



# OPERATING POLICIES & PROCEDURES

**Appendix A - New Chapter Formation**

Revised 06/10/13

# Contents

- Appendix A - New Chapter Formation ..... 3**
- A.1 Guidelines for New CTCL Chapters..... 3
- A.2 How to Apply for a CTCL Charter..... 5
- A.3 Presentation of Charters..... 6
- A.4 Suspension of Charters ..... 6
- A.5 SAMPLE – BYLAWS (May be adapted to fit each club) ..... 6
- A.6 PETITION FOR CHAPTER CHARTER..... 10
- A.7 CHAPTER REACTIVATION ..... 12

## **Appendix A - New Chapter Formation**

The following three forms are to be used in the formation of a new CTCI Chapter. They are all printed on CTCI letterhead and sent to the club president applying for a charter by the CTCI office. A cover letter from the CTCI President will be included, including instructions for replying.

### **A.1 Guidelines for New CTCI Chapters**

The purpose of this procedure is to provide potential new Chapters with the basic information on how to start the Chapter.

- A.1.1 Anyone desiring to form a CTCI Chapter should contact CTCI members in their area to see if there is enough interest to form a Chapter. This may be accomplished by sending a letter to all those members appearing in the latest CTCI roster who reside in the area. Another good way to contact potential members is to write a short article for the *EarlyBird* stating that a Chapter is being formed and anyone interested should contact the person writing the article for details about the Chapter. A time and place should be suggested for the first meeting of potential Chapter members.
- A.1.2 The potential new Chapter should not be within a reasonable driving distance of an existing CTCI Chapter unless that Chapter gives written permission for the new Chapter to organize.
- A.1.3 The potential new Chapter must have six or more organizing members who are members of CTCI. The Chapter also must operate within the scope and purposes of CTCI and its Articles of Incorporation and Bylaws. The names of the six or more organizing members must be given to the CTCI Board of Directors prior to a charter being approved.
- A.1.4 The potential new Chapter must hold regular meetings for one year prior to requesting a charter from CTCI.

- A.1.5 A potential new chapter that plans to accept non-CTCI members must, as a condition of being granted a charter, incorporate. It is highly recommended that CTCI membership be a requirement of becoming a member of the Chapter.
- A.1.6 The new Chapter must submit a copy of their club Bylaws to CTCI for approval before the charter is granted.
- \*A.1.7 All Chapter officers, including but not limited to the President, Vice President, Secretary, Treasurer and CTCI Representative, must be members, or the spouse of a member of CTCI in good standing. **International Chapters (those outside the 50 United States) are only required to have the President be a member, or spouse of a member, of CTCI in good standing.**
- A.1.8 Membership in a local Chapter shall require ownership, or a desire to own, in whole or in part, a 1955-1957 Classic Thunderbird, possession of a valid operator's license, and possession of public liability and property damage insurance equal to the minimum requirements prevailing in the jurisdiction where the chapter is located.
- A.1.9 A new Chapter may, upon the decision of the majority of its members, assess dues, providing that such dues are expended to carry the purposes of the organization and are not inconsistent with its Bylaws.
- A.1.10 All members must read and understand ARTICLE VIII of the CTCI Bylaws.

Revised 6/10/13

## A.2 How to Apply for a CTCI Charter

After being in existence for one year, a potential new Chapter may apply to the CTCI Board of Directors for a CTCI charter. The club must submit a petition, signed by ALL club officers, a copy of the current club roster, signed by as many club members as possible, and a copy of the club Bylaws to the CTCI President.

### A.2.1 Petition by the club must:

- State the date the club was organized.
- State a schedule of previous activities of the club.
- State that the club is outside reasonable driving distance of any existing CTCI Chapter.
- Be signed by all club officers.
- State if the club is incorporated.
- State that the club has been organized for one year or more.

### A.2.2 Club Roster must:

- Show name and address of each club member.
- Show date of roster.

