

**FLAG CITY MUSTANG CLUB
BY LAWS**

(Mustang Club of America, Inc. Chapter)

Dated:

January 5, 2016

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Amendments:

Amendments	Description of Change	Date
0	Original Document	July 17, 2011
1	<ol style="list-style-type: none">1. Article II: Change principal mailing address.2. Article V, Section 1B: Added "or Board" to end of sentence.3. Article V, Section 5F: Added "Sunshine" to Section title.4. Article VII, Section 7C1: Clarified where \$20 award will be presented.5. Article VII, Section 7C: Added Section 7C4 to clarify how award levels are determined when a recipient declines an award level.6. Article VII, Section 8B4: Clarified how and when CCC Nominations are to be submitted for approval.	January 5, 2016

ARTICLE I – NAME

The name of this club shall be FLAG CITY MUSTANG CLUB, hereinafter referred to as FCMC, a not for profit organization. The FCMC is a chapter of the Mustang Club of America, hereinafter referred to as MCA.

ARTICLE II – BUSINESS ADDRESS

The principal mailing address for FCMC is 212 Westbury Court, Warner Robins, GA 31088.

ARTICLE III – PURPOSES

- To operate and maintain an organization to encourage and promote the admiration, ownership, care and maintenance, with safe and courteous operation of Mustangs and Fords.
- To unite in a local organization, owners and enthusiasts of Mustangs and Fords who are interested in restoring and maintaining their automobiles in a manner that will promote admiration and respect within the community.
- To serve as a medium of exchange for ideas and information for Mustang and Ford enthusiasts and to aid them in restoring and preserving these automobiles. However, the FCMC will not fund or provide official restoration to any member vehicles.
- To provide a social group for club members in a family atmosphere where they can meet, socialize, and maintain a spirit of good fellowship in all phases of motoring.
- To further the interests of owners and drivers of Mustangs and Fords and to promote the safety and enjoyment of same in all phases of motoring.
- To engage in any other activity related to the above that from time to time may be approved by the members of this organization.
- To provide fundraising activities to benefit local charities after club social and membership obligations have been met and as the club's treasury can support.

ARTICLE IV – MEMBERSHIP

Section 1 – Application:

- A. Membership in FCMC does not require ownership of a Mustang or Ford.

Section 2 – Types of Membership:

- A. Individual Membership – Any person owning or having an active interest in the Mustang or Ford automobile may become an active member in this organization and shall be entitled to all of its privileges upon payment of the dues as provided in the By Laws, and other qualifications stated therein.
- B. Family Membership – Individual member and family member(s) living in the same household including children through their 21st birthday. A Family Membership is entitled to two (2) votes for FCMC business.

Section 3 – Dues:

- A. Individual membership dues shall be \$15.00 per year with renewal required on January 1.
- B. Family membership dues shall be \$20.00 per year with renewal required on January 1.
- C. Members joining the FCMC during the calendar year will pay full membership dues. Membership dues will be prorated at the next year's renewal.

Section 4 – Termination of Membership:

- A. Membership privileges (including newsletter subscription) will be voided for the following reasons:
 - 1. Non-payment of dues by March 1 of that year.
 - 2. For reasons deemed detrimental or injurious to the FCMC.
- B. Action regarding detrimental or injurious issues to the FCMC must be handled by simple majority vote of the membership present at the next scheduled monthly meeting.
- C. It is understood that the club will sustain no liability for the actions of the outgoing member or members that have had membership revoked.
- D. Any and all dues paid in advance by such member automatically are forfeited to the Club and will not be returned to the member under any circumstances.

ARTICLE V – OFFICERS and NON-OFFICERS

Section 1 – Officers' Definitions:

- A. The Officers (elected positions) of the FCMC shall be President, Vice-President, Secretary, and Treasurer.
- B. The collective elected Officers and the past president are designated as the Club's "Board of Directors", hereinafter referred to as the BOD or Board.
- C. The Secretary shall also serve as the Newsletter Editor.

