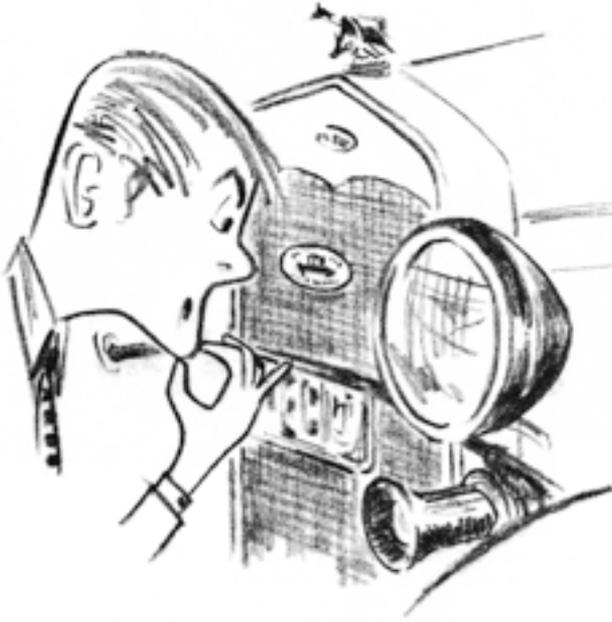


CHAPTER STARTER



an official publication of
THE MODEL A FORD CLUB OF AMERICA

The purpose of this handbook is to answer many of the questions received by the Chapter Coordinator regarding the formation and operation of chapters. The information on continuing chapter operation was compiled from interviews with the National Board of Directors. So much material is available in this area that only a streamlined overview can be presented here. It is strongly recommended that those involved in forming and leading local chapters take time for some personal study, so that they can better understand how to run their organizations.



What Is MAFCA?

With thousands of members scattered throughout twenty-two countries, the Model A Ford Club of America has become an international organization. It is the largest car club in the world devoted to one make of automobile.

The Model A Ford Club has a simple purpose. As stated in the corporate bylaws, the club shall “serve as a medium of exchange of ideas, information and parts for admirers of the Model A Ford car, and to aid them in their



efforts to restore and preserve the car in its original likeness ...to attract prestige and respect within the community, and ... to help these owners become better acquainted, encourage and maintain among its members the spirit of good-fellowship, sociality, and fair play through sponsored activities including the use of the Model A Ford and family participation.”

These goals should be kept in mind, for they are the primary reasons why individuals join MAFCA. The effectiveness with which a chapter meets these goals will determine its success or failure.

Chapter activities are one means of furthering the exchange of ideas and of obtaining recognition for work well done. Another means is regional meets, which are sponsored by ambitious chapters. Neighboring chapters are invited to compete for trophies in restoration, driving skill, and even era costumes. Every two years, a national meet and convention is held somewhere in the United States. This, the biggest of all Model A events, brings members from thousands of miles distant to attend restoration seminars, meet old friends, and participate in tours, dances, and driving events. The climax of the three day meet is the competition

among scores of beautifully restored Model A's for the coveted "Best of Show" trophy. Win or lose, the experiences and excitement of driving a Model A Ford hundreds of miles to a national meet can never be forgotten.

The Model A Ford Club of America saw its beginnings in 1955, when a handful of Model A enthusiasts gathered in Glendale, California. The group grew and quickly encompassed the entire Southern California area. The Restorer magazine was born in 1956; and the club took on nationwide significance with its incorporation as a non-profit organization the following year. Continued growth over the years has brought MAFCA to its present place of distinction among antique auto clubs.







Founding a Chapter

The Model A Ford Club owes its phenomenal growth and success to the achievements of individual chapters. It is the chapter that puts club membership on a personal level. The policy of the national club toward chapters is fairly simple. Except for requiring all chapter members to be national members, the national club will not interfere with the internal

affairs of any chapter club. Each chapter has its own ideas concerning the Model A hobby and therefore is more capable of managing its own affairs according to the needs of its membership.

