

**Southeastern Connecticut
Mustang Club
Est. 1999**

By-Laws



**Revised
2008**

Creed of Conduct

All members are expected to conduct themselves in a proper manner when attending a club function or an event put on by another club. You are expected to drive your automobile in a respectful manner and abide by all state laws. There will be no intentional squealing of tires or reckless driving. When you are representing our club as a member, you are expected to control the use of alcohol and profane language at all events. The use of illegal drugs is strictly forbidden at all club events. Failure to abide by these rules could lead to dismissal from the club.

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Standard Meeting Agenda

- . Call to Order**
- . Minutes of Previous Meeting**
- . Reports**
 - President**
 - Vice President**
 - Secretary**
 - Treasurer**
- . Old Business**
- . New Business**
- . Open Discussion**
- . Next Meeting, Date, Time and Location**

Article I

Sec. 1: The name of this organization shall be known as, *“Southeastern Connecticut Mustang Club.”*

Article II

Sec. 1: The purpose of this club shall be to promote interest in the preservation, restoration, reproduction, maintaining and cruising of all Ford Mustangs, and to promote the interest of the club within the community.

Sec. 2: Southeastern Connecticut Mustang Club is a nonprofit organization and is not organized for the private gain of any person.

Article III

Sec. 1: Executive officers of the club shall be: President, Vice President, Secretary and Treasurer. The Executive Officers make up the Executive Committee.

Sec. 2: The Membership Committee shall be appointed by the Executive Committee and will consist of four (4) members with two (2) additional members as alternates.

Article IV

Sec. 1: Dues are payable upon the acceptance of membership and are due annually. Annual membership runs from April to April.

A) Dues are \$25.00 per year per member and include a Spouse or companion on the membership.

B) \$10.00 per year for a second car in family.

Sec. 2: No member shall be liable for any assessment other than the annual dues and fees for special events.

Sec. 3: Total membership of the club will consist of _____ members not including associate members. (Note use this section only if you plan on having a cap on membership).

Article V

Sec. 1: The Southeastern Connecticut Mustang club encourages its members to participate in all club events.

Sec. 2: All models of Ford Mustangs are permitted in this club. Mustang cars may be stock, modified or custom. All cars will strive to be of show quality, in pertaining to engine, interior, body and frame. The Membership Committee will judge all cars.

Sec. 3: Anyone wishing to join the Southeastern Connecticut Mustang Club must have an insured registered vehicle as identified in section 2, fill out an application form and submit the application to the Executive Committee or Membership Committee member. The Membership Committee will review the application at a later date and notify the perspective member if the application is acceptable or not.

Sec. 4: The Executive Committee or Membership Committee will review the perspective member's Ford Mustang. The viewing members will sign the perspective member's application [only when all the stipulations required by the Membership Committee have been fulfilled].

Sec. 5: If the Proposed new member's auto is in need of

improvements, the improvements must be made within 1 1/2 years from joining the club. (Note: the purpose of the club is to keep improving the car)

Sec. 6: Creed of Conduct will be read to all new members. It will state as follows:

“All members are expected to conduct themselves in a proper manner when attending a club function or an event put on by another club. You are expected to drive your automobile in a respectable manner and abide by all state laws. There will be no intentional squealing of tires or reckless driving. When you are representing our club as a member, you are expected to control the use of alcohol and profane language at all events. The use of illegal drugs is strictly forbidden at all club events. Failure to abide by these rules could lead to dismissal from the club.”

Sec. 7: If any club member violates the Creed of Conduct and another member of the Southeastern Connecticut Mustang Club witnesses the violation, it is their duty to report the violation to any Executive Officer. First offense for violating the Creed of Conduct—verbal warning by the club officers, second offense—written warning, third offense—immediate dismissal from club and forfeiture of dues.

Sec. 8: Any member may be dismissed from the club by a 2/3rds —majority vote of the membership present. Dismissal will be considered for cases involving actions or conduct detrimental to the club.

Article VI

Sec. 1: The following will be elected offices: President, Vice

President, Secretary and Treasurer. Elected Officials will receive free membership dues.

Sec. 2: Each office is to be voted on separately starting with the President, Vice President, Secretary and Treasurer.

Article VII

Sec. 1: Elections for officers will be held every two (2) years.

Sec. 2: After the August monthly club cruise has ended, the presiding President of the club will hold a club meeting for the purpose of club elections/nominations. At that time the President will call the meeting to order and ask for nominations of officers starting with the President, Vice-President, Secretary, and Treasurer. After nominations have closed, the presiding President will appoint an Election Judge to oversee the election.