### \*A.2.3 Club Bylaws must:

- State that all club members must be members of CTCI, if the club is not incorporated.
- State that all officers shall be members, or the spouse of a member, of CTCI in good standing. **International Chapters (those outside the 50 United States) are only required to have the President be a member, or spouse of a member, of CTCI in good standing.**
- State that the term of office for all officers shall be from January 1 through December 31.
- State that an annual report will be submitted to CTCI by the club President showing the name and title of each officer, total number of members in the club.
- State if the club is, or is not, incorporated, and must specify the regular meeting dates, if any.
- State how club bylaws may be amended.

### A.2.4 Upon receipt of the above articles, the CTCI President shall:

- Review the club petition, club roster, and club Bylaws for adherence to CTCL Bylaws.
- If the petition, roster, and Bylaws are in order, prepare ballots for the CTCL Board of Directors and submit it to the Board for approval or rejection of the petition.
- If approved, the CTCL President will notify the club President of the approval and issue a charter.
- If not approved, the CTCL President will notify the club President of the rejection and reason for the rejection.

### **A.3 Presentation of Charters**

All charters will be presented at the International Convention whenever practical, or charters may be presented at Regional Meetings or by special arrangements with the club President.

### **A.4 Suspension of Charters**

Any chapter charter may be suspended by the CTCL Board of Directors if:

- The Chapter does not function within the aims and scope of CTCL.
- The Chapter does not adhere to all CTCL Bylaws.
- The Chapter does not have six or more CTCL members in good standing as members of the Chapter.

It is recommended that all organized groups, requesting a charter from CTCL, shall be in association solely with CTCL, and not maintain a charter in any other Thunderbird group. However, an individual member may belong to one or more groups if he so desires.

If for some reason, a Chapter after receipt of its charter wants to associate with some other group and not remain solely a chartered Chapter of CTCL, the Board of Directors will consider revoking the Chapter charter, in accordance with California Non-Profit Corporation Code

### **A.5 SAMPLE – BYLAWS (May be adapted to fit each club)**

This is a guideline. CTCL does not expect this to be used word for word. Your club Bylaws committee should use this sample as a guideline in writing up your club Bylaws.

## ARTICLE I. - NAME AND PURPOSE

- Section 1. The name of the club is \_\_\_\_\_.
- Section 2. The purpose of this club shall be the preservation and enjoyment of the 1955, 1956, and 1957 Ford Thunderbird automobile, "Classic Thunderbirds," and related materials.
- Section 3. Further purpose is to conduct meetings, tours, and an exchange of ideas and programs of any sort relating to the development and history of the 1955, 1956, and 1957 Thunderbirds.
- Section 4. Further, to provide an organization as a basis for meeting, socializing, and maintaining the spirit of good fellowship and to further the interest of owners, drivers, and admirers of "Classic Thunderbirds" and promote safety and motoring in all phases.

## \*ARTICLE II – MEMBERS AND DUES

- Section 1. Membership in this club shall be open to persons interested in this club upon acceptance of a written application for membership and receipt of club dues.
- Section 2. **If the club is not incorporated**, all members of this club must be members in good standing of Classic Thunderbird Club, Int. (CTCI).
- Section 3. Membership dues will be assessed at a rate deemed necessary to meet the clubs operating expenses. The amount must be approved by a majority of the members present at a regular meeting or special business meeting. Dues will be for one (1) year beginning January 1 through December 31. Members joining after July 1 will pay one-half of the annual dues for the remainder of the year.
- Section 4. Voting rights (your club to determine whether there will be one vote per paid membership or if both member and spouse will be allowed to vote).

Section 5. Members will receive copies of the club newsletter and such other benefits as the Board of Directors may determine.

Section 6. Individual members have the responsibility of maintaining current CTCI membership.