However, this attitude on the part of the national club does not mean it has no interest in the welfare of the chapter once it is organized. On the contrary, the national club takes a great deal of interest in the activities of its chapters, offering assistance whenever needed. There is a continuous exchange of ideas between chapters, stimulated by the national club through the publication of chapter news in *The Restorer*. The position of Chapter Coordinator is maintained on the national Board of Directors to help the formation of new chapters and the revitalization of sagging ones.

What are the reasons for forming a chapter? A person doesn't have to join a chapter to restore a Model A, but he will miss all the fun. The Model A Ford is a fun car, and the Model A Ford Club is a fun club.

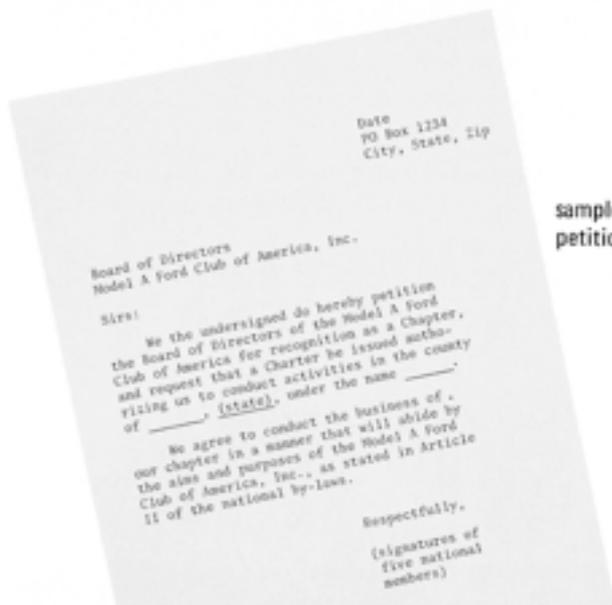
The reasons go deeper than that, however. Every Model A owner has certain basic needs. He has physical needs such as sources for parts and help with his restoration problems. He has intangible needs such as security, belonging, and worth. It is for the fulfillment of these needs that chapters form. They provide a means of family recreation, individual recognition and prestige, and companionship and competition. Chapters are the instruments through which the goals of the Model A Ford Club of America are accomplished.

How is a chapter formed? Most simply, a chapter is formed when a charter is granted to five petitioning members by the Board of Directors. If starting from scratch, obviously, some effort must be spent on getting local Model A owners together. One way is to look in the MAFCA Membership Roster. Another might be to place an ad in the local paper; and it might even be possible to talk the editor into running a short picture story on the Model A. One slow but effective way is to drive the Model A every day, and flag down other A's as they go chugging by.

Regardless of the method used, spark enthusiasm. Everyone should be excited about the Model A, and the Model A Ford Club of America.

After a minimum of five national members have decided to form a chapter, they may submit a petition requesting a chapter charter. All members of a chapter must be national members. Charters will not be granted unless all the signatories have paid their national dues (which may accompany the petition). A sample petition is shown as a guide.

Upon acceptance of the group as a chapter, a charter is issued by the Board of Directors. This charter is an official document, and is marked with the corporate seal.



One of the first matters of business for the fledgling chapter should be the rental of a post office box. The advantages of a central location for the receipt of mail will become obvious when officers change from year to year.

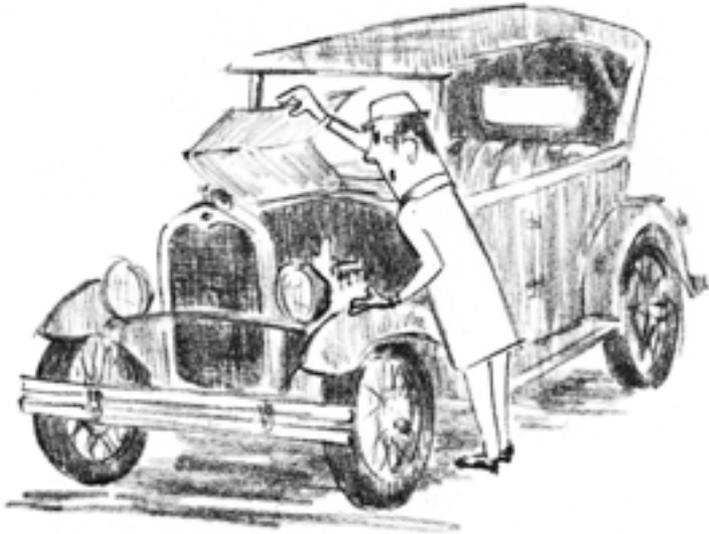
Another matter of importance is the adoption of a set of by-laws.

