



Berks County Mustang Car Club, Inc. By-Laws

2024

Article I — Name

This organization shall be known as Berks County Mustang Car Club, Inc. (BCMCCI)

Article II — Membership

No one shall be denied membership into BCMCCI based on race, color, creed, age or sex.

Club Motto:

"Dedicated to the restoration, preservation and enjoyment of the Ford Mustang and all other Ford Motor related products."

1. Club members will conduct themselves in a responsible manner at any, and all club functions and always keeping the club's interests in mind.
2. Reckless or irresponsible conduct will not be tolerated and may result in dismissal from the Club.
3. The Berks County Mustang Car Club, Inc.'s Executive Board reserves the right to decline any new membership application.
4. All members and member candidates are bound by an obligation to maintain a positive and friendly environment, internally and publicly. The Club and its members must guard against any form of toxicity that will or could become disruptive, or reflect negatively on the Berks County Mustang Car Club, Inc. We must always consider what is best for our Club's mission, safety, and welfare of its members and event participants.
5. Any violation of the club's bylaws may result in termination of membership.

Article III — Objective

The objective of the car club shall be:

1. To promote and foster automotive interests including, but not limited to, participation in club activities such as, car shows, cruises, driving events, and assisting members (if possible) with their restoration, repair and/or modification, interests or needs.
2. Raise money for those charities selected each year by the Club membership.

Article IV — Attendance

Members are expected to attend as many meetings, and club events, as possible.

Article V — Members, Spouses, Friends and Family

1. All members' friends and families are welcome to all Club functions.
2. They are also welcome to serve on committees and to help with the Club's activities.
3. The Club welcomes any and all help that can be given.



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Article VI — Club Membership Dues

1. Club dues shall be set at \$20.00 for each membership. Membership includes the individual, PLUS any household members living at the same address (Typically includes one additional adult and any children up to age 17. Household members 18 and over would require their own membership.)
2. New membership dues shall be as follows: Applications received January 1 through August 31 activate membership for the current calendar year. Applications received September 1 through December 31 activate membership through the end of the current year and carry forward into the next full year.
3. Payment of club dues must be made on or prior to the third Saturday in February for the current year.
4. As a chartered Club of the Mustang Club of America (MCA), we encourage our members to join the national Club as well. We do not require our members to join MCA, but this helps our standings with the national organization. For more information on MCA membership options, please visit: <https://mustang.org/membership-account/levels/>.
5. Money from dues collected will go into the treasury, and will only be used solely for website maintenance, club excursions, and for the Club to further grow and prosper.

Article VII — Personal Liability

1. No officer, or member of the Club, past, present or future, shall be held personally liable for any claim, damage, or debt against the club or its members.
2. No officer, or member, of this non-profit club, shall have the right to individual benefit of the club's assets or property.

Article VIII — Club Meetings

1. Regular monthly meetings of this Club will be held as follows:
 - a. Monthly Member Meetings shall be held at a location selected by the Executive Board based upon its ability to accommodate typical member attendance. Meetings shall be January through November on the third Wednesday of each month beginning at 6:30pm. Exceptions will be cancellation or rescheduling due to inclement weather or unforeseen circumstances when noted.
 - b. Klinger's At The Airport Cruise in/Meet-up on the first Wednesday of each month April through October beginning at 5:30pm.
2. All Club Executive Board Members are asked to attend all regular and special meetings.
3. Any Club Executive Board Member who is not able to attend meetings shall notify another Club Board Member.
4. All minutes of regular Club membership meetings will be available to view before and after meetings.
5. All minutes of the Club Executive Board will be available to the Executive Board only, before and after meetings.



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Article IX — Special Meetings

1. Special Meetings may be called in one of the following manners:
 - a. By the President of the BCMCCI.
 - b. By a majority decision of the club Executive Board.
 - c. Any member may request a special meeting by notifying a board member.

Article X — Club Executive Board

1. The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, Two (2) Public Relations Officers, Sergeant-at-Arms, and Webmaster.
2. The Executive Board shall have the authority to conduct the business of the Club between monthly meetings.
3. All actions contemplated by the Executive Board must be submitted to the membership for approval or disapproval at the next regular meeting of the club.

