



OPERATING POLICIES & PROCEDURES

Revised July 2020

CLASSIC THUNDERBIRD CLUB INTERNATIONAL OPERATING POLICIES & PROCEDURES

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CLASSIC THUNDERBIRD CLUB INTERNATIONAL

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Sandra Hood, Past Director-at-Large**
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For members only: The OP&P document is on the CTCI website but is password protected for CTCI members only. To obtain the login and password, contact the CTCI office at www.CTCI.org or 800-488-2709.

CLASSIC THUNDERBIRD CLUB INTERNATIONAL OPERATING POLICIES & PROCEDURES

1.0 Directors

1.1 Administration

- 1.1.1 The administration of CTCI is governed by the Bylaws and the Operating Policies and Procedures as defined in this document. Additions, deletions, or changes to this document can only be made by a majority vote of the Board of Directors.
- 1.1.2 The administration and management of CTCI is vested in the Board of Directors.
- 1.1.3 The Board of Directors shall consist of six- (6) Regional Directors and three- (3) Directors-at-Large, all of whom must be members of CTCI in good standing. Regional Directors serve a two- (2) year term and may be re-elected for one consecutive term. Directors-at-Large serve for a three- (3) year term. No member may hold a Director's office more than four- (4) years during any six- (6) year period. Term of office is from January 1 through December 31 of the respective year.
- 1.1.4 Membership in CTCI is a Family Membership with one vote. A CTCI member in Good Standing is all inclusive and is defined as the Member, *Spouse*, Significant Other and their *immediate* family member(s) under the same household.

1.2 Election of Directors & Officers

- 1.2.1 Nominees for Director shall be members in good standing. They should be active in CTCI at either the international or Chapter level.
- 1.2.2 The final date for nomination of a member, as a candidate for any Director position, is August 1. If nominations are not received at the office by July 1 for any available Regional Director or Director-at-Large position,

then the office will immediately notify all Directors which positions are available. The Directors will then make a responsible effort to obtain Director candidates.

- 1.2.3 If there are no candidates for election to any Director position, the Board of Directors may elect a member to fill that position subsequent to the regular election.
- 1.2.4 The Sep-Oct issue of the *Early Bird* will be mailed by September 1st and will include a notification that all members, who have provided CTCI with a valid email address by September 20th will be emailed an electronic ballot on September 21st. If requested by a member in good standing, a Paper Ballot will be mailed to their address of record. To receive a Paper Ballot, a member must first call the CTCI Office and request a Paper Ballot by September 15th. Paper Ballots must be returned to the CTCI Office No Later Than October 1st. Electronic ballots must be voted by October 1st. Electronic votes will be stored by the electronic voting software provided by an independent election software company. The Paper Ballot and the electronic vote count will not be requested until the first business day after October 1st and will be provided to the President. The President will notify the Board of Directors, the candidates and the *Early Bird* Editor. The Editor will publish the results in the Nov-Dec issue.
- 1.2.5 The Board of Directors shall elect the President, Vice President, Secretary, and Treasurer. The Officers of CTCI shall be elected by the Board of Directors for a term of one year. The election to be conducted in conjunction with the first Board of Directors Meeting of the new calendar year with the term in office to begin at the commencement of the Board Meeting and to continue through to the commencement of the next calendar year Board Meeting. While the nominees for election to any of these offices are not required to be present at the meeting, they are required to verbally accept the nomination, and give a brief description of their qualifications for that position. Their acceptance and description of qualifications may be done via email, U.S. mail, telephone, or Video Conference. The President and Vice President nominees may also state their goals for the coming year.
- 1.2.6 Upon the death of a Director or Officer, or resignation, or inability to perform their duties, or the relocation of a Regional Director outside the boundaries of their represented region, the Board of Directors will elect a replacement by nomination and majority vote.
- 1.2.7 CTCI prohibits the giving of money or gifts in exchange for votes.

1.3 Board Meetings

- 1.3.1 Directors shall attend the Annual Board of Directors Meeting at the principal office or other location designated by the President. Every attempt will be made to attend the Board Meeting at the International Convention. Upon election to the Board, the elected Directors will receive a schedule of the video meetings, and a current copy of these Operating Policies & Procedures, sent by the office or posted on www.ctci.org under OP&P. This copy will reflect corrections, additions, and deletions of the Operating Policies & Procedures made to that date. The President will orient new Board members and provide pertinent information on active issues.
- 1.3.2 The Annual Board of Directors Meeting takes place no later than the twelfth (12th) weekend of the year, as defined by the OP&P. An agenda of the meeting will be sent to the attendees shown below prior to the meeting, early enough to allow review before traveling to the meeting. The attendees shown below are eligible to be reimbursed for expenses incurred for the meeting subject to the conditions outlined.

Attendees: Regional Directors (6)
Directors-at-Large (3)
President
Vice President
Secretary
Treasurer
Management Services/*Early Bird* Editor
Membership Services

Travel: Airplane – Coach Fare. Attendees are to seek lowest fare.
Auto - Reimbursed at the lesser of air coach fare or IRS accepted mileage rate in effect at the time of travel.

Hotel: Three (3) nights. Club President is eligible for four (4) nights. CTCL office will make arrangements and reservations.

Local Transport: Transportation costs to the hotel & meetings (including rental car, taxi, etc.) will be reimbursed up to \$100 maximum.

Meals: There will be no reimbursement for meals. CTCI will host a dinner for Attendees (shown above) and one guest each on Friday night of the Board Meeting.

1.3.3 Electronic Meetings (deleted in its entirety, January 2019)

1.3.4 Open meeting rules. All Board of Directors Annual meetings are open to members. The exception pertains to personnel issues.

1.3.5 A quorum of directors is required at all meetings to the conduct business of CTCI. A quorum shall consist of a minimum of five Directors.

1.3.6 Video Conference Call meetings

To further facilitate the conducting of CTCI business between annual meetings, the Board of Directors and Officers may meet via Video Conference Call from time to time.

1.3.6.1 Video Conference Call meetings will follow the same procedures as followed in an in-person meeting.

1.3.6.2 To conduct business and vote on actions, a quorum must be in attendance on the call. A quorum shall consist of a minimum of five Directors.

1.3.6.3 Prior to the video conference call, the President will send an agenda of topics to be discussed to all Directors and attendees.

1.3.6.4 Minutes of the meeting will be taken, approved and recorded as done at in-person meetings.

1.3.7 Directors/Officers Code of Conduct

The purpose of this statement is to provide strict guidelines pertaining to moral and ethical conduct of business matters within CTCI. We have a commitment to integrity.

- All employees, directors, officers and appointed committee members must adhere to CTCI's Code of Conduct, in addition to harassment and discrimination policies noted elsewhere in the OP&P (Office Personnel & Operations D.1.8) the following apply.
- Actions of the persons noted above must always be professional, ethical, moral, and legal. This applies to the office headquarters and at any event in which CTCI participates or any time you are representing CTCI.
- The office space, equipment, supplies and revenues may only be used for CTCI business and never for personal use.
- Anyone who is a witness to inappropriate behavior is responsible for reporting it to the CTCI Board of Directors. It will be the Board's responsibility to investigate and vote on any action that must be taken, if any. Inappropriate and unacceptable conduct

could result in disciplinary action up to and including termination and/or removal from your elected or appointed position within CTCI.

1.3.8 Member Code of Conduct

The following actions by any member of CTCI shall be deemed to constitute "conduct contrary to the stated purpose(s) of the Club" warranting immediate termination of CTCI membership pursuant to Article IV(d) of the By-Laws:

- Cause the Club to needlessly spend money to respond to any action(s) of the member or group of members;
 - Intentionally disrupt the Board at a duly called/official meeting and fail to cease the behavior after being requested to do so;
 - Work actively against Board actions in a way to distract the Board from operating and maintaining the organization per the charge contained in Article V of the By-Laws;
 - Spread amongst members "inaccurate information" (e.g. rumor or innuendo about any Board member, the Board as a body, or any member of CTCI) with the intention of disrupting the Board from the lawful conduct of their duties;
 - Threaten any Board member or other CTCI member with any type of action; and
 - Any other action consistent with Article IV(a) deemed by the Board to be contrary to the purposes of the Club as set forth in Article III of the By-Laws.
- Members have a right to a fair disciplinary procedure/hearing before the Board of Directors before being suspended or expelled from membership.

1.4 Chapter Communication

- 1.4.1 Regional Directors shall regularly communicate with all of the Chapters in their region. The Director should send announcements of international or regional importance, which have not been published in the *Early Bird*, but primarily to maintain personal contact.
- 1.4.2 The CTCI office will give each Regional Director a listing of all the Chapters in their Region and all who have not responded to the Summary of Chapter Activities, and the Director will follow up on getting this information to the office by the date set by the office.

- 1.4.3 Regional Directors shall assist in soliciting entries in the Newsletter Contest from the Chapter editors as well as participation in periodically held CTCI sponsored contests such as the *Early Bird* Technical Article Contest.

1.5 *New Chapter Charter*

- 1.5.1 The Petition for Chapter Charter must be sent to the CTCI Office with all associated attachments, including the potential new Chapter's Bylaws, and a letter giving the names of the six or more members organizing the new Chapter.
- 1.5.2 Once all requirements are received, the CTCI Secretary will email them to Directors and schedule the Petition for discussion at the next Board of Directors meeting.
- 1.5.3 Directors will work with the Petitioners to ensure their new Chapter is approved. The President will appoint a director to handle communications with the Petitioners during this process.
- 1.5.4 The President will notify the Petitioners of the Boards approval or disapproval.
- 1.5.5 When the new Chapter's Petition is approved, the presentation of their Charter will be scheduled at an upcoming Convention, or if scheduling permits, at their meeting.
- 1.5.6 Forms for new Chapter application are given in Appendix A.

