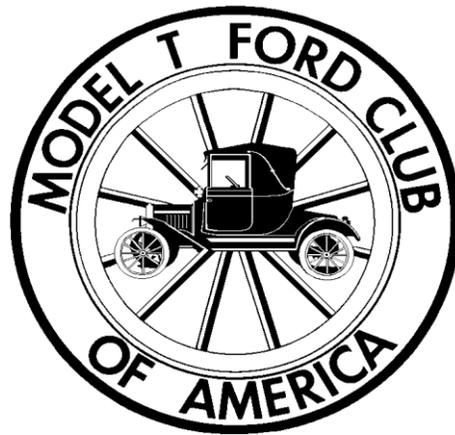


THE MODEL T FORD CLUB OF AMERICA

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

March 2023

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INTRODUCTION

The purpose of this manual is to provide chapters, affiliates 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:

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 an 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.

Contact the Business Office or any MTFCA Director if you have questions.

**The Model T Ford Club of America
310 N. 8th Street
Richmond, Indiana 47374-3035**

DIRECTORS AND OFFICERS DUTIES AND RESPONSIBILITIES

1. To serve on the Model T Ford Club of America Board, one must be a member in good standing of the MTFCA, having their dues paid through the end of the year in which they run for office. All Officers must be elected by the Board of Directors. An Officer on the board is not required to be an elected Director.
2. Directors will promote the club in a positive manner at all times. This involves encouraging new members to join the club and having MTFCA membership applications readily available for interested people, seeking to engage youth to join MTFCA youth-serving programs, and being aware of and promoting events and the use of the website.
3. Directors should strive to attend all Board of Director (BOD) meetings in person. When that is not possible, attendance should be by video conferencing. There are typically three primary BOD meetings per year: during the MTFCA Annual Meeting, during the MTFCA National Tour, and prior to the annual Hershey Swap Meet. Issues requiring action outside of scheduled BOD meetings will be handled via video conferencing or by email. Failure to attend two BOD meetings in a year is cause for removal with the exception of extenuating circumstances, as approved by the Executive Committee.
4. Directors should be prepared to accept other duties such as but not limited to:
 - a. Club leadership positions: President, Vice President, Board Secretary, or Club Treasurer
 - b. Nominating Committee
 - c. Chapter Newsletter Awards or Chapter Website Awards Coordinator
 - d. Chapter Coordinator
 - e. Tour, Events, and Swap Meet Coordinator
 - f. Website Administrator
 - g. Youth Program Coordinator
 - h. Ben Yumori Award or Walter Rosenthal Award Chairperson
 - i. Volunteer Museum Vehicle Curator
 - j. Vintage Ford magazine proofreader

NOTE: Several of these duties and committees use a team approach to carry them out. Previous Directors, spouses, and club volunteers may assist with these tasks on a case-by-case basis.

5. Each Director is assigned states and/or countries for which they are responsible. Directors should know the Chapters and Affiliates in their states, along with their point of contact.
6. National Tour attendance is highly encouraged. This event provides the Directors an opportunity to meet their assigned state members along with Club members nationwide. Directors' presence at this event, also reflects support and shows appreciation to the Chapter hosting a National Tour.
7. The MTFCA Homecoming is the largest and most significant MTFCA event held at the Museum in Richmond, IN. It requires the support of the Directors and numerous volunteers to host it. This event provides the Directors an opportunity to be available to the attendees and vendors and to assist in the set-up and tear down for the event. Homecoming is an ever-changing event that generally includes an open house for the Museum, a car show, seminars, and an ever-expanding swap meet. Homecoming

involves the whole “Depot District” (of which the Club Museum is **A** vital part) and has become a major community event for the greater Richmond, IN area.

8. The annual Hershey Swap Meet is a major team event to promote the MTFCA. It requires the presence of several Directors to promote MTFCA membership, upcoming events, sell merchandise, and to talk with members about other topics. Spouses and Club volunteers are encouraged to assist at this event as well.

During Hershey, a group meet and greet session is held - usually on the first day of the Swap Meet. Attendance is open to the public. The session opens with introductions, information about the MTFCA and a question /answer period. A group photo is taken and posted on the Club website and/or the Forum.

9. A Director position costs time and money. Potential directors should be prepared to spend their personal funds to serve as a Director; however, some expenses for traveling to BOD meetings may be reimbursed per the Operations Manual.

IMPORTANT DATES

1. Board of Directors’ meetings
2. Annual Meeting of the Members, National Tour, and Homecoming
3. Swap meets as identified by the full board

PRESIDENT

RESPONSIBILITY

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

SPECIFIC DUTIES

1. Preside over all Board of Director meetings and prepare the agenda.
2. Prepare and present to the Board and officers updates as needed, 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. Prepare and send board meeting agendas to the board and officers prior to the meetings. Additional agenda items should be added as necessary based on responses from Board Members.
4. Present State of the Club address at the Annual Meeting of the Members and preside over the MTFCA portion of the meeting.
5. Supervise various officers and coordinators as necessary. Appoint coordinators and committee heads as needed.
6. Coordinates with the Executive Director and Editor to insure timely publication of the Vintage Ford.
7. Review draft content of the Vintage Ford as soon as possible once it is posted.
8. Assign states/areas for Chapter responsibility to each director to disseminate information and provide a point of contact for their Chapter.
9. Preside over the nominating committee for Director candidates. Nominees names/bios must be submitted to the Vintage Ford editor by 15 July.
10. Preside over the election of Officers at the fall Board meeting.
11. Appoint Award Chairperson(s) for each award committee.
12. Review and approve; along with the Vice President, Treasurer and Executive Director, as applicable, all personnel/employee contracts in support of the MTFCA.
13. Conduct an annual performance review with the Executive Director.

IMPORTANT DATES

1. Board of Directors' meetings
2. Annual Meeting of the Members, National Tour, and Homecoming
3. Swap meets as identified by the full board
4. Annual Contract reviews/renewals/negotiations as applicable

VICE PRESIDENT

RESPONSIBILITY

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

SPECIFIC DUTIES

1. To act as President if President is unable to fulfill his/her duties.
2. Assist/Act as the Chapter Coordinator with the establishment of new Chapters as necessary.
3. Chair the Nominating Committee
4. Responsible for assigning a Tour Coordinator
5. Review drafts/proofs for publication in the Vintage Ford. This task may be delegated as needed.

IMPORTANT DATES

1. Board of Directors' meetings
2. Annual Meeting of the Members, National Tour, and Homecoming
3. Swap meets as identified by the full board

SECRETARY

RESPONSIBILITY

To perform typical duties of the Board Secretary which includes keeping minutes of all Board meetings and causing minutes to be kept for archival purposes.

SPECIFIC DUTIES

1. Attend all Board meetings, record minutes of Club business and transcribe recorded minutes into written minutes. Assure minutes of the Board of Directors' meetings are delivered to the Business Office.
2. Assure copies are distributed to all Board members, Officers, and other designated personnel within thirty (30) days of the meeting.
3. Assure notices 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.
4. If requested, handle correspondence with Chapters, other organizations, and individuals as directed by the President and/or Board of Directors.

IMPORTANT DATES

Board of Directors' meetings

TREASURER

RESPONSIBILITY

To review the receipts and expenditures of the Club and to keep the Board of Directors informed of the Club's fiscal condition. When possible, the treasurer should have knowledge of basic accounting principles and financial statements.

SPECIFIC DUTIES

1. Receive and review income and expenses reports from the Finance Coordinator as to daily transactions.
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.
4. Provide secondary review of records as directed by the President or majority of the board of directors.
5. Ensure annual taxes are filed in a timely manner.

IMPORTANT DATES

1. Board of Directors' meetings
2. Annual Tax due dates

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 by the first week of each of the bi-monthly publication dates.

OTHER REQUIREMENTS

1. The Editor is responsible for obtaining supplies needed to produce the magazine and for communicating expenses with authors and others as needed. Purchases of such supplies are not to exceed one hundred fifty dollars (\$150 annually). Original receipts for such expenses must be submitted to the Business Office for reimbursement, within 60 days. Purchase of items/supplies exceeding \$150 annually must have prior approval from the Executive Director or Board President.

2. An annual photography and artwork licensing budget not to exceed \$900 (average of \$150/issue) is approved. The Editor must submit bills to the Business Office for reimbursement, within 60 days, notwithstanding, the contractual monthly payments. Licensing costs exceeding \$900 annually need prior approval from the Executive Director.

SPECIFIC DUTIES

1. Solicit, collect, edit, and write material to be included in each issue of the magazine.
2. Digitally typeset and layout the magazine, in final form, ready for production as desired by the printer.
3. Coordinate with the Executive Director and President to ensure timely input of articles, photos, support is provided to meet publication deadlines.
4. Upon completion of an issue, provide the Executive Director, President and at least one other MTFCA Board Member a proof for final review. Upon their okay, assure the final files for the magazine and label sheet are sent electronically or by other means to the printer as requested.
5. Following the approval of the final Printer's Proof, prepare the Analysis of Display Advertising Postal Report" and provide a copy to the Executive Director.
6. Send the Executive Director a copy of the Photo Release form for the cover photo to assure payment is made to the photographer.
7. These duties may be superseded by his/her contract with the MTFCA organization.

IMPORTANT DATES

Magazine ready for print by the first of each of the bi-monthly publication months.
- Board of Directors Meetings

EXECUTIVE DIRECTOR

OVERVIEW

1. The Executive Director (ED) is responsible for the overall operation of the Model T Ford Club of America and the Model T Museum and is responsible for execution of the duties of 'Executive Director' as outlined in the MTFCA By-Laws as updated (March 2024).
2. The ED coordinates all aspects of the organization's business including financial oversight and administration, planning and implementation of policies, objectives, and activities to ensure continued quality service to members, donors, employees, volunteers, and visitors. The ED operates with oversight **and** direction of the MTFCA Board of Directors (BOD) and Officers. The responsibilities and duties outlined below are not a comprehensive list and are subject to adjustment at any time.
3. Executive Director is an official Agent of the MTFCA and shall always promote the MTFCA in a positive manner and serve as the Club and Museum representative and ambassador to the national membership, along with the local community.

