

# **FLAG CITY MUSTANG CLUB BY-LAWS**

**(Mustang Club of America, Inc. Chapter)**

**August 2021 Revision**

## TABLE OF CONTENTS

<b>ARTICLE I – Name</b> .....	<b>Page 1</b>
<b>ARTICLE II – Business Address</b> .....	<b>Page 1</b>
<b>ARTICLE III – Purposes</b> .....	<b>Page 1</b>
<b>ARTICLE IV – Membership</b> .....	<b>Page 1</b>
Section 1 – Duty of Members .....	Page 1
Section 2 – Application .....	Page 1
Section 3 – Types of Membership .....	Page 1
Section 4 – Dues .....	Page 2
Section 5 – Termination of Membership .....	Page 2
<b>ARTICLE V – Officers and Non-Officers</b> .....	<b>Page 2</b>
Section 1 – Officers’ Definitions .....	Page 2
Section 2 – Election of Officers .....	Page 2
Section 3 – Elected Officers’ Duties .....	Page 3
Section 4 – Non-Officers’ Definitions .....	Page 4
Section 5 – Non-Officers’ Duties .....	Page 4
Section 6 – Forfeiture of Duties & Responsibilities .....	Page 6
<b>ARTICLE VI – Meetings</b> .....	<b>Page 6</b>
Section 1 – Notice of Meetings .....	Page 6
Section 2 – Regular Monthly Membership and Business Meetings .....	Page 6
Section 3 – Special Meetings .....	Page 6
Section 4 – Order of Business .....	Page 6
Section 5 – Board of Directors Meeting .....	Page 7
Section 6 – Parliamentary Authority .....	Page 7
<b>ARTICLE VII – Miscellaneous</b> .....	<b>Page 7</b>
Section 1 – Advertising of Commercial Business .....	Page 7
Section 2 – Appointment of Committees .....	Page 8
Section 3 – Club Property .....	Page 8
Section 4 – Personal Liability .....	Page 8
Section 5 – Fiscal Year .....	Page 8
Section 6 – Attorney Fees .....	Page 8
Section 7 – Charitable Contributions .....	Page 8
<b>ARTICLE VIII – Amendments to By-Laws</b> .....	<b>Page 9</b>
Section 1 – Amendment .....	Page 9
Section 2 – Restrictions .....	Page 9
Section 3 – Review .....	Page 9
<b>Appendices</b> .....	<b>Page 10</b>
Appendix A – Newsletter Guidelines .....	Page 10
Appendix A – Newsletter Editor Guidelines .....	Page 10
Appendix B – Web Site Guidelines .....	Page 11
Appendix B – Webmaster Guidelines .....	Page 11
<b>Certificate of Flag City Mustang Club By-Laws Adoption</b> .....	<b>Page 12</b>

