

ELECTED OFFICERS

DUTIES OF PRESIDENT:

Job description: The President shall be the principal executive officer of the Club and shall supervise and control all of the business affairs of the organization. The President shall preside at all of the meetings of the general membership and of the Executive Board. It is the responsibility of the President to guide, lead and mentor any or all members of the Chapter in the furtherance of the principles of all articles of the Chapter By-laws. The President may sign, with the Treasurer or the Secretary, or any other proper officer of the organization authorized by its members, any deeds, contracts, mortgages, bonds or other instruments which the Executive Board and members have authorized to be executed, except in cases where signing and execution thereof shall be expressly delegated by the Executive Board or by these bylaws, or by statute to some other officer or agent of the organization. The President shall perform all duties incidental to the office of President and such other duties as may be prescribed by the Executive Board.

Duties: Immediately after accepting the Office of President, this Officer shall seek to appoint suitable, willing Chapter Members to serve in the appointed offices and a committee of two Chapter members in good standing to review the club's financial records. This review shall take place within the first 60 days of the new Executive Board taking office.

The President shall be available to listen to, understand and assist any member with concerns, criticisms and suggestions relating to Chapter activities and/or proceedings. In the event that any office on the Executive Board becomes vacant because of death, resignation, removal or otherwise, it shall be filled by Presidential appointment for the remainder of the term with the help of the Vice President and the approval of the Executive Board.

The President is expected to lead and guide the Executive board in the matter of financial planning and to ensure that an acceptable and responsible budget is planned at the beginning of each fiscal year. This budget should encompass any planned or expected, and possibly unforeseen, expenditure(s) that may occur in any of the areas of board members' responsibilities. With the approval of the Executive Board, the President shall commit Chapter funds to pay any approved expenditure over the amount of \$100.00. Checks to cover approved expenses amounting to more than \$100.00 must be co-signed by the President and the Treasurer.

The President shall initiate, preside over and generally supervise the annual election of Executive Board officers each year (see details under *Elections*).

The President must take responsibility for collecting and checking all items and inventories of Chapter property at the end of the fiscal year, and ensure that each officer of the club receives all items and a copy of The Book of Rules before taking office. The first meeting of the elected Executive Board shall be held at the home of the incoming President in the December prior to the year of service.

President continued

When notified of a member's ill health, accident, death or other special need, the President shall contact the appropriate person in the club who serves as a Sunshine Person, to ensure that a card of comfort, condolence or good wishes is sent to the person or family.

The President shall be expected to compose and send any letters which may be deemed appropriate, or to delegate such duties to the Secretary or other member approved by the Executive Board, e.g. thank you letters to hosts and leaders of sanctioned tours, or any person who shows a particular courtesy or generosity to club members.

The President is expected to plan, organize and lead a sanctioned tour during the month of choice. This will be done in consultation with the Activities Coordinator(s).

The President may at year-end voluntarily give modest gifts of appreciation to each of the members of the executive board, and to those members of the chapter who have voluntarily contributed time and effort to further the general ideals of the club. It is not expected that such gifts be paid for with club funds.

The President shall be prepared to act as mediator and/or disciplinarian, if such situations should arise where the integrity and/or the best interests of the Chapter may be compromised. If an unexpected situation occurs, and the President feels an Executive Board hearing is necessary, it is the President's duty to contact all board members to arrange a special meeting to deal with such a situation in a timely manner.

5/23/06

DUTIES OF VICE PRESIDENT:

Job Description: The Vice President is the member of the Executive Board who serves as the major support person to the President of the Club and is expected to perform all Presidential duties (see section under 'Duties of the President'), if the occasion demands, or at the special request of the President. In the absence of the President or the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so called upon to serve shall have all the powers of and be subject to all the restrictions as placed upon the President.

Duties: The Vice President is expected to attend all Executive Board meetings (13 total, Dec. through Dec.) and all 12 General meetings for the calendar year. If unable to attend any of the meetings, this officer is expected to notify the President prior to the meeting.