1.6 *Conventions*

- 1.6.1 Each Director shall make a reasonable effort for getting a Regional Convention in their Region in the odd numbered years, and also assist in securing an International Convention for the even numbered years. If there are no Regional Conventions in the odd years, each Regional Director should contact chapters in their region to inquire if a chapter would be interested in hosting a CTCI sanctioned driving tour.
- 1.6.2 One CTCI sanctioned Regional Convention should be held in odd-numbered years in each of the six (6) Regions as defined in the By-Laws. One International Convention should be held in even-numbered years. There

should be a minimum of 10 days from the end of one Convention to the start of the next Convention. This is a guideline and is not mandatory.

1.6.3 The President is eligible to be reimbursed for expenses incurred in conjunction with the Conventions.

Travel:	Airplane – Coach fare. President will seek lowest fare. Auto: reimbursed at lesser of air coach fare or IRS accepted mileage rate in effect at time of travel.
Hotel:	Three nights or as defined by the duration of the Convention.
Car Rental:	\$100.00 maximum
Meals:	There is no reimbursement for meal expenses.
Restriction:	The President is not eligible for reimbursement when the convention is held in his/her local region.

1.6.4 A Chapter desiring to host a CTCI International or Regional Convention must submit a letter to the CTCI President. The letter should contain the following information:

- Name of the Chapter
- The requested dates for hosting the Convention
- Names of the Convention chairman, Concours chairman, Concours chief judge, touring chief judge, logistics chairman, treasurer of event, and registration chairman.
- An official hotel bid proposal (note: a contract with the hotel is not needed at this point) with hotel rates and number of rooms requested. (Note: CTCI is available to help the local chapter when negotiating with the hotel for room rates, use of convention facilities, required deposits etc.)
- Any information that the potential host Chapter has about the Convention site must be provided.
- List of potential events and tours.

If questions arise from the bid, all efforts, other than financial, should be made to assist the Chapter.

- 1.6.5 Chapter requests to be sanctioned for an International Convention will be voted on at the earliest scheduled Board of Directors meeting. Ideally before or during the previous International Convention.
- 1.6.6 Regional Conventions will be voted on no earlier than at the first Board of Directors meeting in the previous even numbered year.
- 1.6.7 In case of a conflict in dates for International or Regional Conventions, the Board of Directors will give priority to the host club with the earliest postmark for requesting to hold an International or Regional Convention.
- 1.6.8 This section deleted.
- 1.6.9 Once a CTCI chapter is sanctioned to host a Regional or International Convention, the Regional Director for that club should periodically contact the host Chapter offering any assistance that the Director can provide.
- 1.6.10 If the Board of Directors approves changes to the CTCI Convention Guidelines and Concours Procedures after a host club is sanctioned, the CTCI Convention Guidelines and Concours Procedures in effect at the time of sanctioning will apply
- 1.6.11 Concours scoring procedures are under the jurisdiction of CTCI, not the hosting Chapter. The hosting Chapter will provide scoring equipment and personnel, with at least one of them familiar with the CTCI Scoring Program operation. A description of the Scoring Program is also given in the Concours Procedures.

1.7 Support Services

The office will make every effort to solicit help from Directors and/or other members before contracting outside assistance.

- 1.7.1 The CTCI office will provide a complete, electronic membership roster. This roster will be available on-line and will be continuously updated as new members join the club and current members fail to renew their membership.
- 1.7.2 Board/Office Staff Communication Protocol-All Director information requests other than for routine day-to-day CTCI office business should be directed to the President and/or Vice President rather than directly to the Office.

1.7.3 There is to be privacy notification of our lists and data base information.

1.8 Chapter Newsletter Contest

The newsletter contest will be chaired by a Director or CTCI member in good standing with the approval of the Board of Directors. Term will be a three (3) year appointment. The responsibilities of this assignment are described in Appendix B.

2.0 Officers' and Directors' Duties

2.1 President

- 2.1.1 The President will ensure that the Articles of Incorporation, Bylaws, and Operating Policies & Procedures are adhered to and not violated in the conduct and operation of the club. The President will preside at all Board of Directors or General Membership meetings, which he/she will announce according to the Bylaw requirements.
- 2.1.2 The President will direct appointed committees consistent with the guidelines established by the Board of Directors.
- 2.1.3 Written notice of all Board of Director meetings with proposed agenda must be given at least seven (7) days in advance. When possible, notification should be given in the *Early Bird* and posted on web site. If a convention is scheduled to be held prior to the planned Board of Director meeting a notification should also be posted at the registration table at conventions.
- 2.1.4 The President will perform any other duties regularly associated with this office.
- 2.1.5 The President will supervise the Paul Hudgins Memorial Award. Entries will be mailed to the President who will distribute the voting ballot of the nominees with their qualification letters to the Board of Directors for voting. The CTCI Office Manager will prepare the award, and the President will present the award at the International Convention. See Section 5.1 for more information.

2.2 Vice President

- 2.2.1 In the absence of the President, or in the event of his/her inability to act, the Vice President will perform all the duties of the President, and when so acting will have all the powers of the President as listed in subsection 2.1.
- 2.2.2 The Vice President will perform any other duties normally associated with this office or as may be prescribed by the Board of Directors or the President.
- 2.2.3 The Vice President is responsible for maintaining the Operating Policies & Procedures manual. When the CTCI Board of Directors makes a policy change or addition, the Vice President will prepare the proper wording of the change and update the Operating Policies & Procedures manual as required.

2.3 Secretary

- 2.3.1 The Secretary will keep accurate minutes at the Board of Directors' Meetings, and the General Membership Meetings. A summary of the Membership meeting minutes will be submitted for publication in the next issue of the *Early Bird* following the Board Meeting.
- 2.3.2 The Secretary will keep a record of all business transacted in the name of the club, and have charge of the papers and correspondence of the club and the Board of Directors. These originals of these materials will be stored at the club office. The Secretary's minutes are recorded in a bound book to satisfy California Corporation Code requirements.
- 2.3.3. Minutes of the Board of Directors Meetings will be approved in accordance with Robert's Rules of Order. Minutes of the General Membership Meetings will be submitted to the Board and then posted on the web site. Approval will take place at the next General Meeting by a vote of the membership.
- 2.3.4 The Secretary will perform any other duties normally associated with this office, or as designated by the Board of Directors or the President. This is a non-voting position unless filled by a current elected Board Member.

2.4 Treasurer

- 2.4.1 The Treasurer will keep a record of income and expenses and approve the disbursement of the funds of CTCI in accordance with the mandate of the Board of Directors.
- 2.4.2 The Treasurer will prepare three quarterly and one yearly financial statement of club expenditures and financial projections and submit them to the Board of Directors. He/she will also give an oral review at the Annual Board Meeting.
- 2.4.3 If requested by the Board of Directors, the Treasurer may be asked to publish monthly financial reports to include a Profit & Loss statement and a Balance Sheet. Reports requested should compare current results to the previous year and budget.
- 2.4.4 The Treasurer will prepare a projected operating budget for the current year of the Board of Directors Annual Meeting. The Treasurer will present this projection at the Meeting for approval by the Board of Directors.
 - 2.4.4.1 It is the responsibility of the Board of Directors to balance the operating budget annually.
- 2.4.5 The Treasurer will review club sales and inventory reports submitted by the Managing Director, and if within the approved budget, authorize the Managing Director to place orders for additional materials.
- 2.4.6 The Treasurer will perform any other duties normally associated with this office, or as designated by the Board of Directors or the President. This is a non-voting position unless filled by a current elected board member.
- 2.4.7 The Treasurer will ensure that the Board of Directors or any future Board of Directors of CTCI may not borrow money against the building without an 80% vote of the current Board of Directors.
- 2.4.8 On a monthly basis, the Treasurer will review all entries to the accounting system and advise the Administrative Office of adjustment that must be made.
- 2.4.9 On a monthly basis, the Treasurer will review and balance the bank statement for all accounts.

2.5 Board of Directors

- 2.5.1 The Board of Directors is responsible for determining the mission, purpose and long-term goals of the organization.
- 2.5.2 The Board of Directors will establish club policies for the direction, administration and operation of the organization. This includes, but is not limited to, the bylaws, membership guidelines, rules, regulations and operating policies and procedures.
- 2.5.3 The Board of Directors will supervise the administration and enforcement of all club policies.
- 2.5.4 The Board of Directors has the fiduciary responsibility to protect all assets of CTCI. This responsibility includes, but is not limited to, ensuring that all monetary assets are held in secure investments and/or government-insured banking institutions; that inventory of merchandise purchased for resale to club members is managed responsibly; and that the office building, furniture, equipment and contents are adequately insured and secured at all times.
- 2.5.5 The Board of Directors will elect the President, Vice President, Secretary and Treasurer as outlined in the Operating Policies & Procedures manual.
- 2.5.6 The Board of Directors will adopt the annual operating budget at the Annual Board meeting. Once adopted, the Board of Directors will review actual performance versus budget at least on a quarterly basis. It is the responsibility of the Board of Directors to balance the annual budget.
- 2.5.7 The Board of Directors, with a vote of not less than 80% of the current Board of Directors, may vote to borrow funds needed.
- 2.5.8 The Board of Directors will appoint a Chairman/President and establish committees, and appoint members to serve on committees, as deemed appropriate. When committees are established, the Board of Directors will establish guidelines for their operation.
- 2.5.9 The Board of Directors will establish guidelines for the formation of new CTCI chapters and approve all new chapter applications.
- 2.5.10 The Board of Directors, when necessary, may, by majority vote, elect to suspend a chapter's charter. Suspension may occur when a chapter does not function within the aims and scope of CTCI; the chapter does not adhere to CTCI Bylaws; or the chapter does not have six (6) or more CTCI members in good standing.

