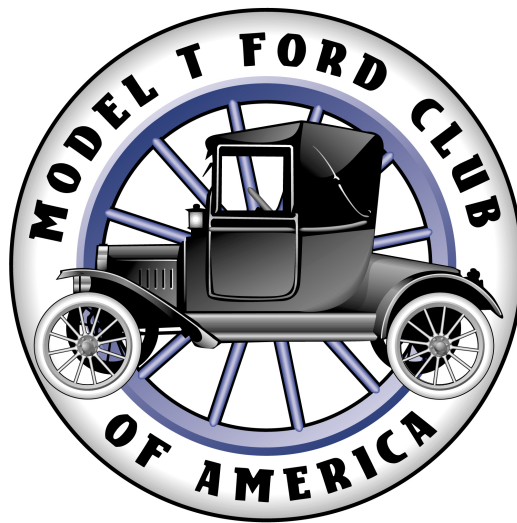


THE MODEL T FORD CLUB OF AMERICA

OPERATIONS MANUAL

A COMPREHENSIVE GUIDE
For Officers, Board Members, and Other
Officials of the Model T Ford Club of America
and Its Chapters



Prepared and Edited by the Model T Ford Club of America

JANUARY 2017

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Introduction

The purpose of this manual is to provide chapters and members of the Model T Ford Club of America (MTFCA) with a reference document that will give an overview of the Club's operations. This manual is divided into sections, as follows:

Responsibilities and Duties
MTFCA Chapters and Affiliates
General Liability Insurance
Museum
Annual Meetings
Tour and Membership Meeting Policies and Guidelines
Awards and Brief Biography of Walter Rosenthal
Parliamentary Procedure
Bylaws

Section I: Contains the duties and responsibilities of officers, directors, and various committees.

Section II: Details information required to form a chapter or affiliation with the MTFCA and maintaining said relationship. It also describes the benefits of being affiliated with the Club, including participating in the Club's General Liability Insurance Program.

Section III: Outlines operation and management of the MTFCA Museum.

Section IV: Delineates the requirements and policy guidelines for hosting a MTFCA Tour or Annual Meeting. While this has been prepared for chapters hosting a MTFCA Tour, the information contained herein should be helpful in assisting those hosting a local or regional tour or meeting.

Section V: Sets requirements for MTFCA Awards.

Section VI: The Board of Directors meetings are conducted using Robert's Rules of Order. Section VI details the parliamentary procedures followed in these meetings and may be used for Chapter meetings.

The last section contains the Bylaws of the Model T Ford Club of America.

Feel free to contact our Business Office or any Director or officer if you have questions.

**The Model T Ford Club of America
Post Office Box 996
Richmond, Indiana 47375-0996**

President

RESPONSIBILITY

To coordinate the efforts of the Board of Directors and Officers of the Club.

SPECIFIC DUTIES

1. Preside over all Board of Directors' meetings and prepare agenda.
2. Prepare updates as needed to the Board and Officers indicating the condition of the Club, including a financial statement as requested. Opinions of the Board should be solicited and results of assignments should be published in these updates.
3. Agendas for Board Meetings should be prepared and sent to Board members and Officers prior to the meetings. Additional agenda items should be added as necessary based on response from Board Members.
4. Present State of the Club address at Annual Meeting of the Members. Generally, presides over the MTFCA portion of the meeting.
5. Generally, supervise various officers and coordinators as necessary. Appoints coordinators and committee heads as needed.

IMPORTANT DATES

1. Annual Meetings of the Members — usually held the first quarter of the year.
2. Board Meetings — usually held at Annual Meeting and in August to approve budget, elect Officers and receive report of nominating committee Directors' candidates.

EQUIPMENT NEEDED

No specific equipment.

Vice President

RESPONSIBILITY

To preside over Club functions, Board Meetings and other activities in the President's absence.

SPECIFIC DUTIES

No specific duties unless President is unable to act or preside.

IMPORTANT DATES

See President

EQUIPMENT NEEDED

No specific equipment needed.

Secretary

RESPONSIBILITY

Perform normal duties of the Club Secretary. Includes keeping minutes of all Board meetings, conducting any correspondence with the Club and maintaining Club records.

SPECIFIC DUTIES

1. Attends all Board meetings and records minutes of Club business.
2. Distributes copies of Board Meetings to all Board members, Officers, and other designated persons within thirty (30) days of the meeting.
3. Maintains copies of past Minutes of the Board of Directors.
4. Handles all correspondence with Chapters, other organizations, and individuals as directed by the President and/or Board of Directors. Notice of meetings are sent to Board members within thirty (30) days prior to the meeting per the Club Bylaws (Article X, Section 9) by mail or electronic means.

IMPORTANT DATES

Varies depending upon Board Meeting dates.

EQUIPMENT NEEDED

Computer and Copy Machine

Treasurer

RESPONSIBILITY

To audit the receipts and expenditures of the funds of the Club and to keep the Board of Directors informed of the Club's fiscal condition.

SPECIFIC DUTIES

1. Receive income and expenses reports from the Business Manager as to daily transactions. These are to be entered in Treasurer's Records and reviewed.
2. Review the financial statements and reports prior to each Board Meeting.
3. Assist in development of a proposed budget for each fiscal year to be presented to the Board as directed by the President.

IMPORTANT DATES

Board of Directors' meetings

EQUIPMENT NEEDED

No specific equipment needed.

Directors

RESPONSIBILITY

Each member of the Board of Directors is to assist in guiding the Club and directing its activities in accord with the other Board members and Officers.

SPECIFIC DUTIES

1. Each Board member should attempt to be present at all Board meetings during their term of office to offer their opinion on matters presented before the Board, and to originate new activities and ideas in which MTFCA members can participate.

2. There are no other specific duties, however; each Board member should be ready to accept the position of an Officer or Coordinator or other function as the President or Board may request.

IMPORTANT DATES

All Board of Directors' Meetings
Annual Meetings of the Members

EQUIPMENT NEEDED

No specific equipment needed.

Editor

THE VINTAGE FORD

RESPONSIBILITY

To edit, lay out and cause to be published a high quality automobile club magazine devoted to the Model T Ford.

SPECIFIC DUTIES

- 1) Solicit, collect, edit and write material to be included in each issue of the magazine.
- 2) Digitally typeset and layout magazine in final form ready for printing or as desired by the publisher.
- 3) Upon completion of an issue, magazine and cover picture are sent electronically or other means to the printer as requested.
- 4) Printing time runs from two to four weeks. Assures the printer places the magazines in protective covers for mailing *The Vintage Ford* and delivers them to the mailing service.
- 5) Assures mailing forms (supplied by post office) are filled out for each mailing. In addition to the listing of the various zones, etc., the amount of advertising must be given (in percent) and the weight of each copy indicated. Due to changing requirements and complexities of postal forms, the bulk mail technician at the post office should be contacted for details. Prior to mailing, money must be deposited with the post office(s) involved.
- 6) The Editor is responsible for obtaining such day to day supplies needed to produce the magazine. Purchases of such supplies not to exceed one hundred fifty dollars (\$150) are authorized. Original receipts for such expenses will be submitted to the Business Office for reimbursement. Purchase of items/supplies exceeding \$150 need Executive Director or Board approval.

IMPORTANT DATES

Deadlines for inputs to *The Vintage Ford* must be received by the editor by the **first of the month** prior to the current issue (i.e., December 1st for the January/February issue, February 1st for the March/April issue, etc.). Magazine paste-ups must be delivered to the printer along with a cover photo by deadline requested by the printer.

MINIMUM EQUIPMENT NEEDED

Computer with modem
Software program(s) as required.
Printers/Scanner (laser and color)
Cameras (digital/film)

Executive Director/Business Manager

RESPONSIBILITY

An Executive Director, if named by the Board, is responsible for duties of the Business Manager as directed by the By Laws. The Executive Director and/or Business Manager handles the day-to-day activities of the Club including sales of publications, videos, accessory sales, etc., bank deposits and expenditures, and club inquiries. The Business Manager, if named by the Board, will report to the Executive Director.

SPECIFIC DUTIES

1. Receives all mail directed to Club, takes action or forwards to proper persons.
2. Makes all bank deposits, keeping complete records and forwards copies of these records to the Treasurer.
3. Issues all checks for payments and final delivery.
4. Handles all renewals and new member applications and adds them to mailing list, files, etc. This includes acknowledging new members, address changes, etc.
5. Electronically sends labels to mailing service for each mailing of magazine and renewal mailings or as required by the mailing service.
6. Oversees storing of back issues of magazines and shipping when ordered.
7. Orders supplies for the magazine and other office functions. This generally includes preparing MTFCA artwork for the printer.
8. Maintains files of all MTFCA letters, documents, tax returns, etc.
9. Oversees sales of club accessories (decals, patches, etc.). Oversees inventory and reordering, as necessary.
10. Assures mail is picked up promptly at the post office.
11. When a new membership is received, the member should be sent the following:
12. Welcome Letter, explaining MTFCA operations:
 - One Windshield Decal
 - Any current MTFCA informational brochure(s) if available.
13. New members must be entered into the computer files. All necessary information must be kept up to date and available for a postal audit. Paid subscriptions must tie to a bank deposit.
14. New members are given a membership number in sequence. If a person joining has been a member in the past and dropped out,

he is given his original number, if determinable. Membership records will be backed up to a separate location after any activity to the files.

15. Moneys collected are accounted for and deposited in the bank. No more than \$200,000 will be held in one bank at one time: checking, money market savings, a Trust Account for Life Members, a C.D.'s and a Petty Cash account. All moneys will be deposited into the checking account, then moved into other accounts, as required.
16. A ledger should be kept which shows all deposits and withdrawals. A second ledger will be a complete accounting system which keeps the records of all receipt and payment accounts, and from which quarterly financial reports can be made. Electronic ledgers require secure back up. All financial records will be backed up to a separate location after any activity to the files.
17. Checks issued for payment of bills will be issued from the business office. All checks issued will be listed and accounted for with a statement mailed to the president and treasurer as requested.
18. All bank books, statements, invoices, etc. are filed at the Club's business address.
19. Quarterly tax forms and such are prepared by the MTFCA's accountant.

IMPORTANT DATES

December 31st, March 31st, June 30th, September 30th; the end of fiscal quarters. The MTFCA's fiscal year begins October 1st, and ends September 30th the following year.

MINIMUM EQUIPMENT NEEDED

Computer with suitable software for word processing, spreadsheet, data base, accounting and web access.

Printer(s)
Typewriter
Calculator
File cabinets
Copy capability
Postal scale
Fax capability

Chapter Coordinator

RESPONSIBILITY

To serve as a liaison between Chapters and the MTFCA.

SPECIFIC DUTIES

1. Copies of all applicable chapter correspondence should be sent to the Business Office in order to help update mailing addresses, etc.
2. Communications or newsletters, if desired, should be sent via mail or e-mail to Chapters summarizing MTFCA happening. These should be mailed to every active Chapter or Chapters as required and to all MTFCA board members and officers.

IMPORTANT DATES

As required.

EQUIPMENT NEEDED

Computer
Copy Machine

Insurance Coordinator

RESPONSIBILITY

Administers Club Liability insurance program. These responsibilities are overseen by the Executive Director/Business Manager.

SPECIFIC DUTIES

1. Acts as liaison between Chapters and Insurance Agent in all matters concerning claims, requests, and questions.
2. Sends out notices to chapters detailing requirements to participate in Club's general liability insurance program.
3. Ensures that all criteria are met for qualification. In general, qualifications include, but are not limited to:
 - Minimum of fifty percent of Chapter's members must also be MTFCA members.
 - All officers of the Chapter must be MTFCA members.
 - A roster of the Chapter's members must be submitted to the Business Office annually by March 1st or as directed.

See other requirements under Insurance elsewhere in this manual.

Legislative Issues Coordinator

RESPONSIBILITY

Monitor proposed legislation that may have an adverse effect on the antique car hobby.

SPECIFIC DUTIES

1. Collect and compile information on legislation or other governmental actions (proposed or enacted) that have potential negative implications concerning the hobby.
2. Act as the MTFCA's representative in dealing with lobbyist organizations that are involved in protecting the hobby from unfavorable legislative actions.
3. Disseminate information by the best method to MTFCA members, officers and directors and make recommendations concerning actions the MTFCA should take. Where issues are local or regional in nature, assist members in subject area.

IMPORTANT DATES

As required

EQUIPMENT NEEDED

None

Publicity Chairperson

RESPONSIBILITY

To promote the Model T Ford Club of America by preparing news releases, stories, etc., and distributing them to the antique car hobby press and other media deemed appropriate.

SPECIFIC DUTIES

1. Prepare news releases of Club activities such as National Tours, meetings, officer elections, and other newsworthy activities.
2. News releases should be distributed to desired media with a cover letter stating that the editor may edit to fit the publication format.
3. News releases should cover every conceivable activity in which the Club is engaged with the realization that all such articles will not be published but that there is a better chance that something will be published if more articles are submitted.
4. Attention should be drawn to the Club whenever possible such as in response to questions noted in the media where the Publicity Chairperson may respond and mention the Club.
5. Care should be taken that articles sent to different publications should be interesting to people who are not members of the MTFCA. The purpose of these articles is to publicize our club and the advantages of membership. Be sure to include the Club's name and address in the article.
6. Releases should be approved by the President or designated person appointed by the President prior to release.

IMPORTANT DATES

No specific important dates but material submitted to media must be timely.

EQUIPMENT NEEDED

Computer
Printer

Nominating Committee

RESPONSIBILITY

To select candidates for election to the Board of Directors, and to prepare biographies for publication.

SPECIFIC DUTIES

1. The Nominating Committee is comprised of members appointed by the President as indicated in Article X, Section 4 of the Bylaws. The number of members on the Committee is not specified and is subject to the President's discretion.
2. It is the function of the Committee to select from the Active Membership at least five names to be placed on the ballot for the Directors election. As well as accepting and considering names submitted to the Committee, it is the Committee's responsibility to seek out people who, in its opinion, would serve the Club well. It is also the Committee's responsibility to reject people who, in its opinion, would not be effective or serve the club well.
3. Although the minimum number of nominees is five, there is no maximum number. The Committee should place a reasonable limit on the number of nominees so that the membership will have a chance to make a clear choice rather than dilute any choice by an excessive number of candidates.
4. All nominees must be contacted to be certain they can and will serve, if elected.
5. Biographies of these candidates must be prepared and submitted to the Editor of the *Vintage Ford* no later than **AUGUST 1st** for publication in the **September/October** issue.
6. The report from this committee should be delivered at the summer Board Meeting. At this time, the list of nominees will be made official and the ballots authorized. It should be noted that any candidates who have petitioned the Board to be placed on the ballot will be added to the list prepared by the Committee.