The Vice President shall assume full responsibility for the entertainment and or instruction at the General Meetings. The Vice President shall also make whatever arrangements are necessary to develop the agenda, by facilitating visiting speakers, video presentations, quizzes related to the hobby, members' shared special interests and/ or other general entertainment.

It is the duty of the Vice President to provide to the National (MAFCA) headquarters all information and details relating to the Chapter activities for National publicity through *The Restorer* magazine.

It is the duty of the Vice President to manage the Restoration Trophy Award as defined below.

The Vice President will be expected to perform other duties periodically assigned by the President and/or the Executive Board. Should a vacancy occur in any office of the Executive Board because of a death, resignation, removal, disqualification or otherwise, the Vice President will be called up to assist the President to choose a person to fill the vacated office by appointment, with the approval of the Board, for the remainder of the term.

After the election of the new officers in November, the Vice President shall assist the President in securing and updating the inventory of Club property.

RESTORATION TROPHY AWARD:

1. *Purpose:* The purpose of this award is to:
 - a. encourage Chapter members to restore their Model A to the standards of the Model A Ford Club of America
 - b. encourage judging of restored Model A Fords at the Northern California Round-Up and the MAFCA National Convention
 - c. provide suitable recognition for such member involvement

2. Definition: The Restoration Trophy is awarded annually to the member whose car receives the highest point total at the NCRG Round-Up or the MAFCA National Convention. The member's Model A must, at a minimum, receive a MAFCA Award of Excellence to receive this award.

The period of qualification for the Participation Trophy, unless otherwise noted, shall be for one year, December 01 through November 30th of the following year in order to recognize the member and award the Trophy at the Annual Holiday Banquet.

3. Restoration Trophy: The Restoration Trophy is a traveling trophy. The member winning the Trophy will have the honor of keeping and displaying this trophy until the next Banquet. The club will be responsible for ensuring that the winning member's name and car is appropriately displayed on the Trophy.

4. Presentation: The Restoration Trophy will be presented by the Vice-President at the appropriate time during the Awards Ceremony at the Annual Holiday Banquet which shall, unless otherwise noted, be held in December of each year.

5. Duties:

Vice President's Responsibility: It shall be the regular and ongoing duty of the Vice President, for the period of the calendar year, to maintain and update all records of member participation in MAFCA sanctioned judging at the Round-up and the MAFCA National Convention and to determine the winner prior to the Annual Holiday Banquet. This officer shall also ensure that the trophy is engraved as required after award.

At the Annual Holiday Banquet, this officer shall ensure that the Trophy is present and then make the presentation to the member. If there is no qualifying member, then this officer is responsible for its safe keeping until the next Annual Holiday Banquet.

Winner's Responsibility: It will be the winner's responsibility to care for the Trophy during the year and ensure that it is transferred to the Vice President prior to the next Annual Holiday Banquet.

DUTIES OF SECRETARY:

Job Description: The Secretary is the chief recorder of all agenda items of the Executive Board meetings, any special meetings and the Chapter General meetings, and shall be expected to perform all duties incident to the office of Secretary, along with other duties which may be on occasion assigned by the President or the Executive Board. Minutes of all meetings shall be recorded in one or more books (binders) provided by the Club solely for that purpose, and stored by the Secretary. The Secretary shall be responsible for the Chapter correspondence, including designated items of business, remembrances, good wishes, acknowledgments, bereavements, and any other related communications. This officer shall be responsible for maintaining a current master copy of the Chapter Bylaws, a copy of the Standing Book of Rules, and a copy of the annually updated Master Inventory of Chapter property indicating applicable location(s).

Duties: The Secretary shall record proceedings of both the Executive Board Meetings and the General Meetings as minutes, and is expected to read such minutes when called upon to do so or provide them for publishing in the Club newsletter. The Minutes will be retained for a period of two years in a binder provided by the Club for that purpose. All minutes older than two years will be transferred to a long-term file.