- 2.5.11 When vacancies occur on the Board, the Board of Directors will elect a replacement by nomination and majority vote.
- 2.5.12 Directors shall attend the Annual Board of Directors Meeting; make every attempt to attend the Bi-annual Membership meeting held at the International Convention; and participate in Video Board Meetings, as requested throughout the year.
- 2.5.13 The Board of Directors will determine by majority vote, the winner of the Paul Hudgins Memorial Award.
- 2.5.14 The Board of Directors will determine by majority vote, person(s) elected to the CTCI Hall of Fame.

3.0 Staff Duties

3.1 Managing Director (deleted January 2019)

3.2 Early Bird Editor

- 3.2.1 The President appoints the *Early Bird* Editor with the approval of the Board of Directors.
- 3.2.2 The term of appointment is for 12 months.
- 3.2.3 At the discretion of the Board of Directors, the position of *Early Bird* Editor may be a paid or volunteer position.
- 3.2.4 The *Early Bird* Editor shall be responsible for the preparation and publication of the bimonthly magazine. The editor's general duties and responsibilities are described in Appendix C.

3.3 Electronic Editor

- 3.3.1 The President appoints the Electronic Editor with the approval of the Board of Directors.
- 3.3.2 The term of appointment is for 3 years.

- 3.3.3 At the discretion of the Board of Directors, the position of Electronic Editor may be a paid or volunteer position. If a paid position, the person selected will be a contractor to CTCI and will report to the President.
- 3.3.2 Oversees the content of the website in its entirety.
- 3.3.3 Makes sure that News and Events sections are up to date and timely.
- 3.3.4 Works with office staff to add and remove items as needed.
- 3.3.5 Coordinates new sections/enhancements of the website between the Board of Directors and the Webmaster and office staff. Additionally, shall provide a monthly status update at the Board of Director meetings regarding problems, proposed fixes and provide a schedule for implementing Identified any and all fixes.
- 3.3.6 Work with Treasurer, keeps track of costs related to the website.
- 3.3.7 Coordinates with *Early Bird* Editor on Calendar of Events.
- 3.3.8 Coordinates with Promotions Manager on New Products and Sales Items (best placement, wording, pictures, etc. for website).
- 3.3.9 Assist staff in determining what is appropriate content.
- 3.3.10 Coordinates with Webmaster and staff for any needed staff training for maintaining website.
- 3.3.11 A volunteer Electronic Editor should be a skilled writer and researcher who produces creative web content that appeals to our membership.

3.4 *Technical Editors*

- 3.4.1 The President appoints the Technical Editors with the approval of the Board of Directors and the *Early Bird* Editor.
- 3.4.2 Technical Editors report directly to the President.
- 3.4.3 There will be a Technical Editor for each of the 1955, 1956 and 1957 model years.
- 3.4.4 The Technical Editors will review and comment on technical articles submitted to the *Early Bird* and forwarded to them by the *Early Bird* Editor. They will be accessible to members via current communication methods

to answer technical questions submitted by members, which will be published in the *Early Bird*.

- 3.4.5 In the event of Technical Article Contests in the *Early Bird*, the Technical Editors will assist the *Early Bird* Editor and the appointed Chairman in contest evaluations.
- 3.4.6 The Technical Editors are to receive complimentary copies of all Restoration Manual Addenda.

3.5 Authenticity Chairperson

- 3.5.1 The President appoints the Authenticity Chairperson(s) with the approval of the Board of Directors. Terms increased to three (3) year appointments as of February 2008.
- 3.5.2 The Authenticity Chairperson shall advise members on all items regarding authenticity on original and restored Thunderbirds.
- 3.5.3 If the Authenticity Chairperson is present at Regional and International sanctioned events, he/she will be a part of the authenticity panel during the concours to review any authenticity questions that cannot be settled by the team captain, concours chairman or chief judge.
- 3.5.4 The Authenticity Chairperson and his/her panel shall review the Thunderbirds being judged during concours for potential Gold Medallion Awards, and shall determine those cars qualified to receive the Excellence in Authenticity Awards. They may also participate in the Preservation Award judging.
- 3.5.5 The Authenticity Chairperson shall maintain a list of original authentic items that will be judged to determine if an original and/or restored car is to be awarded an Excellence in Authenticity Award.
- 3.5.6 The Authenticity Chairperson shall participate in the judging seminar at sanctioned conventions to the extent necessary, including a briefing on authenticity items.
- 3.5.7 The Authenticity Chairperson shall be responsible for the formulation and maintenance of the Thunderbird Restoration Details and Specifications Manual.

- 3.5.8 The Authenticity Chairperson shall work with the Concours and Touring Division Rules Chairperson(s), and Concours Coordinator.

3.6 Concours and Touring Rules Chairperson

- 3.6.1 The President appoints the Concours and Touring Rules Chairperson with the approval of the Board of Directors. Terms increased to three (3) years as of February 2008.
- 3.6.2 Since a Convention Guidelines and Concours Procedures and a Concours and Touring Division Rules Book already exist, this procedure addresses the maintenance of these existing documents.
- 3.6.3 The Chairperson(s) of the Concours and Touring Rules Committee shall select qualified members to serve on this committee that represents diversified regional areas.
- 3.6.4 The Concours and Touring Rules Committee will provide guidelines for the maintenance of the Convention Guidelines and Concours Procedures and Concours and Touring Division Rules Book.
- 3.6.5 The Chairperson(s) shall coordinate with committee members to determine any problems encountered at Regional and International events.
- 3.6.6 The Chairperson(s) of the committee shall initiate revisions where required to maintain the Convention Guidelines and Concours Procedures and/or Concours and Touring Division Rules.
- 3.6.7 The Chairperson(s) shall distribute revised copies (pages) to committee members, the Authenticity Chairman, and Board of Directors for review.
- 3.6.8 The Chairperson(s) shall coordinate inputs from those reviewers stated in subsection 3.6.7 to finalize the revisions, and obtain Board of Directors approval for publication.
- 3.6.9 The chairperson(s) shall provide revised pages to CTCL to be placed in the inventory of Convention Guidelines and Concours Procedures and Concours and Touring Division Rules Books. Revised pages should be posted on the CTCL web site if the original information was posted there.

3.7 Concours Judges Training & Coordinator Chairperson

- 3.7.1 The President appoints the Concours Judges Training & Coordinator Chairperson with the approval of the Board of Directors. Terms to increase to three (3) years as of February 2008.
- 3.7.2 He/she is responsible for developing and documenting guidelines for judges training.
- 3.7.3 Oversees the judges training program the day before the Concours
- 3.7.4 Works with the trainers used in the judges training seminars.
- 3.7.5 Helps with training team captains the day before the Concours.
- 3.7.6 Assists chief judge/Concours chairman with the selection of judges/team captains for the Concours
- 3.7.7 Keeps the records of whom and what people have judged.
- 3.7.8 Helps the office with what judges are to be upgraded at the upcoming events. Help determine the awards (plaques, hats, shirts, etc.) that comprise the Judges Awards program.
- 3.7.9 If specialty awards are to be continued, administer the test/grade/mark and ensure proper awards are given.
- 3.7.10 Works with the Concours Coordinator on Concours matters.

3.8 Concours Coordinator

Concours Coordinator's overall responsibilities are to advise, assist & direct Chapters hosting an International or Regional event. They are appointed by the President with approval of the Board of Directors. Terms increased to three (3) years as of February 2008.

- 3.8.1 The Coordinator is to follow-up on all required paperwork and make sure it is completed and returned to the proper parties before and after Conventions.

- Event Signatures Form (page 14 of the G & P): Should be returned within sixty days after sanctioning of an event. Copies to go to CTCI President, VP and Concours Coordinator.
- Copy of proposed Event Registration Form to be sent to CTCI President, VP and Concours Coordinator (before printing) for approval as per page 4 of the G & P.
- Summary of Scores Sheets: Copies (paper or electronic) to be returned to CTCI President, VP and Concours Coordinator immediately after events with winner's summary included.
- Judges List (page 23 of G & P): Copies to be sent to Concours Judges Training and Coordinator Chairperson and Concours Coordinator immediately after the event. (To include all judges and areas judged: Concours, touring, special items and seminar only judges)
- Score sheets to be returned by Concours chairman or chief judge to all entrants (Concours and touring) immediately after the event.

3.8.2 The Coordinator is to ensure that all Convention and Concours items that are supplied by CTCI are requested by and delivered to Concours chairman and/or chief judge.

3.8.3 The Coordinator will forward to the Concours Rules Chairman and the Guidelines and Procedures Chairman any information or suggestions for changes that have become apparent during events that will streamline or improve Conventions and/or Concours'.

3.8.4 The Concours Coordinator shall act as an advisor to the event Concours chairman and chief judge regarding Concours procedures. The Concours Coordinator will also serve as the CTCI advisor to the event chairman.

3.8.5 The Concours Coordinator shall keep accurate records of convention activities (i.e. number of cars by class; hotel rooms required; count numbers for all events; trailer parking etc.) to assist future convention committees in planning their event.

3.9 Scoring Chairman

3.9.1 The Scoring Chairman shall be appointed by the President, with the approval of the Board of directors. Terms to be three (3) years as of February 2008.

3.9.2 The Scoring Chairman is responsible for developing/maintaining the scoring program for CTCI. He/she is responsible for seeing that each

International/Regional event has the current program and has all the equipment and instruction necessary to run a successful score room.

- 3.9.3 The Scoring Chairman is responsible for distributing the results of the Concours to the Concours Coordinator, CTCI Office and the *Early Bird* Editor.
- 3.9.4 The Scoring Chairman works with the Concours Coordinator on concours matters.

