

BYLAWS OF THE SOUTH BAY MUSTANGS CAR CLUB

ARTICLE I: NAME

The name of this club is "South Bay Mustangs Car Club" (hereinafter referred to as "SBMCC"), a nonprofit organization based out of San Jose, California.

ARTICLE II: PURPOSE

- a) To operate and maintain an organization that promotes the admiration, ownership, care, and safe operation of the Ford Mustang.
- b) To serve as a medium for exchanging ideas, information, and helping others within the club with repairing, modifying, and restoration of their Ford Mustangs.
- c) Promotion of club unity through safe activities that can be attended by all members.
- d) To provide a social group for club members, whereby they can meet, socialize, maintain a spirit of fellowship and participate in activities including the use of their Mustangs.

ARTICLE III: MEMBERSHIP

- a) Membership dues are \$29.95 per family. The rights and privileges of members shall be equal. In granting membership to household families, all licensed family members shall have all rights of club membership.
- b) Membership prices are non-negotiable and non-discountable. No Executive nor General board member may imply nor post discounted membership prices without a 2/3 majority vote of the board.
- c) There may be times where memberships can be comped on a 1 year basis, but only on a vote of the executive board.

Membership Tiers

- 1) General Membership - \$29.95 per year due January 1st annually.
Prorated dues of \$20 for months June-December with annual dues of \$29.95 due Jan 1 of subsequent year for new members only.
Membership expires Jan 31st .
- 2) Membership suspension including exclusion from paid member events, blocking of social media outlets, non-delivery of the newsletter, and suspension of club discounts will take effect 30 days after non-payment of club dues.
- d) Members will not be discriminated against based on age, race, religion, political affiliation, creed or sexual orientation.
- e) The Board of Directors is hereby granted the exclusive power to reject an application or remove any member whose association with the "SBMCC" is considered not to be in the best interest of the club.
- f) All drivers participating in club events, shall have a valid automobile license, current registration, and proof of current automobile insurance. There may be events where you will be required to show these documents to a Board Member.

ARTICLE IV: BOARD OF DIRECTORS

- a) All board members are expected to adhere to the Clubs Code of Conduct.
- b) All Board positions will be voted on annually, at the Summer Picnic. Balloting will be done in paper format, and limited to one vote per household membership. No absentee voting allowed.
- c) Membership chair shall submit a list of candidates to the Secretary one month Prior to General Election.
- d) All Executive Board members must be Mustang Club of America member in good standing.

ARTICLE V: BOARD POSITIONS & RESPONSIBILITIES

Official Board Positions:

Executive – Voting (Minimum of 3 present at board meeting)

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Sergeant-at-Arms**

General – Non-Voting

- **Past President**
- **Club Ambassador**
- **Marketing Coordinator**

Non-Board Positions:

[Reporting to the President]

- **Car Show Chairman**
- **MCA Chair**
- **Event Coordinator Champion**

[Reporting to the Marketing Coordinator]

- **Historian**
- **Social Media Champion**
- **Webmaster**

President: [Executive] *Bill Cinnamond*

The President is responsible for overseeing the organization of the club. This includes chairing and presiding over Board of Director meetings, general meetings, and positively representing the club during social gatherings.

The President will be responsible for designing and implementing “Club Vision”. This position will govern said club with best interest of the whole. This includes the promotion, evolving and growth of the South Bay Mustangs Car Club, taking into account the needs of club members.

The President shall develop budgetary goals for Club events and activities. Is authorized to enter into contracts and to execute such instruments, documents, and conveyances on behalf of the club as may be approved by the Board of Directors.

This position may also implement committee’s to act on behalf of the South Bay Mustang Car Club. Position is responsible for ensuring Mustang Club of America charter. In absence of MCA chair, President will be acting party on behalf of the club.

Oversees the selection of special committees and the reporting of the information to the general membership. The President shall be or shall appoint the official representative of the Corporation in all its dealings with other organizations. The President shall be an ex-officio member of all committees, entitled to be present at their meetings.

In absence of Car Show chairman, the President will be responsible for directing the car show committee. The President has the responsibility to appoint all committees not otherwise ordered by the club, and to have general supervision of the affairs of the club.

The President and shall have their signature on the club bank account. The President holds a spending authority of \$100.

Vice President: [Executive] *John Washkevich*

The Vice President shall assist the President in performing the duties of the President in their absence for the governance and success of SBMCC. The Vice President shall succeed the office of President in the event of vacancy. In case of the temporary inability of the President to carry out the duties of the office, the Vice President shall serve in the President's place.

The Vice President has the responsibility to promote the vision and mission of the SBMCC. The Vice President has fiduciary responsibilities to audit the club's bank accounts and submit annual Non Profit statement and IRS statements. The Vice President shall have their signature on the club bank account. Assisting with user acceptance testing for club website and social media outlets.