This officer is expected to attend all Executive Board meetings (13 total, Dec. through Dec.) and all 12 General meetings for the calendar year. If unable to attend any of the meetings, this officer is expected to notify the President and to arrange for a substitute Secretary.

This officer, in coordination with the Board, shall determine where each Board meeting will be held and create a master list. This officer shall insure that this list is updated and distributed as necessary throughout the year.

This officer shall be responsible for purchasing all items of stationery and supplies such as club letterhead stationery, stamps, special occasion cards, gift certificates, and any other approved items as required for the secretarial duties, and shall maintain an inventory of such items. Receipts for all approved items may be handed to the Chapter Treasurer for reimbursement as items of expenditure approved by the Executive Board.

The Secretary may also be occasionally called upon by the President and/or members of the Executive Board to perform other duties of a support nature.

The Secretary shall check and update the inventory of the Secretarial office before handing the items over at the December Executive Board meeting, and also assist with updating the master inventory of club property.

DUTIES OF TREASURER:

Job Description: The Treasurer is the chief Financial Officer of the Club and shall have charge and custody of and be responsible for all moneys, funds and securities of the organization; receive and give receipts for moneys due and payable to the Club from any source whatsoever, and take responsibility for depositing, in a timely manner, all such moneys in the name of the organization in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the Bylaws (Article VIII).

Duties: The Treasurer as Chief Financial Officer shall take charge of all check books, savings passbooks and any bank record information, and also be responsible for paying all bills and approved items of expenditure in a timely manner. For all checks written to pay amounts greater than \$100.00 it is the Treasurer's duty to obtain the co-signature of the President. It is also the duty of the Treasurer to require that receipts for approved merchandise, which has been purchased by a Club member, be presented before reimbursement is made. A Reimbursement Request should be filled in with the receipts attached and given to the treasurer. This documentation shall be retained and provided to the next years treasurer for use in the year-end audit.

The Treasurer shall provide a monthly income and expenditure report to the Executive Board at the month-end meeting, and to the membership at the general meeting. Copies of all reports shall be made available for review by the members. This officer is expected to attend all Executive Board meetings (13 total, Dec. through Dec.) and all 12 General meetings for the calendar year and to present a financial report. If unable to attend any of the meetings, this officer is expected to notify the President and to arrange that a financial report may be made available at the meeting. It is expected that this officer will host at least one monthly meeting of the Executive Board.

At the beginning of the fiscal year the Treasurer shall make sure that all signature cards and Club address details are updated as appropriate with the bank(s) or other organizations which hold Chapter accounts. There shall be a review of all financial accounts and related Treasurer's records within 60 days after the transfer of office. A committee of two Chapter members in good standing shall be appointed by the President to perform this service.

It shall be the responsibility of the Treasurer to notify the President, Vice President and the Executive Board of any financial inequities or concerns as soon as they occur. All financial records will be subject to annual audit and the Treasurer is responsible for filing the appropriate Corporate tax returns by **March 15** each year.

The Treasurer may be asked to perform other duties, financial and otherwise, at the discretion of the President and Vice-President. The Treasurer will be expected to be available to assist his/her successor with the preparation of the annual tax returns for the State and Federal tax returns before the **March 15th** deadline.

After the election of officers in November, the Treasurer shall prepare all records and items of the office, along with an updated inventory of items. The inventory shall be delivered to the President before or at the December Executive Board meeting, and if another person has been elected to the office of Treasurer, the items of the office will be given to the new officer during the December Executive Board meeting. At this time it will be appreciated if the outgoing Treasurer provides help and answers any questions of the person assuming the office, and gives assurance of being available during the tax preparation time of the following year, to provide the aforementioned guidance in preparing the annual tax returns of the Club

DUTIES OF EDITOR:

Job Description: It shall be the duty of the Editor(s) to assemble, edit and handle the printing of the Chapter newsletter, *The Ford Script*, each month. Hard copies of the Script will be distributed by USPS to members who do not specify that they prefer an electronic copy (via the club's website) and to General Meeting guests. The Membership Chair will provide mail labels for members. Mail labels for guests and advertisers are the responsibility of the Editor. The Script will be computer generated each month and a PDF version of the Script will be sent to the Webmaster, to be placed on the Club's website.