3.10 CTCI Marketing / Promotions Manager (Deleted January 2019)

3.11 Touring Judges Training Chairman

- 3.11.1 The CTCI Touring Judges Training Chairman is a CTCI member in good standing appointed by the CTCI President and approved by the Board of Directors for the purpose of training touring judges. Term will be a three (3) year appointment. The Touring Judges Training Chairman:
 - 3.11.2 Promotes touring judging.
 - 3.11.3 Assists and coordinates with chief touring judge on touring judging matters.
 - 3.11.4 Is responsible for training touring judges with chief touring judge.
 - 3.11.5 Monitors touring judging during the Concours.
 - 3.11.6 Consults with event Concours chairperson on any significant problem during the Concours.
 - 3.11.7 Promotes consistency in touring judging.
 - 3.11.8 Serves as a resource on touring judging.
 - 3.11.9 Develops training and instructional materials for touring judge training.
 - 3.11.10 Revises the touring score sheet as necessary.
 - 3.11.11 Prepares an annual report to the Board of Directors on touring judge training.
 - 3.11.12 Consults with Concours Judges Training Coordinator and Chairman.

3.11.13 Works with Concours Coordinator on Concours matters.

3.11.14 Performs other duties as required.

3.12 Business Systems Support Specialist (Deleted January 2019)

3.13 Publicity Chairman

3.13.1 The Publicity Chairman is a member of CTCI in good standing appointed by the President with Board of Director's approval for a term of three (3) years. The position of Publicity Chairman reports to the President of CTCI.

3.13.2 The Publicity Chairman will promote CTCI, through the use of non- paid press releases in national and international media with press releases, with articles and photos to advertise CTCI. Articles will showcase the CTCI lifestyle as well as upcoming and past events and emphasize the benefits of CTCI membership. Some suggested media are: Hemmings, Classic Car, Cars and Parts, Old Cars Weekly, On Line event boards, press releases to local targeted news and media providers, etc.

4.0 Committees

4.1 Structure

4.1.1 The Board of Directors may establish committees and appoint committee chairman as needed.

4.1.2 Committees shall conduct their business as directed by the Board of Directors or the President with Board of Directors approval.

4.1.3 The Board of Directors must approve committee chairpersons on an annual basis at the Annual Board Meeting, or subsequently by approval action.

4.1.4 Committees should have an odd number of members, and these members be selected by the chairperson to represent a diversity of views and regions.

4.2 Reporting

Committees shall make progress reports to the Board of Directors, or the President for distribution to the Board of Directors, when specified at their inception, or as a minimum at the Annual Board Meeting.

5.0 Awards

5.1 *Paul Hudgins Memorial Award*

The Paul Hudgins Memorial Award for Outstanding Contribution to the Classic Thunderbird Club International was established in 1986. This award is given to individuals who have made an outstanding contribution to the betterment of CTCI by giving of their time and service. An announcement will be made in the *Early Bird* for submission of nominations.

- 5.1.1 One award will be made at each International Convention to one individual or couple as nominated.
- 5.1.2 Any CTCI member, in writing, can make nominations for the award, with the Board of Directors making the selection. In the event that no nominations are made, and/or if in the opinion of the Board, there is no worthy nominee, then no award will be made.
- 5.1.3 Nominations must be received in the CTCI office addressed to the President by the end of March in even numbered years.
- 5.1.4 The nomination must include, in writing, the accomplishments of the nominee, which qualifies him/her for consideration for the award.
- 5.1.5 A serving Director will not be eligible for the award while in office.
- 5.1.6 The President will forward the nominations, qualifications, and ballot to the Board of Directors for vote, receive the responses, and tally the votes.
- 5.1.7 Each Director will have one (1) vote. If there is a tie for the award, then the highest scoring nominees will be re-voted by the Directors.
- 5.1.8 The Management Services/*Early Bird* Editor will prepare the award for presentation by the President at the International Convention. An announcement of the

award with a photograph of the presentation will be published in the next *Early Bird*.

5.2 Ford Johnson Award

The Ford Johnson Memorial Trophy is a commemorative trophy awarded to the chapter with the most accumulated driving miles to Regional and International sanctioned events in a 1955, 1956, or 1957 Thunderbird. The late Ford and Nell Johnson of Seattle, Washington were dedicated Classic Thunderbird enthusiasts attending every possible Regional and International Convention. They were regularly honored with longest distance driven awards at Regional and International Conventions. Ford Johnson wanted to encourage members to participate at CTCI Conventions by driving their Thunderbirds.

- 5.2.1 The President will appoint a Director or CTCI member to coordinate this award at an odd numbered year Board meeting, whose term of office includes the following year.
- 5.2.2 Mileage for each chapter will be calculated from the Chapter President's city in which he/she resides, and not from the Chapter member's city. Each member of a Chapter will be given the same mileage credit for his/her Chapter. Only one-way mileage will be calculated.
- 5.2.3 Chapter members must be registered for sanctioned Conventions, and enter their car in Concours I, Concours II, Touring, or Display to be counted.
- 5.2.4 Those who are members of more than one Chapter must select only one Chapter to receive their miles.
- 5.2.5 Chapters must notify the Coordinator who is responsible for calculating the mileage that they are participating for the award and provide the Coordinator a list of names of Chapter members driving their T-Birds, their CTCI numbers, and what class they have entered their Thunderbird.
- 5.2.6 The Coordinator should verify all names given to him by a Chapter representative by obtaining a copy of the event Concours chairman's list. The Coordinator can use any method of calculation, such as an Atlas or an Internet map program.
- 5.2.7 Mileage will be collected on the odd years at the sanctioned Regional Conventions then added to mileage driven to the International

Convention on the next even year. The trophy will be awarded at that International Convention.

- 5.2.8 The Chapter that is awarded the trophy will have their name engraved on a permanent trophy that is located at the CTCI office. The winning Chapter will receive a replica of the trophy, and an announcement published in the *Early Bird*.

5.3 Membership Challenge

- 5.3.1 Recognition is given to members who recruit new members for CTCI. The sponsoring member must list their name and CTCI number on the new member application form to receive credit.
- 5.3.2 Membership solicitation should be a common practice for the growth of the club. However, a Reward of Excellence (custom wall plaque) for sponsoring more than 250 new members will be issued to the members attaining that level.
- 5.3.3 These rewards are sent to the recipient by the office, with a congratulatory letter, upon attaining that award level. Member names and total number of new members recruited will be published in the March/April *Early Bird* each year for those having recruited a total of five (5) or more new members.
- 5.3.4 A Certificate of Appreciation with a script value of \$5.00 will be sent to each CTCI member who sponsors a new member by the CTCI office or a designated representative. The Certificate will list the sponsor's name, his/her CTCI number, a certificate number beginning with the year with a sequential number, the new member's name and CTCI number. When returned to CTCI, the Certificate can be used towards *Early Bird* ads, merchandise and/or annual dues. The certificate will include a CTCI authorized signature. The certificate will expire December 31 of the subsequent year from the date of issue. A master list of new member sponsors with their CTCI numbers, certificate numbers, new members and their CTCI numbers will be on file at the CTCI office to check off when a certificate is returned to the office and applied to ads, merchandise and/or annual dues. Along with the Certificate, a letter will be sent to the sponsor thanking him/her for supporting CTCI by signing up a new member.

5.4 Hall of Fame

- 5.4.1 Recognition may be given to an individual who has contributed to the design development, or promotion of the 1955, 1956, & 1957 Classic Thunderbirds for elevation to the CTCI Hall of Fame.
- 5.4.2 Any member may nominate an individual for this recognition, and must provide the reasons why this individual deserves this award, and forward this addressed to the Secretary at the CTCI office. The Secretary will then forward this to the Board of Directors. Multiple nominations may be made, but will be considered, reviewed, and awarded individually.
- 5.4.3 At a minimum the nomination must include the nominee's relationship and history or involvement with the Classic Thunderbird to validate their nomination. The nominee's current address, or immediate family's current address, if they are deceased, must be included.
- 5.4.4 The Secretary will forward all nominations to the Board of Directors for review. The Board will then have the opportunity to request more information and/or review other documentation at their disposal. Since some material may be difficult to obtain, a minimum of 30 days will be allowed for this review.
- 5.4.5 At the end of this review, the Director who has made the nomination, or who represents the member making the nomination, will then formulate a Resolution for submission to the Board of Directors by the Secretary for vote. The Secretary will then tally the vote and announce the results to the Board of Directors.
- 5.4.6 If the nomination is approved by majority vote of the Directors, then an appropriate plaque will be sent to the awarded individual or their immediate family if they are deceased, by the CTCI office, with a congratulatory letter from CTCI signed by the president of CTCI.
- 5.4.7 Recognition of this award will be placed in the CTCI headquarters, as a plaque, and notice of this recognition will be published in the next *Early Bird* magazine, a copy of which will be sent to the award recipient or their family.

6.0 Office (deleted January 2019)

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 *Early Bird* 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 in good standing. 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, must be members, of CTCI in good standing. International Chapters (those outside the 50 United States) are only required to have the President be 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.

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.
 - Show club member's CTCI number.

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, of CTCI in good standing. International Chapters (those outside the 50 United States) are only required to have the President be 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 CTCI Bylaws.
- If the petition, roster, and Bylaws are in order, prepare ballots for the CTCI Board of Directors and submit it to the Board for approval or rejection of the petition.
- If approved, the CTCI President will notify the club President of the approval and issue a charter. The date of approval by CTCI of the chapter will be used in determining the anniversary date of the chapter.
- If not approved, the CTCI 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 CTCI Board of Directors if:

- The Chapter does not function within the aims and scope of CTCI.
- The Chapter does not adhere to all CTCI Bylaws.

- The Chapter does not have six or more CTCI members in good standing as members of the Chapter.

A.5 SAMPLE - BYLAWS (These are a guideline only and may be adapted to fit each club)

CTCI 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 must be 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, 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
 - 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 or website.