This is not absolutely necessary, however by-laws provide a guide for the operation of the chapter. The by-laws shown in this handbook are for use as a guide. Each chapter may want to modify them to meet their special needs.

A question that may arise early in the growth of the chapter is that of incorporation. Some chapters have found it advantageous to incorporate as non-profit organizations within their operating state. A decision like this should be based on the size and needs of the membership; and after obtaining professional legal advice.



A person can restore a Model A by himself,
but chapter members have more fun.



Keeping It Going

Keeping a Model A going is one problem, but keeping a chapter club going is entirely different. just getting some Model A folk together to send in a petition for a charter is not the end in itself. A workable program of continuing operation is a must for chapter growth and success. In order to understand what makes a successful chapter, we must take a short look at the basic characteristics of group structure.

The four characteristics of primary importance to us are the power structure, the communication structure, the role structure, and the sociometric structure.

The power structure is the hierarchy of the group. The individual's position on this "totem pole" is less important in a democratic organization, where he can participate in decision making. The leaders must take care not to let the power structure become too rigid: everyone must feel a part of the group.

The communication structure is quite important, and it cannot be over-emphasized. Communication is essential for coordinating chapter activities, building interest, and disseminating information. Business meetings provide the most effective form for two-way communication. Each member becomes personally involved in decision making, and feels a strong sense of belonging to the club. Chapter newsletters are extremely effective in unifying the group and in combating an often negative form of communication, the grapevine. Good newsletters are found to be a part of every highly successful chapter; and low-cost offset printing can bring copies of a newsletter to the membership for just a few dollars.

The role structure is how the group divides its responsibilities, and where the individual sees himself in the hierarchy. Different patterns will develop for different groups, depending on the individuals involved. Sometimes, a person will form a faulty idea of this role. For example, a member elected president may think his role calls for stern leadership, which may be very detrimental to the friendly atmosphere of a MAFCA chapter.

The sociometric structure is the pattern of personal friendships within the group. A wise leader will determine where these links are, as friends will work well together on events. Lone individuals tend to be negative, or to drop out altogether. "The individual who is valued and receives warmth and acceptance is likely to gain much more satisfaction from his group membership than is the sociometrically isolated individual." These people should be carefully drawn into the group and helped to feel a part of it. Good leadership will be wary of cliques, however, as they will split the group apart and endanger its survival.

Historian Arnold Toynbee said that groups grow and develop in a pattern. A group will, in the formative stage, be vigorous, dedicated to its goals, and highly productive. It will grow and mature, and then in its middle age, it will become conservative and less active. It will be content to rest on its record of progress and achievements. Old age will creep in, and internal conflicts will lead to its decline (a prime reason for seeking new members).

Of course, not all groups follow this form. There are several factors that will influence the direction the organization will take.

* From *Personality Dynamics and Effective Behavior* by James C. Coleman. Copyright 1960 by Scott, Foresman and Company.



First, the group must meet the needs of its members. Collectively, the teenage club will have different desires than the family chapter. Individually, though, each person has similar needs (although the rank of importance may vary). The member must feel secure. He wants to belong. His ego must be satisfied and protected. He wants status and approval. He must have a feeling of worth.

Secondly, a successful chapter must have good morale and cohesiveness. This is the bonding force that will make the club strong. Effective organization and mutual confidence are the foundations of this strength: but ceremonials, symbols and group traditions add to chapter solidarity. Membership in the chapter must be valuable and sought after.