Must have a good understanding of the club Bylaws and policies to ensure continuance and success of the club. Serving as the club's representative in the community and attending functions, which the club is to be represented.

Secretary: [Executive] Bradley Estes

The main purpose of this job is that of primary administrator for the club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively.

The Secretary shall keep and distribute as necessary, the minutes of all proceedings of the club. This includes Board Meetings, general meetings, club correspondence, and committee reports. The Secretary shall keep minutes of committee meetings when requested to do so by the chairman of the committee.

The Secretary is responsible to receive committee and non-board member's reports to be included in the meeting minutes and distributed as necessary. This position will also maintain all Mustang Club of America documentation and membership details, including residence and email addresses.

The Secretary will maintain up to date information on paid and non-paid members and ensure new members have met all requirements and have received all new member information and materials to be renewed annually for inclusion in Club activities. The Secretary is responsible to report on all new members during board meetings. This position is responsible for collecting dues, promoting membership and working with the community as a Club representative. They must maintain a membership roll of all active members.

The Secretary shall conduct the correspondence of the Corporation and maintain an orderly file of all correspondence. The Secretary shall act as custodian of the seal of the Corporation and of the copies of its Articles of Incorporation and By-Laws. The Secretary shall give notice of all meetings of the Club.

Treasurer: [Executive] Adam Hays

The office of club treasurer is important because the treasurer is in control of the club's money, its collection, and disbursement. The treasurer shall be responsible for monitoring and reporting all monies collected and disbursed by the Club and shall keep an accurate ledger of all transactions that will enable them to give a full financial report whenever requested.

The Treasurer shall make all payments of club debts upon approval of the club executive board. The Treasurer shall only make disbursements as directed by the President, Vice President, or Board of Directors.

The Treasurer shall act as custodian of the funds of the Corporation, and sign all checks of the Corporation drawn upon a bank which shall be designated by the Board of Directors as the depository of the funds of the Corporation.

The treasurer shall prepare and distribute a quarterly financial statement to all Board of Directors and members. The Treasurer will ensure the President and the Vice-President shall have their signatures on the bank account.

Sergeant-at-Arms: [Executive] Troy Jennings

The Sergeant-at-Arms is responsible for ensuring that the Bylaws and Standing Rules of the club are not violated. They are responsible for maintaining order during meetings and any activities that arise within our Club.

The Sergeant-at-Arms also has the responsibility of ensuring the orders of the Executive Board are carried out in an expeditious manner.

They also shall notify all members of past due obligations and present these at the monthly board meeting.

The Sergeant-at-Arms works with board and committees to address any issues with general membership. Must have a good understanding of the club Bylaws and policies.

Duties of the Past President: [General] Open

To be defined

Club Ambassador: [General] Richard Gomez

The Club Ambassador is responsible for acting as a liaison between the South Bay Mustangs Car Club and other car clubs. Will also promote other clubs Mustang functions as they promote unity amongst members of the community.

The Club Ambassador will present a report and provide information about all multi-club meetings to the board.

This position may be required to attend MCA meetings where a West Coast Representative Club is required.

Marketing Director: [General] Sarah Macgregor

The Club Marketing Director will oversee all aspects of the South Bay Mustangs Car Club marketing and branding efforts. The Marketing Director is responsible for leading, directing and reporting or ensuring the reporting of all activities within the scope of club marketing directives.

The activities of marketing include the Club Website, updates and management of social Media accounts, Historian information and club newsletters. The Marketing Director will also be responsible for coordination and management of club wearables (swag), event marketing, advertising and signage.

This position will ensure that the "SBMCC" brand is promoted with the values that best represent the club. This position promotes and adheres to the guidelines set forth by the Board.

Duties of the Car Show Chairman: [General] Open

This individual leads a committee to conduct an annual car show sponsored by the Club. The position requires commitment to the Club working through the club Marketing Coordinator on promotion, advertising, public relations and participant involvement.

The committee should have members working together to achieve one goal. Door prizes or Advertisements can be solicited by any member but then turned in to the Chairman.

Duties of the MCA Chair: [General] Open

To be defined

Event Coordinator Champion [General] Jim Cochran

The role of the event committee champion (ECC) is to develop, manage and maintain a schedule of events for the club. The ECC should meet quarterly at a minimum with the event committee team members to develop events and should gather and integrate events presented by board and general members. These events will be presented to the general board for approval after development. The ECC is responsible for presenting the event calendar to the board and seeking any financial approvals if needed to run the events.

In the case where the EC has developed an event they will take the lead on managing/running the event. In the case of a non-EC developed event, the member who has developed the event should take the lead / charge of providing all details to the EC and running their event. The EC will provide support, coaching and input to help ensure the event runs smoothly.