ARTICLE V – AMENDMENTS

These Bylaws may be altered, amended, or replaced by a majority vote of the Board of Directors, followed by a 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.

_____	CTCI #	_____	CTCI #
President		Vice President	
_____	CTCI #	_____	CTCI #
Secretary		Treasurer	

Newsletter Editor 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 must be members, of CTCI in good standing. International Chapters (those outside the 50 United States) are only required to have the President be a member of CTCI in good standing.
- A.7.1.3 The chapter officers must ensure 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 CTCI Board of Directors grant a CTCI 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 CTCI. 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 CTCI 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 CTCI grant our club a CTCI Reactivated Charter. Thank you for your consideration.

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

Appendix B – Newsletter Contest

The following is an outline/time line for the CTCI Chapter newsletter contest. Each Chairperson may make changes appropriate to improve the event, but remain consistent with the outline presented herein. It is a great help and inspiration to our hard-working newsletter editors.

The purpose of the newsletter contest is for CTCI to honor and encourage Chapter editors. The editors work very hard to publish a newsletter to get information out to the members of their club. CTCI can honor these editors by recognizing each and every one that enters their club newsletter in the contest.

B.1 Contest Entries

Each editor who wants to enter the contest will be given an advance copy of the contest instructions, stating the requirements of the judges, awards and point system and the score sheets prior to submitting their newsletter entry.

To honor as many editors as possible, rather than competing against each other for awards, the contest will be run like a Concours event. The newsletter will be judged on its merit and there can be multiple awards for the Gold, Silver and Bronze winners. The highest scoring newsletter will receive a Gold Medallion Award. A copy of the Gold Medallion Award winning newsletter will be mailed to the editors promptly after awards are presented.

B.2 Call For Entries

Call for Entries will be published in both the Nov/Dec and Jan/Feb issues of the *Early Bird* magazine to give editors, especially new editors, time to plan ahead. Members should receive the Jan/Feb issue before the end of January. Contest entrants will have eight weeks to select and mail their entry to CTCI or the Newsletter Contest Chairperson by April 1st deadline.

Entrants will send five original copies, color or black and white of their single (1) best newsletter out of the previous twelve months. One copy will be designated for the contest chairperson and four copies for the judges. An editor has the option to submit an online version electronically rather than mailing hard copies but there will be no bonus points since that would effectively penalize the editors that don't have the time and/or capability of having an online version. The Newsletter entries will be mailed directly to the Newsletter Contest Administrator.

B.3 Judging

Newsletters will be judged on:

Contents: Presidents Message, minutes of meetings, club activities and future events.

Originality and Style: Eye appeal for club logo and name of Newsletter, artwork, photos, format and readability.

Purpose: Technical information, restoration tips and tech articles. Does the newsletter promote CTCI by encouraging membership and participation in CTCI events?

B.4 Judge Selection

Select four (4) judges who are not CTCI members (or T-Bird Chapter members), and who are experienced in professional newsletters, graphics arts, or journalism. In past years, newspaper and magazine editors, journalism instructors, professionals who create newsletters for corporations and artists have participated

Judges will be instructed to use the following guidelines:

- Insulting comments will not be accepted. Helpful or constructive comments are encouraged especially in areas where significant points are deducted.
- Different typefaces can be used for individual articles or sections within a newsletter. (Inconsistent typeface throughout a newsletter is acceptable, but individual articles in a newsletter should be consistent.)
- Newsletters can be in individual page, magazine, or booklet format and can be in color or black and white.
- Commercial advertising will not be judged.

B.5 Contest Close

Compile a master list of the entries received with the name and address of each editor, their Chapter and publication name. Deliver entries to each judge or have them meet together to complete their evaluations in one day. The Judging Forms are shown in Section B.10.

B.6 Judging

Judging should be completed by May 31st to have time to prepare the awards for the winners before the Conventions begin. Depending on how the scores are distributed, Honorable Mention Certificates may be granted to deserving chapter editors. Please inform the judges that each of our Chapters varies in size and budget. The judging should be based upon content and layout rather than the cost of production such as two-color printing, or availability of desktop publishing. The emphasis should be placed upon giving helpful, positive suggestions to these volunteer editors to improve their publications rather than a critique that a professional would receive.

B.7 Awards

Trophies are presented to the winning editors, not the Chapters. Trophies should be appropriate for the contest. European editor entries are included with Region 1.

The highest scoring editor will also be recognized as the Gold Medallion Winner. An individual editor may not win the Gold Medallion Award more than twice. If an editor qualifies for the Gold Medallion Award more than twice, they will receive an Award of Excellence trophy, and the Gold Medallion Award will be presented to the next highest score.

B.8 Point System

<u>Newsletter Awards</u>	Point System
Gold	85 – 100
Silver	75 – 84
Bronze	65 – 74
Gold Medallion International Award	Highest Score
Award of Excellence	Eligible after winning two Gold Medallion awards in a row. This is a temporary, one-year ineligibility for the Gold Medallion Award.

There can be multiple winners receiving the Gold, Silver and Bronze Awards. Only three of the four judges' score sheets will be counted toward an award. The lowest score from a judge for each newsletter will be eliminated.

Those Chapter editors not receiving a Gold, Silver or Bronze award will be given a Participation Certificate.

B.9 Announcement of Winners

The winners, in an International Convention year will be announced in the next *Early Bird* issue following the Convention. For Regional Convention years, the announcement of winners should only appear after all Conventions are completed. Decide if the contest chairperson will present the awards at the banquet(s), or his/her representative. Also arrange to have someone take photos of the winners at the banquet for an *Early Bird* article. Write a follow-up article with any further details of the contest.

Every editor that enters will have his or her name and club name published in the *Early Bird*. At the Regional and International Conventions, when editors receive their awards, all editors in attendance will be recognized as a group based on their award.

B.10 Feedback to Competing Editors

Send a cover letter and their judging sheets to each editor who entered the contest as soon after the Convention announcements as possible. Also include a copy of the Gold Medallion Winner newsletter. The CTCI office may be able to help in this task. Be sure to thank the judges for their valuable time volunteered.

B.11 Judging Forms

(Next page)

CTCI NEWSLETTER DIVISION

Name of Editor _____	Gold 85 - 100
Name of Chapter _____	Silver 75 - 84
Score _____	Bronze 65 - 74
Judge _____	

*Gold Medallion Int'l Award	Highest Award
*Award of Excellence	Two Successive International Awards

I. Contents – possible 55 points

- | | | |
|--|----|-------|
| 1. President’s message, reports on coming events, and reports on past events..... | 15 | _____ |
| 2. Chapter meeting notice – program and details such as dinners and tours..... | 15 | _____ |
| 3. Membership – news about members, do we encourage members to take an active part in club activities?..... | 15 | _____ |
| 4. Chapter and CTCI News – business meeting minutes, reports on news, issues/resolutions, local and regional club activities. Are we visible in the community to promote our club and T-birds... | 10 | _____ |

II. Originality – possible 10 points

- | | | |
|--|---|-------|
| 1. Name of Newsletter (color or B/W) and/or Logo/Banner –(color or B/W) Is it attention getting? | 5 | _____ |
| 2. Articles of Interest – Do they inspire, inform and build enthusiasm? | 5 | _____ |

III. Style – possible 15 points

- | | | |
|---|---|-------|
| 1. Eye appeal – pleasing to look at, balance, neatness, artwork and photos (color or B/W) that compliment the newsletter..... | 5 | _____ |
| 2. Accuracy – grammar, spelling, typographical, and punctuation. | 5 | _____ |
| 3. Format – article layout, readability and use of headlines..... | 5 | _____ |

IV. Purpose – possible 20 points

- | | | |
|--|----|-------|
| 1. Technical - Restoration tips, technical articles, parts etc. – to aid in restoring and preserving the Classic Thunderbirds..... | 5 | _____ |
| 2. Promoting club objectives – does the newsletter serve as a medium of exchange of ideas and information/news?..... | 10 | _____ |
| 3. Do we encourage CTCI membership and participation at Regional and International events? | 5 | _____ |

TOTAL POINTS EARNED 100 _____

V. Judges Comments: (Strengths & positive suggestions for improvement):

Appendix C – Early Bird Editor

C.1 *General Duties*

C.1.1 **Correspondence/Scheduling**

- Communicate with members who submit articles or inquire with questions. Request more information from members when needed.
- Answer phone calls from members who have questions about the magazine.
- Develop calendar and issue schedule for publication of the *Early Bird*. Coordinate publication schedule with CTCI office, printer and mailing service.
- Determine content to be included/excluded for publication in *The Early Bird*.

C.1.2 **Information gathering**

- Check for items required to be in current issue, contact officers or committee chairman who are providing information or articles. (See issue schedule)
- Research ideas for future articles; coordinate interviews; write articles as needed.
- Solicit articles to be written by others (especially technical articles). Coordinate details with writer (format, photos, illustrations, etc.)
- Send technical articles received from members to tech editor for review. Keep log of article status.
- Read automotive periodicals and books for article ideas. Write for permission to reprint articles from other publications when needed.
- Gather information for special events such as Conventions, elections, Board Meeting, etc. Write articles as needed.
- Receive articles as they are sent, file as needed (i.e. to be typed, ready for current issue, correspondence needed, save on disk and place copy in subject files, etc.)
- Read Ford Media news releases and web sites for new updates. Correspond with Ford Media when needed.
- Maintain a library of clip art for chapter logos, filler art. Update and photo edit as needed.
- Keep a library of Collector Ads and list of when they have been run for reference.
- List new members (if they wish their name/city/state be published in the Roster) when they join CTCI in the next issue of the *Early Bird*.

- Serve as the interface with the Webmaster and provide monthly website updates about website problems, fixes and schedule of fixes to the Board of Directors.