Duties: The Editor(s) shall perform such duties as assigned by the President and/or the Executive Board. Financial planning shall be discussed, and a budget worked out with the Executive Board as soon as possible after the December Board meeting.

This officer is expected to attend all Executive Board meetings (13 total, Dec. through Dec.) and all 12 General meetings for the calendar year and to present a report. If unable to attend any of the meetings, this officer is expected to notify the President and to arrange that a report may be made available at the meeting. If the Editor is unable to attend the General Meeting, this officer is expected to name an alternate to collect information for *The Ford Script*. It is expected that this officer will host at least one monthly meeting of the Executive Board.

It shall be the duty of the Editor to ascertain in which months there may be planned items of news which should appear in *The Ford Script*, and to allow space for such inclusions. e.g., Notice of the annual election of officers for the Executive Board shall be published in the September and October issue, and the appropriate number of ballots shall be included in the October issue (see Election section in Book of Rules).

In consultation with the President, the Editor may decide if appropriate space should be made available for a President's message in each issue, and to establish a deadline by which such material should be in the hands of the Editor. The Editor may feel free to request items of interest from the Chapter members, and to ask for writing help in specific areas

The Editor may use editorial license if any material presented for publication is deemed unsuitable or too long. The Editor may also choose appropriate graphic material to enliven and illustrate, but the club publication may not be used as a forum to present a controversial subject.

The Editor will attempt to have that month's Script available to Club members one week after the general membership meeting.

It shall be the responsibility of the Editor to explore several avenues for cost of publication, and to notify the members of the club of any changes in deadlines for submission of information and any major changes in publication time or delivery.

Editor continued

The Editor is responsible for maintaining an up-to-date list of advertisers, for billing and collecting payment for advertisements in *The Ford Script*, and to notify the Executive Board if there are problems in these areas. The ads run January through December and are due in December. It is expected that the Editor will collect these bills prior to transferring duties to the new Editor.

DUTIES OF MEMBERSHIP OFFICER:

Job Description: The Membership Officer shall handle all matters pertaining to applications for membership or reinstatement in the Chapter, and in this position will receive, process and circulate all required paperwork. This person must also be available to answer inquiries, in person, by mail, e-mail, or by telephone, from those interested in, or considering applying for membership.

Duties: The Membership Officer is expected to attend all Executive Board meetings (13 total, Dec. through Dec.) and all 12 General meetings for the calendar year and to present a report. If unable to attend any of the meetings, this officer is expected to notify the President and to arrange that a report may be made available at the meeting. This officer shall make the *Guest Book* available at all general meetings and endeavor to record the attendance of any prospective members who do participate in tours. It is also expected that this officer will host at least one monthly meeting of the Executive Board.

At general meetings, and at other times as may be appropriate, the Membership officer is expected to be available to pass out information about the purpose and activities of the club, and to answer questions (in person, on the telephone or by mail) or refer them appropriately. At meetings and/or tours, this officer will greet and welcome all visitors, guests and prospective members, asking them to sign the *Guest Book*. This duty is shared with the Newcomer Chair.

The Membership Officer shall retain all Membership information pertaining to requirements for membership, the *Guest Book*, all application records, sufficient supplies of name tags for meeting guests, and the items which are included in the contents of the New Member packets*. Reimbursement for the cost of these items may be requested from the Treasurer upon presentation of an approved receipt.