The EC will be responsible for posting the events to Facebook and working with the webmaster to update the website with event details. Events should be posted a month in advance when possible to give members enough lead time and should be re-posted once a week until the event.

Duties of the Historian: [Non Board] Ana Cinnamond

The Historian is responsible for publishing summaries and preservation of all club documentation, and social media accounts. Will include the ownership of authoring and publishing the monthly club newsletter.

Duties of the Social Media Champion: [Non Board] James Cinnamond

The Duties of the Social Media Champion is responsible for the content and updates to all Social Media Channels used by the club as well as manage

the Social Media Usernames and permissions. This includes Facebook, Instagram, YouTube, and any other approved social media platform.

The Social Media Champion will coordinate with the Webmaster on requests to add specific content to the website. The Social Media Champion is responsible for growing followers as well as following current and potential club members.

Duties of the Webmaster: [Non Board] Bryan Goble

The Club Webmaster is responsible for attaining and managing the domain name and website hosting services for the SouthBayMustangs.com

The Webmaster is also responsible for maintaining the content and structure of the club website including, timely updates for upcoming events, content, new pages and pictures based on the SBMCC board requests.

The Webmaster will provide an update on the status or issues pertaining to the website to the Marketing Director prior to all board meetings or requested to present the website status report during the board meeting. The Webmaster will collaborate with the club Historian on content and archived data for and from the club website.

Stang Sisters Representative: [Non Board] Mimi

The Stang Sisters Representative will speak on behalf of the Stang Sisters of concerns, suggestions, ideas, and other topics. The SS Representative will organize and create any necessary documentation related to Stang Sisters for events, meetings, or activities.

Vendor Management:

Board Executive Members are responsible for acting as a liaison between current and future vendor/sponsors. This includes solicitation and “Selling of the Club” and building a relationship with the vendor/sponsor. All new potential vendor/sponsors must be approved by majority vote of the board. Only approved vendors will be endorsed by the club. All correspondence with vendors by any member of the board will be documented and archived. Vendors are encouraged to participate in club events even if they don’t own a Mustang.

Vetting/Review of vendors shall be done at a minimum on an annual basis. Any vendor not meeting the written guidelines of vendor conduct shall be removed from endorsement by the club.

Event Calendaring and Development:

The annual, standard calendar events are to be calendared by the board prior to the beginning of each calendar year. All other activities and events developed during the calendar year will be reviewed and added to the official calendar during subsequent board meetings throughout the year.

The Development of the additional activities or events is open to any member of the South Bay Mustangs Car Club. Any event request is to be made to any board member to bring the event to the board for discussion and voting prior to calendaring the event. Each event must have an “Event Lead” assigned.

The Event Lead is responsible for the coordination of the event including, communication to the Marketing Coordinator for advertising and posting of the event. The Event Lead shall prepare routes, reservations, and member registration if necessary.

Events include but are not limited to: picnics, parades, cruise-ins, cruises to specific destinations, Christmas/Holiday parties and other gatherings pertaining to the inclusion of Club members or other Mustang enthusiast. If an event is connected to other Car Clubs, the Club Ambassador must be involved in all communications.

Article VI: MEETING OF MEMBERS

- a) Regular Meetings: The regular meetings of the club shall include the Board of Directors and general membership, and shall be held monthly and on a regularly scheduled date and time to be determined by the Board of Directors. This shall be posted to the general membership 4 weeks in advance.
- b) Board of Director Meetings: The Board of Director meetings shall be held at minimum 6 times per year.
- c) In the case of an emergency quorum (Must allow a minimum of 7 days' notice)
- d) Summer Barbeque: The Summer Barbeque meeting will coincide with the voting of new officers.

Article VII: Personal Conduct and Liability

- a) No officer, or member of the club, past, present or future, shall be held personally liable for any claim, damage, or debt against the club or its members.
- b) No officer, nor member of this non-profit club, shall have individual proceeds of the clubs assets and or property including technology.
- c) There shall not be any illegal activity: This includes theft, illegal drug use including Marijuana, exhibition of speed, driving on suspended license, criticizing members, disparaging of other clubs, and or member cars.
- d) No burnouts, excessive engine revving or reckless driving. Also, includes unsafe passing and excessive speed at club events.

ARTICLE VIII: DISSOLUTION

- a) In the event of dissolution or Termination of the South Bay Mustangs Car Club, any and all assets will be donated to a Charity of Choice by the Executive Board. In such an event no such moneys and or property will be transferred or directly benefit any club member or individual person.

ARTICLE IX: AMENDMENTS

- a) These bylaws may be amended by a two-thirds favorable vote at an Executive board meeting. All proposed changes to the bylaws will be reviewed by the Board of Directors, and membership will be notified 60 days in advance of the vote at said general meeting.