C.1.3 Advertising

- Receive display ads. Keep list of display advertisers for each issue with size specs and special placement requests. Answer questions from advertisers on technical specs. Proof display ads and contact advertiser if correction needed. Coordinate with printer on ads needing special handling.

Update art and type for display ads as requested by advertisers as needed. Coordinate with CTCI office for missing information. Compare editor's current issue list with their paid ad list.

- Receive classified ads, proof as needed. Keep list of classified advertisers for each issue. Coordinate with CTCI office for missing information. Compare editor's current issue list with their paid ad list.
- Design ads for CTCI sales items for inside covers. Keep list of ads run and update prices and type on ads as necessary. Take photos of sales items or create art as needed.
- Coordinate with Management Services/*Early Bird* Editor to choose the inside cover ads for each issue. Check inventory stock before running ad.
- Develop and update advertising specification and ad insertion sheets for display, classified and web page ads. Prepare an ad price list and update as necessary.
- When requests are received for display ad information, ask office to send "advertiser packet" of specification sheets, sample copy of *Early Bird*, ad insertions order forms.

C.1.4 Legislative Information

- Research current legislative issues on SEMA website and newsletter. Select articles, edit and prepare for magazine.

C.1.5 Cover Car Photos

- Develop specifications sheet for submission of cover photos.
- Receive cover car photos. Keep a status wait list of ready photos and articles.
- Correspond with members who need to submit another photo (wrong format, poor quality, etc.) or more information in article. Send them spec sheet if needed. Correspond with members to let them know if their photo has been accepted; inform them of approximate wait list time.

C.1.6 Regional and International Conventions

- Attend at least one Convention per year. Meet as many members and vendors as possible and discuss ideas for *Early Bird* articles. Write article and take photos for that event. Submit request to Board in advance for travel and hotel budget approval at Annual Board Meeting.
- Recruit member to write Convention report and provide photos for other Conventions he/she is not able to attend.
- Coordinate advertising with Convention chairpersons. Give them schedule for *Early Bird* issues and suggestions on how to use their designated advertising space for each issue. Encourage them to write Convention update articles for additional advertising visibility. Help design ads or take photos when needed. Request updates for calendar of events page for each issue.
- Gather list of Concours and touring class award winners and judges upgraded for each event. Edit for publishing.

C.1.7 Board of Directors/Officers/Chairpersons/Office Manager

- Update list of Officers as needed for the *Early Bird* after each election.
- Remind officers and chairpersons of deadlines as needed for articles for the *Early Bird* (i.e. President's Letter, Headquarters news, Newsletter Contest, Concours updates, etc.)
- Attend Annual Board of Directors Meeting and special meetings as called at Conventions. Coordinate with Secretary and Treasurer for minutes and financial reports to be published.
- Present Editor's annual report at Board meeting. Report on advertising, cover cars, tech articles.
- Coordinate with Management Services/*Early Bird* Editor for items to be published on website.
- Coordinate with Tech Editors and Authenticity Chairman for publishing tech letters and articles.
- Monitor costs of the *Early Bird* production and periodically get competitive quotes. Coordinate with printer on costs of paper, color separations, etc.
- Coordinate with Management Services/*Early Bird* Editor for administrative questions, elections, special announcements, advertising, etc.
- Work with Officer/Directors on special projects, i.e. member surveys, Director's Reports, etc.

- Confirm election information. Contact candidates for photos, article revision, phone, fax, email information, etc. to be printed in Officer list in the *Early Bird*.
- Maintain Annual Calendar of key events

C.1.8 Newsletter contest

- Develop time line for contest schedule. Coordinate needed info with Contest Chairperson at Annual Board Meeting. Contact Chairperson as needed for each issue to remind of timeline and article needed for *Early Bird*.
- Coordinate with Chairman for awards to be given at appropriate Convention.
- Gather list of contest entrants (Chapter and editor) to publish.
- Gather list of contest winners to publish. Take photos or recruit member to provide photos of winners receiving awards.

C.1.9 Information source

Receive phone calls, letters or emails from others seeking information about Classic Thunderbirds, i.e. ad agencies, parade coordinators, publishers. Assist when possible with research information and photos

C.2 General Information (Deleted January 2019)

Appendix D - Office Personnel and Operations

D.1 Office Operations

Office Operations are now conducted by contracted services, (Attaché International), LLC, duties are outlined under the contract dated and signed June 30th 2020

D.2 Office Personnel (Deleted January 2019)

D.3 Financial Transactions

***D.3.1 Banking Signatures**

CTCI shall maintain a business checking account with a recognized banking firm.

All transactions for payment of invoices for Normal Business Operations shall require one (1) signature to validate the transaction for amounts up to \$10,000.00. Amounts in excess of \$10,000.00 shall require two (2) signatures on the draft, or if by wire transfer, an email of approval from a second signatory. Normal Business Operations include all expenses for which invoices are received from vendors and payments to CTCI chapters relating to International and Regional conventions.

There may be more than two (2) signatures on the account file. This is desirable in order to complete the transaction in the absence of one of the normal signers. As a minimum, the signatories shall be the Management Services/*Early Bird* Editor, President, and other designees as assigned. Additional signatories should be, in order of preference, the Management Services/*Early Bird* Director, a local Director, local ex-Director or other CTCI affiliate. Local personnel are preferred, but not mandatory, to better expedite their services, in a timely manner, for signing purposes. Any new signatories must have completed their probationary period and have been approved by the Board of Directors.

Passbook savings accounts, certificates of deposit, etc. shall require two (2) signatures for any withdrawal of funds. Two (2) signatures are required to close an account. Withdrawal of monies from any savings accounts shall be for purposes of re-establishing a better yielding account, require monies for supplementing the general fund for operating expenses, or at the direction of the Board of Directors as they may deem necessary and prudent.

All withdrawn monies, unless that which is being transferred to another savings type account, must first be deposited into the General Checking account prior to distribution for expenses.

D.3.2 Deposits

It is the desire and policy of the CTCI office to expedite the deposit of all collections received from members for dues and accounts receivable within 5 working days after receipt.

Any cash, checks or other monetary equivalents on-site at the office must be stored in the fireproof file cabinet until ready for deposit.

CTCI will conform to the deposit requirements of the banking institution with which the business account is maintained. All monies will be deposited into the business checking account, except where funds destined for a separate allocation, i.e. building fund, would be directly deposited into that account. Any other deposits into accounts other than mentioned above will be distributed from the checking account.

D.3.3 Credit Cards

Credit cards issued to CTCI by vendors and credit card issuers are for the sole use of CTCI. Purchases using credit cards must be used by or approved by the President and limited to purchases of supplies or services that require immediate payment at purchase. In no case shall the card(s) be used for personal purposes. Usage of a credit card for personal purposes is grounds for disciplinary action or dismissal.

D.3.4 Liability Insurance

CTCI will maintain insurance for General Liability and Property Damage. See Appendix E for explanation and policy summary.

D.4 Membership Relations

D.4.1 Membership Dues

Dues are collected on an annual (fiscal year) basis and are used for the operation and upkeep of CTCI. Dues are computed on a yearly basis and prorated on a quarterly schedule as shown:

Full year (4 quarters)	YD	Jan. thru Dec.
Three fourths (3 quarters)	0.75YD	Apr. thru Dec.
One half (2 quarters)	0.5YD	July thru Dec.
One fourth (1 quarter)	0.25YD	Oct. thru Dec.

Where YD = Yearly Dues in effect at the time

New Members joining CTCI will, in addition to the regular membership dues and schedule as shown above, be required to submit an initiation/new membership fee as defined and in effect at the time.

Members who have not submitted their yearly renewal dues by January 31st, are considered delinquent and will be notified within the month of February of the delinquency. If submission of dues after the reminder is

not received by the last day of March, the member will be dropped from the membership roster and will not receive further issues of the *Early Bird* bi-monthly magazine. Reinstatement of membership for the calendar year will be granted upon receipt for the current full year dues. Reinstatement entitles the member to the back issues of the *Early Bird* for the renewal year and placement on the mailing list in good standing for the remainder of the year.

D.4.2 Sales Items

Credit and debit cards will be accepted for merchandise purchase and dues payment according to the following schedule.

- Currently only credit and debit cards bearing the MasterCard and VISA names will be accepted by CTCI.
- CTCI offers various items for sale to the membership. These items are listed on an order form, and on-line at the club store. At the discretion of the Managing Director and Promotions Manager items may be discontinued and/or new items added to enhance the sales and maintain a stable inventory.
- Purchases for merchandise will be accepted via phone order, mail order, or direct exchange. This includes worldwide acceptance of the stated cards.
- All member purchases, including yearly dues, can be paid for using the approved credit cards.
- All sales items are priced in U.S. dollars. It is preferred that purchases by members outside the U.S. are made with an approved credit card to manage the currency exchange rate at the time of purchase.

D.4.3 Inventory control

A Physical Inventory shall be taken yearly on all CTCI inventory items. The accounting program currently in use employs an internal inventory control that automatically accounts for increases and decreases in listed inventory as sold or purchased. A manual count is required to adjust shortages, discontinued and unserviceable items. The yearly inventory should be conducted during the mid-year and/or when office activity is slowest. A 1.5% reserve of the value of inventory should be established for loss and damaged items. The Treasurer and a member of a CTCI chapter should be present at the annual inventory and direct the procedure to be followed.

D.4.4 Conventions (deleted January 2019)

D.4.5 Building Fund (deleted February 2020)

D.4.6 Internal System Controls

Security measures shall be implemented for office records and computer data. Virus checking shall be performed on a daily basis with a commercially accepted anti-virus program. Critical data files, e.g. membership records, inventory, and financial records, shall be backed up weekly on removable media, and kept off-site. Alternately, records can be transferred via the Internet to a secure server, preferably out-of-city or out-of-state.

