

THE ARKANSAS TIN LIZZIES

MODEL T FORD CLUB

OPERATIONS MANUAL

A COMPREHENSIVE GUIDE
For Officers, Directors, and Members
of the Arkansas Tin Lizzies

Prepared and Edited by the Arkansas Tin Lizzies Club

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Introduction

The purpose of this manual is to provide members of the Arkansas Tin Lizzies (hereinafter referred to as “the Club”) with a reference document that will give an overview of the Club’s operations. This manual is divided into sections, as follows:

- **Bylaws**
- **Responsibilities and Duties of Officers and Directors**
- **Tour Policies and Guidelines**
- **Parliamentary Procedure**

BYLAWS

ARTICLE I

PURPOSE

The general purpose of this club, incorporated as a nonprofit corporation, shall be to preserve and maintain Model T Fords and to serve as an accurate and technical source of information concerning Model T Fords for the benefit of its members as well as the general public.

ARTICLE II

SEAL, EMBLEM AND NAME CORPORATE SEAL

The corporation shall have a seal consisting of a circle having within its circumference the words, "Arkansas Tin Lizzies" and a representation of a Model T Ford car.

ARTICLE III

PERSONAL LIABILITY

1. All persons or corporations extending credit to, contracting with or having any claim against the corporation, shall look only to the funds and property of the corporation for payment of any such contract, claim, debt, judgment, damage, decree or cause of action or any money that may in any way become due and payable from the corporation.
2. Neither the members of the corporation, the Board of Directors, nor officers, present or future, shall be personally liable for any debt set forth in Article III.
3. This corporation is a non-profit corporation; the members thereof shall not be entitled to any individual or collective interest, participation, share right and/or property right in and to the assets of this club, but such assets shall be and constitute the indivisible property of this club. No dividends, pecuniary profits or payments of like nature shall ever be declared or paid to the members of this club.
4. The corporate powers of this club shall be vested in a Board of Directors, which shall be comprised of the Club's Officers and Regional Directors.

ARTICLE IV

MEMBERSHIP

1. Any person interested in promoting the purpose of this Club and granted membership by means of paying dues to the Club is entitled to all Club privileges, including the right to vote and hold office.
2. The Arkansas Tin Lizzies Club is an affiliate Club of the Model T Ford Club of America (MTFCA), and membership in the MTFCA is highly encouraged of all members of this Club.
3. A person who became affiliated with the Club on or before January 31, 2005, is deemed to be a Charter Member of the Club. Charter Members are entitled to all club privileges, including the right to vote and hold office. Charter Membership does not require any other qualification other than membership on or before January 31, 2005, as long as the member remains in good standing.
4. Any person having gained eminence in the automotive industry; or any person who has commended himself to club esteem may be elected an honorary member by majority vote of the Club's membership. Proposals for election as honorary members shall be made at a regular meeting of the Club giving the name and address of the person proposed, together with a statement of his or her activities which justify his or her election as an honorary member and action on said proposal shall then be dependent upon majority affirmative vote of the membership. Honorary members shall not have the right to vote nor to hold office in this club unless active membership is also achieved.
5. Application for membership in the Club must be in writing, filed with the Secretary, and accompanied by dues for the current year, and membership shall become effective immediately. Dues are set at ten dollars (\$10.00) per year at this time. The dollar amount for dues may be changed by a two-thirds vote of the Club's membership present at any regular quarterly meeting.
6. Any member may be suspended by the club for non-payment of dues after February 1 of any year. Suspension shall be at the discretion of the Club.
7. Upon the resignation, suspension, expulsion, or death of a member, his rights and privileges as a member of this club shall cease.

ARTICLE V
MEETINGS OF THE MEMBERS

1. The regular meetings of the members of this Club shall be held quarterly at a date and location determined by the President and/or Directors. Regular quarterly meetings are held in conjunction with Tours, which rotate among the Club's four Regions.
2. Special meetings of the members may be called by the President and/or Directors at any time. The Secretary must send notice of special meetings to all Club members at least fifteen (15) days before the meeting. Any special meeting shall be held at such time and place and date as the President and Directors shall select.
3. A written or printed notice stating the purpose, place, date and hour of every regular meeting shall be mailed by the Secretary to each active member in good standing of this Club at least thirty days prior to said meeting. Notice shall be deemed to have been given if sent by mail or other means of communication addressed to the member's last address.
4. Each voting member in good standing shall be entitled to one vote at any regular or special meeting.