Sec. 3: The Election Judge, with the concurrence of the President, shall pick one or two club members to serve on the Election Committee. No member holding or running for office is eligible to be the Election Judge or on the Election Committee. The Election Committee's responsibility is to ensure the election is run in accordance with these by-laws. If there is a question of interpretation of these by-laws by the committee the Election Judge is to ask for clarification from the Executive Committee.

Sec. 4: Candidates must have attended a minimum of 6 of 12 of the last club events to be eligible to run for office.

Sec. 5: A signed letter of "Acceptance of Nomination" for an office by absent nominees must be presented at or before this meeting to the presiding President. The announcement of the

nominees and offices will be published and distributed to all dues paying members via the newsletter before the actual election listing the candidates running for office, time and location of elections. Elections will be held at the September SCMC Cruise. Voting shall be open from the start time of the event and close 1/2 hour before the scheduled end time, to allow for counting. A member will be eligible to run for only one position of office unless otherwise agreed upon by the membership.

Sec. 6: A newsletter, either paper or electronic, announcing the nominations will be mailed to every dues paying member prior to nominations. Dues paying members may request an absentee ballot in the event they cannot attend the scheduled elections. Only one absentee ballot per envelope will be accepted by the Election Judge.

Sec. 7: Dues paying member, spouses and significant others are allowed to vote; however to run for office they must meet the requirement of Article 7, Section 4.

Sec. 8: The day of the election the Election Judge will set up a table for the purpose of voting. Voting members shall be checked off the membership dues sheet by the Election Judge and then be presented a ballot for voting. A sealed box will be placed at the Election Judge's table for ballots and at no time be left unattended. Non members and members in financial arrears will not be permitted to vote.

Sec.9: Candidates are not allowed to conjugate, stand or campaign within 75 feet, or a distance deemed necessary by the Election Judge, of the ballot box.

Sec. 10: The elections shall be by secret ballot. It shall be the duty of the Election Committee to provide safeguards for the honest and fair conduct of the election. In case of a tie of two or more candidates, the winner shall be decided by a flip of a coin by a neutral party.

Sec. 11: Each office is to be voted on separately starting with the President, Vice President, Secretary, and Treasurer. Each member shall cast one written secret ballot for each office. Ballots that have marks, symbols or writing other than the appropriate check shall be deemed void as determined by the Election Committee.

Sec. 12: A member who is not able to attend the election meeting may submit his/her ballot to the Election Judge or members of the Election Committee in a signed, sealed envelope prior to the meeting. The Election Judge is to take control of the absentee ballots, check the member off the voting list, then open the letter at the time of the election, not before, and deposit ballot into the ballot box. Only one ballot per envelope will be accepted. The Election Judge and Committee are to ensure that the integrity and secrecy of the ballot is maintained.

Sec. 13: The Election Committee shall count the ballots in private and allow one observer per office to watch the counting. The Election Judge will have the final say as to matters concerning the election. The Election Judge will make the formal announcement of the outcome of the elections.

Sec. 14: The newly elected officers shall assume their duties and responsibilities in October of that year. The following will be appointed positions by the president and receives free dues—
Webmaster, Membership Chairperson and Newsletter Editor.

Sec. 15: An officer who does not fulfill his or her responsibilities as stated in these by-laws may be removed from office by a unanimous recommendation of the remaining Executive Committee members.

Sec. 16: Club officers are expected to attend all Club meetings. If an officer is not going to attend he/she will contact the President.

Sec. 17: Meetings will be held upon request of the Executive Committee during the summer months. Winter (inside) meetings will start at the end of the summer season and will be held monthly until the first outside event in the spring. The Executive Committee will determine the meeting times and locations.

Sec. 18: The election may be contested if a candidate determines that the election process was not run according to the by-laws. To contest the election a candidate must file his/her complaint in writing or electronically to the Election Judge and the previously elected Executive Committee within 48 hours of the election. The letter must contain the specific area of the election he/she is contesting. The Election Judge, his Committee and the previous Executive Committee is to review the complaint and render a decision within seven days of receipt of the complaint. The decision of this Committee is final.

Article VIII

Sec. 1: *The President* shall be the Chief Executive Officer of the club, and shall supervise the affairs and activities of the club, and shall make a monthly report there unto the members. He/she will preside at all meetings of the club and shall perform all duties incidental to the office. The President shall utilize

Robert's Rule of Order in formal meetings. He/she shall appoint such committees as he/she deems necessary and shall be the Executive Officer of all committees. Vacancies in any office, other than President, shall be fulfilled by appointment of the President, subject to the approval of 2/3rds in attendance at a meeting. That appointment shall assume the duties of the office until the next scheduled election. A vacancy in the office of President shall be fulfilled automatically by the Vice President.