IMPORTANT DATES

Summer Board Meeting — Submit final report of nominees to the Board of Directors Tour Coordinator

Tour Coordinator

RESPONSIBILITY

The Club should attempt to provide at least two Nationally-sponsored tours each year so that all members can have the opportunity to attend at least one.

The Club has established certain criteria for tours. This information is contained in our Tour Policies and Guidelines section.

SPECIFIC DUTIES

1. Proposals for MTFCA Tours should be made to the Board of Directors at least two years, prior to the anticipated date. It is the responsibility of the Board to select and approve those tours that appear to meet the needs of the Club.
2. Tours shall be selected based upon itinerary, ability of the group sponsoring the tour, tour history in the desired area, and previous tour commitments.
3. All tours shall correspond to the MTFCA Tour Policies and Guidelines (Tour Policy) section. A copy of the MTFCA Tour Policy outline should be mailed to the sponsoring group prior to their application for the event, and must be mailed to the sponsoring group chairperson after approval, so that there will be no misunderstanding.
4. A Tour Coordinator shall be appointed by the President to act as liaison between the Board and the sponsoring Chapter or group. His duty will be to answer all questions on procedure for the tours, offer advice as necessary and interpret Tour Policy. He shall also ensure that the hosting group fully understands the Tour Policy. He shall also see that appropriate publicity is furnished to the *Vintage Ford* editor regarding the tour. Reports on tour progress will be made to the Board of Directors and/or President.
5. A plaque, to be presented to the sponsoring Chapter or group, will be ordered by the Tour Coordinator and prepared by the Business Office and presented to the sponsoring group at the Tour by the President, Board Member, Tour Coordinator, Editor or other person.

IMPORTANT DATES

Publicity material must be furnished to the Editor of the *Vintage Ford* by **October 1st** so that it can be printed in the November-December issue of the year prior to the Tour.

Newsletter Award Chairperson

RESPONSIBILITY

In an effort to stimulate Chapter Newsletter editors into producing more informative newsletters, the MTFCA gives awards to the Chapters that, in the opinion of a Newsletter Award Committee, produces the best of these publications. The Newsletter Award Chairperson shall select the Award Committee and order awards.

CRITERIA

(To appear in each issue)

Local Information

Must include the time, date, and location of Chapter meetings so that interested persons may join.

List of Officers, with names and phone numbers (addresses optional) to assist members.

A calendar of future events, with pertinent information.

Interesting reports of past events, written to interest those who did not attend, and to stimulate interest in future events.

MTFCA Information

Must show Chapter's affiliation with the MTFCA.

Must promote MTFCA activities by including dates and places of major events.

Must list MTFCA's address, dues amount, with suitable information to interest non-members to join the MTFCA.

Overall Format

Front cover is attractive, including local motif, if any, name of Chapter and Newsletter, and date of its publication.

Eye appeal and layout which encourages reading. A cluttered appearance is to be avoided.

Content should be varied, with articles about past and future events, technical, and historic information. Areas which are not weighed in the selection are those related to the cost, such as the method of printing, type of paper, or frequency of publication. The main goal of any newsletter is to present the information to its membership in an interesting and timely manner.

EQUIPMENT NEEDED

Computer/Printer

Website Award Chairperson

In an effort to make Chapter information available to Chapter members and the general public a Chapter Web Site should be considered. Annual awards are given to Chapters that, in the opinion of the web site committee, have the best presentation and information. The Web Site Chairperson shall select the Award Committee and order awards.

CRITERIA

Local Information

Must include the time, date and location of Chapter meetings.

List of Officers with names and phone numbers (addresses optional) to assist members. A contact number, or numbers, should be prominently displayed.

A calendar of current and future events with pertinent information. Not only club activities but national events, swap meets and local shows. Depending on web size, the current and past copies of the Chapter newsletter could be displayed.

- See Newsletter Format for other ideas.
- Information on the web site should be kept current. The web master should delete out of date information on a regular basis.

EQUIPMENT NEEDED

Computer

MTFCA CHAPTERS AND AFFILIATES

Any group of Model T Ford enthusiasts may affiliate with the Model T Ford Club of America. Becoming a Chapter or an Affiliate of the MTFCA requires no payments to the MTFCA by the affiliating club, and the MTFCA in no way dictates how the chapter or affiliate runs its own affairs. Existing clubs, whether affiliated with another national club or not, may become MTFCA Chapters or affiliates upon application, and need not renounce their existing affiliation.

Affiliates need not meet any of the requirements for Chapter status. In essence, affiliation amounts to a mutual agreement for one to support the other.

QUALIFICATIONS FOR CHAPTER STATUS

1. A minimum of five (5) members of the MTFCA are required for active Chapter status.
2. The president, vice-president, secretary, treasurer and all directors of the Chapter must also be MTFCA members.
3. A minimum of 50% of a Chapter's members must also be members of the MTFCA. (For the chapter to participate in the MTFCA liability insurance program, Nos. 1, 2 and 3 must be met.)
4. A Chapter must have Bylaws that are not in conflict with those of the MTFCA.
5. A Chapter must submit a list of its officers and of its membership, with full addresses and MTFCA member numbers, to the MTFCA before **March 1st** of each year. Failure to do so will automatically reduce the Chapter to an Affiliate status.

WHAT THE MTFCA OFFERS THE CHAPTERS

1. Chapters can participate in the public liability insurance program for no cost to the Chapter for each year that the
2. Chapter qualifies. In general, this insurance protects the Chapter somewhat in the manner in which a homeowner's policy protects the homeowner. This coverage does not eliminate the need for individual automobile insurance coverage as required by most states. The MTFCA coverage can apply to meetings, tours, swap meets, etc.

3. The MTFCA will mail one copy of the *Vintage Ford* to the Chapter each issue. The mailing address must be either to a post office box or that of a member of the MTFCA.
4. MTFCA affiliation offers contact with other Chapters; coordinated events, etc.
5. The MTFCA will supply a list of its members in the Chapter's area upon request, at any time.

GENERAL

While the MTFCA does not dictate how a Chapter should be run, we do suggest the following:

1. The Chapter should incorporate in its own state. Incorporation can prevent individual members being liable for the actions of the Chapter, among other things. Incorporation in most states can be done easily by contacting the Secretary of State of the Chapter's state. An attorney is usually not necessary.
2. The Chapter should schedule its events in advance so that its members will know what's ahead.
3. The Chapter should have a permanent address; one that does not change each year with new officers, etc.
4. The Chapter should elect a person to act as liaison between the Chapter and the MTFCA.
5. The Chapter should make some effort to have its members also join the MTFCA. This is the main purpose for our mailing of the magazine to the Chapter. The MTFCA will, from time to time, send letters and applications to Chapter members who are not MTFCA members.

A copy of the MTFCA Bylaws is contained in this manual. These could be used as a guide for a Chapter's own Bylaws.

Application for Chapter status must be mailed to the MTFCA Headquarters. The application must list the members and the elected officers, with their addresses.

GENERAL LIABILITY INSURANCE FOR CHAPTERS OF THE MODEL T FORD CLUB OF AMERICA

LIMITS OF LIABILITY General Liability coverage limits are shown on the Chapter's annual copy of the MTFCA insurance policy or by calling the MTFCA Headquarters.

GENERAL

Insurance coverage is on an annual basis.

Submission of roster and list of officers from the Chapter is due on or before March 1st each year.

The insurance policy covers the MTFCA and its Officers and Directors, the local Chapter and its Officers, Directors, and any persons appointed by them for a specific event, against claim for loss or damage arising for their negligence. The Policy does not provide automobile insurance for the individually owned cars of the Chapter members. All cars participating in a Chapter-sponsored event must be individually insured, and Chapter officials must verify such individual coverage.

The program assumes that Chapter's sponsored events, such as meetings, parades, and similar events follow the MTFCA Safety Guidelines.

These guidelines include verifying that participating vehicles are in safe condition by inspections similar to those used on MTFCA Tours, and verifying that any automobile(s) participating in a Chapter event is in compliance with the Financial Responsibility Law of their State. In the event of a loss, the Chapter Officers will be required to attest that the safety guidelines of the MTFCA were being observed.

The program does not include any timed events such as a race, hill climb, or Gymkhana; however, these may be covered on a specific basis with a special additional coverage certificate furnished by our insurance agent.

All specific questions as to coverage should be addressed to our insurance agent.

Some municipalities or private organizations may require that they be added to our policy as an "Additionally Named Insured." There may be an extra charge for so amending the policy, and such requests may be made directly to our insurance agent. The individual Chapter requesting such an amendment shall be responsible for any additional premiums incurred.

WHAT ARE SOME OF THE EVENTS THAT MIGHT BE COVERED?

Meetings, old car shows, swap meets, parades, local tours, auctions, and other similar club events.

WHAT IS NOT COVERED

- 1) Individual automobiles for either liability or physical damage.

- 2) Loss or damage arising from events where the safety guidelines of the MTFCA, outlined under our Tour Policy and Safety Inspection, have not been followed.
- 3) Losses occurring outside the United States of America or Canada.
- 4) Accidents relating to automobiles are not considered a part of the MTFCA liability insurance program.
- 5) As outlined above, EVERY participant MUST have his own automobile liability insurance.

This insurance coverage protects the Chapter in the event of some mishap but in no way covers insured or uninsured owners and drivers in auto related accidents.

It is the responsibility of the Chapter to be sure every participant complies with the laws of the state in which an event is to occur. Failure to do so could result in the cancellation of coverage.

QUALIFICATIONS & COST

In order to qualify for inclusion under the Model T Ford Club of America (MTFCA) insurance program, a chapter must meet a number of qualifications:

- 1) The Chapter must meet the minimum qualifications for an active chapter in that there must be a minimum of five (5) MTFCA members in the chapter, and all Officers and Directors of the chapter must be members of the MTFCA.
- 2) A minimum of 50% of the chapter members must also be members of the MTFCA.
- 3) The Chapter must provide an up-to-date roster of all Chapter members, with their addresses, and a list of the current Officers and Directors by March 1st each year. The MTFCA will verify each name to confirm that the requirements under 1) and 2) have been met.

TO ENROLL

Send Chapter roster, with a list of Officers and Directors to:

MTFCA Chapter Insurance

P. O. Box 996

Richmond, IN 47375-0996

Please feel free to contact the Club's insurance agent directly:

Harrington-Hoch Insurance

P. O. Box 337

Richmond IN 47375-0337

Phone: 765.962.9502 Fax: 765.962.9506

MODEL T FORD CLUB OF AMERICA MUSEUM

The MTFCA operates a Model T Ford Museum in Richmond, Indiana as an educational part of the organization.

MODEL T MUSEUM STATEMENT

The MTFCA Model T Museum is committed to collecting, preserving, and exhibiting artifacts from the Model T Ford era for future generations through displays and events that educate people of all ages on the history, lore, and skills needed to maintain the car that put the world on wheels.

The MTFCA Model T Ford Museum is located at 309 North 8th Street, Richmond, IN. This is in the historic Depot District in downtown Richmond.

Mailing Address is:

**Model T Museum
P. O. Box 996
Richmond IN 47375-0996
Phone: 765.488.0026**

Operating hours and special events are listed on the MTFCA web site as follows:
<http://www.mtfca.com>.

ANNUAL MEETINGS

The purpose of the Annual Meeting of the members is to publicly inform the Club members of the present and anticipated state of the Club and to allow a period wherein each attendee can express his opinion of the Club's operation and/or offer suggestions.

Annual Meetings of the members can be held on any date after the first of a calendar year preferably in the first three months of the calendar year.

These meetings can be held in any location, but should be held in a location convenient for air travel, accommodations, etc.

Proposals to host the Annual Meeting must be approved by the Board of Directors at least one year prior to the Meeting. The approval will be based on location, capability of the sponsoring group, tour history of area and other commitments.

Generally, our Annual Meetings are sponsored by a local Chapter, and will be supported by the Chapter membership in order to insure good attendance. Chapter sponsorship is not a requirement, however.

Guidelines for Annual Meetings (including financing the Annual Meeting) follow the applicable rules under our Tour Policy and Guidelines (see Section IV). The fact that the meeting is a MTFCA meeting should be stressed to the sponsoring group; it is NOT just a local function. The sponsoring group can have full control of the location (hotel, etc.) and activities during the schedule, **except for a portion of the Saturday Night Banquet, and the Sunday Morning Open Forum**. The Saturday banquet and the Open Forum are specifically reserved for National activities. Any planned entertainment before, during or after the official program shall in no way interfere with the normal procedures.

A Board of Directors Meeting is generally held during the Annual Meeting. Meeting host should check with MTFCA Headquarters for meeting room requirements.

SATURDAY NIGHT BANQUET

Head Table

The head table shall be reserved for the MTFCA officers (president, vice-president, treasurer, secretary, and publications manager) and their spouses, plus the event chairperson and local Chapter president (and their spouses). Any special guest of honor can be also seated at the head table.

Any deviations shall be subject to the approval of MTFCA Headquarters.

Procedure

The sponsoring official(s) will make any Necessary announcements and then turn the meeting over to the MTFCA President. The President will make all further introductions and act as general chairperson.

The President shall introduce all other officers, and then all Board Members and other officials who might be in attendance. Each person shall stand in order to be recognized.

Any Officer, Board Member, or other person shall be given time for a presentation if one is to be made.

Rosenthal Award

After presenting a brief summary of the purpose of the Rosenthal Award is presented, the names of the nominees will be announced. The nominees in attendance should be asked to stand.

The winner of the previous year, if present, will be introduced and then presented with a suitable plaque.

The new winner will then be named and presented with the trophy.

Special Awards

Chapter Newsletter Awards. The three highest selections for the Newsletter and Web Site awards should be named, and the awards presented to the editor and web site winners, if present, or to a representative of the winning Chapters. A copy of each of the newsletters should be available for inspection, along with the winning web site address, by the general membership after the meeting, if possible.

Sponsoring Chapter Award.

The President shall present the sponsoring group with a suitable token of appreciation from the MTFCA. The chapter, rather than an individual, should be named on this token, unless there is no sponsoring Chapter.

Past President's Award.

The current MTFCA president shall present the outgoing president with a token of appreciation. Should the award be given on an annual basis, to a re-elected president, a member of the Board of Directors should make the presentation.

Special Awards. If any special awards are to be given, any member may make the presentation. Special awards must be approved by the MTFCA prior to the meeting.

Announcements

An outline of the next day Open Forum shall be made. Asking the attendees to write down their ideas or questions prior to the forum, and giving these to an officer or director before the forum, often helps to “break the ice” and get things rolling.

SUNDAY OPEN FORUM

Head Table

The Open Forum may or can be held after the Banquet, if time permits.

The head table shall be reserved for all National officers, board members, and other persons who are active in the management of the club. The MTFCA president shall preside.

Announcements

The president shall give a “State of the Club” address informing the members of the condition of the club. Future tours should be announced and brief outlines given by a representative of the sponsoring group or other knowledgeable persons.