Third, and most important, is leadership. The leader exerts considerable control over the other factors; and it is through his understanding of psychology, personality types, and tact that the club will function effectively. He must demonstrate salesmanship and showmanship. He must have a positive attitude, and spread enthusiasm among the members. He must not become overbearing or repressive; for only when members share in decision making will they feel individually



important. The best leader is sensitive to the needs of the group and the individual.

The democratic leader, who shows concern, and who calls for it consensus of opinion, will generate cohesiveness, as the members feel a part of the organization.

Frequently, people will not pick the best leaders. A man might be elected because of an outgoing personality, yet he may be the most uncreative member of the club.

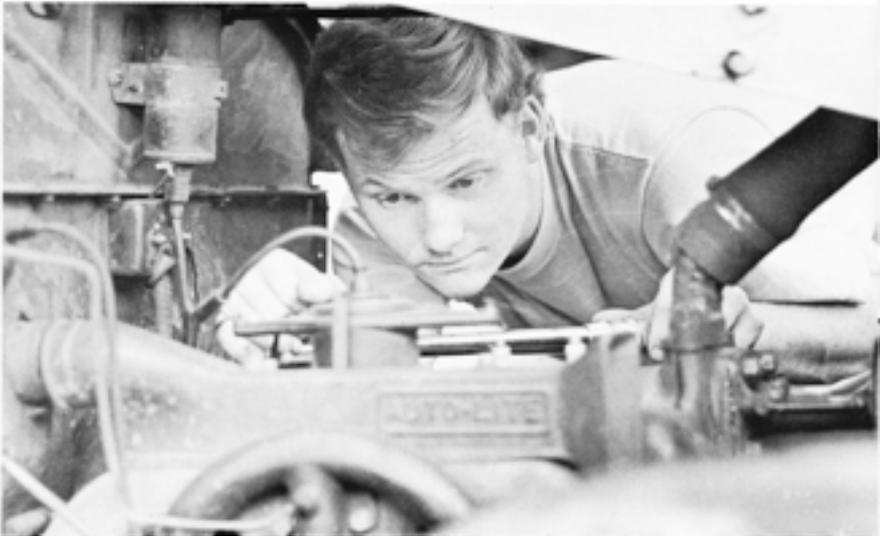
Sometimes leaders are selected because no one else wants the job. People think that there is too much work involved in running a chapter. With an effective organization,



chapter operations require little more time than that taken to attend events. Once, during a meeting to nominate new officers, a chapter president came up with an effective answer to the problem of individuals declining nominations. Basically, he said that each member benefits from club membership in one way or another. Each member, in turn, has an obligation to serve the club so that others may benefit.

To merely decline a nomination with a vague excuse of “not enough time” is to fall down in one’s obligations to the club. Fifteen names were placed on the ballot, and all of the offices were filled with talented individuals who might have been hesitant to accept the challenge. Nevertheless, a person with sincere objections should not be dragged into office. He would not be approaching the job with a positive attitude, and would damage the club.

A full study of how to lead a MAFCA chapter cannot be presented within the limits of this handbook. Anyone involved with leading a chapter is strongly advised to do some personal research at the local public library. A few hours spent studying how to be a more effective leader will be of great benefit to both the individual and the chapter.





How to Get and Keep Members

Finding good members and keeping them active is everyone's responsibility. Chapters don't run without good ideas. Here are a few practical points. Many of these ideas have helped build successful chapters.

