

November 28, 2007

BYLAWS
NORTHLAND CHAPTER of the FALCON CLUB OF AMERICA

These bylaws supercede any former bylaws.
Please discard any former copies that you may have on file.

ARTICLE 1

Name

The name of this organization is the NORTHLAND CHAPTER of the FALCON CLUB OF AMERICA, which is abbreviated as NCFCA and may use the nickname of Northland Falcons.

ARTICLE 2

Purpose

The purpose of this non profit organization is to:

- 2.1 Preserve the Falcon automobile.
- 2.2 To advance the acceptance of the Falcon automobile.
- 2.3 To promote good fellowship.

ARTICLE 3

Membership

- 3.1 Membership in the NCFCA is open to anyone who is interested in the club.
- 3.2 Ownership of a Falcon automobile is not a requirement for membership.
- 3.3 All members in the chapter must be members in good standing with the FCA.
- 3.4 Voting rights are granted to dues paying members and their spouses. Voting may be done by written ballot.
- 3.5 1960-1965 Comet owners are welcome and may share in activities of the club, but are not eligible to participate in the National FCA Annual Convention.
- 3.6 If at anytime a member is verbally abusive to the club or its members through any form of open communication, electronic or otherwise and/or creates harassment to any club member then that member will be removed from all club communications tools and will be banned from the club.

ARTICLE 4

Officers – Elections & Management

- 4.1 Elected officers are President, Vice-President, Secretary and Treasurer.
 - 4.1.1 Terms of office for President are two years.
 - 4.1.2 Terms of office for Vice-President are two years.
 - 4.1.3 Terms of office for Secretary are two year.
 - 4.1.4 Terms of office for Treasurer are two year.
 - 4.1.4.1 Secretary and Treasurer can be held by one person and is clearly stated as co-office at time of nomination and vote.
 - 4.1.5 Election is at the NCFCA annual banquet/business meeting in October by vote of the general membership.
 - 4.1.5.1 Only paid up members of the NCFCA can vote in the elections.
 - 4.1.6 Elections will be held in odd calendar years.
- 4.2 Appointed Volunteer officers are: Event Planner, Newsletter Editor, Club Merchandise Director, Member Coordinator, Webmaster.
 - 4.2.1 Terms of office for appointed volunteer officers are agreed to by the volunteer.
 - 4.2.2 Appointments are made by the President.
- 4.3 Requirements for election to office in the NCFCA are:
 - 4.3.1 Minimum age of 21 years of age.
 - 4.3.2 All candidates must be a member in good financial standing with the NCFCA.
 - 4.3.3 All candidates must be present at the annual banquet/business meeting.
- 4.4 Duties of Elected and Appointed Officers are:

- 4.4.1 **President**
 - 4.4.1.1 Overall management and administration of the NCFCA.
 - 4.4.1.2 Improvement of the NCFCA through increased publicity, activities and status.
 - 4.4.1.3 Coordination of the NCFCA functions with other clubs as required.
 - 4.4.1.4 Promotes NCFCA social activities.
 - 4.4.1.5 Chairs officers meetings, member meetings, Banquet/Business meeting and communication forums .
 - 4.5.1.6 Appointment of volunteer positions.
 - 4.4.2 **Vice President**
 - 4.4.2.1 Is an alternate for the President in the President's absence.
 - 4.4.2.2 Assists in implementing NCFCA policy.
 - 4.4.2.3 Chairs special committees and communication forums .
 - 4.4.3 **Secretary**
 - 4.4.3.1 Reports minutes of Business meeting to the general membership by sending a copy to the Editor for publication in October..
 - 4.4.3.2 Reports minutes of the Officers' meeting to Board members and officers.
 - 4.4.3.3 Maintains NCFCA files.
 - 4.4.3.4 With the help of the Member Coordinator, maintains a current club roster and keeps a record of past membership.
 - 4.4.3.5 Processes a chapter application for liability insurance. (If needed)
 - 4.4.4 **Treasurer**
 - 4.4.4.1 Accounts for NCFCA finances and dues and reports to the membership.
 - 4.4.4.2 Disburses approved funds for authorized NCFCA items.
 - 4.4.4.3 The Treasurer and one other authorized NCFCA officer sign all checks.
- 4.5 Duties of Appointed Officers
- 4.5.1 **Member Coordinator**
 - 4.5.1.1 Create and maintain New Membership package kits for new members.
 - 4.5.1.2 Create and maintain master membership roster.
 - 4.5.1.3 Maintains a complete NCFCA membership roster file for historical purposes .
 - 4.5.1.4 Handles inquiries from persons interested in joining the club and mails them the New Members package.
 - 4.5.1.5 Acts as moderator to NCFCA electronic communication forums.
 - 4.5.1.6 Responsible for adding new members to the NCFCA electronic communication forums upon receipt of club membership dues.
 - 4.5.2 **Club Merchandise Director**
 - 4.5.2.1 Manages the NCFCA club logo for merchandise and store.
 - 4.5.3 **Newsletter Editor/Advertising Director**
 - 4.5.3.1 Edits and publishes a monthly NCFCA newsletter.
 - 4.6.3.1.1 This includes news articles and advertisements.
 - 4.5.3.2 Edits and publishes a yearly NCFCA member booklet.
 - 4.5.3.3 Maintains a complete NCFCA newsletter file for historical purposes.
 - 4.5.3.4 Manages the advertising of the NCFCA in all publications.
 - 4.5.4 **Internet Director (Webmaster)**
 - 4.5.4.1 Manages the electronic information for the NCFCA web site and club electronic communication forums.
 - 4.5.4.2 Responsible for adding new members to the NCFCA electronic communication forums upon receipt of club membership dues. (Only during absence of Member Coordinator)

ARTICLE 5 Club Events

- 5.1 The NCFCA schedules at least one member event on or near the 3rd weekend of each calendar month.
- 5.2 Joint events with other clubs are scheduled when feasible.

ARTICLE 6 Finance

- 6.1 The NCFCA is a non-profit organization.
- 6.2 Dues in support of club administration costs and newsletter publication are collected from each member in the amount established by an annual General Membership vote.
- 6.2.1 Dues for the second and subsequent years are payable within 15 days of the anniversary of the club fiscal year end which is December 31st.
- 6.2.2 Dues are delinquent after 90 days.
- 6.2.3 Delinquent members are not eligible for active participation in club events and are dropped from the roster and all club communication forums.
- 6.3 Additional resources from contributions, raffles, etc., are accepted by the Treasurer and deposited in the normal club account.
- 6.4 Disbursements of the NCFCA funds are by the club Treasurer after approval by the President, Vice President, Secretary and Treasurer.
- 6.5 An audit may be called at anytime by any club member and then a Treasurer's report will be issued.
- 6.5.1 If an audit is called then at that time a copy of the audit is furnished to the Editor of the newsletter for publication.

ARTICLE 7 Publication

- 7.1 The editor publishes, at minimum, a bi-monthly newsletter containing such items as:
- meeting reports
 - information regarding coming events
 - classified advertisements
 - technical articles
 - pictures of chapter functions, members' cars and shows
 - articles of interest to all members
- 7.2 The general membership may submit copy to the newsletter at no cost.
- 7.3 Commercial vendors are charged a fee to advertise in the newsletter.

ARTICLE 8 Amendments

- 8.1 Proposed amendments to these bylaws are reviewed by the Club Officers.
- 8.2 Approval of any amendment is by a two-third majority vote of the general membership at the Annual Banquet/Business Meeting.

ARTICLE 9 Dissolution

- 9.1 In the event of dissolution, disbandment, inactivation, or any other termination, all NCFCA funds, property, parts or other assets in excess of any recognized liability will be disposed of in accordance with the rules governing non-profit organizations.
- 9.2 A majority vote of members present at the last general meeting is sufficient to determine action.