Procedure

The Open Forum shall be as informal as possible. The presiding officer shall begin by reading the suggestions received by the members. The presiding officer will then ask for input from the audience. Any appropriate member of the MTFCA management team shall make response to any question or suggestion.

Also, see Tour and Membership Meeting Policies and Guidelines.

TOUR AND MEMBERSHIP MEETING POLICIES AND GUIDELINES

The guidelines in this policy are designed to help plan and complete a successful MTFCA National tour and/or meeting, but the information can be used for regional and local tours, if desired.

A MTFCA Chapter hosting a National Tour or Meeting will be given the leeway to set up the event as they see appropriate. When hosting a National Tour or Meeting, keep in mind that a National event is a vacation for many people and the cost of the event needs to be held to a minimum so that younger families can afford to attend. The MTFCA GUIDELINES are just that. They are suggestions but by no means are they concrete. It is important that your event be a reflection of your local membership and it is always fun to experience local flavor. Events don't have to be expensive to be fun, some could be "pay as you go" or they can be more traditional by being all inclusive with a set price for event activities and billing participants up front. The Board of Directors are here to work with your ideas and are open-minded.

It is important to note that hosting a MTFCA National event has many benefits to the Host Chapter as well as the MTFCA. Hosting an event of this nature brings with it exposure of the Model T Ford in your area. Exposure creates interest and it will lure other Model T owners out and they will become members. It will also create interest in potential future Model T owners. It is extremely important that we get our cars out often and attract attention to our club. This is our future because without exposure we will wither and die.

GENERAL

Polling

The MTFCA has divided the chapters in North America into three regions, **West**, **Central** and **East**. Each region has approximately the same number of chapters. During the MTFCA Annual Meeting the Board of Directors will randomly poll one chapter and two alternate chapters to host an MTFCA Annual tour or meeting. The polling of chapters will alternate between regions every year so that events are held in different parts of the country. The chapters that have been selected by the Board via polling will be notified 3 years in advance of the event. Chapter directors will meet with chapter members and discuss hosting the

National Event with the chapter membership and respond to the MTFCA Board of Directors within 90 days of being selected. Chapters that have been selected via the polling will then submit an outline to the MTFCA Board indicating the proposed dates, location, type of tour (hub/circle/other), or meeting, anticipated fees and tour chairperson(s). If for any reason that the Chapter selected to host the National Event is unable to do so, an alternate chapter will be asked to host in order of polling selection. Chapters that have been selected and host a National Event will not be placed back into the polling lineup for at least 5 years. At that time the Chapter can again be eligible for polling, but can volunteer at any time.

REQUEST TO HOST A TOUR

Volunteer to host

Chapters can volunteer to host either a National Meeting or a National Tour at any time. You do not need to be asked. Chapters wishing to host a National Meeting or a National Tour should do so 3 years in advance by submitting a written request to the MTFCA Board. The request should outline the proposed dates, location, type of tour (hub/circle/other), anticipated fees and tour chairperson(s).

Note: The host club must qualify for chapter status and for chapter liability insurance through the MTFCA for the year of the event.

The MTFCA Board will review the request to host the proposed tour at its next scheduled meeting (MTFCA Board meetings are held twice a year, usually in March and August). The requesting Chapter will be notified within 30 days after the Board meeting of approval of the National tour.

MTFCA Regions

The MTFCA Board has divided the North American Chapters into 3 regions, West, Central and East.

West Region consists of Chapters in the following States/Canada: Arizona, California, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Canada.

Central Region consists of Chapters in the following States: Illinois, Indiana, Iowa, Kansas, Colorado, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, Wyoming, Texas, Wisconsin, Texas, Michigan, Tennessee and Arkansas.

East Region consists of Chapters in the following States: Connecticut, Delaware, Florida, Kentucky, Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Virginia and Ohio

MTFCA Coordinator: The MTFCA Board will appoint a team of Board Directors or Officers to work with the tour chairperson(s) to assist the chapter with planning and activities as necessary.

TOUR PARTICIPANT REQUIREMENTS

Membership Requirements: For National tours, participants who will be driving a car on the tour **MUST** be members of the MTFCA. A list of drivers, with addresses, must be mailed to the MTFCA Business Office thirty (30) days prior to the tour for verification of current membership. The Business Office will advise the host chapter of any non-members.

Number of Participants: There is no minimum or maximum number of cars required for a tour. The hosting group determines the number of cars and/or participants according to the available accommodations or other factors.

All tour participants National Event with the chapter membership and respond to the MTFCA Board of Directors within furnish proof of current Liability and Property Damage insurance coverage on their vehicle **at the tour**. Consult the laws in the State where the tour will be held for further information on insurance requirements.

Some information in the Annual Meetings Section may be of use for tours also.

Also see financing a Tour or Annual Meeting.

FINANCING A TOUR OR ANNUAL MEETING

The Host Chapter handles the financial responsibility of the event, including the monies from deposits and payments, and should keep detailed records of all monies received and disbursed. It is advisable to make deposits and payments for the event in a separate bank account from the host chapter account.

The MTFCA will advance up to One Thousand Five Hundred Dollars (\$1,500.00) as seed money for preliminary tour or meeting expenses for an approved National event upon written request. The money can be requested approximately one year in advance of the activity, and be repaid to the MTFCA within sixty (60) days after the event ends.

When estimating costs for participants, a minimum of 15% should be added for unforeseen expenses. Anticipate up to a 10% cancellation rate prior to the tour.

Hosting a national event shall not be considered a profit-making adventure. After the event, when all bills have been paid, the host chapter may retain fifteen dollars (\$15) per full-paying participant. Any monies remaining beyond the \$15 per full-paying participant must be returned on an equal basis to the participants within sixty (60) days of the completion of the tour. If refund would be so small per participant as to make such refund impractical such funds can be donated to the MTFCA Museum.

A complete accounting of all tour finances shall be sent to the MTFCA Tour Coordinator or the MTFCA office within sixty (60) days of the completion of the tour.

Note: The following information mainly pertains to Tours but much can also apply to Meetings. T/M indicates it applies to both Tours and Meetings.

PLANNING YOUR TOUR OR MEETING

The MTFCA directors and Tour Coordinator are available to help you plan your tour. It is suggested that host chapter members participate in a National tour and seek advice from a previous host chapter.

Type of Tour:

A 'hub' tour is headquartered in one location with daily tours departing from and returning to the tour headquarters; a 'circle' tour is headquartered at a number of different locations. It is up to the host chapter to decide which type they prefer. A hub tour seems to be the most popular.

Tour Length:

National tours run from three (3) to five (5) days in length. The daily drive routes should range from 40 to 150 miles—more if required by event location—but, adequate rest stops should be planned.

It is a good idea to make a preliminary run of the routes in a stock Model T to determine driving times. All participants should have a tour map for the day.

This is vacation time for most participants and the tour should not be a grueling affair. Experience suggests shorter and easier trips at the beginning and end of the tour work well. A "rest day" in the middle of the tour is often welcomed and could include a mini swap meet in the parking lot or a short optional tour.

The rest day also allows for minor repairs, socializing and needed relaxation. The last day's tour should return in time for loading trailers and getting ready for the final banquet. Events requiring Model T's to be on public streets after dark are not recommended.

Special Activities: T/M

It is helpful to have backup plans in case of bad weather. Planned in advance, these activities can be implemented on short notice. Alternate plans could include technical talks or craft activities. Separate activities for young children and teens during evening programs are often welcomed.

Weather: T/M

Tour participants may be coming from different parts of the country. Let them know the type of weather (temperatures) to expect and what type of clothing is recommended for tours and banquets.

Tour Routes:

All tour routes should be planned for maximum interest with the least amount of traffic. Try to avoid heavily traveled streets and highways. Contact local police and Highway Patrol for advice on tour routes and solicit their advice and support. Invite them to planning meetings or to speak at the daily tour briefings. Some cities may require notification of groups of cars traveling their streets and may even require a parade permit. When stopping in towns along the way, make sure there is room for parking and overflow. A town may provide a special area for the cars to be on display during breaks. Stops should consider places of interest to not only the men, but also to the ladies and children. When laying out tour routes, consider stops for restroom and refreshment breaks.

Tour Books/Maps: The Tour Committee will compose a booklet detailing each day's tour and activities with maps and other pertinent information. The maps should include mileage between intersections and turns, landmarks, and points of interest. The tour booklet should include cell phone numbers for contacting the trouble trailer/truck drivers.

T/M. Provide information for conveniences such as the location of Laundromats, beauty and barbershops, auto parts stores, machine shops and welding shops. Ask if any will provide discount slips for goodie bags. Make these businesses easy for participants to locate.

T/M. Provide emergency information for doctors, dentists and hospitals in the tour booklet.

Roster of Participants: **T/M** A directory of participants is handy for remembering new friends and what car belongs to which name. It is common to assign a "tour number" to each participating family group and this number can be used to tie everyone together in a tour roster. Two lists are suggested, one by tour number and the second with last names in alphabetical order. On one of these lists the family member's names can be listed, along with their address, phone number, type of car, tour number and any other information desired. The two lists should be cross-referenced so that if you have the tour number you can determine the owner and vice

versa. This roster can be a portion of the tour booklet.

Advertising: **T/M** A display ad describing the tour or meeting will be placed in the *Vintage Ford* at no charge to the sponsoring group. Events should be advertised about one (1) year in advance. For events held during the summer months, the ad for the tour should be included in the Sept-Oct issue of the *Vintage Ford* magazine **the year prior to the tour year**. Deadlines for inclusion are the first day of the month prior to the publication date, i.e., August 1 for inclusion in the Sept-Oct issue.

The tour ad should include dates of the tour, location, tour costs, hotel, (and alternate hotels if needed), RV park information, names, addresses, phone numbers of tour contact persons, payment address and "make payable to" name for checks. The cancellation policy for the tour is required to be listed in the ad also.

Advertising may be placed in other publications such as other chapter newsletters. (See *Contacts* section in the *Vintage Ford* for the Chapter Coordinator contact.)

Publicity: Contact the media in each town the tour will be visiting to see if they would be interested in covering the event. Often, local newspapers, radio and TV stations are willing to cover the event.

Accommodations: **T/M** The selection of the headquarters hotel or motel is very important for a successful event. The location should be easily accessible but away from modern traffic. All headquarters hotels and overflow accommodations rooms and facilities should be solicited at group rates. Contracts for rooms, food and other incidental prices should be in writing and signed by both parties.

If the hotel banquet facility is not large enough for the event, contact the local Chamber of Commerce for suggestions. Many fraternal organizations and church's make their facilities available.

If hotel fees are separate from the tour fee, the participants should reserve, guarantee and pay directly to the hotel. Provide names and contact information for alternate hotels, motels and RV parks. Include budget and medium priced accommodations. This list can be included with

the tour registration package. The spirit of this suggestion is to allow all prospective tour participants a selection to fit their vacation budget.

Registration Area/Hospitality Room: T/M

A room or area at the headquarters hotel will be needed for registration, distribution of “goodie” bags if used and other event information. A sign-up board for persons needing a ride, and persons with room in their Model T’s willing to have passengers, should be considered. Snacks and drinks in a hospitality room are always welcomed.

Swap Meet Kit: Swap Meet Kits are a good way to promote the MTFCA while making money for the chapter. Included in the swap meet kit is the MTFCA Banner for display in the registration area and/or hospitality room. Also included are restoration manuals, the *Vintage Ford* on CDs, windshield stickers, jacket patches, lapel pins, and other items. Items from the swap meet can be displayed and sold by the chapter. The chapter retains 20% of the proceeds from the kit. Look in the *Vintage Ford* under *Contacts* to order a swap meet kit.

Parking for Model T’s and Trailers: Plenty of parking for the T’s, tow vehicles and trailers is needed. If the hotel does not have space for the Model T’s and/or trailers, a vacant area nearby should be secured. Security of these off-premises vehicles could be a problem.

Alcohol Policy: T/M **NO ALCOHOLIC** beverages should be served by the event host club during the event due to the possible liability issues involved. Open ‘no host’, bars operated and controlled by the hotel, or by another outside organization accepting full responsibility and liability for evening or other non-driving events are at the option of the host club. Alcoholic consumption is NOT allowed prior to, or while driving or riding in vehicles on a tour. Unsafe actions should be brought to the attention of the event Chairperson for corrective action.

Tour Reservations: In order to give every member an equal chance to participate in the tour, the MTFCA has adopted the following rules regarding reservations for MTFCA tours: The host chapter will not honor registrations postmarked before January 2* of the tour year; no block reservations will be allowed; all

reservations must be mailed individually; no E-mail registrations will be accepted. The registration chairman will keep a record of all registrants, return receipts to entrants, assign a tour number and set up a waiting list once the tour limit is reached.

*Exceptions to the rule of January 2 registrations: If the tour is scheduled sometime during the first four months of the year, reservations can be accepted prior to January 2. If the tour is not limited to a certain number of cars/participants, registrations can also be accepted prior to January 2. Please check with the MTFCA Tour Coordinator or MTFCA Business Office to determine if the tour should follow the January 2 rule.

Event Fees: T/M The host chapter must establish event fees for events, meals and lodging, if included. List all meals included in the registration fee. It is permissible to break out events into sections or single listings so that those who cannot participate in all events can pay for selected parts of the event. The host chapter must prescribe the payment methods such as deposits and the date schedule for partial and final tour payment(s).

Cancellation Policy: T/M The host chapter must prescribe and publish in the *Vintage Ford* and in the tour registration packets the cancellation policy. Generally, cancellations received sixty (60) days before the events starts receive a full return of the fee payment. For cancellations within sixty (60) days of the event date the participant may forfeit some or all of the deposit/payment as prescribed by the host group. An example of a stated cancellation fee within 60 days of the tour is, “All non-committed funds as of the day a cancellation is received will be returned.” Cancellation fees should only cover the costs incurred by the host chapter up to that point.

Event Banquets: T/M A welcoming gathering or dinner at the start of the event and a final dinner at the end of the event with some kind of entertainment are suggested. Besides the type of food to be served, consideration should be given to how it will be served. If a buffet is planned, make sure there are enough lines to handle the number of people involved. If entertainment is included, it does not have to be overly professional or costly. Fifteen minutes to one half hour is enough. The banquet can be used for MTFCA information, promotion and also recognition. The master of ceremonies

should keep events moving smoothly. **Also, see special requirements for an Annual Meeting Banquet requirements**

Door prizes can be given away in any number of ways. If there are excessive 'door prizes' a number can be assigned to each prize. Attendees' names or tour numbers can be drawn with a prize number assigned to that attendee. Prizes can be given out with names posted in the hospitality room, or information area, daily, on tours, or posted at the final banquet.

