requested by three (3) or more members of the board of directors, at such time and place as the president shall determine.

**ARTICLE IX
REVENUES**

Section 1. DUES:

Membership dues shall be fixed by the board from time to time.

Section 2. WHEN DUE – WHEN DELINQUENT:

Dues shall be due January 1st, and are delinquent after federal tax day, April 15. The early bird dues discount program requires the \$15 yearly renewal dues to be paid no later than tax day, April 15. After April 15, the yearly renewal dues shall be the full price of \$25. The Young Member discount program is an additional \$5 discount to members under the age of 21 upon the date of membership or renewal. Membership dues are non-refundable.

Section 3. GAMES OF CHANCE:

All proceeds from games of chance will be donated to the primary charity designated by MCCPA.

**ARTICLE X
PERSONAL LIABILITY**

Section 1. MEMBERS AND BOARD:

Neither the members of the club, nor the board or officers, present or future, shall be held personally liable for any claim, damage, or debt against the club or its membership.

Section 2. CLUB ASSETS:

No member of this nonprofit club shall have the right to individual proceeds of the club assets or property.

**ARTICLE XI
PARLIAMENTARY AUTHORITY**

PARLIAMENTARY PRACTICES: All questions of order or procedure with respect to any meeting or action of this club, its board or any committee appointed hereunder shall be determined in accordance with ROBERT'S RULES OF ORDER, NEWLY REVISED, as revised from time to time.

**ARTICLE XII
INSPECTION OF BYLAWS**

AVAILABILITY:

The club shall keep in its principal office the original (or a copy) of the bylaws as amended or otherwise altered, certified by the secretary, which shall be open to inspection by the members at all reasonable times.

**ARTICLE XIII
AMENDMENTS**

Section 1. AMENDING PROCEDURE:

These bylaws may be amended at any regular or special meeting of this club, at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the members present in person and voting, provided that the board has previously considered the merits of the amendments.

Section 2. NOTICE:

No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the members through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

Section 3. QUORUM:

All members in good standing, present at a regularly scheduled meeting (club or board) shall constitute a quorum. A valid motion of the club or board, unless otherwise stipulated, shall require a majority vote of the members present at a meeting properly convened.

Section 4. REVIEW:

The board shall review the bylaws annually to ensure accuracy and make any necessary amendments using the procedures outlined in Section 1.

**ARTICLE XIV
WEBSITE**

Section 1. MAINTENANCE:

The MCCPA shall have and maintain a website.

Section 2. WEBMASTER:

The president shall appoint a webmaster, subject to the approval of the board. The webmaster shall:

- A. Post items on the web in a timely matter;
- B. Continually scan the club website, making sure no unauthorized people are on the club's website;

C. Continually update the website.

Section 3. POSTED ITEMS AND CHANGES:

Items to be posted on the club website and major changes to the website shall require approval by the board.

Section 4. WEBSITE ADVERTISING:

All requests from companies to advertise on the club website will be assessed and approved by the board and confirmed by the membership at the next regularly scheduled club meeting.

A. CATEGORIES. There shall be two advertising categories as defined below:

1. Automotive related website advertising.

The charge for this category shall be \$200.00 per year plus a 10% product discount for current club members.

2. Nonautomotive related website advertising.

The charge for this category shall be \$250.00 per year plus a 10% product discount for current club members.

NOTE: Product samples should be provided to the club members for evaluation.

The board, with the membership's approval, may waive all or part of the above costs as deemed necessary.

The board reserves the right to change these rules from time to time as the needs of the club dictate.

B. REVIEW OF THE WEBSITE CONTENTS: Contents posted on the website shall be reviewed annually by the board and outdated items removed.

**ARTICLE XV
MUSTANG CLUB OF AMERICA REGIONAL DIRECTOR**

REGIONAL DIRECTOR:

He/she shall be under the supervision and direction of the president and the board and shall act as the liaison officer between the club and the MCA.

In fulfillment of this role, he/she shall submit reports to MCA, as may be required by MCA and approved by the MCCPA board.

MCCPA Nomination Form

This form can be used by anyone to nominate individuals to serve on the Mustang Club of Central PA board or committee. Please email to our website, mail the completed form to our PO Box, or bring the form to a club meeting.

NOMINEE: _____
Address: _____ State: _____ Zip: _____
City: _____
Phone: (H) () - _____

Recommendation for: President Other:
 Vice President
 Secretary
 Treasurer

Describe skills and talents of nominee:

To your knowledge, what access to resources does this nominee possess?

Why are you recommending this person?

Nominator: _____ Date: _____