- Have a good club program. If the members are excited about it, they will bring in new people on their own.
- Attend outside meets. Show other car clubs that the Model A Ford Club is a going group.
- Have a publicity program. Get the local paper to run a short feature on the next big event, with a picture of an "A".
- Conduct a limited membership drive. Select a specific number by which to increase the membership, and set a deadline for its accomplishment. Don't go on wholesale drives, for a large number of unenthusiastic new members will weaken the club.
- Drive the Model A. Make the public aware of the club. There are undoubtedly "A" owners around who don't know there is a club.
- Have an active family program, including the driving of the Model A (but don't exclude those without running A's). Plan a few events which will directly involve the kids.
- Maintain personal contact. Each member should feel that he is a friend of every other member.
- Give each individual a part of the work. Make him feel involved. Don't overwork any one individual.
- Give credit for jobs well done and awards received.
- Pull in the quiet ones. Ask for their help. Make them feel important.
- Maintain a fun atmosphere. Solve quarrels privately.
- Discourage the formation of cliques.
- Put out a good newsletter. Mention individuals by name. Don't let it become a dry calendar of coming events.
- Check on frequently absent members. Be sincerely concerned about their problems. Find out if the club is at fault and make corrections.
- Establish and maintain traditions and ceremonials, such as an annual banquet in era costume.
- Don't give out too many awards; they will lose their value.
- Talk up events, but don't oversell them. Don't complain about a poor turnout--just say, "Those who didn't make it sure missed a great time."
- Give each member a membership card with the dates of the major events on the back.
- Discourage negative talk.
- Keep the club by and for the members. A one man fan club won't last very long.







Meetings

The way a business meeting is conducted has a strong effect on the success of the group. Having good meetings takes planning, and the following points should be of some help.

Publicity - Publicize the meets. Don't expect everyone to remember from one month to the next. Time the publicity so that it is not so early that people will forget, or so late that they have made other plans. Use some salesmanship.

Agenda - Have a written agenda, and follow it. Start the meeting on time. Get through the business as soon as possible. Don't read announcements and minutes of the previous meet in an inaudible or monotone voice. Maintain an informal but orderly atmosphere. Don't try to compete with other attention getters. Distribute hand-outs and allow

time for them to be read. Tactfully quiet private conversations. Don't allow public quarrels. Schedule a recess for a long meeting. Allow time for sociality. A good schedule might be: a half hour for business, a half hour for refreshments and socializing, and an hour for the feature program. The members should leave wanting a little more, rather than having had too much.

Program-Have a program. People won't come just to hear the minutes and treasurer's report. Get a guest speaker. Show slides on the last event, or some phase of restoration (making sure ahead of time that they are in order and right side up; that the screen and projector can be set up with a minimum of disturbance; and that the room can be darkened so that everyone can see). Exercise a little showmanship. Don't let raffles get too long, and don't have one every time. Vary the program so there is always something different. Keep visual aids and car parts out of sight except when needed, and keep the area behind the speaker clear of members and visual distractions. Make announcements early in the program and end the meeting on a high note.

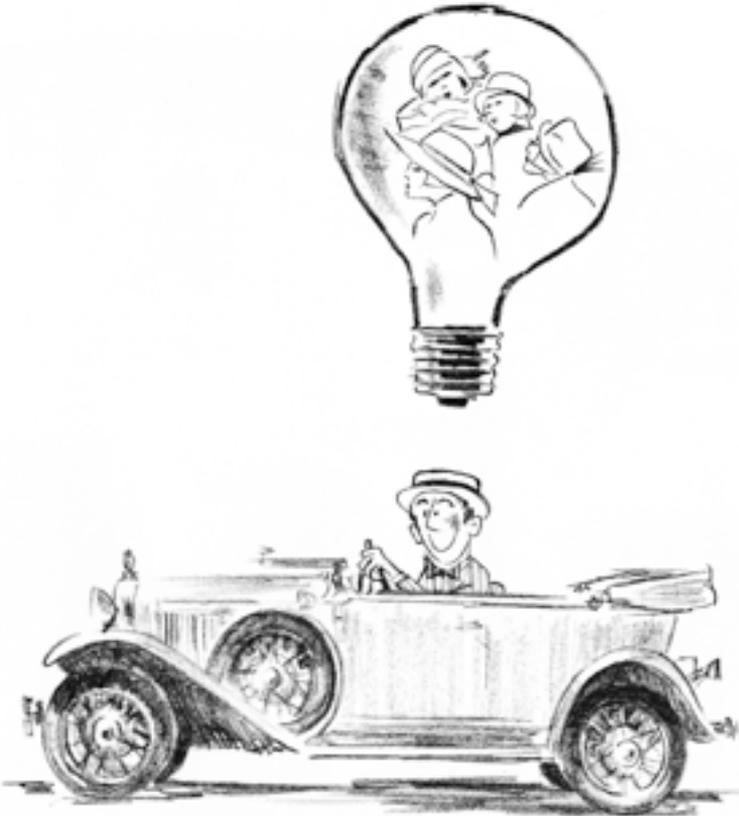
Guests-Introduce guests, and include some personal information about them. Give them paper name tags to wear. Have a welcoming committee. Don't leave guests in the corner after the meet.