**Amendments:**

<b>Amendments</b>	<b>Description of Change</b>	<b>Date</b>
0	Original Document	July 17, 2011
1	<ol style="list-style-type: none"> <li>1. Article II: Change principal mailing address.</li> <li>2. Article V, Section 1B: Added “or Board” to end of sentence.</li> <li>3. Article V, Section 5F: Added “Sunshine” to Section title.</li> <li>4. Article VII, Section 7C1: Clarified where \$20 award will be presented.</li> <li>5. Article VII, Section 7C: Added Section 7C4 to clarify how award levels are determined when a recipient declines an award level.</li> <li>6. Article VII, Section 8B4: Clarified how and when CCC Nominations are to be submitted for approval.</li> </ol>	January 5, 2016
2	<ol style="list-style-type: none"> <li>1. Article II: change “212 Westbury Court, Warner Robins, GA 31088” to “the current President’s mailing address”.</li> <li>2. Article IV – Membership: Add “Section 1 – Duty of Members:” and renumber remaining Sections.</li> <li>3. Article IV, Section 2A: add “only enthusiasm for Ford Mustangs are required” to end of first sentence.</li> <li>4. Article IV, Section 5A2: After “FCMC” add “, any of its members or Officers”.</li> <li>5. Article IV, Section 5B: Replace with “Action regarding detrimental or injurious issues will be handled in accordance with MCA By-Laws April 2016 Revision, Article IX, Section 5 and 6 (as it applies to FCMC).”.</li> <li>6. Article IV, Section 5D: Move “are” before “automatically”.</li> <li>7. Article V, Section 1: Added “and board of Directors” to Section title. And delete paragraph C.</li> <li>8. Article Section 2A: Change “this club” to “FCMC”. Add to second sentence “for at least 36 consecutive months of membership”.</li> <li>9. Article Section 2C, 2E, 2G: Rewrite paragraphs.</li> <li>10. Article IV, Section 3C: Change date to March 1<sup>st</sup> and “April 2016 Revision” to MCA By-Laws:</li> <li>11. Article V, Section 4: Deleted “Points Incentive Program Recording Chairperson,”</li> <li>12. Article V, Section 4 &amp; 5A: Delete “Cherry Blossom Festival” and “CBF”.</li> <li>13. Article V, Section 5A: Deleted.</li> </ol>	August 2021

- |  |  |  |
|--|--|--|
|  | <ol style="list-style-type: none"><li>14. Article V, Section 5B, 5C, 5D, 5E, 5F, 5G: Renumbered to Section 5A, 5B, 5C, 5D, 5E, 5F.</li><li>15. Article VII, Section 7: Deleted.</li><li>16. Article VII, Section 8: Renumbered to Section 7.</li><li>17. Article VIII, Section 1A: Change third sustenance to read "After discussion, debate, and / or amendment of the proposed change, a verbal voting or ballot voting will be controlled by the same rules relating to the election of Officers."</li><li>18. Certificate of Flag City Mustang Club By-Laws Adoption: Change date to "the _____ day of the month of _____ in the year of _____," for signers to fill in day, month, and year signed.</li></ol> |  |
|--|--|--|

## **ARTICLE I – NAME**

The name of this club shall be FLAG CITY MUSTANG CLUB, hereinafter referred to as FCMC, a not for profit organization. The FCMC is a chapter of the Mustang Club of America, hereinafter referred to as MCA.

## **ARTICLE II – BUSINESS ADDRESS**

The principal mailing address for FCMC is the current President's mailing address.

## **ARTICLE III – PURPOSES**

- To operate and maintain an organization to encourage and promote the admiration, ownership, care and maintenance, with safe and courteous operation of Mustangs and Fords.
- To unite in a local organization, owners and enthusiasts of Mustangs and Fords who are interested in restoring and maintaining their automobiles in a manner that will promote admiration and respect within the community.
- To serve as a medium of exchange for ideas and information for Mustang and Ford enthusiasts and to aid them in restoring and preserving these automobiles. However, the FCMC will not fund or provide official restoration to any member vehicles.
- To provide a social group for club members in a family atmosphere where they can meet, socialize, and maintain a spirit of good fellowship in all phases of motoring.
- To further the interests of owners and drivers of Mustangs and Fords and to promote the safety and enjoyment of same in all phases of motoring.
- To engage in any other activity related to the above that from time to time may be approved by the members of this organization.
- To provide fundraising activities to benefit local charities after club social and membership obligations have been met and as the club's treasury can support.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1 – Duty of Members:**

- A. It is the duty of each member to promote the Club's purposes within the community and to refrain from any actions that would cause disharmony between the community and the Club. Members should conduct themselves in such a manner as to not cause harm to the Club and its members or to allow the Club to be seen by others in the community as less than honorable.

### **Section 2 – Application:**

- A. Membership in FCMC does not require ownership of a Mustang or Ford, only enthusiasm for Ford Mustangs are required.

