

## ***Appendix A – New Chapter Formation***

### ***CTCI has two types of Chapters:***

- Traditional/Geography-Based Chapters, that have a specific geography with a reporting relationship through an elected Regional Director, and
- Non-Traditional Virtual Chapters which are not tied to a specific geography, typically meet using virtual meeting software over the Internet and have a reporting relationship through an elected At-Large Director.

Guidelines for forming a Traditional/Geography-Based Chapter are found in Section A, below. The Guidelines for forming a Non-Traditional Virtual Chapter are found in Section A.2.

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 Traditional/Geography-Based CTCI Chapters***

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

A.1.1 Anyone desiring to form a Traditional/Geography-Based 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 an email to all those members who reside in the area. Such a listing can be obtained by those forming the Chapter through the CTCI Office. Approval for such a listing resides with the Regional Director for the requested geography. 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 Traditional/Geography-Based 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 Traditional/Geography-Based Chapter must have six or more organizing members who are members of CTCI in good standing. It also must operate within the scope and purposes of CTCI and its Articles of Incorporation.

ration 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 Traditional/Geography-Based Chapter must hold regular meetings for one year prior to requesting a charter from CTCI.

A.1.5 A potential new Traditional/Geography-Based 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 Traditional/Geography-Based 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 any 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 Traditional/Geography-Based Charter***

After being in existence for one year, a potential new Traditional/Geography-Based Chapter may apply to the CTCI Board of Directors for a CTCI charter. A petition, signed by ALL officers, a copy of the current club roster, signed by as many members as possible, and a copy of the club Bylaws must be submitted to the CTCI President.

A.2.1 A petition by the potential Traditional/Geography-Based Chapter must:

- State the date of organization.
- State a schedule of previous activities.

- State that the potential Chapter is outside reasonable driving distance of any existing CTCI Chapter.
- Be signed by all officers.
- State if the potential Chapter is incorporated.
- State that the potential Chapter has been organized for one year or more.

A.2.2 The potential Chapter Roster must:

- Show name and address of each member.
- Show date of roster.
- Show club member's CTCI number.

A.2.3 Potential Chapter Bylaws must:

- State that all members must be members of CTCI, if the potential Chapter 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 (due every year by January 31st) will be submitted to CTCI by the President showing the name and title of each officer and the total number of members.
- State if the potential Chapter is, or is not, incorporated, and must specify the regular meeting dates, if any.
- State how bylaws may be amended.

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

- Review the petition, roster, and 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 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 President of the rejection and reason(s) for the rejection

### ***A.3 Guidelines for New Virtual CTCI Chapters***

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

A3.1 Anyone desiring to form a CTCI Virtual Chapter should contact CTCI members to see if there is enough interest to form such a Chapter. This may be accomplished by sending an email to all those members who could have an interest in joining. Such a listing can be obtained by those forming the Chapter through the CTCI Office. Approval for such a listing resides with the At Large Director assigned to mentor the potential Virtual Chapter. Another good way to contact potential members is to write a short article for the Early Bird stating that a Virtual Chapter is being formed and anyone interested should contact the person writing the article for details. A time should be suggested for the first meeting of potential Chapter members.

A3.2 The potential new Virtual 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.

A3.3 The potential new Virtual Chapter must hold a minimum of eight meetings for one year prior to requesting a charter from CTCI.

A3.4 A potential new Virtual Chapter must require that all Chapter members are members in good standing of CTCI. There shall be no exceptions.

A3.5 The new Virtual Chapter must submit a copy of their Chapter Bylaws to CTCI for approval before the charter is granted.

A3.6 Membership in a Virtual 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 member is located.

A3.7 A new Virtual 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.

A3.8 All members must read and understand ARTICLE VIII of the CTCI Bylaws.

#### ***A.4 How to Apply for a Virtual CTCI Charter***

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

A4.1 Petition by the Virtual Chapter must:

- State the date it was organized.
- State a schedule of previous activities.
- Be signed by all officers.
- State that all members are also members in good standing of CTCI.
- State that the Chapter has been organized for one year or more.

A4.2 The Virtual Chapter Roster must:

- Show name and address of each member.
- Show date of roster.
- Show member's CTCI number.

A4.3 Virtual Chapter Bylaws must:

- State that all members must be members in good standing of CTCI International Virtual 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 (due every year by January 31st) will be submitted to CTCI by the President showing the name and title of each officer and the total number of members.
- State the regular meeting dates.
- State how Bylaws may be amended.

A4.4 Upon receipt of the above articles, the CTCI President shall:

- Review the petition, club roster, and 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 President of the approval and issue a Charter. The date of approval by CTCI of the Virtual Chapter will be used in determining the anniversary date of the Chapter.
- If not approved, the CTCI President will notify the President of the rejection and reason(s) for the rejection.

### ***A.5 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.6 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.7 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 by January 31st 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.8 Petition for Chapter Charter**

**CLASSIC THUNDERBIRD CLUB INTERNATIONAL (CTCI)**

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

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

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

Activities for the past year were:

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

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

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

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

\_\_\_\_\_  
Newsletter Editor      CTCI #

\_\_\_\_\_  
Director                      CTCI #

\_\_\_\_\_  
Director                      CTCI #

\_\_\_\_\_  
Director                      CTCI #

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

\_\_\_\_\_

\_\_\_\_\_

## **A.9 Chapter Reactivation**

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

### **A.9.1 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. 9.1.1 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.9.1.2 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.9.1.3 The chapter officers must ensure that all State and local laws, if any, have been followed and that any required filings are current.
- A. 9.1.4 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.9.1.5 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.9.2 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 #