Section 2 – Election of Officers:

- A. All Officers of this club shall be Individual or Family members in good standing and a minimum of 21 years of age. In addition, all Officers shall be MCA members.
- B. No member may run for more than one elected office during any one election.
- C. Those people who wish to hold an office must be nominated or submit their name in writing to the club secretary at or by the September meeting.
- D. Nominations will be closed at the end of the regular September meeting.
- E. Nominations will be published in the October newsletter.
- F. Any member in good standing may request an absentee ballot from the club secretary prior to the November election meeting.
- G. The slate of officers will be presented at the November meeting. Election of officers will be determined by simple majority vote either by written ballot or show of hands at the discretion of the existing Board of Directors. Completed absentee ballots must be returned to the club secretary prior to the regular November meeting to be valid.

- H. Should any of the Officers resign or become unable to hold office before the end of the elected term, the vacancy will be filled at the next regularly scheduled membership meeting in accordance with the provisions of these By Laws.
- I. The Officers of FCMC will serve for a term of one year, beginning on January 1.

Section 3 – Elected Officers’ Duties:

A. President

The President will preside at all monthly meetings and perform the duties of the office, including but limited to: calling special meetings of the membership, appointing committee chairpersons and assigning other duties as needed. The incoming President shall appoint the Parliamentarian.

B. Vice–President

In the absence of the President, the duties of that office will be performed by the Vice–President. The President may request the Vice President perform other duties deemed necessary for efficient operation of the club.

C. Secretary

The Secretary will record all minutes and votes. The Secretary will maintain a current roll of all club members, give all notices of meetings and have custody of the club's records. The Secretary shall also be responsible for Club’s documentation including maintaining a file of previous Club Meeting Minutes. The Secretary shall report Club membership as of June 1 of each year to the National Club (MCA) by July 1 per MCA By Laws Article XVIII, Section 5. In the absence of the Secretary from any meeting, a Secretary pro temp will be selected by the presiding officer.

D. Treasurer

1. The Treasurer will have custody of all financial records and obligations concerning the club, receive all funds for the club, deposit the funds in the club account and pay all club debts upon notification and approval of the Board.
2. The Treasurer will sign, in the name of the club, all checks for payment of money. He/she will also give a report on the club finances at the monthly meetings. If the Treasurer is unable to attend a meeting, a written financial update will be given to the elected officers prior to the meeting date.
3. All checks for payment or disbursements in excess of One Hundred (\$100) Dollars shall require approval from the Board.
4. The FCMC accounts will be set up in the club’s name with the Treasurer as the primary account holder and the president as the secondary name.

- E. All Officers are expected to attend the majority of scheduled monthly Business and BOD meetings. Notice of absence is expected to be provided to the President prior to the meeting date. Should an Officer or Non-Officer not be able to attend the Business meeting, it is their responsibility to see that someone performs their duties at the meeting.

Section 4 – Non–Officers’ Definitions:

- A. Non–Officers (volunteer positions) include Points Incentive Program Recording Chairperson, MCA Regional Director, Newsletter Editor, Web Site Editor, Cherry Blossom Festival Car Show Chairperson, Benevolence Chairperson, and Parliamentarian.

- B. Non–Officer positions will only be voted on if more than one person volunteers for the position. In the event there are no volunteers for a position, the Board of Directors will appoint a member to the position.
- C. Non–Officers are expected to attend the majority of scheduled monthly membership Business meetings.
- D. Non–Officer positions shall be for one year, beginning on January 1, unless otherwise directed by the Board.
- E. Non–Officers shall report to the Board of Directors.

Section 5 – Non–Officers’ Duties:

A. Points Incentive Program Recording Chairperson:

The Points Incentive Program Recording Chairperson will administer the Points Incentive Program as outlined in Article VII – Miscellaneous, Section 8 – Points Incentive Program of these By Laws.

B. MCA Regional Director:

The MCA Regional Director will be the liaison between the FCMC and the MCA. He/she will report monthly any news relating to the MCA such as upcoming events, MCA rule changes, etc. Individual membership in the MCA is not required but is encouraged for all FCMC members.

1. The MCA Regional Director will be responsible for the application to MCA for insurance of the FCMC car shows.
2. The MCA Regional Director shall be responsible for maintaining the club’s MCA affiliation.
3. The MCA Regional Director will follow club guidelines as provided in these By Laws.