### **Section 3 – Types of Membership:**

- A. Individual Membership – Any person owning or having an active interest in the Mustang or Ford automobile may become an active member in this organization and shall be entitled to all

of its privileges upon payment of the dues as provided in the By-Laws, and other qualifications stated therein.

- B. Family Membership – Individual member and family member(s) living in the same household including children through their 21<sup>st</sup> birthday. A Family Membership is entitled to two (2) votes for FCMC business.

#### **Section 4 – Dues:**

- A. Individual membership dues shall be \$15.00 per year with renewal required on January 1.
- B. Family membership dues shall be \$20.00 per year with renewal required on January 1.
- C. Members joining the FCMC during the calendar year will pay full membership dues. Membership dues will be prorated at the next year's renewal.

#### **Section 5 – Termination of Membership:**

- A. Membership privileges (including Newsletter subscription) will be voided for the following reasons:
  - 1. Non-payment of dues by March 1 of that year.
  - 2. For reasons deemed detrimental or injurious to the FCMC, any of its members or Officers.
- B. Action regarding detrimental or injurious issues will be handled in accordance with MCA By-Laws April 2016 Revision, Article IX, Section 5 and 6 (as it applies to FCMC).
- C. It is understood that the club will sustain no liability for the actions of the outgoing member or members that have had membership revoked.
- D. Any and all dues paid in advance by such member are automatically forfeited to the Club and will not be returned to the member under any circumstances.

### **ARTICLE V – OFFICERS and NON-OFFICERS**

#### **Section 1 – Officers' and Board of Directors Definitions:**

- A. The Officers (elected positions) of the FCMC shall be President, Vice-President, Secretary, and Treasurer.
- B. The collective elected Officers and the past president are designated as the Club's "Board of Directors", hereinafter referred to as the BOD or Board.

#### **Section 2 – Election of Officers:**

- A. All Officers of FCMC shall be Individual or Family members of the Club in good standing for at least 36 consecutive months of membership and a minimum of 21 years of age. In addition, all Officers shall be MCA members.
- B. No member may run for more than one elected office during any one election.
- C. Those people who wish to hold an office must be nominated or submit their name in writing to the club secretary at or by the September meeting. In some cases, an existing Officer may elect to run again for his/her Office. Just an affirmation of his/her desire to run again for their Office is all that is needed for the ballot.
- D. Nominations will be closed at the regular September Business Meeting.
- E. Nominations will be published to the members by a Newsletter or email or mailed notice.

- F. Any member in good standing may request an absentee ballot from the club secretary prior to the November election meeting.
- G. The slate of officers will be presented at the November meeting. Election of officers will be determined by simple majority vote either by written ballot or show of hands at the discretion of the existing Board of Directors. Completed absentee ballots must be returned to the club secretary prior to the regular November meeting to be valid.  
If only one candidate has been nominated for an Office, the nominee can be elected by “acclamation” and no ballot vote will be needed.
- H. Should any of the Officers resign or become unable to hold office before the end of the elected term, the vacancy will be filled at the next regularly scheduled membership meeting in accordance with the provisions of these By-Laws.
- I. The Officers of FCMC will serve for a term of one year, beginning on January 1<sup>st</sup>.

### **Section 3 – Elected Officers’ Duties:**

#### A. President

The President will preside at all monthly meetings and perform the duties of the office, including but limited to: calling special meetings of the membership, appointing committee chairpersons and assigning other duties as needed. The incoming President shall appoint the Parliamentarian.

#### B. Vice-President

In the absence of the President, the duties of that office will be performed by the Vice-President. The President may request the Vice President perform other duties deemed necessary for efficient operation of the club.

#### C. Secretary

The Secretary will record all minutes and votes. The Secretary will maintain a current roll of all club members, give all notices of meetings and have custody of the club's records. The Secretary shall also be responsible for Club’s documentation including maintaining a file of previous Club Meeting Minutes. Each Year the Secretary shall report Club membership to the National Club (MCA) by March 1<sup>st</sup> per MCA By-Laws April 2016 Revision, Article XVIII, Section 5. In the absence of the Secretary from any meeting, a Secretary pro temp will be selected by the presiding officer.