Meal and Event Tickets: T/M It is suggested that meal and admission tickets be used throughout the event. Colored and dated tickets help participants and ticket takers keep up with each event. Most vendors will accept this method and it is a good way to control guaranteed amounts.

Photographic and Written Coverage: T/M

A person or persons must be assigned to cover the tour photographically and to provide a written account of each day's activities suitable for publication in the *Vintage Ford*. This information must be forwarded to the MTFCA editor as soon as possible after the tour. Contact the MTFCA editor if you have questions.

SAFETY CONSIDERATIONS

Model T Inspection Form: The vehicle owner and/or driver is responsible for the safety of their vehicle. The host chapter will **NOT** be responsible for inspecting or certifying any vehicle as roadworthy. The self-inspection "Model T Inspection Form" must be completed and returned to the host chapter at the start of the tour.

To assist in the safety of the vehicles, if possible, have a Model T parts supplier on site or available to provide parts as needed to keep vehicles roadworthy. If no parts supplier is available, contact some of the major suppliers and see if they would send a kit of the most-used parts on consignment for the host club to sell. The club would be responsible for collecting for parts sold and paying to return any unsold items.

Indemnification Agreement Form: T/M Based on the event and possible local requirements "Release, Indemnification and Hold Harmless Agreement" is available in Attachment Two (2). It can be used for all participants in the event.

Drivers Meeting: It is highly recommended that a drivers meeting be conducted each day to advice of last minute road conditions or route changes. This is the time for reminders of driving procedures such as distance between cars, gas availability and such.

High Risk Areas: If a day's drive involves areas of relatively high risk, such as very steep hills, dangerous curves, crossings of major highways, narrow roads, etc., be sure every driver is made aware of them. Stress the limitations of the Model T brakes and to use extreme caution. If possible, provide alternate routes for those who do not wish to travel on those routes. Such information should also be shown on the daily tour route maps.

Highway Safety: Tour drivers must obey all applicable highway laws. Unsafe conditions and actions will not be tolerated. It is important to stress to all drivers the necessity of allowing modern cars to pass by keeping to the right and/or pulling off the road if safe to do so.

Trouble Trailers/Trucks: Trouble trucks and trailers are a must. The vehicles should carry extra gasoline, oil, water, and a jack, tire changing tools and a 6 and 12 volt batteries and jumping cables. Some form of flag or sign (safety triangles) to set out to warn of oncoming traffic is helpful. Cell phone numbers of the daily tour guide and trouble trucks should be listed on the daily route maps. It is suggested that there be one trouble truck for each 25 vehicles on the tour.

AFTER THE EVENT T/M

Post Tour Accounting: Within sixty (60) days after the tour the host chapter shall furnish a financial accounting of tour income and expenses to the MTFCA Board. If an advance of funds was made to the club, the refund must be returned within sixty (60) days also.

Refunds to participants, if required, should be mailed before the final accounting.

QUESTIONS

Chapters with questions about hosting a National Event should contact the MTFCA Business Office. Chapters approved for a National tour should contact the MTFCA Tour Coordinator assigned for their tour or the Business Office.

CHECKLIST OF REQUIREMENTS

See policy for full details

1. Chapter qualifies for chapter status and insurance during tour year.
2. Tour request approved by MTFCA Board of Directors.
3. Advance seed money requested if needed.
4. Ad for inclusion in *Vintage Ford* magazine.
5. Cancellation policy stated in ads in *Vintage Ford* and on registration forms.
6. No registrations postmarked before January 2 of the tour year. (See *Exceptions under Registrations.) No block registrations or E-mail registrations accepted.
7. Provide a blank Model T Self-Inspection form with the Tour Registration Confirmation Packet. Form to be returned and signed during check-in at the Tour. Proof of insurance included.
8. Only Model T's with era equipment allowed on tours. Additional items deemed Safety Equipment are allowed.
9. Current MTFCA membership status of tour drivers verified by MTFCA 30 days prior to tour.
10. Profits in excess of \$15/per full paying participant returned to participant(s) within 60 days of end of tour. **Refer to "Financing The Tour" for minor dollar amounts.**
11. Final Financial Report, and any advance seed monies, due to the MTFCA office within 60 days after tour ends.

MTFCA MODEL T SAFETY INSPECTION FORM

As a participant on the _____ Tour, hosted by the _____ Chapter of the Model T Ford Club of America, you are required to inspect your car prior to being admitted to the tour. Please check each of the following with a “√” for yes, “N” for no, or “NA” for not applicable. **Please bring this form to the tour and sign and date it at the start of the tour.**

Steering

Steering wheel has minimal (less than 2”) to no play _____

Acceptable wear and minimal to no play in: _____

- Radius rod (wish bone) to crankcase _____
- Ball arm(pitman arm) to steering gear connecting rod (drag link) _____
- Steering gear connecting rod(tie rod) to yoke ball _____
- Spindle bolts (kingpins) _____
- Spindle connecting rod bolts _____

Cotter key (or lock washers, if holes not drilled) installed in the following: _____

- Radius rod (wish bone) to front axle (2 required) _____
- Steering gear bracket to frame(3 required) _____
- Ball arm (pitman arm to steering post (1 required) _____
- Steering gear connecting rod (tie rod) to yoke ball (2 required) _____

- Steering gear connecting rod (tie rod) To steering gear ball (2 required) _____
- Spindle connecting rod to spindles [2 (1 per spindle)] _____
- Spindle bolts (kingpins)[2(1/spindle)] _____
- Spindle arms [2(1/spindle)] _____
- Front spring hangers (shackles) [4 (2 per side)] _____
- Front spring to frame [2 or 4 required, depending on year] _____
- Yoke ball (1 required) _____
- Safety-wire crankcase studs holding radius rod ball cap _____
- Grease in steering gear case and steering gear bracket (also check gear post and pinion gears for wear) _____
- Check for play in steering gear case to steering column (check rivets/taper pins) _____
- Lock screw installed in quadrant _____

Brakes

Brake pedal (and, reverse pedal) bottom out before reaching floorboards _____

Both rear wheels lock-up under hard braking _____

Note: Auxiliary brakes are highly recommended for stock cars and should be installed if car has an auxiliary transmission

Emergency Brakes

Hand brake sets securely before limit of its travel (check pawl and spring) and both rear wheels lock. _____

Note: The hand brake must be able to hold the car with the engine running and should be able to hold the car on a moderate slope.

Cotter keys (or lock washers, if holes not drilled) Installed on: _____

- Control shaft assy to frame (4 required) _____
- Brake shoe bolt [2 (1 per side)] _____
- Brake rods [4 (1 per end)] _____

Engine/Power Train

Oil leaks – within acceptable limits _____

Gasoline leaks-none, when parked (in-line shutoff valve recommended) _____

Cotter pins installed on: _____

- Carburetor rod [2 (1 per end)] _____
- Choke/carburetor adjustment rod [1 at carburetor] _____

- Commutator rod[2 (1 per end)] _____
- Crankcase arm to frame[4(2 per side)] _____
- Low speed connector [2 (1 per end)] _____
- Universal ball cap [2 (top bolts)] – bottom two cap screws safety-wired together) _____
- Fan bolt (on earlier cars) _____

Wheels Spokes (and felloes on earlier cars) _____ are tight _____ Front wheel bearings-no play, _____ good condition and greased _____	All wheels tight and axle/spindle nuts cotter-keyed _____ Lug nuts tight on demountable rims _____ Checked tires for wear, weather _____ Cracks, rim cuts, etc. _____
Rear Axle Rear wheel nuts tight and secured with Cotter pins (use long wrench) _____ Cotter keys (or lock washers, _____ if holes not drilled) installed: • Rear spring to frame [4 required] _____	<ul style="list-style-type: none"> • Rear spring hangers (shackles) [4 (2 per side)] _____ • Rear spring perches to wheel flanges(backing plates) [2 (1 per side)] _____ No oil leaks at outer seals _____ Check differential gearcase oil level _____
Other Lights functional _____ Brake light (may not be original equipment, _____ but recommended) _____ Safety glass (strongly recommended) _____	Rear view mirrors(s) _____ Fire extinguisher _____ First Aid kit _____ Registration and Insurance Papers _____

Vehicle Data
 Year _____ Body Style _____ Identification # _____ License Plate # _____

Insurance Information
 Company _____ Date of Expiration _____ Policy # _____

Waiver/Certification

In consideration of my being permitted to enter my vehicle on the subject tour and all of the related activities sponsored by the host chapter and the Model T Ford Club of America, I hereby hold harmless the subject tour host chapter officers, directors and members, and the Model T Ford Club of America officers, directors and members from any liability of any kind whatsoever as a result of any personal injury or property damage sustained by the undersigned. I further certify that:

- I inspected my vehicle as noted herein and believe it to be roadworthy.
- I understand the inspection items/listings contained on this form are compiled from sources believed to be reliable but are not completely inclusive of all areas and items that should be checked or that could cause safety concerns. No warranty, guarantee or representation is made by the host club or the Model T Ford Club of America as to the absolute correctness or sufficiency of any representation contained in this listing and the host club and the Model T Ford Club of America assumes no responsibility in connection therewith, nor can it be assumed that all acceptable safety measures are contained in this listing or that inspection of other areas of the vehicle or additional accessories may be required under particular or exceptional condition or circumstances for safe operation.
- The vehicle is properly titled and registered, as required by the state of my residence.
- I certify that I have insurance coverage on the entered vehicle that covers my liability and physical damage as required in my state of residence.
- I further certify that I am physically fit and able to safely operate the Model T Ford.

NOTE: Do Not Sign or Date this Form until turning in at Registration Desk.

OWNER/ENTRANT _____ DATE: _____

Received by: _____ DATE: _____

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Event _____ Date(s) _____ Host _____

EVENT OF MODEL T FOR CLUB OF AMERICA ("MTFCA"), ITS CHAPTERS, REGIONS AND/OR SPECIAL INTEREST GROUP REFERRED TO BELOW ("EVENT"), THE UNDERSIGNED AGREE(S) TO THE FOLLOWING:

- 1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE MTFCA, ITS CHAPTERS, REGIONS OR SPECIAL INTEREST GROUPS, THEIR EMPLOYEES, OFFICERS AND AGENTS ("Releasees")** from all liability to the undersigned, his or her or their personal representatives, assigns heirs, family members, and next of kin ("**Releasors**") for any negligent act or omission or other fault of the Releasees or otherwise while the undersigned is participating in the Event or using any of **Releasees'** facilities in connection with the Event.
- 2. THE RELEASORS HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS the Releasees** from all liability, claims, demands, causes of action, charges, expenses, and attorney fees all other cost resulting from involvement in the Event whether caused by any negligent act or omission or other fault of the **Releasees** or otherwise.
- 3. THE RELEASORS HEREBY ASSUME FULL RESPONSIBILITY FOR AND RISK OF PERSONAL OR BODILY INJURY, DEATH OR PROPERTY DAMAGE** I while upon Releasee property or participating in the Event or using any **Releasees'** facilities and/or equipment whether caused by any negligent act or omission or other fault of **Releasees** or otherwise. The **Releasors** expressly agree that the foregoing releases and waiver, indemnity agreement and assumption of risk are indeed to be and shall be interpreted and applied as broad and inclusive as permitted by applicable law.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING, THAT I AM VOLUNTARILY ENTERING INTO THIS AGREEMENT AND THAT I AM AWARE OF THE LEGAL CONSEQUENCES OF THIS AGREEMENT, including that it prevents me, my personal representative, assigns, heirs, family members and next of kin from suing the **Releasees** if I am injured or damaged for any reason as a result of participation in the event.

I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this Event, or else I agree to bear the cost of such injury or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this Event, or else I am willing to assume — and bear the costs of — all risks that may be created, directly or indirectly, by any such condition.

IF THE PARTICIPANT IS A MINOR (UNDER THE AGE OF 18 OR PER STATE LAW), HIS OR HER CUSTODIAL PARENT OR LEGAL GUARDIAN MUST READ AND EXECUTE THIS AGREEMENT WHERE INDICATED BELOW. I hereby warrant and represent that I am the legal guardian or custodial parent of the minor named below, who is a minor, and agree, on my own and said minors behalf to the terms and conditions of the forgoing agreement.

I understand that I may talk to my legal advisor about this agreement and I have either done so, or chosen not to. I understand that I have the right and have been given the opportunity to object to and bargain about the provisions of this agreement. I am voluntarily signing this agreement and intend it to be the unconditional release of all liability to the greatest extent allowed by applicable law.

BEFORE SIGNING, I HAVE CAREFULLY READ THIS ENTIRE AGREEMENT AND AGREE TO BE BOUND BY ITS TERMS: If any accident, injury, death or damage to personal property occurs, I (by signing this agreement) will be giving up certain legal rights. If any part of this agreement is held invalid, the rest of the provisions shall remain in effect. If you do not understand anything in this agreement, you should not sign it and you should instead consult your legal advisor.

NOTE: Form to be signed and dated at the Registration Desk at check in.

Signature	Print Name	Date
Address	City/State	Zip

PARENT OR GUARDIAN ADDITIONAL AGREEMENT (Must be completed for participants under the age of 18 or per State Law)

In consideration of _____ (Print Minor's Name(s) being permitted to participate in this Event, I further agree to indemnify and hold harmless **Releasees** from any claims alleging negligence which are brought by or on behalf of minor(s) or are in any way connected with such participate by minor(s).

Parent or Guardian _____ Print Name _____ Date _____

AWARDS

There are a number of Awards and/or Trophies that are presented at the Annual Meetings Meeting, and during MTFCA Tours. Due to the nature of these awards, they are ordered by different Officers, as follows:

PAST PRESIDENTS' AWARD

Traditionally this has been a plaque with a gavel and a brass plate with the outgoing President's name and date(s) of office. The Business Office is responsible for obtaining the Award.

ROSENTHAL AWARD

This award is presented to a member of the Model T Ford Club of America who has performed in some outstanding manner for the betterment of their Chapter, the MTFCA, fellow enthusiasts and for the hobby as a whole. The selection is based on letters of nomination from the general membership.

Any Club member may nominate a person by writing a letter to the Walter Rosenthal Award Committee outlining their candidate's qualifications. A nominating letter should be addressed to the Committee and mailed to the MTFCA address. No other material should be enclosed as the letter will not be opened until the Committee meets.

NOTE: Also see Walter Rosenthal Committee

The purpose of the Newsletter Award is noted under the job description of the Newsletter Award Chairperson. The awards are responsibility of the Newsletter Award Chairperson and is generally in the form of one (1) to three (3) plaques.

BEN YUMORI DRIVING AWARD

The Ben Yumori Award is given in memory of the late Ben Yumori, who believed that driving a Model T and sharing it with others was the best way to promote the car's history and promote the hobby. To submit a nomination, send to Ben Yumori Award, c/o Eric Sayer and Jennifer Hubenthal, 1716 Sunbeam Lake Drive, #702, El Centro, CA 92243. For questions call: 1-805-628-6310.