C. Newsletter Editor:

1. The Newsletter Editor will compile the Newsletter, arrange for printing and distribution and ensure that the Newsletter is delivered to each member once each month, prior to the monthly Business meeting. The mailing list will include primary members in good standing and other organizations and/or businesses as directed by the Board of Directors. The primary delivery method of the Newsletter will be email, except where a member requests a mailed copy.
2. No material that is or may be considered libelous, discriminatory or controversial in nature shall be published in the Newsletter.
3. The Newsletter Editor will follow club guidelines as provided in these By Laws and Appendix A, as appropriate.

D. Website Editor:

1. The Website Editor is responsible for the maintenance and timely updating of the Club’s Website.
2. No material that is or may be considered libelous, discriminatory or controversial in nature shall be placed on the Club’s Web site.

3. The FCMC web site (host, domain and forum if established) will be set up in the club's name. In the event that a name is required for set up, the Website Editor will be the primary, the President or Treasurer will be the secondary name.
4. The password for the FCMC web site (host, domain and forum) will be known by the Website Editor, the President and Secretary.
5. The Website Editor will follow club guidelines as provided in these By Laws and Appendix B, as appropriate.

E. Cherry Blossom Festival Car Show:

1. The Cherry Blossom Festival (CBF) Car Show Chairperson shall:
 - a. Attend CBF committee and planning meetings and provide a report at next scheduled Business meeting.
 - b. Administer the CFB Car Show checklist.
 - c. Set major policy for CBF Car Show procedures with BOD approval.
 - d. Coordinate all CBF Car Show activities. The CBF Car Show Chairperson shall be the point of contact dealing with all activities concerning set up for the CBF Car Show and fund raising including securing door prizes, raffle, and/of auction items, determining guidelines for Car Show flyer, et al.
 - e. Be decision maker the day of the show for last minute details.
 - f. Select a CBF Car Show Co-chairperson to assist in the performance of these duties or request BOD appoint someone, as required.
2. Members are strongly encouraged to coordinate their CBF Car Show activities with the CBF Car Show Chairperson especially in the area of securing door prizes, raffle, and/of auction items, obtaining sponsors, and raising funds.

F. Benevolence (Sunshine):

1. The Benevolence Chairperson shall follow these general guidelines:
 - a. In the event a Club Member is ill or hospitalized, a card will be sent. Generally, if a member is hospitalized overnight, flowers/fruit basket will be sent. With approval of the ill member and/or his/her family, the membership will be notified of the illness via email.
 - b. In the event a Club Member's Family Member is ill or hospitalized, a card will be sent. With approval of the ill member and/or her family, the membership will be notified of the illness via email.
 - c. In the event of the death of a Club Member or their Spouse or Child, flowers or a donation of \$100 will be sent to a charity chosen by the family. In the event of the death of a relative of a member, a card, flowers or a donation of \$50 to a charity chosen by the family will be sent. The Benevolence Chairperson will determine the appropriate response. With approval of the family, the membership will be notified via email.
2. All expenditure of Club funds requires BOD approval. Reimbursement of funds requires submission of a receipt to the Club Treasurer noting the expense incurred.
3. Members should notify the Benevolence Chairperson when they are aware of any situation noted above.

G. Parliamentarian:

A Parliamentarian will be present at all Business meetings and will advise in all areas of parliamentary law and contribute toward the proper order of business. The Parliamentarian will have available for reference at each meeting copies of the proper parliamentary authority, the current By Laws, and such other documents and information as is necessary to carry out the proper order of business.

Section 6 – Forfeiture of Duties and Responsibilities:

All Officer and Non–Officer positions should be held by a member able and willing to abide by the Business and/or BOD meeting requirements. Any Officer or Non–Officer who holds a position and is unable or unwilling to fulfill the duties of such position will be requested to meet with the Board to resolve duty issues. If any Officer or Non–Officer is still unable or unwilling to fulfill these duties further action will be determined by a consensus of the Board.

ARTICLE VI – MEETINGS

Section – 1 Notice of Meetings:

1. Meeting locations, dates and time, along with directions, shall be publicized in a timely fashion in the monthly Newsletter and on the Website.