#### D. Treasurer

1. The Treasurer will have custody of all financial records and obligations concerning the club, receive all funds for the club, deposit the funds in the club account and pay all club debts upon notification and approval of the Board.
2. The Treasurer will sign, in the name of the club, all checks for payment of money. He/she will also give a report on the club finances at the monthly meetings. If the Treasurer is unable to attend a meeting, a written financial update will be given to the elected officers prior to the meeting date.
3. All checks for payment or disbursements in excess of One Hundred (\$100) Dollars shall require approval from the Board.
4. The FCMC accounts will be set up in the club’s name with the Treasurer as the primary account holder and the president as the secondary name.

- E. All Officers are expected to attend the majority of scheduled monthly Business and BOD meetings. Notice of absence is expected to be provided to the President prior to the meeting date. Should an Officer or Non-Officer not be able to attend the Business Meeting, it is their responsibility to see that someone performs their duties at the meeting.

**Section 4 – Non-Officers’ Definitions:**

- A. Non-Officers (volunteer positions) include MCA Regional Director, Newsletter Editor, Web Site Editor, Car Show Chairperson, Benevolence Chairperson, and Parliamentarian.
- B. Non-Officer positions will only be voted on if more than one person volunteers for the position. In the event there are no volunteers for a position, the Board of Directors will appoint a member to the position.
- C. Non-Officers are expected to attend the majority of scheduled monthly membership Business Meetings.
- D. Non-Officer positions shall be for one year, beginning on January 1, unless otherwise directed by the Board.
- E. Non-Officers shall report to the Board of Directors.

**Section 5 – Non-Officers’ Duties:**

A. MCA Regional Director:

The MCA Regional Director will be the liaison between the FCMC and the MCA. He/she will report monthly any news relating to the MCA such as upcoming events, MCA rule changes, etc. Individual membership in the MCA is not required but is encouraged for all FCMC members.

1. The MCA Regional Director will be responsible for the application to MCA for insurance of the FCMC car shows.
2. The MCA Regional Director shall be responsible for maintaining the club’s MCA affiliation.
3. The MCA Regional Director will follow club guidelines as provided in these By-Laws.

B. Newsletter Editor:

1. The Newsletter Editor will compile the Newsletter. The frequency of the Newsletter will be determined by the Editor in concurrence with the BOD. The mailing list will include primary Club members in good standing and other organizations and/or businesses as determined by the BOD. The primary delivery method of the Newsletter will be email, except where a member requests a mailed copy.
2. No material that is or may be considered libelous, discriminatory or controversial in nature shall be published in the Newsletter.
3. The Newsletter Editor will follow club guidelines as provided in these By-Laws and Appendix A, as appropriate.

C. Website Editor:

1. The Website Editor is responsible for the maintenance and timely updating of the Club’s Website.
2. No material that is or may be considered libelous, discriminatory or controversial in nature shall be placed on the Club’s Web site.



3. The FCMC web site (host, domain and forum if established) will be set up in the club's name. In the event that a name is required for set up, the Website Editor will be the primary, the President or Treasurer will be the secondary name.
4. The password for the FCMC web site (host, domain and forum) will be known by the Website Editor, the President and Secretary.
5. The Website Editor will follow club guidelines as provided in these By-Laws and Appendix B, as appropriate.

D. Car Show Chairperson:

1. The Car Show Chairperson shall:
  - a. Attend Car Show committee and planning meetings and provide a report at next scheduled Business Meeting.
  - b. Administer the Car Show checklist.
  - c. Set major policy for Car Show procedures with BOD approval.
  - d. Coordinate all Car Show activities. The Car Show Chairperson shall be the point of contact dealing with all activities concerning set up for the Car Show and fund raising including securing door prizes, raffle, and/of auction items, determining guidelines for Car Show flyer, et al.
  - e. Be decision maker the day of the show for last minute details.
  - f. Select a Car Show Co-chairperson to assist in the performance of these duties or request BOD appoint someone, as required.
2. Members are strongly encouraged to coordinate their Car Show activities with the Car Show Chairperson especially in the area of securing door prizes, raffle, and/of auction items, obtaining sponsors, and raising funds.