Article XI — Election of the Club Executive Board

1. Elections for the Executive Board will take place in the Fall of all EVEN calendar years (i.e. 2022, 2024...etc.).
2. The Board nominees shall be accepted from any current member who has been a member of the BCMCCI for one (1) full calendar year (January thru December). Exceptions as dictated by extenuating circumstances and as approved by membership.
3. The President nominee MUST be nominated from any current or past BCMCCI board member who has held his/her position for one (1) full Election Term or two years (January through December).
4. Nominations will be accepted during the September Club Meeting.
5. The Executive Committee will validate all nominations and prepare a Voting Ballot for the October Club Meeting.
6. Elections will take place during the October Club Meeting and the new board will be presented to the club at the November Club membership meeting.
7. Executive Board positions are held for two (2) years.
8. Exceptions will be a vacancy, removal, or resignation.



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Article XII — Executive Board Voting

1. Voting is open to any current card-holding Club member in good standing.
2. Voting will be conducted by paper, or electronic ballot.
3. Ballots will be counted by Sergeant-At-Arms and verified by Secretary.
4. Voting will be conducted in the month of October of each “Even year” (as noted above) at the monthly club meeting or electronically during the announced time-period.

Article XIII — Resignations

1. Any officer may resign by written notice submitted to the President.
2. His/Her resignation shall become effective upon receipt of written notice.
3. Upon resignation, all board papers and materials shall be returned to the Club immediately.
4. Notification of the Executive Board position will be announced to membership.
5. Nominations will then be submitted at the next Club meeting, and voting will be held at the following Club meeting.
6. The newly elected Board Member will serve until the next Board Election.



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Article XIV — Duties of Club Officers (Board Members Names and contact information can be found in Article XX and Club website which will be amended at each election cycle or as necessary)

PRESIDENT (Elected)

1. Must have maintained membership in good standing for a minimum of two (2) consecutive years and served a minimum of (1) full year on a non-executive committee, or held an executive board position for a full two (2) year term to ensure an understanding of the administrative functions and organizational structure of the Club.
2. Serves as ex-officio member of all committees and sub-committees.
3. Has the authority to interpret and enforce by-laws of this club unless appealed by the Executive Board.
 - a. Assigns members to do official business unless appealed by the Executive Board.
4. Contacts delinquent members of their membership dues.
5. Reviews all minutes of meetings, and correspondence, and presents them to the membership.
6. Has the deciding vote at all Board and Club meeting votes in the event of a tie.
7. Prepares and administers board and membership meetings. Gathers ideas and comments from membership to help steer the direction of the club and future activities.
8. Addresses and/or resolves member questions or issues with the club, its activities or the club functions in general.
9. Acts as the chief goodwill ambassador for the club with the public, organizations we do business with, Club members and Club friends.

VICE PRESIDENT (Non-Elected Position)

Richard Balthaser is a Charter Member of BCMCCI and on the Executive Board since the inception of BCMCCI. On November 19, 2014 the Club elected Richard Balthaser as Vice President for Life, or as long as he desires to hold this position.

1. Takes charge in the absence of the President and perform certain duties delegated to him by the President.
2. Reviews, and/or evaluates club business and legal requirements.



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RECORDING SECRETARY (Elected)

1. Keeps minutes of all regular, special and executive meetings and will forward them to the President for review.
2. Maintains an attendance record of all officers and members.
3. Makes sure all Board members are given a copy of all meeting minutes.
4. Will also have present at membership meeting, all copies of the minutes from previous, regular and special meetings for review as appropriate (*see Article VIII.4 and 5*).
5. With the Sergeant-at-Arms verifies the count from all votes.

SERGEANT-AT-ARMS (Elected)

1. Reads minutes from previous club meetings at the start of Club member meetings.
2. In charge of admitting members at regular, executive and special meetings by having them sign in before the meeting.
3. Makes membership aware upon entering meetings of newsletters, flyers or any current events that have been printed for their reference.
4. Maintains control during meetings and any other club functions by disciplining and/or ejecting any unruly attendees.
5. Ensures all new and current members have access to a copy of the by-laws.
6. With the Secretary verifies the count from all votes.
7. Runs the Club's 50/50 drawings at all meetings, car shows and Summer Meet-ups.