Requirements for Membership: Membership requirements (as in SECTION III of the Bylaws) will be satisfied if the applicant:

- A. has an interest in Model As and has attended at least two meetings, or one meeting and one function of the Chapter within a six month period prior to making the application
- B. is sponsored by a member in good standing
- C. is approved by the Executive Board
- D. becomes a member of the parent organization *The Model A Ford Club of America*
- E. files the club application along with the appropriate membership dues

Membership continued

When an application for membership is approved the new member will be introduced by the Membership Officer at the first meeting which is attended thereafter, and be presented with a *New Member Packet which will include:

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| Membership cards for applicant and partner | Copy of Chapter Bylaws |
| Current Chapter Membership Roster | Copy of Chapter purpose |
| Copy of SCVC Rules of the Road | Letter of welcome |
| Copy of Participation information | List of touring parts to carry |
| Two name badges (if requested) | |

Once a year, at the appropriate time, the Membership Officer shall collect payment of annual dues from SCVC Chapter members (see SECTION IV in Bylaws). To this end it is the responsibility of the Membership Officer to place reminder notices in the Ford Script for two months preceding the payment deadline. This notice must also include deadline dates and the notice that a late fee of \$2.00 will apply on all memberships in arrears if they expire and are not paid by the stated deadline. Membership dues are due and payable by January 31st and are in arrears if not paid in full by the close of the February General Meeting. Dues to the parent organization MAFCA must be paid directly to MAFCA headquarters at 250 S. Cypress Street La Habra, CA 90631.

All moneys for Membership must be paid to SCVC and given to the Treasurer. A receipt will be issued.

Membership Roster: The Membership Officer will maintain, and update as necessary, a current list of all members in good standing of the Chapter. This list will be known as the Chapter Membership Roster, and it will be published and distributed to the members at least once annually. In addition to member names, the roster shall include home mailing address, appropriate phone numbers and Email address. The Membership Officer may decide if a list is to be distributed more than once a year. New Chapter Membership Rosters will be made available for members to pick up at the March general meeting, and others will be mailed. The Membership Officer will provide Mailing Labels to the Editor each month at the General Meeting.

It is expected that the outgoing officer will be available to answer questions and generally help, if needed, the new Membership officer learn the duties of the position.

5/23/06

DUTIES OF ACTIVITIES COORDINATOR(S):

Job Description: The Activities Coordinator(s) shall be responsible for overseeing the planning, organizing and coordinating of all social activities, including restoration meets, the monthly driving tours of the Chapter from February through the following January, and the annual Awards Banquet. These officers may enlist the help of Chapter members in good standing to assist in the planning, organizing, leading and in collaboration with the Editor, the written reporting on the tours.

Duties: The Activities Coordinator(s) is expected to attend all Executive Board meetings (13 total, Dec. through Dec.) and all 12 General meetings for the calendar year and to present a report. If unable to attend any of the meetings, this officer is expected to notify the President and to arrange that a report may be made available at the meeting. The person(s) holding this office will also be expected to host at least one monthly meeting of the Executive Board.

Persons holding this office shall be responsible for circulating notices of upcoming events at the general meetings, or publishing notices in the *Ford Script*, to ensure that all members in good standing are informed. At the discretion of the Executive Board, other organizations and or individuals may also be notified.

The Activities Coordinators shall see that all tour participants are adequately instructed about tour routes, possible route hazards, and choose a 'Tail Gunner' who is an experienced highway driver who understands touring rules and courtesies. If a Club member, other than the Activities Coordinator(s), is leading the tour, it is the Activities Coordinator's responsibility to make sure the above instructions are carried out. It is also expected that from time to time the Activities Coordinator(s) will arrange for the SCVC touring 'Rules of the Road' to be published in the *Ford Script*.

When long distance tours to attend Rallies or Meets of other Chapters are arranged, the Tour Coordinator(s) shall carry the SCVC banner for display at the meet, or ask another member (preferably the designated Tour Leader) in good standing to take responsibility for transporting the banner to and from the meet.