E. Benevolence (Sunshine):

1. The Benevolence Chairperson shall follow these general guidelines:
  - a. In the event a Club Member is ill or hospitalized, a card will be sent. Generally, if a member is hospitalized overnight, flowers/fruit basket will be sent. With approval of the ill member and/or his/her family, the membership will be notified of the illness via email.
  - b. In the event a Club Member's Family Member is ill or hospitalized, a card will be sent. With approval of the ill member and/or her family, the membership will be notified of the illness via email.
  - c. In the event of the death of a Club Member or their Spouse or Child, flowers or a donation of \$100 will be sent to a charity chosen by the family. In the event of the death of a relative of a member, a card, flowers or a donation of \$50 to a charity chosen by the family will be sent. The Benevolence Chairperson will determine the appropriate response. With approval of the family, the membership will be notified via email.
2. All expenditure of Club funds requires BOD approval. Reimbursement of funds requires submission of a receipt to the Club Treasurer noting the expense incurred.
3. Members should notify the Benevolence Chairperson when they are aware of any situation noted above.

F. Parliamentarian:

A Parliamentarian will be present at all Business Meetings and will advise in all areas of parliamentary law and contribute toward the proper order of business. The Parliamentarian will have available for reference at each meeting copies of the proper parliamentary authority, the current By-Laws, and such other documents and information as is necessary to carry out the proper order of business.

### **Section 6 – Forfeiture of Duties and Responsibilities:**

All Officer and Non–Officer positions should be held by a member able and willing to abide by the Business and/or BOD meeting requirements. Any Officer or Non–Officer who holds a position and is unable or unwilling to fulfill the duties of such position will be requested to meet with the Board to resolve duty issues. If any Officer or Non–Officer is still unable or unwilling to fulfill these duties further action will be determined by a consensus of the Board.

## **ARTICLE VI – MEETINGS**

### **Section – 1 Notice of Meetings:**

1. Meeting locations, dates and time, along with directions, shall be publicized in a timely fashion on the Website, by phone call and/or email to the members.

### **Section 2 – Regular Monthly Membership and Business Meetings:**

1. The Officers of the club will convene a Business Meeting a minimum of eleven times during the year for the purposes of establishing club direction and dealing with planning for the club’s activities and future.
2. The Business Meeting will occur on the first Tuesday of each month, with the exception of the December meeting which will be the Annual Christmas Banquet. The dates are subject to change upon approval of the majority of the membership present at a meeting, or as deemed necessary by the Board of Directors. The Business Meeting will normally take place in the Riverside Ford Conference Room, Macon, GA. The Annual Christmas Banquet location will be announced in the Newsletter, on the Website, in the Business Meeting Minutes, or an email/phone call to members.
3. A Membership Cruise-In will occur on the third Tuesday of each month. The location of the Cruise-In will be published in the Newsletter, on the Website, in the Business Meeting Minutes, or an email/phone call to members.
4. The Board of Directors is responsible for obtaining meeting locations for the FCMC within necessary criteria.

### **Section 3 – Special Meetings:**

1. Any member may call a special meeting by petition to any Officer.
2. Request for a special meeting must be communicated to all members of the Board by the contacted Officer.
3. The date and purpose of the special meeting will be communicated to membership at the earliest possible meeting time and location.
4. The special meeting will be open to all members.