New Members-Officially welcome a new member. Present him with his name badge and membership card; and have him cell about his car if he has one. Put an older member in charge of the new one to see that he becomes acquainted with the group.

Meeting Place - Hold the meeting in a suitable place. Find a central location which is easy to get to. Find a room of the right size; not too large, or too small. Check on ventilation, acoustics, disturbance from outside noise, and facilities for refreshments. Check the seating to see that no one is too far to the side or too far back. Keep the speakers platform or head table close to the membership.

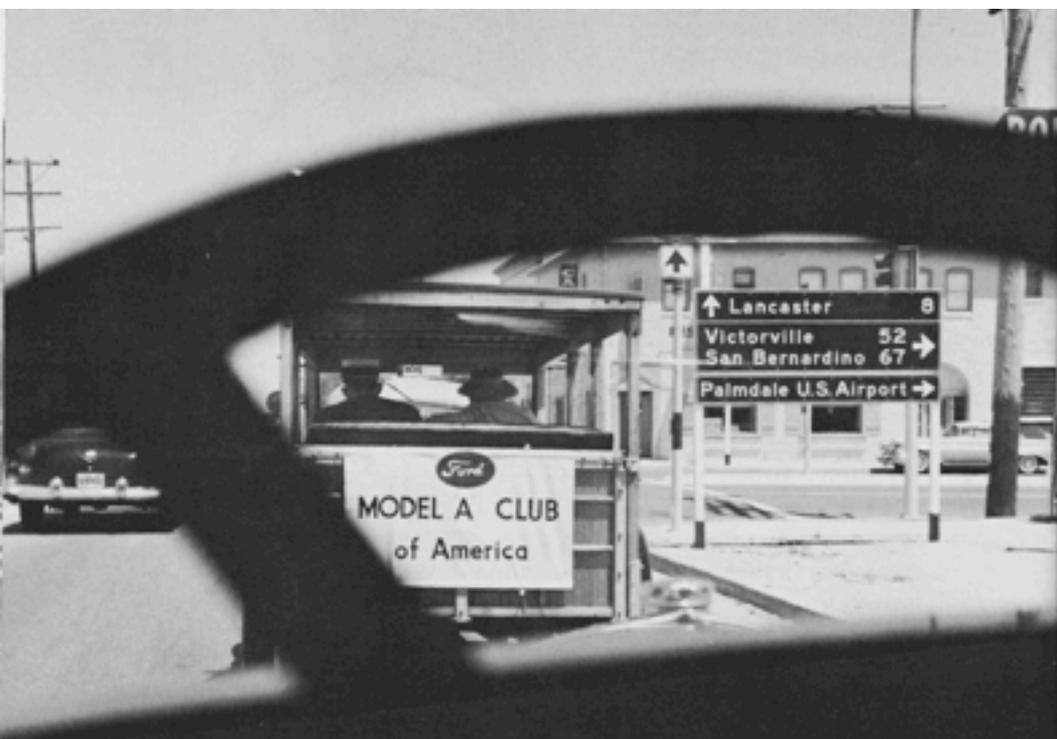
Idea File - Keep an idea file for events and programs. Solicit suggestions from the membership.