On-site hard-copy records should be stored in a waterproof and fireproof safe or file cabinet.

Appendix E - Insurance

Insurance for CTCI needs to be sufficient in several policies to create a layer of protection in amounts to protect the national organization from catastrophic loss. In addition, the insurance protection in the area of liability should extend to all member Chapters and to all CTCI members participating in Chapter, Regional and International sponsored events.

The Insurance coverage is divided into several separate areas of coverage.

E.1 Property Coverage Insurance

CTCI pays a monthly or annual fee in the form of assessment that is used to maintain the association and association property that includes insurance on the association "common" property.

A CTCI "homeowner's policy" must be purchased and must include coverage sufficient to pay for the "replacement" of furniture, fixtures, and equipment. The office should keep a complete inventory of the entire owned property. The inventory should include original purchase price, date of purchase, current replacement cost. The items should be removed from the list when disposed of. Note: even though the item may have been depreciated out and have a book value of '0', the item, if currently being used should remain on the inventory list as it will need to be replaced should a loss occur. All items held for sale, or use in the future, i.e. plaques, medallions, etc., need to be included on the list in the event of a loss.

All items in the library and mementos, historical items, etc., should be included on the list and have a stipulated value in the event of a loss. Although many of these items are irreplaceable, they have a value to the organization. Duplicates of these items should be removed for safe keeping to another location as well as a systematic process of copying all material for safekeeping at another location in the event of catastrophic loss. Many of the items cannot be replaced and as such should be copied. Insurance cannot replace those things that are no longer available.

The office property policy should also include coverage for the complete finish out of our office space that must include but not necessarily limited to all interior carpet, walls, ceilings, fixtures, heating and air conditioning systems. The policy should be a Special Peril policy with replacement cost provisions. It should also include an amount for debris removal and storage of any of our property for safekeeping until the office is ready for occupancy. There should be included in the coverage for items for replacement such as the Wall of Honor. This is something that once started needs to be protected.

E.2 Liability Insurance

This area of coverage protects the organization from losses either real or alleged, including the defense of same. Being an International organization, CTCI is at the mercy of the Insurance Carrier in extending coverage protection to all CTCI Chapters and CTCI members while participating in a CTCI sponsored or sanctioned event. The extension of coverage to the Chapter is primary. By Primary, we mean, we will provide protection to the Chapter and Defense of a real loss or alleged loss as the loss or event relates to a Chapter-sponsored event.

The individual members of CTCI are afforded no auto liability of any kind. Any and all losses alleged to be the responsibility of any CTCI member must be covered by the CTCI member's own auto liability policy. All members should be encouraged to have as a minimum amount of individual protection \$100,000/ \$300,000/ \$100,000 Bodily Injury and Property Damage protection. Note: In no event will the CTCI policy provide protection to any CTCI member's vehicle or property. That is the responsibility of each CTCI member to cover his/her own property.

The CTCI master policy should have a minimum liability limit of \$2,000,000 per occurrence limit and a \$4,000,000 aggregate, meaning the policy will cover up to

\$4,000,000 a year in losses. It needs to include PIP (personal injury protection) that covers Libel, Slander, Wrongful Eviction or Detention, False Arrest and Advertising Liability. At least \$5,000 premises medical protection is needed. The policy should also include Loss Assessment in the event the Association incurs a loss that exceeds the Associations master policy, the resulting excess loss would require the Association to assess the individual unit owners their fair share (proportion of ownership in the association) of the excess of loss.

The liability policy should also include:

- **Hired car:** this would extend coverage to include vehicle coverage to any rental vehicle rented to CTCI.
- **Employers non-ownership:** extends liability from the master policy as excess over the employees auto policy should the employee use their automobile in the course of business, i.e., doing errands, etc.

It is incumbent on the Board of Directors of CTCI to instruct the Management Services Director to be sure that CTCI keeps in force and maintains sufficient insurance in all areas that protects the entire association and the entire interest of CTCI. This must be done annually. The CTCI Insurance should include, Master Policy for all CTCI Property with limits sufficient to replace all CTCI property for: Fire, EC and Special EC perils with replacement cost provisions; and Earthquake Protection on a Direct Primary basis not in the form of Umbrella, as an Umbrella policy is for only liability not property coverage's. CTCI should have and provide copies, upon request, of all policies (at least copies of current declaration pages) to all CTCI members specifying coverage is in force.

CTCI should also have a liability policy in force with save harmless clause to all association members. CTCI should be compelled to require all contractors engaged by CTCI to do work for CTCI to provide a certificate of insurance showing CTCI as an additional insured and certificate holder. All contracts to do work for CTCI should save and hold harmless CTCI, including all CTCI members from any and all losses regarding the work to be done. In addition, CTCI should require any and all contractors to provide a certificate of Workers Compensation Insurance.

E.3 Directors and Officers Liability Insurance

This Coverage is intended to protect the Directors and Officers of CTCI while engaged and acting in the official capacity of that office. It is not intended to extend protection while an Officer or Director is acting on his or her own behalf

and not on official business of CTCI. The limit should be \$2,000,000 per occurrence and \$4,000,000 aggregate (annual accumulative) limits.

Should a sufficient number of Chapters request (generally 60 to 70% of all Chapters minimum requirement of the carrier) to carry this line of insurance, CTCI should request the Carrier to prepare a separate policy or endorsement extending this coverage to the requesting Chapters, the cost of this coverage to be allocated equally to all Chapters participating in the program. A complete list of participating Chapters must be kept in the CTCI office. Each Chapter will be named on the policy and only those clubs, Chapters, so endorsed will be provided coverage.

E.4 Workers Compensation and Employers Liability (Deleted January 2019)

E.5 Employment Practices Liability Insurance (Deleted January 2019)

E.6 Earthquake Insurance

This policy is as it implies, coverage should an earthquake damage CTCI's property. These policies generally have a high deductible, but the losses, in a vast majority of cases, are severe. CTCI can sustain a fairly high deductible, but it would create a hardship if CTCI were to sustain a major loss where over fifty percent or more of its property was either damaged or destroyed. In some cases, earthquake policies can be endorsed to cover subsidence or settling. Ground settling could be a problem considering all of the oil drilling that has been conducted in the area over the years.

Attachment 1– Office Employees Duties and Benefits

(DELETED JANUARY 2019)

Attachment 2– Method for Updating Procedures

This attachment describes the method to be used for updating the Operating Policies & Procedures and Convention Guidelines and Concours Procedures. These documents are prepared using Microsoft Word and features of that program are utilized in their preparation. The updating/revision method described herein requires the use of this software program.

Additions

Additions to these procedures will be inserted where appropriate. For word, sentence, or paragraph additions, an asterisk will precede the first word of the paragraph. At the bottom of the page, just above the footer line, adjusted to the right will be the month and year of the addition, preceded by ***Revised**, in 10- point font.

Changes

Changes to these procedures will be made where appropriate. For word, sentence, or paragraph changes, an asterisk will precede the first word of the paragraph. At the bottom of the page, just above the footer line, adjusted to the right will be the month and year of the addition, preceded by ***Revised**, in 10- point font.

Deletions

Deletions to these procedures will be made where appropriate. For word or sentence deletions, an asterisk will precede the first word of the paragraph. At the bottom of the page, just above the footer line, adjusted to the right will be the month and year of the deletion, preceded by ***Revised**, in 10 point font.

For paragraph deletions, the following will be inserted at the place the paragraph was deleted, ***Paragraph Deleted**. At the bottom of the page, just above the footer line, adjusted to the right will be the month and year of the addition, preceded by ***Revised**, in 10 point font.

Notification

Revisions will be published upon request of the President and/or Board of Directors and distributed to the document holders by the CTCI Office Manager. A cover letter will identify the pages that have been revised, including the Table of Contents if affected, followed by copies of the revised pages. These revised pages should immediately replace the obsolete ones in the documents.

In preparing the final copy of these procedures for distribution to the Board members at the end of the calendar year, all indications of the revisions to the document will be removed.

Attachment 3 – Bylaws

BYLAWS OF THE CLASSIC THUNDERBIRD CLUB INTERNATIONAL

ARTICLE I: NAME

The name of this corporation is CLASSIC THUNDERBIRD CLUB INTERNATIONAL, hereinafter referred to as CTCL.

ARTICLE II: OFFICES

- a) The principal office for the transaction of business of the corporation is hereby fixed and located in the County of Los Angeles, State of California. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another in said county.
- b) Branch or subordinate offices may at any time be established by the Board of Directors at any place where the corporation is qualified to do business.

ARTICLE III: PURPOSES

- a) To operate and maintain an organization to encourage and promote the admiration and ownership, care and maintenance, with safe and courteous operation, of the “Classic Thunderbird”, defined herein as a two-passenger 1955, 1956 and 1957 Ford Thunderbird automobile.
- b) To serve as a medium or exchange of ideas, information and parts for admirers and owners of the Classic Thunderbird to aid them in restoring and preserving these automobiles in their original likeness.
- c) To unite in an international organization all admirers and owners of Classic Thunderbirds who are interested in restoring and maintaining their automobiles in a manner that will promote admiration and respect within the community.
- d) To provide an international organization as a basis for local social clubs by the promotion of active Chapter organizations for club members to meet, socialize and maintain the spirit of good fellowship, and to participate in activities including the use of their Classic Thunderbirds.
- e) To further the interests of owners and drivers of Classic Thunderbirds and to promote the safety and enjoyment of motoring in all phases.
- f) To engage in any other activity related to that described above from time to time authorized or approved by the Board of Directors or members of this corporation.