RESPONSIBILITIES AND DUTIES RELATED TO THE CLUB

REPORTING STRUCTURE

1. The ED reports to the President, BOD's and Officers.
2. The ED notifies the President of significant work hour changes and vacation requests.
3. Salaried, hourly, and contract employees report to the ED.

BOARD OF DIRECTORS COMMUNICATION AND REPORTING

1. Communicate regularly with the BOD about status of Club and Museum business and reporting any current or potential issues.
2. Coordinate with board president to prepare BOD meeting agendas, handle meeting logistics, distribute agenda and pre-reading materials, meeting materials including financial reports and explanations, membership updates, Museum updates, etc. The ED will present a current overview of Club and Museum activities at each BOD meeting.
3. Evaluate and present new ideas for board consideration and vote.
4. Maintain board meeting minutes archive. Distribute meeting minutes upon completion to the BOD.
5. Prepare annual report for distribution to BOD and members at Club Annual Meeting.
6. Coordinate with Board of Directors to annually review and update the Strategic Plan.
7. Provide quarterly membership information to the President to disseminate as needed to support the MTFCA. (new member calls, Chapter Coordinator, State assignments, etc)

CLUB MEMBERS AND CHAPTERS

1. Ensure accurate and timely maintenance of membership records including new memberships, annual renewals, and Life Members.
2. Ensure accurate processing of all payments and donations received.
3. Query and generate mailing labels for bi-monthly Vintage Ford mailing.
4. Assure member satisfaction by ensuring phone calls and correspondence are handled in a timely, courteous manner by staff.

5. Maintain regular contact with Directors/Officers, Chapters and Vintage Ford Editor to provide assistance as requested with event COIs, member updates, and other requests.
6. Coordinate annual Chapter recertification process. Notify the President, Chapter Coordinator, Director and Vintage Ford Editor of downgrades or disbanding of a Chapter/ Affiliate.

FINANCIAL

1. Ensure use and practice of sound financial procedures, in accordance with general accounting and IRS requirements for 501(c)3 organizations.
2. Ensure the proper handling of all receipts and bank deposits for both the Club and the Museum.
3. Process all bill payments and money transfers and ensure timely payment of all expenses incurred.
4. Follow all procedures as outlined in the approved Fiscal Management Procedures Policy dated 04/24/2023; update policies as procedures change.
5. Ensure monthly reconciliation of all bank accounts has been completed; report any financial anomalies to the Treasurer and President.
6. Review monthly financials including YTD Budget vs Actual, Statement of Financial Position, and Statement of Activity Comparison; work with Financial Coordinator to ensure accuracy.
7. Oversee preparation of annual Budget, in coordination with the Treasurer, for presentation to BOD for approval.
8. Ensures all documents required by accounting firm to prepare annual Form 990 tax returns and associated reporting including issuing 1099s and W2s are presented to the accounting firm in a timely manner. Lateness is reported to the President and Treasurer.
9. Ensure accurate employee payroll processing and reporting is done through contracted payroll service.
10. Ensure compliance with BOD approved Records Retention Policy.
11. Advises the BOD and Treasurer of financial concerns in the cost of doing business, to include, but not limited to membership dues, museum admission, Homecoming and swap meet costs, etc...
12. Work with insurance agent for annual review of all Club and Museum policies.
13. Seek competitive bids for all policies at least every five (5) years.

GOVERNMENT AND US POSTAL SERVICE COMPLIANCE

1. Ensure all required federal, state, county, and local regulations including sales and income tax and report filing, permits, etc. are completed accurately and filed on time.
2. Work with contracted accounting firm to ensure timely filing of the annual IRS Form 990, plus required state of Indiana and California forms.
3. Complete timely filing of annual USPS Statement of Ownership by October 1 and publish in **Vintage Ford** Nov-Dec issue.
4. File postal advertising report with Richmond Postmaster/Bulk Mail Supervisor after release of each **Vintage Ford** issue to ensure continuance of Periodicals rate permits.
5. File other permits as required and pay fees for nonprofit permit, return postage paid, state identity filings, retail merchant certificate, postage due account, etc.
6. The ED ensures timely payment of state sales tax, and other state and local fees.

CLUB AND MUSEUM BRANDED MERCHANDISE

1. Oversee sales of Club and Museum branded merchandise including inventory management, online store updates, and mail orders.
2. Select new items to enhance the merchandise income, within the current budget.
3. Ensure an annual physical inventory of merchandise is conducted at the end of the fiscal year.
4. Ensures profit of merchandise sold at National Tours and Swap Meets is credited to the Museum.

EMPLOYEE MANAGEMENT

1. Hire, develop, train, and direct all employees and contractors.
2. Inform President and BODs of personnel disciplinary issues, departures and potential new applicants.
3. May provide the President (or a designee) the opportunity to interview prospective new-hires prior to employment.
4. Conduct annual reviews for each employee and present opportunities for their growth and development, when possible.

PUBLIC RELATIONS

1. Prepare news releases of Club activities such as National Tours, meetings, officer elections, and other newsworthy activities.
2. Responsible for oversight of the MTFCA Website and social media as utilized by staff members.

RECORD KEEPING

The ED is charged with keeping the Club and Museum physical and electronic records secure and maintaining software and systems up-to-date, making recommendations to the BOD for opportunities for efficiencies and overall improvements to operations.

RESPONSIBILITIES RELATED TO PUBLICATION OF THE VINTAGE FORD MAGAZINE

1. Along with the President, maintains overall responsibility for the publication of the Vintage Ford.
2. Coordinate weekly, or more often as necessary, with VF Editor to insure timelines are met.
3. Solicit and maintain paid advertisements for products and services related to the Model T hobby with various commercial suppliers, vendors, and manufacturers.
4. Ensure timely billing and payment for display advertisements.
5. With the MTFCA BOD, determine the advertising rates for the Vintage Ford.
6. Coordinate with the Editor to ensure the Directors Corner message, Club Updates, Museum Updates, Classified Advertising, Activities Calendar, and Club Merchandise pages are completed and submitted according to agreed deadlines.
7. Coordinate with the Editor to ensure that advertisements in the Vintage Ford comprise no more than 30% of the total printed pages of the magazine.
8. With the President and/or Vice-President, review draft content and proofread the Vintage Ford. Provide the final approval for the printer to proceed with printing.
9. Deliver required information to printer including print quantities, mailing labels, and summary reports and ensure supplies are stocked including renewal and international mailing envelopes.
10. Coordinate with the digital production team to generate the links required for digital distribution.
11. Ensure timely renewal of all postal permits, filing of annual Statement of Ownership, and compliance with all postal regulations related to mailing of The Vintage Ford.
12. Query lists and generate distribution email links for digital edition of the Vintage Ford.
13. Query and generate past-due membership renewal to mail postcard reminders or provide lists for email or follow-up phone calls as needed.

RESPONSIBILITIES AND DUTIES RELATED TO THE MUSEUM

1. Provide guidance and oversight to Associate Museum Director/Museum Manager to ensure the proper care, display, and maintenance of the Museum collection including cataloging and inventory.
2. Coordinate with Associate Museum Director/Manager to ensure all documentation related to acquisition and loan of vehicles to the Museum are complete.
3. Ensures all insurance policies are reviewed, renewed, and in effect for coverage of the Museum building and personal property, the vehicle collection, vehicles on loan, liability for loaner drivers, and rental property coverage.

DONOR RELATIONS, GRANTS, DEVELOPMENT & FUND-RAISING

1. Cultivate current and new donors, issue proper documentation for all donations to meet IRS guidelines, and maintain personal contacts as much as possible.
2. Seek appropriate grant opportunities, research and write grant proposals and other funding opportunities.
3. Ensure timely completion of required grant use reports.
4. Create and coordinate annual appeal campaigns and seek new opportunities for funding.
5. Coordinate with Associate Museum Director/ Manager to provide input to grant applications and to develop direct donor relations as well.
6. Enlist BOD in the development process.

IMPORTANT DATES

1. Board of Directors' meetings
2. National Tour
3. Homecoming
4. Vintage Ford article submission timelines
5. Hershey Swap Meet and swap meets recommended by the BOD
6. All tax return due dates

MTFCA WEBMASTER

UNDER DEVELOPMENT

ASSOCIATE MUSEUM DIRECTOR

OVERVIEW

The Associate Museum Director assists the Executive Director in the overall management and administrative direction of the Museum and provides oversight of the day-to-day operations of the Museum. Additionally, the Associate Museum Director assists in the analysis of the effectiveness of the programs of the Museum and ensures every visitor to the Museum has an enjoyable and educational experience.

Reporting Structure

- The Associate Museum Director reports to the Executive Director.

RESPONSIBILITIES

COLLECTIONS, GALLERIES, AND FACILITIES

1. Ensure the protection of museum collection.
2. Assist in the planning, acquisition, storage, and exhibition of collections and related materials, including the selection of exhibition themes and designs, and development or installation of exhibit material.
3. Oversee /Develops a schedule for maintenance and, if necessary, repairs for the Museum's collections, equipment and facility.
4. Accurately catalog items into the Museum's database as they arrive, and complete and file appropriate forms.
5. Adhere to the MTFCA Procedure for Accepting Donations policy and work with the Accessions Committee when deciding to accept or deny donations.
6. Assure Museum is open on time and the facility is securely locked, lights are off, and the alarms set before departing.
7. Conduct a daily 'walk-through' to assure Museum spaces are clean and ready for the public prior to opening; vehicles are dusted, polished, tires inflated, brakes released and ready for presentation; and other displays are tidy and in good working order.
8. Ensure Museum buildings and grounds are kept clean, free of debris, and presentable to the public. And all Museum equipment is in good working order.
9. Ensure compliance with best practices and adherence to standards for accessibility and inclusion.
10. Assure gift shop is fully stocked and tidy.

STAFF, VOLUNTEERS, AND VISITOR RESPONSIBILITIES

1. Ensure the Museum has proper coverage for all times during which it is open, fill in for other Museum employees or volunteers who are unable to fulfill their schedule.
2. Provide leadership and oversight of the museum's visitor services, providing the highest level of visitor enjoyment and safety.
3. Solicit and track visitor statistics and surveys.
4. Develop systems for visitor attendance tracking and data collection and analysis.
5. Build a team of volunteers to help with tasks around the Museum.
 - a. Manages volunteer tour docents.
 - b. Train volunteers and maintain 'best practice' training materials.
 - c. Provide leadership and management to volunteers.