### **Section 4 – Order of Business:**

- A. The order of business at a regular Membership Business Meeting will be as follows:

1. The President shall call the meeting to order.
  2. Minutes of the previous Business Meeting will be read by the Secretary or emailed to members. The minutes as amended will be approved by the members present.
  3. Treasurer will present a financial report.
  4. Committee and/or Chairperson Reports, if any.
  5. Old Business (unfinished from last meeting).
  6. New Business.
  7. Discussion period relating to the restoration and maintenance of Mustangs and the sharing of similar information, as well as other items pertinent to the Club.
  8. Adjournment.
- B. The order of business may be suspended by a majority vote of the members present.
- C. The order of business will be governed by Roberts Rules of Order.

#### **Section 5 – Board of Directors Meetings:**

- A. The Officers of the club may convene as necessary during the year or as seen fit for the purposes of establishing club direction and dealing with planning for the club's future. The need for these meetings shall be determined by the President or by consensus of the Board.
- B. A majority of the Board of Directors shall constitute a quorum.
- C. Club business may be conducted via electronic means or telephone as long as all members of the Board are included in the messaging and are in agreement.
- D. The Board of Directors shall have the authority to make both financial and non-financial decisions where immediate action is necessary under emergency conditions. These decisions will be presented to the membership at the next Membership meeting.
- E. Board of Directors meetings, where possible, will be open to the general membership.

#### **Section 6 – Parliamentary Authority**

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the FCMC in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the FCMC may adopt.

### **ARTICLE VII – MISCELLANEOUS**

#### **Section 1 – Advertising of Commercial Business:**

- A. Car show and club sponsors are listed on the Show Flyer per arranged agreements with the Board and/or Show Chairperson.
- B. No advertising will be placed with an application or invitation to join the club.
- C. No solicitation of any club member is permitted for personal business gain. Actions therein may constitute termination of membership immediately if not stopped after notification by any club officer.
- D. Announcement(s) of automobile related offers extended to the FCMC may be announced at the meeting upon approval by the Board of Directors.

## **Section 2 – Appointment of Committees:**

The President shall have the authority to appoint ad hoc committees as necessary and will outline the duties and responsibility of such committees.

## **Section 3 – Club Property:**

- A. It is recognized that the club will purchase items for use at shows, activities, and club events.
- B. The Club Secretary shall maintain a list of all club property and who has custodianship of the property.
- C. Club property is for the sole use of the club as a whole and shall not be loaned or borrowed by individuals.

## **Section 4 – Personal Liability:**

The FCMC is an association of Mustang and Ford enthusiasts and by adoption of these By-Laws, wherein this statement is included, gives notice that no liability whatsoever is assumed, and no acknowledgment by FCMC can be forthcoming in event of any legal action brought by others. The "Officers" of FCMC are volunteers who are required and expected to be held harmless against any and all legal actions pertaining to the voluntary commitment of their time and effort. A notice to this effect shall be posted at all meetings and events with the expressed intent of invitation to others to participate in meetings and events given that FCMC or anyone associated with FCMC shall not be held liable as a group or individually for any adverse occurrence associated with any meeting or event.

## **Section 5 – Fiscal Year:**

The fiscal year of the Club will be from January 1 to December 31.

## **Section 6 – Attorney Fees:**

All members agree that if a dispute should arise between a member and FCMC, resulting in the institution of legal action, the Board may recommend to the membership the retention of legal counsel on behalf of FCMC to defend the club in the lawsuit. A majority vote of the members present at the next regularly scheduled membership meeting shall be required before legal counsel is retained by the Board on behalf of FCMC.

## **Section 7 – Charitable Contributions:**

- A. Committee: The Board of Directors will appoint the Charitable Contributions Committee (CCC) to determine the recipients of the club's donation to charitable organization or individuals per the guidelines outlined therein.
- B. Guidelines:
  - 1. Determining number and amount of donations: At the June Business Meeting, the number and amount of contributions to be made will be decided. As an established club guideline, donations will go to local organizations and families/individuals in need at the Club's discretion.
  - 2. Charitable Contribution Funds: Funds raised and/or donated specifically for charity shall be held by and documented separately by the Club Treasurer.