The Activities Coordinators(s) may choose or act themselves as a Chairperson for planning, budgeting and coordinating the annual Awards Banquet. This Officer is also responsible for securing the gift of appreciation to the outgoing President.

APPOINTED OFFICES

DUTIES OF HISTORIAN(S):

Job Description: The appointed office of Historian is usually shared by a couple and in this position they are responsible for storing and maintaining the historical records of the Chapter as recorded in a collection of photograph albums, and for making them available for member viewing at the general meetings or other occasions on request. They are also the official photographers for all Club functions.

Duties: The persons who serve as the Club Historian are appointed by the President for the term of one year. During this time the Historian is responsible for storing the Club's collection of photograph albums at home and for deciding which volumes to share at the monthly General meetings. It is also expected that the Historians will own a camera, and that they will try and attend each of the monthly meetings and as many of the other Chapter activities as possible. On these occasions, they will be able to photograph people, places and events as appropriate. They will be responsible for the developing and printing of the films, and for mounting them in an album. The desire is that this be one (or less) album per year in order to minimize storage space.

Funds will be made available for the cost of the film and the developing and printing at a reasonably priced location. To this end, the Historians shall submit a yearly budget request for approval at the beginning of the year and shall submit original receipts for reimbursement. By special arrangement, and with the approval of the Executive Board, it may become necessary to provide special storage containers to preserve volumes of photographs when albums begin to deteriorate through age and handling.

From time to time they will be expected to make an announced request for members to provide photos of people places, events and cars to share through the photo albums.

DUTIES OF LIBRARIAN:

Club Librarian keeps and makes available all written and recorded materials pertaining to the repair, refurbishment and enjoyment of the Model A and all interests related to it.

The Librarian should attend all monthly General Membership meetings, in order to collect and disperse materials to the membership. If he/she cannot attend a meeting, it is his/her responsibility to find a suitable fill-in, and supply them with the materials and inform the President of such action.

If the Board has approved a Budget, the Librarian is responsible for researching and obtaining new materials as they become available.

Appointed Offices Continued

DUTIES OF NEWCOMERS CHAIR:

At meetings this Chair will greet and welcome all visitors, guests and prospective members, asking them to sign the *Guest Book*. The goal is to make each newcomer feel welcome so they will want to become an active member. This duty is shared with the Membership Officer.

During the general meeting, when called upon by the President, this Chair will introduce and present all visitors and guests, including details of Model A's if owned. This Chair is also responsible for notifying the Secretary of names and addresses of all visitors for inclusion in the minutes. (This will enable the Editor to mail a copy of the *Ford Script* to all guests.)

PARTICIPATION PROGRAM:

1. Purpose: The purpose of this program is to:
 - a. encourage Chapter members to participate in Chapter sanctioned events; namely monthly general meetings, seminars, and monthly SCVC weekend tours or MAFCA sanctioned tours.
 - b. provide suitable recognition for such member involvement. Driving of the Model A is preferred but optional.

2. Definition: The participation award is made annually to each member who participates in 75 % of the Chapter activities throughout the calendar year. There shall be at least twenty four (24) such sanctioned activities, and participation in at least eighteen (18) will be required for eligibility to receive a participation award. At the beginning of each year it shall be the responsibility of the Activities Chairperson(s), along with the Executive Board, to determine which of the annual events will be considered sanctioned activities. Generally these activities shall be defined as the regular monthly general meetings, of which there are twelve (12), twelve (12) sanctioned monthly driving tours as planned by the Activities Chairperson(s) and the monthly Seminars planned by the Seminar Chairpersons. Additional long distance tours to join Chapter-related rallies and events, featuring Model A's and other events of particular and general interest to the hobby may also be added to the list of sanctioned tours, but they must be approved and authorized by the Executive Board. Any sanctioned event which is to be included in the Participation Program shall be clearly defined by the Activities Chairperson(s) at the general meeting, prior to the event taking place, and so noted in the Ford Script, prior to the date on which the event is scheduled. It shall also be noted that when a long-distance tour is designated as the sanctioned monthly activity, it shall be the responsibility of the Participation Chairperson to consult with the Activities Chairperson(s) to ensure that an optional tour is available for the members who are not able to take part in the long-distance event. Such information shall also be announced clearly at the monthly general meeting and in *The Ford Script* prior to the date on which the event is scheduled.

