

**MID PENINSULA OLD TIME AUTO CLUB  
CONSTITUTION  
(Bylaws)**

**October 2018**

**ARTICLE I NAME AND AIMS**

**Section 1 - Name**

The name of the club, which will be a non-profit organization shall be:

MID PENINSULA OLD TIME AUTO CLUB

**Section 2 - Aims**

The aims of the club shall be to perpetuate the Old Time Automobile and to promote general interest in old cars; to encourage and facilitate group touring, runs, outings and other forms of recreation with old cars including literature, technical historic information, and to promote ideas and fellowship amongst its members; to secure a better understanding and recognition of the need for safer driving conditions; to cooperate with public authorities on all conditions.

**ARTICLE II PRINCIPAL OFFICE**

**Section 1 – Principal Office**

The Principal Office of this club shall be maintained at the address of the Secretary.

**ARTICLE III EMBLEM**

**Section 1 - Emblem**

The Emblem shall be a green triangle with a white center, the white center containing an antique black 1920 profile touring car and the words : Mid Peninsula Old Time Auto Club, in old English lettering.

**ARTICLE IV MEMBERSHIP**

**Section 1 – Qualifications for Membership and Qualifying Member Cars**

- a. Member vehicles must be 35 years or older.
- b. Qualifying vehicles appear to look as it would have in the year of production.
- c. Acceptable modifications are those that do not substantially change the exterior or interior appearance of the vehicle from original. Things such as height, wheels, interior, and body should appear original.
- d. Engine and chassis changes that are not apparent when looking at the car externally are acceptable.
- e. If there is any question about a car qualifying as a MPOTAC vehicle, the MPOTAC Board of Directors will make the final decision by majority vote of the Board.
- f. Insurance: All driving members must be insured individually. The Club is not responsible for acts of members or members vehicles and action cannot be brought against the club for any members careless acts for any reason.
- g. New members must be sponsored by a club member. All applicants for membership must submit a completed application form accompanied with a check for one years dues to the Membership Committee.

- h. If requested by any member, a secret ballot, to accept or decline membership must be taken and accepted and agreed upon by (3/4) three fourths of attending members.

## **Section 2 – Class A Membership**

- a. Class A members shall pay annual dues as prescribed in Article XII Section 1
- b. of these By Laws. Such membership shall be extended to the following:
  - (1) Head of family & spouse
  - (2) Single persons
- c. Class A members shall have all club privileges including the right to vote and hold office.
- d. Single persons who are Class A members shall be entitled to sponsor one co-member, subject to a 3/4 affirmative vote of the members present at a meeting, and after a probationary period of one year , co-members shall have all club privileges including the right to vote and to hold office.

## **Section 3 – Class B Membership**

- a. Class B Members shall include all dependents of a members family, regardless of age and with no additional payment of dues. Class B members shall have all club privileges except the right to vote and to hold office.
- b. Upon reaching the age of 16, Class B members may, if they so desire, assume full membership privileges of Class A, upon payment of annual dues as prescribed in Article XI Section 1 of these By Laws.

## **Section 4 – Suspension and Expulsion**

- a. Annual dues are due and payable on November 1st. Any member whose dues are not paid by February 1st shall be expelled for non-payment of dues at the discretion of the Board of Directors and may be re-instated at the discretion of the Board of Directors.
- b. Suspension or expulsion other than for non-payment of dues shall be by vote at any meeting of the club and is subject to three-fourth (3/4) majority vote of the members. A member must be given a hearing if he so requests it.

## **Section 5 - Others Classes**

- a. Life Membership.
  - 1. Class A Members that have been a member in good standing for a period of not less than ten years, and have made an extraordinary contribution to the club, may be elected to Life Membership upon a simple majority vote of the Members at a regular monthly membership meeting.
  - 2. Nominations for consideration of life member status must be made at any regular monthly membership meeting or Board of Directors meeting. The Board of Directors shall at their next or current meeting, thoroughly consider all qualifications of the nominee, and also the financial status of the club before deciding a conclusion by majority vote. That conclusion shall be presented to the membership at a regular monthly meeting for a final decision. A simple majority vote of the members shall be sufficient to decide. If requested a secret ballot vote must be taken.
  - 3. Life Members are not required to pay annual club dues and shall have all club privileges as extended to Class A Members.

4. IMPORTANT NOTE to future club decision makers; Election to Life Membership is not to be taken lightly or routinely. On a regular basis dedicated members volunteer to do jobs, from menial tasks to President, Friendship Chair., or Newsletter Editor. Some work relentlessly, holding various positions for many years. With few exceptions, Life Membership was not meant for them. It is for that rare person generally with unique circumstances as a special honor of the club.
- b. Other classes of membership may be provided for by the Board of Directors according to the best interests of the club.