3. Choosing Charitable recipients: All Club members may submit to the CCC a written request to support an organization or individual of their choosing. The request should contain a brief explanation as to why the donation is needed.
4. CCC Decision: The CCC shall submit, no later than the October Business Meeting, a list of nominations received and their recommendation for Club's donation recipients. The CCC's recommendations will be approved by the members present at the Business Meeting. All donations shall be distributed prior to year's end by a CCC and/or Board member.

## **ARTICLE VIII – AMENDMENTS TO BY-LAWS**

### **Section 1 – Amendment:**

- A. Any active member in good standing, by written proposal submitted to the Secretary, may propose an amendment to the By-Laws. Upon such proposal being made, a copy thereof will be available at the next monthly Business Meeting. After discussion, debate, and / or amendment of the proposed change, verbal voting or ballot voting will be controlled by the same rules relating to the election of Officers. If two-thirds (2/3) of the members present and qualified to vote, vote in favor of the proposal at the meeting, the proposed amendment will be approved and adopted.

### **Section 2 – Restrictions:**

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

### **Section 3 – Review:**

- A. It is recommended that the By Laws be reviewed on a bi-yearly basis for possible updates and revisions.
- B. The Board may request the formation of a committee for such purpose.

## **Appendix A**

### **Newsletter Guidelines**

The purpose of the Flag City Mustang Club Newsletter is to provide information about the Flag City Mustang Club. This information could include:

- A description of the club, its functions, shows and events that we participate in.
- Information on upcoming meeting dates, and events including times and locations for as far into the future as has been established.
- The date, time and location along with any other special interest items for the month's Business Meeting shall be in a prominent position on the front page of the Newsletter.
- List upcoming local and regional shows and events as known.
- Provide contact information (phone numbers and E-mail addresses if available) for Club Officers.
- No information of a derogatory, inflammatory, controversial or offensive nature shall be published in the Newsletter.

### **Newsletter Editor Guidelines:**

- 1) The Newsletter Editor will bear the responsibility of writing, printing and delivery of the Newsletter.
- 2) Costs for publishing and mailing the Newsletters will be reimbursed to the Newsletter editor from club funds upon submission of receipts for same.
- 3) The Newsletter Editor is responsible for the overall content and appearance of the website.
- 4) It is the duty of the Newsletter Editor to have the Newsletter published and mailed or emailed to members.

## **Appendix B**

### **Web Site Guidelines**

The purpose of the Flag City Mustang Club web site is to provide information about the Flag City Mustang Club. This information shall include but not be limited to:

- A description of the club as it function and the shows and events that we participate in.
- Information on upcoming meeting dates, times and locations for as far into the future as has been established.
- Provide membership information on how to join the club including dues and a downloadable membership form.
- List upcoming shows and events as known.
- Provide links information (Email address) for Board members.
- No information of a derogatory, inflammatory, controversial or offensive nature shall be allowed in the website.

### **Webmaster Guidelines:**

- 1) The website shall be registered in the name of the Flag City Mustang Club
- 2) The Webmaster, President and Secretary shall have the password for the website
- 3) The Webmaster will bear the responsibility of maintaining the website and is responsible for the overall content and appearance of the website.
- 4) The website shall be maintained and updated in a timely manner (a minimum of bi-monthly updates)

**Certificate of Flag City Mustang Club By-Laws Adoption**

Upon a motion duly moved, seconded, and approved by a two-thirds (2/3) majority vote of the active voting members, either present or represented by a proxy at a regular Business Meeting or special meeting, the undersigned, constituting the Officer's of the Flag City Mustang Club of Macon Georgia, do as of the \_\_\_\_ day of the month of \_\_\_\_\_ in the year of \_\_\_\_\_, adopt the foregoing By-Laws and said By-Laws are hereby ratified and adopted by the undersigned.



\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary