

EVERGREEN MAFCA POLICY GUIDELINES

These Policy Guidelines are published to assist the members in their relationship with the Evergreen Model A Ford Club of America. Guidelines are predicated upon past experiences, past decisions made by the club, its executive board, and other matters ratified by the membership.

The Guidelines will fall into the following divisions:

Article A: Financial Matters and Disclosure

Article B: Tours and Parades

Article C: Meetings and Parties

Article D: Elections and Appointments

Article E: The Loan of Books & Tools & Equipment

Article F: Awards

ARTICLE A: - FINANCIAL MATRERS and DISCLOSURE

A: 1 Club funds shall be obligated in the annual budget prepared by the Executive Board. Other funds expended outside the approved budget line items shall receive board approval prior to obligation or expenditure.

A: 2 The Executive Board is authorized to expend up to \$500.00 on any new project or item. An expenditure above that amount will be placed before the general membership for approval. Notice of such expenditure shall be publicized in the Echoes before submission to the general membership.

A: 3 Ours is a voluntary organization. Its membership gives of their time in many ways without remuneration except for personal funds expended on behalf of the club under Article A: 1, which can be reimbursed. While some tasks undertaken for the club, such as planning and pre-visiting sites for tours, may require some personal expertise, reimbursement for that expense, in all fairness, cannot be made.

A: 4 Upon assuming responsibility for hosting a regional or national meet, national or regional money shall be used if available prior to using club funds in preparing for the meet.

A: 5 In order to better inform the membership, the treasurer should give a detailed monthly report of the club funds at the general membership meeting including various items of income and expense.

A: 6 Financial savings and checking account balances will not be published in the club newspaper, but will be available for review at the general meeting.

A: 7 The club roster of membership names/addresses/telephone numbers will not be released or allowed to be used for other than club purposes.

A: 8 While we encourage members to share experiences regarding parts and services, vendor information will not be printed without compensation in the Echoes. (a "source book" referencing vendors is available).

ARTICLE B: TOURS AND PARADES

B: 1 While overnight tours are desirable on occasion, one day tours are to be encouraged in order to promote whole family participation where young children and their needs can be considered.

B: 2 Use of CB's, walkie-talkie's and cell phones by the membership on tours is to be encouraged. Whenever possible the leader of the tour and the last car (The Tailgate) should have access to a communication device in order to facilitate tour coordination.

B: 3 In using the highways and by-ways on our tours, courtesy should be considered at all times. Our public image is not enhanced by our holding up traffic, being rude to those who show an interest in our hobby, or failing to give a cheerful greeting or smile to fellow motorists. Legislation favoring our Model A hobby depends upon the public support of Model A's on public highways.

B: 4 On tours, it is your responsibility to provide the car following you with route direction changes. Use turn signals to indicate a change of direction. **If the car behind you is so far behind that he/she can not see you turn, wait at the turn until they are able to see you.**

B: 5 If a Model A on tour pulls over and requires assistance, it is desirable that only one car, (preferably with a communication device) will stop and render aid. If there is considerable delay in returning to the tour, others may return and offer assistance.

B: 6 If a member of the tour decides to leave the group any time during the tour, he/she will inform the leader of the tour so that there will not be any unnecessary looking for the "missing tour member"!

B: 7 Every parade shall have a designated parade leader'. When there has been no prior designation, those assembled for the parade will select the parade leader.

B: 8 Our club shall observe all parade rules. One rule for example that has been almost universal among parade rules: **DO NOT THROW CANDY OR OTHER OBJECTS FROM YOUR CAR** lest children be tempted to run out into the street.

B: 9 As a general rule, our club will not participate in a parade where a fee is charged for entering.

ARTICLE C: MEETING& PARTIES

C: 1 When members are willing to assume responsibility, coffee, tea, and pastries may be made available during the meetings. Donations to the "coffee fund" shall be deposited regularly in the club treasury and reimbursement for expenses shall be paid from the club treasury.

C: 2 At parties held by the club, expenses for the party and any meals served may be subsidized by the club. Such subsidy or lack thereof may be recommended by the Executive Board and approved by the general membership.

ARTICLE D: ELECTIONS & APPOINTMENTS

D: 1 Where the club By-laws do not provide for filling an office, such as the NWRG representative and/or alternate, the President may appoint a member to fill such an office. Should more than one member desire that office, the President can call for an election to fill that office.

D: 2 Certain functions of the club on occasion call for a committee to perform that function on behalf of the club. The President will appoint members of any special committee and determine their function and latitude of authority.

ARTICLE E: LOAN OF BOOKS & TOOLS & EQUIPMENT

E: 1 Books are on loan for any member of the club to use. When they are borrowed they are the responsibility of the borrower to be returned in good condition by the time specified or to be replaced if lost. When an item, (book, magazine, tape or tool) is overdue, a reminder may be printed in the club newspaper.

E: 2 The Tool Library has been established as a memorial to members of our club who are deceased. Those tools are available for our membership to borrow. A form has been developed which the borrower will sign. The form sets forth the terms of the loan and acknowledges borrower responsibilities.

E: 3 A tool committee, appointed by the President, shall oversee the acquisition and care of the tools. One member of that committee will assume the responsibility of being the custodian of the tools and oversee the lending and return of the tools.

E: 4 Club equipment such as the speaker system and projector shall be the responsibility of the club president and in his/her custody or a designate. The use of this equipment shall be at the discretion and approval of the board.

ARTICLE F: AWARDS

F: 1 Man of the Year (MOY) and Woman of the Year (WOY) Awards are presented annually at the club banquet or at the first club meeting of the year if no annual banquet is held.

Nominations should focus on that person who has been seen to contribute the most to the purposes of the club during the past year. The award nominations and subsequent vote is a determination of those members previously awarded this honor. Women so honored in the past will vote for the WOY and men so honored in the past will vote for the MOY. The nominations and voting will generally take place at the general membership meeting in November. Past awardees should be advised of the meeting. Voting members must be present to vote, and no proxy votes are authorized. The present MOY and WOY will chair the selection meeting, prepare the appropriate plaques, and preside at the time of making the award. Expenses involved should be presented to the club treasurer for reimbursement.

F: 2 President's award is an occasional award that the president can make to that person or persons who have over the years been seen as continuing to have contributed significantly to the club purposes. Recommendations for this award can be made to the president for consideration.

F:3 An Honored Member Award is given to a member who has been an active member of the club for a minimum of 20 years. An appropriate patch for the vest or jacket shall signify that award. The membership chairperson shall provide a list of qualifying members at each November Board meeting.

THESE POLICY GUIDELINES SHALL BE MODIFIED AND ADDED THERETO
WHENEVER IT IS DETERMINED THAT THE CLUB WOULD BE BETTER SERVED BY
THOSE MODIFICATIONS AND ADDITIONS.