NEWSLETTER AWARD

The purpose of the Newsletter Award is noted under the job description of the Newsletter Award Chairperson. The awards are the responsibility of the Newsletter Award Chairman and is generally in the form of one (1) to three (3) plaques.

WEB SITE AWARD

The purpose of the Web Site Award is noted under the job description of the Web Site Award Chairperson. The awards are the responsibility of the Web Site Chairperson and generally in the form of one (1) to three (3) plaques.

SPONSORING CHAPTER AWARD

This award is somewhat of a "Thank You" gift to the Chapter, person(s) or other group which sponsors a MTFCA Tour or Meeting. It has traditionally been in the form of an engraved plate/dish or mounted plaque. The actual format of the Award can vary with the type of event and is up to the discretion of the person involved.

In general, it is the responsibility of the Tour/Event Coordinator to see that this Award

SPECIAL AWARDS

From time to time certain persons or groups deserve special recognition. The selection of the recipient(s) can be made by any member of the Board, or by any Officer. After the approval by the Board of Directors a suitable award can be ordered.

OTHER AWARDS

Trophies and other awards for such things as Hard Luck, Longest Distance Traveled, Oldest Car, etc., are generally the responsibility of the sponsoring group on a tour. The MTFCA traditionally does not present such awards.

Walter Rosenthal Award Committee

RESPONSIBILITY

This award is to be presented to a member of the Club who has performed in some outstanding manner for the betterment of his Chapter, the MTFCA Club, fellow enthusiasts and for the hobby as a whole. This selection is based on letters of nomination from the general membership.

SPECIFIC DUTIES

1. The trophy is presented at the final night Banquet at the Annual Meeting of the Members.
2. Any Club member may nominate a person by writing a letter to the Walter Rosenthal Award Committee outlining his candidate's qualifications. A nominating letter should be addressed to the Committee and mailed to the MTFCA address. No other material can be enclosed since the letter will not be opened until the Committee meets.
3. The Committee, at this time, is chaired by Ann Bothwell. She shall select the other members of the Committee as she may deem necessary.
4. The previous winner of the award must be contacted and asked to ship the trophy back to the Club headquarters in time to have the new recipient's name added to the plaque. If this previous winner will attend the Annual Meeting, and is willing to have the plaque engraved, he may do so, bringing the trophy to that meeting.
5. The previous recipient will receive a plaque that he/she may keep after he/she returns the trophy.
6. The current recipient will be allowed to keep the rotating Trophy following the Annual Meeting, until requested to return it for the following year's recipient.
7. Suitable certificates shall be awarded to the other nominees for the trophy. These can be presented at the Annual Meeting, or mailed if he or she is not present at the meeting.
8. The responsibility for engraving, preparing certificates, and mailing may be assigned to any willing member. The duties of the Nominating Committee are for the selection of the winner only.

IMPORTANT DATES

Nominations to Headquarters by **December 1st**.
The selection committee should meet during the early part of January to allow for new engraving, shipping, etc. All must be completed in time for the Annual Meeting.

WALTER ROSENTHAL ***A Brief Biography***

By: Bruce McCalley

Walter Rosenthal was the first president of the Model T Ford Club of America. He was not one of the six original founding members but was asked to head the new organization because he was universally respected by a great many people, and the founders felt that his reputation would add greatly to the prestige of the newly-formed club.

Walt was one of the original members of a local Model T club, the Model T Ford Club of Southern California, perhaps one of the most successful of such clubs, with about 425 members at the time. The founders of the MTFCA were also members of this local club. Walt had also been a member of the Horseless Carriage Club of America, as well as a number of other similar groups.

Walt worked as a machinist for the Foremost Dairy Corporation, located in the Los Angeles area. As a machinist, his expertise enabled him to assist many people in the hobby in the maintenance and repairs of their cars.

What made Walt unique among those in the hobby were his vast knowledge and his willingness to share that knowledge with others. Having been in the hobby for many years, he had acquired a fair stockpile of parts and was always willing to share these parts with others. He seldom asked for money from those who needed some item; he would usually say something like, "It's yours to keep as long as you need it. When someone else needs something you have, just share as I have with you." (Woe be it to the guy who later sold Walt's gift at a profit!)

Walt was killed in a tragic accident in his 1925 Model T runabout on March 16, 1969. He was descending a hill when his auxiliary transmission went into neutral, leaving him with no brakes. Rounding a corner at the bottom of the hill, the car overturned. Ironically, Walt was going to install a set of outside brakes on the car that afternoon! He and his wife, Edith, had celebrated their fortieth wedding anniversary just a week earlier; many of his friends had given them a present of money for a proposed "second honeymoon" trip.

Walt had a very close friend, Lindley Bothwell. Lindley and his wife, Ann, were active members of the Horseless Carriage club (and others) and had a large collection of antique cars. In Walt's honor, the Bothwells donated a trophy to the MTFCA, henceforth called the Walter Rosenthal Trophy. This trophy was to be given to that person, each year, who best followed Walt's example in promoting the hobby and assisting fellow enthusiasts. Fittingly, the first awardee was another close friend of Walt's, Don Dupree.

My Personal Relations with Walt Rosenthal

Don Dupree and I had been friends since our high school days. Don had a 1916 Ford Touring and one day he took me for a ride in it.

Impressed, I said something like, "I'd sure like to have one of these." At the time, I knew absolutely nothing about a Model T other than it was an old car.

Sometime later, Don called and said he had found just the car for me, a 1927 Roadster. It had been restored and could be had for a good price. The only problem was that it had no engine. But fear not, he and Walt had an engine, which he would donate to me if I were interested. With some (I should say a lot) of trepidation I bought the car.

The engine was in a heap of parts in Don's back yard, and it needed a complete overhaul before it could be used. I spent the next several weeks, after work, disassembling, cleaning, and overhauling the engine. I can remember asking Don to not leave me I knew nothing about the assembly and installation of a Model T engine, although I had a good bit of skill on modern cars.

Early on in this rebuilding process, one Saturday, I went to Don's house and he introduced me to Walt, who was reading a paper at Don's breakfast-nook table. "Walt, this is Bruce McCalley. I gave him our '27 engine!" Walt looked up from his paper and said, "You what?!!" "I gave him the engine." After a few pleasantries, Don and I went

outside and I asked, "Are you sure this is all right?" He assured me that it was and that when I got to know Walt, I would understand.

We got the engine installed, and as I drove home in the T I thought to myself, "What have I done? Do I really need this?" All those strange noises, typical of the Model T, were sounds of impending disaster to me.

One evening I asked Walt to listen to the knock in my motor. Walt listened and then said, "Sonny, that knock is not in your motor!" "I know Walt, but what about the knock in my *engine*?" "You're catching on!" Walt answered. Sometime later, Walt had machined some stainless steel exhaust pack nuts for the Model T. At that time, new exhaust nuts were not easy to find, and when they were found, they didn't seem to last very long. I asked if he would sell one of these stainless nuts to me. He would not sell one, but he would give me one if I needed it. I still have that nut on my car today!

As noted, Walt and Edith celebrated their fortieth anniversary a week before he died. They held a reception at a nearby city park on this Saturday afternoon, with many of their friends attending. At the end of the day most of us went up to them and extended our personal wishes for their future and to bid good-bye. Walt said, "Drop by the house and we'll continue the party." Many did just that. However, there were a few who left the park without saying good-bye, and consequently were not aware of the invitation to the house.

During the following week some of those who had not said good-bye heard of the house party, and expressed disappointment in not being asked. Upon hearing of this, Walt and Edith called those people and invited them to a continuation of the party the following Saturday evening. Typical Walt; most of us would have said something like "tough!" Walt died the next day.

One day on a tour, Walt came out of a restaurant and found people sitting in his 1912 Touring, blowing the horn and pulling the levers. He walked up and asked, "Is this your car?" "Oh, which one is yours?" The man pointed to a Cadillac nearby. Walt walked over to the Cadillac, opened the door, and began blowing the horn, running

the windows up and down, etc. The owner came running and asked, "What do you think you are doing?!" "Well, you were sitting in my cars, so I thought this is the way we do things around here!"

When Walt was installing the auxiliary transmission in his '25, I asked "What kind of transmission is this Walt?" "It's an auxiliary transmission "Sonny." He often called me "Sonny". Eventually I learned it was a Woodward transmission, but not until Walt had had his fun!

PRINCIPLES OF PARLIAMENTARY PROCEDURE

1. One issue at a time can be debated and voted on. If an issue is not voted on, it must be disposed of in some way before members can consider another issue.
2. The decision of the majority rules. A simple majority consists of more than one-half (1/2) of the people voting on an issue.
3. Minority rights are protected in part by allowing those in the minority to present their views and to change the minds of those in the majority.
4. Every member has the right to speak or remain silent, to vote or not to vote.
5. Open discussion on every issue is protected so that members can vote in an informed way on every issue. A two-thirds (2/3) vote is needed to limit debate or to end it completely.
6. Discussion of the motion begins; members may agree, disagree, explain, or attempt to change the motion.
7. When the chairperson feels that the motion has been thoroughly discussed, he or she asks the members if they are ready to vote.

MAKING MOTIONS

The privileged, subsidiary, and main motions are listed in order of precedence. This is a ranking system defining the order in which items must be voted.

1. When a motion is pending, only motions above it in the order of precedence may be made.
2. When motions have already been made, they must be debated and acted upon in the opposite order from that in which they were made. (The motion made most recently is acted upon first.)

	Can Interrupt?	Requires Second	Debatable?	Amendable?	Vote Required?
Privileged Motions					
1. Adjourn	No	Yes	No	No	Majority
2. Recess	No	Yes	Yes	Yes	Majority
3. Question of privilege	Yes	No	No	No	None

Subsidiary Motions

4. Postpone temporarily	No	Yes	No	No	Majority
5. Vote immediately	No	Yes	No	No	Two/Thirds
6. Limit debate	No	Yes	Yes	Yes	Two/Thirds
7. Postpone definitely	No	Yes	Yes	Yes	Majority
8. Refer to committee	No	Yes	Yes	Yes	Majority
9. Amend	No	Yes	Yes	Yes	Majority
10. Postpone indefinitely	No	Yes	Yes	No	Majority

Main Motions

11. The main motion	No	Yes	Yes	Yes	Majority
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Incidental Motions

Appeal	Yes	Yes	Yes	No	Majority
Suspend rules	No	Yes	No	No	Two/Thirds
Object of consideration	Yes	Yes	No	No	Two/Thirds
Point of order	Yes	No	No	No	None
Parliamentary inquiry	Yes	No	No	No	None
Withdraw a motion	Yes	No	No	No	None
Division of question	No	No	No	No	None
Division of assembly	Yes	No	No	No	None

PARLIAMENTARY PROCEDURE FOR SMALL CLUBS

STEPS FOR CONDUCTING A MEETING

1. Call to Order/Welcome.
2. Opening ceremony, if used.
3. Introduction of new members and guests.
4. Program, if by an outside source, that need not stay for the full meeting. Also, see Number 11.
5. Reading and approval of minutes from last meeting(s).
***Note:** Subject to Club Bylaws and/or State requirements, if copies of the minutes have been published for all members to read the Chair can state "The minutes have been published (tell how). Are there any additions or corrections? (Pause) If none offered, or if there are any changes, the Chair states: "The minutes are approved as (published) (changed)." Does not need a motion or vote.
6. Treasurer's Report.
***Note:** Subject to the Club Bylaws and/or State requirements, generally the Treasurer's report need only be voted on/approved at the end of an annual fiscal year after a final audit. Monthly reports need not be voted on and the Chair can say, "If there are no questions the Treasurer's Report will be filed for audit."
7. Reading of reports from officers.
8. Reading of reports of committees.
9. Consideration of unfinished (old) business.
10. Consideration of new business.
11. Program, if not at beginning.
12. Closing announcements.
13. Adjournment.
***Note:** Depending on local custom the Chair can ask for a motion to adjourn or a member can make the motion any time. To save time the Chair can just state: "If there is no further business (pause) the meeting is adjourned." No vote required.
***Notes updating according to Robert's Rules Of Order, Newly Revised 10th Edition.**

STEPS FOR CARRING OUT A MOTION

1. A member asks to be recognized by the chairperson and introduces the motion by saying, "I move ____."
2. Some other member must second the motion, that is, agree to its introduction for discussion.
3. The chairperson restates the motion so that all members will clearly know what has been proposed for discussion.
4. The chairperson asks the members to vote.
5. The chairperson announces the result of the vote by saying, "The motion carried" if the majority favored the motion or "The motion is lost" if the majority was against the motion.

MTFCA MODEL T SAFETY INSPECTION FORM

As a participant on the _____ Tour, hosted by the _____ Chapter of the Model T Ford Club of America, you are required to inspect your car prior to being admitted to the tour. Please check each of the following with a “√” for yes, “N” for no, or “NA” for not applicable. **Please bring this form to the tour and sign and date it at the start of the tour.**

Steering

Steering wheel has minimal (less than 2”) to no play _____

Acceptable wear and minimal to no play in: _____

- Radius rod (wish bone) to crankcase _____
- Ball arm(pitman arm) to steering gear connecting rod (drag link) _____
- Steering gear connecting rod(tie rod) to yoke ball _____
- Spindle bolts (kingpins) _____
- Spindle connecting rod bolts _____

Cotter key (or lock washers, if holes not drilled) installed in the following: _____

- Radius rod (wish bone) to front axle (2 required) _____
- Steering gear bracket to frame(3 required) _____
- Ball arm (pitman arm to steering post (1 required) _____
- Steering gear connecting rod (tie rod) to yoke ball (2 required) _____

- Steering gear connecting rod (tie rod) To steering gear ball (2 required) _____
- Spindle connecting rod to spindles [2 (1 per spindle)] _____
- Spindle bolts (kingpins)[2(1/spindle)] _____
- Spindle arms [2(1/spindle)] _____
- Front spring hangers (shackles) [4 (2 per side)] _____
- Front spring to frame [2 or 4 required, depending on year] _____
- Yoke ball (1 required) _____
- Safety-wire crankcase studs holding radius rod ball cap _____
- Grease in steering gear case and steering gear bracket (also check gear post and pinion gears for wear) _____
- Check for play in steering gear case to steering column (check rivets/taper pins) _____
- Lock screw installed in quadrant _____

Brakes

Brake pedal (and, reverse pedal) bottom out before reaching floorboards _____

Both rear wheels lock-up under hard braking _____

Note: Auxiliary brakes are highly recommended for stock cars and should be installed if car has an auxiliary transmission

Emergency Brakes

Hand brake sets securely before limit of its travel (check pawl and spring) and both rear wheels lock. _____

Note: The hand brake must be able to hold the car with the engine running and should be able to hold the car on a moderate slope.