ARTICLE IV: MEMBERSHIP

- a) Membership shall be open to all persons who are interested in the purposes of this corporation.
- b) There shall be one class of membership. The rights and privileges of all members shall be equal unless otherwise noted by these Bylaws.
- c) Active new membership in CTCI is obtained by submitting an application and payment of a new member initiation fee, and the annual dues as established by the Board of Directors. The annual dues, for the first year, may be prorated according to the schedule noted on the membership application form. Each year's annual dues are renewable in full on January 1 of the year, and become delinquent if not paid by February 1 of the year. Annual dues renewal notices will be mailed to each member during the month of December of each year. Non-payment of annual dues, by February 1, will result in automatic termination of CTCI membership. Such termination of CTCI membership may be voided without penalty, provided that the annual dues payment for the year is received by CTCI, not later than December 31. Membership lapses of a full calendar year, or more, may be reinstated upon repayment of the initiation fee and the annual dues for the current year. The initiation fee is waived if the former member's previous membership number can be provided.
- d) The Board of Directors is hereby granted the exclusive power and discretion to reject the application of membership of any person or may terminate the membership of any person for conduct deemed to be contrary to the stated purpose(s) of the Club.
- e) A membership in this corporation is not transferable or assignable except to spouses or descendants.
- f) Each member will be issued an official CTCI plaque. All members will be issued copies of the official CTCI publications issued while a member and such other benefits as the Board of Directors may determine from time to time.

ARTICLE V: BOARD OF DIRECTORS

- a) The administration and management of CTCI is hereby vested in the Board of Directors, subject only to the limitations provided in these Bylaws or California law.
- b) The Board of Directors shall consist of nine persons, all of whom shall be members.
- c) The term of membership on the Board of Directors shall be two years for Regional Directors and three years for Director-at-Large.
- d) Three Regional Directors and one Director-at-Large, respectively, shall be elected annually.
- e) Any vacancy occurring on the Board of Directors shall be filled by the remaining Directors for the balance of the term of the Director being replaced.
- f) The Board of Directors shall meet regularly once each year at the principal office or such other place as is designated by the President. Regularly is construed to mean no later than the 12th weekend of the year.
- g) Any action permitted to be taken under the laws of the State of California by the Board of Directors may, in lieu of an in person meeting, may be conducted in a video meeting.
- h) A majority of the members of the Board of Directors shall constitute a quorum.
- i) Written notice of all meetings of the Board of Directors shall be given by the President at least seven days in advance of any meeting.
- j) The Board of Directors is hereby authorized to establish such committees as it shall in its discretion deem appropriate, including executive committee, nominating committee, Convention committee, finance committee or others as needed. Such committees shall conduct

their business in such a manner as directed by the Board of Directors or the President, but in no event inconsistent with these Bylaws.

- k) No member shall be eligible to hold elective office as a member of the Board of Directors for more than four years during any six year period, the period beginning on the date of the member's first election as a member of the Board after January 1, 1971.
- l) A Director-at-Large shall not be eligible to hold office for consecutive terms.
- m) Terms of office of Directors shall be from January 1 through December 31 of the respective years.
- n) One Regional Director shall be elected for each of the three odd-numbered Regions in November of the odd-numbered years, and for each of the three even-numbered Regions in November of the even-numbered years, the Regions to be established by boundaries and numbers prior to January 31, 1976, for terms commencing on the next January 1.
- o) Each Regional Director, respectively, shall reside in the Region elected to represent for the full duration of any term of office.
- p) The election of Director-at-Large shall be conducted in October of each year, in conjunction with the election of Regional Directors, the term of office commencing on the next January 1.
- q) The final date for nomination of any member as a candidate for Director shall be August 1 of each year with the final date for the receipt, and counting, of ballots to be October 15 of each year.
- r) Each member in good standing shall be eligible to vote for the Regional Director from their Region and the Director-at-Large. If there is but one candidate for any Director position, that candidate will be declared elected to that position.
- s) In the event that there are no volunteer candidates for election to the Board from either a Region or At-Large, the Board shall appoint a Director from the Membership to occupy that vacant position subsequent to the Regular Election.
- t) The Board of Directors is hereby authorized to employ a "Managing Director", who, under the direction of the Board of Directors, will manage the ongoing daily business of the Corporation. The Board shall employ other personnel as shall be necessary for the proper operation of the corporation. The Managing Director shall also hold the non-voting Board position of Assistant Secretary.
- u) The Board shall, out of collected dues, purchase and maintain such insurance policies providing (1) protection of property (fire & theft), liability, and other casualty insurance the Board deems necessary, (2) Fidelity Bond, naming the Manager and such other persons as may be designated by the Board. (3) Workman's Compensation, as required by the State of California, (4) Directors and Officers Liability Insurance.

ARTICLE VI: OFFICERS

- a) The Officers of the corporation shall be President, Vice-President, Secretary and Treasurer. The Board is hereby authorized to appoint such Officers as may be required.
- b) The Officers of CTCI shall be elected by the Board of Directors for a term of one year. The election to be conducted in conjunction with the Annual Board of Directors Meeting with the term in office to begin at the conclusion of the Board Meeting and to continue through the completion of the next successive Annual Board Meeting.
- c) All Officers shall be members in good standing.

- d) The President and Vice-President shall each be elected members of the Board of Directors at the time of election as an office of CTCI.
- e) Any vacancy occurring in the office of President, Vice-President, Secretary or Treasurer shall be filled by a majority vote of the Board of Directors but consistent with the qualification requirements of these Bylaws.

ARTICLE VII: BIENNIAL MEETING OF MEMBERS

- a) There shall be a biennial meeting of all members of CTCI once in each even-numbered year at such time as the President determines.
- b) Written notice of such biennial meeting shall be mailed to each member in good standing at least sixty days in advance of such meeting. The requirement for a mailed notice of the meeting may be satisfied by an announcement of the meeting in an appropriate issue of the *EarlyBird*.

ARTICLE VIII: CHAPTERS

- a) Any six or more members of CTCI desiring to organize a local club for activities within the scope of the purposes of this corporation and its Articles and Bylaws, and willing to undertake the responsibilities and duties set forth below may, when so approved by the Board of Directors of CTCI, establish a Chapter.
- b) Membership in such Chapter shall require, as a prerequisite, ownership or desire to own, in whole or in part, a Classic Thunderbird, possession of a valid automobile operator's license, possession of public liability and property damage insurance equal to the minimum requirements prevailing in the jurisdiction where the Chapter is located, but in no event less than that required by the State of California, and such other conditions as may be imposed by the Chapter itself, subject to prior approval of the Board of Directors of CTCI.
- c) Chapter may, upon the decision of at least two thirds of its members, assess dues, providing that such dues are expended to carry the purposes of this organization and are not inconsistent with its Articles and Bylaws.
- d) A Chapter may adopt Bylaws, elect Officers and take such other action as may reasonably be required to accomplish its purposes, subject, however, to the approval of the Board of Directors of CTCI.
- e) Any Chapter which accepts non-CTCI members must, as a condition of charter, incorporate.
- f) Any Chapter not conforming to the stipulations set forth in these CTCI Bylaws may, by a majority vote of the CTCI Board of Directors, have the Chapter Charter temporarily, or permanently suspended or revoked. The reason(s) for such suspension or revocation to be detailed in writing by the CTCI president to the Chapter President at least ninety days prior to any final action by the CTCI Board of Directors
- g) All Chapter Officers including but not limited to the President, Vice President, Secretary, Treasurer and Advisory Council Representative, must be members, or the spouse of a member, of CTCI in good standing.
- h) 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.

ARTICLE IX: ADVISORY COUNCIL

- a) An Advisory Council is hereby established, composed of one representative for each duly chartered Chapter.
- b) The functions of the Advisory Council shall include, but are not limited to, advising the Board of Directors and the Officers on any and all matters of CTCI business.
- c) A representative to the Advisory Council shall be elected by the Chapter membership, or appointed by the Chapter president, for a term not to exceed two years. No Officer or Director of CTCI shall be eligible to be an Advisory Council Representative concurrent with his term of his CTCI office.
- d) The Advisory Council may establish such Committees as it shall deem appropriate to accomplish its function.
- e) An Advisory Council Representative must be a member, or the spouse of a member, of CTCI in good standing.
- f) All Chapter Advisory Council Representatives shall communicate their Chapter's CTCI matters and concerns directly to the duly elected CTCI Director for their region.

ARTICLE X: AMENDMENT OF BYLAWS

- a) Bylaws may be adopted, amended or repealed by the Board of Directors subject to final approval of the membership, by mail ballot or online voting, before any action is initiated by the Board of Directors.
- b) Any action taken by the Board of Directors to adopt, amend, or repeal Bylaws shall be published in one, or more, Issue(s) of the *EarlyBird* with no less than sixty days permitted from the mailing date of the first publication to the date for final vote; or Bylaws may be adopted, amended or repealed by the membership present and voting at any regular meeting of the membership, when a quorum, as required by the California Corporations code, is present.
- c) Voting may be by mail ballot to members in good standing who do not use the internet or voting may be by online voting to members in good standing who use the internet.
- d) A two-thirds affirmative vote of the members voting shall constitute adoption of the amendment.

ARTICLE XI: DISSOLUTION

- a) In the event that CTCI ceases to be a viable organization, action will be initiated by the remaining Board of Directors to dissolve the organization, in accordance with applicable state and federal regulations. Upon dissolution, the assets of the organization are to be used initially to satisfy any outstanding legal debts and encumbrances. The remaining assets are then to be transferred to the Benson Ford Research Center, THE HENRY FORD; Dearborn, Michigan. No portion of the assets will inure to the private benefit of, or be distributed to, any member, trustee, Director, Officer, or appointee of the organization, contributor, thereto, or private individual or person.

ARTICLE XII: RULES OF ORDER

All meetings shall be conducted in accordance with Robert's Rules of Order.

Amended July 2019.