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TREASURER (Elected)

1. Maintains club finances in appropriate financial institution account(s).
2. Ensures the clubs bills are paid monthly.
3. Reconciles accounts monthly with bank statements, creates a Balance Sheet, and a Profit & Loss Statement.
4. Presents the Balance Sheet and Profit and Loss statements at monthly meetings for membership review.
5. Oversees and approves Club purchases. The Executive Board can make purchases up to \$199.99. Any expense (new or recurring) at or above \$200.00 requires approval from Club membership.
6. All money paid out of the treasury/bank account must be reported to the membership. All disbursements of BCMCCI funds are reported to members at general membership meetings.
7. Validates the accuracy of payment request and co-signs all club checks. Club checks shall require the signature of the President and Treasurer. In the absence of the President, the Vice President is authorized to co-sign club checks.
8. Collects club dues and all fees.
9. Presents the club budget.
10. Shall sign, maintain and distribute membership cards to members. **This task may be delegated or assisted by any other Executive Board Member(s).**
11. Be responsible for picking up mail at the P.O. Box and distributing to the proper board members.

PUBLIC RELATIONS 2 POSITIONS (Elected)

1. Promotes membership.
2. Promotes club to local media.
3. Publicizes upcoming club events.
4. Manages and maintains Membership Roster and personal information via .xls spreadsheet
5. Maintains the BCMCCI social media pages (Facebook, Instagram).
6. Produces and distributes club communications correspondence, reminders, emails, and newsletters.
7. Manages the ordering, and sale of, club merchandise.



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WEBMASTER (Appointed by the Executive Committee)

1. The Webmaster is selected by the Executive Committee to the Executive Board and confirmed by a vote from the Club during a normal Club Meeting.
2. Maintains and/or builds the Club Website.
3. Assists the Club with all decisions related to technology.
4. Assists in maintaining the BCMCCI social media pages (Facebook, Instagram).

SUB-COMMITTEES PARTICIPANTS (Voluntary)

1. Sub-committees have included: Car Show Committee.
2. He/She shall work under the direction of the Club President who will delegate assignments to trustees on each activity that the Club is undertaking.
3. When necessary, shall be confirmed by the Club at a regular Club meeting.

Article XV — Violations

1. Members will be automatically expelled for the following:
 - a. Illegal use of drugs or substance abuse.
 - b. Sale or handling of illegal or stolen merchandise.
 - c. Anyone giving BCMCCI negative publicity/reputation.
 - d. Anyone not respecting fellow members or members' vehicles, or showing disrespect to other car clubs or its members or vehicles.
 - e. Conducting themselves in dangerous or reckless manner at any club functions or activities.
 - f. Failure to perform expected duties.
 - g. Insubordination to the club.
2. Should any disciplinary action be taken under this article the member, or members, so charged shall have the right to a hearing before the Executive Board as to what action is to be taken.



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Article XVI — Expulsions

1. Expulsions and immediate dismissal from the club may result from violations described in Article XV above.
2. All Club property, to include but not limited to, Board papers and materials pertaining to the club, shall be returned immediately upon expulsion from the BCMCCI.

Article XVII — Dissolution of Club

1. The club can be dissolved only by majority of a quorum of members in good standing.
2. The presiding officers at the time will handle the dissolution.
3. In the event of dissolution, all physical assets will be sold.
4. Cash received from the sale and cash from the club's financial accounts after all outstanding obligations are satisfied, will be donated to charitable organizations that the remaining membership selects.

Article XVIII — Amendments to By-laws

1. Amendments to the by-laws are approved by a majority vote at a general membership meeting (to include Executive Board).
2. Amendment proposals may be submitted by any club member.
3. A proposed change to by-laws should be presented to the Executive Board in writing at least thirty (30) days in advance of the amendment change meeting.
4. At the following membership meeting, voting will take place on such amendments.
5. Voting will be done by a paper ballot, counted and recorded, by the Sergeant-at-Arms and Secretary.
6. Upon the adoption of the new amendments, they will be posted on the club website and a notice of the new by-laws will be available to all club members.
7. By-laws will be amended (Article XX) after each election cycle, or as needed, in order to revise and update the Board Member's names, titles and contact information.



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Article XIX — Club Property

1. Club property consists of:
 - a. Club Trailer
 - b. Contents stored in the trailer or in an approved location with full knowledge of 2 or more Executive Board Members listed in detail in Article XX.



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Article XX — Board members, positions and contact information — 2023 – 2024 Term

President

Daniel Peterson
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Pottstown, PA

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