Section 2 – Regular Monthly Membership and Business Meetings:

1. The Officers of the club will convene a Business meeting a minimum of eleven times during the year for the purposes of establishing club direction and dealing with planning for the club’s activities and future.
2. The Business meeting will occur on the first Tuesday of each month, with the exception of the December meeting which will be the Annual Christmas and Awards Banquet. The dates are subject to change upon approval of the majority of the membership present at a meeting, or as deemed necessary by the Board of Directors. The Business meeting will normally take place in the Riverside Ford Conference Room, Macon, GA. The Annual Christmas and Awards Banquet location will be announced in the monthly Newsletter and on the Website.
3. A Membership Cruise-In will occur on the third Tuesday of each month. The location of the Cruise-In will be published in the monthly Newsletter and on the Website.
4. The Board of Directors is responsible for obtaining meeting locations for the FCMC within necessary criteria.

Section 3 – Special Meetings:

1. Any member may call a special meeting by petition to any Officer.
2. Request for a special meeting must be communicated to all members of the Board by the contacted Officer.
3. The date and purpose of the special meeting will be communicated to membership at the earliest possible meeting time and location.
4. The special meeting will be open to all members.

Section 4 – Order of Business:

- A. The order of business at a regular Membership Business meeting will be as follows:
 1. The President shall call the meeting to order.

2. Minutes of the previous Business meeting will be read by the Secretary and amended/approved by the members present.
 3. Treasurer will present a financial report.
 4. Committee and/or Chairperson reports, if any.
 5. Old Business (unfinished from last meeting).
 6. New Business.
 7. Discussion period relating to the restoration and maintenance of Mustangs and the sharing of similar information, as well as other items pertinent to the Club.
 8. Adjournment.
- B. The order of business may be suspended by a majority vote of the members present.
- C. The order of business will be governed by Roberts Rules of Order.

Section 5 – Board of Directors Meetings:

- A. The Officers of the club may convene as necessary during the year or as seen fit for the purposes of establishing club direction and dealing with planning for the club's future. The need for these meetings shall be determined by the President or by consensus of the Board.
- B. A majority of the Board of Directors shall constitute a quorum.
- C. Club business may be conducted via electronic means or telephone as long as all members of the Board are included in the messaging and are in agreement.
- D. The Board of Directors shall have the authority to make both financial and non-financial decisions where immediate action is necessary under emergency conditions. These decisions will be presented to the membership at the next Membership meeting.
- E. Board of Directors meetings, where possible, will be open to the general membership.

Section 6 – Parliamentary Authority

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the FCMC in all cases to which they are applicable and in which they are not inconsistent with these By Laws and any special rules of order the FCMC may adopt.

ARTICLE VII – MISCELLANEOUS

Section 1 – Advertising of Commercial Business:

- A. Car show and club sponsors are listed on the Show Flyer per arranged agreements with the Board and/or Show Chairperson.
- B. No advertising will be placed with an application or invitation to join the club.
- C. No solicitation of any club member is permitted for personal business gain. Actions therein may constitute termination of membership immediately if not stopped after notification by any club officer.
- D. Announcement(s) of automobile related offers extended to the FCMC may be announced at the meeting upon approval by the Board of Directors.

Section 2 – Appointment of Committees:

The President shall have the authority to appoint ad hoc committees as necessary and will outline the duties and responsibility of such committees.

Section 3 – Club Property:

- A. It is recognized that the club will purchase items for use at shows, activities, and club events.
- B. The Club Secretary shall maintain a list of all club property and who has custodianship of the property.
- C. Club property is for the sole use of the club as a whole and shall not be loaned or borrowed by individuals.

Section 4 – Personal Liability:

The FCMC is an association of Mustang and Ford enthusiasts and by adoption of these By Laws, wherein this statement is included, gives notice that no liability whatsoever is assumed, and no acknowledgment by FCMC can be forthcoming in event of any legal action brought by others. The "Officers" of FCMC are volunteers who are required and expected to be held harmless against any and all legal actions pertaining to the voluntary commitment of their time and effort. A notice to this effect shall be posted at all meetings and events with the expressed intent of invitation to others to participate in meetings and events given that FCMC or anyone associated with FCMC shall not be held liable as a group or individually for any adverse occurrence associated with any meeting or event.