Cotter keys (or lock washers, if holes not drilled) Installed on: _____

- Control shaft assy to frame (4 required) _____
- Brake shoe bolt [2 (1 per side)] _____
- Brake rods [4 (1 per end)] _____

Engine/Power Train

Oil leaks – within acceptable limits _____

Gasoline leaks-none, when parked (in-line shutoff valve recommended) _____

Cotter pins installed on: _____

- Carburetor rod [2 (1 per end)] _____
- Choke/carburetor adjustment rod [1 at carburetor] _____

- Commutator rod[2 (1 per end)] _____
- Crankcase arm to frame[4(2 per side)] _____
- Low speed connector [2 (1 per end)] _____
- Universal ball cap [2 (top bolts)] – bottom two cap screws safety-wired together) _____
- Fan bolt (on earlier cars) _____

Wheels Spokes (and felloes on earlier cars) _____ are tight _____ Front wheel bearings-no play, _____ good condition and greased _____	All wheels tight and axle/spindle nuts cotter-keyed _____ Lug nuts tight on demountable rims _____ Checked tires for wear, weather _____ Cracks, rim cuts, etc. _____
Rear Axle Rear wheel nuts tight and secured with Cotter pins (use long wrench) _____ Cotter keys (or lock washers, _____ if holes not drilled) installed: • Rear spring to frame [4 required] _____	<ul style="list-style-type: none"> • Rear spring hangers (shackles) _____ [4 (2 per side)] _____ • Rear spring perches to wheel flanges(backing _____ plates) [2 (1 per side)] _____ No oil leaks at outer seals _____ Check differential gearcase oil level _____
Other Lights functional _____ Brake light (may not be original equipment, _____ but recommended) _____ Safety glass (strongly recommended) _____	Rear view mirrors(s) _____ Fire extinguisher _____ First Aid kit _____ Registration and Insurance Papers _____

Vehicle Data
 Year _____ Body Style _____ Identification # _____ License Plate # _____

Insurance Information
 Company _____ Date of Expiration _____ Policy # _____

Waiver/Certification

In consideration of my being permitted to enter my vehicle on the subject tour and all of the related activities sponsored by the host chapter and the Model T Ford Club of America, I hereby hold harmless the subject tour host chapter officers, directors and members, and the Model T Ford Club of America officers, directors and members from any liability of any kind whatsoever as a result of any personal injury or property damage sustained by the undersigned. I further certify that:

- I inspected my vehicle as noted herein and believe it to be roadworthy.
- I understand the inspection items/listings contained on this form are compiled from sources believed to be reliable but are not completely inclusive of all areas and items that should be checked or that could cause safety concerns. No warranty, guarantee or representation is made by the host club or the Model T Ford Club of America as to the absolute correctness or sufficiency of any representation contained in this listing and the host club and the Model T Ford Club of America assumes no responsibility in connection therewith, nor can it be assumed that all acceptable safety measures are contained in this listing or that inspection of other areas of the vehicle or additional accessories may be required under particular or exceptional condition or circumstances for safe operation.
- The vehicle is properly titled and registered, as required by the state of my residence.
- I certify that I have insurance coverage on the entered vehicle that covers my liability and physical damage as required in my state of residence.
- I further certify that I am physically fit and able to safely operate the Model T Ford.

NOTE: Do Not Sign or Date this Form until turning in at Registration Desk.

OWNER/ENTRANT _____ DATE: _____

Received by: _____ DATE: _____

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Event _____ Date(s) _____ Host _____

EVENT OF MODEL T FOR CLUB OF AMERICA ("MTFCA"), ITS CHAPTERS, REGIONS AND/OR SPECIAL INTEREST GROUP REFERRED TO BELOW ("EVENT"), THE UNDERSIGNED AGREE(S) TO THE FOLLOWING:

- 1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE MTFCA, ITS CHAPTERS, REGIONS OR SPECIAL INTEREST GROUPS, THEIR EMPLOYEES, OFFICERS AND AGENTS ("Releasees")** from all liability to the undersigned, his or her or their personal representatives, assigns heirs, family members, and next of kin ("**Releasors**") for any negligent act or omission or other fault of the Releases or otherwise while the undersigned is participating in the Event or using any of **Releasees'** facilities in connection with the Event.
- 2. THE RELEASORS HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS the Releasees** from all liability, claims, demands, causes of action, charges, expenses, and attorney fees all other cost resulting from involvement in the Event whether caused by any negligent act or omission or other fault of the **Releasees** or otherwise.
- 3. THE RELEASORS HEREBY ASSUME FULL RESPONSIBILITY FOR AND RISK OF PERSONAL OR BODILY INJURY, DEATH OR PROPERTY DAMAGE** I while upon **Releasee** property or participating in the Event or using any **Releasees'** facilities and/or equipment whether caused by any negligent act or omission or other fault of **Releasees** or otherwise. The **Releasors** expressly agree that the foregoing releases and waiver, indemnity agreement and assumption of risk are indeed to be and shall be interpreted and applied as broad and inclusive as permitted by applicable law.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING, THAT I AM VOLUNTARILY ENTERING INTO THIS AGREEMENT AND THAT I AM AWARE OF THE LEGAL CONSEQUENCES OF THIS AGREEMENT, including that it prevents me, my personal representative, assigns, heirs, family members and next of kin from suing the **Releasees** if I am injured or damaged for any reason as a result of participation in the event.

I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this Event, or else I agree to bear the cost of such injury or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this Event, or else I am willing to assume — and bear the costs of — all risks that may be created, directly or indirectly, by any such condition.

IF THE PARTICIPANT IS A MINOR (UNDER THE AGE OF 18 OR PER STATE LAW), HIS OR HER CUSTODIAL PARENT OR LEGAL GUARDIAN MUST READ AND EXECUTE THIS AGREEMENT WHERE INDICATED BELOW. I hereby warrant and represent that I am the legal guardian or custodial parent of the minor named below, who is a minor, and agree, on my own and said minors behalf to the terms and conditions of the forgoing agreement.

I understand that I may talk to my legal advisor about this agreement and I have either done so, or chosen not to. I understand that I have the right and have been given the opportunity to object to and bargain about the provisions of this agreement. I am voluntarily signing this agreement and intend it to be the unconditional release of all liability to the greatest extent allowed by applicable law.

BEFORE SIGNING, I HAVE CAREFULLY READ THIS ENTIRE AGREEMENT AND AGREE TO BE BOUND BY ITS TERMS: If any accident, injury, death or damage to personal property occurs, I (by signing this agreement) will be giving up certain legal rights. If any part of this agreement is held invalid, the rest of the provisions shall remain in effect. If you do not understand anything in this agreement, you should not sign it and you should instead consult your legal advisor.

NOTE: Form to be signed and dated at the Registration Desk at check in.

Signature	Print Name	Date
Address	City/State	Zip

PARENT OR GUARDIAN ADDITIONAL AGREEMENT (Must be completed for participants under the age of 18 or per State Law)

In consideration of _____ (Print Minor's Name(s) being permitted to participate in this Event, I further agree to indemnify and hold harmless **Releasees** from any claims alleging negligence which are brought by or on behalf of minor(s) or are in any way connected with such participate by minor(s).

Parent or Guardian _____ Print Name _____ Date _____

Model T Ford Club of America BYLAWS

ARTICLE I PURPOSE AND CLASSIFICATION

Section 1

The general purpose of this club, incorporated as a nonprofit corporation, shall be to preserve and maintain Model T Fords of ancient age and historical value and to serve as an accurate and technical source of information concerning Model T Fords for the benefit of its members as well as the general public.

ARTICLE II OFFICES

Section 1

PRINCIPAL OFFICE

The principal office for the transaction of business of the corporation is hereby fixed and located in the County of Los Angeles, State of California. The Board of Directors is hereby granted full power and authority to change said principal offices from one location to another in said State or in another state.¹

Section 2

OTHER OFFICES

Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the corporation is qualified to do business.²

ARTICLE III SEAL, EMBLEM AND NAME CORPORATE SEAL

The corporation shall have a common seal consisting of a circle having within its circumference the words, "MODEL T FORD CLUB OF AMERICA, INCORPORATED, April 13, 1966, California."

ARTICLE IV PERSONAL LIABILITY

Section 1

All persons of corporations extending credit to, contracting with or having any claim against the corporation, shall look only to the funds and property of the corporation for payment of any such contract, claim, debt, judgment, damage, decree or cause of action or any money that may in any way become due and payable from the corporation.

Section 2

Neither the members of the corporation, the Board of Directors, nor officers, present or future, shall be personally liable for any debt set forth in Section 1 of the Article IV.

Section 3

This corporation is a non-profit corporation; the members thereof shall not be titled to any individual or collective interest, participation, share right and/or property right in and to the assets of this club, but such assets shall be and constitute the indivisible property of

this club; no dividends, pecuniary profits or payments of like nature shall ever be declared or paid to the members of this club.

ARTICLE V MEMBERSHIP

Section 1

There shall be five (5) classes of members of this club as follows:

- (a) **ACTIVE MEMBER:** Any person interested in promoting the purpose of this club; which Active member is entitled to all club privileges, including the right to vote and hold office.
- (b) **ASSOCIATE MEMBER:** Any person interested in promoting the purpose of this club. Which Associate member is entitled to all privileges of this club except the right to vote and hold office.³
- (c) **ACTIVE LIFE MEMBER:** Any person upon payment of the membership fee prescribed for this category by the Board of Directors, shall upon approval of the Business Manager, become an active member during their lifetime. The Life membership is non-transferable and ceases upon the death of the member.³⁶
- (d) **CHARTER MEMBER:** A person who became affiliated with the club's predecessor on or before January 14, 1966. Charter members are entitled to all club privileges, including the right to vote and hold office. Charter membership does not require any other qualification other than membership on or before January 14, 1966, as long as the member remains in good standing.³⁷
- (e) **HONORARY MEMBER:** Any person having gained eminence in the automotive industry; or any person who has commended himself to club esteem may be elected an honorary member by majority vote of the Board of Directors. Proposals for election as honorary members shall be made at a regular meeting of the Executive Committee giving the name and address of the person proposed, together with a statement of his or her activities which justify his or her election as an honorary member and action on said proposal shall then be dependent upon majority affirmative vote of the Executive Committee. Honorary members shall not have the right to vote nor to hold office in this club unless active membership is also achieved.^{5, 38}

Section 2

APPLICATION

Application for membership in this club must be in writing, filed with the Business Manager, and accompanied by dues for the current year.³⁹

Model T Ford Club of America BYLAWS

Section 3 **RESIGNATION**

Any member may resign upon mailing a registered letter of resignation to the Secretary, and his resignation shall be effective upon receipt by said Secretary, provided his indebtedness to the club, if any, is paid in full.

Section 4
SUSPENSION, EXPULSION, REINSTATEMENT
Any member may be suspended by the club for non-payment of dues after the end of the month following membership expiration date. Suspension shall be at the discretion of the club.^{6, 40}

Section 5 **SUSPENSION, EXPULSION, REINSTATEMENT By Board of Directors**

The Board of Directors shall have summary power by vote of a majority of its members, to suspend or to 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 endangers the welfare, interest or character of the organization, or for non-payment of dues or for any conduct in violation of these Bylaws or of the rules and regulations of the club which may be made from time to time. Such action by the Board of Directors in such matter shall be final and conclusive.

After the expiration of the time set forth in any suspension by the Board of Directors, the suspended member may petition the Board of Directors for reinstatement. A three-fourths affirmative vote of the Board of Directors present at any regularly called meeting shall be required to pass upon such reinstatement.

Section 6 **GENERAL**

Upon the resignation, suspension, expulsion, or death of a member, his rights and privileges as a member of this club shall cease.

ARTICLE VI MEETINGS OF THE MEMBERS

Section 1 **ANNUAL MEETING**

The annual meeting of the members of this corporation shall be held as early in the year as possible at a location determined by the Board of Directors for the purpose of reporting the results of the election of the Board of Directors and the results of the election of the officers by the Directors of the club. (See Article X, Section 6.)⁷

Section 2 **SPECIAL MEETINGS**

Special meetings of the members may be called at any time by the President, or by the Secretary upon written application of at least one hundred charter and/or active members in good standing. The application shall state the purpose of the meeting. The Secretary must send notice of special meetings as provided in Section 4 of the Article VI within thirty (30) days after receipt of a valid and proper application for same.

Section 3 **TIME AND PLACE**

Any annual or special meeting shall be held at such time and place and date as the Board of Directors shall select. The Board of Directors shall select a time, place and date for a special meeting within thirty (30) days after receipt of a valid and proper application for same by the Secretary.⁸

Section 4 **NOTICE**

A written or printed notice stating the purpose, place, date and hour of every meeting shall be mailed by the Secretary to each Active member in good standing of this club at least ten days prior to and not more than sixty days prior to said meeting. Notice shall be deemed to have been given if sent by mail or other means of communication addressed to the member's last address.

Section 5 **PROCEDURE**

Each voting member in good standing shall be entitled to one vote at any meeting, annual or special.⁹

Section 6 **CUMULATIVE VOTING**

Cumulative voting shall be prohibited.

ARTICLE VII OFFICERS

Section 1 **TYPE of OFFICERS**

The officers of this club shall be President, Vice-President, Secretary, Treasurer and such other officers as the Board of Directors may appoint. When the duties do not conflict, one person may hold more than one of these offices, except that no one person shall be both President and Secretary in any one given year. Officers shall serve for one year, beginning on January 1 and ending on December 31.

The President, Vice-President, Secretary and Treasurer shall be elected by the Board of Directors at the organization meeting of said Directors in any given year. (See Article X, Section 6.)^{10, 41}

Model T Ford Club of America BYLAWS

Section 2

REMOVAL and RESIGNATION

Any officer may be removed for cause by a two-thirds majority vote of the directors at the time in office, at a regular or special meeting of the Board of Directors. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or to the Secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein the acceptance of such resignation shall not be necessary to make it effective.

Section 3

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 of regular election or appointment to such office.

Section 4

SUCCESSION

The President and Vice-President of this club shall not succeed themselves in office more than twice.¹¹

ARTICLE VIII DUTIES OF OFFICERS

Section 1

PRESIDENT

The President shall be the highest ranking officer of the corporation and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and affairs of the corporation. He shall preside at all meetings of the members and at all meetings of the Board of Directors. He shall be ex-officio member of all the committees including the Executive Committee if established, of which he is also President, and shall have the general powers and duties of management usually vested in the office of President, and shall have such other power and duties as may be prescribed by the Board of Directors or the Bylaws. 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 of Directors.⁴²

Section 2

VICE-PRESIDENT

In the absence or disability of the President, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed by the Board of Directors or the Bylaws.