EDUCATIONAL PROGRAMMING

1. Conceptualize seminars and workshops that promote the mission then, with the Executive Director, organize and host the events.
2. Develop and update educational materials that support programming schools.
 - a. Promote the programs to area schools.
 - b. Develop school appropriate materials for use by Chapters and MTFCA members.

COMMUNICATIONS

1. Keep the membership and public informed of Museum activities and events through the Club/Museum's social media sites and stay abreast of conversations and posts on the Forum.
2. Write the "Museum Updates" section for Vintage Ford magazine.
3. Prepare an in-depth report for each board meeting that includes updates on Museum activities and events, educational programs, visitor statistics, and acquisitions.
4. Oversee preparation of annual statistical reports for the Annual Report.

HOMECOMING AND SPECIAL EVENTS

Serve as the lead staff person for Homecoming and other special Museum events, working closely with the Executive Director to plan and execute all aspects of the events.

FINANCIALS AND FUNDRAISING

1. Work within the assigned Museum budget.
2. Balance the sales drawer at the end of each shift, prepare daily sales receipts, and assure receipts and the day's cash are delivered to the business office and properly secured. Prepare the drawers for the next shift.
3. Assist the Executive Director with fundraising activities.

OTHER DUTIES

1. Build and foster relationships through engagement with businesses, residents, non-profits, and others within the surrounding community.
2. As assigned by the Executive Director, represent the Museum at relevant activities, events, and trainings.
3. Support and contribute to activities throughout the organization as needed and assigned.

IMPORTANT DATES

1. Board of Directors' meetings
2. Homecoming
3. Vintage Ford article submission timelines

Youth Program

UNDER DEVELOPMENT

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 work to identify appropriate candidates for the MTFCA board of directors from the active membership. It is the Committee's responsibility to seek out members who will serve the Club and to reject those who, in its opinion, would not be effective or serve the club well.
3. It is also the committee's responsibility to assure each potential member is educated on the requirements for serving as a Board Member and clearly understands the Directors' Duties and Responsibilities as stated in this Operations Manual before agreeing to serve.
4. Although the preferred minimum number of nominees is five, there is no maximum number.
5. All nominees must be contacted to be certain they can and will serve, if elected. Nominees will be provided a copy of the Directors Duties to insure their understanding of them.
6. The report from this committee should be delivered at the summer board meeting for the full board's consideration. At that time, the list of nominees should be made official and the ballots authorized by a vote of the board. Any candidate(s) petitioning the Board to be placed on the ballot will be vetted by a member of the Nominating Committee before submission to the Board for a vote. Biographies and pictures of these candidates must be submitted to the Editor of the Vintage Ford no later than August 1st for publication in the September/October issue.

IMPORTANT DATES

1. Board Meetings
2. Deadline July 15 (to be ready for Sept/Oct issue of Vintage Ford)

TOUR COORDINATOR

For each confirmed National Tour, an MTFCA Board Tour Committee (“Board Tour Committee”) will be assigned to work with the Host Chapter to ensure a successful National Tour.

Members of this Committee will include:

1. Board President;
2. Executive Director; and
3. A Director(s) as appointed by the President, to serve as the Board Tour Coordinator and contact person for each National Tour.

The Club shall attempt to provide at least one nationally-sponsored tour each year.

RESPONSIBILITY

The Tour Coordinator will act as the official liaison between the Host Chapter and the MTFCA Board. When possible, the Board Tour Coordinator should be located within the tour region and have experience in organizing a tour.

SPECIFIC DUTIES

1. Provide guidance and support to the Host Chapter and ensure they understand the Financial Policy and Reporting Procedures and Tour Checklist, which outline the financial, contractual, and logistical responsibilities related to hosting a National Tour.
2. Be available to provide advice and offer solutions when needed. At the same time, the Host Chapter should be encouraged to make the Tour their own — an enjoyable, positive, and memorable experience for the Chapter members and tour participants.
3. Work with the Host Tour Committee to designate a person to write a tour summary article along with a selection of photos for the Vintage Ford. Board Tour Coordinator will work with the VF Editor to provide deadlines to the designated ‘reporter.’
4. Notify Host Tour Chairperson if a room is required for an MTFCA Board meeting; any additional charges incurred for the room rental, and food and beverage are the responsibility of the MTFCA.
5. May present a letter/certificate of appreciation for hosting the tour and will insure the Host Chapter is acknowledged in the Vintage Ford

IMPORTANT DATES

1. National Tour
2. Board Meetings
3. Tour Host meetings

CHAPTER COORDINATOR

RESPONSIBILITY

To serve as the MTFCA coordinator for the creation of new Chapters and to encourage continued growth after the Chapter is formed. These responsibilities are overseen by the Executive Director and President of the MTFCA.

SPECIFIC DUTIES RELATED TO CHAPTER FORMATION

1. Assist those wishing to create new Chapters.
 - a. Contact and provide information on the requirements of starting a new chapter as stated in the "Chapter and Affiliates" Chapter.
 - b. Determine, based on the location, current area members and other Chapters in the area, the feasibility of a new Chapter or an Affiliate.
 - c. Provide the following to the requester:
 - I. Letter stating the requirements for a chapter or affiliate.
 - II. Sample of chapter By-Laws
 - III. Letter of Application
 - IV. Sample Parliamentary Procedures
 - V. A listing of the MTFCA members within the requestors area/state(s). This list will consist only of the name, town and email address. Personal addresses and phone numbers will not be provided unless/until the member states approval.
 - VI. Sample email letter to send to area MTFCA members.
 - VII. Assist the requestor by contacting those MTFCA members without email addresses. Contact via telephone and/or mail, as applicable.
 - d. Utilize the Vintage Ford, the MTFCA Forum, and social media, as applicable, to advertise/announce the creation of a new MTFCA Chapter.
 - e. Maintain contact with requestor until a determination is made for a new Chapter. There is no set time limit to establishing a new chapter.
 - f. Keep the BODs and Executive Director advised of the status during quarterly meetings and as requested or necessary.
 - g. Track new chapters until they are approved or a determination is made that the qualifications cannot be met at that time is recommended.
2. Assure copies of all applicable chapter correspondence are sent to the Business Office.

OTHER DUTIES

1. Coordinate with the President to assign Directors to State for Chapter/Affiliate support.
2. Provide Directors with their assigned state Chapter/Affiliate listings.
3. Coordinate with the President to assign call lists to Directors as necessary.

MTFCA CHAPTERS AND AFFILIATES

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

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.

Chapters and Affiliates will be listed in the Vintage Ford magazine and on the MTFCA website.

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 be MTFCA members.
3. A minimum of 50% of a Chapter's members must be members of the MTFCA. (For the chapter to participate in the MTFCA liability insurance program, Nos. 1 - 3 must be met.)
4. Chapter Bylaws that are not in conflict with those of the MTFCA.
5. A Chapter must submit a list of its officers and its members, 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 Affiliate status.

WHAT THE MTFCA OFFERS THE CHAPTERS

1. Chapters can participate in the public liability insurance program at no cost to the Chapter for each year that the Chapter qualifies.
2. The MTFCA will mail one copy of each issue of the Vintage Ford to the Chapter unless they 'opt out' of the mailing. The mailing address must be the Chapter President or contact and must be an MTFCA member in good standing.
3. MTFCA membership offers contact with other Chapters; coordinated events, and more.
4. The MTFCA will supply a list of its members in the Chapter's area upon request, with written advance notice.

GENERAL

While the MTFCA does not dictate how a Chapter should be run, the following is suggested:

1. The Chapter may 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.
2. The Chapter should schedule its events in advance so its members will know what's ahead.
3. The Chapter should have a permanent address such as a PO Box; 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 encourage its members to join the MTFCA. This is the main purpose for our mailing of the magazine to the Chapter.

AFFILIATES

If a group of Model T enthusiasts cannot meet the requirements as a chartered Chapter of the MTFCA, an Affiliate designation may be established. Affiliate status does not qualify for the public liability insurance program.

QUALIFICATION FOR AFFILIATE STATUS

1. A minimum of five (5) people (adults) are required for Affiliate status.
2. The point of contact (POC) must be a MTFCA member in good standing. The POC **will be** provided an email listing of MTFCA members in the immediate/designated area to support establishment of an Affiliate or Chapter.
3. Members, with the exception of the POC, do not need to be MTFCA members. However, encouragement to join the MTFCA and further the Model T hobby is a goal.
4. The Affiliate POC must submit a Letter of Application, establishing an Affiliate name to the MTFCA office, along with a roster of members to include names, address, phone # and email. The MTFCA Office will review the application with the Chapter Coordinator for approval. The MTFCA, on occasion, may request an updated roster from the POC to confirm the Affiliate remains active. Failure to respond may result in the removal of Affiliate status.

Sample Chapter Request Letter

DATE:
 TO: Model T Ford Club of America
 Executive Director and Board of Directors
 FROM: New Chapter Name

The following charter members of the Chapter Name are requesting approval to become a chartered Chapter of the MTFCA.

We understand that to qualify as an MTFCA Chapter and to receive general liability insurance coverage, 100% of officers and board of directors must be members of the MTFCA and 50% or more of the general members must be MTFCA members.

Please find attached the following as required:

1. List of the elected officers for <YEAR> (President, VP, Secretary, Treasurer, etc.)
2. Board of Directors
3. Current By-Laws (if not complete, state when those will be forwarded but not later than 30 days from receipt of request)
4. Current/complete membership roster including name, address, MTFCA member numbers, email, and phone
5. Contact Name for Chapter (receives all MTFCA correspondence)

We appreciate your consideration of this request.

Sincerely,

Name, President

This request is signed by the following charter members.

	Signature	Printed Name	MTFCA #
President			
Vice President			
Secretary			
Treasurer			
Other member			

Sample Affiliate Request Letter

DATE:

TO: Model T Ford Club of America
Executive Director and Board of Directors

FROM: Affiliate Name

The following members of the Affiliate Name are requesting approval to become an Affiliate of the MTFCA. We understand that to qualify as an MTFCA affiliate we must have a minimum of five (5) adults in our group and name a point of contact (POC) who is a MTFCA member in good standing.