Participation continued

In order to recognize members' level of participation at the annual December banquet, the period of qualification for a participation award, unless otherwise noted, shall be for December 1 through November 30 of the next year.

3. Award(s): For the first year of Participation the award will be an embroidered lapel patch defining the Chapter logo. Thereafter the award will be a star pin denoting the number of years of participation by a number in the center. Each member of a family* in good standing shall qualify as an individual club member, and be eligible to receive a personal participation award.

*It shall be noted that generally a family is considered to be two members; however, if more than two members of a family who reside in the same household wish to qualify for a participation award, it is their responsibility to notify the Participation Chairperson directly. This must be done at least two months prior to the Awards Banquet.

4. Presentation: The Participation Award may be presented by the Participation Chairperson, or the Chapter President, at the appropriate time during the Awards Ceremony at the Annual Holiday Banquet which shall, unless otherwise noted be held in December of each year.
5. Office of Participation Chairperson: The Chairperson shall be a club member in good standing and appointed, through mutual consent, by the newly elected Chapter President during the month of December prior to the start of the new fiscal year. The term of office will be for one year, unless unforeseen circumstances force an early resignation, in which case the Participation Chairperson may assist the Chapter President by finding a replacement.
6. Duties: It shall be the regular and ongoing duty of the Participation Chairperson, for the period of the calendar year, to maintain, and update all records of member participation in meetings and other sanctioned Chapter activities. This officer shall also provide sign-up sheets before the start of each monthly general meeting and prior to the start of each sanctioned tour. Should the appointed Participation Chairperson be unable to attend any of the Chapter functions, it shall be that person's responsibility to arrange for a substitute and/ or assistant.
7. Members' Responsibility: It shall be the individual responsibility of each Chapter member to sign in on the participation log sheet for their respective family; however, the Participation Chairperson shall, by obvious and suitable means, make it evident as to where the sign-up sheets are located, and will also make a conscientious effort to ensure that all participants' attendance is recorded. In addition to the bi-monthly, and any additional signup sheets, the Participation Officer shall tally and maintain a master list of all attendance records. The monthly participation records shall be tallied and entered into the Master list.

DUTIES OF RAFFLE COORDINATOR(S):

Job Description: The members who agree to serve as Raffle Coordinators will be expected to attend each monthly General Meeting and to take responsibility for displaying the donated items and selling the tickets to the meeting attendees. Prior to the opening of each meeting the Raffle Coordinators will arrange a large table just inside the front entrance to the meeting place on which all raffle donations may be placed. They will remain seated at this table during the business proceedings of the General Meeting to preside over the displayed items, and to continue selling tickets until the President announces the last call.

If requested, the person(s) coordinating the raffle will also announce and show the items before the close of ticket sales, choose a person or persons to draw tickets, and will also call the winning ticket numbers. All members, guests and visitors will be eligible to purchase tickets at the published and announced price(s).

All moneys collected from ticket sales will be delivered to the Treasurer and a receipt given. The Raffle Coordinator(s) will retain and care for the wire cage, and the tickets, and persons holding this office will also retain any unclaimed raffle prizes and re-offer them at a future meeting. It is expected that the Executive Board shall receive due notice if there are insufficient donations, or if there are any difficulties associated with coordinating the activity. It is also expected that the Coordinator(s) will make due record, of the members who make generous and/or regular donations so that such contributions may be acknowledged

At the discretion of the Executive Board it may be considered acceptable for the Raffle Coordinators on occasion to use some of the accumulated funds to buy approved raffle items for special occasions such as the December Holiday Banquet.