Sec. 2: *The Vice President* shall preside at all meetings in the absence of the President and shall have charge of the general activities of the club in the absence of the President. It shall be his/her further responsibility to act on any board and on all project committees, and accept any and all suggestions concerning the club from other seats or members to relay to the President. It is the Vice President's responsibility to chair an audit committee totaling not more than three (3) members, which will view and audit the club's financial records in January of each year. After the audit the V.P. is to submit a brief report on the findings to the Executive Officers. The Vice President is also in charge of all fund raising events.

Sec. 3: *The Secretary* shall keep the minutes of the meetings and is responsible for all correspondence.

Sec. 4: *The Treasurer* allocates monies of the club and shall keep a detailed written report that is subject to an audit and made available at club meetings. The Treasurer shall give a receipt for all monies turned over to him/her and pay all bills upon proper voucher as ordered by the President. He/she shall issue notices of dues payable and be responsible for their collection. He/she shall deposit all money in a bank designated by

the club and pay all bills by check. The Treasurer shall make available a current dues sheet to the Election Judge for election purposes. The Treasurer and or designated officer shall pay all expenses of this club.

Sec. 5: *The Webmaster* will update and maintain the website in a reasonable amount of time after club events or at the request of the Executive Committee. He/she will ensure pictures or postings made to the website do not condone any manner of stereo types to include ethnic background, religion or political preferences. Member's photos will not be displayed without their written permission. Additionally pictures should not violate any copyright laws. Due to the possibility of computer problems, connection service (cable or Phone) and website service providers it would be the Webmasters responsibility to inform the Executive Committee as soon as possible for quick resolution of the problem. The contract for website hosting will be reviewed by the Executive Committee prior to any purchase.

Sec. 6: *The Membership Chairperson* shall greet and introduce all new members into the club. He/she will also be responsible for updating and maintaining a current membership log with name, address, email address and phone numbers and distribute to the Executive Committee. He/she is to communicate with the Treasurer for verification of current dues paying club members. He/she must relay new member addresses to Newsletter Editor for mailing purposes. The Membership Chairperson is to update and maintain professional looking photos of members' cars. He/she must compile membership packages for prospective club members.

Sec. 7: *The Newsletter Editor* shall publish and distribute the club newsletter monthly and highlight the current club activities, future events, and whatever else required by the club by-laws. All costs associated with publishing and mailing of the newsletter is to be paid for by the club.

Article IX

Sec. 1: The Fiscal year for the club is established as being April 1st to March 31st.

Sec. 2: Income will be spent as approved by the general membership and in accordance with club by-laws. General membership approval is not needed for normal club operation, such as paper, postage, etc. The Treasurer shall approve such matters with concurrence of the President. Club funds shall not be used for any purpose other than the direct benefit of the general membership.

Sec. 3: Reimbursement for expenses incurred for the club must have prior approval by the Executive Committee. Appropriate cash receipts must accompany any reimbursement request. Request must be submitted to the Treasurer at the next general membership meeting following the date the expense was incurred.

Article X

Sec. 1: The club emblem and logo are copyrighted and may not be used unless specifically authorized in writing by the Executive Committee.

Sec. 2: Emblems or any other means of identification when approved by the membership should be displayed at all events or activated when possible.

Article XI

Sec. 1: Any additions and/or amendments to these by-laws can be initiated by any member in good standing and shall be in writing and signed by at least 5 other members in good standing. On receipt of such amendments, etc. the presiding President shall call a special meeting of the Executive Committee. The Executive Committee shall investigate the legality and advisability of adoption and either recommend to accept or reject the amendments or changes. The Newsletter Editor will provide notice to all club members via the newsletter if the proposal is acceptable. The President shall report the findings at the next regular monthly meeting or special meeting called for this purpose. If the Executive Committee finds nothing illegal or inadvisable and recommends acceptance then the amendments will be voted on and accepted if approved by a 2/3rds majority of the members present at the meeting. By-law changes will be incorporated in the month of January and the revision date will be included on the front cover.

Article XII

Sec. 1: Upon the unlikely event of the dissolution of the Southeastern Connecticut Mustang Club, the funds in the treasury will be used first to pay all outstanding legal debts of the club. Also any and all equipment and property obtained by and for the club is to be sold at a reasonable cost overseen by the Executive Committee. The balance of the funds left after all debts are paid along with the profit from the property and equipment shall be donated to a local charity voted on by the Executive Committee.

SCMC

Installation and Officers Oath

Do each of you sincerely promise on your honor to perform all the duties of your respective office according to the Southeastern Connecticut Mustang Club By-laws, until your successor is elected and installed: that you will be faithful in attendance at all regular and special meetings of the club, and should the club lapse or cease to exist you will return to the President all monies, books, ledgers, software and property belonging to the club.

Officers respond, “I do”

Congratulations

Shake hands of newly elected officers