### **Section 6 – Charter or Founder Members**

A Charter member or founder member shall be considered as a person and his spouse who attended the November 11, 1960 meeting or those absent for some legitimate reason.

## **ARTICLE V MEETINGS**

### **Section 1 – Powers reserved to the members**

The members shall elect by ballot each year all officers of the club, subject to the provisions of Article VI, Section 2. All matters requiring a vote of the members for passage, shall pass or be defeated by a simple majority vote of the membership at a regular meeting, with the following exceptions; Article IV Section 2 b (single class A members sponsoring a co member), Article IV Section 4 b (member suspension or expulsion), Article VII Section 5 (removal from office), Article XII Section 1 b (annual dues adjustment), Article XIV Section 1 (amending the By Laws).

### **Section 2 – Annual Meetings**

Nominations for officers shall be held at the September meeting. Mail ballots shall be counted at the October meeting.

### **Section 3 – Special Meetings**

Special meetings of the members may be called by the President or by a majority of the Board of Directors, and Members shall be notified by written notice from the Secretary at least 10 days prior to the special meeting.

### **Section 4 – Regular Meetings**

Regular meetings shall be scheduled on a basis of once a month and the date thereof shall be put in the club newspaper.

## **ARTICLE VI OFFICERS**

### **Section 1 – Number of Officers**

The elected Officers of this club shall be President, Vice President/Tour Director, Secretary, Treasurer and such other officers as the Board of Directors may determine. Officers shall each serve one (1) year or until their successors are named. In event of the resignation of an officer of the club, the Board of Directors shall appoint a member to take over these duties for the unexpired term.

### **Section 2 – Nomination and Election of Officers**

- a. The Nomination Committee shall consist of the preceding year's Vice President, Secretary and Treasurer, plus two members nominated from the floor and elected by voice vote at the July meeting. The Chairman of this committee shall be the former Vice President. In the

event of a vacancy occurring on this committee, the vacancy will be filled by the Board of Directors.

- b. The Nomination Committee shall present a ticket for the four (4) elected officers; President, Vice President, Secretary and Treasurer at the September meeting. The ticket shall contain a minimum of two persons for each office. At the discretion of the Board of Directors a single person nomination ticket is acceptable. Additional nominations may be made from the floor at the September meeting.
- c. The Nominating Committee shall prepare and mail out ballots. The ballots shall include a list of the candidates, voting instructions and state that the ballots are to be returned before the October meeting. Ballots are to be mailed to all Class A members. The Nominating Committee and the Secretary shall count the returned ballots at the October general monthly meeting. A simple majority vote of members is sufficient for election. Officers shall be installed at an installation banquet held prior to the November meeting.

## **ARTICLE VII DUTIES OF ELECTED OFFICERS**

### **Section 1 – Duties of the President**

The President shall preside at all meeting of the members and of the Board of Directors, and perform the duties usually appertaining to the office. The President may call regular and special meetings of the Board of Directors.

### **Section 2 – Duties of the Vice President/Tour Director**

In the absence of the President or in case of the Presidents death, resignation or inability to act, the duties usually appertaining to that office shall be performed by the Vice President. In addition, the Vice President will be responsible for providing all club automobile events, runs or tours, exclusive of Friendship Day, as the membership may require, and provide to the publication chairperson a current calendar of events for publication in the Club Newspaper. From time to time The Vice President shall provide the membership with tips on basic touring safety, either verbally at the monthly meetings or through articles written and published in the newsletter.

### **Section 3 – Duties of the Secretary**

- a. The Secretary shall maintain the headquarters office of the club. The Secretary shall attend all meetings of the members and of the Board of Directors and shall record all minutes and votes in a book kept for the purpose. Upon request, the Secretary shall attend meetings of the committees.
- b. The Secretary shall pick up all mail from the club PO Box prior to each general meeting of the members and convey any applicable information received in the mail to the membership at the meeting.
- c. The Secretary shall keep an up to date list of current dues paid members and send out all notices of special meetings and Board of Directors meetings to all relevant Members and shall perform all other duties incident to this office.
- d. The Secretary shall have custody of the club seal and minute book of the club.
- e. In the absence of the Secretary from any meeting of the membership or Board of Directors, a Secretary Pro-Tempore shall be chosen by the Presiding officer.