REPRESENTATIVE DUTIES

DUTIES OF ACCC REPRESENTATIVE:

Monitor reports on legislative activities in Sacramento
Follow up with ACCC State Officers as needed for clarification
Report to club on ACCC activities
Provide club representation when possible at ACCC State Legislative Conference
Transmit SCVC member questions to ACCC

DUTIES OF MAFFI REPRESENTATIVE:

Monitor and report on activities and information of MAFFI—Model A Ford Foundation, Inc.

DUTIES OF NCRG REPRESENTATIVE:

Monitor and report on activities and information of NCRG—Northern California Regional Group of MAFCA.
Represent SCVC at the three annual NCRG meetings and report back on the proceedings at the following Chapter General Meeting.

DUTIES OF THE SEMINARS PERSON(S):

Description: The Seminar Coordinator(s) will be expected to coordinate or develop both technical and non-technical seminars. The goal would be to have seminars held once per month during most of the year. The seminars will usually be jointly held, in order to appeal to the most members and usually at a member's home or garage; however, to accommodate a special topic or guest leader, the day and the location may vary.

The technical seminars should include topics of interest regarding the restoration and safe operation of the Model A. The non-technical seminars should include subjects related to the Model A era, but can include anything of interest to the club members. All seminar subjects will be at the discretion of the Seminar Coordinator, but Chapter members will be encouraged to make requests and offer suggestions. The Seminar Coordinator(s) may also request that members with particular knowledge and special skills be available to lead or assist in the presentation of the seminars.

The Seminar Coordinator will be expected to attend each monthly General Meeting and lead a discussion on past and future seminars and to take responsibility for ensuring that appropriate information is sent to the *Ford Script* Editor.

Funds will be made available for light refreshments. The Seminar Coordinator will be expected to submit a yearly budget request for approval at the beginning of the year and shall submit original receipts for reimbursement.

DUTIES OF SUNSHINE PROGRAM:

Purpose: The purpose of the Sunshine program is to keep the SCVC members informed of the good and unfortunate happenings in a timely manner and to convey the Club's thoughts to the affected member(s).

Method: A member of SCVC shall be appointed by the President to serve as a central contact to coordinate this program. This member shall, as appropriate, notify members of these happenings by announcements at the general meetings, by telephone, by e-mail, by notices in the *Ford Script* or by other appropriate means.

Operations: All club members shall assist the Sunshine chairperson by providing that person with information on good and unfortunate things happening to Club members. As appropriate, cards shall be sent to SCVC members. As required, this chair shall obtain the required cards and shall submit original receipts for reimbursement.

DUTIES OF VEST MATERIAL CHAIR:

Description: Keep and make available the patterns, materials, and patches used for making Club vests. As required, and with the prior approval of the Board, this chair shall obtain replacement or required items and shall submit original receipts for reimbursement.

DUTIES OF WEBMASTER:

Description: Webmaster creates and/or maintains the SCVC website. Information on the site should include a section of contacts for perspective members and guests, as well as the monthly meeting information. Other sections can include pictures and reports for any activities and seminars, pictures and information and/or articles about the members.

Funds will be made available for operation of the website. The Webmaster will be expected to submit a yearly budget request for approval at the beginning of the year and shall submit original receipts for reimbursement.

*Santa Clara Valley Chapter
Model A Ford Club of America*

Book of Rules/Job Responsibilities

Elected Officers:

President
Vice-President
Secretary
Treasurer
Editor
Membership
Activities

Appointed Offices:

Historian
Librarian
Newcomers Chair
Participation Program
Raffle Coordinator(s)
Refreshment Person(s)
Representatives for ACCC, MAFFI, and NCRG
Seminars Person(s)
Sunshine Program
Vest Material Chair
Webmaster

September 5, 2006

5/23/06