

**MAFCA WEBSITE**  
**www.mafca.com**

1. Purpose: The purpose of this policy is to define in general terms, the MAFCA Website and how it shall be administered.
2. General: The Website has been created, not to replace the way MAFCA has traditionally supported the membership and members of the general public, but rather to augment it by utilizing state-of-the-art electronic medium. The goal is to increase the speed and efficiency of support to MAFCA members and further to make MAFCA known to a larger audience.
3. Administration: The Website shall be maintained by a Webmaster who shall be knowledgeable in formatting and programming this electronic medium. The Website shall be periodically updated to insure that information is current, pertinent, accurate and reflects the current objectives of MAFCA.
  - A. A Webmaster shall be retained by the MAFCA Board of Directors. The Webmaster, at his/her discretion, may involve other individuals (non-compensated) to assist in the maintenance of the Website. The Contract for Webmaster is shown as Addendum II to this Policy.
  - B. Although the Webmaster is responsible to the Board of Directors, the Website Liaison, as appointed by the President, shall act as liaison on any Website issues coming to/from the Board.
  - C. The Website Liaison shall also be a contributor of information to the Website by providing updates on upcoming events, Board activity and any other information that will be of benefit to the web browser.
4. Links: There is a risk that MAFCA may lose tax-exempt status by promoting, or appearing to promote, the private interests of individuals or taxable entities except those that relate to our organization's purposes. MAFCA will only include a "link" that will be **useful** and **appropriate** to the Model A hobbyist in the **maintenance, restoration** and **enjoyment** of his Model A Ford. This also applies to paid "links". All other "links" are **unacceptable**.
  - A. The Website Liaison shall annually review "links" from the MAFCA Website to other "sites" to insure that each "link" is consistent with the statement above. Any "links" failing to meet the aforementioned criteria will be removed through communication with the Webmaster.
5. Website/Webmaster Review Workshop: The Website Liaison shall head an information exchange review to be convened at least once a year, or at the discretion of the Board, preferably at the MAFCA National Awards Banquet, and more often if desired by the Board of Directors, or, at the request of the Webmaster, at which time the Webmaster will have the opportunity to meet with the entire Board of Directors, including the newly elected Board members, in an informal exchange of information and ideas. Items to be discussed may include, but are not limited to:

1. An opportunity for the Webmaster to share his/her analysis of website both at present and with a vision for the future.
2. An analysis of editorial content of the website, examining any new and exciting features or segments.
3. A review of membership input, comments and recommendations regarding the website as received by either the Webmaster, the Website Liaison or through the office.
4. A discussion of the Webmaster's recommendations to improve or change the website to better meet both the needs of the hobby or in addressing the requirements of the membership.
5. A review of technical and editorial developments and opportunities.
6. A discussion of the Webmaster's contract, as required, and if applicable, to improve the working relationship between the Webmaster, the Website Liaison and MAFCA Board of Directors, on behalf of the membership.
6. The review shall include but not be limited to the Webmaster Agreement and compensation, advertising rates, content, "links", server space and any other matters pertaining to the Website.
7. Website Content: The content of the Website may include but not be limited to the following:
  - A. What *is* MAFCA?
  - B. A listing of MAFCA chapters, regions and special interest groups.
  - C. Information about the Board of Directors, office and magazine staff.
  - D. Membership information and membership application.
  - E. A calendar of events and activities around the world.
  - F. Chapter, Regional and National Meets.
  - G. ***The Restorer*** Magazine.
  - H. Technical information.
  - I. Era Fashions.
  - J. Classified Ads.
  - K. Judging of the Model A.
  - L. History of the Model A.
  - M. Youth news and activities.
  - N. Hubley Derby information.
  - O. Products sold through MAFCA.
  - P. List of parts dealers and services.
  - Q. Technical books, magazines and parts sources.
  - R. Links to cars and people on the Internet.
  - S. Pictures and stories of members' favorite cars.
8. Advertising: Refer to Media Advertising Policy.