#### **Section 4 – Duties of the Treasurer**

- a. The Treasurer shall, subject to such conditions and restrictions as may be made by the Board of Directors, have custody of all monies, debts, obligations, documents and contracts and other financial papers belonging to the club.
- b. The Treasurer shall receive all monies and pay all club debts upon approval of each obligation by the Board of Directors. All contracts, checks, drafts, notes and other orders for payment of monies shall be signed in the name of the club by the Treasurer.
- c. The Treasurer shall give a report on the financial status of the club at the monthly meetings and if so requested, at any other meeting of the members or of the Board of Directors.
- d. No obligations, debts or other liability shall be incurred by the Treasurer without the specific prior approval of the Board of Directors.
- e. The Treasurer shall execute and deliver on behalf of the club all such instruments under the club seal as may be ordered by the Board of Directors.
- f. It shall be the responsibility of the Treasurer to fill out Internal Revenue and State Tax Forms as required.

#### **Section 5 – Removal**

Any officer of the club or any members of the Board of Directors may be removed from office at any time by a vote of three-fourths (3/4) of the members of the club voting at a meeting called for this purpose. Any member of a committee or any other agent appointed by the Board of Directors may be removed at any time by a vote of a majority of the members of the Board of Directors present and voting at any meeting called for that purpose.

### **ARTICLE VIII BOARD OF DIRECTORS**

#### **Section 1 - Members**

- a. The Board of Directors shall consist of the elected officers of the club, and the heads of the following committees; Friendship Day, Publications, Membership or assistant Membership, Program, Refreshment, the immediate Past President, and a Director Apprentice.
- b. Director Apprentice shall be nominated and elected to the Board of Directors by a simple majority vote of the membership at the October meeting or if not filled by this process, appointed by the Board of Directors. Director Apprentice shall be nominated from the newest members of the club, for the purpose of gaining hands on experience working with the more experienced Board members and giving input on new members expectation and fresh ideas. The Director Apprentice shall have all powers granted to a member of the Board of Directors.

#### **Section 2 - Time and Place of Meetings**

The Board of Directors shall hold a meeting as soon as is practicable after the Installation Banquet for the purpose of organization, appointment of committees and the transfer of other such business as may come before the meeting. The Board of Directors shall hold monthly meetings in order to discuss matters of importance relating to the successful operation of the club and convey their recommendations to the membership at the next meeting of the regular members.

### **Section 3 - Quorum**

A majority of the Board of Directors shall be necessary to constitute a quorum at a called meeting of the Board of Directors for the transaction of business, except to adjourn as hereafter provided. A quorum of the Directors may adjourn Directors Meeting to meet again at a stated time, place, and hour. In the absence of a quorum, the Directors present at any called meeting of the Board of Directors either regular or special, may adjourn the meeting.

### **Section 4- Powers of the Board of Directors**

The powers of the Board of Directors shall be as stated in Articles I through XIV of these By Laws. In addition, the Board of Directors shall act as a buffer to the monthly membership meetings, whereas, whenever possible, all proposals of matters of importance should be brought first to the Board of Directors for evaluation, discussion and vote. The proposal should then be presented at the next regular membership meeting by a member of the Board of Directors, stating the yea or nay recommendation of the Board. Final discussion and vote by the membership shall decide all such proposals.

## **ARTICLE IX COMMITTEES**

### **Section 1 – Election of Committees**

The heads of Committees shall be nominated and elected by a simple majority vote of the membership at the October meeting. Any positions not filled at this time shall be filled by appointment by the Board of Directors.

Committee heads may form a committee if needed, drawing from the membership, in order to accomplish required tasks.

### **Section 2 - Committee names.**

The names of the normal committees of this club shall be Publications Committee, Program Committee, Refreshment Committee, Health & Welfare Committee, Membership Committee, Friendship Day Committee, and Historian.

### **Section 3 - Publications Committee**

The Publications Committee shall issue or cause to be issued at regular intervals, a publication/newsletter titled “The Windshield Post” to be sent to all members, carrying news and activities of this club.

### **Section 4 - Program Committee**

The Program Committee shall plan all social activities as necessary and shall provide some form of short program or activity at each monthly membership meeting.

### **Section 5 – Refreshment Committee**

The duties of the Refreshment Committee shall be to prepare refreshments for club members and guests wherever deemed desirable.

### **Section 6 - Health & Welfare Committee**

The Health & Welfare Committee shall report to the membership the status of sick or bereaved members and be responsible for the sending of greetings/get well or condolences/sympathy cards at a nominal cost.

## **Section 7 - Membership Committee**

- a. The Membership Committee shall distribute membership application forms to prospective new members as and where deemed necessary. A committee person shall stand at or near the entrance to the general monthly meeting place and greet guests and prospective members, requesting name, address, reason for attending, year and make of vehicle(s) owned or looking to own if applicable, and at the request of the presiding officer, introduce them to the membership in attendance with appropriate comments as to their reason for attending. Names and address' of these guests should be given to the Publication Committee for mail out of one issue of the club newsletter.
  - b. In addition the Membership Committee shall pursue and accept all filled out membership application forms along with appropriate dues payment.
  - c. The Committee shall review all applications for membership, and if properly filled out and accompanied by the appropriate dues payment, announce all new members to the membership at the general monthly meeting.
  - d. The Committee shall submit the dues payment to the Treasurer.
  - e. The Committee shall then submit all I. D. and contact information to the Publications Committee for inclusion in the next newsletter and for future newsletter mailing, and the same information to the Secretary for the Secretary's records.
  - f. The Committee shall record all relevant information necessary (name(s) of member and spouse, address and all contact information) for inclusion in the annually printed club membership roster.
  - g. The Committee shall then place the application in a file/folder for future reference. This file/ folder to be passed on to the next Membership Chairman.
- c.

## **Section 8 – Friendship Day Committee**

- a. The Friendship Day Committee shall begin planning as soon as practicable after the October election of Officers and heads of Committees, so as to provide a venue for publication by January 1st. The established date of Friendship Day shall always remain the third Sunday of May each year and shall be held at a location that is local, user friendly, and large enough to accommodate the anticipated number of motor vehicles. The committee shall design, have printed, and mail out, a letter of invitation for car clubs in addition to hand out flyers, advertising the event, by no later than the middle of January.
- b. The Friendship Day Committee shall maintain a current mailing list of old car clubs that are active in Northern California or any distance beyond, that they may deem appropriate, in order to mail out Friendship Day invitations and flyers to a target hobby audience.
- c. The purpose of Friendship Day is to perpetuate friendship throughout the old car hobby as well as being a Fund raising event for the club treasury. The Friendship Day Committee shall base the production of the event on those two factors and perform all duties necessary to assure the best event possible.

## **Section 9 - Historian**

The Historian shall accumulate, care for and present for viewing when requested, or as the Historian feels appropriate, all items relating to the clubs history.

**Section 10 - President**

The President shall be an ex-officio member of all committees.

**ARTICLE X CLUB FISCAL YEAR**

**Section 1 – Fiscal Year**

The Fiscal Year of the club shall be November 1st to October 31st.

**ARTICLE XI PERSONAL LIABILITY**

**Section 1 - Liability**

All persons extending credit, contracting with or having claim against the club or the Board of Directors shall look only to the funds and property of the club for payment of any debt, damage, judgment or decree, or any other money that may otherwise become due or payable to them from the club or the Board of Directors, so that neither the members of the club, the Board of Directors, or officers past, present or future shall be personally liable therefore.

**ARTICLE XII MEMBERSHIP DUES**

**Section 1 – Amount**

- a. The amount of annual membership dues to be charged per member shall be based on the amount expended annually by the club, to produce and mail out the monthly newsletter and other mail out (to the membership) notifications, and the dollar amount that the club contributes annually to the Association Of California Car Clubs.
- b. In order to adjust the dollar amount of the annual dues as needed, the board of directors shall annually evaluate the membership dues amount and when deemed necessary present a formal proposal to the membership to be voted on at a regular membership meeting. The vote to increase/decrease must pass by a three – fourth (3/4) majority vote of the members present.

**ARTICLE XIII ORDER OF BUSINESS**

**Section 1 - Regular Meetings**

The order of business at regular meetings shall be: (1) Call to Order, (2) Membership Report, (3) Reading and acceptance of the minutes of the previous Board of Directors and Regular Meetings, (4) Treasurers Report, (5) Report from Officers and Committees, beginning with Health and Welfare, Tour Director, Friendship Day, Publications, Historian, Program, Refreshments, (6) Unfinished Business, (7) New Business, (8) Announcements/reminders of upcoming special meetings and events, (9) Adjourn Meeting.

**ARTICLE XIV AMENDMENTS**

**Section 1 - Amendments**

These By Laws may be amended or repealed and additions may be made thereto by the membership at any regular meeting of the club by three fourth (3/4) majority vote. Notification of any proposal to amend these By Laws must be sent to the membership in the form of either a separate letter, or posted in the monthly newsletter no less than 14 days prior to the scheduled regular monthly membership meeting. The notification shall state at a minimum, the date that the proposal (s) shall be

discussed and voted on, in addition to the Article and section title as written in the existing By Laws that the proposals will fall under, or the new Article and or section title(s).