Section 5 – Fiscal Year:

The fiscal year of the Club will be from January 1 to December 31.

Section 6 – Attorney Fees:

All members agree that if a dispute should arise between a member and FCMC, resulting in the institution of legal action, the Board may recommend to the membership the retention of legal counsel on behalf of FCMC to defend the club in the lawsuit. A majority vote of the members present at the next regularly scheduled membership meeting shall be required before legal counsel is retained by the Board on behalf of FCMC.

Section 7 – Points Incentive Program:

- A. Every year on November 1st the points will be totaled, sizes gathered, and items ordered for presentation at the Annual Christmas and Awards Banquet.
- B. The Points Incentive Program was developed to both increase participation among current members, and to attract new members. Becoming involved means attending business meetings and cruise night activities, taking part in the Cherry Blossom shows etc. Besides winning prizes, this will be another way to get together and have some fun, talk Mustangs, see Mustangs, and tell Mustang & Ford stories. Following are the basic points of the program: (Points are per individual member, with each spouse counting as a separate member in a family membership):
 - 1. Ten (10) points for attending a business meeting.
 - 2. Five (5) points for attending cruise night.

3. Thirty-five (35) points for performing any duties (traffic control, parking, registration, setting up, serving lunch, etc.) at the Cherry Blossom Car Show.
4. Five (5) points for any other approved Club activity such as picnics, Show & Shines, any shows listed in the newsletter, or any shows specifically approved by Club President. Also, attendance at any MCA sanctioned show will earn 10 points.
5. Twenty (20) points for bringing a new member into the Club, once they have paid their dues.

C. Rewards:

1. Members who accumulate 100 points can redeem them for a free dinner, valued at no more than \$20. This will be awarded at the Annual Christmas and Awards Banquet gathering or the Cherry Blossom Festival Car Show Dinner in March (at a local restaurant). This reward can be earned yearly.
2. Members who accumulate 165 points can redeem them for a long sleeved shirt, button down collar style, embroidered with the club logo and name. For members who have earned a jacket, yet earn enough points for another, can also receive a shirt. This reward is limited to one shirt per member in a three year period.
3. Members who accumulate 185 points can redeem them for a racing jacket. The club logo is embroidered on the back and the member's first name is embroidered on the front. This reward is limited to one jacket per member in a five year period.
4. If a member is eligible for an award level and declines the award level, the award determination passes to the next level, i.e., jacket award passes to shirt award, and shirt award passes to dinner award.

- D. Points are counted as long as you are an active member. If your membership lapses, your points are forfeited. Points are counted from the first of November through the thirty-first of October, and each year, everyone begins first of November with a clean slate. For members who join mid-year, for that first year ONLY, you can carry over your points. You need to report show attendance to the Points Incentive Program Recording Chairperson for credit. He/she will also have a signup sheet available at Club meetings to record your attendance. The newest application forms include a place to annotate referral a new member so once their dues are paid, the Treasurer will be able to report this information to the Points Incentive Program Recording Chairperson. Points are updated monthly, emailed out to members and a copy of the form is available on the website.
- E. In a family membership, only two members can earn points. Typically, the family is actually a couple, or in a few cases, parents and kids. At the beginning of the points year, if the members earning points are not member and spouse, then the Points Incentive Program Recording Chairperson will be notified by the member as to whom will be earning points. Points are not transferable between members, and whichever members are declared for the year need to earn their own. Parents can choose to designate their driving-age child who is actively participating in Club activities to earn points in their place.
- F. The Points Incentive Program can be suspended or modify, depending on the Club treasury's ability to support the program, by majority vote of the members present at a Membership meeting.