Section 3

SECRETARY

The Secretary shall attend all meetings of the members and the Board of Directors and shall record all minutes and votes in a book kept for that purpose. He shall keep or cause to be kept, a register showing the names and addresses of the members. The Secretary shall give or cause to be given, notice of all meetings of members and the Board of Directors as required by the Bylaws or by law to be given and he shall keep the seal of the corporation in safe custody and shall have such other powers and perform such other duties as maybe prescribed by the Board of Directors or the Bylaws. He shall have custody of valuable papers and books of the club, and shall at all times be subject to the control of the Board of Directors. In the absence of the Secretary from any meeting of the members or Board of Directors, the presiding officer shall appoint a Secretary pro-tempore.¹²

Section 4

TREASURER

The Treasurer shall keep and maintain or cause to be kept and maintained adequate and correct amounts of the properties and business transactions of the corporation. The Treasurer shall direct the deposit of all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Directors. The Treasurer shall direct the disbursement of the funds of the corporation as may be ordered by the Board of Directors, and shall render to the President and Directors, when they request it, an account of all of the transactions as Treasurer and of the financial condition of the corporation and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by the Bylaws. No obligation, debt or other liability shall be incurred by the Treasurer without the specific approval of the Board of Directors.⁴³

Section 5

PUBLICATIONS MANAGER

The Publications Manager shall exercise and perform such powers and duties as may from time to time be assigned him by the Board of Directors.

Section 6

CHIEF EXECUTIVE OFFICER

The title Chief Executive Officer may be bestowed on an officer in addition to their elected title, Board Member or corporate employee of the corporation. The Chief Executive Officer will report to the President and the Board of Directors and fulfill such duties as directed by the President or Board of Directors. No major obligation, debt or other liability other than that required for the normal operation of the Club shall be incurred by the Chief Executive Officer without the specific approval of the Board of Directors.⁴⁴

Model T Ford Club of America

BYLAWS

Section 7

BUSINESS MANAGER

The title Business Manager may be bestowed on a Director, Officer in addition to their elected title, or corporate employee of the corporation. The Business Manager reports to the President and the Board of Directors. The Business Manager maintains the National office and handles all day-to-day activities of the Club. Duties will be as outlined in the Operating Manual or as directed by the Board of Directors. No major obligation, debt or other liability other than that required for the normal operation of the Club shall be incurred by the Business Manager without the specific approval of the Board of Directors.⁴⁵

ARTICLE IX

CORPORATE POWERS

The corporate powers of this club shall be vested in a Board of Directors, who shall be Active voting members in good standing.¹³

ARTICLE X

BOARD OF DIRECTORS

Section 1

ELECTION and TERM

The Board of Directors of this club shall consist of nine (9) members elected from the Active voting members in good standing. The term of office shall be three (3) years from and after election or until a successor shall have been elected.

Section 2

VACANCIES

A vacancy or vacancies shall be deemed to exist in the case of death, resignation or removal of any director or if the authorized number of directors be increased by amendment of these Bylaws. A vacancy or vacancies shall be filled by an appointment by the Directors in office, and if there are no remaining Directors, by general members at an annual or special meeting of the general members entitled to vote. Such member or members so elected shall hold office for the term if the Director he replaces, or until his successor is elected and qualified.⁴⁶

Section 3

REDUCTION

No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of his term of office.

Section 4

NOMINATING COMMITTEE

The nominating committee shall consist of the Board of Directors, excluding any Directors running for re-election to the Board, and shall prepare a ballot to have not less than five (5) names from the Active

membership. Active members shall elect by plurality vote each year by blanket ballot, three (3) Active members to serve as Directors for three (3) years. In the event of a tie vote for a Director, the Board of Directors shall convene a special meeting for the purpose of breaking the tie vote.³⁵

The special meeting can be held in person or through electronic media. Ballots must have three (3) names selected, no more or no less, or they will not be considered valid and will not be counted. The following are requirements for the nominating committee to accept a nomination for the Board of Directors: (1) To require a signed letter of intent from each candidate to be presented to the Directors at the summer Board meeting for consideration and placement of their name in nomination. (2) Along with said letter of intent, a short statement of qualifications must be presented to the Board for consideration. The statement should include offices held, past or present, in the National Club or in any Chapter. (3) If these requirements are met, and the Board accepts the nomination, these materials will be turned over to the Editor for inclusion in the *Vintage Ford* following the normal procedure for determining in what order the names are to be placed.³⁵

The Business Manager shall, prior to November 1st, mail to each Active member in good standing, a ballot, through direct mail or insertion in the club's magazine, for voting. This ballot will contain a return address as selected by the Board of Directors, and voting instructions which shall include a notice that all ballots must be post marked not later than December 15th of the election year. The club's magazine will include a statement describing each nominee.

The Board of Directors shall select the nominees at its summer board meeting. Any Active member can run for the Board of Directors if they desire to without having to wait for the nominating committee to select them for the ballot. Any Active member may petition the Board of Directors with a petition containing the signatures of at least fifteen (15) other Active members. If this petition is presented to the Board of Directors or the Secretary of the club prior to June 1st, the petitioned nominee shall be added to the ballot.¹⁴

The Board has the right to reject any nominee not meeting National membership requirements.⁴⁷

Section 5

PLACE of MEETING

Regular meetings of the Board of Directors shall be held at any place which has been designated from time to time by the resolution of the Board or by the consent of a majority of the Board.¹⁵

Model T Ford Club of America BYLAWS

Section 6

ORGANIZATION MEETING

Preceding the Annual Meeting (see Article VI, Section 1) the Board of Directors shall meet and elect Officers for the following year, receive the report of the nominating committee and transact such other business as may lawfully come before the Board.¹⁶

Section 7

REGULAR MEETINGS

The Board of Directors shall hold at least one (1) regular meeting during each fiscal year.

Section 8

SPECIAL MEETINGS

Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the President or by the Executive Committee, or by any five (5) directors, on notice to each director of such meeting.

Section 9

NOTICE

Notice of the time and place of regular and special meetings of the Board of Directors shall be delivered personally or sent to each director by mail or other form of communication, charges prepaid, addressed to him at his address as it is shown upon the records of the club. Notices must be electronically transmitted or mailed at least five (5) days prior to and not more than thirty (30) days prior to any meeting.⁴⁸

Section 10

WAIVER of NOTICE

The transactions of any meeting of the Board of Directors however called and noticed, or wherever held shall be as valid as any meeting duly held after regular call and notice, if a quorum be present, and if, either before or after the meeting each of the directors not present sign a waiver of notice or a consent to holding such meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records or made a part of the minutes of the meetings.⁴⁹

Section 11

QUORUM

Five Directors or if necessary to establish a quorum, and only a number to effect the sufficient number for a quorum, the following may be seated and only in the following order: If the incumbent president is not a Board Member, he shall be seated first, then the most recent Ex-President in attendance, next most recent Ex-President, etc., then Chief Executive Officer, then Business Manager, then Publications Manager, shall be necessary to constitute a quorum for the transaction of business, except to adjourn as herein after provided.

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a

quorum is present shall be regarded as the act of the Board of Directors, unless a greater number be required by law, the Articles of Incorporation or the Bylaws.¹⁷

In order to have an uneven number of Directors present to avoid a tie vote, the following may be seated and only in the following order: If the current President is not a Board member, he/she shall be seated first; then the most recent Ex-President in attendance, next most recent Ex-President in attendance, etc., Chief Executive Officer, then Business Manager, then Publications Manager. This process must be accomplished prior to a vote where there is an even number of Directors present, and a vote by the Board may end up in a tie. Every act or decision done or made by a majority of the Directors present and additional seating done following this guideline, shall be regarded as the act of the Board of Directors.^{35, 50}

Section 12

ADJOURNMENT

A Quorum of the directors may adjourn any directors' meeting to meet again at a stated time, place and hour, provided, however, that in the absence of a quorum, the directors present at any directors' meeting either regular or special may adjourn from time to time until the time fixed for the next regular meeting of the Board.

Section 13

FEEES and COMPENSATION

Directors shall not receive any compensation, fee or salary for their services as directors, but by resolution of the Board, compensation may be allowed to any director for any moneys or expenses incurred and paid by any director for the benefit of the corporation.

Section 14

REMOVAL from OFFICE

At the discretion of the Board any Director missing three consecutive regular meetings of the Board may be replaced.¹⁸

ARTICLE XI

POWERS OF DIRECTORS

The Board of Directors shall by majority vote have the power to call meetings of the club when it deems it necessary to conduct, manage and control the affairs, relations and business of the club, and to make rules not inconsistent with the laws of the State of California and other States where the club conducts business for the guidance and management of the affairs of the club. The Board of Directors shall have the power to incur indebtedness, the terms and the amount of which shall be entered in the minutes of the Board, and the note of obligation, if any, given for the same, signed officially by the President and the Secretary, shall be binding on the club. The Board of Directors may appoint such other officers, agents or committees as it deems necessary and shall fill all temporary or permanent vacancies that may occur during the year in any club office.⁵¹

Model T Ford Club of America BYLAWS

ARTICLE XII EXECUTIVE COMMITTEE

The Board of Directors may appoint from their own number an Executive Committee consisting of no less than five (5) members and such Executive Committee shall be vested with all the powers of the Board of Directors when such Board is not in session. Officers of the club shall automatically be members of the Executive Committee.^{19, 52}

ARTICLE XIII CERTIFICATE of MEMBERSHIP

Certificates of membership shall be of such form and device as the Board of Directors may elect.⁵³

ARTICLE XIV FISCAL YEAR

The fiscal year of the club shall be October 1 through September 30.²¹

ARTICLE XV CONTRACTS

Section 1

CONTRACTS: HOW EXECUTED

The Board of Directors, except as the Bylaws or Articles of Incorporation otherwise provide, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation, and such authority may be general or special, and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the corporation by any contract of agreement or to pledge its credit or to render it liable for any purpose or to any amount.⁵⁴

ARTICLE XVI INSPECTION OF BYLAWS: TIME

Section 1

The Corporation shall keep in its principal office the original or a copy of the Bylaws as amended or otherwise altered, to date, certified by the Secretary, which shall be open to inspection by the members at all reasonable times.

ARTICLE XVII REVENUES

Section 1

DUES

Membership dues shall be such as shall be fixed by the Board of Directors from time to time.^{22, 55}

Section 2

WHEN DUE: WHEN DELINQUENT

Dues shall be payable upon application to join the club and annually thereafter except for Life Members. Annual membership includes all privileges of the club, one ballot per immediate family, and a subscription to *The Vintage*

Ford magazine. Dues become delinquent at the end of the month following membership expiration date.⁵⁶

ARTICLE XVIII AMENDMENTS

Section 1

BY MEMBERS

New Bylaws may be adopted or these Bylaws may be amended or repealed by a two-thirds (2/3) vote of the Active voting members present at an annual or special meeting.

Section 2

BY BOARD of DIRECTORS

The Board of Directors may adopt, amend or repeal Bylaws. To become effective a proposed amendment or change must receive a majority vote of the directors present at a regular meeting of the Board of Directors and a two-thirds majority vote of the directors present at the next regular or special meeting of the Board of Directors.

Section 3

RESTRICTIONS

Not less than six (6) months must elapse between a meeting defeating a proposed amendment or repeal and a new presentation of the same or substantially the same amendment or repeal.

ARTICLE XIX PAST PRESIDENTS

Active Member Past Presidents of the Corporation shall be eligible to be seated on the Board as defined in Article 10, Section 11.⁵⁷

ARTICLE XX REGIONAL GROUPS; CHAPTERS

A: FORMATION TERRITORIAL LIMITS

Section 1

The Board of Directors of the Model T Ford Club of America (hereinafter called the National Club) may determine the territorial limits of each chartered regional group.⁵⁸

Section 2

CHARTER

Granting of a Charter will be considered for each prospective club meeting all requirements and obligations.

Section 3

CHAPTER NAME

A chartered Chapter shall use the name designated in it's Charter.²⁴

Model T Ford Club of America BYLAWS

Section 4 **MEMBERSHIP**

Membership in good standing in the National Club is not a prerequisite to membership in a Chapter except for Chapter Officers and Directors. However, a minimum of 50 percent of the Chapter members must be Active members in the National MTFCA. Chapters with less than 50 percent National membership may be an affiliated club without the benefits given a chapter. Conversely, Chapter membership is not required of National members not wishing it.⁵⁹

Section 5
CHARTER MEMBERSHIP
The charter membership shall not be less than five (5) active members of the National Club.

Section 6
APPLICATION for CHARTER
Application for formation of a Chapter shall be made to the Business Manager of the National Club in the form of a petition which shall be duly signed by at least five (5) persons who are Active members of the National Club.^{26, 60}

Section 7
APPROVAL of CHARTER
After approval by the Business Manager of the National Club, the Secretary will issue the Chapter Charter.^{27, 61}

Section 8
REVOCATION of CHARTER
Any Chapter that fails to conform to the provisions of the Bylaws of the National Club may have its Charter suspended or revoked by action of the Board of Directors or Business Manager acting on behalf of the Board of Directors of the National Club and if Charter is revoked the Chapter agrees not to use the name "The Model T Ford Club of America" until charter is declared again in force by action of the Board of Directors of the National Club.⁶²

B. INCORPORATION

Section 1
A Chapter after receiving its charter, may incorporate, and said Chapter shall agree, as a prerequisite to incorporation as an incorporated body, its Chapter Bylaws will not conflict with the Bylaws of the National Club then in force or thereafter from time to time adopted.⁶³

C. CHAPTER BOARD OF DIRECTORS⁶⁴

Section 1
CHAPTER BOARD of DIRECTORS
As soon after organization as practical a meeting of all members of the Chapter will be called and a Board of Directors, all Active Members of the National Club, elected from the membership. This Board of Directors shall consist of not less than five (5) members in good

standing. A Quorum of the Board of Directors shall consist of a majority of the same.^{28, 65}

Section 2
ELECTION of OFFICERS
Immediately following the election of the members of the Board of Directors, such Board shall meet and from its Active Members of the National Club elect Chapter officers, as provided in Section D of the Article XX.⁶⁶

D. OFFICERS OF CHAPTERS

Section 1
NUMBER of OFFICERS
The officers of a Chapter shall be a President, Vice-President, Secretary and Treasurer. These officers must be Active members of the National Club. A Chapter may have other officers as deemed necessary from time to time; however, all officers and directors must be Active members of the National Club.²⁹

Section 2
PRESIDENT
The President shall preside over all meetings of the Board of Directors and meetings of the members. He shall sign all contracts and other instruments of writing which shall have been first approved by the Board of Directors.

Section 3
VICE-PRESIDENT
On the absence of the President, or his inability to act, the Vice-President shall preside in his place.