We further understand that with the exception of the POC, our members do not need to be MTFCA members but their membership in the MTFCA will be discussed and encouraged.

We understand that to qualify as an MTFCA affiliate we must have a minimum of five (5) adults in our group and name a point of contact (POC) who is a MTFCA member in good standing. We further understand that with the exception of the POC, our members do not need to be MTFCA members but their membership in the MTFCA will be discussed and encouraged.

Please find attached the following as required:

1. The name, address, phone number and email address for our point of contact
2. A roster of our members including their names, addresses, phone numbers and email addresses

We appreciate your consideration of this request.

Sincerely,

Name, Point of Contact

This request is signed by the following charter members.

	Signature	Printed Name	MTFCA #
Point of Contact			*
Member			

Model T Ford Club of America

<Your> Chapter

SAMPLE BY-LAWS

ARTICLE I – Purpose and Address

- SECTION 1. The general purpose of this chapter is to preserve, maintain and drive Model T Fords. *{Add additional, such as share knowledge, organize tours, community service, education, etc.}*
- SECTION 2. The principal office will reside with the *{insert an officer title, typically, such as President or Secretary}*. Correspondence should be directed to: *{recommended, but not required, a post office box}*.

ARTICLE II – MEMBERS

- SECTION 1. Members in good standing of the MTFCA may become members of this Chapter.
- SECTION 2. Dues – All payments of dues shall be made to the *{typically the Treasurer}*. The amount of dues is *{determine if set by membership vote or by officers only}*.
- SECTION 3. Termination of Membership – The membership of any member may be terminated by unanimous vote of the Officers for conduct unbecoming a member of this chapter or other cause upon giving the member in question full opportunity to hear and reply to the charges or reasons for such action. Any member whose dues are more than *{60 or other number}* days in arrears shall be dropped from the roll.
- SECTION 4. Resignation of Membership – Any member may resign by tendering his/her resignation in writing to the Officers, but such resignation shall not relieve the member from payment of any dues in arrears.

ARTICLE III – MEMBERSHIP MEETINGS

- SECTION 1. The Chapter may hold a meeting annually for the election of officers and the transaction of the business of the chapter. *{Select a month the annual meeting will be held and if it will be in conjunction with another event, such as a holiday party.}*
- SECTION 2. *{Indicate any other regular meetings that will conduct chapter business. Some chapters hold meetings monthly, bi-monthly, or quarterly.}*

ARTICLE IV – OFFICERS

- SECTION 1. The elected officers of this chapter shall be President, Vice-President and Secretary/Treasurer. The term of office shall be for _____ year(s) *{correct Article III, Section 1 to correspond with the number of Years for office}* from the beginning of the next fiscal year or until a successor is duly qualified and elected.
- SECTION 2. The election of officers will be discussed and acted upon at annual meetings, see Article III.

ARTICLE V – DUTIES OF OFFICERS AND DIRECTORS

- SECTION 1. President – The President shall preside at all meetings of the members. In the Absence of the President, the Vice-President shall preside. The President shall have the power to decide all questions of equal division and the powers and duties usually vested in the President of an organization.
- SECTION 2. Vice-President – The Vice-President shall act as President in the Absence of the President. The Vice-President shall be responsible for *{duties as the chapter determines}*.

SECTION 3. Secretary – The Secretary shall handle all official correspondence and keep minutes of the meetings. The Secretary shall perform such other duties as may be prescribed by the President that pertain to the office.

SECTION 4. Treasurer – The Treasurer shall collect and disburse funds of the Chapter as may be ordered by the President. The Treasurer shall collect membership dues and maintain membership information *{in some chapters, maintaining membership is the role of the Secretary or Membership chairman}*. The Treasurer shall deliver a financial report at the annual meetings and whenever the President may require.

The Treasurer shall request new signature cards from the bank handling the Chapter's funds immediately after each election and assure that two parties are continuously authorized access. The Treasurer shall maintain all files and be the primary banker, with the President authorized for emergency access.

Some chapters have additional official roles such as Directors, Membership Chairman, Newsletter Editor, etc.

ARTICLE VI – CHAPTER REQUIREMENTS

SECTION 1. The members shall, as a group, use the name of the <Your> *Chapter* in connection with all activities and projects.

SECTION 2. The Chapter will not hold any activity in conflict with a National event of the MTFCA.

SECTION 3. Announcements of the chapter activities shall be sent to the MTFCA for inclusion in their calendar of events.

SECTION 4. The names and addresses of all chapter officers and members must be sent to the MTFCA each year.

SECTION 5. The MTFCA is a nonprofit organization: the chapter members thereof shall not be entitled to any individual or collective interest, participation, share, right and/or property right in and to the assets of the MTFCA; but such assets shall be the indivisible property of the Club or chapter thereof; no dividends, pecuniary profits, stock dividends or payments of like manner shall ever be declared or paid to the members of this Club or chapter thereof.

SECTION 6. No amendments shall be made that nullify or alter any part of the MTFCA By-Laws or Operations Manual.

ARTICLE VII – FISCAL YEAR

SECTION 1. The chapter's fiscal year shall be from January 1 to December 31 *{or other start date as selected by vote of members or officers}* of each year.

ARTICLE XI – DISSOLUTION

SECTION 1. The chapter may be dissolved by resolution adopted at any membership meeting or special meeting of the membership or by resolution adopted by affirmative vote of two-thirds (2/3) of the officers. *{Consider adding information pertinent to division of any remaining assets, relevant in the state where the chapter is located.}*

ARTICLE XII – AMENDMENTS

SECTION 1. Amendments may be made from time to time by majority vote of the members in good standing.

Approved, this _____ day of _____ 20XX

President

Signature

Date

Vice President

Signature

Date

Secretary/Treasurer

Signature

Date

Charter Members:

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Add as many as needed

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 Business Office.

GENERAL

Insurance coverage is on an annual basis.

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

1. 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 from 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 individual coverage.

2. The program assumes that Chapter-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 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.

3. 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. Additional premiums may be incurred.

4. All specific questions as to coverage should be addressed to the MTFCA 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.

EVENTS THAT MIGHT BE COVERED

Meetings, 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.

INSURANCE cont'd

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:
 - a. There must be a minimum of five (5) MTFCA members in the chapter, and
 - b. 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.

For further information or questions, contact the Executive Director at:

MTFCA Chapter Insurance,
310 N. 8th Street
Richmond IN 47374-3035
765.373.3106

MODEL T MUSEUM

The MTFCA Museum is a dynamic, evolving exhibition of the influence of the Model T Ford. It educates members and the public on the impact of the first mass produced automobiles and how it changed the quality of life for people around the world.

GENERAL

1. 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.
2. The Museum is used to education the public on the history of the Model T Ford, emphasizing the importance of the Model T in the development of transportation, encourage membership in the club and support its members.
3. The Model T Museum is located at 309 North 8th Street, Richmond, IN., in the historic depot district.
4. Operating hours and special events are listed on the MTFCA website: MTFCA.Com/Museum
5. The Model T Museum is the educational initiative of the MTFCA.
6. The Model T Ford museum is not financially supported by MTFCA membership dues.
 - a. Museum support is funded through
 - i. Admissions
 - ii. Merchandise sales
 - iii. Donations from MTFCA National Tour profits
 - iv. An annual year end fundraising campaign
 - v. Special fund raising events
 - vi. Other charitable contributions
 - b. Vehicle and display donations to the Museum collection are accepted on a case-by-case basis, according to Museum policy.
 - i. Donated items in the Museum collection may be de-accessioned if they:
 - a) do not support the scope of the Museum collection or the Museum mission
 - b) are redundant
 - c) cannot be properly stored and conserved/preserved
 - d) place undue burden on the Museum Collection, or
 - e) are identified as indigenous material that are to be repatriated.
 - ii. De-Accessioned objects should be returned to its original source, released to other cultural institutions, destroyed according to museum policy, or sold/auctioned to support the Museum collection only.

MTFCA NATIONAL TOURS, ANNUAL MEETING, & OTHER TOURS

1. These policies and procedures are primarily designed to help Chapters plan and complete a successful MTFCA National Tour. Directions for hosting a MTFCA Annual Meeting is also included. Much of this information is helpful for other regional and local tour organizers as well.

2. Tours are extremely important to the MTFCA mission. Hosting an MTFCA National Tour has many benefits to the Host Chapter, as well as the MTFCA. Bringing numerous Model Ts together in one location creates excitement and interest for that community and can “lure” other Model T owners out to join the local chapter and national club. Tours can even generate potential future Model T owners.

MTFCA NATIONAL TOURS (“NT”)

Purpose: National Tours (NT) are a tradition for the Model T Ford Club of America. Tours have been hosted since the Club was founded and have become a time to build friendships, camaraderie, enjoy the varied natural wonders around the world, visit museums and national parks, sharpen maintenance skills, and most of all, slow down and remember what life was like back in the Model Ts heyday.

FREQUENCY AND SCHEDULING:

1. The MTFCA Board of Directors is responsible for identifying a Chapter to host at least one NT each calendar year. It is possible to have two NTs in one calendar year. This has advantages by offering tours in different geographic locations and gives more members the opportunity to attend a NT.

2. Consideration should be made to avoid conflicts with other major organizational tours and events (HCCA, AACA, MTFCI, Montana 500, etc...), holidays, etc., that may detract from participation in the NT.

3. National Tours are annual vacations for many people. Keeping costs affordable is important to encourage younger families to attend as well as elder members who may be on a limited budget. National Tours should be a reflection of the Host Chapter’s membership and geographical region. Events don’t have to be expensive to be fun. They can be “pay as you go” or they can be more traditional with a set registration price for all or most event activities.

4. Tour Participant Requirements: There is no minimum or maximum number of cars required for a NT. The Host Chapter determines the number of cars and/or participants according to the available accommodations or other factors.

Current MTFCA membership is a requirement for any registered participant who will be driving a Model T at a National Tour

DEFINITIONS

MTFCA BOARD TOUR COMMITTEE (“Board Tour Committee”)

For each confirmed NT, an MTFCA Board Tour Committee (“Board Tour Committee”) will be assigned to work with the Host Chapter to ensure a successful NT. Members of this Committee will include:

- 1) Board President
- 2) Executive Director
- 3) And Director(s), one of which will serve as the **Board Tour Coordinator**

The Tour Coordinator will act as the official liaison between the Host Chapter and the MTFCA Board. The Board Tour Committee will provide guidance and support to the Host Chapter and ensure they understand the Financial Policy, Reporting Procedures and Tour Checklist, which outline the financial, contractual, and logistical responsibilities related to hosting a NT.