Some Ideas

One of the first projects for a new chapter is the planning of events. There is enough information on ideas for chapter events to fill another handbook. Here are some starters. With a little practice and imagination, new ideas will develop easily.



jackets and emblems
banners and flags
inter-chapter baseball
raffles
tours

rallies
gymkhanas
picnics
parades
films

restoration seminars
camp-outs
era costume shows
seasonal parties
progressive dinners

cross country race
swap meets
economy run
trouble shooter contest
drive-in movie

SUGGESTED BYLAWS

ARTICLE I

Name

The name of this organization shall be _____ Chapter, Model A Ford Club of America, and its principal office shall be in _____

ARTICLE II

Purposes

The purpose of this club shall be:

SECTION 1. To serve as a medium of exchange of ideas, information and parts for admirers of the Model A Ford car, and to aid them in their efforts to restore and preserve the car in its original likeness.

SECTION 2. To unite in a central organization all owners of Model A Fords who are interested in restoring and maintaining the automobile in a manner to attract prestige and respect within the community, and it shall further be the purpose of this club to help these owners become better acquainted, encourage and maintain among its members the spirit of good fellowship, sociality and fair play through sponsored activities including the use of the Model A Ford and family participation.

SECTION 3. The club shall be non-commercial, non-sectarian, and non-partisan.

ARTICLE III

Members

SECTION 1. REQUIREMENTS. Chapter and family members must be members of the national organization, the Model A Ford Club of America.

Requirements for membership shall not insist upon the actual possession of a Model A Ford. Merely an interest in the objects of the club and a desire to take an active part in club activities shall be the primary requirement for membership. An applicant for membership must be of good character as to be of benefit to the club and its functions and objects, and must display sincerity of purpose.

SECTION 2. DUES. The dues payable by members shall be in the amount of per year and shall be payable in advance of the first day of January each year.

ARTICLE IV

Meetings of Members

SECTION 1. ANNUAL MEETING. The annual meeting of the members shall be held during December in each year. The purpose of said meeting shall be the election of officers and the transaction of such other business as may come before the meeting.

SECTION 2. REGULAR MEETING. Regular meetings of the members shall be held monthly for the purpose of transacting business.

SECTION 3. SPECIAL MEETING. Special meetings of the members may be called either by the President, another officer, or not less than one-tenth of the members.

SECTION 4. NOTICE OF SPECIAL MEETING. A written Or printed notice stating the place, day and hour of any special meeting shall be delivered to each member not less than five nor more than forty days before the date of such meeting, and the purpose for which the special meeting is called shall be stated in the notice.

SECTION 5. QUORUM. The members holding one-tenth of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice.

ARTICLE V Officers

SECTION 1. OFFICERS. The officers of the club shall be a President, Vice President, Secretary, and a Treasurer.

SECTION 2. ELECTION, TERM OF OFFICE. Officers of the club shall be elected at the annual meeting and shall serve for the period of the following calendar year.

SECTION 3. PRESIDENT. The President shall be the principal executive officer of the club and shall in general supervise and control all of the business and affairs of the club. He shall preside at all meetings of the members and shall perform all duties incident to the office of President.

SECTION 4. VICE PRESIDENT. In the absence of the President, the Vice President shall perform the duties of the President.

SECTION 5. SECRETARY. The Secretary shall keep minutes of the meetings of the members, see that all notices are duly given in accordance with the provisions of these bylaws, keep a register of the post office address of each member, and in general perform all duties incident to the office of Secretary.

SECTION 6. TREASURER. The Treasurer shall have charge and custody and be responsible for all funds of the club.

SECTION 7. NATIONAL REPRESENTATIVE. The National Representative shall act as a liaison between the chapter and the national club.

ARTICLE VI Fiscal Year

The fiscal year of the club shall begin on the first day of January and end on the last day of December in each year.

ARTICLE VII Amendments to Bylaws

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a two-thirds majority of the members present at any meeting of the members, provided at least five days written notice is given of intention to alter, amend or repeal or to adopt new bylaws at such meeting.

Hopefully, this handbook will answer the questions most often asked about chapters. Chapter officers and the membership as a whole are reminded that the national Board of Directors is eager to help anyone in meeting the goals of the Model A Ford Club of America.

Special problems can be referred to:
MODEL A FORD CLUB of AMERICA, 250
South Cypress, La Habra California
90631-5515