Section 4
SECRETARY
The Secretary shall keep a full and complete record of the proceedings of the Board of Directors and meetings of the members; shall make service of such notices as may be necessary and proper and shall discharge such other duties as pertain to his office or as prescribed by the Board of Directors.³⁰

Section 5
TREASURER
The Treasurer shall receive and safely keep all funds and shall supervise and control the keeping of the books and accounts of the Chapter.³¹

E. MEETINGS

Section 1
BOARD of DIRECTORS
A Chapter shall hold meetings of the Board of Directors during the fiscal year as determined by the Chapter's Board of Directors. It may hold such other meetings as the Board of Directors and membership may desire.⁶⁷

Model T Ford Club of America BYLAWS

Section 2

ANNUAL MEETING

Elections and Term of Office

A Chapter shall hold its Annual Business Meeting and election of the Board of Directors each year. The Board of Directors and officers shall serve for one year or until their successors are duly elected and qualified.³²

Section 3

NOTIFICATION TO NATIONAL CLUB

The Secretary of each Chapter shall, in January of each year or other date specified by the National Club Business Manager, certify to the Secretary of the National Club the names of the officers and directors elected to serve in the ensuing year and furnish a list of Chapter members with their addresses.^{33, 34, 68}

===== END =====

NOTE: end tnote numbers refer to revisions of these Bylaws. The references are available but are not supplied with every copy of the Bylaws.

END NOTES

The original bylaws were drawn up in early 1966; reviewed by the Board of Directors and Officers at that time; modified and adopted. The "1966 revision" was the first set of Bylaws that were truly effective.

A number of modifications have occurred in the Bylaws over the years. Some have apparently been typist errors (or omissions) and others were changed by action of the Board of Directors, with the dates of adoption noted. Where no date is listed in the notes that follow, the original wording is probably valid; the changes being due to typing errors.

1. ARTICLE II, Section 1.
Principal office location changed from "County" to "State" in first revision of Bylaws.
2. ARTICLE II, Section 2.
"or places" deleted in error on first reprint of the Bylaws, and this deletion was not discovered until a review in February 1990.
3. ARTICLE V, Item b:
The original Bylaws have this added paragraph: "Active and Associate member shall be entitled to vote, hold office and exercise all the privileges of a Local Active Touring Chapter, provided that he qualifies for membership under Chapter membership rules."
Apparently deleted by accident in the first reprint of these Bylaws. This paragraph was deleted at the time of final adoption of the Bylaws in 1966.
4. ARTICLE V, item e:
Original Bylaws used "unanimous" instead of majority, but "majority" was used in the adopted Bylaws of 1966.
5. ARTICLE V, item e:
Last sentence in original version read, "Honorary members shall not have the right to vote nor to hold office in this club." "unless active membership" was added in the final revision before adoption in 1966.

6. ARTICLE V, Section 4

Suspension, Expulsion, Reinstatement

Original Bylaws read: "Any member may be suspended by the Treasurer for non-payment of dues after February 1. Suspension by the Treasurer shall be at the discretion of the Treasurer. Upon payment of back dues a member suspended for non-payment shall be automatically reinstated providing he pays any additional dues that have accumulated during the suspension period together with the delinquent amount that caused the suspension."

This paragraph was modified at the time of the adoption of the Bylaws in 1966.

7. ARTICLE VI, Section 1: Annual Meeting

Originally read: "The annual meeting of the members of this corporation shall be held in the County of Los Angeles, State of California, during the third or fourth Friday, Saturday or Sunday in January for the purpose of reporting the results of the election of the Board of Directors and the results of the election of the officers by the Directors of the club. (See Article X, Section 6.)" Revised September 9, 1977.

8. ARTICLE VI, Section 3: Time and Place

The first reprint deleted "annual or" from the first sentence, apparently in error.

9. ARTICLE VI, Section 5: Procedure

Original Bylaws read: "Each voting member in good standing shall be entitled to one vote at any meeting, annual or special. The use of proxies at any membership meeting of the Board of Directors meeting of this club is prohibited and the voting at any of such meetings shall be only by those personally present who otherwise qualify to vote under these Bylaws and in all other respects." This wording was deleted from the Bylaws adopted in 1966.

10. ARTICLE VII, Section 1: Type of Officers

Originally read: "The officers of this club shall be President, Vice-President, Publications Manager, Secretary, Treasurer and such other officers as the Board of Directors may appoint. When the duties do not conflict, one person may hold more than one of these offices, except that no one person shall be both President and Secretary in any one given year. Officers shall serve for one year or until their successors are elected. The President, Vice-President, Secretary and Treasurer must each be members of the Board of Directors at the organizational meeting of said Directors in any given year. (See Article X, Section 6.) Any other officers may be elected by the Board of Directors from the Active membership or from the Board of Directors." This wording was deleted in the Bylaws adopted in 1966. The words "or until their successors are elected" was deleted in the April 1985 amendments.

11. ARTICLE VII, Section 4: Succession

Revised in August 1988.

Originally read: "The President and Vice-President of this club shall not succeed themselves in office more than once."

12. ARTICLE VIII, Section 3: Secretary

Original Bylaws read "Secretary," but subsequent reprints used the term, "Executive Secretary." Throughout these Bylaws, "Secretary" and "Executive Secretary" are used interchangeably.

13. ARTICLE IX, Corporate Powers

Original Bylaws read, "The corporate powers of this club shall be vested in a Board of nine (9) Directors, who shall be Active voting members in good standing. Seven (7) Directors constitute a quorum for the transaction of business."

14. ARTICLE X: Section 4: Third and Fourth paragraph:

Originally read: "The nominating committee shall, on December first, mail to each Active member in good standing, according to National Headquarters as of November first, of each year an envelope containing a ballot, a statement describing each nominee, a return address as selected by the Board of Directors, and voting instructions which shall include a notice that all ballots must be received for tabulation, not later than December 31st. All ballots mailed to Active members outside the continental boundaries of the United States shall be posted by air mail."

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- The original fourth paragraph specified December 15, then on August 18, 1972 changed to September 15, and finally to August 15. Changed by Board action in April 1985.
15. ARTICLE X, Section 5. **Place of Meeting**
Originally read, "Regular Meetings of the Board of Directors, shall be held at any place within the State of California which has been designated from time to time by the resolution of the Board or by consent of a majority of the Board." Revised September 9, 1977.
 16. ARTICLE X, Section 6. **Organizational Meeting**
Originally read: "Preceding the Annual Meeting, (See Article VI, Section 1.) the Board of Directors shall meet and elect Officers for the following year, receive a report of the election returns, advise the successful candidates for the Board of Directors of their election and transact such other business as may lawfully come before the Board. All nominees for Board of Directors as printed on the official ballot shall be notified of this meeting by the Secretary, indicating its purpose as per Article X, Section 9, Notices, etc. (Revision of April 1985.) March 2005 Page VI- 8
 17. ARTICLE X, Section 11: **Quorum**
Originally read: "Seven Directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, unless a greater number be required by Law, the Articles of Incorporation or the Bylaws." (Final revision dated August 17, 1979.)
 18. ARTICLE X, Section 14: **Removal from Office**
Proposed at the Board meeting of August 4, 1989. Read at the March 16, 1990 meeting at which time the word "regular" was added before "meeting." Passed at the August 4, 1990 meeting.
 19. ARTICLE XII: **Executive Committee**
The original Bylaws read: "The Board of Directors shall appoint from their own number an Executive Committee consisting of no less than five (5) members, and such Executive Committee shall be vested with limited powers of the Board of Directors when such Board is not in session. Officers of the club shall automatically be members of the Executive Committee. The Executive Committee shall report to the Board of Directors on policy and operational decisions made between Board meetings." The final sentence was deleted from the Bylaws adopted in 1966.
 20. ARTICLE XIII: **Certificate of Membership**
Originally read, "... Board of Directors may elect ..." Changed to "Executive Committee" in Bylaws adopted in 1966.
 21. ARTICLE XIV: **Fiscal Year**
Originally read: "The fiscal year of the club shall be the calendar year."
 22. ARTICLE XVII, Section 1: **Revenues**
Originally read: "Membership dues shall be such as shall be fixed by the Board of Directors from time to time."
 23. ARTICLE XVII, Section 1: **Dues**
Subsequent printings of these Bylaws have read, "Membership dues include, among other benefits, subscription to the Club's Journal, *The Vintage Ford*, regardless of when Dues are paid." The "regardless of when ..." was eliminated from the Bylaws adopted in 1966.
 24. ARTICLE xx, Section 3, Chapter name
The original Bylaws read "chartered club." This was changed to "chartered chapter" in the 1986 revision of these Bylaws.
 25. The last sentence, "A minimum of 25 percent ..." was added in the 1986 revision of these Bylaws.
 26. ARTICLE XX, Section 6: **Regional Groups, Chapters**
Originally read: "Application for formation of a Chapter shall be made to the Board of Directors of the National Club in the form of a petition which shall be duly signed by at least five (5) persons who are Active members of the National Club." "Executive Committee" was used instead of "Board of Directors" in the Bylaws adopted in 1966.
 27. ARTICLE XX, Section 7:
Originally read: "Section 7. After approval by the Board of Directors of the National Club, the said Board shall direct the Executive Secretary to issue the Chapter Charter." "Executive" was deleted in the revision of the Bylaws adopted in 1986.
 28. Item C, Section 1
Original Bylaws had "less than five (5) or more than ten (10) ..." The "more than ten" was deleted in the 1986 revision.
 29. The original Bylaws read "The officers of a Chapter shall be a President, Vice-President, Secretary and/or Treasurer." This was changed in the revision by the Board of Directors in 1986.
 30. Item D, Section 4
Original wording had "shall supervise and control the keeping of the books and accounts of the Chapter." Deleted in revision of 1986.
 31. Item D, Section 5
Original wording was "The Treasurer shall receive and safely keep all funds of the Chapter and deposit same in such bank as may be convenient. Such funds shall be paid out only on the check of the Chapter." Revised in 1986.
 32. Item E, Section 2
Original wording was "A Chapter shall hold its Annual Business Meeting and election of the Board of Directors in November or December of each year. The Board of Directors and officers shall serve for one year or until their successors are duly elected and qualified." Changed in the revision of these Bylaws in 1986. The last sentence, "Directors may not serve for more than three (3) consecutive years," was deleted by final Board Action at the Business Meeting of July 30, 1994.
 33. Item E, Section 3: **Meetings**
Originally read: "The Secretary of each Chapter shall, in January of each year, certify to the Secretary of the National Club the names of the officers elected to serve in the ensuing year" and furnish a list of Chapter members with their addresses." was added in the second printing.
 34. ARTICLE XX, Item F, **Revenues**
Section 2 originally read, "Dues for each member will be determined by the Chapter Board and payable January 1st of each year and are delinquent February 1st. Only members in good standing can vote at the Annual Business Meeting, and only members in good standing can hold office." Revised in 1966 Bylaws.
The original Bylaws also had a third Section:
Section 3.
Each year a list of members, as of June 1st of that year, shall be mailed to the National Club so as to be received no later than July 1st." This was deleted in the 1966 Bylaws adopted.
This entire section (F. Revenues) was deleted in the revision by the Board of Directors in 1986 inasmuch as the Board felt that such matters were beyond the scope of these National Bylaws.
 35. Inclusions approved at Board of Directors meeting July 27, 2001.

Bylaw changes numbers 36 through 68 were adopted July 20, 2006.

36. ARTICLE V, Section 1, item c. Deleted requirement for Board of Directors to approve Life Membership and delegated authority to Business manager.
37. ARTICLE V, Section 1, item d. Last line word change from "on" to "in."
38. ARTICLE V, Section 1, item e. Changed "at a regular meeting of the Executive Committee", to "meeting of the Board of Directors."
39. ARTICLE V, Section 2, changed "Secretary" to "Business manager."
40. ARTICLE V, Section 4, changed membership expiration date.
41. ARTICLE VII, Section 1, removes "Executive" title from Secretary.

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42. ARTICLE VIII, Section 1, clarifies that President is the highest ranking officer of the corporation, makes the Executive Committee optional and moves approval of contracts to the Board of Directors.
43. ARTICLE VIII, Section 4, deletes Executive Committee, adds Board of Directors to overseeing Treasurer; allows Board of Directors to designate others to deposit and disburse funds.
44. ARTICLE VIII, Section 6. Adds new position of Chief Executive Officer as a title as appointed by the Board of Directors. Sets limits on powers.
45. ARTICLE VIII, Section 7. Adds new position of Business Manager as a title as appointed by the Board of Directors. Sets limits on powers.
46. ARTICLE X, Section 2, Adds method of filling vacancy on Board by appointment or member vote.
47. ARTICLE X, Section 4. Makes Board of Directors the nominating committee; sets dates for specific actions for nominations, ballot requirements and notice for nominations.
48. ARTICLE X, Section 9, drops telegraphed notification, adds electronic notice.
49. ARTICLE X, Section 10, simplifies wording to "any " meeting of the Board.
50. ARTICLE X, Section 11, Quorum, deletes Executive Secretary, adds Chief Executive Officer and Business Manager to list of those to make a quorum.
51. ARTICLE XI, Powers of Directors. Adds requirement for a majority vote for actions of the Board; adds "other states" in addition to California to conduct business.
52. ARTICLE XII, allows Board of Directors to appoint an Executive Committee if needed.
53. ARTICLE XIII, deletes Executive Secretary from designing Certificate of Membership and gives that power to the Board.
54. ARTICLE XV, Section 1, allows Board of Directors to appoint officers or agents to enter contracts.
55. ARTICLE XVII, Section 1, deletes Executive Committee from fixing dues, gives that power to the Board.
56. ARTICLE XVII, Section 2, change clarifies when dues are due and when delinquent.
57. ARTICLE XIX. Deletes requirement to notify past Presidents of meetings; can still sit on Board as outlined in Article 10, Section 11.
58. ARTICLE XX, A, deletes Executive Secretary, replaced with Board of Directors.
59. ARTICLE XX, Section 4, further defines 'membership'. States both Chapter Officers and Directors must be members of the National Club.
60. ARTICLE XX, Section 6, changes Executive Committee to Board of Directors.
61. ARTICLE XX, Section 7, changes Executive Committee to Business Manager.
62. ARTICLE XX, Section 8, adds Business Manager in addition to the Board of Directors for revocation of a Chapter's Charter.
63. ARTICLE XX, B., Section 1, adds that Chapter Bylaws will not conflict with the National Bylaws.
64. ARTICLE XX, C., adds 'CHAPTER' to Board of Directors to clarify level of the Board.
65. ARTICLE XX, C., Section 1, adds 'Chapter' to Board of Directors, and adds that all Chapter Board members must be members of the MTFCA.
66. ARTICLE XX, C., Section 2, adds that all Board members must be members of the MTFCA.
67. ARTICLE XX, E., Section 1, deletes minimum of 6 meetings per year; leaves number of meetings to the Chapter Board of Directors.
68. ARTICLE XX, E., Section 3, adds notification 'or as specified by the Business Manager'.