The Committee will be available to provide advice and offer solutions when needed.

HOST CHAPTER

Only a currently qualified, chartered MTFCA Chapter can Host an MTFCA National Tour or Annual Meeting. (See Operations Manual Section II for current chapter qualification requirements.) **Note:** The Host Chapter must qualify for chapter status and MTFCA Chapter Liability Insurance for the year of the NT.

HOST CHAPTER TOUR COMMITTEE (“Host Tour Committee”)

1. Chapters contemplating hosting a NT will contact the MTFCA President, Executive Director, or their assigned state MTFCA Director to discuss the Chapter members’ interest in hosting a NT. Chapter members should organize a Host Tour Committee and select a Chairperson(s). Once all information and interest in a Tour is secured, present the proposal to the MTFCA Board for review and approval (see below, “Selecting National Tour Host Chapters / Locations”).

2. Once the NT has been approved by the MTFCA Board, the Host Chapter Tour committee should appoint a member to serve as Tour Registrar. This individual will be responsible for receiving and recording all tour registrations and payments. The Treasurer (who can also serve as Registrar) should also be a member of the Chapter Tour Committee and work closely with the Registrar. The Host Tour Committee will acknowledge review and understanding of the National Tour Policies and Procedures.

SELECTING NATIONAL TOUR HOST CHAPTERS / LOCATIONS

MTFCA BOARD RESPONSIBILITIES:

1. The MTFCA Board of Directors is responsible for cultivating a pipeline of NT Host Chapters by encouraging members at all events to consider the prospects and benefits of being a NT Host Chapter. National Tours are great opportunities to promote the Host Chapter's state, local cities, and communities. It is ultimately the responsibility of the Board to select and approve those NTs that best meet the needs of the MTFCA membership.
2. Chapters can volunteer to host a NT at any time. Ideally, interested Chapters should submit proposals up to 3 years in advance. A written request from the Chapter President or Tour Chairperson should be sent to the MTFCA Board President or Executive Director, including as much information as possible, such as: proposed dates, location and tour areas, accommodations available (hotel and RV), type of tour (hub/circle/other), estimated costs (if known), any limiting factors for number of attendees, any known date conflicts for other significant tours, and any restrictions or other pertinent information that may affect the tour.
3. Chapters should carefully review these tour procedures and ask the President or Executive Director for clarification of any area that may be unclear. It is recommended to talk with individuals who served as Chairperson of previous NTs to gain insights or additional advice regarding logistics. The MTFCA Board will review Chapter requests as soon as practical and notify the Chapter no later than 30 days after the request is received. At that time, the Board's Tour Coordinator/ assigned State Director will be selected and aligned with the Host Tour Committee.

SOLICITING FOR HOST CHAPTERS

1. In order to keep the NT pipeline full, polling may be used to identify and encourage potential Host Chapters.
2. The process is facilitated by dividing the Chapters in North America into three regions, each with approximately the same number of chapters.

West Region: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Western Canada (Manitoba west).

Central Region: Arkansas, Colorado, Georgia, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Tennessee, Texas, Wisconsin, and Wyoming

East Region: Alabama, Connecticut, Delaware, Florida, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia and Eastern Canada (Ontario east)

3. During the MTFCA Annual Meeting, the Board of Directors will randomly contact one chapter and two alternate chapters to host an MTFCA National Tour or Annual Meeting. Polling will alternate between regions every year so that events are held in different parts of the country.
4. The Chapter selected by the Board will be contacted three years in advance of the event. Chapter officers and directors will discuss hosting the NT with their membership and respond to the MTFCA Board within 90 days of being approached.
5. If the Chapter is interested in the opportunity, they should submit a request to the MTFCA Board as outlined above. If this Chapter declines, an alternate chapter will be contacted, in order of the selection process.
6. Chapters that host a NT should not be placed back into the lineup for at least 5 years.

NATIONAL TOUR POLICIES AND PROCEDURES

All NTs must adhere to the National Tour Policies and Procedures. A copy of this document will be provided to any Chapter considering being a Host Chapter.

RESPONSIBILITIES: BOARD TOUR COMMITTEE

The Board Tour Committee is responsible for answering questions on tour procedures, offer advice as necessary, review significant contracts, and interpret Tour Policy. The Tour Board Coordinator will ensure that the Host Tour Chairperson fully understands the Tour Policies and Guidelines.

The Board Tour Coordinator:

1. Will review the Tour Checklist with the Host Tour Chairperson. The Checklist is provided to ensure all areas of responsibility are understood and are completed.
2. Provide periodic updates to the Board Tour Committee and BOD on any concerns/issues.
3. Work with the Host Tour Committee to designate a person/reporter to write a tour summary article along with a selection of photos for the Vintage Ford.
4. Work with the VF Editor to provide deadlines to the designated tour 'reporter.'
5. Notify Host Tour Chairperson if a room is required for an MTFCA Board meeting; any additional charges incurred for the room rental and food and beverage will be the responsibility of the MTFCA.
6. May present a letter/certificate of appreciation for hosting the tour and will ensure the Host Chapter is acknowledged in the Vintage Ford

RESPONSIBILITIES: HOST CHAPTER

1. The Host Chapter is responsible for all financial and contractual aspects of the NT. (See section "Financial Policy and Reporting Procedures for National Tours" below for more details.) The MTFCA will not sign or guarantee any contracts or financial obligations related to the NT. That is the host Chapter's responsibility. The MTFCA federal tax number or 501c(3) status is not provided to any vendor for tax exemption.

2. Complete details regarding disposition of tour income, reporting responsibilities and deadlines is outlined in the "Financial Policy and Reporting Procedures for National Tours" below.

3. The Tour Checklist will be used to track and complete financial and contractual responsibilities. The Host Tour Committee Chairman will provide the Board Tour Coordinator periodic updates about the financial and logistics status (eg, hotel rooms sold, registrations received, etc) as outlined in the Tour Checklist.

TOUR REGISTRAR: This individual is important to the success of a NT as he/she is responsible for receiving and recording all tour registrations and payments. While not a requirement, it is extremely helpful if the Tour Registrar is familiar with Excel and Word Mail Merge functions. The Tour Budget Template and Participant List Template provided by the MTFCA are very helpful tools and can save time and effort for recording data and generating the following:

- Confirmation emails
- Name badges
- Update emails
- Registration checklists
- Meal counts
- Participant lists for tour book, both alpha & numeric
- T Shirts / hat counts

NATIONAL TOUR POLICIES AND PROCEDURES, cont'd

FINANCIAL POLICY & REPORTING PROCEDURES FOR NATIONAL TOURS

1. The Host Chapter is responsible for all financial aspects of the National Tour. This includes detailing all monies received for deposits and all payments/disbursement.
2. The MTFCA will advance up to dollars three thousand (\$3,000) as seed money for preliminary tour or meeting expenses for an approved NT upon written request by the Host Chapter President or Tour Chairperson. The money can be requested approximately one year in advance; it must be repaid to the MTFCA within sixty (60) days after the last date of the NT.
3. A separate checking account must be opened by the Host Chapter. This ensures all tour income and expenses are documented in the same place and not mixed in or confused with any other Chapter funds. ALL tour receipts and expenses must go through this checking account. Host Tour checking account will include the MTFCA Executive Director (signature card) to allow for financial oversight only. A non-interest-bearing account is recommended to preclude filing tax returns.
4. Receipts, invoices, applications, contracts, and all other financial related paperwork will be retained by Host Chapter for at least one year after the tour is finished, or as approved by the MTFCA. For transparency all items stated will be provided to the MTFCA upon request.
5. MTFCA Board Tour Coordinator will provide the recommended Tour Budget Template (Excel spreadsheet) to guide the Host Tour Committee in planning the event and calculating the Registration Fee. A copy of the spreadsheet is attached as part of this Financial Policy.
6. When preparing the budget and calculating Registration Fees, a minimum of 15% of the total budget estimate should be included for contingencies. Unforeseen expenses happen and the Host Chapter is responsible for any loss from the tour. Ensure there's enough in the budget to cover everything (such as sales tax and gratuities) and then some.
7. Anticipate up to a 10% cancellation rate prior to the tour.
8. The Host Chapter may retain up to \$20 per full paying car and driver participant for sponsoring the tour.
9. **Disposition of Tour Income.** After all tour expenses are paid, any loan from the MTFCA is repaid, and up to the \$20.00 per full tour car and driver is calculated and paid to the Host Chapter as provided in the Operations Manual, the remainder is included in the "Tour Profit."
10. Funds generated for/during a NT (raffle, auction, sales, donations, etc.,) will prominently state/display the intention of those proceeds. (i.e., off-set tour expenses, support the Museum, youth, or other activity/agency). Funds not otherwise stated/identified will all be included in the "Tour Profit" .
11. By the last day of the tour, the tour Treasurer should have a good idea of how much the Tour Profit (as described above) will be since many expenses will be paid out daily during the tour or can be estimated using quoted prices.
12. "Tour Profit" disposition shall be determined by either a verbal vote at the closing banquet or by majority vote on the tour registration form. The choices are:
 - a. Donate "Tour Profit" to the MTFCA with 60% to benefit the Museum and 40% to benefit youth-serving programs, unless otherwise directed by the BODs.
 - b. Refund it to the fully paid drivers on the tour (bear in mind the work to issue checks in small amounts along with postage to all tour participants).
 - c. Use a combination of the above to pay out the funds.

NATIONAL TOUR POLICIES AND PROCEDURES, cont'd

13. **Post Tour Accounting:** Within sixty (60) days after the last day of the tour, the Host Chapter will furnish a financial accounting of tour income and expenses to the MTFCA Board. Refunds to participants, if required, should be mailed before the final accounting.