Section 8 – Charitable Contributions:

- A. Committee: The Board of Directors will appoint the Charitable Contributions Committee (CCC) to determine the recipients of the club's donation to charitable organization or individuals per the guidelines outlined therein.
- B. Guidelines:
 - 1. Determining number and amount of donations: At the June Business meeting, the number and amount of contributions to be made will be decided. As an established club guideline, donations will go to local organizations and families/individuals in need at the Club's discretion.
 - 2. Charitable Contribution Funds: Funds raised and/or donated specifically for charity shall be held by and documented separately by the Club Treasurer.
 - 3. Choosing Charitable recipients: All Club members may submit to the CCC a written request to support an organization or individual of their choosing. The request should contain a brief explanation as to why the donation is needed.
 - 4. CCC Decision: The CCC shall submit, no later than the October Business Meeting, a list of nominations received and their recommendation for Club's donation recipients. The CCC's recommendations will be approved by the members present at the Business Meeting. All donations shall be distributed prior to year's end by a CCC and/or Board member.

ARTICLE VIII – AMENDMENTS TO BY LAWS

Section 1 – Amendment:

- A. Any active member in good standing, by written proposal submitted to the Secretary, may propose an amendment to the By Laws. Upon such proposal being made, a copy thereof will be available at the next monthly Business Meeting. Verbal voting or ballot voting will be controlled by the same rules relating to the election of Officers. If two-thirds (2/3) of the members present and qualified to vote, vote in favor of the proposal at the meeting, the proposed amendment will be approved and adopted.

Section 2 – Restrictions:

- A. Not less than six (6) months must elapse between a meeting defeating a proposed amendment or repeal, and a new presentation of the same or substantially the same, amendment or repeal.

Section 3 – Review:

- A. It is recommended that the By Laws be reviewed on a bi-yearly basis for possible updates and revisions.
- B. The Board may request the formation of a committee for such purpose.

Appendix A

Newsletter Guidelines

The purpose of the Flag City Mustang Club newsletter is to provide information about the Flag City Mustang Club. This information shall include but not be limited to:

- A description of the club, its functions, shows and events that we participate in.
- Information on upcoming meeting dates, and events including times and locations for as far into the future as has been established.
- The date, time and location along with any other special interest items for the next month's Business meeting shall be in a prominent position on the front page of the newsletter.
- List upcoming local and regional shows and events as known.
- Provide contact information (phone numbers and E-mail addresses if available) for Club Officers.
- No information of a derogatory, inflammatory, controversial or offensive nature shall be published in the newsletter.
- The April issue should be dedicated to the annual FCMC car show with pictures, results and sponsor listings.

Newsletter Editor Guidelines:

- 1) The Newsletter Editor will bear the responsibility of writing, printing and delivery of the newsletter.
- 2) Costs for publishing and mailing the newsletters will be reimbursed to the newsletter editor from club funds upon submission of receipts for same.
- 3) The Newsletter Editor is responsible for the overall content and appearance of the website.
- 4) It is the duty of the Newsletter Editor to have the newsletter published and mailed by the monthly Business Meeting.

Appendix B

Web Site Guidelines

The purpose of the Flag City Mustang Club web site is to provide information about the Flag City Mustang Club. This information shall include but not be limited to:

- A description of the club as it function and the shows and events that we participate in.
- Information on upcoming meeting dates, times and locations for as far into the future as has been established.
- Provide membership information on how to join the club including dues and a downloadable membership form.
- List upcoming shows and events as known.
- Provide links information (Email address) for Board members.
- No information of a derogatory, inflammatory, controversial or offensive nature shall be allowed in the website.

Webmaster Guidelines:

- 1) The website shall be registered in the name of the Flag City Mustang Club
- 2) The Webmaster, President and Secretary shall have the password for the website
- 3) The Webmaster will bear the responsibility of maintaining the website and is responsible for the overall content and appearance of the website.
- 4) The website shall be maintained and updated in a timely manner (a minimum of bi-monthly updates)

Certificate of Flag City Mustang Club By Laws Adoption

Upon a motion duly moved, seconded, and approved by a two-thirds (2/3) majority vote of the active voting members, either present or represented by a proxy at a regular business meeting or special meeting, the undersigned, constituting the Officer's of the Flag City Mustang Club of Macon Georgia, do as of the 5th day of January, 2016, adopt the foregoing By Laws and said By Laws are hereby ratified and adopted by the undersigned.

President

Vice President

Treasurer

Secretary