### ARTICLE III – OFFICERS AND DIRECTORS

\*Section 1. All officers and CTCI Representative must be a member or the spouse of a member, of CTCI in good standing. **International Chapters (those outside the 50 United States) are only required to have the President be a member, or spouse of a member, of CTCI in good standing.**

Section 2. Term of office shall be one (1) year, from January 1 through December 31.

Section 3. Notice shall be published in the October newsletter that nomination of officers shall be in November.

Section 4. Nomination of officers shall be in November; election of officers shall be held in December; installation of officers shall be in January.

Section 5. The elected officers of the club will include the following:

- President
- Vice-President
- Secretary
- Treasurer
- Newsletter Editor
- CTCI Representative
- Directors – Three (3)

Section 6. The Board of Directors will include all above officers.

Section 7. A member may hold more than one (1) office at a time. A member may hold office for more than one (1) year in a row, provided the member is re-elected to that office.



Section 8. In case of a vacancy in the office of:

- President, the Vice President shall become President.
- Any other officers, vacancies shall be appointed by the Board of Directors.

#### **ARTICLE IV – MEETINGS**

Section 1. The Board of Directors shall hold meetings monthly or as deemed necessary.

Section 2. Notice of meetings will be published in the club newsletter.

#### **ARTICLE V – AMENDMENTS**

These Bylaws may be altered, amended, or replaced by a majority vote of the Board of Directors, followed by two-thirds vote of the members present at any regular or special business meeting. Members shall be notified of the proposed amendment in writing, or by publishing in the newsletter, one month prior to the voting date.

#### **ARTICLE VI – CTCI REPORT**

An annual report shall be submitted to CTCI by the club President showing the name and title of each officer, total number of members in the club, denote if the club is, or is not, incorporated, and specify the regular meeting dates, if any.

#### **ARTICLE VII – CONDUCT**

All members of this club will be expected to conduct themselves in an orderly and friendly manner toward the public and other members at any club function.

**A.6 PETITION FOR CHAPTER CHARTER  
CLASSIC THUNDERBIRD CLUB INTERNATIONAL (CTCI)**

The \_\_\_\_\_ (Name of Club) of \_\_\_\_\_ (City), \_\_\_\_\_ (State) requests that the CTCI Board of Directors grant a CTCI Charter to the Club.

The \_\_\_\_\_ (Name of Club) was organized on \_\_\_\_\_ (Date) and is not located within a reasonable driving distance of an existing CTCI Chapter. If this club lies within the jurisdiction of another CTCI chapter, please attach a note explaining why this club also wishes to be recognized.

The \_\_\_\_\_ (Name of Club) was incorporated on \_\_\_\_\_ (Date). If not incorporated, all members are members in good standing of CTCI. \_\_\_\_\_ (Name of Club) has been in existence for more than one year.

Activities for the past year were:

\_\_\_\_\_ (January)  
\_\_\_\_\_ (February)  
\_\_\_\_\_ (March)  
\_\_\_\_\_ (April)  
\_\_\_\_\_ (May)  
\_\_\_\_\_ (June)  
\_\_\_\_\_ (July)  
\_\_\_\_\_ (August)  
\_\_\_\_\_ (September)  
\_\_\_\_\_ (October)  
\_\_\_\_\_ (November)  
\_\_\_\_\_ (December)

Enclosed is a dated current Club Roster showing the names and addresses of current members and their CTCI membership number. **As many of our** members as possible have signed the roster. Also enclosed is a copy of our Bylaws for your review.

We, the members of, \_\_\_\_\_ (Name of Club) respectfully request that the Board of Directors of CTCI grant our club a CTCI Charter. Thank you for your consideration.

_____ President	CTCI #	_____ Vice President	CTCI #
_____ Secretary	CTCI #	_____ Treasurer	CTCI #
_____ Newsletter Editor	CTCI #	_____ CTCI Representative	CTCI #
_____ Director	CTCI #	_____ Director	CTCI #
_____ Director	CTCI #	_____ Director	CTCI #

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## A.7 CHAPTER REACTIVATION

The following procedures are to be used in the reactivation of a dormant CTCI chapter.