ARTICLE VI
OFFICERS

1. The officers of this club shall be President, Vice-President, Secretary, Treasurer, and Regional Directors. One person may concurrently hold the offices of Secretary and Treasurer in any given year.
2. Officers and Directors shall serve for one year. The term of office shall run from the regular quarterly January meeting to the next year's regular January meeting.
3. The President shall appoint a Nominating Committee at the third quarterly regular meeting each year. The Nominating Committee will be charged with the duty of preparing a slate of recommended candidates for consideration and vote by the Club's membership at the fourth regular meeting of the year. The Vice-President, Secretary, Treasurer, and Directors shall be elected by the Club's membership at the fourth quarterly regular meeting of each year. The current year's Vice-President shall serve as the next year's Club President.

4. Any officer may be removed for cause by a two-thirds majority vote of the membership at the time in office, at a regular or special meeting of the Club's members
5. Any officer may resign at any time by giving written notice to the President or the Secretary of the Club. Any such resignation shall take effect at the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein the acceptance of such resignation shall not be necessary to make it effective.
6. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in the Bylaws of regular election to such office.
7. In addition to Officers and Directors, members will be chosen to produce the Club newsletter and to maintain the Club's website. The Newsletter Editor and Webmaster, while not considered to be Officers, are very important to the Club. The quarterly newsletter and website are the principal means of communication between the Board of Directors and the Club's membership, as well as being the means by which non-members might become familiar with the Club and its activities. Any Club member may volunteer for the position of Newsletter Editor and/or Webmaster. If more than one member volunteers to serve in either of these positions, one shall be chosen by a majority vote of the members present at a regular quarterly meeting. There is no time limit on these positions.

ARTICLE VII

DUTIES OF OFFICERS

President RESPONSIBILITIES

1. Preside over all meetings and prepare agendas.
2. Appoint committees as needed.
3. Generally coordinate activities of the various officers and committees as necessary.

Vice President RESPONSIBILITIES

1. Preside over Club functions, Directors' Meetings and other Club activities in the President's absence.

2. Generally assist the President in carrying out his/her duties, and perform tasks assigned by the President.

Secretary
RESPONSIBILITIES

1. Attend all meetings and record minutes of Club business.
2. Distribute copies of Meeting Minutes to all Board members within thirty days of the meeting.
3. Maintain copies of past Meeting Minutes of the Club.
4. Handle all correspondence with individuals and organizations as directed by the President and/or Directors.
5. Receive all mail directed to Club, take action or forward to proper persons.
6. Handle all renewals and new member applications and add them to mailing list, files, etc. This includes acknowledging new members, address changes, etc.

EQUIPMENT NEEDED

Printer and/or Copier

Treasurer
RESPONSIBILITIES

1. Receive and disburse the Club's funds. All transactions are to be entered into the Treasurer's Records, and the Records are to be made available to any Officer or Director upon request.
2. Present a report of the Club's account information at each quarterly regular Club Meeting.

Note:

The Offices of Secretary and Treasurer may be held by the same person.

Directors
RESPONSIBILITIES

1. Membership in the Club shall be divided into four regions of the state, and each region will be represented by a Director. If a region currently has an elected Officer from its membership, that Officer will also serve as the Director for that region.

2. Each Director should attempt to be present at all Club meetings during his/her term of office, to offer his/her opinion on matters presented before the Club, and to originate new activities and ideas in which the Club's members can participate.
3. Each Director should be ready to accept the position of Committee Member or other function as the President may request.
4. Directors should work with the President in the planning of Tours held in a Director's region.

Newsletter Editor
RESPONSIBILITIES

1. Produce a quarterly Newsletter, reporting on the Club's activities and informing members of future Club activities.
2. Distribute the Newsletter to the Club's members via mail and/or email, at least 30 days prior to the next Club meeting.