9. Statements of policy: The following Advertising Policy statement shall appear in the advertising section of the Website.

***"MAFCA accepts no responsibility for the accuracy of any statements, the fairness of any prices, or the quality of any goods or services mentioned on the MAFCA Website. Comments are welcomed and encouraged and should be addressed to the WebsiteLiaison@mafca.com or to MAFCA, 250 S. Cypress Street, La Habra, CA 90631."***

The following General Policy statement shall appear as near to the beginning of the Website as is practical.

**"MAFCA makes no representations or warranties of any kind, express or implied, as to the operation of the site or the information, content, materials or products included on this site. To the full extent permissible by applicable law, MAFCA disclaims all warranties, express or implied, including but not limited to, implied warranties of fitness for a particular purpose. Nothing expressed, furnished, or supplied by this site is, or implied to be, technical advice or services, or substitute for the advice and services of a qualified mechanic."**

10. Complaints Against Advertisers: Refer to Media Advertising Policy.

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**MAFCA WEBSITE**

<http://www.mafca.com>

**Addendum I**

**CONTRACT**  
**FOR WEBMASTER SERVICES**

**A. General**

This is a Contract between the MODEL A FORD CLUB of AMERICA, INC. (hereinafter referred to as MAFCA), 250 S. Cypress Street, La Habra, CA 90631 and \_\_\_\_\_, hereinafter referred to as Webmaster), for all work related to managing and updating the <http://www.MAFCA.COM> web site. It defines the term and conditions of this position effective for the period of \_\_\_\_\_ through \_\_\_\_\_.

This relationship is that of two independent parties and not of employer-employee. As such, MAFCA does not and will not provide any form of insurance, benefits or tax withholding, nor does MAFCA assume any liability for job related injury, loss of property or damage incurred by the Webmaster.

Nothing in this Contract shall form a partnership between the Webmaster and MAFCA. The intent is that the Webmaster will perform all duties associated with maintaining the MAFCA Website and shall not have the authority to bind MAFCA for any contracts or obligations.

The terms and conditions of this Contract are to be interpreted under the laws of the State of California.

This Contract is complete in and of itself. The terms, conditions, restrictions, obligations and issues as set forth herein are complete and it shall be integrated. No other agreements, written, oral or otherwise shall be considered as part of this Contract, and evidence of additional agreements or promises shall not be binding on either party.

If any term of this Contract is determined to be illegal, unenforceable or void by operation of law, all other terms and conditions shall remain in full force and effect.

MAFCA may periodically provide the Webmaster with confidential information containing members' names, addresses and other personal information. The Webmaster shall not license, re-publish, divulge, share, or sell any part of the confidential information with any third party without the express written permission of MAFCA.

**B. Duties Of MAFCA**

MAFCA is the owner of the Website <http://www.MAFCA.COM> and will perform the following duties:

1. Select an Internet Service Provider (ISP) in coordination with the Webmaster and pay all costs involved in hosting the web site.
2. Provide all software, software – upgrades and required equipment to ensure that the website is functioning properly and efficiently, including monthly communication fees or charges.
3. Provide all needed club data, information, policy, or other material which the Webmaster and MAFCA deem necessary to have on the Website.
4. Determine the commercial advertising rates and sell advertising space to qualified businesses.
5. Provide the Webmaster all advertising and other material received or developed in the La Habra office in a timely manner.
6. Provide direction to the Webmaster on matters involving the Website's content, features, size, and all other organizational issues.

**C. Duties Of The Webmaster**

The Webmaster is solely responsible for the programming, layout, and structure of the Website. The Website shall be designed and programmed in a manner to provide visitors with minimal computer skills easy access to navigate and understand. The use of colors, headings, photographs and all other visual effects is the responsibility of the Webmaster.