TOUR CHECKLIST

This Checklist is designed for use by Chapters approved by the MTFCA Board to host an MTFCA National Tour. The Board Tour Coordinator assigned to the NT will review the checklist with the Host Tour Committee Chairperson for clarification, provide support, and ensure that required actions are completed. The Board Tour Coordinator will keep the other Board Tour Committee members apprised of progress and any issues that need attention.

This checklist is the minimum necessary to be completed, however, each NT will have unique components. Communication is the most important part of the process.

1. Host Chapter qualifies for chapter status and insurance during tour year. Host Tour Chairperson works with Executive Director to verify.
2. Host Tour Committee determines if seed money is needed. If so, written request sent to MTFCA Executive Director for \$3,000, up to a year prior to tour start date.
3. Board Tour Committee provides the Tour Budget Template Excel spreadsheet to the Host Tour Chairperson. Host Chapter is responsible for using the Excel spreadsheet or equivalent to track all NT-related finances before, during, and after the tour. The Template can be modified to capture the income and expenses unique to the tour.
4. Host Tour Chairperson and Board Tour Coordinator/assigned state Director discuss periodic updates schedule. Recommendations are 6, 3, 2, 1-month, and 2 weeks prior and any other time, as needed.
5. It's highly recommended that draft contracts with major tour venues (e.g, hotels, RV parks, banquet facilities, etc.) are forwarded to the Board Tour Committee for information and potential input. MTFCA does not approve or sign contracts but can offer advice for the Host Tour Committee to consider.

Host Chapter should not enter into (sign) a contract for a major tour venue until reviewed by the Board Tour Committee. This is intended to help preclude or identify any areas of concern that may have been overlooked. Review by the Board Tour Committee does not constitute an acceptance of financial responsibility by the MTFCA, but is an added precautionary measure for the Host Chapter. The Host Chapter is ultimately responsible for all contractual obligations for the NT.

6. Negotiating with hotels and other facilities: Planning large group events, understanding how hotel room blocks, banquet food & beverage calculation, and other details can be overwhelming and confusing. The Board Tour Committee members are available to provide assistance, if needed. The Host Tour Chairperson is encouraged to reach out for any advice during the planning process.
7. Lodging Accommodations (Hotel/Motel/RV): The selection of the headquarters hotel or motel is very important for a successful event. Ideally the location is 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, RV and camping parks, food & beverage, and other significant expense should be in writing and signed by both parties. (See #5 above regarding contracts).
8. While the Host Chapter blocks a certain number of rooms at the host hotel, tour participants are responsible for making their own reservations, guarantees, and direct payment to the hotel. In addition

NATIONAL TOUR POLICIES AND PROCEDURES, cont'd

to the host hotel, participants should be given other lodging options within close proximity and a range of economical prices to fit all budgets.

Host Chapter should contact nearby camping and RV parks and have any details regarding reservations and deposits required to provide for participants.

9. Parking for Model T's and Trailers: Plenty of parking for Ts, tow vehicles and trailers is needed. This is a significant factor when selecting the host hotel. Be certain to discuss options with the hotel and have alternate parking area(s) identified.
10. Determine if security provisions are needed for any of the parking locations. If so, be certain to include these costs in the budget. Coordination with local law enforcement should be made.
11. Banquets: Although welcome and closing banquets have been a NT tradition for many years, they are not mandatory. More important than the formal traditions are finding ways to incorporate the local flavor into any group events. Host Chapters are encouraged to think outside the box and plan new and fun ways for participants to interact. Contact the local Chamber of Commerce for suggestions. Many fraternal organizations and church's make their facilities available.

When planning a banquet, be certain to discuss thoroughly how the food will be served. If buffet service is planned, make sure there are enough lines to handle the number of people involved. Entertainment is always a nice addition, but it does not have to be overly professional or costly. Fifteen minutes to one half hour is enough. A banquet can be used for communicating MTFCA information, promotion, and also recognition. Be sure to determine if any audio/visual equipment (microphones, projector, screen, etc.) are needed; be sure to include any expense in the budget or try to negotiate that cost into the cost of using the facilities at the host hotel or place where the banquet is to be served.

12. Registration Fees: Host Tour Committee must establish registration fees for all levels of participants (Car & Driver, Passengers, Youth). The Registration Form must include a listing of what is included in the fees, such as any meals, entry fees (parks, museums, etc), tour book, T-shirt, etc.) The Tour Budget Template will help planners remember what to include. Be certain not to overlook tax & gratuity charges for meals – they can be a surprise if not anticipated!

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. This makes things more complicated for the Registrar, but it is an option for the Host Tour Committee.

Registration Form also must include payment methods such as deposits and the date schedule for partial and final tour payment(s), if allowed. It is suggested that full payment be required at the time the Registration is confirmed, but it is up to the Host Chapter.

13. The Cancellation Policy must be included on the Registration Form, in Vintage Ford promotional ads, and Registration Confirmation. Generally, cancellations received sixty (60) days before the first date of the tour receive a full refund. Cancellations within sixty (60) days of the first date of the tour may forfeit some or all of the deposit/payment as prescribed by the host group. An example of a cancellation statement 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.
14. A Car Number should be assigned to each Registrant at the time the registration form is received. The number will be displayed on the car and can be a magnet, license plate, printed window card, or other form that makes it easy to identify. All participants should also receive a Name Badge at registration. Be certain to include these costs in the Budget and Registration Fee.

NATIONAL TOUR POLICIES AND PROCEDURES, cont'd

15. Tour Reservations: In order to give all MTFCA members an equal chance to participate in the NT, the following rules regarding reservations apply:
 - a. Registrations postmarked before January 2* of the tour year are not accepted
 - b. No block reservations will be allowed
 - c. All reservations must be mailed individually

**Exception: If NT is scheduled during the first four months of the year, reservations can be accepted prior to January 2. The Board Tour Committee will help determine if the tour follows the January 2 rule.*

NOTE: The Registrar will keep a record of all registrants, return confirmation receipts, assign a car number, and set up a waiting list once the tour limit is reached.
16. Registration Confirmation: Registrar and/or Host Tour Committee will send via USPS mail or email, within 7 business days of receipt of registration and payment, a confirmation of registration.
17. Promotional Advertising: A full-page ad describing the NT will be published in the Vintage Ford at no charge. NTs scheduled between May-August should be included in the Sept-Oct issue the year prior. The ad and full- page Registration Form will be included in the Nov-Dec and Jan-Feb issues. For NTs scheduled earlier than May, the Board Tour Coordinator will advise the dates for promotion publication.

At a minimum the tour ad should include tour dates, location, registration fee(s), hotel(s) and RV park information, plus contact information for questions, payment address, “Payable To” name for checks, deadline for registration, and cancellation policy. Host Chapter can also post advertisement on the Forum and other Chapter Newsletters. A link to the Registration Form will be included on the MTFCA website calendar.
18. Host Tour Chairperson or Registrar submits list of confirmed Registrants to the MTFCA Executive Director 30 days prior to the tour, in order to verify current MTFCA membership status. The Executive Director will be responsible for contacting any Registrant whose membership is not current.
19. Host Chapter will stay informed and provide state and/or local information relative to health and safety issues as deemed necessary to protect tour participants. If Host Chapter has a website they are encouraged to post this information for tour participants to make decisions on tour attendance. However, this does not absolve the participant of their financial responsibilities should they decide to not attend at a time past the established cut-off date.
20. Alcohol Policy: NO ALCOHOLIC beverages should be served by the Host Club during the event, due to possible liability issues. However, bars operated and controlled by the hotel, or by another outside organization with valid liquor license and accepting full responsibility and liability for evening or other non-driving events are at the option of the Host Chapter. 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 Host Tour Chairperson for corrective action.
21. Only Model Ts with Model T engine blocks are allowed on tours.

Example of Checklist that can be created and modified by Host Tour Chairman and Board Tour Coordinator

✓	Task/Required Action	Target Date	Completed
✓	Draft budget	30 Aug 23	29 Aug 23
	Calculate Registration Fee	15 Sep 23	
	Prepare promotion for Vintage Ford	20 Oct 23	
✓	Sign Contract with host hotel	1 Aug 23	1 Aug 23

OTHER INFORMATION & TIPS FOR PLANNING A NATIONAL TOUR

1. **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. Hub tours are generally the most popular.

2. **Tour Length:** NTs are usually between 3 to 5 days, not including a day for arrival and Registration. The daily drive routes should range from 40 to 150 miles—more if required by event location—but, adequate rest stops should be planned. 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.

3. **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, sheriff department, and/or state highway patrol for advice on tour routes, the highway department for scheduled road closures and work, and solicit their advice and support. Invite them to planning meetings or to speak at tour briefings. Some cities may require notification about groups of vintage 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, be certain to include adequate stops for restroom and refreshment breaks. 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.

4. **Tour Book:** The Host Tour Committee will prepare a binder or booklet to present each registrant on the day of Registration. The Tour Book should include, at a minimum, the following:

1. Detailed listing of each day’s tour and activities
2. Detailed instructions and maps (when applicable) including mileage between intersections and turns, landmarks, and points of interest.
3. Cell phone numbers for the trouble trailer/truck drivers and other emergency contacts.
4. 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.
5. Information about local churches and services is always appreciated.
6. Emergency information for doctors, dentists and hospitals (locations and telephones).
7. **Roster of Participants:** A roster of participants is handy for remembering new friends and what car belongs to which person/family.
8. A “Car Number” should be assigned to each registrant at the time registration is received. It is also handy to include the Car Number on the participants’ name badges. Consider including a handicap (assistance required) sticker/decal easily visualized for parking purposes.

It is helpful to include two rosters in the Tour Book for cross-reference.

- **Car Number**, Year/Model of Car, Participant Name
- **Alphabetical** list of participants including all family member names, with Car Number, City and State.

5. **Registration Area/Hospitality Room:** 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 or willing to give a ride should be considered. Snacks and drinks in a hospitality room are always appreciated.

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

7. Optional and at the discretion of Host Chapter:

- a. Tour T-shirts / Hats
- b. Sponsorships
- c. Goodie Bags
- d. Photos of Ts at a specific location (include in Registration Fee or available for purchase)
- e. Door prizes (ask participants to donate gift baskets representing their area)
- f. Auction
- g. Group photo for potential Vintage Ford cover

8. Special Activities: Consider educational/technical workshops for attendees. 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.