### A.7.1 Guidelines for reactivating CTCI Chapters

The purpose of this procedure is to provide dormant chapters with the basic information on how to reactivate the chapter.

A. 7.1.1 Anyone desiring to reactivate a CTCI chapter should contact CTCI and request copies of the Bylaws and other records of the dormant chapter as well as a list of the last known contacts for the club whom they should contact to determine if the chapter is dormant and if there is enough interest to reactivate it.

A.7.1.2 The reactivating chapter must have six or more members who are members of CTCI and must hold at least three meetings prior to requesting reactivation by CTCI. All chapter officers, including but not limited to the President, Vice President, Secretary, Treasurer and CTCI Representative, must be members, or the spouse or partner of a member, of CTCI in good standing. **International Chapters (those outside the 50 United States) are only required to have the President be a member, or spouse of a member, of CTCI in good standing.**

A.7.1.3 The chapter officers must make sure that all State and local laws, if any, have been followed and that any required filings are current.

A. 7.1.4 The chapter must submit a copy of the updated bylaws, a petition signed by ALL chapter officers and a copy of the chapter roster, signed by as many chapter members as possible, to the CTCI President. The petition by the chapter must state the date the chapter was originally organized, the original chapter name and the date of reactivation. The chapter roster must show the name, address and CTCI number of each chapter member.

A.7.1.5 Upon receipt of the above articles, the CTCI President shall review the chapter petition, chapter roster and chapter bylaws for adherence to CTCI bylaws. If the petition, roster, and bylaws are in order, the CTCI President will prepare a ballot for the CTCI Board of Directors and submit the petition to the Board for approval or rejection. If approved, the CTCI President will notify the Chapter President of the approval and issue a reactivated charter with the chapter number of the original club. If not approved, the CTCI President will notify the Chapter President of the rejection and reason for the rejection.

### A.7.2 Presentation of Reactivation

All reactivations will be presented at the International or Regional Conventions whenever practical, or by special arrangements with the Chapter President and corresponding Regional Director.

CLASSIC THUNDERBIRD CLUB INTERNATIONAL  
PETITION FOR CHAPTER REACTIVATION

The \_\_\_\_\_ (Name of Club) of \_\_\_\_\_ (City), \_\_\_\_\_ (State) requests that the CTCL Board of Directors grant a CTCL Reactivated Charter to the Club.

The \_\_\_\_\_ (Name of Club) was originally organized on \_\_\_\_\_ (Date) as Chapter Number \_\_\_\_\_, named \_\_\_\_\_ and was reactivated on \_\_\_\_\_ (Date).

The \_\_\_\_\_ (Name of Club) was incorporated on \_\_\_\_\_ (Date). If not incorporated, we certify that all members are members in good standing of CTCL. We further certify that the Club is in compliance with all State and local regulations and laws.

The \_\_\_\_\_ (Name of Club) has held at least three meetings during the past four months.

Activities during the past four months were:

---

---

---

---

Attached is a dated current Club Roster, signed by as many members as possible, showing the names, addresses and CTCL membership numbers of current members. Also attached is a copy of our bylaws for your review.

We, the members of \_\_\_\_\_ (Name of Club), respectfully request that the Board of Directors of CTCL grant our club a CTCL Reactivated Charter. Thank you for your consideration.

---

President	CTCI #	Vice President	CTCI #
-----------	--------	----------------	--------

---

Secretary	CTCI #	Treasurer	CTCI #
-----------	--------	-----------	--------

---

Newsletter Editor	CTCI #	CTCI Representative	CTCI #
-------------------	--------	---------------------	--------

---

Director	CTCI #	Director	CTCI #
----------	--------	----------	--------

---

Director	CTCI #	Director	CTCI #
----------	--------	----------	--------