Other duties include, but are not limited to the following:

1. Develop, revise, and modify the pages of the Website to meet the needs of members, staff, and Board of Directors of MAFCA.
2. Maintain all files on the Website. The Webmaster is responsible for determining the size of all pages of the Website.
3. Respond expeditiously to all emails directed to the Webmaster involving Website content, changes, or questions. Emails involving policy or matters unrelated to the Website shall be forwarded to the MAFCA office for resolution and answer. Emails directed to a specific Director or officer shall be forwarded directly to that person.
4. Post information or specific news forwarded by a MAFCA Officer or Director to the appropriate area of the Website.
5. Work with the MAFCA staff and Advertising Director to coordinate the advertisements on the Website to insure that they are paid for and the term they are posted for on the Website is correct.
6. Assist the MAFCA staff with billing issues, terms of any agreement and any billing questions involving the ISP.
7. Recommend to the MAFCA staff any changes or modifications to the agreement with the ISP.
8. Post all appropriate information received from members expeditiously. This includes events, classified ads, photographs of interest to the membership, contact information, and any other material appropriate to the Website. Any questionable information should be referred to the Website Liaison.
9. Review any potential links to insure that the content will be useful and appropriate to the Model A hobbyist in the maintenance, restoration and enjoyment of his Model A Ford. This also applies to

paid links. Any questions concerning the appropriateness of a link should be directed to the Website Liaison.

10. Coordinate information with the Editor of *The Restorer* to insure the objectives of both parties are met.
11. The Webmaster shall maintain an inventory of MAFCA materials and equipment in his possession pertaining to the Webmaster job. All unused documents, photographs, and related material submitted to the Webmaster for insertion on the Website are the property of MAFCA and shall be turned over to the next Webmaster upon conclusion of this Contract.
12. The Webmaster shall provide cross-training to an individual of MAFCA's choosing to serve as back-up to the Webmaster when the Webmaster is away or otherwise unavailable to continue the Webmaster duties.
13. If directed by MAFCA, the Webmaster, upon termination of this Contract shall provide training to the succeeding Webmaster for a period of one month. Compensation shall be at the rate specified in this document.

#### **D. Compensation**

1. For services performed, the Webmaster shall be compensated at the rate of \$     per month, payable no later than the last day of each month.
2. MAFCA will reimburse the Webmaster for the telephone expenses incurred while conducting business related to the Website. The Webmaster shall periodically submit a reimbursement request with appropriate supporting receipts detailing these expenses.
3. The Webmaster shall be responsible for all of his/her own general and administrative expenses, including but not limited to Email, copying, computer and communications equipment, insurance, taxes and stationery materials.
4. When MAFCA requests the Webmaster to attend a Board of Directors' meeting, expenses will be reimbursed for mileage, flight and accommodations on the same basis as a Director.
5. MAFCA will provide a Form 1099 as mandated by the IRS on compensation paid during the proceeding year.

#### **E. Website Specifications**

The Webmaster agrees to the following specifications in his work.

1. The Website <http://www.MAFCA.COM> is the official site of MAFCA and it shall reflect the purpose of MAFCA as stated in the Bylaws.
2. The Website shall be continued in essentially the same format as it currently exists with any major changes reviewed with and approved by the Board of Directors.
3. The Webmaster shall take advantage of new developments and software as appropriate to ensure the Website is technologically current.

**F. Review And Continuation**

MAFCA retains the right to issue a renewal of this Contract for a similar term of years, and shall do so with official written notice to the Webmaster. In the event that the Contract is renewed, it is renewed under the same terms, conditions, obligations, restrictions and provisions as contained herein, although both parties reserve the right to modify any of those terms.

This Contract shall remain in effect until renewed, replaced, modified, or terminated. At least 30 days advance written notice by either party is required for modification. Termination by either party requires 60 days prior written notice and is subject to the time and training of a succeeding Webmaster as specified in Part C line 13 of this Contract if required by MAFCA.

**AGREED TO:**

\_\_\_\_\_  
**MAFCA President**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**MAFCA Secretary**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Webmaster**

\_\_\_\_\_  
Date

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