9. Youth Activities: It is strongly recommended the Host Chapter try to include youth activities to encourage more youth participation. Separate activities for young children and teens are often welcomed.

10. Weather: Tour participants may be coming from different parts of the country. Include information in the Registration Confirmation about the type of weather (temperatures) to expect and the type of clothing recommended for tours and any events, such as banquets.

11. 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.

12. Photographic and Written Coverage: 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.

13. Photo Policy: Insure the Photo Policy is displayed at / during registration. The Photo Policy must also be printed on the registration form. i.e. "Your attendance at this event is noted as your permission of photography and/or video of this event that may be taken."

SAFETY POLICY AND PROCEDURES

Model T Safety 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 Safety Inspection Form” **must be completed and presented on site at registration** (not mailed with registration form).

Insurance Verification: All tour participants are required to present **on site at registration** proof of current Liability and Property Damage insurance coverage on their vehicle. Consult the laws in the State where the tour will be held for further information on insurance requirements.

Indemnification Agreement Form: The “Release, Indemnification & Hold Harmless Agreement” **must be signed and presented on-site at registration.**

Drivers Meeting/Information: Drivers meeting, group text and/or message boards may be used to advise of last minute road /weather conditions or route changes. You may use these for reminders of driving procedures such as distance between cars, gas availability, rest stops, and marginal cell coverage.

Shakedown Tour: It can be helpful to have a short tour organized on the day of registration. This gives an opportunity to get the Ts on the road and identify any potential issues or maintenance needs drivers may have and be better prepared for the first day of touring.

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 requirement. These vehicles should carry extra gasoline, oil, water, and a jack, tire changing tools, plus 6 and 12-volt batteries and jumping cables. Some form of flag or sign (safety triangles) to set out to warn 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.

MODEL T SAFETY INSPECTION FORM

Last Updated 04/06/2019

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.**

<p>Steering</p> <ul style="list-style-type: none"> • Steering wheel has minimal (less than 2”) to no play _____ • Acceptable wear and minimal to no play in: <ul style="list-style-type: none"> ⇒ Radius rod (wish bone) to crankcase _____ ⇒ Ball arm (pitman arm) to steering gear connecting rod (drag link) _____ ⇒ Steering gear connecting rod (drag link) to yoke ball _____ ⇒ Spindle bolts (king pins) _____ ⇒ Spindle connecting rod (tie rod) bolts _____ • Cotter key (or lock washers, if holes not drilled) installed in the following: <ul style="list-style-type: none"> ⇒ Radius rod (wish bone) to front axle perch (2 required) _____ ⇒ Steering gear bracket to frame (3 required) _____ ⇒ Ball arm (pitman arm to steering post (1 required) _____ ⇒ Steering gear connecting rod (drag link) to yoke ball (2 required) _____ 	<ul style="list-style-type: none"> ⇒ Steering gear connecting rod (drag link) to steering gear ball (2 required) _____ ⇒ Spindle connecting rod (tie rod) to spindles [2 (1 per spindle)] _____ ⇒ Spindle bolts (king pins) [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 _____
<p>Brakes</p> <ul style="list-style-type: none"> • Brake pedal (and, reverse pedal) bottom out before reaching floorboards _____ • Both rear wheels lock-up under hard braking _____ 	<p><i>Note: Auxiliary brakes are highly recommended for stock cars and should be installed if car has an auxiliary transmission</i></p>
<p>Emergency Brakes</p> <ul style="list-style-type: none"> • Hand brake sets securely before limit of its travel (check pawl and spring) and both rear wheels lock _____ <p><i>Note: The hand brake must be able to hold the car with the engine running and should be able to hold car on a moderate slope.</i></p>	<ul style="list-style-type: none"> • Cotter keys (or lock washers, if holes not drilled) Installed on: <ul style="list-style-type: none"> ⇒ Control shaft assembly to frame (4 required) _____ ⇒ Brake shoe bolt [2 (1 per side)] _____ ⇒ Brake rods [4 (1 per end)] _____
<p>Engine/Power Train</p> <ul style="list-style-type: none"> • Oil leaks – within acceptable limits _____ • Gasoline leaks-none, when parked (in-line shutoff valve recommended) _____ • Cotter pins installed on: <ul style="list-style-type: none"> ⇒ Carburetor rod [2 (1 per end)] _____ ⇒ Choke/carburetor adjustment rod [1 at carburetor] _____ <p>Safety Form – cont’d</p>	<ul style="list-style-type: none"> ⇒ 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 <ul style="list-style-type: none"> • Spokes (and felloes on earlier cars) are tight _____ • Front wheel bearings—no play, good condition and greased _____ 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Rear wheel nuts tight and secured with cotter pins (use long wrench) _____ • Cotter keys (or lock washers, if holes not drilled) installed: <ul style="list-style-type: none"> ⇒ 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 gear case oil level _____
Other <ul style="list-style-type: none"> • Lights functional _____ • Brake light (may not be original equipment, but recommended) _____ • Safety glass in windshield; all other, safety glass strongly recommended _____ 	<ul style="list-style-type: none"> • Rear view mirror(s) _____ • Fire extinguisher _____ • First Aid kit _____ • Current Car Registration _____ • Current Proof of Insurance _____

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 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 release and 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.

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** 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.

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

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Event _____ Date(s) _____ Host _____

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.

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

Signature	Print Name	Date
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MTFCA NATIONAL TOUR FINANCIAL SUMMARY	
This is a sample only, the excel file will be made available for the tour	
Host Chapter:	
Location:	
Dates:	
Date Report submitted to MTFCA Business Office:	
INCOME	AMOUNT
Advance from MTFCA (up to \$3,000 available)	
Registration Fees from Participants (total from separate spreadsheet)	
Sponsorships (list Sponsor Names and amount)	
On site merchandise sales	
Miscellaneous income	
TOTAL INCOME	
EXPENSES	
DEPOSITS required by any venues and/or suppliers (list names and amounts)	
Repayment of Advance to MTFCA	
Bank account fees including checks purchased for new account	
FINAL PAYMENTS TO VENDORS	
List all Vendor names, service or goods provided, date and amount paid	
<i>Example: Radford's Deli - Day 1 Tour (7/12/18) - Lunch</i>	
<i>Example: Main County Fairgrounds - Registration and Opening Banquet</i>	
<i>Example: Office Supply - Tour Book Binders</i>	
<i>Example: T-Shirt Supply House - Tour T-shirts included in Registration Fee</i>	
DONATIONS GIVEN TO ANY VENUES (Parks, Museums, etc.)	
List Vendor names, service or goods provided, date and amount paid	
<i>Example: Veteran's Park - Rest break Day 2 Tour (7/13/18) - donation \$100</i>	
Tour Cancellations before deadline/Refunds (list name and amount refunded)	
<i>List Participant Name and amount refunded</i>	
<i>Some Participants may choose to donate their refund to the Model T Museum</i>	
TOTAL EXPENSES	
NET INCOME - INCOME LESS EXPENSES = TOUR PROFIT	

Available for distribution
 Chapter (up to) \$20 per Fully Paid Car-Driver
 Refunds to Participants?
 Donation to Model T Museum / Youth Support

REGISTRATION COST CALCULATOR
This is a sample only, the excel file will be made available for the tour
REGISTRATION
Paper, printer ink, stamps for mailings, other office supplies
Refreshments/water at Registration (optional)
REGISTRATION PACKS
(all of the items listed below are optional; each chapter host organization determines what they want their tour package to include)
Name badge and lanyard
Tote bag or other
Tour Book - binder or folder
Tour Book - printing
Car number magnets/license plate/other
Dash plaques
Any other gift item to include
T-SHIRTS OR OTHER TOUR-BRANDED ITEMS
Add to registration cost if included in fee
Add to Income if sold as merchandise only
GROUP OR INDIVIDUAL TOUR PHOTO (optional)
Opening/Welcome Event
Venue rental (if applicable)
Food cost; be certain quotes INCLUDE TAX & GRATUITY!
Alcohol/Cash Bar (if applicable) bartender and/or setup fees
DAY 1 TOUR
Admission Fees or donation to venues included on tour (museums, etc)
Lunch or any food included in registration fee; INCLUDE TAX & GRATUITY!
DAY 2 TOUR INFO
DAY 3 TOUR INFO
DAY 4 TOUR INFO (add Tour Days as needed)
Closing Banquet/Event (Optional)
Venue rental (if applicable)
Food cost; be certain quotes INCLUDE TAX & GRATUITY!
Alcohol/Cash Bar (if applicable) bartender and/or setup fees
KIDS ACTIVITIES, if any
MISCELLANEOUS (optional)
Print directional or other informational signs
Equipment rental, if applicable (tables, chairs, tents, barriers, etc)
Banking fees, check printing
TROUBLE TRUCK
Gas; any other costs/fees paid to drivers
TOTAL ESTIMATED EXPENSES
CONTINGENCY ALLOWANCE (ADD 15%)

MTFCA ANNUAL MEETINGS

PURPOSE & TIME: The Annual Meeting is to publicly inform the Club members of the present and anticipated state of the Club and to allow a time for members to ask questions of the Club’s leadership, express opinions, and/or offer suggestions. Annual Meetings can be held on any date after the first of a calendar year, preferably within the first three months of the calendar year or at a National Tour to conserve costs.

FORMAT: The format of Annual Meetings has evolved over the years as the Club’s membership has changed. The meeting now generally follows this agenda unless conducted at a National Tour:

1. Thursday arrival of Board members.
2. Friday
 - a. Board meeting
 - b. Guest arrival and registration
 - c. Activities available for guests to enjoy on their own
 - d. Evening welcome reception, meet & greet with Board of Directors and MTFCA staff
3. Saturday
 - a. Group tour/activities
 - b. Evening banquet (see details below)
4. Sunday – departure
5. National Tour: a one day Board meeting is conducted. Coordination is made with the Host to determine optimum time for Club/membership briefing and awards presentation.

LOCATION & HOST CHAPTER: Annual Meetings are hosted by an MTFCA Chapter. Refer to “Selecting National Tour Host Chapters/Locations” section for more information.

HOST CHAPTER PROCEDURES: The National Tour Policies and Procedures can be utilized for applicable tasks. The Financial Policy and Reporting Procedures for National Tours are applicable for Annual Meetings, with the exception that seed money is not advanced.