EQUIPMENT NEEDED

Computer with internet service
Printer and/or copier

Webmaster
RESPONSIBILITIES

1. Maintain and update the Club website so that members and non-members will have updated information and forms regarding the Club and its activities.

EQUIPMENT NEEDED

Computer with internet service

ARTICLE VIII
AMENDMENTS

1. New Bylaws may be adopted or these Bylaws may be amended or repealed by a two-thirds (2/3) vote of the active voting members present at a regular or special meeting.

TOUR PROCEDURES AND GUIDELINES

1. A Model T Tour will be held quarterly, in conjunction with the quarterly meeting of members. Regular Tours typically will last from one to three days. Longer Special Tours may also be sponsored by the club and made available to Club members.
2. The Tours will alternate among the four Regions of the state as far as is practicable.
3. The President, the Director from the region, and others the President may appoint will plan the Tours.
4. Tour itineraries are to be prepared by the Tour's planners and distributed to all Tour participants at or before the beginning of the Tours.
5. Guests may be invited to participate in the Tours, and may ride with members or drive their own cars, even if they are not Model T's.

TOUR SAFETY CONSIDERATIONS

1. The vehicle owner and/or driver are responsible for the safety of their vehicle. The host chapter will not be responsible for inspecting or certifying any vehicle as roadworthy.
2. All participating car owners/drivers are encouraged to perform a safety check of their cars prior to the Tour. The Safety Checklist will be included annually in the Newsletter, and will be given to new members and new tour participants.
3. A drivers meeting will be conducted each day to advise of last minute road conditions or route changes. This is the time for reminders of driving procedures such as distance between cars, gas availability and such.
4. If a day's drive involves areas of relatively high risk, such as very steep hills, dangerous curves, crossings of major highways, narrow roads, etc., every driver is to be made aware of them. Stress the limitations of the Model T brakes and to use extreme caution. If possible, provide alternate routes for those who do not wish to travel on those routes. Such information should also be shown on the daily tour route maps.
5. Tour drivers must obey all applicable highway laws. Unsafe conditions and actions will not be tolerated. It is important to stress to all drivers the necessity of allowing modern cars to pass by keeping to the right and/or pulling off the road if safe to do so.

Parliamentary Procedure

The Club's meetings will be conducted using Robert's Rules of Order, following the Principles of Parliamentary Procedure.

Principles of Parliamentary Procedure

1. One issue at a time can be debated and voted on. If an issue is not voted on, it must be disposed of in some way before members can consider another issue.
2. The decision of the majority rules. A simple majority consists of more than one half of the people voting on an issue.
3. Minority rights are protected in part by allowing those in the minority to present their views and to change the minds of those in the majority.
4. Every member has the right to speak or remain silent, to vote or not to vote.
5. Open discussion of every issue is protected so that members can vote in an informed way on every issue. A two-thirds vote is needed to limit debate or to end it completely.
6. The chairperson restates the motion which may now include an amendment, a change in the original motion; such an amendment would be included only if a majority present had voted to include it during the discussion.
7. The chairperson asks the members to vote.
8. The chairperson announces the result of the vote by saying, "The motion carried" if the majority favored the motion or "The motion is lost" if the majority was against the motion.

STEPS FOR CARRYING OUT A MOTION

1. A member asks to be recognized by the chairperson and introduces the motion by saying, "I move _____."
2. Some other member must second the motion, that is, agree to its introduction for discussion.
3. The chairperson restates the motion so that all members will clearly know what has been proposed for discussion.

4. Discussion of the motion begins; members may agree, disagree, explain, or attempt to change the motion.
5. When the chairperson feels that the motion has been thoroughly discussed, he or she asks the members if they are ready for a vote.

MAKING MOTIONS

1. The privileged, subsidiary, and main motions are listed in order of precedence. This is a ranking system defining the order in which items must be voted.
2. When a motion is pending, only motions above it in the order of precedence may be made.
3. When motions have already been made, they must be debated and acted upon in the opposite order from that in which they were made. (The motion made most recently is acted upon first.)