BANQUET PROGRAM:

The MTFCA President will serve as emcee. The following should be part of the program, in an appropriate sequence at the discretion of the President:

1. Introduction of Board of Directors, Executive Director, and other staff in attendance
2. Recognition of Host Chapter representatives
3. President’s State of the Club message
4. Open Forum: President presides. The Open Forum shall be as informal as possible. Any appropriate member of the MTFCA management team shall make response to any question or suggestion. Questions can be accepted in written or oral format.
5. Presentation of:
 - a. Ben Yumori Award
 - b. Walter Rosenthal Award
 - c. Chapter Newsletter and Website (Golden Mouse) Awards
 - d. Host Chapter gift of appreciation
 - e. Past President's Award

AWARDS

There are a number of Awards and/or Trophies presented at the Annual Meetings or during MTFCA Tours. Due to the nature of these awards and the selection process, they are ordered by different Officers/Chairmen. Submission date of awards and selectee's information is provided to the MTFCA Business Office on dates established to insure time for award preparation.

1. PAST PRESIDENTS' AWARD

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

2. 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 Business Address. No other material should be enclosed as the letter will not be opened until the Committee meets.

NOTE: Also see Walter Rosenthal Committee

3. 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. A nominating letter should be addressed to the Committee and mailed to the MTFCA Business Address. No other material should be enclosed as the letter will not be opened until the Committee meets.

NOTE: Ref to Ben Yumori Award Committee

4. NEWSLETTER AWARD

The Newsletter Award recognizes a chapter newsletter editors' production of informative newsletters that promote their chapter, the Model T and the MTFCA. The MTFCA presents this award to the chapter(s) producing the best of these publications. Generally First, Second and Third place awards are given. Submission information will be posted in the Vintage Ford.

NOTE: Refer to Newsletter Award Committee.

5. WEBSITE AWARD

The Web Site Award recognizes a chapter's use of the site to promote their chapter, the Model T and the MTFCA. The MTFCA presents this award to the chapters creating and maintaining the best chapter web site. Generally First, Second and Third place awards are given. Submission information will be posted in the Vintage Ford.

NOTE: Refer to Web Site Award Committee.

6. SPONSORING CHAPTER CERTIFICATE

This is a "Thank You" gift to the Chapter, person(s) or other group which sponsors an MTFCA Tour or meeting. The actual format of the Award can vary with the type of event and is up to the discretion of the President. In general, it is the responsibility of the Tour/Event Coordinator to see that this Award is presented.

7. 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.

8. 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 their 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 Rosenthal Award Chairperson shall select the Award Committee (of at least 2 MTFCA members).
2. The Award Chairperson will provide the award selection information to the Executive Director in sufficient time to allow for engraving, shipping, etc., for the Annual Meeting.
3. The trophy is presented at the final night Banquet at the Annual Meeting of the Members. The recipient(s) will be photographed with the trophy for publication in the Vintage Ford. Recipients may elect not to retain the trophy due to the logistics of trophy availability for engraving and presentation the next year.
4. The previous recipient will receive a plaque they may keep after he/she returns the trophy
Any Club member may nominate a person by writing a letter to the Walter Rosenthal Award Committee outlining the candidate's qualifications. A nominating letter should be addressed to the Committee and mailed to the MTFCA Business Office by 15 December.
5. Certificates may 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.
6. The responsibility for engraving, preparing certificates, and mailing will be completed by the Executive Director or a Board Member, as assigned.

IMPORTANT DATES

Nomination submission date established and advertised in the Vintage Ford by the Business Office.

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 a 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 goodbye, 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 car, 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 has his fun!

BEN YUMORI 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 their 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 Ben Yumori Award Chairperson shall select the Award Committee (of at least 2 MTFCA members).
2. The Award Chairperson will provide the award selection information to the Executive Director in sufficient time to allow for engraving, shipping, etc., for the Annual Meeting.
3. The trophy is presented at the final night Banquet at the Annual Meeting of the Members. The recipient(s) will be photographed with the trophy for publication in the Vintage Ford. Recipients may elect not to retain the trophy due to the logistics of trophy availability for engraving and presentation the next year.
4. Any Club member may nominate a person by writing a letter to the Ben Yumori Award Committee outlining their candidate's qualifications. A nominating letter should be addressed to the Committee and mailed to the MTFCA Business Office by 15 December.
5. Certificates may 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.
6. The responsibility for engraving, preparing certificates, and mailing will be completed by the Executive Director or a Board Member, as assigned.

IMPORTANT DATES

Nominations must be received by December 15 each year.

Ben Yumori

The Ben Yumori Award, was created by club director Jim Rodell who established what is known as the “Living Legacy Awards”, one of which was the Ben Yumori Award, to acknowledge someone who traveled the greatest distance in their Model T, promoted the club, and was an ambassador to the hobby. In the fast-paced world that we live in, the Model T allows us to slow down, take in views and experiences often missed. It offers the opportunity to meet those we might otherwise pass by. It allows us to share the magic of the simple things and to inspire others to become involved in the hobby. Ben felt the best way to do this was to get out and drive, let people gain knowledge, feel, hear, and smell the car. To create wonderful memories for yourself, as well as for others. With this came the hope of bringing new members who would promote and preserve the Model T legacy.

IMPORTANT DATES

Nomination submission date established and advertised in the Vintage Ford by the Business Office.

WEBSITE AWARD

RESPONSIBILITY: The Web Site Award Chairperson shall select the Award Committee (of at least 2 MTFCA members).

Submission information will be posted in the Vintage Ford by the Executive Director.

CRITERIA (Each of these must appear on the web site in order to be considered.)

LOCAL INFORMATION

1. Time, date, and location of Chapter meetings.
2. List of Officers with names. (Addresses optional).
3. A calendar of future Chapter events, with pertinent information.
4. A contact number(s), or/and email address(s), prominently displayed.

MTFCA INFORMATION

1. Must show Chapter's affiliation with the MTFCA.
2. Must promote MTFCA activities by including dates and places of major events.
3. Must list MTFCA's address/website, and dues amount, with suitable information to encourage non-members to join the MTFCA.
4. Provide the Chapter website link for posting on the MTFCA website Chapter and Vintage Ford Chapter listings.

OVERALL FORMAT

Website should include, when possible:

1. A calendar of current and future events with pertinent information listed for not only club activities but national events, swap meets, and local shows when possible.
2. Depending on web size, current and past copies of the Chapter newsletter.
3. Information on the web site should be kept current and the webmaster should delete out-of-date information on a regular basis.
4. Designed to promote the Chapter, the MTFCA and the Model T.
5. Website Award does not include social media type of programs (i.e. Facebook, Instagram, Tik Tok, Twitter, etc.,)

See Newsletter Format for other ideas.

Winners should be photographed with the trophy for publication in the Vintage Ford.

IMPORTANT DATES

Nomination submission date established and advertised in the Vintage Ford by the Business Office.

NEWSLETTER AWARD

RESPONSIBILITY: The Newsletter Award Chairperson shall select the Award Committee (of at least 2 MTFCA members).

Submission information will be posted in the Vintage Ford by the Executive Director.

CRITERIA (Each of these must appear in each issue of the newsletter in order to be considered.)

LOCAL INFORMATION

1. Time, date, and location of Chapter meetings.
2. List of Officers, with names (Addresses optional).
3. A calendar of future events, with pertinent information.
4. Reports of past events, written to interest those who did not attend, and to stimulate interest in future events.

MTFCA INFORMATION

1. Must show Chapter's affiliation with the MTFCA.
2. Must promote MTFCA activities by including dates and places of major events.
3. Must list MTFCA's address, MTFCA Web site, dues amount, with suitable information to encourage non- members to join the MTFCA.

OVERALL FORMAT

1. Front cover is attractive, including local motif, if any, name of Chapter and Newsletter, and date of its publication. Should be appealing and easy-to-read.
2. Content should be varied, with articles about past and future events, technical, and historic information.
3. 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.
4. The newsletter is to present the information to its membership in an interesting and timely manner.

Winners should be photographed with the trophy for publication in the Vintage Ford.

IMPORTANT DATES

Nomination submission date established and advertised in the Vintage Ford by the Business Office.

PRINCIPLES OF PARLIAMENTARY PROCEDURE

- 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.
- The decision of the majority rules. A simple majority consists of more than one-half (1/2) of the people voting on an issue.
- 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.
- Every member has the right to speak or remain silent, to vote or not to vote.
- 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.
- Discussion of the motion begins; members may agree, disagree, explain, or attempt to change the motion.
- 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, main, and subsidiary motions are listed in order of precedence. This is a ranking system defining the order in which items must be voted.

- When a motion is pending, only motions above it in the order of precedence may be made.
- 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	Requires	Debatable	Amendable	Required
Interrupt	Second			

Privileged Motions

Adjourn	No	Yes	No	No	Majority
Recess	No	Yes	Yes	Yes	Majority
Question of Privilege	Yes	No	No	No	None

Main Motions

Main Motions	No	Yes	Yes	Yes	Majority
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Subsidiary Motions

Postpone temporarily	No	Yes	No	No	Majority
Vote immediately	No	Yes	No	No	Two/Thirds
Limit debate	No	Yes	Yes	Yes	Two/Thirds
Postpone definitely	No	Yes	Yes	Yes	Majority
Refer to committee	No	Yes	Yes	Yes	Majority
Amend	No	Yes	Yes	Yes	Majority
Postpone indefinitely	No	Yes	Yes	No	Majority

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

- Call to Order/Welcome.
- Opening ceremony, if used.
- Introduction of new members and guests.
- Program, if by an outside source, that need not stay for the full meeting. Also, see Number 11.
- 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.

- 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.”

- Reading of reports from officers.
- Reading of reports of committees.
- Consideration of unfinished (old) business.
- Consideration of new business.
- Program, if not at beginning.
- Closing announcements.
- 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 CARRYING OUT A MOTION

- A member asks to be recognized by the chairperson and introduces the motion by saying, “I move _.”
- Some other member must second the motion, that is, agree to its introduction for discussion.
- The chairperson restates the motion so that all members will clearly know what has been proposed for discussion.
- Discussion of the motion pros & cons
- The chairperson asks the members to vote.
- 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.